

# Sandy Town Council

To: Cllrs P N Aldis, P Blaine, T Cole, A Gibson, A M Hill, W Jackson, T Knagg, G Leach, C Osborne, M Pettitt, M Scott, P Sharman, J Sparrow, 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 10 December 2018 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  
4<sup>th</sup> December 2018

**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*

### **3 Public Participation Session**

To receive questions and representations from members of the public.

# Sandy Town Council

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

To consider the Minutes of the meeting of Sandy Town Council held at 7.30pm on Monday 29 October 2018 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 Committee held on 5 November 2018 and 26 November 2018
- ii) Extraordinary Human Resources Committee held on 19 November 2018
- iii) Community Services & Environment Committee held on 19 November 2019
- iv) Policy, Finance and Resources Committee held on 26 November 2019

**RESOLVED to RECOMMEND** that the Fallowfield lighting and CCTV scheme be budgeted for in 2019/20.

**RESOLVED to RECOMMEND** that the funds for the Fallowfield lighting and CCTV scheme be taken from the Fallowfield reserves.

**RESOLVED to RECOMMEND** that the Council budget for repair works to the Village Hall access road in the 2019/20 budget and that the Clerk includes the best price obtained for the work in budget calculations.

## **6 Financial Matters**

- i) To note a balance sheet and detailed financial report showing income and expenditure against the revenue budget for the year to 31 October 2018 (previously circulated and scrutinised at a meeting of the Policy, Finance and Resources Committee on 26 November 2018).
- ii) To note a budget overview report (previously circulated and scrutinised at a meeting of the Policy, Finance and Resources Committee on 26 November 2018).

# Sandy Town Council

- iii) To note a list of payments made since the last Town Council meeting (previously circulated and scrutinised at a meeting of the Policy, Finance and Resources Committee on 26 November 2018).

## **7 Reports from Central Bedfordshire Councillors**

To receive reports from Sandy's Central Bedfordshire Councillors. Members have already received Central Bedfordshire Council's briefing notes.

## **8 Action List**

To receive any updates and note the action report.

APPENDIX I

## **9 Central Bedfordshire Council Rural Match Fund**

To receive information on the 2019/20 rural match fund and advise on any schemes the Council may wish to submit.

APPENDIX II

## **10 Internal Audit Report**

To receive a copy of the Council's most recent internal audit report.

APPENDIX III

## **11 Local Council Award Scheme**

To resolve that the Council meets the criteria for the next level of the Local Council Award Scheme and that an application be submitted.

APPENDIX IV

## **12 Remembrance Parade 2019**

To receive a recommendation on the organisation of the 2019 Sandy Remembrance Parade.

APPENDIX V

## **13 Greensands County Festival 2019**

To receive and consider correspondence on the Greensands Country Festival 2019.

APPENDIX VI

## **14 Crime and Policing**

- i) To receive and note recent CCTV incidents.

APPENDIX VII

- ii) To receive and note the most recent crime statistics for Sandy.

APPENDIX VIII

## **15 Reports from Representatives**

To receive reports from representatives on outside bodies, training courses or seminars attended.

- i) To receive a report from Cllr Hill on the Sandy Sports and Leisure Association AGM.

APPENDIX IX

# Sandy Town Council

- ii) To receive a report from Cllr Hill on the Sandy Twinning Association. APPENDIX X

## **16 Correspondence**

- i) To receive a copy of correspondence sent to the Mayor of Sandy seeking support for an initiative. APPENDIX XI
  
- ii) To receive an invitation for two representatives to attend Central Bedfordshire's Youth Parliament and Youth Central Manifesto Launch Event on Tuesday 12<sup>th</sup> March 2019. APPENDIX XII

## **17 News Release**

## **18 Chairman's Items**

## **19 Date of Next Meeting: 21 January 2019**

**AGENDA ITEM 8**

**APPENDIX I**

**Town Council - Action list**

Subject	Action to be taken		Response/ Agenda no.
	Minute	Action	
<b>Meeting 9/11/15</b>			
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.	Members raised the importance of reaching a decision on the route of the rail link in a meeting with A. Burt on 7 <sup>th</sup> September 2018. No further updates received.
<b>Meeting 21/5/18</b>			
A1 – Local Issues	(19-18/19)	To push for decisions on the future of the A1 and action on safety and environmental issues.	The Clerk wrote to A Burt M.P following the Council's receipt of a letter from Chris Grayling M.P.  Mr. Burt's office has confirmed a further response from Mr Grayling will be issued to the Clerk. This will be circulated ahead of the meeting once it is received.
<b>Meeting 29/10/18</b>			
Sandy Sports Centre Leisure Facilities		The Town Council write to all parties involved (CBC. Secondary School, Stevenage Leisure) seeking to convene a meeting. The Mayor, Deputy Mayor and Chairs of committees would attend.	Letters issued to all parties concerned offering that STC facilitate a meeting. Responses received. CBC have declined STC's offer to facilitate a meeting at this stage while discussions between the parties involved in the contract are ongoing. Reply stated updates will be provided to STC & CBC ward Members once CBC are in a position to do so.

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**Title:** Central Bedfordshire Local Transport Plan

**Subject:** Request for schemes - LTP Integrated Programme 2019/20 (Rural Match Funding).

**Summary:** Town and parish councils are invited to submit two small-scale highways improvement proposals for consideration by CBC.

Each proposal will be reviewed and ranked by CBC. The highest scoring proposals will be included for design within the 2019-20 Integrated Schemes Programme of Works.

For this year, CBC is not requesting a parish contribution towards the cost of designing locally-promoted schemes. However, CBC will require a matching contribution towards a scheme's construction cost. Available S106 monies will count as a local contribution.

Once a scheme has been designed and costed, it may be 'banked' and referenced in future S106 negotiations, as opportunities arise.

Funding for the design of schemes will draw on the monies allocated within the Highways Programme for Rural Match Funded schemes.

CBC may decide to fund a parish-promoted scheme in full where there is a clear justification, such as on road safety grounds.

Overview	
1.	<p>This note forms a guide to Town and Parish Councils seeking to secure funding from Central Bedfordshire Council for small-scale highway improvement schemes.</p> <p>Completed application forms should be returned to Central Bedfordshire Council by <b>Thursday 31st January 2019</b>.</p>
What is the Local Transport Plan?	
2.	<p>The Local Transport Plan (LTP) sets out a long-term framework for investment in transport across Central Bedfordshire. It establishes a strategic approach through which to deal with key transport issues, a series of objectives, and broad areas of intervention through which schemes will be identified and improvements made to the transport network.</p>
What is the "Rural Match Fund"?	
3.	<p>The Rural Match Fund is a mechanism through which local Town and Parish Councils can request improvements to the highway in their area.</p>
4.	<p>Towns and Parishes may submit up to two scheme requests. For the 2019-20 round, there is no requirement for a contribution towards the scheme design cost.</p>
5.	<p>All schemes requests will be assessed on a matrix scoring-based approach, taking into account available evidence on traffic speeds, flows and collisions.</p>
6.	<p>Requests for changes related to <b>parking</b> matters <b>will not</b> be considered as a separate process is in place for this (ref: <a href="http://www.centralbedfordshire.gov.uk/transport/request/parking-restriction.aspx">http://www.centralbedfordshire.gov.uk/transport/request/parking-restriction.aspx</a>).</p>
What are the benefits of the fund?	
5.	<p>The ring-fenced funding for small improvement schemes operated by Central Bedfordshire Council benefits town and parish councils by:</p> <ul style="list-style-type: none"> <li>• Offering the opportunity to secure funding for local schemes that may not otherwise have been prioritised</li> <li>• Bringing local concerns and priorities to the attention of Central Bedfordshire Council.</li> </ul>

<b>How much is in the fund?</b>	
6.	<p>The Rural Match Fund forms a significant percentage of Central Bedfordshire Council's allocation of the Integrated Transport Budget for the 2019/20 financial year. This is the budget which underpins the Local Transport Plan of which circa £200,000 is being made available to match fund local schemes<sup>1</sup>.</p> <p>A small-scale scheme would involve a spend of no more than £25,000.</p>
<b>How does the scheme work?</b>	
7.	Schemes are typically designed in one year and constructed in the subsequent year. The £200,000 budget in any one year includes both the cost of schemes in design and those in construction. Typically, 10-15 new schemes can be accommodated in any one year.
8.	We ask towns and parishes to state the issue they wish to address (e.g. excessive speeds) rather than specifying a solution (e.g. speed activated electronic sign) as the appropriate design solution will be determined by the consulting engineer.
<b>How will schemes be assessed and prioritised?</b>	
9.	Requests will be assessed in respect of policy compliance, deliverability and value for money. All evidence provided by the parish will also be taken into consideration. Those projects which most clearly demonstrate a local need will be prioritised.
9.	All scheme requests will be recorded on a long list in ranking order, to be reviewed in subsequent years.
10.	It is possible for a town or parish to be successful with both of their requests.
<b>How much do different schemes cost?</b>	
11.	It is not possible to give precise costs of individual schemes prior to their design.
<b>Which authorities can submit a request?</b>	
12.	<p>The match funding programme is open to all towns and parishes though priority will be given to rural areas. This is because:</p> <ul style="list-style-type: none"> <li>• The majority of Local Transport Plan funding flows to urban areas.</li> <li>• The small-scale nature of requirements in rural areas often means the schemes do not score highly through existing scheme prioritisation processes and so are unlikely to secure funding through the typical</li> </ul>

<sup>1</sup> Subject to member approval at Executive Committee  
LTP Rural Match Fund 2018/19



	mainstream allocations.
<b>Closing date for applications</b>	
13.	The authority will welcome requests from town and parishes up until 31st January 2019. Requests should be made using the application form available in <u>Appendix B</u> and emailed to:  <u>HighwayImprovementSchemes@centralbedfordshire.gov.uk</u>
<b>Is there assistance to help authorities understand what schemes are likely to be successful?</b>	
14.	Advice will be provided to town and parish councils on request and prior to submitting a request.
<b>Notification of Successful Requests</b>	
15.	Every town or parish council will be notified of the outcome of their application by May 2019. The decision of Central Bedfordshire Council will be final.



## SANDY TOWN COUNCIL INTERIM INTERNAL AUDIT REPORT

The interim internal audit was carried out on 13th November 2018 at the offices of Sandy Town Council.

### Work Done

#### **External audit report review**

- The external auditor's report for year ending 31<sup>st</sup> March 2018 was reviewed.

#### **Minutes of meetings**

- The minutes of meetings were reviewed and any relevant information was noted.

#### **Payroll**

- Bedford Borough Council prepares the payroll externally. Reliance can be placed on the work of this third party in respect of the wage preparation.
- For the month of July 2018, the gross pay for five employees was verified to the contract files and SLCC 2017-2019 pay scale.

#### **Bank Reconciliations**

- The bank reconciliation file was reviewed to ensure that regular reconciliations are being prepared.
- The bank reconciliations for September 2018 were tested to ensure that they were being prepared correctly.
- Clearance of outstanding items was viewed.

#### **Petty Cash**

- For the month of September 2018 petty cash was reviewed to ensure procedures are being followed and expenses are reasonable.

#### **Trade Debtors**

- Trade debtors were reviewed for reasonableness and to ensure that they agreed in total to the financial statements.

#### **Trade Creditors**

- The balance for trade creditors was reviewed to ensure that it was reasonable and to ensure that they agreed in total to the financial statements.

### **Income**

- A sample of two sales invoices were selected at random from the sales invoices file. They were traced back through the system to ensure that income had been recorded correctly and accounted for.
- A sample of two bookings were selected at random from the booking's diary. They were traced through the system to ensure that income had been recorded, invoices issued and payment received.

### **Payments**

- A sample of two purchase invoices were selected at random from the purchase invoices file. For each invoice it was ensured that they were correctly posted, the details were correct, the payment was authorised and the payment was agreed to the bank statements.
- A sample of two purchases were selected from the purchase day book and traced through the system to invoice to ensure that they were correctly recorded and accounted for.

### **Results**

#### **External audit report review**

- The external auditor, Mazars LLP, provided an unqualified opinion on the accounts for the year ending 31st March 2018.
- There were no issues to note.

#### **Minutes of Meetings**

The full Council meets on a monthly basis with various committees including the finance and resources committee meeting less regularly. All payments are agreed by the Council meeting prior to payment being made to suppliers (although some regular direct debits will be taken before the meeting date).

Points of interest from meetings held since the last internal audit include:

- The tender procurement requirement value was lowered to £25,000 from £60,000.
- A review was carried out on the savings of the town council car park. It was concluded that over a four-year period total costs of £7,308.75 could be saved.

#### **Payroll**

- Reliance has been placed on the work of third parties in respect of the calculation of net wages, PAYE & national insurance liabilities and pension contributions.

#### **Bank Reconciliations**

- Bank reconciliations are being prepared on a monthly basis. The current reconciliation was reviewed and found to be prepared correctly.
- There is one outstanding cheque which is now over six months old. This is cheque number 31277 to First Response Fire and Protection service for £477.51 dated 25<sup>th</sup> April 2018. This is now out of date and needs to be reviewed why it hasn't been cashed, and whether a replacement cheque needs to be sent. This old cheque should now be written off.

#### **Petty Cash**

- Petty cash transactions are posted on to Rialtas on a monthly basis from the petty cash spreadsheet and therefore the balance on Rialtas continuously remains at the float balance of £250. This will differ from the balance held in the petty cash tin as expenses are paid during the month, but can be easily reconciled by viewing the petty cash spreadsheet.
- The procedures were considered adequate for controlling petty cash and the expenses reviewed were reasonable

#### **Trade Debtors**

- A file with all sales invoices is kept & regularly checked for unpaid items which are effectively chased by office staff. Any bad debts must be agreed by the Council, but this is very rare.
- It is recommended that an aged debtors summary is produced from Rialtas each month to provide detail behind the figure on the balance sheet.

#### **Trade Creditors**

- Unpaid invoices are collected & taken to the Council for approval & payment on a monthly basis.
- It is recommended that an aged creditors summary is produced from Rialtas each month to provide detail behind the figure on the balance sheet.

#### **Income**

- Income receipts tested were agreed to supporting documentation and had been correctly recorded.

#### **Payments**

- The payments tested were agreed to supporting documentation. They had all been correctly recorded and approved by the Finance Committee.

**Conclusion**

In our opinion, the Council are keeping their books and records in order and are following internal control procedures that they have set up.

*Haines Watts.*

R Hammond – Partner  
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Woburn Road Industrial Estate,  
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*28<sup>TH</sup> NOV 2015.*

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## Local Council Award Scheme Application Form



The council confirms by resolution at a full council meeting that it publishes online:

Criteria	Met Criteria	Where are these published online?
Its standing orders and financial regulations	YES	<a href="http://www.sandytowncouncil.gov.uk/the-council/how-we-work/meetings">http://www.sandytowncouncil.gov.uk/the-council/how-we-work/meetings</a> <a href="http://www.sandytowncouncil.gov.uk/the-council/finance/financial-regulations">http://www.sandytowncouncil.gov.uk/the-council/finance/financial-regulations</a>
Its Code of Conduct and a link to councillors' registers of interests	YES	<a href="http://www.sandytowncouncil.gov.uk/the-council/how-we-work/code-of-conduct">http://www.sandytowncouncil.gov.uk/the-council/how-we-work/code-of-conduct</a>
Its publication scheme	YES	<a href="http://www.sandytowncouncil.gov.uk/downloads/policies">http://www.sandytowncouncil.gov.uk/downloads/policies</a> FOI Publication Scheme
Its last annual return	YES	<a href="http://www.sandytowncouncil.gov.uk/the-council/finance/annual-report-">http://www.sandytowncouncil.gov.uk/the-council/finance/annual-report-</a>
Transparent information about council payments	YES	<a href="http://www.sandytowncouncil.gov.uk/the-council/finance/accounts">http://www.sandytowncouncil.gov.uk/the-council/finance/accounts</a>
A calendar of all meetings including the annual meeting of electors	YES	<a href="http://www.sandytowncouncil.gov.uk/the-council/how-we-work/meetings">http://www.sandytowncouncil.gov.uk/the-council/how-we-work/meetings</a>
Minutes for at least one year of full council meetings and (if relevant) all committee and sub-committee meetings	YES	<a href="http://www.sandytowncouncil.gov.uk/downloads/meeting-minutes">http://www.sandytowncouncil.gov.uk/downloads/meeting-minutes</a>
Current agendas	YES	<a href="http://www.sandytowncouncil.gov.uk/downloads/meeting-agendas">http://www.sandytowncouncil.gov.uk/downloads/meeting-agendas</a>
The budget and precept information for the current or next financial year	YES	<a href="http://www.sandytowncouncil.gov.uk/the-council/finance/budget">http://www.sandytowncouncil.gov.uk/the-council/finance/budget</a>
Its complaints procedure	YES	<a href="http://www.sandytowncouncil.gov.uk/the-council/how-we-work/communicating-with-the-council">http://www.sandytowncouncil.gov.uk/the-council/how-we-work/communicating-with-the-council</a>

**AGENDA ITEM 11**

**APPENDIX IV**

Council contact details and councillor information in line with the Transparency Code	YES	<a href="http://www.sandytowncouncil.gov.uk/the-council/councillors/your-councillors">http://www.sandytowncouncil.gov.uk/the-council/councillors/your-councillors</a>
Its action plan for the current year	YES	<a href="https://www.sandytowncouncil.gov.uk/upload/ckfinder/downloads/Action%20Plan%202018-19.pdf">https://www.sandytowncouncil.gov.uk/upload/ckfinder/downloads/Action%20Plan%202018-19.pdf</a>
Evidence of consulting the community	YES	<a href="http://www.sandytowncouncil.gov.uk/sandy-diary-news">http://www.sandytowncouncil.gov.uk/sandy-diary-news</a>
Publicity advertising council activities	YES	<a href="http://www.sandytowncouncil.gov.uk/the-council/what-we-do/planning">http://www.sandytowncouncil.gov.uk/the-council/what-we-do/planning</a> <a href="http://www.sandytowncouncil.gov.uk/downloads/meeting-agendas">http://www.sandytowncouncil.gov.uk/downloads/meeting-agendas</a>
Evidence of participating in town and country planning	YES	Work of the Development Scrutiny Committee: <a href="https://www.sandytowncouncil.gov.uk/downloads/meeting-agendas">https://www.sandytowncouncil.gov.uk/downloads/meeting-agendas</a>

The council also confirms by resolution at a full council meeting that it has:

<b>Criteria</b>	<b>Do you meet these criteria?</b>	<b>Where are these published? Can they be provided electronically?</b>
A risk management scheme	YES	Risk Management Policy reviewed and agreed. Copy to be provided with application.
A register of assets	YES	In place and reviewed by internal auditor. Copy to be provided with application.
Contracts for all members of staff	YES	Signed and in place for all employees.
Up-to-date insurance policies that mitigate risks to public money	YES	Insurance policies in place. Copy of policy certification to be provided with application.
Disciplinary and grievance procedures	YES	Procedures and policies in place. Copies of agreed policies to be provided with application.
A policy for training new staff and councillors	YES	Training Statement of intent agreed. Copy to be provided with application.
A record of all training undertaken by staff and councillors in the last year	YES	Record of training undertaken over the last year has been compiled by the office.
A clerk who has achieved 12 CPD points in the last year	YES	Clerk has achieved 26 CPD points over the last year.



The council confirms by resolution at a full council meeting that it publishes online:

Criteria	Met Criteria?	Where are these published online?
Draft minutes of all council and committee meetings within four weeks of the last meeting	YES	<a href="https://www.sandytowncouncil.gov.uk/downloads/meeting-minutes">https://www.sandytowncouncil.gov.uk/downloads/meeting-minutes</a>
A Health and Safety policy	YES	<a href="https://www.sandytowncouncil.gov.uk/upload/downloads/Health-and-Safety-Policy.pdf">https://www.sandytowncouncil.gov.uk/upload/downloads/Health-and-Safety-Policy.pdf</a>
Its policy on equality	YES	<a href="https://www.sandytowncouncil.gov.uk/upload/downloads/Equal-Opportunities-Policy-2018.pdf">https://www.sandytowncouncil.gov.uk/upload/downloads/Equal-Opportunities-Policy-2018.pdf</a>
Councillor profiles	YES	<a href="https://www.sandytowncouncil.gov.uk/the-council/councillors/your-councillors">https://www.sandytowncouncil.gov.uk/the-council/councillors/your-councillors</a>
A community engagement policy involving two-way communication between council and community	YES	<a href="https://www.sandytowncouncil.gov.uk/upload/downloads/Community-Engagement-Policy-2017.pdf">https://www.sandytowncouncil.gov.uk/upload/downloads/Community-Engagement-Policy-2017.pdf</a>
A grant awarding policy	YES	<a href="https://www.sandytowncouncil.gov.uk/upload/downloads/Grants-Policy-2018.pdf">https://www.sandytowncouncil.gov.uk/upload/downloads/Grants-Policy-2018.pdf</a>
Evidence showing how electors contribute to the Annual Parish or Town Meeting		<a href="https://issuu.com/rosettapublishing/docs/sandy_and_biggleswade_bulletin_apri">https://issuu.com/rosettapublishing/docs/sandy_and_biggleswade_bulletin_apri</a> <a href="https://issuu.com/rosettapublishing/docs/sandy_biggleswade_bulletin_june_1">https://issuu.com/rosettapublishing/docs/sandy_biggleswade_bulletin_june_1</a> <a href="https://www.sandytowncouncil.gov.uk/the-council/how-we-work/meetings">https://www.sandytowncouncil.gov.uk/the-council/how-we-work/meetings</a> <a href="https://www.sandytowncouncil.gov.uk/upload/downloads/Annual-Town-Meeting-Agenda-2017.pdf">https://www.sandytowncouncil.gov.uk/upload/downloads/Annual-Town-Meeting-Agenda-2017.pdf</a>
An action plan responding to community engagement and setting out a timetable for action and review		<a href="https://www.sandytowncouncil.gov.uk/upload/ckfinder/downloads/Action%20Plan%202018-19.pdf">https://www.sandytowncouncil.gov.uk/upload/ckfinder/downloads/Action%20Plan%202018-19.pdf</a>
Evidence of community engagement, council activities and the promotion of democratic processes in an annual report, online material and regular news bulletins	YES	<a href="https://www.facebook.com/Sandytowncouncil/">https://www.facebook.com/Sandytowncouncil/</a> <a href="https://issuu.com/rosettapublishing/docs/sandy_biggs_bulletin_oct_18">https://issuu.com/rosettapublishing/docs/sandy_biggs_bulletin_oct_18</a> <a href="https://www.sandytowncouncil.gov.uk/the-council/how-we-work/annual-report">https://www.sandytowncouncil.gov.uk/the-council/how-we-work/annual-report</a> <a href="https://www.sandytowncouncil.gov.uk/sandy-diary-news/news-archive">https://www.sandytowncouncil.gov.uk/sandy-diary-news/news-archive</a>



## AGENDA ITEM 11

## APPENDIX IV

Evidence of helping the community plan for its future	YES	<a href="https://www.sandytowncouncil.gov.uk/community/town-plan">https://www.sandytowncouncil.gov.uk/community/town-plan</a>
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The council also confirms by resolution at a full council meeting that it has:

Criteria	Do you meet these criteria?	Where are these published? Can they be provided electronically?
a scheme of delegation (where relevant)	YES	<a href="https://www.sandytowncouncil.gov.uk/upload/downloads/Scheme-of-Delegations---May-2017.pdf">https://www.sandytowncouncil.gov.uk/upload/downloads/Scheme-of-Delegations---May-2017.pdf</a>
addressed complaints received in the last year		Clerk to provide written account of any formal complaints received against the Council in the last 12 months and how these were addressed.
at least two-thirds of its councillors who stood for election	YES	<a href="http://www.centralbedfordshire.gov.uk/Images/Sandy%20-%20Four%20Wards_tcm3-10886.pdf">http://www.centralbedfordshire.gov.uk/Images/Sandy%20-%20Four%20Wards_tcm3-10886.pdf</a>
a printed annual report that is distributed at locations across the community	YES	Link to annual report; <a href="https://www.sandytowncouncil.gov.uk/upload/48.pdf">https://www.sandytowncouncil.gov.uk/upload/48.pdf</a>  List of places hard copies were made available to be emailed with application
a qualified clerk	YES	CiLCA Certificate to be attached to application.
a clerk (and deputy) employed according to nationally or locally agreed terms and conditions	YES	Copy of Clerks contract to be attached to application.
a formal appraisal process for all staff	YES	Formal policy recently agreed. Appraisal process/policy to be attached to application.
a training policy and record for all staff and councillors	YES	<a href="https://www.sandytowncouncil.gov.uk/upload/downloads/STC%20Statement%20of%20Training%20Intent.pdf">https://www.sandytowncouncil.gov.uk/upload/downloads/STC%20Statement%20of%20Training%20Intent.pdf</a>

**SANDY TOWN COUNCIL**

**DATE:** 10 December 2018  
**AUTHOR:** Town Clerk  
**SUBJECT:** Remembrance Parade 2019

**1. Summary**

- 1.1 The Mayor, Chairman of Community Services and Environment, Reverend of St Swithun's Church and Town Clerk met to complete an event review of the 2018 Remembrance Day parade and evening's national tribute event.

A brief review of the evening's event has already been presented to the Community Services and Environment Committee held on 19<sup>th</sup> October 2018. At the meeting the committee provided feedback on the parade which was discussed with representatives of the RBL and St Swithun's Church at the review meeting.

- 1.2 Nationally the Royal British Legion is informing its branches that it is the responsibility of local councils to organise and insure remembrance parades. In many cases responsibility for remembrance events have now passed to Town Councils, with the local branch of the Royal British Legion facilitating and running the event on the Council's behalf.

**2. Resource Implications**

- 2.1 If the Council were to become the event organiser, it could engage the Sandy and District branch of the Royal British Legion to continue arranging and running the parade as in previous years, including arrangements for road closures, risk assessments and orders of service.
- 2.2 If Sandy Town Council is to be the organiser and therefore the insurer it must actively manage the event, while bringing in the RBL to facilitate it. Any publications linked to the event should make it clear that Sandy Town Council is the organiser.
- 2.3 Management of the event would most easily be achieved by establishing a working group to liaise with the RBL and approve event documentation and arrangements. A working group consisting of Councillors, RBL and St Swithun's church and the Clerk would limit impact on office resources.
- 2.4 In 2018 two Members of Council staff were needed at the event to facilitate the PA system and disability ramp. As part of preparations for the 2019 event the PA system will be reviewed, and this may have implications as to how the PA system is managed and the level of support required from Council employees on the day.

**3. Insurance Implications**

- 3.1 The Council's insurance provider has confirmed that the event can be added to the Council's policy as an annual inclusion. The addition of the event will not result in increased premiums on the Council's insurance.

**4. Recommendation**

4.1 It is recommended that;

- 1) The Council agree to act as organiser of the annual remembrance parade and make an inclusion within its insurance policy to cover the event.
- 2) The Council give the Sandy and District Branch of the Royal British Legion authority to facilitate the 2019 remembrance parade and service on its behalf.
- 3) The Council manage the event via a Council working group, which will consist of the Mayor, two Councillor representatives, the Chairman of the Royal British Legion, the rector of St Swithun's Church and the Town Clerk.
- 4) Councillor representatives to the working group be appointed at the Council's annual meeting in May 2019.

**From:** Lindsay Measures <[lindsay@greensandcountry.com](mailto:lindsay@greensandcountry.com)>  
**Sent:** 19 November 2018 14:43  
**To:** Claire Poulton  
**Subject:** FW: Greensand Country Festival 1st to 31st May 2019

Good Afternoon,

I hope you are well.

Following the success of our Greensand Country Festival this year, we are planning an even BIGGER and BETTER festival for 2019. The festival will run throughout May and we would love to have you on board.

We will once again work hard to promote the Greensand Country Festival and all of the organisations and events involved in it across the landscape, from Leighton Buzzard to Gamlingay. We will be printing 30,000 copies of our Greensand Country Festival Booklet, which will include listings of each event – please let us know if you or a business that you know would like to find out more about advertising opportunities within the Guide. The festival will also be advertised in local magazines, including The Villager, Bedfordshire Oracle and Bee Local Magazine in the months leading up to the festival, reaching over 60,000 households.

Please see attached the Festival Booking Form for your completion, we kindly request that all forms are returned to [Lindsay@greensandcountry.com](mailto:Lindsay@greensandcountry.com) by 20<sup>th</sup> December 2018 for inclusion in our Festival Events booklet.

Please also see attached a copy of our feedback form, this information is vital for the Greensand Country Landscape Partnership, in order for us to report back on the success of the festival and the number and quality of events taking place across the landscape to the Heritage Lottery Fund. We understand that many organisations have their own feedback forms, and therefore ask that if you are not able to do a separate feedback exercise for Greensand Country, that you incorporate our questions into your own forms, and provide the information to us following the festival.

Attached is our photograph permission form, which we would ask you to keep on file for use ahead of or during your Greensand Country Festival event, we will have a professional photographer taking pictures throughout May and this form will enable us to efficiently photograph the events, which will support the marketing of the festival and the organisations involved in it.

Once you have confirmed your involvement in the 2019 festival, please could you send a copy of your Public Liability Insurance and Risk Assessment, so that we can keep these on file for insurance purposes to cover the Greensand Country Landscape Partnership during your event(s) in May.

Many thanks.

Best regards,

Lindsay

Lindsay Measures

Events & Engagement Officer

Greensand Country Landscape Partnership



**Funding raised by  
The National Lottery**  
and awarded by the Heritage Lottery Fund



Landscape Partnership Programme of the Greensand Country for the Bedfordshire Rural Communities Charity and the Greensand Trust.

Our '2020 Vision' for the end of our 4 ½ year Landscape Partnership programme is for the Greensand Country to be a living and working landscape that is cherished by present and future generations.

Greensand Country Landscape Partnership team landline: 01234 838774  
Email: [Lindsay@greensandcountry.com](mailto:Lindsay@greensandcountry.com)

The Old School, Cardington, Bedford, Bedfordshire, MK44 3SX.

Follow us on [Twitter](#) | Find us on [Facebook](#) | Visit us at [www.greensandcountry.com](http://www.greensandcountry.com)

# Greensand Country Banner, Boards and Feather Flags



**SANDY TOWN COUNCIL****DATE:** 10 December 2018**AUTHOR:** Town Clerk**SUBJECT:** CCTV Statistics**1. CCTV Incident Figures**

- 1.1 The figures below come from client reports available on the Hertfordshire CCTV Partnership website and from an incident report provided to the Council. The figures are only for monitored incidents on CCTV equipment and do not include non-monitored events and therefore do not show an overall picture of crime or police activity. The table provides figures available figures for the last 12 months.

<b>Month</b>	<b>Monitored Incidents</b>	<b>Police Attended</b>	<b>Arrests Monitored</b>
October 2017	5	2	-
November 2017	0	-	-
December 2017	3	2	-
January 2018	5	3	-
February 2018	2	1	-
March 2018	1	1	-
April 2018	5	3	-
May 2018	0	-	-
June 2018	1	-	-
July 2018	2	2	-
August 2018	2	2	-
September 2018	1	-	-
October 2018	2	2	1
November 2018	0	-	-

- 1.2 A total of five requests for the production of evidential DVD's in the Sandy area during the period 1/10/18 – 30/11/18.

**2. October 2018 Breakdown**

<b>Camera</b>	<b>Incident</b>	<b>Action</b>
Co-op / Post Office	Drunken Behaviour/ Public Order	Suspect located by CCTV and police attended.
Co-op / Post office	Road Traffic Collision	Police attended and dealt with on the scene.

## SANDY TOWN COUNCIL

DATE: 10 December 2018

AUTHOR: Administrator

SUBJECT: Sandy Crime Statistics for October 2018

## Summary:

The following statistics are for Members' information. The information is the latest received from Central Bedfordshire Council. Anti-social behaviour is not included in the data provided. Offences have been listed in chronological order according to when the offence was recorded, rather than committed.

October 2018

October 2018	OFFENCE CLASS DESCRIPTION	RECORDED	COMMITTED	LOCATION
	Burglary - Residential - Dwelling	01/10/2018	26/09/2018	Willow Rise
	Assault occasioning actual bodily harm (ABH)	01/10/2018	01/10/2018	Abbey Grove
	Burglary - Residential - Dwelling	01/10/2018	01/10/2018	Wynnefield Walk
	Interference with a motor vehicle	02/10/2018	01/10/2018	Girtford Bridge
	Theft from a motor vehicle	02/10/2018	01/10/2018	Potton Road
	Attempted - Harassment - without violence (course of conduct)	04/10/2018	03/10/2018	Market Square
	Theft if not classified elsewhere	06/10/2018	30/09/2018	Georgetown Road
	Harassment - without violence (course of conduct)	07/10/2018	14/02/2018	Ivel Road
	Assault occasioning actual bodily harm (ABH)	07/10/2018	07/10/2018	Market Square



**AGENDA ITEM 14**

**APPENDIX VIII**

Theft from shops and stalls	08/10/2018	04/10/2018	Market Square
Interference with a motor vehicle	08/10/2018	07/10/2018	Waverley Avenue
Harassment - without violence (course of conduct)	08/10/2018	08/10/2018	Jubilee Close
Assault occasioning actual bodily harm (ABH)	08/10/2018	08/10/2018	Spencer Road
Theft from shops and stalls	09/10/2018	08/10/2018	Kestrel Way
Theft from shops and stalls	09/10/2018	08/10/2018	Market Square
Theft from a motor vehicle	09/10/2018	09/10/2018	Girtford Bridge
Assault occasioning actual bodily harm (ABH)	10/10/2018	08/10/2018	Windsor Way
Sexual	10/10/2018	08/10/2018	
Sexual	10/10/2018	09/10/2018	
Theft from a motor vehicle	10/10/2018	10/10/2018	St. Swithuns Way
Theft of a motor vehicle	11/10/2018	07/10/2018	Northcroft
Burglary - Residential - Dwelling	12/10/2018	12/10/2018	Friars Walk
Burglary - Residential - Non-Dwelling	13/10/2018	11/10/2018	High Road
Burglary - Residential - Dwelling	13/10/2018	12/10/2018	Banks Drive
Harassment - Putting people in fear of violence	13/10/2018	12/10/2018	Windsor Way
Theft of a motor vehicle	13/10/2018	13/10/2018	Belam Way
Harassment - Putting people in fear of violence	13/10/2018	13/10/2018	Windsor Way
Attempted Burglary - Residential - Dwelling	14/10/2018	12/10/2018	Laburnum Road
Having possession of a controlled drug - Class B - Cannabis	14/10/2018	13/10/2018	Potton Road

**AGENDA ITEM 14**

**APPENDIX VIII**

Assault occasioning actual bodily harm (ABH)	15/10/2018	14/10/2018	Abbey Grove
Burglary - Residential - Dwelling	15/10/2018	15/10/2018	Banks Drive
Burglary - Business and Community	15/10/2018	15/10/2018	Gateshead Close
Theft from a motor vehicle	16/10/2018	14/10/2018	College Road
Aggravated vehicle taking	16/10/2018	14/10/2018	St Neots Road
Theft from a motor vehicle	16/10/2018	15/10/2018	College Road
Theft from a motor vehicle	16/10/2018	15/10/2018	Girtford Bridge
Malicious Communications	16/10/2018	15/10/2018	
Malicious Communications	17/10/2018	15/10/2018	
Burglary - Residential - Non-Dwelling	17/10/2018	16/10/2018	New Road
Other criminal damage to a vehicle (Under £5,000)	17/10/2018	16/10/2018	Queens Road
Theft from a motor vehicle	17/10/2018	16/10/2018	Station Road
Malicious Communications	18/10/2018	15/10/2018	
Sexual	18/10/2018	18/10/2018	
Stalking involving serious alarm/distress	19/10/2018	01/02/2018	
Interference with a motor vehicle	19/10/2018	16/10/2018	Sunderland Road
Theft from a motor vehicle	19/10/2018	18/10/2018	Girtford Bridge
Theft from shops and stalls	19/10/2018	19/10/2018	New Road
Sec 4 POA Fear or provocation of violence	20/10/2018	15/09/2018	Windsor Way
Theft from a motor vehicle	20/10/2018	16/10/2018	Sunderland Road

**AGENDA ITEM 14**

**APPENDIX VIII**

Other criminal damage to a vehicle (Under £5,000)	20/10/2018	19/10/2018	Longfield Road
Other criminal damage to a vehicle (Under £5,000)	20/10/2018	19/10/2018	Queens Road
Other criminal damage to a vehicle (Under £5,000)	20/10/2018	19/10/2018	The Rookery
Sec 4a POA Causing intentional harassment, alarm or distress	22/10/2018	18/10/2018	London Road
Stalking involving fear of violence	23/10/2018	19/10/2018	
Malicious Communications	23/10/2018	21/10/2018	
Burglary - Residential - Dwelling	23/10/2018	22/10/2018	Cottage Road
Sec 4 POA Fear or provocation of violence	23/10/2018	22/10/2018	Market Square
Sec 4 POA Fear or provocation of violence	23/10/2018	22/10/2018	Market Square
Malicious Communications	24/10/2018	23/10/2018	
Making off without payment	24/10/2018	24/10/2018	Tempsford Road
Sexual	25/10/2018	01/03/2018	
Burglary - Residential - Dwelling	26/10/2018	22/10/2018	Cottage Road
Theft from a motor vehicle	26/10/2018	25/10/2018	Winchester Road
Sec 4a POA Causing intentional harassment, alarm or distress	26/10/2018	26/10/2018	College Road
Theft from a motor vehicle	27/10/2018	25/10/2018	Winchester Road
Sec 4 POA Fear or provocation of violence	27/10/2018	26/10/2018	High Street
Sec 4 POA Fear or provocation of violence	30/10/2018	29/10/2018	Greens Close
Breach of Sexual Offences Prevention Order (SOPo)	31/10/2018	30/06/2018	

**September 2018 Crime Statistics**

The previous meeting of Council received crime statistics for September 2018. The table below gives a summary of crime types reported in September and their current status based on information from the Police.uk website.

<b>Offence Category</b>	<b>Offences</b>	<b>Status as at 4 December 2018</b>	
Anti Social Behaviour	26		Details, case timelines and current statuses are not provided for anti-social behaviour.
Burglary	11	4	Under investigation
		7	Investigation complete, no suspect identified
Drugs Offences	2	1	Under investigation
		1	Offender given drugs possession warning
Other Crime	1	1	Under investigation
Criminal Damage and Arson	9	1	Under investigation
		8	Investigation complete, no suspect identified
Other Theft	7	1	Under investigation
		1	Unable to prosecute
		5	Investigation complete, no suspect identified
Public Order Offence	3	1	Unable to prosecute
		2	Investigation complete, no suspect identified
Shop Lifting	8	2	Under investigation
		2	Awaiting court outcome
		2	Unable to prosecute
		2	Investigation complete, no suspect identified
Vehicle Crime	11	1	Under investigation
		1	Awaiting Court Outcome
		9	Investigation complete, no suspect
Violence and Sexual Offence	17	9	Unable to prosecute
		3	Under investigation
		2	Local resolution
		3	Investigation complete, no suspect identified

**SANDY TOWN COUNCIL**

**DATE:** 10 December 2018

**AUTHOR:** Max Hill

**SUBJECT:** Sandy Sports and Leisure Association (SSLA)

**1. Summary**

- 1.1 The latest half-yearly meeting of the SSLA was held on Tuesday November 13<sup>th</sup> at the Town Council Offices.
- 1.2 The chairman began by welcoming those present, especially new trustee Tony Payne from Sandy and Shefford HC.

**2. Previous Minutes**

- 2.1 The secretary raised the following points from the last set of minutes:
  - SSLA liability trustee insurance. This is now included within the Town Council's insurance with effect from 24<sup>th</sup> August 2018. This means an annual saving of £428 for SSLA but no extra cost for the Town Council.
  - Meeting with Central Beds Council representatives on 30<sup>th</sup> August to discuss the renewal of the existing licence. Verbal assurances were given that no difficulties were expected, although this is still going through the legal arrangements. It is hoped that the documents will be drawn up for review early next year.
  - On 29<sup>th</sup> October Sandy Town Council agreed that the existing lease should be extended for a further 25 years and here again, the revised documents will be drawn up in the early part of 2019.

**3. Treasurer's Reports**

- 3.1 The treasurer's reports were received and approved. There is currently almost £20,000 in the bank.

**4. Management report**

- There has been some re-servicing of equipment, in particular football goals and nets. The tractor has been serviced and continues to work despite its age! Some damage to fencing has occurred. The divider net was replaced but the staff

believe a split net will prove a better option and will be fitted in due course. At present the winch mechanism seems rather open; more tension needed.

- The lines were repainted during June and July.
- SLA staff would like the school to provide a schedule of use so they know when they can carry out servicing, and at present staffing is limited. Overall bookings remain the same. Pricing review for next April - 50p increase is likely for pitch hire.
- Volunteers to help sweep the pitch to be investigated.
- Future refurbishment. Notts Sports is the number 1 pitch provider in the UK. Currently organising seminars around the UK for clubs thinking about refurbishment in summer 2020. They might do the project management for us as well.
- Funding grants to be researched but we do have a sound financial base on which to move forward. The hope is for a new carpet and shock pad with fencing improvements. A sand dressed pitch will be the next level up from what we have at present.
- A meeting about this will be held at the end of January 2019.

**5. Date for 2019 AGM**

The AGM will be held on 21<sup>st</sup> May 2019 at 18.00 hours in the Town Council Offices.

**SANDY TOWN COUNCIL**

**DATE:** 10 December 2018

**AUTHOR:** Max Hill

**SUBJECT:** Celebrations in Skarszewy

**1. Summary**

On November 11<sup>th</sup>, celebrations were held in Skarszewy to mark the centenary of Polish independence.

**2. Celebrations**

Celebrations had already started from 9<sup>th</sup> November, and then the day itself was marked by a colourful parade of mostly red and white, consisting of hundreds of children from local nurseries and schools as well as officials and clerks from Skarszewy Town Hall, and other town institutions.

The parade finished in the centre of Skarszewy, with the singing of the National anthem followed by children releasing red and white balloons.

A wonderful day was had by all.



**From:** [REDACTED]  
**Sent date:** 24/11/18 - 14:17  
**To:** [REDACTED]  
**Subject:** FW: Support for the Masonic Fishing Charity  
**Attachments:** Masonic Fishing support letter.docx 1.1 MB

Dear Mr M Scott

May I start by saying we had a great time at the Sandy Conservative club event you put on; we had an excellent time and very enjoyable evening thank you.

Further to our brief conversation regards the Masonic Fishing Charity and informing you of my request sent to Central Beds Council asking for a lake or the ground on which to develop a lake specifically for the Special Needs children / adults of Bedfordshire. I wonder if you could support our request for a lake by writing to:-

**Mr Daniel Barrie. Estates Surveyor Assets, Community Services Directorate, Central Bedfordshire Council, Priory House, Monks Walk, Chicksands, Shefford, Bedfordshire, SG17 5TQ** registering your support for this facility and acknowledging the good work our charity does with the special needs people of Bedfordshire and the benefits it will have to our county.

At present we have the support from Ivel Valley School Biggleswade, Dr Hollington of Ivel Medical Centre, Bedfordshire Autism, Cllr Caroline Maudling, and Keech Cottage Luton, to name a few. We are also hoping that that many others will show their support. I have taken the liberty of attaching a letter of support from Ivel Valley School showing the type of support we are getting; in the hope you also will support our request for a purpose built lake just for those of special needs in Bedfordshire. Should this be acceptable to you could you please forward a copy of your letter by e-mail to me just for our records? Should you require any further information or have questions about the charity please feel free to contact me.

Kindest Regards

Richard Sturman

Chairman Masonic Fishing Charity

Bedfordshire Branch.



Dear All,

## **Central Bedfordshire's Youth Parliament and Youth Central Manifesto Launch Event: Tuesday 12<sup>th</sup> March 2019**

Central Bedfordshire's Youth Parliament, Youth Central and Children and Young Peoples Board would like to invite you to their Manifesto launch event, which will be held on **Tuesday 12<sup>th</sup> March at Central Bedfordshire Council's Offices at Priory House, Chicksands, Shefford, 6.00-7.30pm.**

Central Bedfordshire's Youth Parliament is a group of elected young people who represent the voices of young people on a local and national level and are actively involved in positively shaping their communities and making services more young people friendly.

Central Bedfordshire's Youth Central are an unelected group of young people who are passionate about their communities and issues that affect young people and strive to make a positive change.

Central Bedfordshire's Children and Young Peoples Board are a group of young people who primarily seek to ensure the Children and Young Peoples Plan is carried out effectively.

The aim of this event will be for Youth Parliament, Youth Central, and The Children and Young Peoples Board to share with you their priorities and showcase their achievements. From this event, Youth Parliament, Youth Central and The Children and Young Peoples Board are hoping to strengthen joint/partnership working with local councillors and organisations to ensure that young people's voices remain central in decision making across the local authority.

We would really appreciate it if you could support them at this event. Can you please confirm your attendance to Lisa Wright by **Friday 21<sup>st</sup> December**, email:

[lisa.wright@centralbedfordshire.gov.uk](mailto:lisa.wright@centralbedfordshire.gov.uk)

Light Refreshments will be served on arrival.

### **Details of event:**

**Date: Tuesday 12<sup>th</sup> March 2019**

**Time: 6.00pm-7.30pm**

**Venue: Council Chamber:** Central Bedfordshire Council, Priory House, Monks Walk, Chicksands, Shefford, Bedfordshire, SG17 5TQ

**An itinerary will be sent out nearer the date.**

For more information regarding this event please contact Simon Bailey, email [simon.bailey@centralbedfordshire.gov.uk](mailto:simon.bailey@centralbedfordshire.gov.uk) Tel: 0300 300 6663, or Lisa Wright, email: [lisa.wright@centralbedfordshire.gov.uk](mailto:lisa.wright@centralbedfordshire.gov.uk) Tel: 0300 300 5342