

# Sandy Town Council

## 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 2 June 2014 commencing at 7.30 pm

**Present:** Cllrs N Aldis, C Butterfield, M Groom, W Jackson, C Osborne (Chairman), M Pettitt, M Scott and D Sharman.

**Absent:** Cllr K Sharp, Cllr R Smith

**In attendance:** Cllr T Cole and the Town Clerk.

		Action
1	<p><b>Apologies for absence (01-2014/15)</b> Apologies for absence had been received from Cllr Sharp and Cllr Smith.</p>	
2	<p><b>Declarations of interest and requests for dispensations (02-2014/15)</b> i) Declarable Pecuniary Interests - None ii) Other Interests - None</p>	
3	<p><b>Minutes of previous meeting (03-2014/15)</b> <b>RESOLVED</b> to receive the minutes of the Policy, Finance and Resources Committee held on 31 March 2014 and to approve them as a correct record of proceedings.</p>	Admin
4	<p><b>Election of Vice-chairman (04-2014/15)</b> <b>RESOLVED</b> to elect Cllr Scott as vice-chairman of the committee.</p>	Cllr Scott
5	<p><b>Review of Burial Regulations (05-2014/15)</b> <b>RESOLVED</b> to make no changes to the Council's Burial regulations and to defer a review to PF&amp;R Committee on 30 March 2015 or sooner if circumstances made this appropriate.</p>	Town Clerk
6	<p><b>Review of Financial Regulations (06-2014/15)</b> The committee noted that new model financial regulations had been issued by NALC. <b>RESOLVED</b> to set up a working group of Cllrs Osborne, Scott, Cole and Butterfield to review and adapt these prior to recommendation of a draft to the committee and eventual adoption of new regulations by Town Council. The working group would also look at the council's current banking arrangements.</p>	Cllrs Osborne, Scott, Cole, Butterfield and Town Clerk
7	<p><b>Financial Reports (07-2014/15)</b> <b>RESOLVED</b> to adjust the order of items from that shown on the agenda.</p>	

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	<p>i) A detailed financial report showing income and expenditure against budget for the financial year 2013/14 was reviewed and discussed in detail. <b>RESOLVED</b> to note the report of expenditure and income against budget.</p> <p>ii) The end of year bank reconciliations and balances for the financial year 2013/14 were reviewed. <b>RESOLVED</b> to note the reconciliations.</p> <p>iii) The council's formal accounts for the financial year 2013/14 were reviewed and discussed. <b>RESOLVED to recommend</b> to Town Council that the accounts be approved.</p> <p>iv) The internal auditor's final written report for the financial year 2013/14 was tabled at the meeting and this was discussed. Members noted that no action points had been identified. <b>RESOLVED</b> to note the internal auditor's report (which had been copied to all councillors for information prior to completion of the annual statement of governance on 30 June 2014) and <b>to recommend</b> its adoption by Town Council.</p> <p>v) The statement of accounts on the annual return was scrutinized. Members noted that the two variances over 10% were explained by the commuted sum for the adoption of Fallowfield in 2012/13 and the overspend on gross wages following long term sickness and use of temporary staff in the outdoor team during 2013/14. <b>RESOLVED to recommend</b> to Town Council that the accounting statements for 2013/14 in section one of the annual return should be approved on 30 June 2014.</p> <p>vi) <b>RESOLVED</b> to note an oral report from the clerk confirming that letters inviting quotations from internal auditors for the year 2014/15 were in preparation and quotations would be required for a three year audit plan.</p> <p>vii) <b>RESOLVED</b> to note a detailed financial report showing income and expenditure against the revenue budget for the current financial year to date.</p> <p>viii) <b>RESOLVED</b> to note a list of payments and receipts for the current financial year to date</p>	<p>Town Council</p> <p>Town Council</p> <p>Town Council</p> <p>Town Council</p> <p>Town Clerk</p>
8	<p><b>Insurance (08-2014/15)</b> The Town Clerk reported that a visit from Aviva and a review of insurance cover was to take place on Friday 16 June. Cover could be extended if necessary should the council not have determined its arrangements for the forthcoming year before the end of the month. A quotation from Zurich had been requested. Members discussed the merits of using a local insurance broker for the provision of specialist cover for the council's financial risks. <b>RESOLVED</b> to endorse actions of the Town Clerk and to ensure that a further report was presented to Town Council on 30 June 2014.</p>	<p>Town Council</p> <p>Town Clerk</p>

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<b>9</b>	<b>Charges (09-2014/15)</b> i) The Clerk reported that a four year staged rent increase plan had been agreed with Sandy Colts FC which would allow the Club to increase its rent for use of the education room for committee meetings up to the minimum charge made to all community groups who used the facility. The Clerk noted that SLL and CBC had been instructed that Sandy Colts FC and Sandy Cricket Club should not be charged any more than the lowest rate offered to any other user. There were no other remaining protected bookings. <b>RESOLVED</b> to endorse the actions taken and to note the report from the Town Clerk on the status of remaining protected bookings at Jenkins Pavilion. (Cllr Pettitt did not participate in voting on this item because of his involvement with the Colts and the Cricket Club.) ii) <b>RESOLVED</b> to confirm an increase of 3% on the 2013/14 charges for pitch hire/changing room for the football season 2014/15 at Sunderland Road Recreation Ground/Jenkins Pavilion. (Cllr Pettitt did not participate in voting on this item because of his involvement with the Colts and the Cricket Club.) iii) <b>RESOLVED</b> to note a finalised list of charges for the financial year 2014/15 which included these charges and which had been tabled at the meeting.	<b>Town Clerk</b>
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