



Town Council Office: Arlesey Community Centre, High Street, Beds SG15 6SN

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A meeting of the FINANCE & GENERAL PURPOSES COMMITTEE of Arlesey Town Council held in Arlesey Village Hall, on Tuesday 12th September 2023 at 7.00pm.

PRESENT: Cllrs: S Hamilton S Spoor
P Arkle

In attendance: Mrs Janet Bailey (Town Clerk) Ms Christine Winwood (Assistant Clerk). No members of the public were present.

23-4/001 ELECTION OF CHAIRMAN & VICE CHAIRMAN FOR THE ENSUING YEAR

01.1 Nominations for Chairman of Finance & General Purposes Committee were followed by election.

RESOLVED That Cllr Hamilton is elected as Chairman of Finance & General Purposes Committee for the ensuing year.

01.2 Nominations for Vice-Chair of Finance & General Purposes Committee, followed by election.

Deferred

Matter deferred until next F& General Purposes Committee meeting – no legal requirement to elect a Vice-Chair.

23-4/002 Apologies for Absence – Local Government Act 1972 sch12 para 40

Apologies had been received from Cllrs Page and Stevenson.

23-4/003 Declarations of Interest and Dispensations Localism Act 2011 s30(1)

(Members of the Council are invited to disclose any personal interest or personal and pecuniary interests they may have in any items on the agenda for this meeting in accordance with the Council's Code of Conduct for Members)

003.1 To receive declarations of interest from councillors on items on the agenda.

None received.

003.2 To receive written requests for dispensations for disclosable pecuniary interests. *Localism Act 2011 s31*

None received.

003.3 To grant any requests for dispensation as appropriate. A request for dispensation must be made on an individual basis. *Localism Act 2011 s33*

None received.

23-4/004 Public Participation- Standing Orders will be suspended at this point and re-instated before proceeding to the next agenda item - Public Participation up to a maximum of 15 minutes. All participants are restricted to a maximum of three minutes. Public Bodies (Admission to Meetings) Act 1960 s1

There was no public participation.

23-4/005 Minutes of Meeting held 7th March 2023 LGA 1972 sch.12 para 41(1) and (2)

To consider and approve the draft minutes of the Finance & General Purposes Committee meeting held on 7th March 2023.

Finance & GP 12th September 2023

RESOLVED that the minutes of the meeting of the Finance and General Purposes Committee held on 7th March 2023 be approved and be signed by the Chairman as a true recording of proceedings.

23-4/006 Minutes of the meeting held 4th July 2023 LGA 1972 sch.12 para 41(1) and (2)

To consider and approve the draft minutes of the Finance & General Purposes Committee meeting held on 4th July 2023.

RESOLVED that the minutes of the meeting of the Finance and General Purposes Committee held on 4th July 2023 be approved and be signed by the Chairman as a true recording of proceedings.

23-4/007 Planning Applications

007.1 CB/23/02685/OUT: Land Adjacent to 197 Hitchin Road, Arlesey, SG15 6SE

Outline Application: Outline planning application with all matters reserved other than siting and means of access for the erection of two dwellings.

Replaces application: CB/23/02409/FULL, which was invalidated.

RESOLVED that council **OBJECT** to the application on the following grounds:

- **The application does not conform with policies contained within the Adopted Arlesey Neighbourhood Plan:**
 - **ARL 1-The development/location is outside the settlement boundary.**
 - **ARL 2 – The application does not meet any of the listed criteria to permit development/redevelopment.**
 - **ARL 3 -planned properties are 5 bed dwellings.**

007.2 Proposed creation of Arlesey Bridleway No. 14 and Stotfold Bridleway No.33

Members to consider proposal from Central Bedfordshire Council to create new bridleways linking Arlesey and Stotfold. The route also forms part of the Etonbury Green wheel Scheme.

RESOLVED that council has no objection to this application.

007.3 CB/23/02697/FULL: The Vicars Inn, 68 Church Lane, Arlesey, SG15 6UX.

Proposal: Change of use from suis generis public house to class E restaurant and erection of extraction flue.

Proposed: No objection although condition for noise and emission assessments returns acceptable levels.

23-4/008 Balance Sheet as of August 2023- *For Information Only* – To review Interim Balance Sheet as at August (Month 5).

Noted, no questions raised.

23-4/009 Detailed Income and Expenditure year to date – Members to receive and review information as at 31st August 2023.

Noted, no questions raised.

23-4/010 Ear Marked Reserves Review – Members to review ear marked reserves as at 31st August 2023.

Noted, no questions raised.

23-4/011 Annual Budget Entry- Members to approve accurate data entry of budget detail 2023-24 .

Recommendation that Cllr Arkle attend the office to approve and countersign budget entry to comply with internal audit minor observation.

23-4/012 Asset Rental- Members to consider fee proposal for hiring Town Council owned tables and chairs.

Recommendation that council approve Clerk proposal for adhoc/one off rental at a fee of £3.50 per table and £2.50 per chair to be limited to a total of 100 chairs and 20 tables at any time, with £100 damages deposit retained until equipment returned and inspected as having been returned in same condition as hired.

- 23-4/013 Staff Welfare-**Members to consider proposal for eye tests for DSE (Display Screen Equipment) operators. In line with the Health and Safety (DSE) Regulations 1992.

Recommendation that council approve payment of eye test costs for staff operating Display Screen Equipment, as defined within and in accordance with Health and Safety (DSE) Regulations 1992 for all eligible staff.

- 23-4/014 Central Bedfordshire Council Roof Issue-** Members to consider further correspondence to bring this matter to a close.

Recommendation that council correspond in writing to Central Bedfordshire Council stating that as no response has been received further to full and final settlement being offered, ATC deem this as acceptance of the sum offered.

- 23-4/015 Additional Defib Facility on High Street-** Members to consider quotations received and applications for funding to install and supply a defib to the external wall of Arlesey Pharmacy and use of EMR.

Recommendation that council approve supplier of Defib 4 Life but enquire as to any discount applicable should 3 machines be purchased (1 to replace existing almost obsolete item outside Council office, 1 for Pharmacy exterior wall and a potential for another site at Northern end of Arlesey) with information to be provided at subsequent council meeting prior to resolution on how many defibrillators to purchase and exact site locations.

- 23-4/016 Christmas Lights Display 2023 -**Members to consider quotations received to expand the annual Christmas lighting display.

Recommendation that council approve Option 2 as presented (6 half solar trees, reinstatement of 9 existing rope lights and purchase of 6x new longer rope lights) in the sum of £4,111.00, transfer unspent funds from Coronation EMR to the Festive light EMR and research options of refurbished/used festive lighting towards end of financial year/beginning of next.

- 23-4/017 Office and Resource Centre Christmas Closure Dates –** Members to note proposed closure dates for Town Council Office and Resource Centre over the Christmas period as closing 12 noon Friday 22nd December 2023 and re-opening Tuesday 2nd January 2024.

Recommendation that council approve the closure dates as presented, staff to use Statutory Days, Bank Holidays and additional annual leave entitlement as required to facilitate.

- 23-4/018 Bank Reconciliations –** Members to receive current bank balances and note bank reconciliations to date have been undertaken monthly by RFO and verified by Cllr Spoor with no concerns/errors raised.

Noted, no questions raised.

- 23-4/019 Participation on Items Arising from this Meeting-** *Standing Orders will be suspended at this point and re-instated before proceeding to the next agenda item.* Residents to note: names of speakers may be included in the Formal Minutes and published. Public Bodies (Admission to Meetings) Act 1960 s1

There was no public participation.

Date of next meeting: Tuesday 5th December 2023

Meeting Closed 8.05pm

Chairman.....

Date.....