

Sandy Town Council

To: Cllrs P N Aldis, J Ali, P Blaine, T Cole, A M Hill, W Jackson, G Leach, M Pettitt, C Osborne, D Quick, M Scott, D Sharman, P Sharman, J Sparrow, and S Sutton .

You are hereby summoned to attend a meeting of Sandy Town Council to be held in the Council Chamber at 10 Cambridge Road, Sandy, Bedfordshire on Monday 28 September 2015 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
22 September 2015

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.

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4 Minutes of previous Town Council meetings

To consider the Minutes of the meeting of Sandy Town Council held at 7.30pm on Monday 17 August 2015 and to approve them as a correct record of proceedings.

5 Police Matters

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

6 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 Committees held on 24 August 2015 and 14 September 2015
- ii) Community Services & Environment Committee held on 24 August 2015
- iii) Extraordinary Town Council Committee on 7 September 2015.
- iv) Human Resources Committee on 7 September 2015.
- v) Policy, Finance and Resources Committee on 14 September 2015 - **Recommend** that £600 be allocated from Earmarked Reserves for the annual rent in regards to the lease, and £15,000 be allocated from the Rolling Capital Fund for expenditure on preparation of site.

7 Financial Matters

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

8 Cemetery Extension

To receive a verbal report from Cllr Aldis.

9 Breast Screening Mobile Unit

The breast screening mobile unit is due to come to Sandy early in November 2015 and it is hoped to be finished by the end of December 2015. Members are requested to consider and agree to the mobile unit being accommodated in the car park for this time period.

10 Quality Parish Status

To receive a report from the Town Clerk. ✓

11 Allotments

To receive a verbal report from the Town Clerk.

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- 12 Representatives on Outside Bodies** ✓
To receive a report from the Town Clerk.
- 13 Queen's 90th Birthday Celebrations**
To receive a verbal report from the Mayor.
- 14 Pinnacle Electricity Sub station**
To receive a verbal report from the Town Clerk.
- 15 East West Rail Link**
To receive a verbal report from the Town Clerk.
- 16 News Release**

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Town Council Meeting on Monday 28 September 2015

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

R E P O R T S

- 5 Police Matters**
Report from PCSO Ann Jeeves
- 8 Cemetery Extension**
To receive a verbal report from Cllr Aldis
- 10 Quality Parish Status**
To receive a report from the Town Clerk

Local council Award Scheme

1. Summary

Sandy Town Council was awarded Quality Parish Status as part of the National Association of Local Councils (NALC) initial award scheme.

In January 2015 a new scheme known as the Local Council Award Scheme was launched by NALC. This scheme replaced the Quality Parish/Town Status.

As part of the changeover in schemes Sandy Town Council was awarded Foundation Quality Status in January 2015 for 12 months.

In January 2016 the award status will be lost. If Sandy Town Council wishes to continue with an unbroken award it must register with NALC by 1st October 2015 and submit an application for the Local Council Award Scheme by 1st November 2015.

2. Recommendation

It is recommended that;

the Town Council register with NALC by 1st October 2015.

the Town Clerk carries out the action points in the attached table and the Council submit an application for the foundation level award by 1 November 2015.

the benefits of membership of the Local Council Award Scheme are monitored over the next six months and reported back when a decision may be taken to reapply for a higher level of the award.

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3. Background

The Quality Council Scheme, known as Quality Parish Status (QPS) was launched in 2003 and updated in 2008 and 2013. The scheme's was intended to establish minimum standards, encourage continuous improvement and provide a benchmark for excellence for councils.

QPS provided evidence that the local council was a professional body capable of delivering well managed services to its residents. It was intended that QPS would also demonstrate to principal authorities and other organisations that it met a nationally recognised standard of achievement to inspire confidence. Although the QPS scheme has concluded the green Q logo can still be used by Councils that achieved this award.

With the inception of the new award, any council holding the QPS were invited to automatically convert their award to Foundation Award. STC undertook this and this will last until the end of January 2016.

There are three levels of the new award:

The Foundation Award demonstrates that a council meets the minimum documentation and information in place for operating lawfully and according to standard practice. The Council also has policies for training councillors and officers and is building a foundation for improvement and development.

The Quality Award demonstrates that a council achieves all requirements of the Foundation Awards and has additional documentation and information in place for good governance, effective community engagement and council improvement.

The Quality Gold Award demonstrates that a council meets all requirements of the Foundation and Quality Awards, and is at the forefront of best practice by achieving excellence in community governance, community leadership and performance management.

Sandy Town Council would only be eligible for foundation level at present as the higher levels require a Cilca qualified clerk.

Accreditation lasts for four years. A council can make a fresh registration for a higher award at any time. If it is within one year of the previously successful accreditation, the panel does not need to revisit evidence that was previously approved. The council may seek reaccreditation at the same level after 4 years. Failure to achieve new accreditation or reaccreditation within 3 months of the 4 year period would result in the Council losing the award.

The application process requires applicants to publish certain information and documents on line, the location of which are signposted by the application form. The remaining information will be confirmed as being in existence by resolution of the council (please see attached table of requirements).

Over the 12 years of QPS approximately 850 Councils were accredited (out of

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possibly nearly 10,000 local councils). Roughly 600 Councils transferred to the new Foundation Award, which was automatic and free in the first year.

4. Financial Costs

STC will need to pay a registration fee of £50 to NALC and an accreditation fee of £50 to the Bedfordshire Local Council Association.

(Note: fees change dependant on the level of award applied for.)

	Small ≤£25,000	Medium £25,000-£250,000	Large ≥£250,000
Foundation Standard	£50	£50	£50
Quality Standard	£60	£80	£100
Quality Gold	£100	£150	£200

5. Requirements for Achieving Award Status

The following information must be published on the Council website:

Criteria	Criteria Met	Action Needed
Standing Orders & Financial Regulations	YES	Adopted in 2012. To be reviewed
Code of Conduct	YES	None
Link to Councillors' register of interests	YES	None
Publication Scheme	YES	Listed as Freedom of Information on website
Last Annual Return	YES	None
Transparent Information about Council payments	YES	None
Calendar of all meetings including the annual meeting of electors	YES	None
Current Agendas	YES	None
Budget & Precept Information for the current or next financial year	YES	None
Complaints Procedure	YES	None
Council contact details	YES	Include name of Clerk on contact page
Councillor Information in line with Transparency Code	YES	None
Action Plan for the current year	PARTIAL	A plan was previously drawn up but would need to be included on the website
Evidence of consulting with the community	PARTIAL	Consulting on items such as allotments and community engagement awards needs to be clear on the website. Need to look for other potential areas of community engagement

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Publicity advertising council activities	YES	None
Evidence of participating in Town and Country planning	YES	None

The remaining information must be confirmed as being in existence by resolution of the council.

Criteria	Criteria Met	Action Needed
Risk Management Scheme	NO	Risk Management Policy Statement to be drawn up
Register of Assets	PARTIAL	Register exists but needs updating and reformatting
Contracts for all members of staff	YES	Two staff contracts to be amended
Disciplinary and grievance procedures	YES	None
Policy for training new staff and councillors	PARTIAL	Training Statement of Intent (2009) to be updated
Record of all training undertaken by staff and Councillors in the last year	NO	Clerk to compile record of all training undertaken so far
A Clerk who has achieved 12 CPD points in the last year	YES	Clerk to produce record of training attained in the last year

11 Allotments

To receive a verbal report from the Town Clerk

12 Representatives on Outside Bodies

To receive a report from the Town Clerk

Members are asked to consider filling vacant spaces on outside bodies.

22 Squadron Air Training Corps Parents and Friends Committee	Cllr Sutton
Talk of the Town Transport Committee	Cllr Hill
Sandy Town Team	
Village Hall Management Committee	Cllr Aldis
Sandy Twinning Association	Cllr Pettitt
Friends of Sandy Christmas Lights	Cllrs Cole, Hill, Sharman, Ali, Jackson and Aldis
Sandy Charities	Cllr Sharman
Sandy Sports and Leisure Association	Cllr Hill
Sandy Young People's Youth Representative	It was reported that this no longer operates

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Sandy Walkers are Welcome	Cllrs Jackson and Leach
The Diamond Jubilee Central Bedfordshire Community Task Force	It was reported that this no longer operates
Chamber of Trade	
SG19 Road Safety Group	Cllr Scott
Beeston Working Group	Cllrs Scott, Hill and CBC Councillor Stock
Sandy Community Children's Centre	

13 Queen's 90th Birthday Celebrations

To receive a verbal report from the Mayor.

14 Pinnacle Electricity Sub station - To receive a verbal report from the Town Clerk

15 East West Rail Link

To receive a verbal report from the Town Clerk.