

# Sandy Town Council

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**Minutes of a meeting of the Policy, Finance and Resources Committee of Sandy Town Council held in the Council Chamber at 10 Cambridge Road, Sandy, Bedfordshire on Monday 1 July 2013 at 7.30pm**

**Present:** Cllrs Aldis, Butterfield, Osborne (Chairman), Runchman, Scott, Sharman, Smith, Sutton (substituting for Cllr Pettitt) and White

**Absent:** Cllrs Pettitt and Walsh

**In attendance:** Town Clerk

**1 Apologies for absence (25/2013-14)**

Apologies for absence had been received from Cllrs Pettitt and Walsh.

**2 Declarations of interest (26/2013-14)**

- i) **Disclosable Pecuniary Interests** - none
- ii) **Other Interests** – none

**3 Minutes of previous meeting (27/2013-14)**

RESOLVED to approve the minutes of the committee meeting held on 20 May 2013 as a correct record of proceedings with the deletion of the extraneous words "approve accounts and recommend adoption" from the last line of item 7.6.

**4 Financial Regulations (28/2013-14)**

A report and new draft financial regulations which had been prepared by the Town Clerk and circulated before the meeting were discussed and amended.

RESOLVED to recommend to Sandy Town Council that the attached amended version of the draft financial regulations should be adopted.

**5 Financial Matters (29/2013-14)**

**5.1 Financial report showing income and expenditure against the revenue budget for the financial year to date**

A detailed financial report had been circulated in advance of the meeting and this was discussed.

RESOLVED to note the report and to fund the unavoidable overspend of £2,418 on budgeted election costs caused by the by-election in Pinnacle Ward from the contingency account.

**5.2 Town Council charges**

RESOLVED to note the Town Clerk's written report on progress with

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charges for 2014/15 and carry the matter forward to a future meeting.

## **5.3 Review of internal audit arrangements and review of effectiveness of internal audit and internal controls for the year 2013/14**

A report from the Town Clerk on the Council's internal audit arrangements had been circulated before the meeting and this was discussed.

RESOLVED to recommend to Town Council that it retain the services of HW Chartered Accountants as internal auditor for the financial year 2013/14 and issue a written letter of instructions.

RESOLVED to seek quotations for a five year internal audit contract with suitably qualified and competent providers for the financial years 2014/15 – 2018/19. Members noted that HW Chartered Accountants would be eligible to quote for the work.

A draft report on the effectiveness of the Council's internal controls and internal audit for the year 2013/2014 had been prepared and this was reviewed in detail by the committee.

RESOLVED to recommend the draft review of the effectiveness of the Council's internal controls and internal audit to the Town Council and to draw the attention of all members to the areas for development with regard to planning the internal audit work ie *"Members and officers could be more proactive in encouraging scrutiny of specific areas, this is to be addressed through the Council's programme of member and officer training"*.

## **5.4 Revisions to Town Council's Accounts Software**

A report from the Town Clerk and up to date quotation in the sum of £1,640 for upgrade of the Town Council's current accounts package (RBS Omega) to include sales and purchase ledgers and appropriate training together with a restructure of coding for the accounts was discussed.

RESOLVED to recommend to Town Council that the existing Omega software should be upgraded as described in the report to take effect from 1 April 2014, the costs of the upgrade to be included in the 2014/15 annual budget.

## **6 Review of Leases (30/2013-14)**

It was reported that the working group established to review the terms and operation of the current leases between Sandy Town Council and Sandy Bowls and Cricket Clubs had met on 27 June 2013. A number of issues had been discussed including clarification of whether the legal agreements were technically leases or licences.

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The lease between Sandy Town Council and Sandy Cricket Club was incomplete and further legal work was outstanding. The Town Clerk drew attention to the lack of budget for legal work but advised that further work would be required to bring the Cricket Club lease to a position where it could be signed and this would be put in hand with Hedleys Solicitors as further delay would be injurious to all parties. The working group would report to Town Council in due course.

## **7 Review of Staff Structure and Premises at 10 Cambridge Road (Delete: Donation) (31/2013-14)**

The Town Clerk reported that it had still not been possible to convene a joint meeting of the working groups addressing the staff structure and use of premises because of limited member availability. It was agreed to set a date for a joint meeting at the very earliest opportunity.

## **8 Amplification in the Chamber (32/2013-14)**

The Town Clerk reported that only one quotation for wireless amplification for the chamber had been secured and therefore there was insufficient information to pursue this matter at this time.

RESOLVED to refer this item back to Town Council for decision on 29 July 2013 if practicable and if not to carry over to the next meeting of the committee on 12 August 2013.