

Sandy Town Council

Minutes of a meeting of the Policy, Finance and Resources Committee of Sandy Town Council which was held in the Council Chamber at 10 Cambridge Road, Sandy, Bedfordshire on Monday 14 September 2015 commencing at 7.30pm.

Present: Cllrs P N Aldis, P Blaine, A M Hill, M Pettitt, M Scott (Chairman) P Sharman

Absent: Cllrs W Jackson, G Leach, C Osborne, D Sharman, and Cllr P Smith (CBC)

In attendance: Cllrs T Cole, D Quick, J Sparrow, and Cllrs C Maudlin and T Stock (CBC), Mr C Robson (Town Clerk), Ms M Bracey (Minutes Clerk) and 1 member of the public.

| | <i>Actions</i> |
|--|----------------|
| <p>1 Apologies for absence (25-2015/16) Apologies for absence had been received from Cllrs W Jackson, G Leach, C Osborne, D Sharman and P Smith (CBC).</p> | Admin |
| <p>2 Declarations of interest (26-2015/16)</p> <ul style="list-style-type: none">i) Declarable pecuniary interests – Cllrs Hill and Pettitt will leave the room at Item Number 7 as members of the Twinning Association.ii) Non pecuniary interests –Cllr Aldis is on the list for an allotment. | |
| <p>3 Minutes of previous meeting (27-2015/16) RESOLVED to receive the minutes of the Policy, Finance and Resources Committee held on 3 August 2015 and to approve them as a correct record of proceedings.</p> | Admin |
| <p>4 Public Participation Session (28-2015/16) A member of the public questioned the omission of Sandy Cricket Club from the list of tenants in the audited accounts. The Chair stated that this omission is being resolved and information on this will be on the agenda of the next Policy Finance and Resource meeting on 12 October 2015. Further explanation will be sent to the member of the public in an email. The member of the public also raised the need for a ramp at the War Memorial to enable wheelchair users access. A member thanked him for raising this and said that a grant was being sought to refurbish the memorial and this would include a ramp.</p> | Admin |

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5 Financial Reports (29-2015/16)

- i) A balance sheet and detailed financial report showing income and expenditure against the revenue budget for year to 31 July 2015 had been circulated in advance of the meeting. This was discussed and the Town Clerk answered Member's questions. **RESOLVED** to note the Reports and requested that in future meetings the Town Clerk comments on the Report and highlights any issues re overspends or other items of expenditure. **RESOLVED** that the Town Clerk prepare a report on all the codes and a breakdown of the budget.
- ii) A schedule of payments made in July had been circulated in advance. **RESOLVED** to approve the schedule of payments.
- iii) The bank reconciliations and statements were not available at the meeting because of signature changes.

Admin

6 Review of Grants Policy (30-2015/2016)

A member raised the grant criteria and that applications should not be used for running costs. A member raised the question of feedback and how the money is spent by the organisations including photographs. **RESOLVED** that in certain circumstances a grant for running costs may be acceptable and that feedback on how the money is spent by the organisations, including photographs, be a requirement of the grant. The Grants Policy should be amended to reflect the above.

Admin

7 Grant Applications (31-2015/16)

Cllrs M Hill and M Pettitt left the meeting.

Sandy Twinning Association: Members briefly discussed the application and felt that in the future Sandy Town Council should do more to welcome and entertain Twinning guests if the Mayor or Deputy Mayor were involved. **RESOLVED** to grant £250 to Sandy Twinning Association

Admin

8 Allotment Site (32-2015/16)

The Town Clerk presented the Report and answered questions raised. A copy of the report is attached to these minutes. The Clerk informed members the council would not be able to sub-let out part of the land as previously hoped and as such would only be able to take on $\frac{3}{4}$ of the proposed site.

Admin

Some of the Questions raised included:-

- Members were concerned over the length of the lease. The Clerk confirmed 10 years was the maximum lease CBC would offer and that they would not look to sell the land to STC.
- Members were concerned that there were no definite costings available at this time.

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The Clerk commented that CBC legal fees would be in the region of £1,500 to £2,000. Other costings were still being sought.

- Members were concerned that were CBC to end the lease would CBC reimburse the costs of setting up the site and find a new allotment site.

The Clerk confirmed CBC would reimburse agreed costs related to setting the site up. However, CBC had no obligation to find a replacement site.

- Members questioned how the site would be accessed.
It was confirmed the access point was to be a track leading off Sunderland Road and that CBC Land Registry searches had shown the track was not registered.
- Members asked for clarification on the costs they were being asked to recommend funding for.
The Town Clerk informed members that they would need to allocate £600 to pay the first years rent but that in future years this will be specifically budgeted for. Members were informed they would also needed to allocate a substantial sum to cover set up costs.

RESOLVED to **RECOMMEND** that £600 be allocated from Earmarked Reserves for the annual rent in regards to the lease, and that £15,000 be allocated from the Rolling Capital Fund for expenditure on preparation of the site.

9 Contract – Jenkins Pavilion, Sandy (33-2015/16)

The Town Clerk presented the Report and answered questions raised. **RESOLVED** that the Town Council look to connect the alarm to a notification system as soon as possible and that the Town Clerk fully investigates both options, detailed in the Report, including costs, and brings a report and recommendation to the Policy Finance and Resources Committee on 12 October 2015.

Admin

10 Elder Close, The Limes, Beeston (34-2015/16)

Cllr M Hill updated the Members. Costings to grasscrete the area had been received and these were approximately £90 per square meter. The area is estimated at 75 square meters. The residents are being asked if they are willing to pay for this. He also informed members that the memorial bench had been installed in Beeston.

Cllr M Hill

11 Queen's 90th Birthday Celebrations (35-2015/16)

In the absence of Cllr W Jackson this item will go to Full Council on 28

Cllr W Jackson

Sandy Town Council

September 2015.

SANDY TOWN COUNCIL

Proposed Allotment Site

Officer: Town Clerk

11 September 2015

The purpose of the following report is for Members information and provides recently received information in relation to the proposed allotment site. The updates provided are the result of a meeting with Sally Wileman, Service Development Manager with Central Bedfordshire Council, and further correspondence with Mrs Wileman over the course of the last week.

Summary of Information

- Central Bedfordshire Council (CBC) have confirmed they would not look to sell Sandy Town Council (STC) the land in question, this would be a lengthy process and not one they would want to enter into at this time.
- As Councillors are aware CBC are happy to issue a 10 year lease with the option for renewal. Land Registry charges are due for any lease over 7 years, STC will need to cover this cost. CBC are currently looking into how much this will be and will report back to the Town Clerk.
- CBC will agree to safeguard STC set up costs should the lease be ended and the site vacated. If this were to happen CBC would reimburse STC for the costs involved in setting up the site. (Conditional on receipts/invoices being provided)
- If CBC were to end the lease they would assist STC in finding a new site, however they are under no obligation to do so.
- CBC have confirmed they cannot lease the grazed area to STC for us to sub let.
- STC could still take the whole of the land and not use the grazed area, however this would not be an attractive option. Therefore CBC are happy to lease $\frac{3}{4}$ of the land to STC and Continue to let $\frac{1}{4}$ to Mr Glenn.
- The cost per year to STC for $\frac{3}{4}$ of the land would be £600.
- CBC can let Mr Glenn continue to sub let to the grazier, so she can remain on the land, should he wish to do that. If Mr Glenn did not want to keep $\frac{1}{4}$ of the land CBC could lease it directly to the grazier.
- To ensure we are on the land before winter CBC need to hand notice to the tenant by the end of September. After this CBC would be better placed to arrange a site visit for Members.

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