

# 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 9<sup>th</sup> April 2018 commencing at 7.30pm.**

**Present:** Cllrs P N Aldis, P Blaine, T Cole, A M Hill, W Jackson, M Scott (Chairman), D Sharman and P Sharman

**In attendance:** Cllr Mrs S Sutton, Cllr N Thompson and Mr C Robson (Town Clerk)

## *Actions*

Before the meeting started the Chairman asked that Members stand for a minute's silence in respect to former Cllr Mrs P Sherwood-King who had recently passed away.

Cllr Mrs P Sherwood-King, along with her husband Cllr A Sherwood-King had been a councillor for both Sandy Town Council and Mid Beds District Council. In 1988 the Town Council set up the Sandy Tidy Town Advisory Committee, of which Cllr Mrs P Sherwood-King was elected Chair. Under her chairmanship the committee recruited a good number of volunteers and carried out a variety of initiatives including Best Kept Village entries, tidying the railway station and the design, creation and installation of the Sandy sign located in the Market Square.

Members stood for a minute's silence.

The Chairman thanked Members and commenced the meeting.

### **1 Apologies for absence (102-2017/18)**

Apologies for absence had been received from Cllrs C Osborne and M Pettitt.

### **2 Declarations of interest (103-2017/18)**

Cllrs Scott and Jackson declared an interest in agenda item 6 – Grant Applications, as both are members of Sandy & District Horticultural Association.

Cllr N Thompson declared an interest in agenda items 8 & 9 as Chairman of the Friends of Fallowfield and Ivel Park.

### **3 Public Participation Session (104-2017/18)**

No members of the public were present, and no questions had been received in advance of the meeting.

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## 4 Minutes of previous meeting (105-2017/18)

**RESOLVED** to receive the minutes of the Policy, Finance and Resources Committee held on 26 February 2018 and to approve them as a correct record of proceedings.

## 5 Financial Reports (106-2017/18)

- i) A balance sheet and detailed financial report showing income and expenditure against the revenue budget for the year to 28 February 2018 had been circulated in advance of the meeting.

Members reviewed the income and expenditure summary and the following comments and explanations were made;

A Member asked about repair work to the public toilet and whether this would result in an overspend in the Council's maintenance budget. The Clerk informed the committee that repair work had been carried out and the costs already accounted for. The majority of work, such as making of new cubical doors was carried out in-house with the only cost being materials.

A Member noted that the rent paid by the cricket club was low, equating to approximately £15 a game. The Clerk confirmed that rent went up annually by RPI. The Chairman stated that this was part of a lease.

The Clerk informed Members that the water bill for Cambridge Road was being looked into as the last bill was higher than anticipated. Water rates for the rest of the Council's properties were lower than previous years.

- ii) Budget overview report to 28 February 2018.

The Committee reviewed the budget overview report. It was noted that there would likely be a surplus at the end of the year, but that this was smaller than other years. This is due to unanticipated costs for the clean-up of the Pinnacle, tree works and street light replacement.

It was **RESOLVED** to receive and note the report.

- iii) Members scrutinised a schedule of payments made since the previous meeting. Members reviewed the schedule and queried the following payments;

Payment of £23,428.80 to CBC. The Clerk confirmed this was for the annual CCTV maintenance and monitoring

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charge, along with two months payments for Jenkins management.

Payment of £1,472.04 to Evolve. The Clerk confirmed this was for temporary administration cover prior to the appointment of a permanent administrator to the vacant role.

Payment of £1,081.55 to TTM. The Clerk confirmed this was a payment for a new controller in the barrier following the failure of the old controller. The barrier ceased to work over the Christmas period. Work included creation of a new data base for card holders.

A Member queried whether GDPR would affect the card holder data base. The Clerk confirmed it would, as it held some personal information. The data will be included in the administration team's data mapping and retention documents.

**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.

Cllr M Scott

## 6 Grant Applications (107-2017/18)

i) Members received and considered a grant application from Sandy & District Horticultural Association.

Cllr Jackson left the meeting.

Cllr Scott declared an interest in the item as a Member of the Sandy and District Horticultural Association committee. He would not speak or vote on the application. Cllr Scott asked Members whether they wished for him to vacate the room and for the Vice Chair to take the item. Members indicated they were happy for Cllr Scott to Chair the item.

The Chairman invited Mr A Havergal to speak in support of the application.

Mr Havergal thanked the Council for its time and for its support over the years. The Sandy Show is one of the big four events in Sandy,

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along with the Carnival, Fireworks and Christmas Lights. The committee tries to put on a quality show each year but noted a reduction in footfall in 2017. The committee wishes to push advertising further afield, increase awareness of the show and introduce new and different elements. This year they will be running a scarecrow competition around the town. Costs of holding the show continue to increase, such as the hiring of a venue. The need to increase advertisement will also lead to a need for additional resources.

The Chairman thanked Mr Havergal for speaking.

A Member spoke to state that they fully supported the application. The committee has worked hard over a long time to bring this event to Sandy and the Council should support it where it can. An attendance of 750 in 2017 was good and support from the Council can only help increase this number.

A Member asked that should the committee support the application that the funds come from the events budget, to alleviate pressure on the grants budget.

It was Proposed, Seconded and **RESOLVED** to award a grant of £600 to the Sandy & District Horticultural Association for the purposes of supporting the 2018 Sandy Show. The funds for which will come from the Town Council's events budget.

Admin

Cllr Jackson re-entered the room.

- ii) Members received and considered a grant application from Keech Hospice Care.

The committee received and considered an application from Keech for £350 to hold one tots and toy session.

A Member expressed some concern about the application as the Council's grant criteria stated that applicants should be based in Sandy or carry out significant activity in the town. Keech had helped 3 families from Sandy, but the tots and toy sessions were not carried out in the town itself.

A Member noted that the other bodies the applicant had applied to for funding were all Hertfordshire based. It was questioned why Sandy was the only Bedfordshire Council/organisation who had been asked for funding.

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A Member noted that there are a considerable number of larger charitable organisations that could put in similar applications which would leave the Council inundated.

Members felt that £350 for one session seemed high and that no break down of the cost had been provided.

Members agreed that the work Keech carried out was valuable but that more information was needed to help Members reach a decision on the application and the benefit it provided for Sandy and its residents. A Member commented that 3 children out of the population of Sandy was not very high at all. Another Member pointed out the 43 children received help overall, and of this 43, 7% were from Sandy.

**RESOLVED** to defer the application to the next meeting of the Policy, Finance and Resources committee and that the Clerk seek further clarification from the applicant on their activity within Sandy, on behalf of Sandy residents and a breakdown of the £350 applied for.

Town Clerk

## **7 Action List (108 -2017/18)**

The Chairman and Clerk went over the action list and commented that the cemetery project was moving forward, and two contractors had been shortlisted for the building of the depot building following a review of tenders received. Further information was required from the companies and it was likely a recommendation would need to go to a special meeting of Council. The Clerk informed Members that the archaeologist had intended to start work the previous week but had been let down by their plant provider. They reported that they were sourcing a different provider and aimed to start the week of 9<sup>th</sup> April.

The Clerk informed Members that the agreed Jenkins management contract had been received and that the item could come off the action list.

## **8 Fallowfield Lighting Scheme (109 -2017/18)**

Members received and considered quotes for the installation of lighting on the Fallowfield recreation ground.

As the lighting scheme was initially proposed to support the mobile CCTV camera located at Fallowfield it was noted agenda items 8 and 9 may merge during discussion.

All Members spoke on the matter and the following comments were made;

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A Member commented that he would prefer that the Council purchased an infra-red camera which would mean the lighting scheme would not be needed.

A Member stated that there were two issues at the core of needing lighting on the recreation ground. The first was tackling anti-social behaviour, particularly drugs and vandalism. The lack of lighting means it is easy to go unseen. The second issue is that the Council has assets that it needs to protect. As the Council wishes to install new play equipment it needs to ensure it is protecting its property from damage.

A Member commented that installing lighting may tackle anti-social behaviour but may move it elsewhere in the town. A Member queried whether the Council needs a strategic approach to dealing with the possible resulting relocation of anti-social behaviour around the town. If culprits can be identified we must proactively look to tackle the behaviour.

A Member noted that the original purpose of installing lighting was to improve the capability of the mobile camera. If lighting is installed and the camera is later moved on, at least the lighting will in itself provide a deterrent.

Members considered whether the installation of lighting would mean a permanent CCTV camera would be more appropriate than the currently proposed mobile camera. The purpose of having a mobile camera is that it can be moved anywhere within the town to tackle arising anti-social behaviour, it will not necessarily be located permanently on Fallowfield. It was commented that the Council's other play areas have permanent CCTV and as such Fallowfield should have the same. If the installation of electricity means a permanent camera could be installed, then this should be considered. The positioning of the mobile camera means that only half the park is covered, a static camera could be located at the most strategic point.

A Member suggested that the electrical lighting scheme could be coupled with solar power lighting to reduce costs. The Council would need to identify the most strategic points for electrical columns to support a mobile camera.

It was noted that a static camera would incur greater costs as fibre connections would need to be brought in. The annual monitoring of the camera would also incur additional costs to the Council.

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The Chairman asked how Members wished to move the matter forward. A Member stated that they fully supported installing lighting on the recreation ground. Not doing so would lead to further procrastination and the issue of protecting our assets would not be solved.

It was suggested that more information was needed on how a scheme might work, for both lighting and CCTV coverage.

It was Proposed and Seconded that the Committee supports the installation of lighting on Fallowfield recreation ground and that the Clerk works with lighting and CCTV providers to bring back a scheme for consideration.

A Member asked that the Clerk investigate whether the redundant lighting columns at the Jenkins pavilion could be re-used on Fallowfield to reduce costs.

**RESOLVED** that the committee support the installation of lighting on Fallowfield recreation ground in principle and that the Clerk work with lighting and CCTV providers to bring back a scheme incorporating both electric and solar lighting.

Town Clerk

## 9 Mobile CCTV (110 -2017/18)

Members discussed elements of the report during discussion on agenda item 8. It was reiterated that the purpose of a mobile camera would be for use anywhere in the town, and being able to relocate the camera would be of benefit to the whole town. Members noted that there may not always be streetlighting at locations where the camera is placed and as such a camera with infra-red capability would be of most value.

**RESOLVED** that the Clerk include mobile and static CCTV options within the Fallowfield lighting scheme to be brought forward to a future meeting of the Policy, Finance and Resources committee.

Town Clerk

## 10 Grants Policy (111-2017/18)

Members received and reviewed a draft grant policy.

A Member commented that the objectives of the grant policy listed on page 40 did not include arts and culture. Members agreed that supporting arts and cultural offerings should be included in the policies objectives.

A Member noted that the grant criteria states that an organisation applying for funding must be based in Sandy, or have significant

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local activity in Sandy. It was queried whether the wording needed to be clarified and what level of activity would the Council consider to be 'significant'. Members discussed the matter and it was agreed that this would be dealt with on a case by case basis.

**RESOLVED TO RECOMMEND** that the grants policy be adopted by the Town Council subject to the inclusion of 'Arts and Culture' within the grant policies objectives.

**11 Chairman's Items (112-2017/18)**

The Chairman stated that he wished the Mayor a speedy recovery following a recent accident.

**12 Date of next meeting (113-2017/18)**

It was noted that the date of the next committee meeting will be 4 June 2018.