

Sandy Town Council

To: Cllrs N Aldis, J Hewitt, R Lacey, A Lock, R Lock, C Osborne, M Pettitt, M Scott, P Sharman, S Sutton, and N Thompson.

You are hereby summoned to attend the annual meeting of Sandy Town Council to be held in the Council Chamber at 10 Cambridge Road, Sandy, Bedfordshire on Monday 25th May 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
17th May 2023

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

A G E N D A

- 1 Election of Sandy Town Council Chair/Mayor for 2023-24**
The sitting Mayor will call for nominations and put them to a vote.
- 2 To Receive Declarations of Acceptance of Office by newly elected Sandy Town Council Chair/Town Mayor**
Declaration of Acceptance to be followed by Declaration of Acceptance by Presentation of Chain of Office and New Mayor's acceptance speech.
- 3 Mayor's Charity Account**
To pass a resolution confirming the Mayor becomes the new signatory or remains as signatory on the Mayor's charity account.
- 4 Apologies for Absence**
To receive any apologies for absence.
- 5 Declarations of interest and requests for dispensations**
Under the Localism Act 2011 members of Council are not required

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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*

6 Election of Sandy Town Council Deputy Chair/Deputy Town Mayor

To receive nominations and elect a Deputy Town Mayor for the municipal year 2023/24. This will be followed by the presentation of the Deputy Mayor's medallion and Deputy Mayor's Acceptance Speech.

7 Public Participation Session

To receive questions and representations from members of the public.

The following questions were raised at the Annual Town Meeting on 25th April 2023:

Q1: As a Sandy resident for around 13 years, I have started seeing a deterioration in the services available. At my GP practice (Sandy Health centre Northcroft), everyone is required to call up at 8am to get a doctor's appointment. Currently, the practice has been having telephone issues which disconnects your phone call when over 50 people are trying to access the service at the same time. If you're able to get through, within an hour, the doctor's appointments are pretty much all taken. I have raised a complaint with the GP practice, and they have blamed BT for the telephone service. This issue has been going on for (what we have experienced) about 2-3 months. Making a doctor's appointment is now a horrible experience that deters people from making appointments, which can be a serious health risk. This idea of a first come, first served race for doctor's appointment is immoral. I have also been using the dental practice in the market square for

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probably 15-20 years. Recently, when I went for a checkup, I was told that they can no longer provide me my next 6-month checkup as the system was changing. They would contact me when there would be availability. Finally, my wife has been off work for 6 years taking care of our 2 children and is planning on going back to work. We tried to get our 3-year-old son into our daughter's school (St Swithuns') for the nursery service and we should be eligible for 30 hours free childcare by the provider. However, we were only offered 15 hours as there's too much demand. We have been told we will need to wait until September to try and get allocated more space. Busy Bees nursery in Sandy, close to where we live, said the waiting list was up to January. Robert Peel School didn't even return my calls or emails. So why has my council tax been going up each year, yet we can't get any services any more? How is my wife supposed to work without the adequate childcare availability?

Why is everyone required to call the GP practice on the day at 8am and struggle to get a face to face appointment when required?

I do not want to hear that this is a problem everywhere and so we should accept this as the norm. This isn't right.

I'm not an expert but surely, if we're building more houses in Sandy and neighbouring towns like Biggleswade, then we should get allocated extra money for our services too. Make more GP & Dental practises and open up more nurseries & schools.

Q2: Can the Town Council provide crime statistics that are interpreted to make them more understandable for the residents of Sandy?

Q3: An elector is looking to setup mental health facility with her colleagues to assist the current demands on the NHS. She had come across several empty buildings in Sandy and was wondering whether Cllrs were aware of any space that may be able to be used or access to funding to run such a service. She wanted to offer discounted/low-cost therapeutic services particularly to people struggling on benefits or with cost-of-living problems.

8 Minutes of previous Town Council Meetings

To consider the Minutes of the meeting of Sandy Town Council held at 7.30pm on Monday 17th April 2023 and to approve them as a correct record of proceedings.

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9 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 5th May 2023

10 Appointment of Members to Serve on Committees

- i) To appoint Members to serve on the Development Scrutiny Committee.
- ii) To appoint Members to serve on the Community Services and Environment Committee.
- iii) To appoint Members to serve on the Policy, Finance and Resources Committee.
- iv) To appoint Members to serve on the Human Resources Committee.
- v) To appoint Members to serve on the Grievance and Complaints committee.

11 Election of Committee Chairmen

- i) To elect the Chairman of the Community, Services and Environment Committee.
- ii) To elect the Chairman of the Development Scrutiny Committee.
- iii) To elect the Chairman of the Policy, Finance and Resources Committee.
- iv) To elect the Chairman of the Human Resources Committee.
- v) To elect the Chairman of the Grievance and Complaints committee.

12 Working Groups

To agree membership on the following working groups;

- i. Beeston Green Working Group
- ii. Beeston Allotment and Orchard Working Group
- iii. Cemetery Working Group
- iv. Environment Plan Working Group
- v. Events Working Group

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- vi. Jenkins Pavilion Development Working Group
- vii. Neighbourhood Plan Steering Group
- viii. Car Park Working Group
- ix. Riddy and Pinnacle Working Group

13 External Representation

To appoint Members to represent the Council on outside bodies.

Appendix I

14 Bank Signatories

To agree the signatories for 2023/24 to sign cheques on behalf of the Council. Proposals will be made at the meeting.

Current signatories;

Cllrs Aldis, Osborne and Pettitt

Town Clerk (Mrs N Sewell)

Administration Team Leader (Mrs C Baker-Smith)

15 General Power of Competence

To resolve to take the powers of General Power of Competence and to agree that the Parish Council meets the criteria for eligibility relating to its Electoral Mandate and qualified Clerk.

Appendix II

16 Vacant Seats

To note that following the Town Council elections on 4th May 2023 the Council has four vacant seats. Councillors are asked to note that the co-option process to fill the vacant seats has begun.

17 Reports from Central Bedfordshire Council

To welcome the newly elected Ward Councillors and receive any reports.

18 Planning Applications

To consider the following planning applications from Central Bedfordshire Council.

CB/19/04301/OUT	Land North of Biggleswade SG18 0HB Central Bedfordshire Council Planning Pages
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19 Internal Audit

To confirm that Haines Watts continue as the Council's internal auditor to complete the second half of the 2023/24 financial year audit.

20 Scheme of Delegations

To review and approve the Council's Scheme of Delegations.

Appendix III

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21 Review of Standing Orders and Financial Regulations

Proposal that the Council agrees to continue with the current Town Council Standing Orders and Financial Regulations without any amendments or changes until such time as the Town Clerk or Council wishes to make changes or following advice from NALC.

22 Review of Council Policies & Procedures

Proposal that the Council accepts its current policies and procedures but delegates to the Policy Committee to review these in depth and bring to full council any amendments or policy proposal changes for ratification.

23 Subscriptions

To receive and note subscriptions paid by Sandy Town Council.

Appendix IV

24 Riddy Grazing

- i) To consider renewing the grazing agreement for 2023 to allow the grazing of a bull on The Riddy alongside cattle as part of the current Grazing Agreement as was agreed in 2022. Grazier to adhere to the following criteria:
 - The grazier must adhere to the guidance given by the Health & Safety Executive.
 - The grazier submits risk assessments and method statements on how the bull will be managed on site.
 - That full liability for any accidents/damage caused by the bull lies with the grazier and should it be necessary, immediate removal of the bull from site to take place under instruction from Sandy Town Council.
 - Sandy Town Council to work with Wardens to ensure the required signs are placed in the area.
- ii) To note spend of £460.56 including VAT made under delegated authority to install 40 additional posts with barbed wire and to re-tension wire where necessary across the site to prevent the smaller animals to squeeze through the wire and get mired in the mud, which in 2022 resulted in several calls to the Fire Brigade to rescue animals.

25 Proposed Revocation of a Disabled Parking Bay on Churchill Way, Sandy

At the request of the Development Scrutiny Committee at its meeting on 5th May the Town Council is asked to consider the proposed revocation of a disabled parking bay on Churchill Way, Sandy by Central Bedfordshire Council. The reason for its

Appendix V

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proposed removal is because it is no longer required. The deadline for comments was 5 May 2023, STC has sought an extension. Central Bedfordshire Council has been asked for further details, but no additional information has been supplied.

26 Reports from Councillors on Outside Bodies

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

- i) Cllr M Pettitt – Sandy Twinning Association

Appendix VI

27 Mayoral Engagements

Mayors Engagements for STC Agenda for Meeting 22nd May 2023

- Sunday 23 April we were delighted along with other members of Town Council to accept the invitation to attend the Parish Church of St Swithuns for the Communion Service and Farewell Retirement Reception to mark and celebrate The Revd Huw and Anna Davies' decades of church leadership and 10 years ministry in Sandy.
- Sunday 23 April, in the afternoon I spent time visiting the Sandy Spring Market and speaking with stall holders and residents. My thanks to all fellow members and members of the administration and outdoor teams for the organisation and their time spent on the day ensuring the event ran smoothly.
- Monday 24 April. I took great pleasure chairing the Annual Town Meeting which was held in the theatre hall at Sandy Secondary School. In addition to the usual business set out in the agenda I was especially pleased all 3 winners of this year's Sandy Mayors Awards were there to receive their certificates and the plaudits of the 60 odd residents and other guests present. Also, to present the Honorary Freedom of the Town of Sandy scroll and insignia to Paul Barrows in the presence among others of Sandy Cadets & Retained Officers in addition to Chief Fire Officer Anthony Hopkinson and Deputy CFO Chris Bigland.
- Wednesday afternoon 26 April we attended The Parish Church of St Pauls, Bedford for the Service of Thanksgiving for Sir Samuel Whitbread KCVO. Cllr Osborne and Mrs Diane Osborne and Cllr Peter Blaine also attended.
- Friday afternoon 28 April, as Mayor, Acting Chair of Sandy Twinning Association and long-time hosts Jackie and I together with around 40 others welcomed a party of 30

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visitors from our Twin Town of Malaunay to a reception held in the Council Chamber. I thank Cllrs Ruth and Anthony Lock for their attendance. This was a delayed 3-night visit to mark the 40th Anniversary of the signing in September 1982 of the Twinning Charter.

- Sunday 7 May. We attended the Big Lunch staged in the grounds of the former Sandye Place School to celebrate the Coronation of King Charles III. My thanks to everyone who played a part in the organisation and staging of the event which I believe can rightly be considered to have been a great success.
- Wednesday 10 May. In the evening and accompanied by our Town Clerk, Jackie and I attended the Annual Mayor Making held in the Corn Exchange, Market Hill, St Ives when Cllr Philip Pope was sworn in and took office for a second term.
- Sunday afternoon, 14 May, Jackie, and I attended HM Lord-Lieutenants Service of Thanksgiving held at St Mary's Church, Woburn to celebrate His Majesty the King's Coronation.
- Thursday 18 May together with the Deputy Mayor and Town Clerk we hosted an informal one-hour meeting with our three newly elected CBC Ward members; to welcome them and take the opportunity for an early round the table discussion of the issues which will confront us in the period to come.

28 News Release

29 Chairman's Items

30 Date of Next Meeting: 26th June 2023

SANDY TOWN COUNCIL**DATE:** 22nd May 2023**AUTHOR:** Town Clerk**SUBJECT:** External Representation

Members are asked to elect Council representatives to the following groups/committees for the civic year 2023/24

The 2022/23 representative is listed for Members information.

		2022/23	2023/24 (To be elected)
1	22 Squadron Air Training Corps Parents and Friends Committee	Sutton	
2	Black Cat to Caxton Gibbet Improvement Group	Blaine & L Ivanciu Wilkinson	
3	CBC Community Safety Action Plan Group	Hewitt & R Lock	
4	Friends of Sandy Christmas Lights	R Lock	
5	Police Priority Setting	Hewitt & Thompson	
6	Rural Market Town Group	Hewitt	
7	Sandy Carnival Committee	Sharman	
8	Sandy Charities (Incorporating Leeds Smith Trust)	Sharman (until May 2023)	
9	Sandy Community Children's Centre	Blaine	
10	Sandy Green Wheel	Aldis & Pettitt	
11	Sandy Sports and Leisure Association	Scott	
12	Sandy Twinning Association	R Lock & Pettitt	
13	Sandy Town Centre Group	Hewitt	
14	Sandy Village Hall Management Committee	Hewitt	
15	SG19 Road Safety Group	Aldis	

16	Talk of the Town Transport Committee (Age Concern Bedfordshire)	Aldis	
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SANDY TOWN COUNCIL**DATE:** 22nd May 2023**AUTHOR:** Town Clerk**SUBJECT:** General Power of Competence**1. Purpose of Report**

To confirm Sandy Town Council's eligibility to use the General Power of Competence, following completion of the Certificate in Local Council Administration by the Town Clerk and the election of at least two thirds of its Members in the May 2023 elections.

2. Background

Parish (and latterly town) councils are corporate bodies that have accumulated powers through legislation since 1894. Their powers were constrained to specific and appropriate legislation. This means that a town council must ensure it has the power (under a specified statute) to undertake activities it chooses to carry out.

Town councils have many specific powers (e.g. the provision of open spaces and recreational facilities) in addition to section 137 of the Local Government Act 1972, permitting the expenditure up to certain limits for "purposes not otherwise authorised". Typically, the expenditure on grants and sponsorship is covered by section 137 of the Local Government Act, 1972.

Despite the wide range of powers, town councils are always at risk of being challenged, especially if they undertake an unusual activity. For example, a recent court ruling pronounced that pre-meeting prayers by a town council was unlawful.

In consequence, the Government included a "general power of competence" in the Localism Act 2011 (Part 1, Chapter 1, ss 1-8). It was brought into force by SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 in April 2012.

3. Legislative Background

The intention of the legislation is that eligible local authorities no longer have to identify specific powers to undertake an activity. As a result, the risk of legal challenge will be reduced. It is stated in the above Statutory Instrument that

“The Government’s intention in providing eligible parish councils with the general power of competency is to better enable them to take on their enhanced role and allow them to do things they have previously been unable to do under existing powers.”

Under the new legislation, eligible town councils have “the power to do anything that individuals generally may do” as long as they do not break other laws. It is intended to be the power of first, not last, resort.

4. Types of Activities

Although the Government has given scant guidance on operation of the power, some activities covered by the legislation include:

- Running a community shop or post office
- Establishing a company or co-operative society to trade and engage in commercial activity
- Establishing a company to provide services such as local transport

The power is not restricted to use within the town --- an eligible town council can use it anywhere.

5. Restriction and Risks

The only real limitation is that the general power of competence cannot be used to circumvent an existing restriction in an existing specific power. The general power of competence is a power, it cannot be used to raise the precept.

Existing duties remain in place, such as having regard to the likely effect on crime/disorder and biodiversity. There are also many existing procedural and financial duties that remain in place for the regulation of governance (e.g. no delegation to a single councillor). Furthermore, councils must comply with relevant existing legislation (e.g. employment law, health and safety, equality legislation and duties relating to data protection and freedom of information).

If another council has a statutory duty to provide a service (e.g. education, social service, highways, footpaths, rights of way), it remains their duty to provide it. Nonetheless, eligible town councils may assist. The eligible town council would need to ask itself whether an individual, private company or community trust could help. If the answer is “yes,” the town council can assist.

Whilst councils are encouraged to be innovative, they should be aware of the risks of:

Being challenged.

Their trading activities damaging other local enterprises.

Damage to the council's reputation and public money if a project or investment goes wrong.

6. Local Government Act 1972 (s.137)

Expenditure under the Local Government Act (s137) is limited and has to be budgeted for separately. Expenditure is restricted in that it cannot be used to give money to individuals and the amounts must be commensurate with the benefit. Section 137 is a power of last resort.

A council that is eligible to use the general power of competence can no longer use Section 137 as a power for taking action for the benefit of the area. However, Section 137 (3) which permits the council to contribute to UK charities, public sector funds and public appeals remains in place.

7. Eligibility

Local Councils in the Parish and Town sector are not awarded the power as a Right and certain eligibility criteria and conditions apply. The eligibility conditions are set out in the Statutory Instrument, The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012.

To become eligible the council must satisfy three criteria;

Resolution – resolve at a Full Council meeting that it meets the criteria for eligibility, a further resolution must be passed at every subsequent annual meeting.

Electoral Mandate – At the time the resolution is passed, at least two thirds of the council must hold offices as result of being declared elected.

Qualified Clerk – at the time of the resolution being passed, the Clerk must hold a relevant qualification, such as the Certificate in Local Council Administration, CiLCA.

In the event that the council ceases to satisfy the criteria then this will be recorded at the next relevant Annual Meeting. If a council has commenced an activity through the use of the General Power of Competence it may continue with it but not commence anything new that would require the use of the General Power of Competence.

There is no requirement for members to be trained in the general power of competence.

8. Financial Implications

There are no specific financial implications. However, any future expenditure arising through the use of the General Power of Competence would be subject to approval by either Full Council, a standing Committee or be funds identified in relevant and approved council budgets.

9. Recommendations

Note that the Chief Executive gained the certificate in Local Council Administration (CiLCA) in 2021.

Note that over two thirds of Members have been elected to Council.

Note that the Council fulfils all of the criteria for use of General Power of Competence.

That Sandy Town Council resolves to formally adopt the General Power of Competence.

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Scheme of Delegations

Amended May 2022

FUNCTIONS DELEGATED TO COMMITTEES

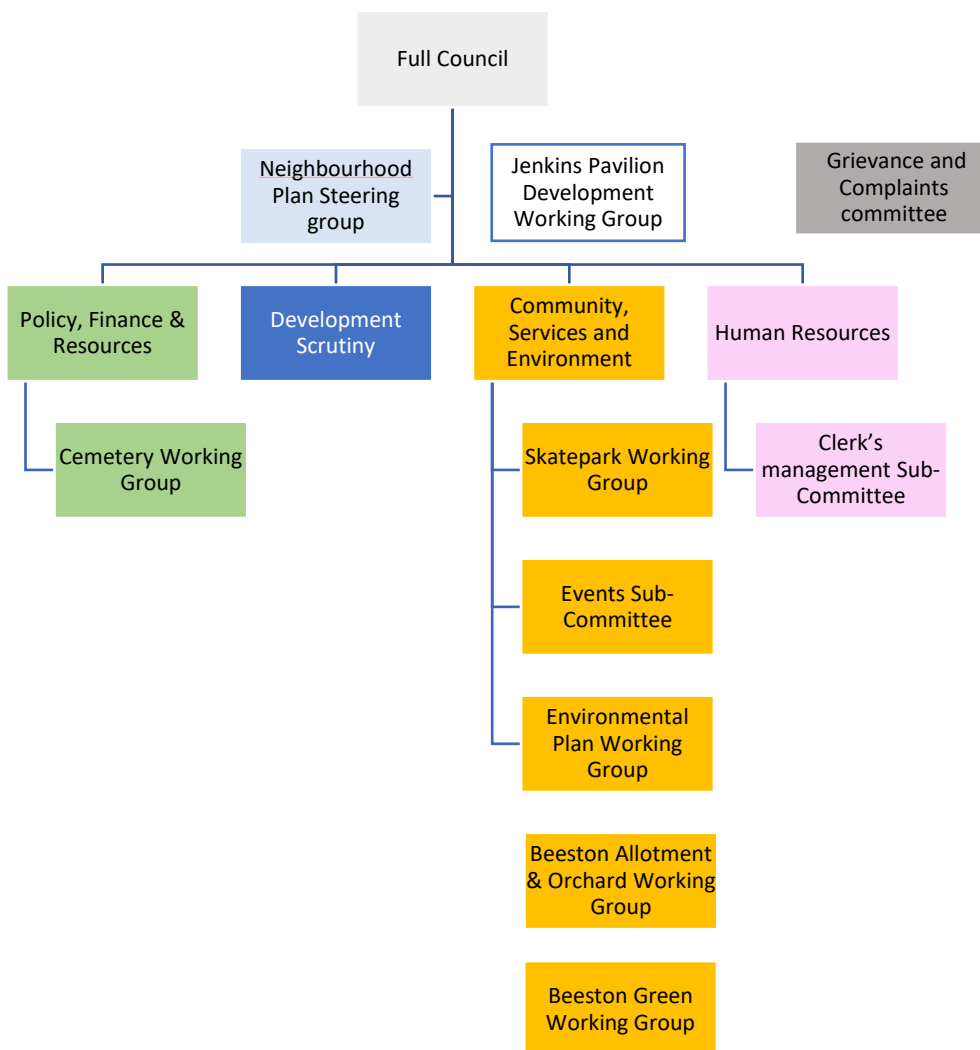
1. Delegated Powers
2. Development Scrutiny Committee
3. Policy, Finance and Resources Committee
4. Community Services and Environment Committee
5. Human Resources Committee
6. Clerks Management Sub-Committee
7. Grievance and Complaints Committee
8. Events Working Group
9. Cemetery Working Group
10. Neighbourhood Plan Steering Group
11. Responsibilities Delegated to Town Council Officers

FUNCTIONS DELEGATED TO COMMITTEES

1. DELEGATED POWERS

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

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



2. DEVELOPMENT SCRUTINY COMMITTEE

- 2.1 Membership shall comprise 10 members and the committee has delegated powers.
- 2.2 The Committee Chairman will be elected by the Full Council at the Annual Meeting of Council. The Committee shall elect a Vice Chairman at its first meeting of the Council year.
- 2.3 The Committee shall receive and consider all planning applications from the Local Planning Authority. Having due regard to all material considerations it shall make appropriate comments and recommendations to the Local Planning Authority. If the planning application under consideration exceeds 6 houses or concerns a major development of significance to the Town (eg supermarket) or if the application is of a sensitive nature the application shall be referred to the Town Council.
- 2.4 The Committee shall make such observations and comments as it sees fit to the Local Planning Authority in respect of planning development management enforcement matters in the town.
- 2.5 The Committee shall make such observations and recommendations as it sees fit to the Local Planning Authority in respect of planning policy matters.

3. POLICY, FINANCE AND RESOURCES COMMITTEE

- 3.1 Membership shall comprise 10 members. This committee has delegated powers within the terms of reference and within the current financial year's budget.
- 3.2 The Committee Chairman will be elected by the Full Council at the Annual Meeting of Council. The Committee shall elect a Vice Chairman at its first meeting of the Council year.
- 3.3 The Committee shall propose, monitor and review such policies as the Committee considers necessary to achieve the Council's long term aims and objectives and satisfy itself that satisfactory arrangements are in place to promote economy, efficiency and effectiveness.
- 3.4 The Committee shall monitor and review the management of the Council's assets, including the total level of expenditure of the Council reporting this to Council as necessary and shall advise the Council generally as to its financial and economic policies and as to the allocation and control of its financial resources.

- 3.5 The committee shall receive bi-monthly reports from the Responsible Finance Officer on the budget to date and shall review income and expenditure against budget at each meeting.
- 3.6 The committee shall make recommendations to Council on:-
 - a) the annual estimates of revenue and capital expenditure
 - b) the management of the Council's finances and the budgetary framework and processes
- 3.7 The committee shall monitor annually the performance and effectiveness of external and internal auditors, and make recommendations to the Council concerning their re-appointment, terms of engagement of the internal auditor and the audit fee where appropriate.
- 3.8 The committee shall monitor the implementation of agreed audit-based recommendations.
- 3.9 The committee shall report to the Council its recommendations on all issues relating to risk management and internal controls and shall review the Council's Risk Register, Risk Policy and corporate risk management.
- 3.10 The committee shall consider the Council's annual financial statements, the auditors' formal opinions, Members' responsibilities and the review of effectiveness of internal controls before recommending these to Council.
- 3.11 The committee shall oversee the Council's policy on fraud and irregularity including being notified of any action taken under that policy.
- 3.12 The committee shall oversee the Council's governance arrangements including arrangements for the conduct of reviews of the effectiveness of the Town Council.
- 3.13 The committee shall monitor and review all aspects of the Council's Health and Safety Management system and make recommendations to Council about the provision of specialist Health and Safety support services.
- 3.14 The committee shall prepare any emergency planning strategies or arrangements for recommendation to the Council.

4 COMMUNITY SERVICES AND ENVIRONMENT COMMITTEE

- 4.1 Membership shall comprise 10 members. This committee has delegated powers within the terms of reference and within the current financial year's budget.
- 4.2 The Committee shall elect a Vice Chairman for each civic year.

- 4.3 The committee shall propose, monitor and review such services and activities of the Council as the Committee considers necessary to achieve the Council's long term aims and objectives.
- 4.4 The committee shall review the Council's play area inspection and maintenance schedules to ensure that all play areas and equipment and the skate park are safe and fit for purpose and shall investigate grants to provide new play equipment.
- 4.5 The committee shall review and monitor the inspection and maintenance schedules of all the public open spaces owned or managed by the Town Council and oversee grass cutting contracts and other maintenance contracts.
- 4.6 The committee shall monitor and maintain the management arrangements of the cemetery, chapel and closed churchyard.
- 4.7 The committee shall monitor and maintain the former allotment site and endeavour to provide adequate allotment provision for the whole community of Sandy.
- 4.8 The committee shall review, monitor and maintain The Pinnacle and The Riddy nature reserve, overseeing relevant management agreements with specialist service providers.
- 4.9 The committee shall review, monitor and maintain the footway lighting provided by the Town Council as well as all street furniture including litter bins, seats and planters.
- 4.10 The committee shall take action to enhance the environment of the town and shall use the planting budget allocated on an annual basis to make provision for horticultural decorations within the town.
- 4.11 The committee shall consider additional service provision to meet the needs of the Town and to promote the Town of Sandy.
- 4.12 The committee shall formulate a plan and monitor and promote participation in civic events, Town Centre events and annual town events.
- 4.13 The committee shall recommend a community engagement strategy to the Council and shall review, monitor and oversee the Town Council's publications scheme and all publicity materials save the Annual Report.
- 4.14 The committee shall receive and consider reports from the Town Plan Steering Group, the Town Team and the Sandy Enhancement Group (or any other community group) and recommend actions to the Town Council arising from the reports.

5 HUMAN RESOURCES COMMITTEE

5.1 Purpose of the Committee

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

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

5.3 Operation

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

5.4 Terms of reference

1. Membership shall comprise 7 members. This committee has delegated powers within the terms of reference and within the current financial year's budget.
2. The Committee shall elect a Vice Chairman each year civic year.
3. To establish and keep under review the staffing structure of the council in consultation with the PF&R Committee.
4. To draft, implement and monitor and review staff policies and to make recommendations regarding the outsourcing of specialist HR advice.
5. To establish and review salary pay scales for all staff and to be responsible for their administration; also to make recommendations on staffing related expenditure to the PF&R Committee.
6. To oversee the recruitment and appointment of staff.
7. To keep under review staff working conditions and the health and safety at work of all council employees.
8. To consider any appeal against a decision in respect of pay.
9. To establish and review performance management systems, including annual appraisals and to make arrangements for the annual appraisal of the Clerk.
10. To oversee any process leading to dismissal of staff (including redundancy)
11. To consider grievances and disciplinary matters

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

5.5 **Town Clerk's Responsibilities**

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

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

6 **CLERKS MANAGEMENT SUB-COMMITTEE**

6.1 **Purpose of the Committee**

This committee is appointed to consider grievance or disciplinary matters (not including any appeal therefrom) referred from the HR committee and to manage the Town Clerk. Membership shall comprise of the Chair of Human Resources committee, the Mayor and Deputy Mayor and the committee will report to the HR Committee. The annual Appraisal of the Town Clerk will be carried out by the Chair of Human Resources Committee, the Mayor and Deputy Mayor. This will be reported back to the Human Resources Committee.

- 6.2 The committees' purpose is to deal with complaints and grievances and the committee has delegated authority to deal with these in line with the policies outlined in the employment handbook of the council. The public has no right of advance notification or right to attend a meeting of the Clerks Management Committee since its delegated business will always be confidential as it will involve personal information.

6.3 **Operation**

The committee will meet as required. The Chair of the Human Resources Committee will act as chairman of the committee.

6.4 Terms of reference

1. To consider grievance or disciplinary matters in accordance with the council's grievance or disciplinary policies as laid out in the employment handbook
2. To manage the Town Clerk
3. To consider any appeal by the Clerk against a decision on pay

(If an appeal is to be held against the decision of the committee, this must be taken to a sub-committee appointed for this purpose. As a sub-committee must be composed of three members at least, it may be necessary to make up a sub-committee from any remaining HR committee members who have not been involved in the matter it may also be necessary to include members of council who are not members of the main HR committee in some circumstances.)

7. GRIEVANCE AND COMPLAINTS COMMITTEE

- 7.1 The Grievance and Complaints Committee will have five members elected at the annual meeting of the Town Council specifically for the purpose of hearing complaints which fall into the Town Council's grievance complaints policy. The Grievance and Complaints Committee will not deal with complaints against individual members of council or members of staff. If members of the committee elected at the annual meeting are unable to participate in a complaints hearing for any reason (eg conflict of interest, absence) the Town Council will appoint additional members to the committee.
- 7.2 The committee has delegated powers to deal with complaints about administration or procedure by Sandy Town Council.
- 7.3 The Committee reports direct to Town Council and any appeal against its findings will be dealt with by the Town Council.

Working Groups of the Council

8. EVENTS WORKING GROUP

8.1 Functions:

- 8.1.1 To consider applications for use of Council land for one of small events (such as bootcamps and private parties). Consideration of such requests must be in line with relevant policies and procedures, such as the Beeston Green Management plan or lettings policy.
- 8.1.2 To consider and manage any Council involvement or attendance at events within the town which are run by other groups/organisations.
- 8.1.3 To work with the Royal British Legion on the organisation and management of the annual remembrance day parade.
- 8.1.4 To consider and propose one off Council events throughout the year.

- 8.1.5 To organise, set up and manage any such Council events.
- 8.1.6 To consider all aspects relating to planning and hosting of council events, including health and safety requirements.
- 8.1.7 To monitor and review any council events.
- 8.1.8 To consider and request suitable funding for events from the Policy, Finance and Resources Committee during the financial year.
- 8.1.9 To consider any budget requirements for future financial years ahead of the annual precept and feedback to the Policy, Finance and Resources Committee accordingly.
- 8.1.10 To report to the Community Services Environment Committee on its activities.

8.2 Operation

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

8.3 Terms of Reference

- 8.3.1 The Events Working Group reports to the Community Services and Environment Committee.
- 8.3.2 Membership shall comprise of up to five Councillors. As the Working Group has no delegated authority to take decisions there is no quorum of members required.
- 8.3.3 Membership shall be agreed on an annual basis at the annual meeting of the council held in May.
- 8.3.4 The Events Working Group shall elect its own Chair on an annual basis.
- 8.3.5 The Events Working Group is able to invite persons other than members of the Council to participate in meetings and the organising and running of events on the Council's behalf. (*e.g. Royal British Legion, St Swithun's church*)
- 8.3.6 The Events Working Group shall function and operate in accordance with the Council's approved Standing Orders.
- 8.3.7 Delegated authority is given to the Town Clerk, Chair of the Working Group and the Deputy Chair of the Working Group to take decisions on the arrangements for council events in conjunction with Members on the Working Group.
- 8.3.8 Financial expenditure above £500 for any Council event must be approved by the Policy, Finance and Resources Committee.

8.3.9 Where expenditure is less than £500 the Working Group has delegated authority to approve event related expenditure from the Council's Community Event Support budget. All expenditure must be reported to the Policy, Finance and Resources Committee.

8.3.10 Meetings of the working group are not usually but may be public meetings.

9. CEMETERY WORKING GROUP

9.1 Functions

9.1.1 To review and recommend revisions or amendments to the Council's burial regulations.

9.1.2 To consider and make recommendations on the ongoing management of the existing cemetery.

9.1.3 To consider and determine matters surrounding the development of a new cemetery and Council depot, including but not restricted to:

- a. Environmental matters
- b. Policy matters
- c. Visual impact matters
- d. Design matters
- e. Public consultation matters
- f. Future operation and management of the new cemetery, cemetery car park, public toilet and council depot building.

9.1.4 To work with the Clerk to manage and progress the building and completion of the new cemetery, car park and depot building in line with the tender approved by the Full Council.

9.2 Operation

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

9.3 Terms of Reference

9.3.1 The Cemetery Working Group reports to the Policy, Finance and Resources Committee.

9.3.2 Membership shall comprise of at least five Councillors, with a quorum of three Councillors.

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

9.3.4 The Cemetery Working Group shall elect its own Chair on an annual basis.

- 9.3.5 The Cemetery Working Group is able to invite persons other than members of the Council to participate in meetings.
- 9.3.6 The Cemetery Working Group shall function and operate in accordance with the Council's approved Standing Orders.
- 9.3.7 The group shall provide reports to the parent body in the following manner:
- a. Reporting on relevant issues
 - b. Reporting on suggested improvements to the cemetery
 - c. Reporting on development of the new cemetery and depot build
 - d. Any other cemetery related matters/projects which may be assigned to the group by the Policy, Finance and Resources Committee.

10. Neighbourhood Plan Steering Group

10.1 Background

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

10.2 Purpose

10.2.1 The Steering Group is a working party of Full Council and will work within the relevant Town Council Standing Orders.

10.2.2 The Steering Group will lead the NP preparation process, including project management and decision making.

10.2.3 The Steering Group will:

- Promote the process of preparing the Neighbourhood Plan and encourage Sandy residents, employers and service providers to participate and provide their views and opinions on the specific topics which are covered during the preparation of the plan.

Report to the Full Council at every meeting on the progress of the NP project and seek to gain input and agreement regularly to ensure that there is understanding and alignment at key decision points in the process.

- Refer all items of expenditure, outside an approved budget, to Full Council.
- Work with and manage any appointed contractors or supporting bodies as agreed by the Town Council
- Prepare a budget for the NP process for each financial year for consideration in the Town Council's annual budget setting.
- Liaise with Central Bedfordshire Council (CBC) as required.
- Hold public, employer and service provider consultation events and analyse the responses received to inform the NP preparation.
- Gather and assess evidence about the needs and aspirations of Sandy.
- Determine the number of topic areas to be addressed in the preparation of the NP.
- Establish, and approve the terms of reference of, working parties for each policy area. The working parties will consult on, consider and develop policies in that area that are considered appropriate for incorporation in the draft NP.

- Retain oversight of the working parties and ensure that the outputs of individual working parties are in accordance with adopted policy and do not contradict each other. Where an individual policy could reasonably be considered by more than one working party, the Steering Group will coordinate and direct those working parties to ensure co-operation in the consideration of that policy.
- Approve all reports and consultation documents before they are issued.
- Agree, subject to ratification by Full Council, the final submission version of the NP.
- Support Sandy Town Council and CBC during the referendum process.

10.3 Membership

10.3.1 The Steering Group will select its own Chairman.

10.3.2 Members will either be Sandy Town Councillors, residents or people who work in Sandy or representatives of organisations that enhance Sandy as in 12.1.3.

10.3.3 The Steering Group will consist of up to 10 members.

10.3.4 Members are volunteers and may chose to leave during the project. At which time a new Member may be appointed.

10.4 Obligations of the Steering Group Members

10.4.1 Steering Group members shall:

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

10.5 Frequency, Timing and Procedure of Meetings

10.5.1 The Steering Group will meet at monthly intervals.

10.5.2 The Steering Group shall keep minutes of meetings which will be open to public scrutiny. These will be published on the Town Council website, once they have been approved by the Steering Group.

10.5.3 Any decisions taken by the Steering Group, other than those delegated to appointed officers, will be carried if the majority (more than 50%) are in favour at any given meeting. The Chairman shall have the casting vote where the vote is equal.

10.5.4 Notices, Agendas, Minutes and associated papers will be emailed to all Steering Group members.

10.5.5 The Steering Group has up to 10 members and shall be quorate provided that:

- At least 3 members or a third of the group are present.
- One of the members present is a member of Sandy Town Council
- The meeting has been properly convened.
- Outside persons, including planning consultants may attend by invitation and participate in Steering Group meetings, but may not vote.
- These Terms of Reference will be reviewed throughout the project and amended as required by the Steering Group or Full Council.

10.6 Tenure

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

10.7 Application of Terms of Reference

10.7.1 These terms shall apply from the date of this document and retrospectively where relevant to the date of the inception of the Steering Group.

11 RESPONSIBILITIES DELEGATED TO TOWN COUNCIL OFFICERS

11.1 Proper Officer

The Town Clerk is designated and authorised to act as Proper Officer for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a Proper Officer or Responsible Financial Officer.

11.2 General Matters

The Town Clerk is authorised:

1. to sign on behalf of the Council any document necessary to give effect to any decision of the Council
2. to take any proceedings or other steps as may be necessary to enforce and recover any debt owing or other obligation due to the Council
3. to institute, defend and appear in any legal proceedings authorised by the Council
4. to appear or make representation to any tribunal or public inquiry into any matter in which the Council has an interest (in its own right or on behalf of the residents of Sandy)
5. to alter the date or time of a Council/committee meeting but, before doing so, shall consult with the relevant Chairman about the need for the change and about convenient alternative dates and times
6. to decide arrangements for the closure of the Council offices in the Christmas/New Year period, subject to consultation with the Mayor
7. to manage the Council's facilities and assets, including allotments, open spaces, amenity areas, cemetery, and any other buildings and assets
8. to act as the Council's designated officer for the purposes of the Freedom of Information Act 2000
9. to act as the Council's proper officer as per section 281 Local Government Act 1972.

11.3 Financial Matters

The Town Clerk is authorised as follows:

1. To incur expenditure up to a maximum of £1,500 on any item for which provision is made in the appropriate revenue budget provided that any action taken complies with any legislative provisions and the requirements of the Council's Standing Orders and Financial Regulations

2. To use the repairs and maintenance budgets for the maintenance, or repair of existing plant, vehicles or equipment.
3. To accept quotations or tenders (where tenders are required by the Council's Financial Regulations) for work supplies or services subject to:
 - a. the cost not exceeding the amount of the approved budget
 - b. the tender being the lowest or the one showing best added value to the Council according to the criteria set out in the tender documentation
 - c. all the requirements of the Council's Financial Regulations being complied with.
4. To compile, approve or vary lists of approved contractors subject to the requirements of the Council's Financial Regulations.
5. Having consulted with the Council, to invest monies held by the Council with a view to obtaining the optimum financial return.

11.4 Staffing Matters

The Town Clerk is given delegated powers to manage the Council staff in accordance with the Council's policies, procedures and budget, see list above at 5.

11.5 Property Matters

The Town Clerk is given authority to manage the land and property of the Council including:

1. agreeing the terms of any lease, licence, conveyance or transfer approved by Council.
2. the granting or refusal of the Council's consent under the terms of any lease variations of restrictive covenants of a routine nature
3. the granting of easements, wayleaves and licenses over Council Land approved by the Council
4. initiating legal action or proceedings against unauthorised encampments on Council land.

11.6 Urgency

The Town Clerk is authorised to act on behalf of the Council in cases of urgency or emergency. Any such action is to be reported to the next meeting of the Council or relevant committee or sub-committee. The Mayor and Deputy Mayor are to be consulted before such action is taken.

SANDY TOWN COUNCIL

DATE: 22 May 2023
AUTHOR: Nicola Sewell
SUBJECT: Subscriptions

1. Summary

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

2. Information

Name of Company	Address	Subscription to	Cost (£)	Renewal Date
Bedfordshire Association of Town & Parish Councils	Baystrait House, Station Road, Biggleswade, Beds SG18 8AL	Affiliation fee	£2,1286	June 2023
Information Commissioners Office	Wycliffe House, Water Lane Wilmslow, Cheshire SK9 5AF	Register of Data Controllers. Required due to data and CCTV handling.	£40.00	July 2023
Local Council Review Magazine (NALC)	109 Great Russell Street London, WC1B 3LD	Included in BATPC membership (1 copy)	N/A	NA
National Association of Local Clerks	109 Great Russell Street London, WC1B 3LD	Included in BATPC membership	N/A	NA
Society of Local Council Clerks	Main Office, No 8 The Crescent Taunton, Somerset TA1 4EA	Professional support, advice, information and education including monthly magazine	£337.00	October 2023
IOG (Institute of Groundsmanship)	28 Stratford Office Village Walker Avenue, Wolverton Mill East Milton Keynes, MK12 5TW	Leading organisation that represents and advises professional groundsmen/women	£158.00	February 2024
Parish Online	Getmapping PLC Virginia Villas, High Street Hartley Wintney, Hants, RG27 8NW	Public Sector Mapping Agreement	£270.00	June 2023
CPRE Bedfordshire	43 Bromham Road Bedford MK40 2AA	Membership fee	£25.00	September 2023

SANDY TOWN COUNCIL**DATE:** 22nd May 2023**AUTHOR:** Deputy Clerk**SUBJECT:** Proposed Revocation of a Disabled Parking Bay, Churchill Way, Sandy**Purpose of Report**

1. Further to the meeting of the Council Meeting held on 17 April 2022 the Council is asked to consider a report submitted by Councillor Martin Pettitt. (appended to this report) responding to the consultation undertaken by Central Bedfordshire Council on the proposal to revoke a disabled parking bay on Churchill Way, Sandy. Also, attached is a sketched plan of the area and relevant photographs of the bays and associated on street parking in Churchill Way.

Recommendation

2. The Council is asked to support the proposal for the bay to remain in place to ensure blue badge holders in Churchill Way have use of the disabled bay.

Background

3. The views contained in Councillor Pettitt's report have been raised with the Interim Assistant Director, Highways, Central Bedfordshire Council Nicolina Cooper. Her response is as below:

We've had this objection through a few avenues so they may have already received the response.

The new resident objected to the order stating the case that they are also disabled and still need the bay. As there was one objection, we'd have to take it to Traffic Management Meeting (TMM) to review and can't remove it at this point.

We don't want to remove the bay only for the same bay to go back in but, we do need the resident to prove they need the bay should it be challenged by anyone later. As a result, we have delayed taking the report revoking the bay to the June TMM to allow the resident to fill out the relevant forms and provide the necessary documentation. We'll do our best to work with them on this and be accepting that addresses may not be completely up to date given they only recently moved, but should they not have the relevant documents or are unable to provide it in a timely manner then we'll take a report to a later TMM to get the bay revoked.

I think this gives you an update on where we are. But essentially if the new residents can prove they require the bay and provide the evidence the bay will remain.

Information

4. Central Bedfordshire Council has a duty to review the use and registration of disabled parking bays throughout the area.

Report

5 Sandy Town Council.

Subject - Proposed Revocation by CBC Highways of one of Two Disabled Parking Bays presently in Churchill Way Sandy at the rear of bungalows Nos, 19, 21 & 23. The proposal is open for consultation which we have been notified will expire on 5 May 2023.

Author – Cllr Martin Pettitt

Preamble – I was invited to visit the area involved and respond with a report of any observations particularly on whether there appears any evidence that the bay which is the subject of this consultation is still being used by a resident or residents holding a Blue Badge. I have provided a number of photographs, a layout plan, and a series of bullet point comments etc. but have not sought to make any recommendations etc.

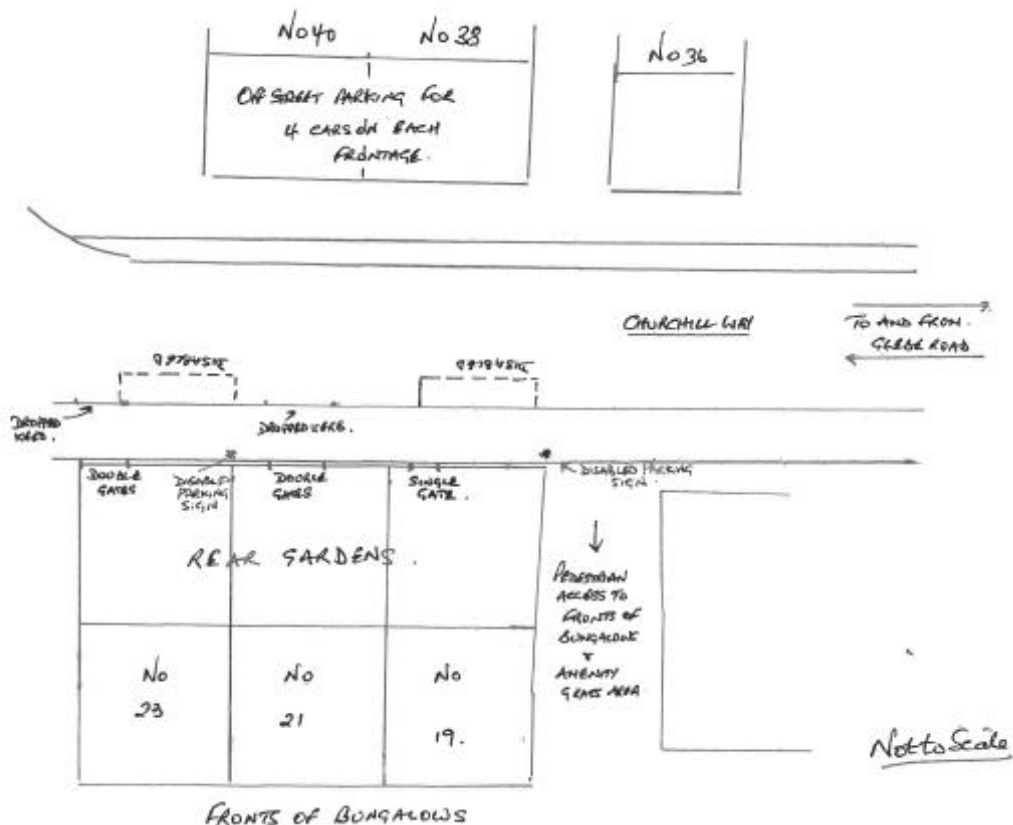
- I visited at around 2pm on Tuesday 2 May. My arrival coincided with a resident who drove up and parked his car in the disabled bay in question which is immediately at the rear of No. 19. I introduced myself and learned the resident to be Mr XXXXXX who has lived in the bungalow which is owned by Grand Union with his wife for only 2 or 3 months. Mr XXXXXX volunteered the information that he and his wife are both aged in their 80s and due to his wife's several medical issues they have a current Blue Badge issued by CBC. Mr & Mrs XXXXXX previously lived in Poplar Close, Sandy.
- Mr XXXXXX told me he has no idea why and at whose instigation the present consultation is taking place which may result in revocation of this particular parking bay and the rationale for why the future of only one of the 2 bays is under consideration.
- Mrs XXXXXX, who I have not met has responded to CBC's consultation explaining their situation asking that the parking bay should not be revoked.
- Mr XXXXXX accepts this is not their designated bay and were they to return home one day to find another vehicle parked in the bay displaying a valid Blue Badge they would have to accept it and find an alternative place to park. He and his wife do however consider themselves fortunate to have been housed in a property with a disabled parking bay so close and only a pavements width from the pedestrian gate into their back garden.
- As other members are probably already aware but as is confirmed on the plan and in the photographs supplied there is a second disabled bay no more than 10 meters away directly behind bungalow No. 23.
- At the time of my visit the black car seen in the photographs was parked in that bay and not displaying a Blue Badge. Mr XXXXXX said without me asking that the same car owned he believes by his neighbours who live at No. 23 almost all of the time.
- Adjacent to each parking bay, which both struck me as being an odd length, about one and a half car's lengths there is a post on the footpath showing disabled parking but with no time limit.
- Mr XXXXXX cannot ever (maximum 3 months) recall seeing a parking warden checking these 2 disabled bays.

- Mr XXXXXXX has never reported to CBC that the black car (or any other vehicle) is parked in that disabled bay with no blue badge but told me he thinks he would take action if such a vehicle parked in the bay at the rear of “his” property denying him or any other blue badge holder the use of the bay which is threatened with revocation.
- The other perhaps interesting thing is that there was obviously at some stage rear parking provision inside the rear of the gardens of bungalows, Nos. 21 & 23. but possibly not No. 19.
- There remain drop kerbs and rear double gates (in addition to single pedestrian gates) in the rear fence line adjacent to 21 & 23 but by looking through / over the fence it is clear the drop kerbs and gates have not afforded vehicular access and egress for some considerable time.
- Accordingly, as Mr XXXXXXX affirmed drivers only rarely park across these dropped kerbs presumably, they are no longer used.

Cllr M J Pettitt
4 May 2023.

Map of bays in Churchill Way

6



Photos of bays in Churchill Way

7





SANDY TOWN COUNCIL

Date: 22 May 2023

Title: Sandy Twinning Association

Contacts: Cllr Martin Pettitt & Cllr Ruth Lock

Purpose of the Report

1. To provide an update on Sandy Twinning Association

Summary & Key Bullet Points

- The visit to Sandy to mark the 40th Anniversary of the signing of the Twinning Charter in 1982 and delayed by one year went ahead as planned.
- There was one late drop out from the Malaunay group due to a delay in the issuing of a new passport meaning that a coach with 29 passengers plus the driver arrived in Sandy on Friday afternoon, 28 April.
- A reception took place in the Town Council chamber at which visitors and hosts greeted one another and some former hosts no longer able to do so for whatever reason were there to be a part of the event and renew friendships. In many instances the pandemic meant some had not seen one another other since 2019, or even longer.
- There were welcoming speeches and exchanges of gifts etc.
- I thank Cllrs Ruth and Anthony lock for their attendance at the reception.
- Some of our hosts live outside Sandy, in Sutton, Moggerhanger, Henlow and Bedford but all seemed to have made arrangements to meet up in one another's homes over the weekend as well as accompanying on visits to various nearby places of interest.
- Generally speaking the weather was kind and did enable everyone to get out and about.
- The highlight of the weekend was undoubtedly the Anniversary Dinner which was held at the Sandy Conservative Club on Sunday evening. 90 sat down to a 3 course meal which was followed by the cutting of a special cake baked by long term member, David Gunns.
- There were speeches from Colin Osborne who as founding Chairman of the Association signed the Charter on 18 September 1982 at a ceremony on the front steps of the Mansion House at Sandye Place School. (The Charter was also signed by the then Chairman of Sandy Council, Cllr Kenneth Quince and by 2 representatives from Malaunay, their Mayor, Pierre Nehoult and La Presidente du Jumelage, Martine Dore) Also, from Richard Barlow and Jean Marie Devillers.
- Further gifts were exchanged with STA presenting an authentic and fully refurbished Royal Mail wall mounted post box which we anticipate will be set into position in Malaunay, probably in le Place du Sandy next to the red telephone box which was gifted to Malaunay 20 years ago.
- The evening was rounded off with fifty minutes of entertainment from The Sandy Ukulele Group which has strong links to the STA.
- Our visitors departed at around 9am on Monday morning.
- Thanks are owed to Mireille Poulain and our own Francoise Koester for their

- invaluable help with interpreting across the weekend.
- Members of the present organising group will be meeting in the next few weeks to consider the future of the links with both Malaunay and Skarszewy.