

# 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 23 May 2016 commencing at 7.30pm.**

**Present:** Cllrs P N Aldis, P Blaine, T Cole, W Jackson, C Osborne, M Pettitt, M Scott (Chairman) and P Sharman.

**Absent:** Cllrs Hill and D Sharman.

**In attendance:** Mr C Robson (Town Clerk) and one member of the public.

	<i>Actions</i>
<p><b>1 Apologies for absence (01-2016/17)</b> Apologies for absence had been received from Cllrs Hill and D Sharman.</p>	Admin
<p><b>2 Declarations of interest (02-2016/17)</b></p> <ul style="list-style-type: none"><li>i) Declarable pecuniary interests – Cllr Aldis declared an interest in Item 8 as Vice Chair of the Sandy &amp; District Horticultural Association.</li><li>ii) Non pecuniary interests – Cllr Osborne declared an interest in item 14 as Vice Chair of the Village Hall Committee and that his wife is Chair of Governors for St Swithun’s School. Cllr Scott declared an interest in Item 8 as an attendee at horticultural association meetings. Cllr. Scott has no voting rights at the meetings. He asked Members if they approved that he Chaired Item 8, Members agreed that they did.</li></ul>	
<p><b>3 Election of Vice Chairman (03-2016/17)</b> Councillor T Cole was nominated and elected as Vice Chair for the municipal year 2016/17.</p>	
<p><b>4 Minutes of previous meeting (04-2016/17)</b> <b>RESOLVED</b> to receive the minutes of the Policy, Finance and Resources Committee held on 18 April 2016 and to approve them as a correct record of proceedings.</p>	Admin
<p><b>5 Public Participation Session (05-2016/17)</b> There were no questions received from members of the public.</p>	
<p><b>6 Financial Reports (06-2016/17)</b></p> <ul style="list-style-type: none"><li>i) A balance sheet and detailed financial report showing income and expenditure against the revenue budget for year to 31 March 2016 had been circulated in advance of the meeting.</li></ul>	Town Clerk

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A member asked why the current account appeared overdrawn on the report. The Town Clerk informed the committee that the account was not actually overdrawn and appeared that way because the value of uncleared cheques at the date of the reports exceeded the bank account balance. That is, if all of those cheques were cashed the next day then the account would likely go overdrawn. In reality of course this would never happen, the account is monitored and topped up from the main interest bearing account to prevent this happening.

Members discussed the Cricket Club rent, to which the Clerk informed Members rent had been paid directly to Stevenage Leisure in this financial year, but that in the 2016/17 financial year the rent would be paid directly to the Town Council. Members agreed that the amount due in rent to the Council should be deducted from SLL's monthly management fee.

**RESOLVED** to note the report.

ii) An overview of the budget was presented by the Town Clerk.

It was agreed that Earmarked Reserves should be reviewed at a future meeting to establish where projects currently stood and if any of the funds could now be reallocated.

**RESOLVED** to note the report.

iii) A schedule of payments made since previous meeting.

A Member questioned what a payment of £35 for Beds Crimebeat Reception related to and was informed this was an event attended by the Mayor.

**RESOLVED** to approve the schedule of payments.

iv) Bank reconciliations and statements.

**RESOLVED** that Cllr Scott scrutinise the bank reconciliations and statements and sign these as approved at the end of the meeting.

## **7 Action List (07-2016/17)**

The Town Clerk presented the Action List which identifies Actions from previous meetings and their status.

A Member commented that it was good to see that a saving on utility costs had been made by continued work to bring all of the Councils accounts under one provider.

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It was stated that the Cricket Club lease and War Memorial restoration should be on the action list.

Town Clerk

**RESOLVED** to note the Action list.

## **8 Grant Application (08-2016/17)**

Cllr. Aldis left the room while the item was discussed and voted on.

The committee received a grant application for £400 from the organisers of the Sandy Show. Mr. A Havergal spoke on behalf of the application.

Admin

Mr Havergal informed the committee;

- That he was chair of the Horticultural Association which organised the Sandy Show, which in 2016 will be marking its 50<sup>th</sup> anniversary, however the very first Sandy Show actually dated back to 1867.
- The organisers are very proud of the event, which sits alongside three other events in Sandy's calendar as important community days. The Christmas Light Switch on, the Carnival and the Fireworks display. These four events attract a large number of Sandy's community.
- It costs between £3,000 and £3,500 to run the event each year. The organisers have applied for grants in the past but did not need to last year due to sponsorship. Unfortunately this year one of the events largest sponsors has pulled out and a second sponsor cannot support the event to the same level as last year.
- The £400 applied for is to cover the venue costs.

Members commented that they fully supported the Sandy Show and the grant application. The show attracts a large crowd and over recent years has made wonderful efforts to engage with a wide base of Sandy's community, including all age groups with children only charged £1 to enter. The event is extremely important for Sandy.

A Member asked whether the Sandy Show programme would acknowledge supporters and financial contributions. Mr Havergal confirmed that there was a dedicated page in the programme for this purpose.

It was proposed and seconded that a grant for £400 be approved. Cllr Scott did not vote on the item.

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**Resolved** to approve a grant of £400 to the Sandy Show from the 2016/17 grants budget.

A Member commented that as the Council had a history of supporting the big events in Sandy consideration should be made to having a separate events support budget in the next financial year. This would mitigate the impact on the community grants budget.

## 9 Insurance (09-2016/17)

Members reviewed and agreed the insurance schedules with the amendments suggested in the document. The level of cover for machinery in the Banks Pavilion would also need to be increased. It was commented that when the agreement comes up for renewal in 2018 a reassessment should be done of all the Councils property values, as the insured values seemed high.

**Resolved** to agree the insurance schedules with amendments.

## 10 Review of Council Burial Regulations (10-2016/17)

Members reviewed and discussed the burial regulations. The Town Clerk informed Members that there had recently been requests to replace memorial curbing in the old part of the cemetery and that the regulations needed to clarify the Council's procedure on the matter. The burial regulations do not allow for curbing on new graves.

**Resolved** that the burial regulations be amended to permit the like for like replacement of existing curbing in the older part of the cemetery. That a fee of £50 be charged to cover administration costs.

**Resolved** to note the Council's burial regulations as up to date.

## 11 Review of Council Risk Assessment (11-2016/17)

Members reviewed the Council's risk assessment and commented that Fallowfield and the Limes play equipment needed to be included. Members agreed that the risk level of the matters under the financial sectioned be lowered to 'low'.

**Resolved** to agree the Council Risk Assessment with amendments.

## 12 Jenkins Pavilion (12-2016/17)

Members received and discussed the report from the Town Clerk.

A Member commented that he was surprised CBC had stated they were reaching a conclusion in discussions with the School as the matter had been running for years with no progress. It was questioned why it was

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taking so long to reach completion.

Another Member stated the relationship between Stevenage Leisure Limited (SLL) and the school was key and it was his impression things were now moving quicker. Members commented that they hoped this was the case.

When the Council initially agreed to go with SLL it was because they should be able to market and get greater use out of the facility than the town council and create a football development plan. At present SLL has not been able to generate a large level of use or complete the development plan.

**Resolved** that the Town Clerk work with CBC to bring back a prepared contract for review with the above comments in mind. That more detailed information regarding the costs of running the Pavilion in house accompanies the draft contract as a comparison.

## **13 Playgrounds (13-2016/17)**

Members received and discussed the report from the Town Clerk.

A Member commented that the Fallowfield play area was poorly designed and did not encourage use. Instead many parents from the area take their children to Bedford Road park, which has better equipment and a more user friendly design. A Member agreed that the condition of some of the Fallowfield play equipment was very poor.

Members wished to see applications made to Section 106 for creative and well thought out projects for each of the play areas.

**Resolved** to carryout short term health and safety work on playground equipment and work with playground companies on projects for each of the playareas.

## **14 Section 106 Contributions (14-2016/17)**

The Town Clerk informed Members that the Roundabout Club were also looking for support in submitting a Section 106 application for work to the roof and bell tower.

The Town Clerk informed Members that the village hall has secured 90% of the funding required for urgent reroofing works and wished to submit a Section 106 application for the remaining 10%. The Clerk informed Members that he could not divulge the specifics of the amount secured by the village hall as final work was being made on the agreement and the funding body did not wish for the amount to be publicised yet. Divulging the information would harm the application.

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It was commented that the village hall were to be congratulated for their hard work and efforts in securing 90% of the funds required and that as they were ready to move forward with the work the Council should support them in making the application.

Members agreed that they needed to know the amounts involved prior to agreeing to support a Section 106 agreement.

It was proposed and **Resolved** that in terms of schedule 12a of the Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, proposed and agreed that pursuant to the provisions of the Public Bodies (admissions to Meetings) Act 1960 the public and press be excluded due to commercial sensitivity regarding the village hall's funding application.

## **COMMITTEE IN PRIVATE SESSION**

The Town Clerk informed Members of the amount in funding the village hall had secured.

**Resolved** to support the village hall in making an application to Section 106 for reroofing work as soon as possible.

It was proposed and **Resolved** that the committee exit private session under schedule 12a of the Local Government Act 1972.

## **COMMITTEE IN PUBLIC SESSION**

Members discussed supporting applications the remaining applications and asked for confirmation that the school would need to demonstrate that the community room would be fully accessible by the community. The Clerk confirmed the application would need to demonstrate this.

**Resolved** that the Council support the Scouts, St Swithun's School and the Roundabout Club in making a joint application for S106 funding and that the Town Clerk work with each to progress the application.

## **15 Christmas Lights (15-2016/17)**

Members received and discussed a report from the Clerk on Christmas light tenders. Members stated that the lights were an important and that they would like to see them enhanced, as such the successful tender would need to offer increases in the number of light motifs throughout the town. Members agreed they wanted a cross street Christmas light to be included to improve the impact of the illuminations.

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The Town Clerk informed Members that Companies C & D did not offer as many illuminations as Companies A & B. Company B's quote did not include work that would need to be done on the cross street brackets so the cost would be more. Company A's quote provided the most illuminations with the option of a cross street decoration, including bracket and installation work.

**Resolved** to accept the recommendation that Company A Option 2 with the additional option of a cross street decoration.

**16 Chairman's Items (16-2016/17)**

There were no Chairman's items

**17 Date of Next Meeting – 11 July 2016 (17-2016/17)**