

# Sandy Town Council

**To: Cllrs P N Aldis, P Blaine, T Cole, A M Hill, W Jackson, B Knagg, G Leach, C Osborne, M Pettitt, M Scott, D Sharman, P Sharman, J Sparrow, and S Sutton**

**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 22 May 2017 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  
16 May 2017

**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 and note the resignation of Cllr. J Ali.
- 2 Election of the Town Mayor**  
To receive nominations and elect a Town Mayor for the municipal year of 2017/18.
- 3 Declaration of acceptance of office of Town Mayor**  
To receive the declaration of acceptance of office and code of conduct by the Town Mayor.
- 4 Election of Deputy Town Mayor**  
To receive nominations and elect a Deputy Town Mayor for the municipal year 2017/18.
- 5 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.)*

# Sandy Town Council

*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 Public Participation Session**

To receive questions and representations from members of the public.

## **7 Code of Conduct**

To readopt the code of conduct for Members of the Town Council.

Appendix I

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

To consider the Minutes of the meeting of Sandy Town Council held at 7.30pm on Monday 10 April 2017 and to approve them as a correct record of proceedings.

## **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) Community Services and Environment Committee held on 24 April 2017
- ii) Policy, Finance and Resource Committee held on 8 May 2017

**RESOLVED TO RECOMMEND** that the Town Council adopt the annual accounts for the financial year ended 31<sup>st</sup> March 2017. (Attached)

Appendix II

To receive updated information on the Jenkins Pavilion Scoreboard report presented to Policy, Finance and Resources.

Verbal report from Clerk

- iii) Development Scrutiny Committee held on 24 April 2017 and 8 May 2017.

## **10 Financial Matters**

- i) To note a summary statement of income and expenditure against budget for the year to date (previously circulated and scrutinised at a meeting of the Policy, Finance and Resources Committee on 8 May 2017).

# Sandy Town Council

- ii) 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 8 May 2017).

## **11 Annual Governance Statement**

To consider the Annual Governance Statement for the Year Ended 31<sup>st</sup> March 2017 for approval and facilitate the Mayor signing the Annual Governance Statement upon approval.

Appendix III

## **12 Annual Return – Accounting Statements (Section 2) and Final Accounts 2016-2017**

To consider the Accounting Statement for the Year Ended 31<sup>st</sup> March 2017 for approval and facilitate the Mayor signing the Account Statement upon approval.

Appendix IV

## **13 Special Motion**

Following the decision by the Development Scrutiny Committee on 8<sup>th</sup> May 2017 to object to planning application CB/17/01600/OUT – the erection of six affordable dwellings including access and parking, under the Rural Exception Scheme, it is proposed that this Council re-consider its objection.

Discussion of this proposal has been supported by Cllrs N Aldis, M Hill and M Pettitt.

## **14 Central Bedfordshire Councillors Report**

To hear reports from Sandy's CBC representatives.

## **15 Committee Membership Elections**

To elect members to standing committees for the municipal year 2017/18.

- i) To elect 10 members and to elect a Chair to the Policy, Finance and Resources Committee
- ii) To elect 10 members and to elect a Chair to the Development Scrutiny Committee
- iii) To elect 10 members and to elect a Chair to the Community Services and Environment Committee
- iv) To elect 7 members and to elect a Chair to the Human Resources Committee
- v) To elect 5 members to the Grievance and Complaint Committee

Appendix V

# Sandy Town Council

- 16 Working Groups**  
To confirm membership of the Council’s Working Groups. Appendix VI
- 17 External Representation**  
To elect representatives to outside bodies and joint committees. Appendix VII
- 18 Standing Orders**  
To review and approve the Council’s agreed Standing Orders. Appendix VIII
- 19 Scheme of Delegations**  
To review and approve the Councils Scheme of Delegations. Appendix IX
- 20 Financial Regulations**  
To review and note the Council’s Financial Regulations. Appendix X
- 21 Action List**  
To receive and note the Action List. Appendix XI
- 22 Fallowfield Recreation Area**  
To receive and consider a report on the installation of fencing at Fallowfield recreation ground. Appendix XII
- 23 Planning Applications**

I) CB/17/01326/OUT

To consider the following application submitted for comment by Central Bedfordshire Council. Due to the size of the development the Council’s Standing Orders require the application to be considered by Full Council.

13.04.17	CB/17/01326/ OUT Mr Underwood RKB Property Investments Ltd C/o DLP Planning 4 Abbey Court Fraser Road Priory Business Park Bedford MK44 3WH	Outline planning application with all matters reserved except access, for the redevelopment of the site to provide up to 33 no. residential (C3) units, constituting 21 market units and a shared accommodation block to provide 12 affordable living units with associated landscaping, car parking and utilities infrastructure at the Former Sandy Service Station, Tower Hill House, New Road, Sandy, SG19 1NY. <b>Near neighbours Tesco, Sandy Station, Station Road, Sandy notified.</b>
----------	---	---

II) CB/17/02053/FULL

To consider the following planning application. Due to the date the application was received and the deadline for comments the matter has been brought to Full Council for comment.

# Sandy Town Council

04.05.17	CB/17/02053/ FULL Mr & Mrs Fisk The Willows 2B Windsor Way Sandy SG19 1JL	Single storey rear extension fenestration alterations, pitched roof over existing conservatory and garage at 2B Windsor Way, Sandy, SG19 1JL. <b>Near neighbours 2A Windsor Way, 1 Greens Close, 16,18 St Neots Road, Sandy notified.</b>
----------	---	--

## 24 Sandy Good Neighbours

To receive a written request submitted to the Council from Sandy Good Neighbours. Appendix XIII

## 25 Greensand Country Landscape Partnership - ROW project

To consider the attached request from CBC's Highways department on new circular routes in the Partnerships area. Appendix XIV

## 26 Community Plan

To receive a report from the Town Clerk on Community Plan Focus Groups and the progress to date. Appendix XV

## 27 Reports from Representatives

i) To receive a report from Cllr M Hill on the 2017 NALC Conference. Appendix XVI

ii) To receive a report from Cllr M Hill on the Talk of the Town minibus. Appendix XVII

iii) To receive a report from Cllr Pettitt on the Twinning Association. Appendix XVIII

## 28 News Release

## 29 Chairman's Items

## 30 Date of Next Meeting: 26 June 2017

**Sandy Town Council  
CODE OF CONDUCT**

**1.0 Introduction**

- 1.1 This Code of Conduct (“the Code”) has been adopted by the Council as required by Section 27 of the Localism Act 2011 (“the Act”).
- 1.2 The Council has a statutory duty under the Act to promote and maintain high standards of conduct by members and co-opted members of the Council (“Members”) and the Code sets out the standards that the Council expects Members to observe.
- 1.3 The Code is not intended to be an exhaustive list of all the obligations that are placed on Members. It is the responsibility of individual Members to comply with the provisions of the Code as well as such other legal obligations as may apply to them from time to time.
- 1.4 The Code is consistent with the following principles (the “Nolan” principles of standards in public life):

Selflessness  
Integrity  
Objectivity  
Accountability  
Openness  
Honesty  
Leadership

**2.0 Who does the Code apply to?**

- 2.1 The Code applies to all Members of the Council and to all co-opted members of any committee, sub-committee or joint committee or sub-committee of the Council.

**3.0 When does the Code apply?**

- 3.1 The Code applies whenever a person is acting in his/her official capacity as a Member of the Council or co-opted member in the conduct of the Council’s business or acting as a representative of the Council.

**4.0 What standards of Conduct are Members expected to observe?**

**Selflessness:**

- 4.1 Members must always act in the public interest.

- 4.2 Members must never use their position as a member of the Council improperly to secure for themselves or any other person, an advantage or disadvantage.
- 4.3 Members must not use the Council's resources improperly for personal or party political purposes.

**Integrity**

- 4.4 Members must not do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, the Council.
- 4.5 Members must not disclose information given to them in confidence.

**Objectivity**

- 4.6 When making decisions on behalf of the Council, including awarding contracts or making appointments, Members must do so on merit.
- 4.7 Members must have regard to any relevant advice provided to them by the Clerk to the Council and (where a separate appointment is made) by the Responsible Financial Officer.

**Accountability**

- 4.8 Members must act in accordance with their legal obligations, including the following Acts of Parliament that confer special obligations on elected councillors:

Local Government Act 1972  
Employment Rights Act 1996  
Data Protection Act 1998  
Freedom of Information Act 2000  
Bribery Act 2010  
Equality Act 2010  
Localism Act 2011

- 4.9 Members must act in accordance with the Council's policies and reasonable requirements, including any protocols and codes of practice that may apply.

**Openness**

- 4.10 Members must give reasons for any decisions taken on behalf of the Council in accordance with any statutory requirements and the Council's Standing Orders.
- 4.11 Members must not prevent another person from gaining access to information to which that person is entitled by law.

**Honesty**

- 4.12 Members must declare any disclosable (pecuniary and non-pecuniary) interests or conflicts of interest that may arise in respect of their responsibilities as a Member of the Council.
- 4.13 Members must at all times ensure that their claims for expenses, allowances, and their use of facilities and services provided by the Council are strictly in accordance with the rules laid down on these matters.

**Leadership**

- 4.14 Members must set an example by their behaviour and shall act in a way that enhances public trust and confidence in the integrity of the Council and its Members.
- 4.15 Members must show respect and courtesy to others.
- 4.16 Members should value the Council's officers and work alongside them to achieve the Council's objectives. Members must on no account behave in a manner that might constitute bullying.

**5.0 Register of Interests**

- 5.1 The Monitoring Officer of Central Bedfordshire Council maintains a register of interests of Members and co-opted members of the Council.
- 5.2 The Council has determined what interests Members are required to enter in the register of interests, including those disclosable pecuniary interests prescribed by regulations. These disclosable interests are listed in Appendix A.
- 5.3 Members must notify the Monitoring Officer of any disclosable pecuniary and non-pecuniary interests that should be recorded in the Council's register of interests.
- 5.4 Within 28 days of becoming a councillor, all Members must submit to the Monitoring Officer a list of their disclosable interests and must notify the Monitoring Officer of any changes as and when they arise.
- 5.5 A member shall register with the Monitoring Officer any change to interests or new interests in Appendices A and B within 28 days of becoming aware of it.
- 5.6 Upon re-election of a member or re-appointment of a co-opted member, he/she shall within 28 days re-register with the Monitoring Officer any interests in Appendices A and B
- 5.7 A member need only declare the existence but not the details of any interest which the Monitoring Officer agrees is a 'Sensitive interest'. A sensitive



interest is one which, if disclosed on a public register, could lead the member or a person connected with the member to be subject to violence or intimidation.

## **6.0 Declaration of interests at meetings**

- 6.1 Where a matter arises at a meeting which relates to an interest in Appendix A the member shall not participate in a discussion or vote on the matter. He/she only has to declare what his/her interest is if it is not already entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it.
- 6.2 Where a matter arises at a meeting which is related to an interest in Appendix A which is a sensitive interest, the member shall not participate in a discussion or vote on the matter. If it is a sensitive interest which has not already been disclosed to the Monitoring Officer, the member shall disclose he/she has an interest but not the nature of it.
- 6.3 Where a matter arises at a meeting which relates to an interest in Appendix B, the member shall not vote on the matter. He/she may speak on the matter only if members of the public are also allowed to speak at the meeting (Public participation session)
- 6.4 A member only has to declare his/her interest in Appendix B if it is not already entered in his/her register of interests or he/she has not notified the Monitoring Officer of it or if he/she speaks on the matter. If he/she holds an interest in Appendix B which is a sensitive interest not already disclosed to the Monitoring Officer, he/she shall declare the interest but not the nature of the interest.
- 6.5 Where a matter arises at a meeting which relates to a financial interest of a friend, relative or close associate (other than an interest of a person in Appendix A), the member shall disclose the nature of the interest and not vote on the matter. He/she may speak on the matter only if members of the public are also allowed to speak at the meeting (Public participation session). If it is a 'sensitive interest' the member shall declare the interest but not the nature of the interest.

## **7.0 Dispensations**

- 7.1 On a written request made to the Council's proper officer, the Council may grant a member dispensation to participate in a discussion and vote on a matter at a meeting even if he/she has an interest in Appendices A and B if the Council believes that the number of members otherwise prohibited from taking part in the meeting would impede the transaction of the business; or it is in the interest of the inhabitants in the Council's area to allow the member to take part or it is otherwise appropriate to grant a dispensation.

**Sandy Town Council**

**Unaudited Financial Statements**

**For the year ended 31 March 2017**

**Sandy Town Council**

**Table of Contents**

**31 March 2017**

	<b>Page</b>
<b>Table of Contents.....</b>	<b>2</b>
<b>Council Information.....</b>	<b>3</b>
<b>Statement of Accounting Policies.....</b>	<b>4</b>
<b>Income and Expenditure Account.....</b>	<b>6</b>
<b>Balance Sheet.....</b>	<b>7</b>
<b>Notes to the Accounts.....</b>	<b>8</b>
1 Interest and Investment Income.....	8
2 Agency Work.....	8
3 S.137 Expenditure.....	8
4 Publicity.....	8
5 Tenancies.....	9
6 Pensions.....	9
7 Fixed Assets.....	10
7 Fixed Assets (cont'd).....	11
8 Fixed Assets - Additions and Disposals.....	11
9 Debtors.....	12
10 Creditors and Accrued Expenses.....	12
11 Hire Purchase and Lease Obligations.....	12
12 Loans.....	12
13 Usable Capital Receipts Reserve.....	12
14 Earmarked Reserves.....	13
15 Capital Commitments.....	13
16 Contingent Liabilities.....	13

**Sandy Town Council**

**Council Information**

**31 March 2017**

**( Information current at 22nd May 2017 )**

**Chairperson**

Cllr C. Osborne MBE, JP

**Councillors**

Cllr M. P. Scott (Vice Chairperson)

Cllr P. N. Aldis

Cllr P. Blaine

Cllr Mrs T. Cole

Cllr A. M. Hill

Cllr A. W. Jackson

Cllr T Knagg

Cllr Mrs G. Leach

Cllr M. Pettitt

Cllr D. Sharman

Cllr P. Sharman

Cllr Mrs J. Sparrow

Cllr Mrs S Sutton

**Town Clerk**

Chris Robson

**Auditors**

BDO LLP

Arcadia House

Maritime Walk

Ocean Village

Southampton

SO14 3TL

**Internal Auditors**

Haines Watts

136/140 Bedford Road

Kempston

Bedford

MK42 8BH

**Sandy Town Council**  
**Statement of Accounting Policies**  
**31 March 2017**

**Auditors**

**The name and address of the External Auditors is provided for information only.**

**These Statements are not subject to audit and the External Auditors have no responsibility for them.**

**Accounting Convention**

The accounts have been prepared in accordance with the Accounting Guidance Notes for Local Councils (the Guide) issued by The Chartered Institute of Public Finance and Accountancy (CIPFA) as applicable to a medium sized council.

These accounts have been prepared having regard to the fundamental accounting concepts of: Going Concern, Prudence, Accruals, Relevance, Consistency, Reliability, Comparability, Understandability and Materiality.

The accounts have been prepared under the historical cost convention.

**Fixed Assets**

All expenditure on the acquisition, creation or enhancement of fixed assets is reported in the notes to the accounts, provided that the fixed asset yields benefits to the authority and the services it provides for a period of more than one year. Fixed assets are valued on the basis recommended by CIPFA. The year end values are stated on the following basis:

land, operational properties and other operational assets are reported in notes to the accounts cost (where known) or at insurance values current when first reported as approximating to the lower of net replacement cost and net realisable value at that time (previous years at current insurance values)

all other assets are included at historical cost except that certain community assets are the subject of restrictive covenants as to their; use and /or future disposal. Such assets are therefore considered to have no appreciable realisable value and are included at a nominal value only.

**Revenue Grants**

Revenue grants are credited to income when conditions attached thereto have been fulfilled and/or equivalent expenditure has been incurred. Grants received in respect of which the conditions have not been fulfilled, or expenditure incurred, are carried forward as deferred revenue grants.

**Debtors and Creditors**

The council reviews the level of its commercial debtors on a regular basis and provisions are made, as required, where the likelihood of amounts proving ultimately collectable is in doubt.

**Value Added Tax**

Income and Expenditure excludes any amounts related to VAT, as all VAT suffered/collected is recoverable from or payable to HM Revenue and Customs. Any amounts not so recoverable are treated as a separate expense.

**External Loan Repayments**

The council is not required by the Guide to incorporate external borrowings in its Balance Sheet. Details are shown at note 12.

**Leases**

The council is not required by the Guide to incorporate Hire Purchase and/or Finance Lease obligations in its Balance Sheet. Details are shown at note 11

**Reserves**

The council maintains certain reserves to meet general and specific future expenditure. The purpose of the council's reserves is explained in notes 13 to 14

**Sandy Town Council**  
**Statement of Accounting Policies**  
**31 March 2017**

**Interest Income**

All interest receipts are credited initially to general funds.

Interest is reallocated to certain reserves based on the level of their fund balance.

**Pensions**

The pension costs that are charged against precept in the council's accounts, in respect of its employees, are equal to the contributions paid to the funded pension scheme for those employees.

These contributions are determined by the fund's actuary on a triennial basis and are set to meet 100% of the liabilities of the pension fund, in accordance with relevant government regulations.

The next actuarial valuation is due at 31st March 2019 and any change in contribution rates as a result of that valuation will take effect from 1st April 2020.

**Sandy Town Council**  
**Income and Expenditure Account**  
**31 March 2017**

	Notes	2017 £	2016 £
<b>INCOME</b>			
Precept on Principal Authority		517,647	479,098
Capital Grants and Sale of Assets		17,852	4,361
Interest and Investment Income	1	2,742	3,559
Recreation Grounds and Open Spaces		9,927	4,466
Cemetery		25,835	18,535
Tourist Information		1,215	2,181
Car Park and Market		3,048	1,460
Establishment/General Administration		2,484	1,788
Civic and Democratic		-	50
Christmas Lights		2,354	2,099
CCTV Fees		-	833
Outside Services		794	1,586
		583,898	520,016
<b>EXPENDITURE</b>			
Establishment/General Administration		327,988	316,504
Election Expenses		-	421
S137 Expenditure	3	1,366	-
Capital Expenditure	8	9,483	21,942
Loan Interest and Capital Repayments		608	608
Operational Expenditure:			
Recreation Grounds and Open Spaces		56,339	54,345
Allotments		-	812
Cemetery		7,345	6,992
Tourist Information		38	4,246
Public Toilets		4,559	2,638
Car Park and Market		19,383	15,202
Lighting and Street Furniture		8,472	11,951
Civic and Democratic Costs		2,207	5,107
Grants and Donations		1,534	1,556
Christmas Lights		18,507	13,748
CCTV Fees		15,680	17,255
Outside Services		26,571	25,813
		500,080	499,140
<b>General Fund</b>			
Balance at 01 April 2016		127,728	80,106
Add: Total Income		583,898	520,016
		711,626	600,122
Deduct: Total Expenditure		500,080	499,140
		211,546	100,982
Transfer (to)/from Capital Receipts Reserve	13	-	15,083
Transfer (to)/from Earmarked Reserves	14	(25,783)	11,663
General Reserve Balance at 31 March 2017		185,763	127,728

*The notes on pages 8 to 13 form part of these unaudited statements.*

**Sandy Town Council**

**Balance Sheet**

**31 March 2017**

	Notes	2017 £	2017 £	2016 £
<b>Current Assets</b>				
Debtors and prepayments	9	20,882		15,968
Cash at bank and in hand		640,431		573,976
		<u>661,313</u>		<u>589,944</u>
<b>Current Liabilities</b>				
Creditors and income in advance	10	<u>(12,158)</u>		<u>(24,607)</u>
<b>Net Current Assets</b>			649,155	565,337
<b>Total Assets Less Current Liabilities</b>			649,155	565,337
<b>Total Assets Less Liabilities</b>			<u>649,155</u>	<u>565,337</u>
<b>Capital and Reserves</b>				
Usable Capital Receipts Reserve	13		57,712	57,712
Earmarked Reserves	14		405,680	379,897
General Reserve			<u>185,763</u>	<u>127,728</u>
			<u>649,155</u>	<u>565,337</u>

Signed: .....

Cllr C. Osborne MBE, JP  
Chairperson

.....

Chris Robson  
Responsible Financial Officer

Date: .....

.....

---

*The notes on pages 8 to 13 form part of these unaudited statements.*



**Sandy Town Council**

**Notes to the Accounts**

**31 March 2017**

**1 Interest and Investment Income**

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Interest Income - General Funds	2,008	2,649
Interest Income - Earmarked Funds	734	910
Discount in Year	-	-
	<u>2,742</u>	<u>3,559</u>

**2 Agency Work**

During the year the Council undertook no agency work on behalf of other authorities.

During the year the Council commissioned no agency work to be performed by other authorities.

**3 S.137 Expenditure**

Section 137 of the Local Government Act 1972 (as amended) enabled the council to spend up to the product of £7.42 (year ended 31 March 2016 - £7.36) per head on the electoral roll in any one year for the benefit of people in its area on activities or projects not specifically authorised by other powers.

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
The total amount of available for this purpose was	<u>68,145</u>	-
Expenditure was incurred for the following purposes:		
Sandy Army Cadets	500	-
Sandy Twinning Association	250	-
Biggles FM	500	-
Sandy Upper School	25	-
Autism Bedfordshire	91	-
	<u>1,366</u>	-

It should be noted that grants to bodies such as the Citizen's Advice Bureau are made under other specific legal powers and so are not included in the above figures.

**4 Publicity**

Section 5 of the Local Government Act 1986 requires the council to disclose expenditure on publicity. Details are shown under the following broad categories:

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Recruitment Advertising	-	265
Annual Report & Newsletter	2,856	2,618
	<u>2,856</u>	<u>2,883</u>

**Sandy Town Council**

**Notes to the Accounts**

**31 March 2017**

**5 Tenancies**

During the year the following tenancies were held:

**Council as landlord**

<b>Tenant</b>	<b>Property</b>	<b>Rent p.a. £</b>	<b>Repairing / Non-Repairing</b>
Territorial Auxiliary & Volunteer Reserve Association	Land for Army Cadet HQ at Berwick Way	Peppercorn	N/A
Sandy Sports & Leisure Association	Land For Artificial Pitch – Sunderland Rd Rec	Peppercorn	N/A
Sandy Skating Association	Land For Skating Eqpt – Sunderland Rd Rec	Peppercorn	N/A
Sandy Football Club	Pitch & Pavilion – Bedford Rd Rec. Ground	460	Repairing
Scout Association Trust	Land for Scout HQ – Sunderland Rd	Peppercorn	N/A
Sandy Village Hall Mgmt C'ttee	Land for Sandy Village Hall	Peppercorn	N/A
Sandy Bowling Club	Bowling Green, Sunderland Road	399	N/A
Central Bedfordshire Council	Land for Signpost at Sunderland Road	Peppercorn	N/A
Sandy Air Cadets 22 Squadron	Land for Army Cadet HQ at Berwick Way	190	N/A
Sandy Cricket Club	Cricket Pitch, Sunderland Road	262	N/A

**Council as tenant**

<b>Landlord</b>	<b>Property</b>	<b>Rent p.a. £</b>	<b>Repairing / Non-Repairing</b>
Pym Estate	The Pinnacle Recreation Park	Peppercorn	N/A

**6 Pensions**

For the year of account the council's contributions equal 20.80% of employees' pensionable pay. These contributions will increase to 21.80% in future years.

**Sandy Town Council**

**Notes to the Accounts**

**31 March 2017**

**7 Fixed Assets**

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
	<b>Value</b>	<b>Value</b>
At 31 March the following assets were held:		
<b><u>Freehold Land and Buildings</u></b>		
Council Offices	215,000	215,000
Car Park & Market Storage Passageway	325,000	325,000
Public Toilets	150,000	150,000
Bedford Rd Recreation Ground and Buildings	240,500	240,500
Sunderland Rd Recreation Ground and Buildings	742,000	742,000
Cemetery incl Chapel and Shed	176,000	176,000
Cemetery Extension (under development)	38,118	38,118
DSO Depot	78,000	78,000
Allotments	19,000	19,000
Scout Hut and ATC HQ Land	4,500	4,500
The Riddy Nature Reserve	63,000	63,000
	<u>2,051,118</u>	<u>2,051,118</u>
<b><u>Vehicles and Equipment</u></b>		
John Deere Tractor	18,250	18,250
Rotamec Triple Deck Mower	11,150	11,150
John Deere 900 Ride-on Mower	21,090	21,090
Protea 12 Blade Mower	2,845	-
Grounds Maintenance & Depot Equipment	42,424	42,424
Play Equipment	306,500	306,500
Furniture and Equipment	135,044	130,170
Display Cabinets	15,000	15,000
Portakabin at DSO Depot	9,000	9,000
Market Stalls (10) Boards & Covers	3,500	3,500
Market Storage Container	1,600	1,600
Chamber Hearing Loop	1,474	1,474
Gazebos (25)	2,494	2,494
Father Christmas Sleigh	150	150
Toyota Van FD07 HGU	8,370	8,370
Toyota Van AK12 WLJ	15,000	15,000
Defibrillator and Cabinet	631	631
Goal Posts	1,764	-
	<u>596,286</u>	<u>586,803</u>
<b><u>Infrastructure Assets</u></b>		
Street Lighting Columns	127,688	127,688
Noticeboards (11)	8,400	8,400
Car Park Barriers	11,500	11,500
Seats and Benches (84)	32,775	32,775
Bins and other street furniture	1,159	1,159
Anti Climb Fence Panels (50)	1,490	1,490
World War I Board	1,215	1,215
	<u>184,227</u>	<u>184,227</u>

**Sandy Town Council**

**Notes to the Accounts**

**31 March 2017**

**7 Fixed Assets (cont'd)**

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
	<b>Value</b>	<b>Value</b>
<b><u>Community Assets</u></b>		
Beeston Green	1	1
War Memorial	1	1
Disused Railway Embankment	1	1
Rose Garden	1	1
The Limes play area	1	1
Fallowfield open space and play area	1	1
	<u>6</u>	<u>6</u>
	<u>2,831,637</u>	<u>2,822,154</u>

The basis of valuation of the above assets is set out in the Statement of Accounting Policies.  
In certain instances current insurance values have been used as approximate current replacement cost.

**8 Fixed Assets - Additions and Disposals**

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
	<b>Cost</b>	<b>Cost</b>
During the year the following assets were purchased:		
Operational Land and Buildings	-	19,250
Vehicles and Equipment	9,483	2,692
	<u>9,483</u>	<u>21,942</u>

During the year the following assets were disposed of:

	<b>Proceeds</b>	<b>Proceeds</b>
Vehicles and Equipment	-	4,167
	<u>-</u>	<u>4,167</u>

No assets were disposed of during the year.

**Sandy Town Council**

**Notes to the Accounts**

**31 March 2017**

**9 Debtors**

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Trade Debtors	2,203	728
VAT Recoverable	15,055	12,182
Prepayments	934	3,058
Accrued Income	2,690	-
	<u>20,882</u>	<u>15,968</u>

**10 Creditors and Accrued Expenses**

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Trade Creditors	3,111	15,789
Accruals	8,122	8,084
Income in Advance	925	734
	<u>12,158</u>	<u>24,607</u>

**11 Hire Purchase and Lease Obligations**

At 31 March the following hire purchase agreement(s) and lease(s) were in operation:

<b>Hire/Lessor</b>	<b>Purpose</b>	<b>Annual Lease/Hire Payable</b>	<b>Year of Expiry</b>
		<b>£</b>	
CF Corporate	Photocopier	1746	2017

**12 Loans**

At the close of business on 31 March 2017 the following loans to the council were outstanding:

<b>Lender</b>	<b>Loan Period</b>	<b>Amount</b>	<b>Years Remaining</b>
		<b>£</b>	
Public Works Loan Board	Repayable to 27 <sup>th</sup> August 2025	1,546	8.5
Public Works Loan Board	Repayable to 27 <sup>th</sup> February 2028	2,781	11

**13 Usable Capital Receipts Reserve**

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Balance at 01 April	57,712	72,795
Capital receipts (asset sales) during the year	-	4,167
<i>Less:</i>		
Capital used to fund expenditure	-	(19,250)
Balance at 31 March	<u>57,712</u>	<u>57,712</u>

The Usable Capital Receipts Reserve represents capital receipts available to finance capital expenditure in future years.

**Sandy Town Council**

**Notes to the Accounts**

**31 March 2017**

**14 Earmarked Reserves**

	<b>Balance at 01/04/2016</b>	<b>Contribution to reserve</b>	<b>Contribution from reserve</b>	<b>Balance at 31/03/2017</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Capital Projects Reserves	3,337	50,852	(20,069)	34,120
Other Earmarked Reserves	376,560	16,000	(21,000)	371,560
<b>Total Earmarked Reserves</b>	<b>379,897</b>	<b>66,852</b>	<b>(41,069)</b>	<b>405,680</b>

The Other Earmarked Reserves are credited with amounts set aside from revenue to fund specific known commitments of the council.

The Other Earmarked Reserves at 31 March 2017 are set out in detail at Appendix A.

**15 Capital Commitments**

The council had no other capital commitments at 31 March 2017 not otherwise provided for in these accounts.

**16 Contingent Liabilities**

The council is not aware of any contingent liabilities at the date of these accounts.

Sandy Town CouncilSchedule of Earmarked ReservesYear Ended 31st March 2017

	<u>Balance at</u> <u>01/04/2015</u> £	<u>Contribution</u> <u>to reserve</u> £	<u>Contribution</u> <u>from reserve</u> £	<u>Balance at</u> <u>31/03/2016</u> £
<u>Capital Projects Reserves</u>				
Rolling Capital Fund	3337	50,852	(20,069)	34,120
	<u>3,337</u>	<u>50,852</u>	<u>(20,069)</u>	<u>34,120</u>
<u>Other Earmarked Reserves</u>				
Fallowfield	347,532		(15,000)	332,532
Other Earmarked Reserves	29,028		(6,000)	23,028
Community Funds	0	7,000		7,000
Elections	0	9,000		9,000
	<u>376,560</u>	<u>16,000</u>	<u>(21,000)</u>	<u>371,560</u>
<b>TOTAL EARMARKED RESERVES</b>	<u>£379,897</u>	<u>£66,852</u>	<u>(£41,069)</u>	<u>£405,680</u>

## Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of  
smaller authority here:

SANDY TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2017, that:

	Agreed			'Yes' means that this smaller authority:
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.				prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.				made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.				has only done what it has the legal power to do and has complied with proper practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.				during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.				considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.				arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.				responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.				disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	NA	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority on:

and recorded as minute reference:

Signed by Chair at meeting where approval is given:

Clerk:

\*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.



Section 2 – Accounting statements 2016/17 for

Enter name of smaller authority here:

SANDY TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
			Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.
1. Balances brought forward	544,461	565,337	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	479,098	517,647	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	40,918	66,251	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	-215,611	-245,115	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	-608	-608	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	-282,921	-254,357	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	565,337	649,155	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	573,976	640,431	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	2,822,154	2,831,637	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.
10. Total borrowings	4,623	4,327	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
		✓	

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

SIGNATURE

Date

I confirm that these accounting statements were approved by this smaller authority on:

and recorded as minute reference:

Signed by Chair at meeting where approval is given:

**SANDY TOWN COUNCIL**

**DATE: 22 May 2017**

**AUTHOR: Town Clerk**

**SUBJECT: Elections to Committees 2017/18**

**1. Appointment of Members to standing committees and election of Chairs**

- 1.1 According to Sandy Town Council's adopted Standing Orders and Committee Structure, Members are required to serve on two main standing committees.
- 1.2 A Standing Committee is a committee with on-going responsibilities concerning the performance of the statutory powers and functions of the Council and related work.
- 1.3 Prior to the meeting of 22 May 2017 Councillors completed a committee preference form and returned this to the Town Clerk.
- 1.4 Elections will be held as appropriate depending on the preferences recorded for the following Standing committees;
  1. Policy, Finance and Resources Committee (10 Members)
  2. Community Services and Environment Committee (10 Members)
  3. Development Scrutiny (10 Members)
  4. Human Resources Committee (7 Members)
- 1.5 Due to the recent resignation of Cllr Ali two standing committees will not be full compliment until a new Member joins the Council.
- 1.5 The Council's agreed Standing Orders allow the Council to elect the Chairman of Standing Committees. Committees/Working groups other than standing committees will elect their own Chairman at the first meeting of the committee.
- 1.6 Once the Membership of a Committee has been approved, nominations will be taken for the Chair of that committee and elections held.
- 1.7 Members will need to appoint five Councillors to the grievance committee.

*Please turn over for Councillor Committee preference results*

## 2. Councillor Committee Preferences

2.1 The results of Councillors committee preferences are detailed below;

Councillors highlighted in red have not submitted a committee choice. The table represents committees sat on during 2016/17

Policy, Finance & Resources	Community Service & Environment	Development Scrutiny	Human Resources
Aldis	Aldis		Aldis
Blaine		Blaine	
Cole	Cole		Cole
Hill	Hill		Hill
Jackson		Jackson	Jackson
	Knagg	Knagg	
	Leach	Leach	
Osborne	Osborne		Osborne
Pettitt		Pettitt	Pettitt
Scott	Scott		
D Sharman		D Sharman	
P Sharman		P Sharman	
	Sparrow	Sparrow	Sparrow
	Sutton	Sutton	Sutton
<b>Total: 10</b>	<b>Total: 9</b>	<b>Total: 9</b>	<b>Total: 8</b>

### Recommendation

1. That membership of the Policy, Finance and Resources Committee be approved as;  
Cllrs - Aldis, Blaine, Cole, Hill, Jackson, Osborne, Pettitt, Scott, D Sharman, P Sharman
2. That membership of the Community Services and Environment Committee be approved as;  
Cllrs – Aldis, Cole, Hill, Knagg, Leach, Osborne, Scott, Sparrow, Sutton
3. That membership of the Development Scrutiny Committee be approved as;  
Cllrs – Blaine, Jackson, Knagg, Leach, Pettitt, D Sharman, P Sharman, Sparrow, Sutton
4. That an election is held for membership of the Human Resources Committee.

**SANDY TOWN COUNCIL****DATE:** 22 May 2017**AUTHOR:** Town Clerk**SUBJECT:** Council Working Groups

The Council has four Working Groups to which Members have been appointed.

Members are asked to confirm the Membership of the Working Groups for 2017/18.

<b>Cemetery Working Group</b>	Cllr. M Pettitt
	Cllr. J Sparrow
	Cllr. S Sutton
	Cllr. P Sharman
	Cllr. M Scott
	Cllr. W Jackson
<b>Beeston Working Group</b>	Cllr. M Hill
	Cllr. M Scott
	CBC Cllr. T Stock
<b>Community Plan Working Group</b>	Cllr. N Aldis
	Cllr. P Blaine
	Cllr. T Cole
	Cllr. M Hill
	Cllr. M Scott
	Mayor
	Chair/Vice Chair of Development Scrutiny
<b>Events Working Group</b>	Cllr. N Aldis
	Cllr. M Hill
	Cllr. W Jackson
<b>Play Ground Refurbishment 2017</b>	Cllr. T Cole
	Cllr. M Hill
	Cllr. S Sutton

**SANDY TOWN COUNCIL****DATE: 22 May 2017****AUTHOR: Town Clerk****SUBJECT: External Representation**

Members are asked to elect Council representatives to the following groups/committees for the civic year 2017/18;

		<b>2016/17 Representative</b>	<b>2017/18 Representative</b>
1	22 Squadron Air Training Corps Parents and Friends Committee	Cllr. Sutton	
2	Talk of the Town Transport Committee	Cllr. Hill	
3	Village Hall Management Committee	Cllr. Sparrow	
4	Sandy Twinning Association	Cllr. Pettitt	
5	Friends of Sandy Christmas Lights	Cllr. Aldis Cllr. Hill Cllr. Jackson Cllr. P Sharman	
6	Sandy Charities	Cllr. P Sharman	
7	Sandy Sports and Leisure Association	Cllr. Hill	
8	Sandy Walkers are Welcome	Cllr. Leach Cllr. Jackson  (Cllr. D Sharman sits on committee not representing the Council)	
9	Sandy Carnival Committee	Cllr. Cole	
10	Chamber of Trade	Cllr. Blaine	
11	SG19 Road Safety Group	Cllr. Aldis	
12	Sandy Community Children's Centre	Cllr. Leach	
13	Sandy Green Wheel	Cllr. Aldis Cllr. Sharman	

# Sandy Town Council



## Standing Orders

Adopted May 2014  
Amended June 2015

## List of standing orders

1. Rules of debate at meetings
2. Disorderly conduct at meetings
3. Meetings generally
4. Committees and sub-committees
5. Ordinary council meetings
6. Extraordinary meetings of the council and committees and sub-committees
7. Previous resolutions
8. Voting on appointments
9. Motions for a meeting that require written notice to be given to the Proper Officer
10. Motions at a meeting that do not require written notice
11. Handling confidential or sensitive information
12. Draft minutes
13. Code of conduct and dispensations
14. Code of conduct complaints
15. Proper Officer
16. Responsible Financial Officer
17. Accounts and accounting statements
18. Financial controls and procurement
19. Handling staff matters
20. Requests for information
21. Relations with the press/media
22. Execution and sealing of legal deeds
23. Communicating with District and County or Unitary councillors
24. Restrictions on councillor activities
25. Standing orders generally

## 1. Rules of debate at meetings

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman.
- j Subject to standing order 1(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has a right of reply at the end of debate on it not exceeding 3 minutes.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately



before it is put to the vote.

- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
  - i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. in exercise of a right of reply.
  
- p During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.

A point of order shall be decided by the chairman of the meeting and his decision shall be final.

- q When a motion is under debate, no other motion shall be moved except:
  - i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.
  
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
  
- t Excluding motions moved under standing order 1(r) above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chairman of the meeting.

## 2. Disorderly conduct at meetings

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) above is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.






## 3. Meetings generally

- Full Council meetings
- Committee meetings
- Sub-committee meetings

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice OR [The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].**
- ■ d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**

- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) above shall not exceed 15 minutes unless directed by the chairman of the meeting.
- g Subject to standing order 3(f) above, a member of the public shall not speak for more than 3 minutes.
- h In accordance with standing order 3(e) above, a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i [A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- l **Oral reporting or oral commenting on a council meeting as it takes place by a person present at the meeting is not permitted but otherwise persons present at meeting may:**
  - i) **Film, photograph or make an audio recording of a meeting**
  - ii) **Use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later**
  - iii) **Report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.**
- m **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- n **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Mayor may in his absence be done by, to or before the Deputy Mayor (if any).**
- o **The Mayor, if present, shall preside at a meeting. If the Mayor is absent from a meeting, the Deputy Mayor, if present, shall preside. If both the**

**Mayor and the Deputy Mayor are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**

-  p **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or councillors with voting rights present and voting.**
-  q **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**  
*See standing orders 5(i) and (j) below for the different rules that apply in the election of the Mayor at the annual meeting of the council.*
- r **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- s The minutes of a meeting shall include an accurate record of the following:
  - i. the time and place of the meeting;
  - ii. the names of councillors present and absent;
  - iii. interests that have been declared by councillors and non-councillors with voting rights;
  - iv. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
  - v. if there was a public participation session; and
  - vi. the resolutions made.
-  t **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**
-  u **No business may be transacted at a meeting unless at least one-third of the whole number of members of the council are present and in no case shall the quorum of a meeting be less than three.**  
*See standing order 4d(viii) below for the quorum of a committee or sub-committee meeting.*
-  v **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- w A meeting shall not exceed a period of two and a half hours.

## 4. Committees and sub-committees

- a **Unless the council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.**
- c **Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The council may appoint standing committees or other committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of full council;
  - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv. shall, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of members of such a committee;
  - v. may not appoint substitute members of committees or sub-committees whose role is to replace the ordinary members at a meeting of a committee;
  - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
  - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
  - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which shall be no less than three;
  - ix. shall determine if the public may participate at a meeting of a committee;
  - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
  - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
  - xii. may dissolve a committee.

## 5. Ordinary council meetings

- a **In an election year, the annual meeting of the council shall be held on or within 14 days following the day on which the new councillors elected take office.**

- b In a year which is not an election year, the annual meeting of a council shall be held on such day in May as the council may direct.**
- c If no other time is fixed, the annual meeting of the council shall take place at 6pm.**
- d In addition to the annual meeting of the council, at least three other ordinary meetings shall be held in each year on such dates and times as the council directs.**
- e The first business conducted at the annual meeting of the council shall be the election of the Mayor and Deputy Mayor (if any) of the Council.**
- f The Mayor, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the council.**
- g The Deputy Mayor of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of Mayor at the next annual meeting of the council.**
- h In an election year, if the current Mayor has not been re-elected as a member of the council, he shall preside at the meeting until a successor Mayor has been elected. The current Mayor shall not have an original vote in respect of the election of the new Town Mayor but must give a casting vote in the case of an equality of votes.**
- i In an election year, if the current Town Mayor has been re-elected as a member of the council, he shall preside at the meeting until a new Town Mayor has been elected. He may exercise an original vote in respect of the election of the new Town Mayor and must give a casting vote in the case of an equality of votes.**
- j Following the election of the Town Mayor and Deputy Town Mayor (if any) at the annual meeting of the council, the business of the annual meeting shall include:**
  - i. In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the council resolves for this to be done at a later date;**
  - ii. Confirmation of the accuracy of the minutes of the last meeting of the council;
  - iii. Receipt of the minutes of the last meeting of a committee;
  - iv. Consideration of the recommendations made by a committee;
  - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
  - vi. Review of the terms of reference for committees;

- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4 above;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insured risks;
- xv. Review of the council's and/or staff subscriptions to other bodies;
- xvi. Review of the council's complaints procedure;
- xvii. Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998;
- xviii. Review of the council's policy for dealing with the press/media; and
- xix. Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.

## **6. Extraordinary meetings of the council and committees and sub-committees**

- a **The Town Mayor may convene an extraordinary meeting of the council at any time.**
- b **If the Town Mayor does not or refuses to call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.**
- c The chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chairman of a committee [or a sub-committee] does not or refuses to call an extraordinary meeting within 7 days of having been requested by to do so by 2 members of the committee [or the sub-committee], any 2 members of the committee [and the sub-committee] may convene an extraordinary meeting of a committee [and a sub-committee].

## **7. Previous resolutions**

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9 below, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) above has been disposed of, no similar motion may be moved within a further six months.

## **8. Voting on appointments**

- a Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting. The voting will be by paper ballot.

## **9. Motions for a meeting that require written notice to be given to the Proper Officer**

- a A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the council's statutory functions, powers and obligations or an issue which specifically affects the council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 12 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b) above, correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least 10 clear days before the meeting.



- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f Subject to standing order 9(e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded in a book for that purpose and numbered in the order that they are received.
- h Motions rejected shall be recorded in a book for that purpose with an explanation by the Proper Officer for their rejection.

## **10. Motions at a meeting that do not require written notice**

- a The following motions may be moved at a meeting without written notice to the Proper Officer;
  - i. to correct an inaccuracy in the draft minutes of a meeting;
  - ii. to move to a vote;
  - iii. to defer consideration of a motion;
  - iv. to refer a motion to a particular committee or sub-committee;
  - v. to appoint a person to preside at a meeting;
  - vi. to change the order of business on the agenda;
  - vii. to proceed to the next business on the agenda;
  - viii. to require a written report;
  - ix. to appoint a committee or sub-committee and their members;
  - x. to extend the time limits for speaking;
  - xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
  - xii. to not hear further from a councillor or a member of the public;
  - xiii. to exclude a councillor or member of the public for disorderly conduct;
  - xiv. to temporarily suspend the meeting;
  - xv. to suspend a particular standing order (unless it reflects mandatory statutory requirements);
  - xvi. to adjourn the meeting; or
  - xvii. to close a meeting.

## 11. Handling confidential or sensitive information

- a The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest.
- b Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.

## 12. Draft minutes

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i) above.
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chairman of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e Upon a resolution which confirms the
- f accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

## 13. Code of conduct and dispensations

*See also standing order 3(t) above.*

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- f A dispensation request shall confirm:
  - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f) above, dispensations requests shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) above if having regard to all relevant circumstances the following applies:**
  - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the**

- meeting transacting the business as to impede the transaction of the business or
- ii. **granting the dispensation is in the interests of persons living in the council's area or**
- iii. **it is otherwise appropriate to grant a dispensation.**

## 14. Code of conduct complaints

- a Upon notification by the Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the council's code of conduct, the Proper Officer shall, subject to standing order 11 above, report this to the council.
- b Where the notification in standing order 14(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the council has agreed what action, if any, to take in accordance with standing order 14(d) below.
- c The council may:
  - i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
  - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the Unitary Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

## 15. Proper Officer

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
  - i. **at least three clear days before a meeting of the council, a committee and a sub-committee serve on councillors, by delivery or post at their residences, a signed summons confirming the time, place and the agenda**  
OR  
at least three clear days before a meeting of the council, a committee and a sub-committee serve on councillors a summons, by email, confirming the time, place

and the agenda provided any such email contains the electronic signature and title of the Proper Officer.

*See standing order 3(b) above for the meaning of clear days for a meeting of a full council and standing order 3 (c) above for a meeting of a committee.*

- ii. **give public notice of the time, place and agenda at least three clear days before a meeting of the council or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the council convened by councillors is signed by them);**  
*See standing order 3(b) above for the meaning of clear days for a meeting of a full council and standing order 3(c) above for a meeting of a committee.*
- iii. subject to standing order 9 above, include on the agenda all motions in the order received unless a councillor has given written notice at least 10 days before the meeting confirming his withdrawal of it;
- iv. **convene a meeting of full council for the election of a new Town Mayor occasioned by a casual vacancy in his office;**
- v. facilitate inspection of the minute book by local government electors;
- vi. **receive and retain copies of byelaws made by other local authorities;**
- vii. retain acceptance of office forms from councillors;
- viii. retain a copy of every councillor's register of interests;
- ix. assist with responding to requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the council's policies and procedures relating to the same;
- x. receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;
- xi. manage the organisation, storage of, access to and destruction of information held by the council in paper and electronic form;
- xii. arrange for legal deeds to be executed;  
*See also standing order 22 below.*
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations;
- xiv. record every planning application notified to the council and the council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the council to the Chairman or in his absence the Vice-Chairman of the Development Scrutiny Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Development Scrutiny Committee;
- xvi. manage access to information about the council via the publication scheme  
*See also standing order 22 below.*

## 16. Responsible Financial Officer

- a The council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

## 17. Accounts and accounting statements

- a “Proper practices” in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners’ Guide (England)
- b All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council’s financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
  - i. the council’s receipts and payments for each quarter;
  - ii. the council’s aggregate receipts and payments for the year to date;
  - iii. the balances held at the end of the quarter being reported

and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
  - i. each councillor with a statement summarising the council’s receipts and payments for the last quarter and the year to date for information; and
  - ii. to the full council the accounting statements for the year in the form of Section 1 of the annual return, as required by proper practices, for consideration and approval.
- e The year end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the council (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft annual return shall be presented to each councillor before the end of the following month of May. The annual return of the council, which is subject to external audit, including the annual governance statement, shall be presented to council for consideration and formal approval before 30 June.

## 18. Financial controls and procurement

- a The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the council's accounts and/or orders of payments; and
  - v. procurement policies (subject to standing order 18(c) below) including the setting of values for different procedures where a contract has an estimated value of less than £80,000.
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c **Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £80,000 shall be procured on the basis of a formal tender as summarised in standing order 18(d) below.**
- d Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
  - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
  - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - vi. tenders are to be reported to and considered by the appropriate meeting of the council or a committee or sub-committee with delegated responsibility.
- e Neither the council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

- f **Where the value of a contract is likely to exceed £138,893 (or other threshold specified by the Office of Government Commerce from time to time) the council must consider whether the Public Contracts Regulations 2006 (SI No. 5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the council must comply with EU procurement rules.**

## 19. Handling staff matters

- a A matter personal to a member of staff that is being considered by a meeting of council or a committee or a sub-committee is subject to standing order 11 above.
- b Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- c The council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.
- d Only persons with line management responsibilities shall have access to staff records referred to in standing orders 19(f) and (g) above if so justified.
- e Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 19(f) and (g) above shall be provided only to (post holder) and/or the Town Mayor or the Chairman of the Human Resources Committee or the Chairman of the Human Resources sub-committee.

## 20. Requests for information

- a Requests for information held by the council shall be handled in accordance with the council's policy in respect of handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998.
- b Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the chairman of the Town Mayor. The council shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.



## 21. Relations with the press/media

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

## 22. Execution and sealing of legal deeds

*See also standing orders 15(b)(xii) and (xvii) above.*

- a A legal deed shall not be executed on behalf of the council unless authorised by a resolution.
- b **Subject to standing order 22(a) above, any two councillors may sign, on behalf of the council, any deed required by law and the Proper Officer shall witness their signatures.**

*The above is applicable to a council without a common seal.*

## 23. Communicating with District and County or Unitary councillors

- a An invitation to attend a meeting of the council shall be sent, together with the agenda, to the ward councillor(s) of Central Bedfordshire Council.

## 24. Restrictions on councillor activities

- a. Unless authorised by a resolution, no councillor shall:
  - i. inspect any land and/or premises which the council has a right or duty to inspect;
  - or
  - ii. issue orders, instructions or directions.

## 25. Standing orders generally

- a All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least 2 councillors to be given to the Proper

Officer in accordance with standing order 9 above.

- c The Proper Officer shall provide a copy of the council's standing orders to a councillor as soon as possible after he has delivered his acceptance of office form.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

# Sandy Town Council



## Scheme of Delegations

Adopted May 2014

Amended May 2015

Amended September 2015

Amended May 2016

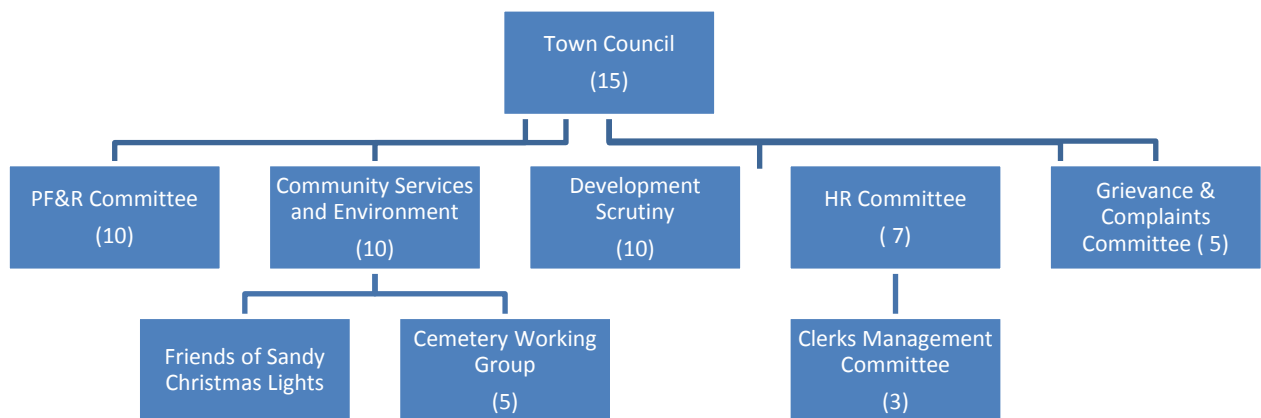
Amended June 2016

## 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) 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**

1. Membership shall comprise 10 members and the committee has delegated powers.
2. The Committee shall elect a Vice Chairman for each civic year.
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.
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.
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**

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

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.
8. The committee shall monitor the implementation of agreed audit-based recommendations.
9. The committee shall report to the Council its recommendations on all issues relating to risk management and internal controls and shall review the Council's Risk Register, Risk Policy and corporate risk management.
10. The committee shall consider the Council's annual financial statements, the auditors' formal opinions, Members' responsibilities and the review of effectiveness of internal controls before recommending these to Council.
11. The committee shall oversee the Council's policy on fraud and irregularity including being notified of any action taken under that policy
12. The committee shall oversee the Council's governance arrangements including arrangements for the conduct of reviews of the effectiveness of the Town Council.
13. The committee shall monitor and review all aspects of the Council's Health and Safety Management system and make recommendations to Council about the provision of specialist Health and Safety support services.
14. The committee shall prepare any emergency planning strategies or arrangements for recommendation to the Council.

#### **4. COMMUNITY SERVICES AND ENVIRONMENT COMMITTEE**

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

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.
6. The committee shall monitor and maintain the management arrangements of the cemetery, chapel and closed churchyard.
7. The committee shall monitor and maintain the former allotment site and endeavour to provide adequate allotment provision for the whole community of Sandy.
8. The committee shall review, monitor and maintain The Pinnacle and The Riddy nature reserve, overseeing relevant management agreements with specialist service providers.
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.
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.
11. The committee shall consider additional service provision to meet the needs of the Town and to promote the Town of Sandy.
12. The committee shall formulate a plan and monitor and promote participation in civic events, Town Centre events and annual town events.
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.
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****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.

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.

**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.

**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

**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

**Annual Schedule of Meetings**

**Meeting 1**

Election of Vice Chairman

HR Briefing for members on role and responsibilities of committee

**Meeting 2**

**Meeting 3**

Report on annual appraisal process (not individuals)

Recommendations for increments

Recommendation for training budget for forthcoming year

**Meeting 4**

Review of absence/sickness for preceding calendar year

**Every meeting**

Report on relevant Health and Safety issues, reports of accidents etc

Report on relevant training issues

Report on disciplinary and policy issues

(Based on schedule agreed October 2012)

**6. CLERKS MANAGEMENT COMMITTEE****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.

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.

**Operation**

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

**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 hand-book
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**

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.

The committee has delegated powers to deal with complaints about administration or procedure by Sandy Town Council.

The Committee reports direct to Town Council and any appeal against its findings will be dealt with by the Town Council.

**RESPONSIBILITIES DELEGATED TO TOWN COUNCIL OFFICERS****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.

**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.

**Financial Matters**

The Town Clerk is authorised as follows:

1. To incur expenditure up to a maximum of £2,000 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.

**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.

**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.

**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



# Financial Regulations

August 2014

# SANDY TOWN COUNCIL REVISED FINANCIAL REGULATIONS

---

## INDEX

1.	<a href="#">GENERAL</a> .....	3
2.	<a href="#">ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)</a> .....	5
3.	<a href="#">ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING</a> .....	7
4.	<a href="#">BUDGETARY CONTROL AND AUTHORITY TO SPEND</a> .....	7
5.	<a href="#">BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS</a> .....	8
6.	<a href="#">INSTRUCTIONS FOR THE MAKING OF PAYMENTS</a> .....	10
7.	<a href="#">PAYMENT OF SALARIES</a> .....	12
8.	<a href="#">LOANS AND INVESTMENTS</a> .....	13
9.	<a href="#">INCOME</a> .....	14
10.	<a href="#">ORDERS FOR WORK, GOODS AND SERVICES</a> .....	14
11.	<a href="#">CONTRACTS</a> .....	15
12.	<a href="#">PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS</a> 16	
13.	<a href="#">STORES AND EQUIPMENT</a> .....	17
14.	<a href="#">ASSETS, PROPERTIES AND ESTATES</a> .....	17
15.	<a href="#">INSURANCE</a> .....	18
16.	<a href="#">CHARITIES</a> .....	18
17.	<a href="#">RISK MANAGEMENT</a> .....	18
18.	<a href="#">SUSPENSION AND REVISION OF FINANCIAL REGULATIONS</a> .....	18

## 1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders<sup>1</sup> and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
  - for the timely production of accounts;
  - that provide for the safe and efficient safeguarding of public money;
  - to prevent and detect inaccuracy and fraud; and
  - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. A breach of these Regulations by an employee is gross misconduct.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.
- 1.9. The RFO;
  - acts under the policy direction of the council;
  - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
  - determines on behalf of the council its accounting records and accounting control systems;
  - ensures the accounting control systems are observed;

---

<sup>1</sup> Model standing orders for councils are available in Local Councils Explained © 2013 National Association of Local Councils

- maintains the accounting records of the council up to date in accordance with proper practices;
  - assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
  - produces financial management information as required by the council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations<sup>2</sup>.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
  - a record of the assets and liabilities of the council; and
  - wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
  - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
  - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
  - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
  - measures to ensure that risk is properly managed.
- 1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:
- setting the final budget or the precept (Council Tax Requirement);
  - approving accounting statements;

---

<sup>2</sup> In England - Accounts and Audit (England) Regulations 2011/817



- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the power of well-being; and
- addressing recommendations in any report from the internal or external auditors shall be a matter for the full council only.

1.14. In addition the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £5,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant Committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils– a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC) or *Governance and Accountability for Local Councils in Wales - A Practitioners' Guide*, available from the websites of One Voice Wales (OVW) and SLCC as appropriate.

## **2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)**

- 2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate Guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Mayor or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council Policy, Finance and Resources Committee.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial

year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.

- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
  - be competent and independent of the financial operations of the council;
  - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
  - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
  - have no involvement in the financial decision making, management or control of the council.
- 2.7. Internal or external auditors may not under any circumstances:
  - perform any operational duties for the council;
  - initiate or approve accounting transactions; or
  - direct the activities of any council employee, except to the extent those such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

**3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING**

- 3.1. The council shall review its three year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of October each year including any proposals for revising the forecast.
- 3.2. The RFO must each year, by no later than November, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the council.
- 3.3. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

**4. BUDGETARY CONTROL AND AUTHORITY TO SPEND**

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
  - the council for all items over £5,000;
  - a duly delegated committee of the council for items over £1,500; or
  - the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £1,500.

Such authority is to be evidenced by a Minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

- 4.4. The salary budgets are to be reviewed at least annually by end of October for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,500. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of £500 or 15% of the budget.
- 4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

## **5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS**

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be reviewed annually for safety and efficiency.
- 5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, present the schedule to council or Policy, Finance and Resources Committee. The council / committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council or finance committee. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was approved. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been

- received, carried out, examined and represents expenditure previously approved by the council.
- 5.4. The RFO shall be responsible for the examination of invoices for arithmetical accuracy and analysis of them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council or Policy, Finance and Resources Committee Meeting.
- 5.5. The Clerk/RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk/RFO certifies that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council or Policy, Finance and Resources Committee;
  - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council or Policy, Finance and Resources Committee or
  - c) fund transfers within the councils banking arrangements up to the sum of £35,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council or Policy, Finance and Resources Committee.
- 5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council [,or a duly authorised committee,] may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council or Policy, Finance and Resources Committee.
- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any Policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

- 5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

**6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS**

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of Council or Policy, Finance and Resources Committee.
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by three members of council or two members of council and countersigned by the Clerk in accordance with a resolution instructing that payment. If a member who is also a bank signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, that Councillor shall be required to consider Standing Orders, and thereby determine whether it is appropriate and/or permissible to be a signatory to the transaction in question.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the Policy, Finance and Resources Committee at the next convenient meeting.
- 6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable Direct Debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable Direct Debit shall be renewed by resolution of the council at least every two years.
- 6.8. If thought appropriate by the council, payment for certain items (principally Salaries) may be made by Banker's Standing Order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a Banker's Standing Order shall be renewed by resolution of the council at least every two years.

- 6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.
- 6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.15. Where internet banking arrangements are made with any bank, the Clerk/RFO shall be appointed as the Service Administrator. The Bank Mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by two of the Clerk/RFO and a member. A programme of regular checks of standing data with suppliers will be followed.

- 6.18. Any Debit Card issued for use will be specifically restricted to the Clerk/RFO and will also be restricted to a single transaction maximum value of £1,000 unless authorised by council or finance committee in writing before any order is placed.
- 6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Policy, Finance and Resources Committee. Transactions and purchases made will be reported to the council and Policy Finance and Resources Committee and authority for topping-up shall be at the discretion of the council or Policy, Finance and Resources Committee.
- 6.20. Any corporate credit card or trade card account opened by the council shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.
- 6.21. The Clerk/RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
- a) The RFO shall maintain as petty cash float of £250 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
  - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
  - c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.

## **7. PAYMENT OF SALARIES**

- 7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the council.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
- a) by any councillor who can demonstrate a need to know;
  - b) by the internal auditor;



- c) by the external auditor; or
  - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 7.8. Before employing interim staff the council must consider a full business case.

## **8. LOANS AND INVESTMENTS**

- 8.1. All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for Borrowing Approval, and subsequent arrangements for the Loan shall only be approved by full council.
- 8.2. Any financial arrangement which does not require formal Borrowing Approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 8.3. The council will arrange with the council's Banks and Investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk or RFO.
- 8.4. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with council policy.
- 8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 8.6. All investments of money under the control of the council shall be in the name of the council.
- 8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

**9. INCOME**

- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3. The council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
- 9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8. The RFO shall be responsible for the prompt completion of any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below).

**10. ORDERS FOR WORK, GOODS AND SERVICES**

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the RFO.
- 10.3. All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.

- 10.4. A member may not issue an official order or make any contract on behalf of the council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the Minutes can record the power being used.

## **11. CONTRACTS**

### **11.1. Procedures as to contracts are laid down as follows:**

- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
- i. for the supply of gas, electricity, water, sewerage and telephone services;
  - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
  - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
  - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
  - v. for additional audit work of the external Auditor up to an estimated value of £500 (in excess of this sum the Clerk /RFO shall act after consultation with the Mayor and Deputy Mayor of council); and
  - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. Where it is intended to enter into a contract exceeding £60,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall invite tenders from at least three firms to be taken from the appropriate approved list.
- c. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- d. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked

envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

- e. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- f. If less than three tenders are received for contracts above £60,000 or if all the tenders are identical the council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- g. Any invitation to tender issued under this regulation shall be subject to Standing Order, <sup>3</sup> 18d, and shall refer to the terms of the Bribery Act 2010.
- h. When it is to enter into a contract of less than £60,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £250 the Clerk/RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
- i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.
- k. The European Union Procurement Directive shall apply and the terms of the Public Contracts Regulations 2006 and the Utilities Contracts Regulations 2006 including thresholds shall be followed.

## **12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS**

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

---

<sup>3</sup> Based on Sandy Town Council standing order 2014

**13. STORES AND EQUIPMENT**

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery Notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

**14. ASSETS, PROPERTIES AND ESTATES**

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed [£250].
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law, in each case a Report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a Report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. Subject only to the limit set in Reg. 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a Report in writing shall be provided to council with a full business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

**15. INSURANCE**

- 15.1. Following the annual risk assessment (per Financial Regulation 17), the Clerk/RFO shall effect all insurances and negotiate all claims on the council's insurers.
- 15.2. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 15.3. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.
- 15.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

**16. CHARITIES**

- 16.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.

**17. RISK MANAGEMENT**

- 17.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 17.2. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

**18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS**

- 18.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these financial regulations.
- 18.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

**Town Council - Action list**

Subject	Action to be taken		Response/ Agenda no.
	Minute	Action	
<b>Meeting 9/11/15</b>			
Surgery relocation to Shannon Court	(87-15/16)	Council agreed changes to the car park layout in principle. Town Clerk to continue to work with Dr Graffy to identify potential funding.	Resolution on changing line markings passed. Highways currently pricing up the work and will come back with drawings and time frames.  Surgery to relocate in July 2017. Application for new windows submitted.
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.	No further information.
<b>Meeting 7/3/16</b>			
Road Investment Strategy A1	(130-2015-16)	To respond to Cllr M Russell and write to the local Member of Parliament and the Under Secretary for Department of Transport outlining the points made.	No further information.  Alistair Burt, MP to update Council following meetings he is attending.  Black cat consultation responded to supporting option A.

**SANDY TOWN COUNCIL**

**DATE: 22 May 2017**

**AUTHOR: Town Clerk**

**SUBJECT: Fallowfield Recreation Area**

**1. Summary**

- 1.1 Concerns have been raised by residents of Fallowfield regarding the lack of fencing around certain points of the Fallowfield recreation ground, specifically the side adjoining Osprey Close. There is concern that the lack of security results in the potential for unauthorised vehicle access to the site.
- 1.2 The following report provides a summary and three quotes for the installation of fencing for Members' consideration.

**2. Information**

- 2.1 Some areas of the recreation ground have self-raking fencing which was installed by the developer prior to the Town Council's adoption of the land. The developer did not complete fencing around the entire perimeter of the area.
- 2.2 There are three exist/entrance points to the recreation ground. All three points have a pedestrian gate, but fencing is incomplete at two of the three points;
  - 1 – Kingfisher Close/Brambling Close has an access gate and completed fencing
  - 2- Merlin Drive has an access gate with no fencing. The Town Council planted shrubbery in line with the gate in lieu of a fence
  - 3 – Osprey Close has a pedestrian gate and some fencing including a vehicle gate. A large area is unfenced and is the cause of concern to residents.
- 2.3 Some residents have contacted the Clerk to express concern that the lack of fencing, especially at the side of the ground adjoining Osprey Close results in diminished security for the site and increases the risk of unauthorised vehicle access.
- 2.4 There have been two incidences reported of unmarked vans driving on to the recreation ground late at night via Osprey Close. The incidents were reported



to the police by residents. There are also reports of trail motorbikes and quadbikes using the ground.

- 2.5 The images below were taken following the most recent report of unauthorised access and show tyre tracks via the Osprey Close side of the recreation ground.



- 2.5 The Council has agreed to install a CCTV camera at the Osprey Close side of the recreation ground. Which could pick up vehicle activity and possibly identify vehicles accessing the ground via Osprey Close. However, this does not present a physical barrier to vehicles accessing the site and its success in discouraging such access would need to be monitored.

- 2.6 The image below shows an ariel view of the recreation ground and highlights the three exits and fencing.



- 2.7 Members should note that vehicle access would need to be maintained via Osprey Close for maintenance of the area. There is a vehicle access gate in the existing fence line, however there is no dropped kerb to accommodate this and it may be blocked by residential parking. Before quotes for a dropped kerb can be obtained a fee of £125 would be payable to CBC to carry out investigation work.

### 3. Quotes

Quotes for fencing work have been obtained for Members' consideration.

Quote A		
<b>Osprey Road</b>	To supply and erect 37m of 1.2 m high bow top fencing, specification as above to run from the timber fencing to the existing gate. Please note we have allowed for short bays to negotiate the sweep and raked panels for the slopes.	£3,648.61 Inclusive of VAT
<b>Merlin Drive</b>	To supply and erect 26m of 1.2m high bow top railings to run either side of the gate in Merlin Drive, using 50 x 50 mm box section posts, 2 no. 30 x 10 mm horizontal rails and 12 mm bar. Railing to conform to BS EN 1176 Playground Equipment  Specification with gaps not exceeding 89 mm and free from any neck entrapment. All to be galvanised and powder coated green Ral 6005.	£ 2,353.44 Inclusive of VAT

Quote B		
<b>Osprey Road</b>	To supply and erect 37 mts of 1.2 mt high steel bow top <u>self-raking railings</u> with the following specification; Panels generally at 2.5 mt centres, each consisting of 25 mm diameter CHS vertical bars at 125 mm centres with bow tops, fitted between to 2no. 50 x 25 mm horizontal rails.  Post manufactured from 102 x 44 mm RSJ, set in concrete foundations at 2.815 mt centres with railings fitted between.	£3,558.00 Exclusive of VAT

<b>Merlin Drive</b>	Supply and erect 26 mts of 1.2 mt high steel bow top <u>self-raking railings</u> all as above specification. Either side of existing gate	£2,542.00 Exclusive of VAT
---------------------	---	----------------------------

<b>Quote C</b>		
<b>Osprey Road</b>	<p>Standard Bow top railings (as exisiting)</p> <p>Supply and erect 37 mts of 1.2 mt high steel bow top vertical bar railings with the following specification.</p> <p>Panels generally at 2.75 mt centres, each consisting of 12 mm diameter infills with bow tops, welded to 2no. 50 x 10 mm horizontal rails.</p> <p>Posts: manufactured from 50 x 50 mm RHS, set in concrete foundations at 2.75 mt centres with railings fitted between.</p> <p>All finished galvanised and powder coated green.</p>	£2,998.00 Exclusive of VAT
<b>Merlin Drive</b>	Supply and erect 26 mts of 1.2 mt high steel bow top vertical bar railings with the above specification.	£2,142.00 Exclusive of VAT

# Sandy Good Neighbours

**From the Chairman – Nigel Aldis**

7 Mayfield Court, Sandy SG19 1NF

**5<sup>th</sup> April 2017**

Mr. C Robson  
Town Clerk  
Sandy Town Council  
10 Cambridge Road,  
Sandy SG19 1JE

Dear Chris,

## **Use of Town Council Chamber**

As you are aware the Sandy Good Neighbours' Group offers support and assistance to many people in the Town by collecting prescriptions, helping with shopping, doing small maintenance jobs in their home or giving lifts to medical appointments whether locally or further afield.

The Group charges basic mileage rates for car journeys but relies on many small donations to keep the organisation working.

The Steering Group would like to request that the Council waives the charge for its meetings that are being held in the Council Chamber every two months as a way of expressing its support in practical terms.

## **Registered Office**

The Group is exploring other ways to reduce its overheads by negotiating a contract for the mobile phone which is used by clients to request assistance. One stumbling block has been the lack of a permanent address. The Group would like to request that 10 Cambridge Road could be that address if it would help in obtaining a suitable phone agreement.

Yours sincerely,



*Nigel Aldis*

**AGENDA ITEM 25**

**SANDY TOWN COUNCIL**

**DATE:** 22 May 2017

**AUTHOR:** Town Clerk

**SUBJECT:** Greensand Country Landscape Partnership - ROW project

**1. Summary**

- 1.1 Central Bedfordshire Council (CBC) Highways have contacted the Clerk in regards a commitment by CBC to develop and lay out new circular routes in the Greensand Country Landscape Partnership area.
- 1.2 CBC Highways are asking if the Council would be interested in helping with certain aspects of the project related to the Sandy area.
- 1.3 Members are asked to consider the request and advise the Clerk accordingly.

**2. Greensand Country Landscape Partnership**

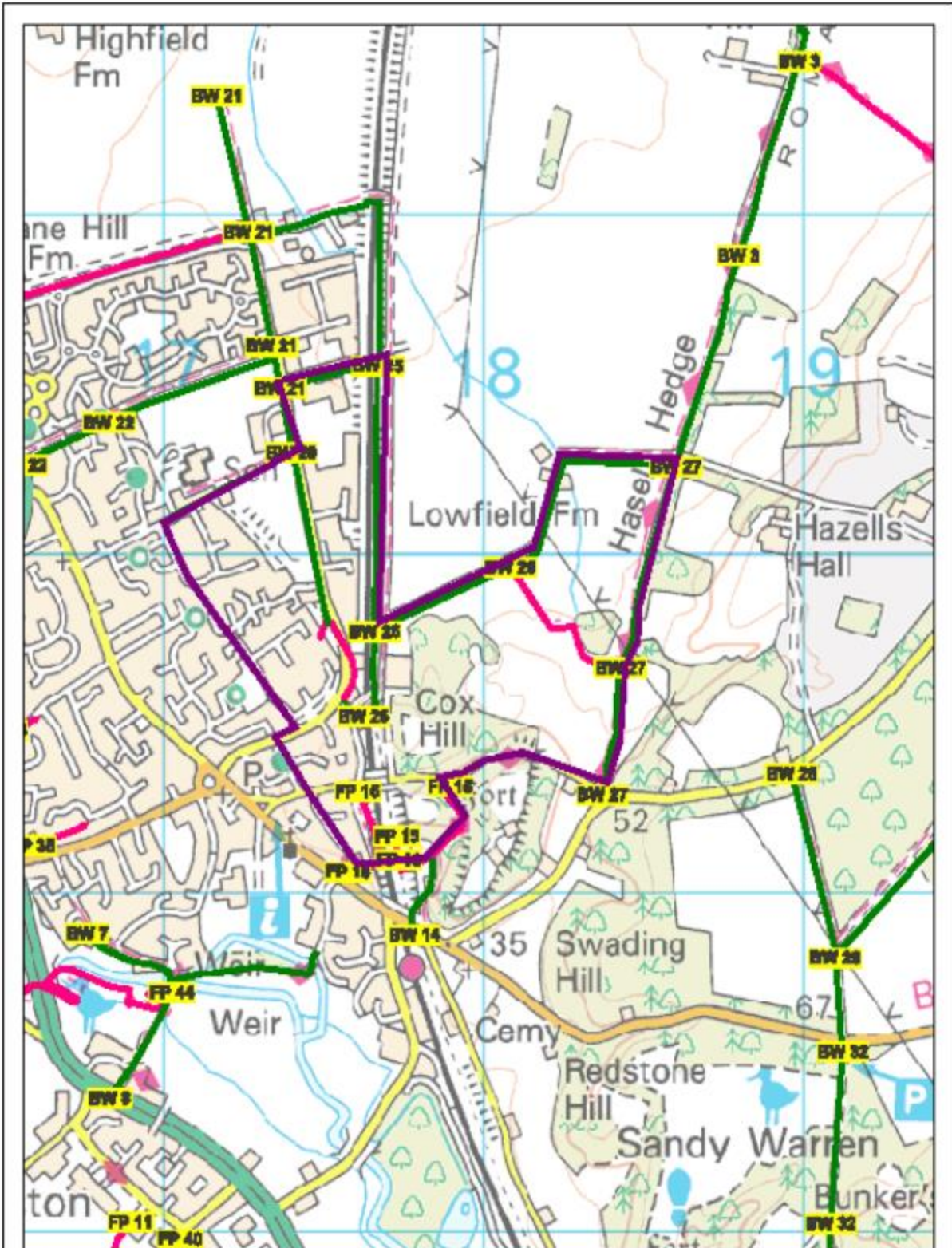
- 2.1 The Partnership is a new partnership being established with funding from the Heritage Lottery Fund. The funding was awarded in January 2017 and the programme will run until June 2021.
- 2.2 Greensand Country comprises the Greensand Ridge (A35 mile-long narrow wooded sandstone ridge to the south of Bedford) and the Flit Valley.
- 2.3 The Greensand Country Landscape Partnership has been formed to work with landowners and local communities to take a joined-up approach to meeting the challenges in the area. The vision is for the Greensand Country to be a living and working landscape that is cherished by present and future generations. By 2021 it is aimed to have reversed the gradual decline in the area's landscape character, and create a strong, community-led partnership and strategic framework to promote the area's interests, and secure the necessary long-term financial and community investment to sustain the area's distinctive natural and built heritage.
- 2.4 Bedfordshire Rural Communities Charity and the Greensand Trust are co-hosting the Landscape Partnership, with BRCC being the accountable body. The scheme will be managed by a staff team of four based at BRCC, and governed by a Landscape Partnership Board including representatives from partner organisations, local landowners, the business community, the statutory authorities and the voluntary sector.

**3. The Sandy Area**

- 3.1 As part of the Partnership's bid to the Heritage Lottery Fund, a commitment was made by CBC to develop and lay out new short circular routes in the Partnership area during this year. The routes should encourage new residents to the area and existing 'non' users of the public path network out into the wider countryside.
- 3.2 Bespoke waymark discs and map boards would be provided as well as events held to encourage volunteer assistance and promote their existence in Sandy. The attached plan shows the proposed route for the parish of Sandy.

**4. Sandy Town Council Involvement**

- 4.1 CBC have asked whether the Town Council would be interested in helping to confirm the landowners involved and developing the local pool of volunteers for carrying out the small works required on the ground and assisting in guided walks.



Date: 07 June 2016

1:15000



**dest+ sandy**  
**solid purple line**



**SANDY TOWN COUNCIL**

**DATE: 22 MAY 2017**

**AUTHOR: Town Clerk**

**SUBJECT: Community Plan – Focus Groups**

**1. Summary**

1.1 The following report provides an update for members on the work of the Community Plan Working Group and a summary of the Arts and Culture Focus group held on 13 April 2017.

**2. Community Plan Themes**

2.1 It was agreed that the Community Plan needs to be broken down into a set of specific themes or topics. This will make approaching the plan more manageable and result in a clearer final document as a result. Each theme will be individually addressed and issues, matters or projects within it will be clearly addressed and detailed in the Plan.

2.2 Once issues and needs within each theme have been identified the Community Plan will need to create a priority list which can help guide CBC with Section 106 and CIL discussions on future investment in Sandy.

2.3 The 2011 Sandy and Beeston Town Plan took a similar approach with issues and action points categorised into a variety of themes. The findings of the Town Plan will be used as a starting basis for each of the Community Plan's themes.

2.4 It was agreed that the Community Plan would have 6 themes;

1. Arts and Culture
2. Environment, Health and Wellbeing
3. Economic Activity and Town Centre
4. Sports and Leisure
5. Housing
6. Transport and Roads

2.5 The committee considered how each of the themes could be addressed and how the public could engage with developing points within the themes. It was agreed to hold a series of Focus Groups.



**3. Focus Groups**

- 3.1 It was agreed each of the 6 key themes would have a focus group set up to review the 2011 Town Plan's findings, establish the current situation, consider what issues now face Sandy and what actions could be taken to work towards a solution. These actions may include links to Section 106 funding and gains from any potential future development.
- 3.2 It was agreed invitations would be sent directly to community groups, organisations, professional bodies and individuals who were relevant to each of the themes. A press release was also issued and will be re-issued ahead of each of the focus groups.
- 3.3 The first Focus Group was Arts and Culture which was held on 13<sup>th</sup> April 2017. Invitations were sent out to 20 community groups or organisations which fell under the 'Arts and Culture' category. Unfortunately, only one group was able to send a representative to attend the focus group.
- 3.4 A second focus group on Health and Wellbeing was scheduled for 27 April 2017 but was cancelled due to lack of community attendees. The next Focus Group will be held on **24<sup>th</sup> May at 12pm**. This will focus on the Economy and the Town Centre. Depending on the outcome of this Focus group the committee may need to reconsider the focus group approach.

**4. Town Plan 2011**

- 4.1 The Sandy and Beeston 2011 Town Action Plan is still a valuable document and its findings will form the basis of the new Community Plan. The new Plan must go a step further to link in with Central Bedfordshire's Local Plan and form a tool the Council can use to work with developers.
- 4.2 Due to the changes in planning law and the emergence of the CBC Local Plan it is important that Sandy has a Community Plan in place to clearly define its priorities. This marks the community's chance to influence future investment in the town.

**5. Focus Group 1 – Arts and Culture**

**5.1 Summary**

The findings of the 2011 Town Plan can be summarised as;

Community Facilities				
Provision of a Town Museum	Look into the funding available for the initial set up and long term sustainability of suitable premises	High Priority	Timescale – Ongoing/Long	Partners; Sandy Town Council Central Bedfordshire Council Sandy Historical Research Group Sandy Historical Society
Community Facilities				
Demand for additional community groups or clubs	Identify volunteers from the community to lead groups  Publicise existing community groups	High Priority	Timescale – Ongoing/Long	Partners; Sandy Town Council Community / Local Residents Schools

- 5.2 The focus group reviewed the findings of the 2011 Town Plan and concluded that the issues raised were still relevant and should be included in the community plan.
- 5.3 The group also concluded that while there were a variety of venues in the town these were not widely used and may need to be advertised more. There appears to be an issue with storage in the town, with many groups stating that lack of suitable storage has forced them to use venues outside of Sandy. It was also concluded that a large new multipurpose venue capable of holding large numbers would benefit Sandy, especially if it continues to grow.
- 5.4 It was agreed there needed to be a dialogue with venues such as Sandy Upper School about what they could offer and how this could operate. A review of venues in Sandy and their storage capabilities was also required.
- 5.5 The full notes from the Arts and Culture focus group can be found attached to this report.

**Arts and Culture Focus Group**

Present: Cllrs Nigel Aldis, Peter Blaine (Chair), Max Hill, Colin Osborne and Michael Scott. Town Clerk – Chris Robson, Administrator – Anne Elliott-Flockhart. Michael Reynolds from SHRG.

**1. Apologies**

Apologies were received from Cllr Cole.

**2. Introductions**

Mr Mick Reynolds introduced himself as a representative of Sandy Historical Research Group.

**3. Brief on Purpose of the Community Plan**

The Clerk talked briefly about the purpose of the community plan.

**4. Scope of Work**

The Clerk talked about the focus group's scope of work and what it hoped to achieve.

**5. Town Plan Arts & Culture Action Points**

The two main Arts & Culture action points identified in the 2011 Town Plan were:

- a) Provision of a Town Museum
- b) Demand for additional community groups or clubs

**6. Representations from Community Groups**

Mick Reynolds reported that there was still a desire for a museum in Sandy but SHRG's main obstacle has been funding. A museum needs to be staffed with curators, volunteers, a photographer, a web manager, a publicity officer and archivists. The group has limited funds.

Storage is also another problem. The group have 17 years' worth of artefacts which should be kept in a temperature controlled environment or they will deteriorate. They need a base for storage which also has work areas. The group would like to work with schools to help them learn about and research the history of Sandy. Currently they rent two garages from Aragon for storage but photos are being kept in member's houses.

The group holds exhibitions over the year and have speakers in to talk about Sandy.

The group have been offered shops and use of the railway building in the past but have been unable to take these up due to funds or the shortness of the lease.

Michael was asked about the possibility of taking over an empty shop and flat above in town which is currently vacant – his response was that they couldn't afford it.

Michael was also asked about lottery funding. He replied that they needed a watertight case backed up with sustainability and guarantees. They would need to bring in a professional fundraiser to submit an application, which is very expensive. They would also need to be able to show they have the continuing funds for a curator. The group has lots of volunteers but not the right volunteers to help in these areas.

Michael noted that in other areas, museums have been sponsored by Town Councils. Michael was asked if they have approached other museums for help. He replied that Royston Museum had been very helpful but only to a point. Cllr Scott noted that it was a case of, they might find the right location but then they might lose it as they can't fund it.

The Clerk had also heard from East Beds Youth Choir who couldn't attend but responded to say that there was a lack of appropriate venues for practising and for events. They used to practise at Sandy Upper School but this was subject to cancellation by the school on a frequent basis, so moved elsewhere.

#### **7. Round table Discussions**

Cllr Hill suggested that a school property could become available in the near future. Sandy Upper School has good facilities for the community which is what it is built for. But now the Upper School is less involved with the community. STC needs to sit down with the school and Stevenage Leisure Centre to discuss ways of increasing the community use of the school.

Cllr Blaine asked if we were still in discussions with CBC about the Jenkins Management Plan. The Clerk reported that it is still with the legal team, but STC could try to initiate wider discussions. Long term, we could try to get a building from developers.

Cllr Blaine wondered if we needed to review current venues whilst constructing a plan, as a lot are underused but is that because of suitability.

Cllr Hill pointed out that there is no venue in Sandy that can accommodate more than 120 people.

***Focus Group Ended***

## AGENDA ITEM 27

## COUNCILLOR TRAINING, SEMINAR or CONFERENCE ATTENDANCE



<b>Name of Councillor</b>	Cllr M Hill
<b>Course/Seminar Attended</b>	NALC Conference at Farnborough
<b>Date of Course/Seminar</b>	Wednesday April 26 <sup>th</sup> , 2017
<b>Brief Description of Course/Seminar</b>	A series of presentations about key areas of interest for parish and town councils from planning to community engagement and devolution.
<b>What was gained from the Course?</b>	<p>Most of the speakers were good and highly committed.</p> <p>Key Points:</p> <ul style="list-style-type: none"> <li>•Dementia friendly council on the increase</li> <li>•Planning issues sparking controversy across the county. Highways agency deemed ineffectual</li> <li>•Devolution taking many forms</li> <li>•Some areas are better than others at recruiting councillors</li> <li>•Many problems common to all councils</li> </ul>
<b>Any Action Points?</b>	<ul style="list-style-type: none"> <li>•CBC Planning should be taken to task over repeated retrospective applications.</li> <li>•Listing groups are likely to be receptive to community engagements. Chambers of Trade are dying out.</li> </ul>

**AGENDA ITEM 27**

**SANDY TOWN COUNCIL**

**DATE:** 22 May 2017

**AUTHOR:** Cllr M Hill

**SUBJECT:** Talk of the Town Minibus - Representative Report

**1. Report for Council 2016-7**

- 1.1 The AGM of TOTT was held on Tuesday April 25<sup>th</sup> at the Stonecroft Community centre.
- 1.2 The Chairman reported that the committee had had a generally successful 18 months since taking over the operation of the bus in October 2015. The number of bookings/trips was increasing all the time and already there were 126 advanced bookings for the remainder of 2017. Regular users include Tibbs Dementia Foundation and Sandy Methodist Church.
- 1.3 The new minibus was received from the DfT on January 5<sup>th</sup> 2017. One or two teething problems, particularly regarding the battery, but the bus has been well received by users being more comfortable and quieter than the old bus, which has been subsequently sold to Sandy Upper School for £1500.
- 1.4 BRCC has given grants of £550 for MIDAS training and £400 for marketing. We need as ever to recruit more volunteer drivers. Hire rates not to be increased for the next year.
- 1.5 TOTT likely to continue involvement with both the Carnival and Christmas Lights but this dependent upon the availability of drivers.
- 1.6 TOTT now has a social media page in Facebook and we are encouraging everyone to post pictures.

**AGENDA ITEM 27**

**SANDY TOWN COUNCIL**

**DATE:** 22 May 2017  
**AUTHOR:** Cllr M. Pettitt  
**SUBJECT:** Sandy Twinning Association visit to Malaunay,  
28<sup>th</sup> April – 1<sup>st</sup> May 2017.

This follows my report which was received at the meeting of Sandy Town Council on 27 February 2017 at which members agreed to provide a gift to mark the 35<sup>th</sup> Anniversary of the signing of the Twinning Charter with our twin town Malaunay. I hope most if not all members saw the chosen gift; a crystal glass bowl which I'm pleased to say now sits on public display in the Hotel de ville or Town Hall in Malaunay with the engraving, "Sandy Town Council – La Municipalité de Malaunay, l'amitié durable 1982 – 2017".

Sixteen members of Sandy Twinning Association made the bi annual trip to Sandy's Twin Town of Malaunay in Normandy over the May Bank Holiday weekend. This was a special trip marking the 35<sup>th</sup> anniversary of the link with the original Twinning Charter having been signed in 1982. With numbers for one reason and another down on previous years members travelled in cars rather than by coach but all met in Malaunay late on Friday afternoon, 28<sup>th</sup> April to be greeted by our host families and for a scheduled reception in the Hotel de ville hosted by the Mayor of Malaunay, Monsieur G. Coutey, fellow councillors and by members of the Malaunay Twinning Committee. Gifts were exchanged and a letter from the Mayor of Sandy, Cllr Osborne, who was an original signatory of the Charter was handed over and read by the Mayor who warmly welcomed us and stated that he would be replying to Cllr Osborne in the following few days. Short speeches made by Jean Marie Devillers, President of the Malaunay Twinning Committee and by myself reaffirmed the strong link between our two communities and pledged that notwithstanding the outcome of the UK referendum in 2016 to work to build on the close ties between our two communities in the years to come.

After an evening with host families the party enjoyed a varied and interesting day on Saturday in the regional capital Rouen which is situated only 20 kilometres from Malaunay. The day began with a journey back in time to the late Gothic era to discover the city Rouen in the 360 degree "Panorama" followed by lunch after which everyone enjoyed a relaxing 2 hour river boat trip on the Seine. The day in Rouen was rounded off with a guided multimedia tour of the Archbishop's Palace of Rouen adjacent to the magnificent Rouen Cathedral charting the trial, conviction and eventual death by burning of Joan of Arc on 30 May 1431. On the Saturday evening there was an informal reception at which hosts and visitors enjoyed a generous buffet meal and a 35<sup>th</sup> Anniversary cake was cut.

Sunday was spent out and about with our host families before departing for home on Monday with more tremendous memories of another weekend spent in Malaunay but now the planning begins for the next return visit to Sandy in 2018.

If any members feel that they or any groups with which they are associated would like to become involved with the Sandy Twinning Association then they are invited to contact Chairman Max Hill, 01767 681469, Vice Chairman Martin Pettitt, 01767 680082 or the Secretary Jacky Frod 01767 681842.