

Sandy Town Council

To: All members of Sandy Town Council

You are hereby summoned to attend the annual meeting of Sandy Town Council which will be held in the Council Chamber at 10 Cambridge Road, Sandy, Bedfordshire on Monday 19 May 2014 at 7.30pm for the purpose of transacting the items of business below.



Delia Shephard, Town Clerk
10 Cambridge Road
Sandy
SG19 1JE
01767 681491
12 May 2014

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

A G E N D A

- | | Reports |
|---|----------------|
| 1 Election of the Town Mayor
To elect a Town Mayor for the municipal year of 2014/15 | ✓ |
| 2 Declaration of acceptance of office of Town Mayor
To receive the declaration of acceptance of office by the Town Mayor | x |
| 3 Election of Deputy Town Mayor
To elect a Deputy Town Mayor for the municipal year 2014/15 | ✓ |
| 4 Apologies for Absence
To receive any apologies for absence | x |
| 5 Co-option to fill casual vacancies
To elect candidates to the casual vacancies in Fallowfield and Pinnacle Wards of Sandy Town Council | ✓ |
| To receive declarations of acceptance of office by co-opted candidates | x |
| 6 Declarations of interest and requests for dispensations
<i>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</i> | |

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application to the Clerk.)

*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) Declarable Pecuniary Interests* x
- ii) Personal Interests* x
- iii) Dispensations* x

7 Public Participation Session

To receive questions and representations from members of the public x
(A maximum time of 15 minutes is allotted for this item)

8 Minutes of previous Town Council meeting

To consider the minutes of a meeting of Sandy Town Council held at 7.30 pm on Monday 28 April 2014 and to approve them as a correct record of proceedings x

9 Minutes of committees and recommendations therein

To note the minutes of the following committees and sub-committees and (if applicable) to approve recommendations therein which do not arise elsewhere

- i) Development Scrutiny Committee on 14 April 2014 and 12 May 2014 x
- ii) Community Services and Environment Committee on 14 April 2014 x

10 Standing orders

To adopt revised standing orders recommended to Council by Policy Finance & Resources Committee on 17 February 2014 x

11 Scheme of delegations

To review the Council's arrangements for delegation of business to committees, sub-committees, staff and other local authorities and review terms of reference for all committees ✓

12 Elections

- i) To elect members and chairmen to existing standing committees ✓
- ii) To elect members and chairmen to new standing committees ✓

13 Review of the council's complaints procedure

To review procedure for election of Complaints Committee and elect members if appropriate ✓

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- 14 Financial Regulations**
To note a forthcoming review of financial regulations ✓
- 15 Work with external bodies**
To review representation on or work with external bodies and arrangements for reporting back on such work, to elect Town Council representatives to some external bodies ✓
- 16 Asset Register**
To review an inventory of land and assets including buildings and office equipment ✓
- 17 Insurance**
To confirm arrangements for insurance cover in respect of all insured risks ✓
- 18 Subscriptions**
To review the council's and/or staff subscriptions to other bodies ✓
- 19 Requests for information**
To review the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 ✓
- 20 Media Policy**
To review the council's policy for dealing with the press/media x
- 21 Annual Calendar of meetings**
To confirm adoption of the Town Council calendar for 2014/15 and to agree a meeting date for an additional meeting for the purpose of approving the annual return x
- 22 Financial Matters**
- i) To consider a summary report on performance against budget for the year 2013/14 and to review draft accounts To follow
 - ii) To note a list of payments made since the last meeting of the council To follow
 - iii) To consider discontinuation of the mobile CCTV camera at Cauldwell Court To follow
 - iv) To consider a quotation for tendering for alterations to the premises at 10 Cambridge Road ✓
- 23 HGV Ban in St Neots Road**
To consider making an objection to the proposed HGV restrictions on St Neots Road (Cllr Scott) ✓
- 24 News Release** x

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Annual meeting of Sandy Town Council on Monday 19 May

R E P O R T S

1 Election of the Town Mayor

Nominations previously received:

Cllr Will Jackson

3 Election of Deputy Town Mayor

Nominations previously received:

Cllr David Sharman

5 Co-option to fill two casual vacancies

Nominations received:

Ms Teresa Cole

Mr Michael Groom

(Confidential candidate information attached for members only)

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9 Minutes of committees and recommendations therein

Minutes have been circulated in advance of the meeting and members are requested to bring copies with them to the meeting.

10 Adoption of updated standing orders

New model standing orders published by NALC in November 2013 have been reviewed by the Policy Finance and Resources committee and a draft version adapted for Sandy Town Council was recommended for adoption at the annual meeting by that committee on 17 February 2014. A copy is not attached as these have previously been provided to members but a draft copy is available on the council's website (See Downloads – Policies).

11 Review of delegation arrangements to committees, sub-committees, staff and other local authorities and review of terms of reference for committees

A revised scheme of delegations showing terms of reference is attached; the scheme has been updated to take account of changes to the committee structure recommended by PF&R Committee at a meeting on 17 February 2014.

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Scheme of Delegations

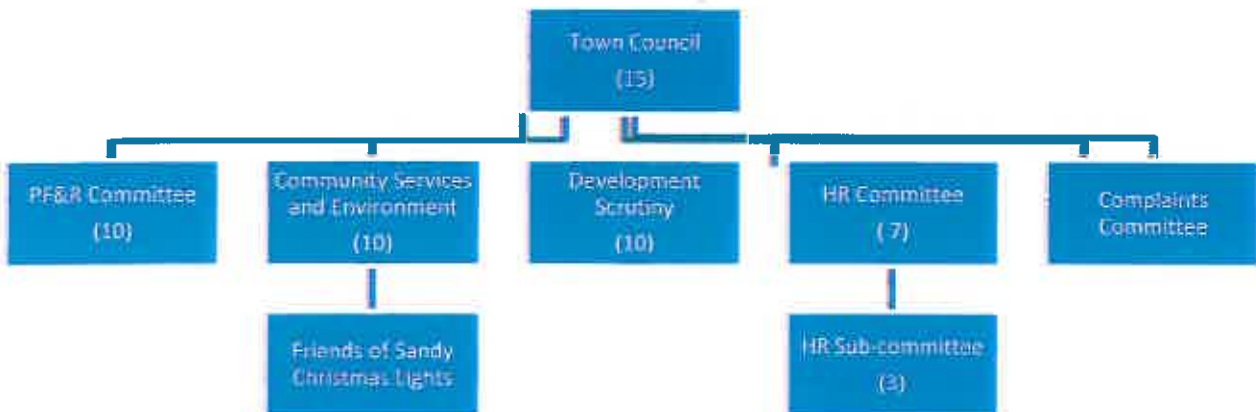
May 2014

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 Chairman and 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 Chairman and 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 Chairman and 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 receive bi-monthly reports on the work of the Tourist Information Centre and shall review, monitor and recommend changes to the Service in line with the Council's agreed long terms aims and objectives.
13. The committee shall formulate a plan and monitor and promote participation in civic events, Town Centre events and annual town events.
14. 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 .
15. 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 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 committee will appoint a chairman and vice-chairman for each civic year.

Terms of reference

- 1 To establish and keep under review the staffing structure of the council in consultation with the PF&R Committee
- 2 To draft, implement and monitor and review staff policies and to make recommendations regarding the outsourcing of specialist HR advice
- 3 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
- 4 To oversee the recruitment and appointment of staff
- 5 To keep under review staff working conditions and the health and safety at work of all council employees
- 6 To consider any appeal against a decision in respect of pay
- 7 To establish and review performance management systems, including annual appraisals and to make arrangements for the annual appraisal of the Clerk
- 8 To oversee any process leading to dismissal of staff (including redundancy)
- 9 To consider grievances and disciplinary matters
- 10 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 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)

A Sub-committee of the HR Committee is also recommended. The purpose of this would be to have delegated powers to deal with complaints and grievances. If this proposal is adopted it is recommended that standing orders include confirmation that the public has no right of advance notification or right to attend a meeting of the staffing sub-committee since its delegated business will always be confidential as it will involve personal information.

6. HUMAN RESOURCES SUB-COMMITTEE

Purpose of the Committee

This sub-committee is appointed to consider grievance or disciplinary matters (not including any appeal therefrom) referred from the staffing committee and to manage the Town Clerk. Membership shall comprise 3 members and the committee will report to the HR Committee.

Operation

The sub-committee will meet as required. The sub-committee will appoint a chairman for each year.

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 and appraise 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 sub-committee, this must be taken to another 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. COMPLAINTS COMMITTEE

The 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 complaints policy. The 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.

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Election to Committees 2014/15

The form overleaf is designed to assist the smooth running of the Annual Meeting, please read the notes below before completion.

1. According to Sandy Town Council's adopted Standing Orders and Committee Structure members are required to serve on **two** main standing committees.
2. Please indicate which committees you would like to serve on in 2014/15, please tick **two** boxes only ie your two preferences.
3. If you have no preference then tick no preference, you can do this for one or both of your committee places.
4. If you do not respond it will be assumed you have no preference and you will be allocated to a committee depending on vacancies.
5. Elections will be held either "en bloc" if there is no need to determine membership or individually if there is competition for places on any committee. Elections will begin with the committee which is most oversubscribed.
6. If you wish to stand as a representative on an outside body please indicate this by means of a note at the bottom of the form.
7. If you would like to be considered for the HR Committee please indicate. Previously Council has suggested that members with recent, relevant workplace experience would be especially welcome to stand for this committee.

Form completed by: (Councillor Name)

Standing Committee Membership

Please tick two of the five boxes, one for each of your two choices.

	Development Scrutiny Committee (ie planning)	Policy, Finance and Resources Committee	Community Services and Environment Committee	No Preference
First Choice				
Second Choice				

HR Committee Membership

Please indicate if you would like to be considered for election to the HR Committee

Yes*	No
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If yes please see notes and complete additional form below

Willing to serve as a representative on an outside body? Please indicate which below:

List of Outside Bodies (1 rep needed unless indicated otherwise)

22 Sandy Squadron Air Training Corps – Parents and Friends Committee, Talk of the Town Transport Committee, A1 Campaign Committee, Sandy Town Council Highways Liaison Member, Village Hall Management Committee, Sandy Twinning Association, Beds Town Councils Group (Mayor, Deputy and one other), Sandy Chamber of Trade) Friends of Sandy Christmas Lights (5) Sandy Charities, SEG (3), Sandy Sports and Leisure Association, Sandy Young People’s Youth Club, Town Team, Sandy Walkers are Welcome

Sandy Town Council

12. i) Appointment of members to existing standing committees and election of chairmen

Preference forms for members are enclosed members are asked to submit these to the clerk **by return**.

Elections will be held as appropriate depending on the preferences recorded for the following existing standing committees

- 1 Policy Finance and Resources Committee (10 members)
- 2 Community Services and Environment Committee (10 members)
- 3 Development Scrutiny Committee (10 members)

The new standing orders recommended for approval require the council to elect the chairmen of standing committees. Committees other than standing committees will elect their own chairman at the first meeting of the committee.

ii) Appointment of any new standing committees and election of chairmen

Elections will be held for the following new standing committees

1. Human Resources Committee (7)
2. Human Resources Sub-committee (3)

The new standing orders recommended for approval require the council to elect the chairmen of standing committees. Committees other than standing committees will elect their own chairman at the first meeting of the committee.

Sandy Town Council

13 Review of the council's complaints procedure and elections to Complaints Committee

Please note that the current complaints policy requires that a complaints committee is elected at the annual meeting. This has not been done in previous years on the basis that no complaints have been received and it was better to elect a committee made up of members who had no potential conflict of interest in any complaint at the time that one was made. The practice is not compliant with the policy and either the policy or the practice should be amended. (Papers have not been provided as they have been circulated previously. The complaints policy is on the website under Downloads – Policies.)

Sandy Town Council

14 To note review of Financial Regulations

Following the repeal of S150 (5) and the introduction of the The Legislative Reform (Payments by Parish Councils, Community Councils and Charter Trustees) Order 2014 new Financial Regulations have been drafted by NALC. It is proposed that Sandy Town Council should defer adoption of these regulations until they have been reviewed by the Policy, Finance and Resources Committee which will take place as soon as possible. Meanwhile it is proposed that existing Financial Regulations will remain in force.

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15 Review of representation on or work with external bodies and arrangements for reporting back; election of town council representatives on external bodies

During the past year formal reports from representatives of the Council on external bodies have been limited despite a request at the last annual meeting for reports to be submitted to Town Council in writing for inclusion on Town Council agendas.

Members may wish to consider adopting a recommendation that every representative should provide at least one written report per year so that other members can be kept informed of the work done by external bodies.

Elections of representatives to:

22 Sandy Squadron Air Training Corps – Parents and Friends Committee

Talk of the Town Transport Committee

A1 Campaign Committee

Sandy Town Council Highways Liaison Member

Village Hall Management Committee

Sandy Twinning Association, Beds Town Councils Group (Mayor, Deputy and one other)

Friends of Sandy Christmas Lights (5)

Sandy Chamber of Trade

Sandy Charities (Cllr Sharman is already elected for the duration of the council term)

Sandy Sports and Leisure Association

Sandy Young People's Youth Club

Sandy Town Team

Sandy Walkers are Welcome

Sandy Town Council

16 Review of inventory of land and assets including buildings and office equipment

Copy of asset register is attached.

SANDY TOWN COUNCIL -- ASSET REGISTER -- March 2014

<u>Date of Acquisition</u>	<u>Description</u>	<u>Supplier</u>	<u>Location</u>	<u>£ Cost Valuation</u>	<u>Date</u>
<u>Buildings Land & Property</u>					
1972	Council Offices		10, Cambridge Rd, Sandy	215,000	Dec-07
1974	Car Park & Market Storage Passageway		off High Street, Sandy	325,000	Dec-07
2007	Public Toilets	MBDC	off High Street, Sandy	150,000	Dec-07
1974	Recreation Ground & Pavilion		Bedford Road, Sandy	240,500	Dec-07
1974	Recreation Ground, Pavilion & Storage Sheds		Sunderland Road, Sandy	742,000	Dec-07
1974	Cemetery, Chapel & Shed		Potton Rd, Sandy	176,000	Dec-07
1974	DSO Depot		Stratford Road, Sandy	78,000	Dec-07
1974	Allotments		Stratford Road, Sandy	19,000	Dec-07
1976, 1977	Land accomodating Scout Hut & ATC HQ		Sunderland Road, Sandy	4,500	Dec-07
1997	Land -- The Riddy -- Nature Reserve		Between R.Ivel and A1	63,000	Dec-07
<u>Long term Investments</u>					
	War Stock			531	
<u>Plant, Equipment & Machinery</u>					
	John Deere Tractor				
Aug-07	Rotamec 3.6m Triple Deck Mower	A.J. Scamblers	Stratford Road, Sandy	18,250	Dec-07
Aug-07	John Deere 900 triple sit on mower	A.J. Scamblers	Stratford Road, Sandy	11,150	Dec-07
Dec-07	Skoda Felicia Pick up	A.J. Scamblers	Stratford Road, Sandy	21,090	Dec-07
May-12	Toyota Dyna MWB	Thurlow Nunn	Stratford Road, Sandy	4,900	Dec-07
1995	Kubota Generator 574890	Rogers Eng	Stratford Road, Sandy	15,000	May-12
				1,000	Dec-07

NK	1990 Stihl Leaf Blower	Stratford Road, Sandy	350	Dec-07
NK	Stihl Strimmer	Stratford Road, Sandy	450	Dec-07
NK	Strimmer 48157755	Stratford Road, Sandy	350	Dec-07
NK	Strimmer 46157750	Stratford Road, Sandy	350	Dec-07
NK	Strimmer	Stratford Road, Sandy	350	Dec-07
NK	Strimmer 63225699	Stratford Road, Sandy	350	Dec-07
NK	Hedge Cutter 61127255	Stratford Road, Sandy	150	Dec-07
NK	Hedge Cutter 1628652	Stratford Road, Sandy	150	Dec-07

Plant, Equipment & Machinery (cont)

NK	MTD Mower 98902 1110 E1 98111052	Stratford Road, Sandy	400	Dec-07
NK	Stigma mower 1216020143	Stratford Road, Sandy	500	Dec-07
NK	Stigma mower EL 00921 FA	Stratford Road, Sandy	500	Dec-07
NK	Hayter Harrier 48	Stratford Road, Sandy	50	Dec-07
NK	Abac Air Compressor	Stratford Road, Sandy	50	Dec-07
NK	Chain Saw 3005 000 4813	Stratford Road, Sandy	360	Dec-07
NK	Bosch Sander (Planer) 962 100 199	Stratford Road, Sandy	60	Dec-07
NK	Sealy Grinder	Stratford Road, Sandy	100	Dec-07
NK	Black & Decker Grinder	Stratford Road, Sandy	100	Dec-07
	Mar-13 Stihl FS10 Brushcutter	Stratford Road, Sandy	535	Mar-13
	Mar-13 Stihl BR600 Magnum Backpack Blower	Stratford Road, Sandy	383	Mar-13
	May-12 Cleveland-Site Safe Truckbox 6	Cleveland-Site 5 Stratford Road, Sandy	607	May-12
	Nov-12 8 x 2.3mtr Crowd Barrier	Quality Building Stratford Road, Sandy	192	Nov-12
	1992 Allett Tournament Mower 24" F95168	G Brown	2,683	Dec-07
	2001 Sisis Trio Rota Rake MK4	Bowling Green, Sund Rd	2,600	Dec-07
	2002 Allen Walkover Sprayer	Bowling Green, Sund Rd	500	Dec-07
	2002 Ransomes 20" Super Bowl Mower KE 00946	Cricket Sq, Sunderland Rd	1,600	Dec-07
	1994 Ransomes 20" Super Certes Mower EL 05982	Cricket Sq, Sunderland Rd	1,500	Dec-07
	1994 Sisis Auto Greenman Spiker	Cricket Sq, Sunderland Rd	1,900	Dec-07

NK	1996 158 Street Lighting Columns				Various streets, Sandy	126,084 *
	Play Equipment	Wicksteed Leis	Sunderland Rd rec, Sandy			65,000 *
	1996 Play Equipment	Wicksteed Leis	Bedford Rd rec, Sandy			95,000 *
NK	1996 Play Equipment	Wicksteed Leis	Beeston Green			11,500 *
	Play Equipment	SMP	The Limes, Beeston			28,000 *
	2010 Play Equipment	Proludic	Bedford Rd rec, Sandy			76,000 *
	2010 Play Equipment	Proludic	Bedford Rd rec, Sandy			19,000 *
	2010 Play Equipment (Ball Wall)	Proludic	Sunderland Rd rec, Sandy			12,000 *
	2010 84 Benches & Seats		Various streets, Sandy			32,775 *
NK	Oct-13 x3 Litter bins	Glasdon	Fallowfield			1,159 Oct-13
	Display Cabinets, Council Chamber	Click Systems	10, Cambridge Rd, Sandy			10,000 *
	2000 Display Cabinets, Council Chamber	Click Systems	10, Cambridge Rd, Sandy			5,000 *
	Jun-09 Notice boards X2	Young	Cemetery			1,200
	Jun-09 Notice board	Young	Tourist Information Centre			600
	Jun-09 Notice board	Young	Market Square			600
	Jun-00 Notice board		Council Offices			1,000
	Jun-08 Car Park Barriers	TTM Ltd	Car Park, High St, Sandy			11,500 *
	Feb-13 6 Notice boards	Village Urban	Various locations, Sandy			5,000
	Sep-13 Hearing Loop		Chamber, 10 Cambridge Rc			1,474 Sep-13
	Nov-13 x 25 gazebos, weights etc		Xmas Lights Event			2,494 Nov-13
	Jan-14 Father Christmas Sleigh		Sandy Round Table			150
	Feb-14 x 50 anti climb fence panels with stops etc		Cemetery			1,490
	Feb-14 x 1 strimmer rack		Depot			177
	Mar-14 x 1 sprayer		Depot			135
	Mar-14 x 1 paintstore		Depot			1,193

Sandy Town Council

17 Confirmation of arrangements for insurance cover in respect of all insured risks

Sandy Town Council's general and motor insurance policies are due for renewal in August 2014 and this item will be referred to the next meeting of the Policy Finance and Resources Committee.

18 Review of the council's and/or staff subscriptions to other bodies

The following subscriptions have been provided for within the budget for 2014/15:

Walkers are Welcome	£50
Bedfordshire Rural Communities Charities	£120
Association of Market Towns	£210
Bedfordshire Association of Town and Parish Councils	£1,994
National Society of Allotment and Leisure Gardeners	£55
Institute of Groundsmen	£110
SLCC (for Clerk and Deputy Clerk, Deputy Clerk subscription will not be renewed)	£510

Sandy Town Council

19 Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998

No changes are proposed to these procedures at the current time therefore papers have not been included. However members will note that charges can be payable and a revised policy on charging will be brought to council in due course.

20 Review of the council's policy for dealing with the press/media

No changes are proposed to the Council's press/media policy and therefore papers have not been included.

21 To confirm adoption of the Town Council calendar for 2014/15 and to note the addition of an additional meeting for the purpose of approving the annual return

The Town Council's calendar of meetings for 2014/15 has already been adopted and published and this should be confirmed at the annual meeting.

An extra meeting of the Town Council will be required in June for the purposes of confirming the annual return. It is suggested that this should be held on a date after the Policy Finance and Resources Committee meeting on 2 June and members are asked to agree a date at the meeting.

Sandy Town Council

22 Financial Matters

- i) To consider a summary report on performance against budget for the year 2013/14 To note a list of payments made since the last meeting of the council
- ii) To consider discontinuation of the mobile CCTV camera at Cauldwell Court
- iii) To consider a quotation for tendering for alterations to the premises at 10 Cambridge Road

Sandy Town Council

23 HGV Ban in St Neots Road

Cllr Scott has asked for the motion on the agenda to be included. It was submitted to the Town Clerk on Friday 9 May 2014 and it has not been practical for the Town Clerk to prepare a report on this motion.

Cllr Scott has provided the following report "At a recent meeting between Sandy Town Councillors and CBC, it was clear that although we did not object to HGV ban in St. Neots road when we reviewed the local transport plan. Our views have now changed and council should now decide whether it wishes to object to this before it is implemented."