

# Sandy Town Council

**To: Cllrs P N Aldis, P Blaine, A Gibson, A M Hill, W Jackson, T Knagg, C Osborne, M Pettitt, M Scott, P Sharman, S Sutton and N Thompson**

**You are hereby summoned to attend the annual meeting of Sandy Town Council to be held in the Council Chamber at 10 Cambridge Road, Sandy, Bedfordshire on Monday 13 May 2019 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  
7<sup>th</sup> May 2019

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

## **A G E N D A**

- 1 Election of Sandy Town Council Chair/Mayor for 2019-20**  
The sitting Mayor will call for nominations and put them to a vote.
- 2 To Receive Declarations of Acceptance of Office by newly elected Sandy Town Council Chair/Town Mayor**  
Declaration of Acceptance to be followed by Declaration of Acceptance by Presentation of Chain of Office and New Mayor's acceptance speech.
- 3 Mayor's Charity Account**  
To pass a resolution confirming the Mayor becomes the new signatory or remains as signatory on the Mayor's charity account.
- 4 Apologies for Absence**  
To receive any apologies for absence.
- 5 Declarations of interest and requests for dispensations**  
*Under the Localism Act 2011 members of Council are not required to make oral declarations of interest at meetings but may not participate in discussion or voting on any items of business in which they have a Declarable Pecuniary Interest (DPI) and under Sandy Town Council's Standing Orders must leave the room for the duration of all discussion on such items. (All members' register of interests are available on the Sandy Town Council website or on application to the Clerk.)*  
*This item is included on the agenda to enable members to declare new*

# Sandy Town Council

DPIs and also **those who wish to do so** may draw attention to their stated DPIs and also any non-declarable personal interests which they have declared under Sandy Town Council's adopted Code of Conduct and which may be relevant to items on the agenda.

- i) Disclosable Pecuniary Interests
- ii) Non Pecuniary Interests
- iii) Dispensations

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

To receive nominations and elect a Deputy Town Mayor for the municipal year 2019/20. This will be followed by the presentation of the Deputy Mayor's medallion.

## **7 Public Participation Session**

To receive questions and representations from members of the public.

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

To consider the Minutes of the meeting of Sandy Town Council held at 7.30pm on Monday 15<sup>th</sup> April 2019 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) Development Scrutiny Committee held on 29<sup>th</sup> April 2019
- ii) Policy, Finance and Resources held on 29<sup>th</sup> April 2019

It was Proposed, Seconded and **RESOLVED to RECOMMEND** that the Flag Flying policy be adopted by the Council subject to the following amendments;

- The Union Flag to be flown on the following occasions;
- Birthday of the Monarch
- Birthday of the Monarch's Consort
- Birthday of the Heir Apparent
- On the first working day following the birth of a new royal baby
- Remembrance Day

# Sandy Town Council

## **10 Appointment of Members to Serve on Committees**

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

## **11 Election of Committee Chairmen**

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

## **12 Working Groups**

To agree membership on the following working groups;

- Cemetery Working Group
- CCTV Working Group
- Community Plan Working Group
- Events Sub-Committee

## **13 External Representation**

To appointment Members to represent the Council on outside bodies. Appendix I

## **14 Vacant Seats**

To note that following the Town Council elections on 2<sup>nd</sup> May 2019 the Council has three vacant seats. Councillors are asked to consider initiating the co-option process to fill the vacant seats.

# Sandy Town Council

## **15 Bank Signatories**

To agree the signatories for 2019/20 to sign cheques on behalf of the Council. Proposals will be made at the meeting.

Current signatories;  
Cllrs Aldis, Osborne, Pettitt, Scott  
Town Clerk (Mr C Robson)  
Administration Team Leader (Mrs C Baker-Smith)

## **16 General Power of Competence**

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

Appendix II

## **17 Planning Application**

To consider planning application CB/19/01243/FULL Residential development comprising 45 apartments together with landscaping, access, parking and all ancillary work at the former RKB Engineering, New Road, Sandy, SG19 1NX.

## **18 Internal Audit**

To confirm that Haines Watts continue as the Council's internal auditor to complete second half of the 2018/19 financial year audit.

## **19 Scheme of Delegations**

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

Appendix III

## **20 Review of Standing Orders and Financial Regulations**

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

## **21 Review of Council Policies & Procedures**

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

## **22 Subscriptions**

To receive and note subscriptions paid by Sandy Town Council.

Appendix IV

## **23 A428 Black Cat to Caxton Gibbet Community Forum**

To consider sending two representatives to a progress meeting on the A428 Black Cat to Caxton Gibbet Improvement Scheme on 21<sup>st</sup> May 2019.

Appendix V

# Sandy Town Council

## **24 Police and Crime Commissioner**

- i) To note that the Police and Crime Commissioner will be holding a 'Meet the PCC' event at Sandy Town Council's offices on Monday 16<sup>th</sup> September 2019 from 5:15pm to 6:45pm. This will be followed by a meeting with Councillors.
  
- ii) To note that the Annual Police and Crime Commissioners Annual Parish Conference will be held on 1<sup>st</sup> October 2019 from 18:00 to 19:30 at The Rufus Centre, Flitwick.

## **25 Reports from Representatives**

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

- i) To receive a report from Cllr Hill on the Sandy Twinning Association trip to Malaunay. Appendix VI
  
- ii) To receive a report from Cllr Hill on the Talk of the Town Minibus (TOTT) AGM. Appendix VII

## **26 News Release**

## **27 Chairman's Items**

## **28 Date of Next Meeting: 24 June 2019**

**SANDY TOWN COUNCIL****DATE: 13 May 2019****AUTHOR: Town Clerk****SUBJECT: External Representation**

Members are asked to elect Council representatives to the following groups/committees for the civic year 2019/20;

*The 2018/19 representative is listed for Members information.*

		<b>2018/19</b>	<b>2019/20 (To be elected)</b>
1	22 Squadron Air Training Corps Parents and Friends Committee	Sutton	
2	Talk of the Town Transport Committee	Hill	
3	Village Hall Management Committee	Knagg	
4	Sandy Twinning Association	Pettitt	
5	Friends of Sandy Christmas Lights	Aldis, Leach, Hill, Sharman	Aldis
<i>Previously resolved that Cllr Nigel Aldis would act as Sandy Town Council's trustee on the newly established Friends of Sandy Christmas Lights Charity.</i>			
6	Sandy Charities	Sharman	
7	Sandy Green Wheel	Aldis Gibson Sharman	
8	Sandy Sports and Leisure Association	Mayor Hill Knagg	
9	Sandy Carnival Committee	Cole	
10	Chamber of Trade	Blaine	N/A
11	SG19 Road Safety Group	Aldis	
12	Sandy Community Children's Centre	Leach	
13	Police Priority Setting Meetings		
14	The Riddy and Pinnacle Group	Sparrow Sutton	

**SANDY TOWN COUNCIL****DATE: 3 May 2019****AUTHOR: Town Clerk****SUBJECT: General Power of Competence****1. Purpose of Report**

To confirm Sandy Town Council's eligibility to use the General Power of Competence, following completion of the Certificate in Local Council Administration by the Town Clerk and the election of at least two thirds of its Members in the May 2019 elections.

**2. Background**

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

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

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

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

**3. Legislative Background**

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

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

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

#### **4. Types of Activities**

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

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

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

#### **5. Restriction and Risks**

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

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

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

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

Being challenged.



Their trading activities damaging other local enterprises.

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

## 6. Local Government Act 1972 (s.137)

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

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

## 7. Eligibility

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

To become eligible the council must satisfy three criteria;

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

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

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

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

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

**8. Financial Implications**

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

**9. Recommendations**

Note that the Chief Executive gained the certificate in Local Council Administration (CiLCA) in 2018.

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

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

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

# Sandy Town Council



## Scheme of Delegations

Adopted May 2014

Amended May 2017

Amended May 2019

## **FUNCTIONS DELEGATED TO COMMITTEES**

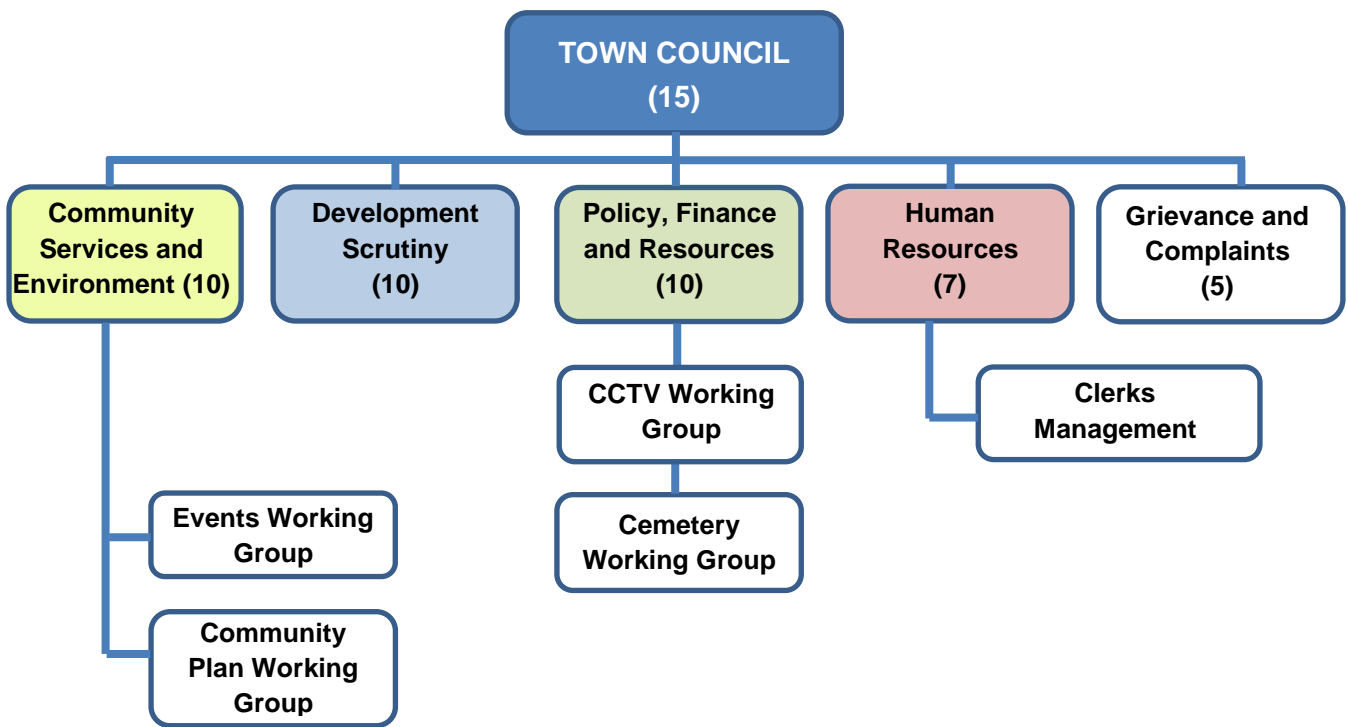
1. Delegated Powers
2. Development Scrutiny Committee
3. Policy, Finance and Resources Committee
4. Community Services and Environment Committee
5. Human Resources Committee
6. Clerks Management Sub-Committee
7. Grievance and Complaints Committee
8. Events Working Group
9. Cemetery Working Group
10.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

## FUNCTIONS DELEGATED TO COMMITTEES

### 1. DELEGATED POWERS

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

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



**2. DEVELOPMENT SCRUTINY COMMITTEE**

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

**3. POLICY, FINANCE AND RESOURCES COMMITTEE**

- 3.1 Membership shall comprise 10 members. This committee has delegated powers within the terms of reference and within the current financial year's budget.
- 3.2 The Committee shall elect a Vice Chairman for each civic year.
- 3.4 The Committee shall propose, monitor and review such policies as the Committee considers necessary to achieve the Council's long term aims and objectives and satisfy itself that satisfactory arrangements are in place to promote economy, efficiency and effectiveness.
- 3.5 The Committee shall monitor and review the management of the Council's assets, including the total level of expenditure of the Council reporting this to Council as necessary and shall advise the Council generally as to its financial and economic policies and as to the allocation and control of its financial resources.
- 3.6 The committee shall receive bi-monthly reports from the Responsible Finance Officer on the budget to date and shall review income and expenditure against budget at each meeting.
- 3.7 The committee shall make recommendations to Council on:-
  - a) the annual estimates of revenue and capital expenditure
  - b) the management of the Council's finances and the budgetary framework and processes

- 3.8 The committee shall monitor annually the performance and effectiveness of external and internal auditors, and make recommendations to the Council concerning their re-appointment, terms of engagement of the internal auditor and the audit fee where appropriate.
- 3.9 The committee shall monitor the implementation of agreed audit-based recommendations.
- 3.10 The committee shall report to the Council its recommendations on all issues relating to risk management and internal controls and shall review the Council's Risk Register, Risk Policy and corporate risk management.
- 3.11 The committee shall consider the Council's annual financial statements, the auditors' formal opinions, Members' responsibilities and the review of effectiveness of internal controls before recommending these to Council.
- 3.12 The committee shall oversee the Council's policy on fraud and irregularity including being notified of any action taken under that policy
- 3.13 The committee shall oversee the Council's governance arrangements including arrangements for the conduct of reviews of the effectiveness of the Town Council.
- 3.14 The committee shall monitor and review all aspects of the Council's Health and Safety Management system and make recommendations to Council about the provision of specialist Health and Safety support services.
- 3.15 The committee shall prepare any emergency planning strategies or arrangements for recommendation to the Council.

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

- 4.1 Membership shall comprise 10 members. This committee has delegated powers within the terms of reference and within the current financial year's budget.
- 4.2 The Committee shall elect a Vice Chairman for each civic year.
- 4.3 The committee shall propose, monitor and review such services and activities of the Council as the Committee considers necessary to achieve the Council's long term aims and objectives.
- 4.4 The committee shall review the Council's play area inspection and maintenance schedules to ensure that all play areas and equipment and the skate park are safe and fit for purpose and shall investigate grants to provide new play equipment.

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

## **5. HUMAN RESOURCES COMMITTEE**

### **5.1 Purpose of the Committee**

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

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



**5.3 Operation**

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

**5.4 Terms of reference**

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

**5.5 Town Clerk's Responsibilities**

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

- 1 the employment of temporary employees
- 2 the employment of permanent employees in conjunction with members of the Human Resource Committee

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

## **6. CLERKS MANAGEMENT COMMITTEE**

### **6.1 Purpose of the Committee**

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

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

### **6.3 Operation**

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

### **6.4 Terms of reference**

1. To consider grievance or disciplinary matters in accordance with the Council's grievance or disciplinary policies as laid out in the employment 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**

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

**8. EVENTS WORKING GROUP****8.1 Functions:**

- 8.1.1 To consider applications for use of Council land for one of small events (such as bootcamps and private parties). Consideration of such requests must be in line with relevant policies and procedures, such as the Beeston Green Management plan or lettings policy.
- 8.1.2 To consider and manage any Council involvement or attendance at events within the town which are run by other groups/organisations.
- 8.1.3 To work with the Royal British Legion on the organisation and management of the annual remembrance day parade.
- 8.1.4 To consider and propose one off Council events throughout the year.
- 8.1.5 To organise, set up and manage any such Council events.
- 8.1.6 To consider all aspects relating to planning and hosting of council events, including health and safety requirements.
- 8.1.7 To monitor and review any council events.
- 8.1.8 To consider and request suitable funding for events from the Policy, Finance and Resources Committee during the financial year.
- 8.1.9 To consider any budget requirements for future financial years ahead of the annual precept and feedback to the Policy, Finance and Resources Committee accordingly.
- 8.1.10 To report to the Community Services Environment Committee on its activities.

**8.2 Operation**

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

**8.3 Terms of Reference**

8.3.1 The Events Working Group reports to the Community Services and Environment Committee.

8.3.2 Membership shall comprise of up to five Councillors. As the Working Group has no delegated authority to take decisions there is no quorum of members required.

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

8.3.4 The Events Working Group shall elect its own Chair on an annual basis.

8.3.5 The Events Working Group is able to invite persons other than members of the Council to participate in meetings and the organising and running of events on the Council's behalf. (*e.g. Royal British Legion, St Swithun's church*)

8.3.6 The Events Working Group shall function and operate in accordance with the Council's approved Standing Orders.

8.3.7 Delegated authority is given to the Town Clerk, Chair of the Working Group and the Deputy Chair of the Working Group to take decisions on the arrangements for council events in conjunction with Members on the Working Group.

8.3.8 Financial expenditure above £500 for any Council event must be approved by the Policy, Finance and Resources Committee.

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

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

## **9. CEMETERY AND COUNCIL DEPOT WORKING GROUP**

### **9.1 Functions**

- 9.1.1 To review and recommend revisions or amendments to the Council's burial regulations.
- 9.2.2 To consider and make recommendations on the ongoing management of the existing cemetery.
- 9.2.3 To consider and determine matters surrounding the development of a new cemetery and Council depot, including but not restricted to:
  - a. Environmental matters
  - b. Policy matters
  - c. Visual impact matters
  - d. Design matters
  - e. Public consultation matters
  - f. Future operation and management of the new cemetery, cemetery car park, public toilet and council depot building.
- 9.2.4 To work with the Clerk to manage and progress the building and completion of the new cemetery, car park and depot building in line with the tender approved by the Full Council.

### **9.2 Operation**

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

### **9.3 Terms of Reference**

- 9.3.1 The Cemetery Working Group reports to the Policy, Finance and Resources Committee.
- 8.3.2 Membership shall comprise of at least five Councillors, with a quorum of three Councillors.
- 8.3.3 Membership shall be agreed on an annual basis at the annual meeting of the council held in May.
- 8.3.4 The Cemetery Working Group shall elect its own Chair on an annual basis.
- 8.3.5 The Cemetery Working Group is able to invite persons other than members of the Council to participate in meetings.
- 8.3.6 The Cemetery Working Group shall function and operate in accordance with the Council's approved Standing Orders.
- 8.3.7 The group shall provide reports to the parent body in the following manner:

- a. Reporting on relevant issues
- b. Reporting on suggested improvements to the cemetery
- c. Reporting on development of the new cemetery and depot build
- d. Any other cemetery related matters/projects which may be assigned to the group by the Policy, Finance and Resources Committee.

## **10. COMMUNITY PLAN WORKING GROUP**

### **10.1 Functions**

10.1.1 To develop a new Sandy community plan, with actions and timescales for adoption by Sandy Town Council.

10.1.2 To review the adopted community plan at least once every six months and recommend any required updates and changes to the Community Plan.

10.1.3 To regularly monitor progress on action points within the adopted community plan.

10.1.4 To promote the community plan to partners, stakeholders and the public.

### **10.2 Operation**

10.2.1 The Community Plan Working Group will meet as and when it is required throughout the year.

### **10.3 Terms of Reference**

10.3.1 The Community Plan Working Group reports to the Community Services and Environment Committee.

8.3.2 Membership shall comprise of at least six Councillors, with a quorum of three Councillors.

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

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

8.3.5 The Working Group is able to invite persons other than members of the Council to participate in meetings.

8.3.6 The Working Group shall function and operate in accordance with the Council's approved Standing Orders.

**11. CCTV WORKING GROUP****11.1 Functions**

11.1.1 To review and consider the Council's current CCTV provision on each of the Council's sites.

11.1.2 To develop recommendations, with costings on alternative CCTV provision/set up. Including but not limited to;

- a. feasibility of upgrading cameras
- b. providing value for money
- c. areas of coverage
- d. Priority areas and camera types
- e. Monitoring, use of evidence and accessibility

**11.2 Operation**

11.2.1 The CCTV Working Group will meet as and when it is required throughout the year.

**11.3 Terms of Reference**

11.3.1 The CCTV Working Group reports to the Policy, Finance and Resources Committee.

11.3.2 Membership shall comprise of three Councillors. As the Working Group has no delegated authority to take decisions there is no quorum of members required.

11.3.3 The Cemetery Working Group is able to invite persons other than members of the Council to participate in meetings.

11.3.4 The group shall make recommendations on the Council's CCTV provision to the Policy, Finance and Resources Committee.

**12 RESPONSIBILITIES DELEGATED TO TOWN COUNCIL OFFICERS****12.1 Proper Officer**

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

**12.2 General Matters**

The Town Clerk is authorised:

1. to sign on behalf of the Council any document necessary to give effect to any decision of the Council

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

### **12.3 Financial Matters**

The Town Clerk is authorised as follows:

1. To incur expenditure up to a maximum of £1,500 on any item for which provision is made in the appropriate revenue budget provided that any action taken complies with any legislative provisions and the requirements of the Council's Standing Orders and Financial Regulations
2. To use the repairs and maintenance budgets for the maintenance, or repair of existing plant, vehicles or equipment.
3. To accept quotations or tenders (where tenders are required by the Council's Financial Regulations) for work supplies or services subject to:
  - a. the cost not exceeding the amount of the approved budget
  - b. the tender being the lowest or the one showing best added value to the Council according to the criteria set out in the tender documentation
  - c. all the requirements of the Council's Financial Regulations being complied with.
4. To compile, approve or vary lists of approved contractors subject to the requirements of the Council's Financial Regulations.



5. Having consulted with the Council, to invest monies held by the Council with a view to obtaining the optimum financial return.

**12.4 Staffing Matters**

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

**12.5 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.

**12.6 Urgency**

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

## SANDY TOWN COUNCIL

**DATE:** 13 May 2019  
**AUTHOR:** Town Clerk  
**SUBJECT:** Subscriptions

**1. Summary**

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

**2. Information**

Name of Company	Address	Subscription to	Cost (£)	Renewal Date	Filing Reference
Bedfordshire Association of Town & Parish Councils	Baystrait House Station Road Biggleswade Beds SG18 8AL	Affiliation fee	£2,101.00	April 2020	STC/OT/P1
Information Commissioners Office	Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF	Register of Data Controllers	£40.00	July 2019	STC/OT/S6
Local Council Review Magazine (NALC)	109 Great Russell Street London WC1B 3LD	Included in BATPC membership (1 copy)	FREE	NA	STC/OT/N1
National Association of Local Clerks	109 Great Russell Street London WC1B 3LD	Included in BATPC membership	FREE	NA	STC/OT/N1

**AGENDA NO: 22****APPENDIX IV**

Society of Local Council Clerks	Main Office No 8 The Crescent Taunton Somerset TA1 4EA	Professional support, advice, information and education including monthly magazine	£260.00	August 2019	STC/OT/N1
IOG (Institute of Groundsmanship)	28 Stratford Office Village Walker Avenue Wolverton Mill East Milton Keynes MK12 5TW	Leading organisation that represents and advises professional groundsmen/women	£150.00	March 2020	STC/OT/I1
Parish Online	Getmapping PLC Virginia Villas High Street Hartley Wintney Hants RG27 8NW	Public Sector Mapping Agreement	£175.00	March 2020	STC/OT/S6

A428 Black Cat to Caxton Gibbet – (Bedford and St Neots Area)  
Community Forum meeting, Tuesday 21 May from 18:30-20:30 at  
Tempsford Stuart Memorial Village Hall

PL

   Reply all | ▾

Inbox

The message sender has requested a read receipt. To send a receipt, [click here](#).

You replied on 03/05/2019 10:38.

Dear All,

Further to the Preferred Route Announcement earlier this year, no doubt there have been questions raised within the local community from people interested in the scheme's progress and next steps.

We believe that the preferred route for the A428 Black Cat to Caxton Gibbet improvements scheme meets the needs of the region while understanding local concerns. We want to thank everyone, including the local community and our key stakeholders for their input and patience which has helped us get to this point. Your views are important and help shape the scheme.

We would like to continue our positive engagement by inviting you to the following Community Forum Meeting:

**Date: Tuesday 21 May 2019**

**Time: 18:30-20:30**

**Location: Tempsford Stuart Memorial Village Hall, Church Street, Tempsford, Sandy, Bedfordshire SG19 2AW**

In addition to reporting on progress since we last met, we will provide an update on the scheme's development and endeavour to answer any questions you may have in advance of our upcoming Statutory Consultation period.

An agenda and Terms of Reference will be circulated nearer the time.

Given your role in the community, our intention is to meet with as many parishes as possible simultaneously. We have however restricted attendance at the above meeting by inviting the following parishes so that we can make best use of time by concentrating on questions and issues raised pertinent to the area and tailor the discussion to the parts of the route which most affect them.

- Abbotsley Parish Council
- Blunham Parish Council
- Colmworth Parish Council
- Everton Parish Council
- Great Barford Parish Council
- Sandy Town Council
- St Neots Town Council
- Staploe, Duloe & Honeydon Parish Council
- Tempsford Parish Council
- Toseland Parish Council

- Little Paxton Parish Council
- Wyboston, Chawston and Colesden Parish Council
- Roxton Parish Council

*\*Please note, we have also arranged another meeting to focus on the other end of the route and have invited the relevant affected parishes.*

In the interest of keeping the discussion meaningful and relevant for all concerned, **we kindly request attendance from no more than two representatives** from your respective parishes, who can then report back to their respective colleagues. This will also help us manage numbers in terms of venue capacity. **The event will not be open to attendance from the general public.**

We have also extended this invitation to the relevant ward councillors and will ensure this email is also forwarded to any new councillors appointed as a result of this week's local elections.

Whilst this will be the first opportunity to meet with members of the project team since the route has been announced, please be assured that we are committed to continued engagement and regular communication with the affected communities and there are various upcoming opportunities to view the proposals and have your say on the scheme once we commence statutory consultation later in the year.

If you could please confirm names and attendance **by Monday 13<sup>th</sup> May**, it would be much appreciated.

We look forward to hearing from you and meeting with you shortly. If you have any questions in the meantime, please do not hesitate to contact me.

Best regards,

**Working on behalf of Highways England**

**Highways England customer contact centre  
0300 123 5000**

**[www.highways.gov.uk](http://www.highways.gov.uk)**

*Did you know you can subscribe to our scheme webpage? To receive an email alert when new information is published, please go to <http://highwaysengland.co.uk/a428> and click on 'sign up for updates'.*

**SANDY TOWN COUNCIL**

**DATE:** 13 May 2019

**AUTHOR:** Cllr M Hill

**SUBJECT:** Sandy Twinning Association Trip to Malaunay

**1. Summary**

- 1.1 The Sandy link with Malaunay is now 37 years old and over the May Bank Holiday weekend, a party of 38 comprising Twinning Association members and a sizeable section from the Sandy Ukulele Group, went on a four-day coach visit to the Normandy town.



**2. Activities**

- 2.1 The weather wasn't exactly 'spring-like' but the visit itself was an enormous success from every point of view, and all the feedback to date has been hugely positive. The party were welcomed on arrival by the Deputy Mayor and town councillors at the Hotel de Ville and the ukulele group gave a 'taster' of what they were going to perform the following evening.

- 2.2 Much of Saturday was spent with host families but in the evening the ukulele group had a chance to show off their talents at a concert in the church of St Nicholas. An audience of around 200 was treated to 45 minutes of lively entertainment, joined in the singing and reacted with appreciative clapping. There was even time for two encores. The concert was followed by a sumptuous buffet in a nearby hall.



- 2.3 On the Sunday there was a day trip to the chateau de Mesnil Geoffroy, where the party and their French hosts were greeted in English by the owner and then given a guided tour of various rooms followed by an amble round the beautiful gardens. The traditional French open-air picnic followed, and then it was on to the delightful seaside resort of Veules-les- Roses, famous for its watercress beds, beautiful cottages and seaside attractions. The village also boasts one of just five 'fleuves' in France, (rivers which flow directly into the sea), the other four being the Seine, Loire, Rhone and Garonne. The Veule river is just 1 kilometre in length!
- 2.4 The return on Monday was by way of a large hypermarket to stock up with French goodies and a lunchtime stop at the resort of St Valery-sur-Somme where seafood dishes were very popular. Thankfully, there were no traffic hold-ups of note in either direction and all the timings ran to plan.
- 2.5 Brian Elliott did a brilliant job rallying and motivating the ukulele players for the trip and Stuart Bardsley was largely responsible for arranging the music and backing tracks etc.



**SANDY TOWN COUNCIL**

**DATE: 13 May 2019**

**AUTHOR: Cllr M Hill**

**SUBJECT: Talk of the Town Minibus**

**1. Summary**

- 1.1 The AGM of the Talk of the Town Minibus (TOTT) was held on Tuesday 25<sup>th</sup> April 2019.
- 1.2 There was a disappointing attendance of only six, with no less than ten giving their apologies.

**2. Chair's Annual Report**

- 2.1 In his annual report, the Chair stated that we have renewed our membership of the Community Transport Association, and as our turnover is less than £25,000, membership is free of charge. We have also renewed our Blue Badge which is valid until 30 September 2021.
- 2.2 It has been quite a successful 12 months with mileage increasing by 11.75% over the period April 2017 to March 2018, due primarily to a number of one-off trips. We do not expect to see any great increase in mileage over the next year as we are about at saturation point with our current driver pool.
- 2.3 The number of organisations using the bus has increased from 35 in 2017/18 to 42 in 2018/19.

**3. Mechanical Problems/Remedies**

There have continued to be a few problems with the bus:

- We think the problem with the tail lift has been resolved. The new service providers found a poor electrical connection in the dashboard switch. They rewired the tail lift using a power supply from the 'rear door open' alarm switch and we have had no further failures.
- Although the Engine Management Computer (EMC) was replaced last year, we have begun to have a repetition of the dashboard failures. This is a problem that is very difficult to diagnose but is in hand.
- BS Motors continue to carry out the ten-week safety checks and the MOT was carried out by BM Enterprises in Upper Caldecote.

**4. Volunteers/help**

- 4.1 We continue to have had a lot of help from Ivel Sprinter drivers, some of whom also now do regular runs for us. Although we are generally getting on



well with our current driver pool, journey scheduling and finding appropriate drivers is the single most stressful part of the organisation.

- 4.2 Invoicing, servicing, seat management and certification etc take more time than Julie and Ray Morrissey are now prepared to give. Consequently – as reported at our last two meetings – Julie and Ray are not standing for office this year. Having saved the bus operation three and a half years ago, inaugurated the new bus and built up the driver and client base to its current levels, they feel that they have done enough, and it is time for some ‘fresh blood’ to take over the reins.

Ray will, however, see through the acquisition of a new Section 19 permit and work on resolving the issue with the dashboard, and will occasionally drive. If no suitable volunteers can be found Ray has discussed the possibility of the bus being managed by the Ivel Sprinter. However, even in that eventuality, they will need a volunteer to carry out some functions such as seat management, fuelling, cleaning etc.

As stated previously, Ray will still assist with those functions during the transition period. (Post meeting note – Ray and Julie are attending an EGM of the Ivel Sprinter on Thursday 2 May to discuss the matter further).

Tracey Stock thanked Ray and Julie for everything they have done to build up the reputation of TOTT locally.

## **5. Presentation of Accounts for the Year ending 31 March 2019**

An audited copy of the accounts which show balances carried forward to 2019/20 of £5,978.32 (current account) and £8,255.47 (deposit account) against £4,934.92 and £8,239.03 respectively in 2018/19 which shows a net increase of £1,059.74 over the year. The accounts were approved by all those present.

## **6. Appointment of Auditor/Independent Examiner**

Bob Browning has kindly indicated he would be willing to continue to act in this capacity.

## **7. Next Meeting**

The next regular committee meeting will be arranged when there is more clarity regarding the future. The Chair concluded the business by again thanking those present for attending.