

# Sandy Town Council

**There will be a meeting of Sandy Town Council held in the Council Chamber at 10 Cambridge Road, Sandy, Bedfordshire on Monday 22 September 2014 commencing 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  
15 September 2014

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

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

### **1 Apologies for Absence**

To receive any apologies for absence

### **2 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 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 Disclosable Interests*
- iii) Dispensations*

### **3 Public Participation Session**

To receive questions and representations from members of the public.

### **4 Minutes of previous Town Council meeting**

To consider the minutes of a meeting of Sandy Town Council held at 7.30 pm on Monday 11 August 2014 and to approve them as a correct record of proceedings

### **5 Co-option of New Member**

To consider the co-option of a member for Pinnacle Ward from amongst the following candidates who have put themselves forward for consideration

*Naomi Rose Clark  
John Alister Gurney  
Paul John Sharman*

# Sandy Town Council

## **6 Police Matters**

To receive a report from PCSO Ann Jeeves on policing in Sandy

## **7 Burial Regulations**

To note the record of the public consultation meeting held on 11 September 2014 and to consider recommendations for future actions.

## **8 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 4 August 2014 and 1 September 2014
- ii) Policy, Finance and Resources Committee on 1 September 2014
- iii) Human Resources Committee on 15 September 2014

## **9 Financial Matters**

- i) To note a summary statement of income and expenditure against budget for the year to date.
- ii) To note a list of payments made since the last Town Council meeting

## **10 Amendment to Standing Orders and Scheme of Delegations**

- i) To approve an amendment to Sandy Town Council standing orders regarding the public recording of council meetings
- ii) To clarify arrangements for Complaints Committee membership and if necessary to elect substitutes

## **11 Sandy Market**

To consider proposals regarding the future of Sandy's weekly and Farmer's market referred from the PF&R Committee and the CS&E Committee (Cllr Groom)

## **12 Adoption of land in Sunderland Road**

To approve in principle the adoption of a strip of land along Sunderland Road by the highways authority (Central Bedfordshire Council) and to authorise payment of the authority's necessary legal fees which will be payable whether the matter proceeds to final adoption or not.

## **13 Cemetery Extension Report**

To receive an update on progress with the cemetery extension

## **14 Reports from Representatives**

To receive written reports from :

- a) CBC Ward members
- b) STC Representatives on external bodies

# Sandy Town Council

## **15 Staff Restructure and Premises Review\***

To adopt a report from the HR Committee on implementation of a proposed staff restructure and to confirm commencement of the staff consultation process with immediate effect.

## **16 News Release**

**\*Please be warned that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media may be excluded from the meeting during the consideration of this item of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.**

# Sandy Town Council

**Sandy Town Council Monday 22 September 2014**

## **R E P O R T S**

### **5 Co-option of New Member**

Nominations received:

*Naomi Rose Clark*

*John Alister Gurney*

*Paul John Sharman*

(Confidential candidate information attached for members only)

The successful candidate will be elected by a clear majority of those present and eligible to vote.

# Sandy Town Council

## 7 Burial Regulations

### Clerk's Notes

Following the public consultation meeting about the cemetery regulations on 11 September 2014 members (and officers) can be in no doubt about the strength of feeling amongst some members of the community. A written record of all comments made by members of the public at the public meeting has been sent to those members who were unable to attend the meeting. The file of correspondence received about the cemetery is also available to members in the office. Members have already been notified of the news release made since the consultation meeting and this is also on the council website.

The Town Clerk has little further to add to the report prepared for 5 September 2014 except to note that comments made at the meeting again emphasised that some users of the cemetery do not understand the current regulations or why they have been imposed, are unclear about ownership of graves (believing they have purchased the land rather than exclusive right of burial in the land) and believe out of date regulations regarding the council's procedures for allocating grave space still apply. Members may wish to consider ways in which accurate information can be disseminated more effectively.

At the Town Council meeting on 5 September 2014 it was agreed to consider whether or not a review of the burial regulations should be undertaken following the public meeting. **Members are asked to determine how the matter should be taken forward.**

## 8 Minutes of committees and recommendations therein

HR minutes will follow. Members are reminded to bring relevant previous minutes to the meeting. Staff restructure and Sandy Markets will be dealt with separately

## 9 Financial Matters

- i) Attached
- ii) Attached

At : 16:02

Current Bank A/c

## List of Payments made between 01/08/2014 and 31/08/2014

| <u>Date Paid</u> | <u>Payee Name</u>              | <u>Cheque Ref</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u>       |
|------------------|--------------------------------|-------------------|--------------------|-----------------------|---------------------------------|
| 01/08/2014       | Aviva                          | Std Ord           | 1,785.54           |                       | Annual Insurance Premium        |
| 01/08/2014       | CF Corporate Finance           | Std Ord           | 523.67             |                       | Photocopier Rental              |
| 01/08/2014       | Powerc IT Business Solutions   | DDR               | 300.00             |                       | 273/IT Support - August         |
| 04/08/2014       | Southern Electric DDR          | DDR2              | 181.56             |                       | 263/Supply 17.04.14-14.07.14    |
| 06/08/2014       | British Gas DDR                | DDR3              | 15.02              |                       | 270/Supply 01.07.14 - 08.07.14  |
| 07/08/2014       | Southern Electric DDR          | DDR               | 173.21             |                       | 264/Supply 24.04.14-18.07.14    |
| 11/08/2014       | British Gas DDR                | DDR2              | 366.05             |                       | 268/Supply 25.02.14-12.07.14    |
| 11/08/2014       | UK Fuels Limited DDR           | DDR3              | 66.78              |                       | Purchase Ledger Payment         |
| 11/08/2014       | Central Bedfordshire Council R | DDR5              | 113.00             |                       | 92/Annual Rates 14/15           |
| 12/08/2014       | Information Commisioner        | DDR4              | 35.00              |                       | 239/Data Protection Fee         |
| 14/08/2014       | Charity Fund Chq Reverse       | 030021REV         | -32.00             |                       | Charity Fund Chq Reverse        |
| 14/08/2014       | 1st Choice Staff Recruitment L | 30001             | 2,233.80           |                       | 293/R. Loake to 05.07.14        |
| 14/08/2014       | Amberley Publishing            | 30002             | 42.88              |                       | 279/TIC Stocks                  |
| 14/08/2014       | Anglian Water                  | 30003             | 89.81              |                       | 281/Supply 16.04.14-10.07.14    |
| 14/08/2014       | Anglian Water                  | 30004             | 73.48              |                       | 282/Supply 15.04.14-10.07.14    |
| 14/08/2014       | Anglian Water                  | 30005             | 18.60              |                       | 283/Supply 15.04.14-14.07.14    |
| 14/08/2014       | Anglian Water                  | 30006             | 429.90             |                       | 280/Supply 17.01.14-14.07.14    |
| 14/08/2014       | Buchanan, Clark & Wells        | 30007             | 50.39              |                       | 285/O2 Phonebill                |
| 14/08/2014       | Sandy Town Bowling Club        | 30008             | 26.91              |                       | 320/Fuel for machines           |
| 14/08/2014       | Central Bedfordshire Council   | 30009             | 1,500.00           |                       | 314/Jenkins Management Aug      |
| 14/08/2014       | Theresa Cole                   | 30010             | 40.48              |                       | 286/Xmas Sleigh                 |
| 14/08/2014       | Colin Ross                     | 30011             | 208.49             |                       | 288/Protective Wear             |
| 14/08/2014       | Collingwood Design Consultants | 30012             | 192.00             |                       | 289/WWI Interpretation Board    |
| 14/08/2014       | Bedfordshire Crimebeat Ltd     | 30013             | 30.00              |                       | 284/Crimebeat Reception         |
| 14/08/2014       | DCK Beavers Ltd                | 30014             | 495.90             |                       | 287/Contract Accounting         |
| 14/08/2014       | UK Fuels Limited DDR           | 30015             | 213.56             |                       | 262/Fuel Cards                  |
| 14/08/2014       | First Capital Connect          | 30016             | 1,037.40           |                       | 316/Adult Daysave tickets       |
| 14/08/2014       | Froods Autoservices            | 30017             | 117.97             |                       | 295/Battery                     |
| 14/08/2014       | Hertfordshire County Council   | 30018             | 250.63             |                       | 298/Barrier Tape                |
| 14/08/2014       | Martin Howlett Trading Company | 30019             | 12.00              |                       | 299/White Rolls                 |
| 14/08/2014       | Will Jackson                   | 30020             | 117.70             |                       | 300/July Travel & Expenses      |
| 14/08/2014       | Town Mayor's Charity Fund      | 30021             | 32.00              |                       | 301/Leighton-Linslade Buffet    |
| 14/08/2014       | Metrosigns 2000 (Bedford) Ltd  | 30022             | 876.00             |                       | 304/Landscape Sign              |
| 14/08/2014       | Tim Miles                      | 30023             | 800.00             |                       | 303/Gravedigging 22/07          |
| 14/08/2014       | Orca Book Services Ltd         | 30024             | 50.66              |                       | 305/TIC Books                   |
| 14/08/2014       | The Poppy Appeal               | 30025             | 55.00              |                       | 306/The Poppy appeal            |
| 14/08/2014       | Rosetta Publishing             | 30026             | 285.60             |                       | 319/The Bulletin - Aug          |
| 14/08/2014       | 1st Sandy Scout Group          | 30027             | 30.00              |                       | 294/1st Sandy Scouts            |
| 14/08/2014       | Seddington Garden Nursery      | 30028             | 178.00             |                       | 307/Grass Seed                  |
| 14/08/2014       | Shire Pest Control & Wildlife  | 30029             | 210.00             |                       | 321/Pest Control                |
| 14/08/2014       | Steve Dear Tree Services Ltd   | 30030             | 24.00              |                       | 308/Remove Tree Branch          |
| 14/08/2014       | T&E Seymour Electrical Install | 30031             | 114.00             |                       | 309/Remove Column               |
| 14/08/2014       | Mrs J Thrale                   | 30032             | 20.70              |                       | 310/Honey                       |
| 14/08/2014       | The Health & Safety People Ltd | 30033             | 3,714.00           |                       | 297/Business Safe & Employ Safe |
| 14/08/2014       | Travis Perkins Trading Co Ltd  | 30034             | 153.98             |                       | 311/Various materials           |
| 14/08/2014       | TTM Consultancy Ltd            | 30035             | 286.20             |                       | 312/Car Park Barrier Works      |
| 14/08/2014       | Understanding People Coaching  | 30036             | 240.00             |                       | 322/6 x Coaching Session        |

At : 16:02

Current Bank A/c

## List of Payments made between 01/08/2014 and 31/08/2014

| <u>Date Paid</u>      | <u>Payee Name</u>              | <u>Cheque Ref</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u>      |
|-----------------------|--------------------------------|-------------------|--------------------|-----------------------|--------------------------------|
| 14/08/2014            | Wicksteed Leisure Ltd          | 30037             | 473.93             |                       | 313/Wet Pour Repair            |
| 15/08/2014            | Powerc IT Business Solutions   | DDR4              | 252.98             |                       | 274/telephone - July 2014      |
| 15/08/2014            | Power Computing Undercollectio | DDR               | -0.30              |                       | Power Computing Undercollectio |
| 18/08/2014            | Southern Electric DDR          | DDR6              | 503.76             |                       | 271/Supply 02.07.14-01.08.14   |
| 18/08/2014            | UK Fuels Limited DDR           | DDR               | 80.97              |                       | Purchase Ledger Payment        |
| 18/08/2014            | Bedford Borough Council        | DDR2              | 16,461.43          |                       | 323/August ERs Pens            |
| 18/08/2014            | Refunded Tickets - Mrs Robson  | 111126            | 52.00              |                       | Refunded Tickets - Mrs Robson  |
| 18/08/2014            | Refunded Tickets - Mrs Davies  | 111127            | 52.00              |                       | Refunded Tickets - Mrs Davies  |
| 18/08/2014            | Refunded Tickets - Mr Hamlet   | 111128            | 64.00              |                       | Refunded Tickets - Mr Hamlet   |
| 18/08/2014            | Refunded Tickets - Mrs Curtis  | 111129            | 57.00              |                       | Refunded Tickets - Mrs Curtis  |
| 18/08/2014            | Refunded Tickets - Mrs Plumb   | 111130            | 45.00              |                       | Refunded Tickets - Mrs Plumb   |
| 18/08/2014            | Refunded Tickets - Mrs Bates   | 111131            | 45.50              |                       | Refunded Tickets - Mrs Bates   |
| 18/08/2014            | Refund Gazebo Hire             | 111132            | 100.00             |                       | Refund Gazebo Hire             |
| 26/08/2014            | Corona Energy Retail 2 Ltd DDR | DDR3              | 119.52             |                       | 325/Supply to 01.08.14         |
| 27/08/2014            | Public Works Loan Board        | DDR7              | 304.12             |                       | 277/Loan 269122 Int. Repaid    |
| 28/08/2014            | Southern Electric DDR          | DDR4              | 229.30             |                       | 275/Supply 09.07.14-08.08.14   |
| <b>Total Payments</b> |                                |                   | <b>36,621.08</b>   |                       |                                |

## Detailed Balance Sheet (Excluding Stock Movement)

Month No: 5 31st August 2014

| <u>A/c</u> | <u>Account Description</u>                   | <u>Actual</u> |                |
|------------|--|---------------|----------------|
|            | <u>Current Assets</u>                        |               |                |
| 100        | Debtors Control                              | 1,726         |                |
| 101        | Stock  | 4,435         |                |
| 105        | VAT Control                                  | 3,545         |                |
| 106        | Vat Suspense                                 | -3,900        |                |
| 200        | Current Bank A/c                             | 122,394       |                |
| 205        | Capital a/c Santander                        | 213,474       |                |
| 206        | Barclays Active Saver                        | 54,356        |                |
| 207        | Barclays New Treasury                        | 202,249       |                |
| 210        | Petty Cash                                   | 250           |                |
|            | <b>Total Current Assets</b>                  |               | <b>598,529</b> |
|            | <u>Current Liabilities</u>                   |               |                |
| 501        | Creditors Control                            | 22,483        |                |
|            | <b>Total Current Liabilities</b>             |               | <b>22,483</b>  |
|            | <b>Net Current Assets</b>                    |               | <b>576,046</b> |
|            | <b>Total Assets less Current Liabilities</b> |               | <b>576,046</b> |
|            | <u>Represented By :-</u>                     |               |                |
| 300        | Current Year Fund                            | 58,486        |                |
| 310        | General Reserve                              | 20,765        |                |
| 320        | Capital Receipts Reserve                     | 72,795        |                |
| 321        | Earmarked Reserves                           | 44,000        |                |
| 322        | EMR Fallowfied                               | 380,000       |                |
|            | <b>Total Equity</b>                          |               | <b>576,046</b> |



## Summary Income &amp; Expenditure by Budget Heading 31st August 2014

Month No : 5

## Cost Centre Report

|                                   |             | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Of<br>Budget |
|-----------------------------------|-------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| 401 Staff                         | Expenditure | 16,115                | 83,648                 | 242,250               | 158,602                  |                          | 158,602            | 34.5 %         |
| 402 Administration-Office         | Expenditure | 5,125                 | 36,281                 | 76,005                | 39,724                   |                          | 39,724             | 47.7 %         |
|                                   | Income      | 1,451                 | 3,437                  | 2,822                 | 616                      |                          |                    | 121.8 %        |
| 403 Administration-Works          | Expenditure | 560                   | 13,334                 | 30,520                | 17,186                   |                          | 17,186             | 43.7 %         |
| 404 Allotments                    | Expenditure | 0                     | 0                      | 300                   | 300                      |                          | 300                | 0.0 %          |
| 405 Footway Lighting              | Expenditure | 2,023                 | 4,041                  | 10,855                | 6,814                    |                          | 6,814              | 37.2 %         |
| 406 Cemetery & Churchyard         | Expenditure | 775                   | 4,722                  | 10,930                | 6,208                    |                          | 6,208              | 43.2 %         |
|                                   | Income      | 2,620                 | 11,018                 | 20,026                | -9,008                   |                          |                    | 55.0 %         |
| 408 Car Park (Including Market)   | Expenditure | 903                   | 16,128                 | 16,828                | 700                      |                          | 700                | 95.8 %         |
|                                   | Income      | 114                   | 678                    | 3,500                 | -2,822                   |                          |                    | 19.4 %         |
| 409 Public Toilets - Car Park     | Expenditure | 0                     | 2,668                  | 4,730                 | 2,062                    |                          | 2,062              | 56.4 %         |
| 500 Play Areas and Open Spaces    | Expenditure | 167                   | 1,020                  | 15,579                | 14,559                   |                          | 14,559             | 6.5 %          |
|                                   | Income      | 0                     | 0                      | 780                   | -780                     |                          |                    | 0.0 %          |
| 501 Sunderland Road Rec Ground    | Expenditure | 1,684                 | 10,006                 | 22,090                | 12,084                   |                          | 12,084             | 45.3 %         |
|                                   | Income      | 54                    | 511                    | 819                   | -308                     |                          |                    | 62.4 %         |
| 502 Nature Reserves               | Expenditure | 0                     | 1,012                  | 11,290                | 10,278                   |                          | 10,278             | 9.0 %          |
|                                   | Income      | 479                   | 1,556                  | 1,000                 | 556                      |                          |                    | 155.6 %        |
| 504 Tourist Information Centre    | Expenditure | 3,149                 | 10,938                 | 6,120                 | -4,818                   |                          | -4,818             | 178.7 %        |
|                                   | Income      | 1,922                 | 6,261                  | 12,000                | -5,739                   |                          |                    | 52.2 %         |
| 505 Grass Cutting                 | Expenditure | 0                     | 3,831                  | 10,000                | 6,169                    |                          | 6,169              | 38.3 %         |
| 506 Litter Bins, Seats & Shelters | Expenditure | 0                     | 0                      | 500                   | 500                      |                          | 500                | 0.0 %          |
| 508 S.E.G. NOT IN USE             | Expenditure | 0                     | 0                      | 1,276                 | 1,276                    |                          | 1,276              | 0.0 %          |
| 509 Christmas Lights              | Expenditure | 0                     | 1,240                  | 16,000                | 14,760                   |                          | 14,760             | 7.7 %          |
|                                   | Income      | 0                     | 178                    | 4,000                 | -3,822                   |                          |                    | 4.4 %          |
| 601 Precept and Interest          | Expenditure | 0                     | 0                      | 15,000                | 15,000                   |                          | 15,000             | 0.0 %          |
|                                   | Income      | 86                    | 231,367                | 461,204               | -229,837                 |                          |                    | 50.2 %         |
| 602 Democratic and Civic Costs    | Expenditure | 317                   | 2,354                  | 11,600                | 9,246                    |                          | 9,246              | 20.3 %         |
|                                   | Income      | 0                     | 0                      | 475                   | -475                     |                          |                    | 0.0 %          |
| 700 Capital and Projects          | Expenditure | 0                     | 5,988                  | 0                     | -5,988                   |                          | -5,988             | 0.0 %          |
|                                   | Income      | 0                     | 106                    | 0                     | 106                      |                          |                    | 0.0 %          |

## Summary Income &amp; Expenditure by Budget Heading 31st August 2014

Month No : 5

## Cost Centre Report

|   |                             | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Of<br>Budget |
|---|-----------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| <b><u>INCOME - EXPENDITURE TOTALS</u></b> | Expenditure                 | <b>30,816</b>         | <b>197,210</b>         | <b>501,873</b>        | <b>304,663</b>           | <b>0</b>                 | <b>304,663</b>     | <b>39.3 %</b>  |
|   | Income                      | <b>6,726</b>          | <b>255,113</b>         | <b>506,626</b>        | <b>-251,512</b>          |                          |                    | <b>50.4 %</b>  |
|   | Net Expenditure over Income | <b>24,090</b>         | <b>-57,903</b>         | <b>-4,753</b>         | <b>53,150</b>            |                          |                    |                |

# Sandy Town Council

## 10 Amendment to Standing Orders and Scheme of Delegations Clerk's Report

- i) Following the amendment of the Public Bodies (Admission to Meetings) Act 1960 in August 2014 Sandy Town Council can no longer retain its Standing Order no 3 I which stated "**Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's prior written consent**".

Advice from NALC is that the following order should be suspended and in the interests of clarity it is proposed that STC Order no 3 I is replaced immediately by the following order.

*"Oral reporting or oral commenting on a council meeting as it takes place by a person present at the meeting is not permitted but otherwise persons present at meeting may:*

- a Film, photograph or make an audio recording of a meeting*
- b Use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later*
- c Report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting"*

Sandy Town Council has a duty to facilitate these activities though it is under no obligation to record or webcast its meetings unless it so wishes. However the Clerk recommends that serious consideration is given to the audio recording of meetings by the Town Council. This would enable any disputes about broadcasts to be met by reference to the council's own record; it may assist the minute taker and may help members to become accustomed to being recorded which is more than likely in future. The purchase of recording equipment would be necessary and members may like to consider this for the budgeting process 2015/16.

- ii) The scheme of delegations and the terms of reference for the council's Complaints Committee states that:

*"If members of the complaints 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."*

A recent complaint necessitated the convening of the committee and it proved difficult to do so promptly because of holiday etc, the statement "the Town Council will appoint additional members" is not compatible with the timescales laid out in the complaints procedure. A larger pool of members which can be drawn on immediately rather than waiting for a Town Council meeting is needed. Therefore it is proposed that the arrangements are amended either to permit the election of several substitutes at the annual meeting, or even to state that if named members of the committee are unavailable any available member may act as a substitute.

# Sandy Town Council

## **11 Sandy Market**

Cllr Groom and the clerk have previously provided reports on this topic. A response from CBC about whether they would be willing in principle to grant permission for a general market on the market square is expected before 22 September 2014.

## **12 Adoption of land in Sunderland Road**

To approve in principle the adoption of a strip of STC land along Sunderland Road by the highways authority (Central Bedfordshire Council) and to authorise payment of the authority's necessary legal fees which will be payable whether the matter proceeds to final adoption or not.

## **13 Cemetery Extension Report**

To follow

## **14 Reports from Representatives**

To receive written reports from :

- a) CBC Ward members
- b) STC Representatives on external bodies

## **15 Staff Restructure and Premises Review\***

Confidential report to follow.