

Sandy Town Council

**To: Cllrs N Aldis, P Blaine, T Cole, A M Hill, W Jackson, C Osborne, M Pettitt, M Scott (Chair), D Sharman and P Sharman
c.c. T Knagg, G Leach, J Sparrow, S Sutton, N Thompson**

You are hereby summoned to attend a meeting of the Policy, Finance and Resources Committee of Sandy Town Council which will be held in the Council Chamber at 10 Cambridge Road, Sandy, Bedfordshire on Monday 9 April 2018 at 7.30pm for the purpose of transacting the items of business below.

C J Robson
Chris Robson
Town Clerk
10 Cambridge Road
Sandy SG19 1JE
01767 681491
3rd April 2018

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

A G E N D A

Reports

1 Apologies for absence

2 Declarations of interest

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) Declarable pecuniary interests*
- ii) Non pecuniary interests*

3 Public Participation Session

Members of the public may ask questions or make representations to the committee about items of business which are on the agenda.

4 Minutes of previous meeting

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.

Sandy Town Council

5 Financial Reports

- i) To consider a balance sheet and detailed financial report showing income and expenditure against the revenue budget for February 2018. Appendix I
- ii) To receive a budget overview report. Appendix II
- iii) To approve a schedule of payments made since previous meeting. Appendix III
- iv) The Chair to approve bank reconciliations and statements.

6 Grant Applications

- i) To receive a grant application from Sandy & District Horticultural Association Appendix IV
- ii) To receive and consider a grant application from Keech Hospice Care Appendix V

7 Action List

To receive and note copy of the action list. Appendix VI

8 Fallowfield Lighting Scheme

To receive and consider quotes for the installation of lighting on the Fallowfield recreation ground. Appendix VII

9 Mobile CCTV

To receive and consider a report from the Clerk on the options for the purchase of a new mobile CCTV camera. Appendix VIII

10 Grant Policy

To receive and review a draft grant policy. Appendix IX

11 Chairman's Items

12 Date of Next Meeting: 4 June 2018

Date :- 21/03/2018

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Time :- 15:55

Detailed Balance Sheet (Excluding Stock Movement)

Month No: 11 28th February 2018

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>	
<u>Current Assets</u>			
100	Debtors Control	3,106	
105	VAT Control	11,198	
121	Mosaic Heritage Trail	2,700	
200	Current Bank A/c	-16,322	
201	Clerks Imprest A/c	257	
205	Capital a/c Santander	216,794	
206	Barclays Active Saver	318,486	
208	Public Sector Deposit Fund	202,168	
210	Petty Cash	250	
	Total Current Assets		738,637
<u>Current Liabilities</u>			
501	Creditors Control	22,283	
	Total Current Liabilities		22,283
	Net Current Assets		716,354
	Total Assets less Current Liabilities		716,354
<u>Represented By :-</u>			
300	Current Year Fund	72,399	
310	General Reserve	185,664	
315	Rolling Capital Fund	47,549	
320	Capital Receipts Reserve	53,324	
321	Earmarked Reserves	23,028	
322	EMR Fallowfield	312,210	
323	EMR Community Funds	7,000	
324	EMR Elections	12,000	
325	EMR Christmas Activities	3,180	
	Total Equity		716,354

Summary Income & Expenditure by Budget Heading 28th February 2018

Month No : 11

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
401 Staff	Expenditure	21,091	228,719	276,450	47,731		47,731	82.7 %
402 Administration-Office	Expenditure	6,483	67,712	81,455	13,743		13,743	83.1 %
	Income	88	2,294	4,700	-2,406			48.8 %
403 Administration-Works	Expenditure	3,084	33,136	31,429	-1,707		-1,707	105.4 %
	Income	0	10,540	0	10,540			0.0 %
405 Footway Lighting	Expenditure	2,280	20,108	9,500	-10,608		-10,608	211.7 %
406 Cemetery & Churchyard	Expenditure	15	6,021	11,129	5,108		5,108	54.1 %
	Income	177	16,927	25,000	-8,073			67.7 %
408 Town Centre (Including Market)	Expenditure	14,597	31,870	34,513	2,643		2,643	92.3 %
	Income	135	2,190	620	1,570			353.2 %
409 Public Toilets - Car Park	Expenditure	95	3,605	4,131	526		526	87.3 %
500 Play Areas and Open Spaces	Expenditure	-2,715	-12,571	-5,700	6,871		6,871	220.5 %
	Income	0	1,003	1,115	-112			90.0 %
501 Sunderland Road Rec Ground	Expenditure	1,901	25,226	27,510	2,284		2,284	91.7 %
	Income	190	977	679	298			143.9 %
502 Nature Reserves	Expenditure	0	11,934	13,000	1,066		1,066	91.8 %
	Income	0	3,374	3,700	-326			91.2 %
505 Grass Cutting	Expenditure	7,580	7,580	10,000	2,420		2,420	75.8 %
506 Litter Bins, Seats & Shelters	Expenditure	417	417	500	83		83	83.3 %
509 Christmas Lights	Expenditure	0	21,319	18,000	-3,319		-3,319	118.4 %
	Income	0	5,180	2,000	3,180			259.0 %
601 Precept and Interest	Income	71	540,289	542,309	-2,020			99.6 %
602 Democratic and Civic Costs	Expenditure	203	11,606	13,800	2,195		2,195	84.1 %
700 Capital and Projects	Expenditure	5,530	58,667	321,411	262,744		262,744	18.3 %
	Income	0	4,973	267,005	-262,032			1.9 %
INCOME - EXPENDITURE TOTALS	Expenditure	60,562	515,349	847,128	331,779	0	331,779	60.8 %
	Income	661	587,748	847,128	-259,380			69.4 %
	Net Expenditure over Income	59,901	-72,399	0	72,399			

Month No : 11

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>401</u>	<u>Staff</u>							
4001	Gross Salaries - Admin	8,511	95,685	114,000	18,315		18,315	83.9 %
4002	Gross Salaries - Works	7,917	84,401	97,700	13,299		13,299	86.4 %
4003	Employers NIC	1,243	12,972	22,100	9,128		9,128	58.7 %
4004	Employers Superannuation	3,248	33,922	41,450	7,528		7,528	81.8 %
4010	Miscellaneous Staff Costs	0	1,338	1,000	-338		-338	133.8 %
4021	Telephone & Fax	172	172	0	-172		-172	0.0 %
4030	Recruitment Advertising	0	229	200	-29		-29	114.6 %
	Staff :- Expenditure	21,091	228,719	276,450	47,731	0	47,731	82.7 %
	Net Expenditure over Income	21,091	228,719	276,450	47,731			
<u>402</u>	<u>Administration-Office</u>							
4008	Training	10	565	2,500	1,935		1,935	22.6 %
4009	Travel & Subsistence	0	13	250	237		237	5.4 %
4010	Miscellaneous Staff Costs	0	85	0	-85		-85	0.0 %
4011	General Rates	0	6,291	6,305	14		14	99.8 %
4012	Water Rates	412	1,303	400	-903		-903	325.8 %
4014	Electricity	1,139	2,210	3,500	1,290		1,290	63.1 %
4015	Gas	167	734	1,800	1,066		1,066	40.8 %
4016	Cleaning Materials etc	71	912	1,250	338		338	73.0 %
4020	Misc Establishment Costs	82	1,304	2,000	696		696	65.2 %
4021	Telephone & Fax	0	2,197	2,500	303		303	87.9 %
4022	Postage	552	1,032	1,700	668		668	60.7 %
4023	Printing & Stationery	78	2,357	3,000	643		643	78.6 %
4024	Subscriptions	0	2,760	2,700	-60		-60	102.2 %
4025	Insurance (excl vehicles)	1,717	18,960	22,250	3,290		3,290	85.2 %
4026	Photocopy Costs	0	3,462	3,500	38		38	98.9 %
4027	IT Costs incl Support	571	5,438	6,000	562		562	90.6 %
4028	Service Agreements (Other)	574	6,800	6,000	-800		-800	113.3 %
4035	Publications	0	34	100	66		66	33.9 %
4036	Property Maintenance/Security	565	3,763	3,000	-763		-763	125.4 %
4040	Equipment Purchases (Minor)	124	1,799	2,000	201		201	89.9 %
4050	Tourism Expenditure	0	0	750	750		750	0.0 %
4051	Bank Charges	0	16	100	84		84	16.4 %
4056	Legal Expenses	0	403	1,000	597		597	40.3 %
4057	Audit Fees - External	0	0	1,300	1,300		1,300	0.0 %
4058	Audit Fees - Internal	0	400	850	450		450	47.1 %
4059	Accountancy Fees	421	4,774	6,500	1,726		1,726	73.4 %
4070	Refreshments	0	99	200	101		101	49.4 %
	Administration-Office :- Expenditure	6,483	67,712	81,455	13,743	0	13,743	83.1 %

Month No : 11

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1003	Tourism Income	5	151	2,000	-1,849			7.6 %
1201	Rent Received Etc	77	1,060	2,500	-1,440			42.4 %
1202	Photocopying Income	7	87	0	87			0.0 %
1205	Miscellaneous Income	0	13	0	13			0.0 %
1206	Wayleaves	0	24	0	24			0.0 %
1245	Grants Received	0	958	0	958			0.0 %
1360	Ticket Sales Commission	0	0	200	-200			0.0 %
	Administration-Office :- Income	88	2,294	4,700	-2,406			48.8 %
	Net Expenditure over Income	6,395	65,418	76,755	11,337			
<u>403</u>	<u>Administration-Works</u>							
4005	Protective Clothing	0	1,207	1,000	-207		-207	120.7 %
4008	Training	0	228	500	272		272	45.6 %
4011	General Rates	0	1,724	2,279	555		555	75.7 %
4012	Water Rates	0	117	200	83		83	58.4 %
4014	Electricity	61	-1,055	1,000	2,055		2,055	-105.5 %
4017	Refuse Disposal	2,775	6,343	3,500	-2,843		-2,843	181.2 %
4036	Property Maintenance/Security	0	2,085	2,000	-85		-85	104.2 %
4038	Consumables/Small Tools	0	2,422	2,500	78		78	96.9 %
4039	Planting/Trees/Horticulture	0	4,461	6,500	2,039		2,039	68.6 %
4040	Equipment Purchases (Minor)	128	7,986	2,000	-5,986		-5,986	399.3 %
4042	Equipment/Vehicle Maintenance	0	2,471	5,500	3,029		3,029	44.9 %
4043	Equipment/Vehicle Fuel	121	2,843	2,200	-643		-643	129.2 %
4044	Vehicle Tax & Insurance	0	2,306	2,250	-56		-56	102.5 %
	Administration-Works :- Expenditure	3,084	33,136	31,429	-1,707	0	-1,707	105.4 %
1258	Insurance Claims Repayment	0	10,540	0	10,540			0.0 %
	Administration-Works :- Income	0	10,540	0	10,540			
	Net Expenditure over Income	3,084	22,597	31,429	8,832			
<u>405</u>	<u>Footway Lighting</u>							
4014	Electricity	2,280	4,634	5,500	866		866	84.3 %
4042	Equipment/Vehicle Maintenance	0	15,474	4,000	-11,474		-11,474	386.9 %
	Footway Lighting :- Expenditure	2,280	20,108	9,500	-10,608	0	-10,608	211.7 %
	Net Expenditure over Income	2,280	20,108	9,500	-10,608			
<u>406</u>	<u>Cemetery & Churchyard</u>							
4011	General Rates	0	2,384	2,579	195		195	92.5 %

Month No : 11

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4012	Water Rates	15	45	100	55		55	45.0 %
4036	Property Maintenance/Security	0	498	1,000	502		502	49.8 %
4037	Grounds Maintenance	0	0	900	900		900	0.0 %
4039	Planting/Trees/Horticulture	0	13	350	337		337	3.7 %
4101	Grave Digging Costs	0	3,080	6,200	3,120		3,120	49.7 %
	Cemetery & Churchyard :- Expenditure	15	6,021	11,129	5,108	0	5,108	54.1 %
1226	Burials/Memorials Income	177	16,927	25,000	-8,073			67.7 %
	Cemetery & Churchyard :- Income	177	16,927	25,000	-8,073			67.7 %
	Net Expenditure over Income	-162	-10,906	-13,871	-2,965			
<u>408</u>	<u>Town Centre (Including Market)</u>							
4007	Health & Safety	0	0	150	150		150	0.0 %
4011	General Rates	0	14,229	14,255	26		26	99.8 %
4036	Property Maintenance/Security	0	1,320	1,500	180		180	88.0 %
4053	Loan Interest	144	293	293	0		0	99.9 %
4054	Loan Capital Repaid	160	316	315	-1		-1	100.2 %
4100	CCTV Fees	14,293	15,713	18,000	2,287		2,287	87.3 %
	Town Centre (Including Market) :- Expenditure	14,597	31,870	34,513	2,643	0	2,643	92.3 %
1236	Market Fees	0	0	500	-500			0.0 %
1238	Other Income Car Park	135	2,190	120	2,070			1825.0
	Town Centre (Including Market) :- Income	135	2,190	620	1,570			353.2 %
	Net Expenditure over Income	14,462	29,680	33,893	4,213			
<u>409</u>	<u>Public Toilets - Car Park</u>							
4011	General Rates	0	1,935	1,931	-4		-4	100.2 %
4012	Water Rates	40	535	1,000	465		465	53.5 %
4014	Electricity	38	141	200	59		59	70.4 %
4036	Property Maintenance/Security	17	993	1,000	7		7	99.3 %
	Public Toilets - Car Park :- Expenditure	95	3,605	4,131	526	0	526	87.3 %
	Net Expenditure over Income	95	3,605	4,131	526			
<u>500</u>	<u>Play Areas and Open Spaces</u>							
4007	Health & Safety	0	399	400	1		1	99.8 %
4012	Water Rates	0	662	700	38		38	94.5 %
4014	Electricity	0	116	200	84		84	58.0 %
4017	Refuse Disposal	-2,715	0	0	0		0	0.0 %
4036	Property Maintenance/Security	0	19	500	481		481	3.8 %

Month No : 11

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4037 Grounds Maintenance	0	1,233	2,500	1,267		1,267	49.3 %
4042 Equipment/Vehicle Maintenance	0	0	5,000	5,000		5,000	0.0 %
4972 Transfer from EMR Fallowfield	0	-15,000	-15,000	0		0	100.0 %
Play Areas and Open Spaces :- Expenditure	-2,715	-12,571	-5,700	6,871	0	6,871	220.5 %
1201 Rent Received Etc	0	500	0	500			0.0 %
1241 Sandy FC Rent	0	0	565	-565			0.0 %
1251 Pitch Rental	0	503	550	-47			91.5 %
Play Areas and Open Spaces :- Income	0	1,003	1,115	-112			90.0 %
Net Expenditure over Income	-2,715	-13,574	-6,815	6,759			
501 Sunderland Road Rec Ground							
4012 Water Rates	72	541	800	259		259	67.6 %
4014 Electricity	12	135	200	65		65	67.7 %
4036 Property Maintenance/Security	0	972	1,000	28		28	97.2 %
4046 Bowling Green - SBC	0	3,396	2,952	-444		-444	115.0 %
4047 Equipment Maintenance - SBC	0	2,035	2,399	364		364	84.8 %
4048 Cricket Square - SCC	0	2,249	2,370	121		121	94.9 %
4049 Equipment Maintenance - SCC	559	2,057	2,564	507		507	80.2 %
4060 Other Professional Fees	1,258	13,839	15,225	1,386		1,386	90.9 %
Sunderland Road Rec Ground :- Expenditure	1,901	25,226	27,510	2,284	0	2,284	91.7 %
1201 Rent Received Etc	0	380	0	380			0.0 %
1253 Bowls Club Rental	0	407	407	0			100.1 %
1255 Cricket Club Rental	0	0	267	-267			0.0 %
1256 Scouts ,ACF and SSLA	190	190	5	185			3800.0
Sunderland Road Rec Ground :- Income	190	977	679	298			143.9 %
Net Expenditure over Income	1,711	24,248	26,831	2,583			
502 Nature Reserves							
4037 Grounds Maintenance	0	39	1,500	1,461		1,461	2.6 %
4060 Other Professional Fees	0	9,895	9,500	-395		-395	104.2 %
4703 Sandy Green Wheel	0	2,000	2,000	0		0	100.0 %
Nature Reserves :- Expenditure	0	11,934	13,000	1,066	0	1,066	91.8 %
1306 Countryside Stewardship Grant	0	2,865	3,200	-335			89.5 %
1307 Angling Licence Rent	0	509	500	9			101.9 %
Nature Reserves :- Income	0	3,374	3,700	-326			91.2 %
Net Expenditure over Income	0	8,559	9,300	741			

Month No : 11

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>505</u> <u>Grass Cutting</u>							
4102 Grass Cutting	7,580	7,580	10,000	2,420		2,420	75.8 %
Grass Cutting :- Expenditure	7,580	7,580	10,000	2,420	0	2,420	75.8 %
Net Expenditure over Income	7,580	7,580	10,000	2,420			
<u>506</u> <u>Litter Bins, Seats & Shelters</u>							
4042 Equipment/Vehicle Maintenance	417	417	500	83		83	83.3 %
Litter Bins, Seats & Shelters :- Expenditure	417	417	500	83	0	83	83.3 %
Net Expenditure over Income	417	417	500	83			
<u>509</u> <u>Christmas Lights</u>							
4401 Christmas Illuminations	-1,061	12,882	13,000	118		118	99.1 %
4402 Community Christmas Event	1,061	5,257	5,000	-257		-257	105.1 %
4921 Transfer to EMR	0	3,180	0	-3,180		-3,180	0.0 %
Christmas Lights :- Expenditure	0	21,319	18,000	-3,319	0	-3,319	118.4 %
1365 Christmas Lights	0	5,180	2,000	3,180			259.0 %
Christmas Lights :- Income	0	5,180	2,000	3,180			259.0 %
Net Expenditure over Income	0	16,139	16,000	-139			
<u>601</u> <u>Precept and Interest</u>							
1101 Precept	0	538,809	538,809	0			100.0 %
1320 Interest Received - All account	71	1,480	3,500	-2,020			42.3 %
Precept and Interest :- Income	71	540,289	542,309	-2,020			99.6 %
Net Expenditure over Income	-71	-540,289	-542,309	-2,020			
<u>602</u> <u>Democratic and Civic Costs</u>							
4007 Health & Safety	0	73	0	-73		-73	0.0 %
4020 Misc Establishment Costs	0	0	100	100		100	0.0 %
4033 Annual Report & Newsletter	238	2,857	3,000	143		143	95.2 %
4042 Equipment/Vehicle Maintenance	0	170	250	80		80	67.9 %
4200 Mayor's Allowance	-35	1,735	1,950	215		215	89.0 %
4202 Members' Expenses (Conf etc)	0	270	500	230		230	53.9 %
4210 Election Costs	0	0	3,000	3,000		3,000	0.0 %
4701 Grants/Donations Paid	0	2,501	3,000	499		499	83.4 %
4702 Community Events Support	0	1,000	2,000	1,000		1,000	50.0 %
4921 Transfer to EMR	0	3,000	0	-3,000		-3,000	0.0 %
Democratic and Civic Costs :- Expenditure	203	11,606	13,800	2,195	0	2,195	84.1 %
Net Expenditure over Income	203	11,606	13,800	2,195			

Month No : 11

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
700	Capital and Projects						
4153	0	0	7,903	7,903		7,903	0.0 %
4154	0	0	9,102	9,102		9,102	0.0 %
4802	320	4,709	295,000	290,292		290,292	1.6 %
4810	0	2,841	0	-2,841		-2,841	0.0 %
4815	5,530	8,390	0	-8,390		-8,390	0.0 %
4816	0	150	0	-150		-150	0.0 %
4817	0	3,440	0	-3,440		-3,440	0.0 %
4818	0	5,002	0	-5,002		-5,002	0.0 %
4819	0	29,500	0	-29,500		-29,500	0.0 %
4820	0	918	0	-918		-918	0.0 %
4915	0	48,277	45,304	-2,973		-2,973	106.6 %
4923	0	0	9,102	9,102		9,102	0.0 %
4965	0	-34,849	0	34,849		34,849	0.0 %
4970	0	-4,389	-45,000	-40,612		-40,612	9.8 %
4972	-320	-5,322	0	5,322		5,322	0.0 %
	5,530	58,667	321,411	262,744	0	262,744	18.3 %
	Capital and Projects :- Expenditure						
1103	0	0	250,000	-250,000			0.0 %
1153	0	0	7,903	-7,903			0.0 %
1154	0	0	9,102	-9,102			0.0 %
1210	0	2,000	0	2,000			0.0 %
1364	0	2,973	0	2,973			0.0 %
	0	4,973	267,005	-262,032			1.9 %
	Capital and Projects :- Income						
Net Expenditure over Income	5,530	53,694	54,406	712			

Sandy Town Council
Report to 28th February 2018

General Notes

Attached are the summary income & expenditure report for month 11 to 28th February 2018. This report shows a current year surplus of income over expenditure of £72,399 which includes the second half of the precept (£269,404) which was received on 1st September 2017

The balance sheet shows that total funds available to the council are £716,354

This is made up of the following -

Current Year Surplus	£72,399
General Reserve Brought Forward	£185,664
Rolling Capital Fund	£47,549
Capital Receipts Reserve	£53,324
Fallowfield Reserve	£312,210
Earmarked Community Funds	£7,000
Earmarked Elections	£12,000
Earmarked Christmas Activities	£3,180
Other Earmarked Reserves	£23,028
Total	£716,354

The percentage of budget if analysed evenly over the year to date is 91.66% but members are reminded that income & expenditure rarely follows this pattern over the year.

Analysis by Cost Centre

401 Staff

Expenditure is 82.7% of the annual budget.

Expenditure on 4010 is overspent due to one off annual service fee to Bedford Borough Payroll and unanticipated occupational health care costs incurred.

A new budget has been created in 2018/19 to cover Occupational Health.

4030 is over spent due to the higher than anticipated cost of advertising. Budget increased for the 2018/19 financial year

402 Administration

Expenditure is 83.1% of the annual budget.

4011 - General Rates are at 100% due to one of payment due at beginning of financial year.

4012 - Water Rates are high due to charge for leak in water pipe. Charge appears high in month 11 Further information requested from provider.

4024 - Subscriptions are paid at the start of the financial year, so expenditure appears high. Increase in Parish Online costs resulted in overspend.

4026 - Photocopying costs are high but no more invoices expected until 2018/19 financial year (covers February/March/April)

4028 - Website maintenance, hosting of Roman Sandy site and PHS sanitary have resulted in overspend. Website payments cover services up to September 2018 and accountant to accrue for

April - September proportion.

PHS Invoices cover 30/3/18-29/3/19 accountant to reflect in year end accounts.

4036 - Expenditure high due to annual bills for alarm cover, alarm phone line, security call out cover and boiler service. £565 for new fire alarm panel resulted in overspend.

Fire Inspection requested urgent updating of fire panel as it did not meet requirements.

Sandy Town Council
Report to 28th February 2018

Analysis by Cost Centre [Continued]

403 Works

Expenditure is 105.4% of the annual budget. Centre appears over budget but once insurance claim is factored in expenditure is at 71.9% for month 11.

4005 - PPE and kit renewed at beginning of year. New kit required for new member of staff
Budget increase included in 2018/19 budget.

4014 - Electricity credit is due to a previous overcharge by the electricity provider which was refunded.

4017 - Refuse costs overspend is largely due to clear up of The Pinnacle following an unauthorised encampment. 97% of the overspend is related to the invoice for Pinnacle clearance.
Increased budget for 2018/19.

4036 - High expenditure due to alarm company annual service costs and numerous call outs. Emptying of septic tank and disconnection of electricity in preparation for demolition increased expenditure. Overspend due to repair of faulty floodlight on mess room exterior.

4038/4040 - Expenditure overspent due to replacement of items stolen from depot.
Expenditure offset by insurance refund in budget line 1258

4043 - Fuel costs reduced slightly over winter due to less use of maintenance machinery.
Overspend due to increased fuel costs. Increased budget for 2018/19.

4044 - Expenditure high due to annual insurance cost and road tax for vehicles.
Overspend due to insurance/administration charges related change in ride on mowers policy

405 Footway Lighting

Expenditure is 211.7% of the annual budget.

4042 is largely overspent due to 11 SOX lanterns failing between September and December.
Lanterns replaced with LED lanterns. Committee previously agreed to leave overspend within revenue.

406 Cemetery & Churchyard

Expenditure is 54.1% of the annual budget.

4011 - General Rates are at 92.5% due to one of payment due at beginning of financial year.

1226 - Unlikely budgeted Burials/Memorial income will be achieved based on previous months

408 Town Centre (Incl. Market)

Expenditure is 92.3% of the annual budget

4011 - General Rates are at 99.8% due to one off payment due at beginning of financial year.

4100 - Budget now represents final CCTV costs. Underspend due to CBC decommissioning one camera
Budget has been adjusted for 2018/19

1238 - Income from parking passes is high due to purchase of passes by Shannon Court Surgery.

**Sandy Town Council
Report to 28th February 2018**

409 Public Toilets - Car Park

Expenditure is 87.3% of the annual budget.

4011 - General Rates are at 100.2% due to one off payment due at beginning of financial year.

4036 - High expenditure due to annual charge for car park barrier maintenance contract and installation of new barrier controller following failure.

500 Play Areas and Open Spaces

Expenditure is 220.5% of the annual budget.

Cost centre appears overspent due to transfer of Fallowfield EMR. No individual budget is overspent.

4007 - Expenditure on annual ROSPA inspections.

4017 - Clean up cost associated with Pinnacle Field following unauthorised encampment. Reallocated to cost centre 493 'Refuse' to give accurate flytipping/waste costs incurred by Council.

501 Sunderland Road Rec.

Expenditure is 91.7% of the annual budget.

4012 - Water rate low due to refund earlier in year.

4036 - High expenditure due to adjustment work to scoreboard shutter on Jenkins

4046 - High expenditure due to time of year and purchase of green care provisions.

Overspend against 4048. Total budget spent. Ongoing skip hire charge resulted in overspend.

1255 - Cheque for Cricket Club rent has been issued by the club and received by Council.

502 Nature Reserves

Expenditure is 91.8% of the annual budget.

4060 - Invoices all received. Increase in RPI's has caused slight overspend.
Allowance made for 2018/19

4703 - One off annual payment to BRCC for Sandy Green Wheel development

505 Grass Cutting

Expenditure is 75.8% of the annual budget.

Expenditure represents total 2017/18 expenditure with no further invoices expected.

506 Litter Bins, Seats & Shelters

Expenditure is 83.3% of the annual budget.

509 Christmas Lights

Expenditure is 118.4% of the annual budget. Appears high due to transfer of £3,180 profit to EMR.

4401/4402 - Overspend due to new brackets required for additional Children's light

1365 - Income exceeds budget thanks to success of the raffles and tombola organised by Cllrs Leach and Cole. The accountant has had to apply VAT to elements of income as they are classed as 'business activities'.

601 Precept and Interest

The second of the precept has been received.

602 Democratic & Civic Costs

Expenditure is 84.1% of the annual budget.

Printed on : 21/03/2018

Sandy Town Council 2017-18

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At : 15:56

Current Bank A/c

List of Payments made between 01/02/2018 and 28/02/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/02/2018	Aviva	Std Ord	1,716.57		Annual Insurance Premium
02/02/2018	Beds Associat. of Town & Paris	111294	10.00		2551/GDPR Training
05/02/2018	UK Fuels Limited DDR	DDR	62.64		2499/Fuel Cards
09/02/2018	Workflow Imaging Systems Ltd D	DDR	254.14		Purchase Ledger Payment
12/02/2018	UK Fuels Limited DDR	DDR2	53.58		2500/Fuel Cards
13/02/2018	Southern Electric	DDR3	99.24		2520/Elec 21.10.17-19.01.18
16/02/2018	Southern Electric DDR	DDR4	572.05		2548/Elec 03.01.18-01.02.18
16/02/2018	Bedford Borough Council	DDR5	20,918.75		2540/ERs Superann
19/02/2018	UK Fuels Limited DDR	DDR6	74.54		2502/Fuel Cards
19/02/2018	Southern Electric DDR	DDR7	12.87		2547/Elec 02.01.18-01.02.18
21/02/2018	1st Response Fire Protection &	31222	159.66		2482/Extinguisher Service
21/02/2018	Anglian Water Business Ltd. (N	31223	82.15		2485/Water 01.11.17-21.01.18
21/02/2018	Anglian Water Business Ltd. (N	31224	40.02		2537/Water 15.11.17-09.02.18
21/02/2018	Anglian Water Business Ltd. (N	31225	640.74		2484/Water 01.11.17-21.01.18
21/02/2018	Anglian Water Business Ltd. (N	31226	15.48		2536/Water 15.11.17-09.02.18
21/02/2018	Anglian Water Business Ltd. (N	31227	72.02		2535/Water 08.11.17-06.02.18
21/02/2018	Bedford Borough Council	31228	72.00		2539/Recycling Dec,Jan,Feb
21/02/2018	Central Bedfordshire Council	31229	23,428.80		2489/Mangmnt 05.12.17-04.01.18
21/02/2018	DCK Accounting Solutions Ltd	31230	505.20		2494/Contract Accounting
21/02/2018	Evolve Recruitment (Bedford) L	31231	1,472.04		2496/M. Lisi Hrs to 06.01.18
21/02/2018	Fire Safety Services (UK) Ltd	31232	80.76		2503/Alarms,Lighting Maint
21/02/2018	The Flail Mower & Topper Compa	31233	810.00		2504/6ft 3way Mounted Harrow
21/02/2018	The Mayor of Godmanchester's C	31234	70.00		2506/Godmanchester Charity Bal
21/02/2018	Hertfordshire County Council	31235	116.57		2507/Janitorial Supplies
21/02/2018	Martin Howlett Trading Company	31236	67.10		2509/White Paper Towels
21/02/2018	Arthur Ibbett Ltd	31237	22.00		2510/Sharpening Kit
21/02/2018	Lamps & Tubes Illuminations Lt	31238	2,861.64		2511/Final 25% of Xmas Lights
21/02/2018	The Mayors Fund	31239	36.00		2512/Luton charity Curry Night
21/02/2018	Tim Miles	31240	660.00		2513/Grave Digging Jan
21/02/2018	Mr T Munns	31241	320.00		2545/Storage Rental
21/02/2018	FD Odell & Sons Ltd	31242	479.70		2515/Refuse Disposal Jan
21/02/2018	Getmapping Plc	31243	201.60		2516/Parish Online to Mar18
21/02/2018	Purchase Power	31244	552.12		2546/Frinking Meter Reset
21/02/2018	Rosetta Publishing	31245	285.60		2517/The Bulletin Feb
21/02/2018	Mayor's Charity Account	31246	75.00		2518/rushden Charity Dinner
21/02/2018	Stevenage Borough Council	31247	12.00		2524/SBC Mayor Charity Concert
21/02/2018	Smith of Derby Ltd	31248	279.60		2519/St Swithuns Clock Serv
21/02/2018	Mayors Charity Fund	31249	36.00		2525/St Neots Curry Night
21/02/2018	Travis Perkins Trading Co Ltd	31250	83.23		2530/Plywood
21/02/2018	TTM Consultancy Services Ltd	31251	1,081.55		2527/Restored Database Barrier
21/02/2018	Turfcare Leisure Services Ltd	31252	420.00		2531/Bowling Green Maintenance
21/02/2018	Verto (UK) Ltd	31253	238.80		2550/Hosting to 09.03.18
21/02/2018	VFM Products Ltd	31254	263.40		2532/Grassline 10 Ultra
21/02/2018	The Wildlife Trust BCN	31255	7,918.96		2487/Riddy Management 17-18
21/02/2018	Workflow Imaging Systems Ltd	31256	254.14		2533/Copier Charge to 30.01.18
26/02/2018	Bedfordshire & Luton Crimebeat	111295	35.00		Bedfordshire & Luton Crimebeat
26/02/2018	Chess Ltd	DDR8	216.54		2492/IT Support

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Current Bank A/c

List of Payments made between 01/02/2018 and 28/02/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
26/02/2018	Gazprom Energy DDR	DDR2	200.67		2575/Gas 31.12.17-31.01.18
28/02/2018	Chess Ltd	DDR10	392.83		2490/Chess Phone to 31.01.18
28/02/2018	Chess Ltd	DDR9	67.68		2491/Office 365 Jan
28/02/2018	Public Works Loan Board	DDR3	304.12		2609/PWLB Loan 269121 CAP

Total Payments 68,705.10



APPLICATION FOR GRANT AID FROM
SANDY TOWN COUNCIL

<u>Name of the Organisation/Group</u>	
SANDY & DISTRICT HORTICULTURAL ASSOCIATION	
Are you affiliated to a national organisation? If so, which one?	ROYAL HORTICULTURAL SOCIETY & NATIONAL DAHLIA SOCIETY
Local venue/meeting place	SEDDINGTON NURSURIES / SANDY CONSERVATIVE CLUB
Are you a registered charity? If so, give your charity number?	NO
What are the aims and activities of the organisation?	PROMOTERS AND ORGANISERS OF THE SANDY SHOW
How many members do you have?	Volunteers/Leaders
Members:	Junior 0
	Senior 42
What is your annual subscription?	Junior £
	Senior £ £6.00

Project Information	
What would the grant be used for?	HIRE OF SANDYE ACADEMY FOR WEEKEND OF SHOW AND HIRE OF TRESSEL TABLES FROM BIGGIESWADE GARDENING CLUB
In what manner will the residents of Sandy benefit?	SANDY SHOW OPEN TO MEMBERS OF PUBLIC.
Approximately how many Sandy residents will benefit from this grant?	ATTENDENCE AT LAST YEARS SHOW APPROX 750 PERSONS
Estimated total cost of project	£3700.00
Please state clearly how much you are applying for from Sandy Town Council.	SIX HUNDRED POUNDS £600.00
What amount is being met from your own funds?	£3100.00

What is the amount sought from other funding bodies? Please give details of other sources you have applied to or intend to apply to.

Source	Amount	Confirmed/Pending/Unsuccessful
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SANDY CARIVAL COMMITTEE	£100.00	RECEIVED.
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OTHER SPONSORS STILL TO BE SOURCED.

Financial Details

Please specify how any income, particularly surplus, is spent.

ONLY £48.17 SURPLUS,
ALL FUNDS RETAINED
TO ENSURE FUTURE
SHOWS CAN BE
HELD


Please attach accounts (audited/independently examined) for the last two years and your budget forecast for the forthcoming/current year.

Payment Details	
Account Title	SANDY HORTICULTURAL SOCIETY
Account Number	30815780
Bank/Building Society Name and Address	BARCLAYS SANDY/BIGGIESWADE
Contact Details	
Please give details of the person with whom this application can be discussed and to whom any cheque should be sent:	MR ANDREW HAVERGAL
Position in organisation	CHAIRMAN
Address	7 SWAN LANE SANDY
Telephone Number	01767 682796
E-mail address	ANDREW. MARGARET. HAVERGAL@GOOGLE MAIL.COM

Declaration

Please sign this form to confirm that:

The information supplied is full and correct to the best of your knowledge; you have read, understood and complied with the conditions of funding; understand that Sandy Town Council reserve the right to reclaim the grant in the event of it being used for purposes other than specified, or the organisation ceasing to operate.

Signed:	
Name:	JOHN S BRAY
Position:	TREASURER
Date:	16TH MARCH 2018

Please enclose with your application copies of:

- Accounts for the last two years
- Budget forecast for forthcoming/current year
- Other relevant literature including photograph if available

APPLICATION FOR GRANT AID FROM
SANDY TOWN COUNCIL

<u>Name of the Organisation/Group</u>	
Keech Hospice Care	
Are you affiliated to a national organisation? If so, which one?	No
Local venue/meeting place	Our in-patient units and day support services are based at our adult and children's hospice in Streatley, Luton. We also provide care in the local community
Are you a registered charity? If so, give your charity number?	1035089
What are the aims and activities of the organisation?	We are the NHS Commissioned adult hospice for Luton and south Bedfordshire, and children's hospice for Bedfordshire, Hertfordshire and Milton Keynes. We provide specialist palliative care to adults and children who have a life-limiting condition. It is our aim to make a difference when it matters the most. Our approach to care is holistic, meaning we care for not just the patient's physical needs, but also their emotional needs, including supporting their families.
How many members do you have?	Volunteers/Leaders We currently have 250 staff members, 1,382 volunteers and 12 management committee members.
Members:	Junior 317 child patients
	Senior 1,366 adult patients
What is your annual subscription?	Junior £0.00 All our services are free of charge.
	Senior £0.00 All of our services are free of charge.

Project Information

<p>What would the grant be used for?</p> <p>Tots and Toys - a day support service for pre-school children with a life limiting condition.</p>	<p>We provide specialist support to children with a life limiting or palliative diagnosis through our in-patient unit, day support services and community nurse team. Our day services provide families with access to treatment, such as pain and symptom management, support and much needed social interaction with families who are in a similar situation. This includes our weekly Tots and Toys sessions which is a day support service for pre-school children with a life limiting condition, offering a range of play activities, music, arts and crafts and day trips. It provides a stimulating social experience for pre-school children and their parents/carers.</p>
<p>In what manner will the residents of Sandy benefit?</p>	<p>Tots and Toys is available to any Sandy resident who has a pre-school child with a life-limiting condition. The sessions enable children to interact and learn to play with each other whilst offering a wide range of different stimuli and catch up play, helping to introduce them into independence into the school nursery. The sessions help families to create memories and will support parents to access similar activities in their local community. They can also access any of the hospice service's including clinical care, our hydrotherapy pool, pre-and post-bereavement support, music and art therapy and social care.</p>
<p>Approximately how many Sandy residents will benefit from this grant?</p>	<p>In the year 2016-17, there were 367 attendances to the Tots and Toys sessions, supporting 43 children and their families. We supported 3 child patients and their relatives from Sandy across all our services.</p>
<p>Estimated total cost of project</p>	<p>Tots and Toys runs every week and costs approximately £350 per weekly session. It has an annual cost of £18,265</p>
<p>Please state clearly how much you are applying for from Sandy Town Council.</p>	<p>£350 which would cover the cost of one Tots and Toys session.</p>
<p>What amount is being met from your own funds?</p>	<p>Whilst we do receive limited statutory funding through the NHS, it is not enough to continue our work. The children's hospice costs are covered by voluntary income generated through our weekly lottery, retail trading, trust grants, corporate philanthropy, community fundraising activities, major donors, and legacies.</p>

What is the amount sought from other funding bodies? Please give details of other sources you have applied to or intend to apply to.

<u>Source</u>	<u>Amount</u>	<u>Confirmed/Pending/Unsuccessful</u>
Jarvis Harpenden Trust	£250	Confirmed
Denton's UKMEA Charitable Trust	£1,000	Confirmed
Kids for Life	£500	Confirmed
Sawbridgeworth Town Council	£500	Confirmed
Fairfield Parish Council	£500	Pending
Hertford Heath Parish Council	£500	Pending
Harpenden Town Council	£500	Pending
CALA Homes	£1,750	Pending

Financial Details


<p>Please specify how any income, particularly surplus, is spent.</p>	<p>Keech Hospice Care's income is mainly spent on charitable activities e.g. the adult hospice, Palliative Care Centre, children's hospice, community team, supportive care and education and training. There are also costs for generating funds, governance and support costs.</p> <p>Any surplus funds at the end of the financial year are transferred into our reserves which currently stand at 5.1 months operating costs.</p>
<p>Please attach accounts (audited/independently examined) for the last two years and your budget forecast for the forthcoming/current year.</p>	<p>Please find attached Keech Hospice Care's statutory accounts for years 2015/16 and 2016/17</p>

Payment Details	
Account Title	Keech Hospice Care
Account Number	504760084 60-07-08
Bank/Building Society Name and Address	Natwest 4 Hight Street North Dunstable LU6 1JU
Contact Details	
Please give details of the person with whom this application can be discussed and to whom any cheque should be sent:	Meg Davies Cheques to be made payable to 'Keech Hospice Care'
Position in organisation	Trust and Grants Officer
Address	Keech Hospice Care Great Bramingham Lane Streatley Luton LU3 3NT
Telephone Number	01582 497861
E-mail address	meg.davies@keech.org.uk

Declaration

Please sign this form to confirm that:

The information supplied is full and correct to the best of your knowledge; you have read, understood and complied with the conditions of funding; understand that Sandy Town Council reserve the right to reclaim the grant in the event of it being used for purposes other than specified, or the organisation ceasing to operate.

Signed: 
Name: Meg Davies
Position: Trust and Grants Officer
Date: 27/03/2018

Please enclose with your application copies of:

- Accounts for the last two years
- Budget forecast for forthcoming/current year
- Other relevant literature including photograph if available

Budget Forecast – Keech Hospice Care

	2017/18	2018/19
Income	£10,373,000	£10,835,000
Expenditure	£10,390,000	£10,833,000
Accumulated funds	£12,083,000	£12,085,000
General reserves	£3,092,000	£2,687,000
Designated funds (mainly fixed assets)	£8,417,000	£8,623,000
Restricted funds	£574,000	£775,000

Policy Finance and Resources Committee - Action list

Subject	Action to be taken		Response/ Status
	Minute	Action	
Meeting 18/4/16			
Cemetery Extension	(86-15/16)	Archaeological Excavation and Depot Build	<p>Cemetery working group meeting fortnightly.</p> <p>Tender documents for depot and yard reviewed on 4th April. Recommendation to be put to Full Council.</p> <p>Archaeologist reported they were let down by plant supplier (4/4/18) which has delayed work by a week. Intend to start on site week of 9th April.</p>
Town Council Meeting 26/6/17			
Jenkins Contract	(39-17/18)	RESOLVED to approve the contract for the management of the Jenkins Pavilion.	Agreed by all parties and issued for signing
Meeting 15/1/18			
Fallowfield Lighting	(80-17/18)	RESOLVED to progress providing lighting at Fallowfield recreation ground	On agenda

SANDY TOWN COUNCIL**COMMITTEE: Policy Finance & Resources****DATE: 9 April 2018****OFFICER: Town Clerk****SUBJECT: Fallowfield Lighting Scheme****1. Summary**

- 1.1 At a meeting of the Policy, Finance and Resources Committee held on 15 January 2018 it was resolved that the Committee continue to progress providing lighting at the Fallowfield recreation ground and seek two more quotes.
- 1.2 The following report provides two additional quotes for the installation of lighting on the Fallowfield Recreation ground. Each quote is based on having four lighting columns installed, two next to each of the play areas along side the footpath.

2. Background

- 2.1 Reports of anti-social behaviour at the Fallowfield recreation ground resulted in a mobile camera being positioned on a lighting column located in Osprey Close. The camera focuses on the recreation ground and the closest play area.
- 2.2 Following a visit by Members to the CCTV control room it was noted that the camera which viewed the recreation ground was badly impeded by both its position and the lack of light in the evening. After dark the camera's effectiveness was reduced due to the recreation area having no lighting in place.
- 2.3 The Clerk was asked to investigate the possibility and cost of installing lighting on the recreation ground to improve safety after dark and improve conditions for the effectiveness of the CCTV camera.

3. Quotations

- 3.1 There are no electricity supply cables running to the area and any lighting will require the installation of an electrical feeder pillar and associated fusing equipment. Contractors have indicated connecting the feeder pillar to the existing supply in Osprey Close would be a feasible option. This would require permission from Central Bedfordshire Council's Highways department who own the Osprey Close lighting columns.
- 3.2 The following quotes have been received for the installation of lighting columns on the recreation ground.

Company A	
<ul style="list-style-type: none"> • Installation of electrical feeder pillar and associated fusing equipment • Excavation of a trench from the electricity supply (Osprey Close) to the corner of the recreation ground • Supply and fit 1x 300 x 1000mm feeder pillar along the footpath. • Supply and fit 4 x 6 mtr tubular galvanised steel columns with low energy LED lanterns and internal wiring • Carry out all necessary reinstatement works and test new lanterns to BS7671 <p>Allowed for cessation of works during times of high traffic to and from school</p>	
Cost	£14,641.99 + VAT

Company B	
<ul style="list-style-type: none"> • Installation of electrical feeder pillar and associated fusing equipment • Excavation of a trench from the electricity supply (Osprey Close) to the corner of the recreation ground • Supply and fit 1x 300 x 1000mm feeder pillar to accommodate all fusing /isolation equipment • Excavate a trench from the new feeder pillar along the footpath to both play areas • Supply and fit 4 x 6 mtr tubular galvanised steel columns with 48watt low energy LED lanterns and necessary column cut outs and internal wiring • Carry out all reinstatement works, test new lanterns and leave in full working order 	
Cost	£14,677.00 + VAT
Additional columns to the four included in the quote would cost £1,540 per column.	

Company C	
<ul style="list-style-type: none"> • Supply utility services information plans for area of works • Supply safety file and documentation for client retention • Supply and install H985mm x W365mm feeder pillar, including; <ul style="list-style-type: none"> Electronic controls Foundation Earth Mat Connection to existing column Electrical test Electrical test certificate • Trench up to 300mm wide and 550mm in depth • Supply and lay 100mm orange MPDE flexible duct and 4mm SWA 3 core cable • Carry out permanent re-instatement of grass and replace turf and re-seed if required or re-instatement of tarmac if required • Supply and install; <ul style="list-style-type: none"> 4 x 5m raise and lower aluminium lighting columns with brackets new LED lantern with 6m cable Photocell Control Unit, double Pole Isolator and Earth Matting 	
Cost	£13,943.11

4. Solar Power Alternative

- 4.1 Company C has submitted a quote for solar power lighting as an alternative option for the Council to consider.
- 4.2 Installing solar power lighting would be significantly cheaper and quicker to install as there would be no need for the installation of a feeder pillar or excavation of trenches.
- 4.3 The solar lantern would be programmed to be lit at 10% of its power while there is no activity on the footpath, once activated by users of the footpath the light will operate at 100% of the light output. This is to conserve battery power when the light is not required.
- 4.4 While the installation of solar lighting would provide a more lower cost method of installing lighting on the recreation ground it would not meet the original purpose for its installation. The solar lanterns would not be able to host a mobile or permanent CCTV camera, meaning the camera would remain located on the Osprey Close lighting column. Additionally, reducing light to 10% would not improve the capability of the mobile camera after dark. Although the lighting would operate at 100% once activated.

Solar Power Lighting Quote	
Supply utility services information plans for area of works	
Supply safety file and documentation for client retention	
Supply and install of 5m raise and lower aluminium lighting column complete with lantern bracket	
Supply and install solar lantern with PIR and Photocell Control unit.	
Cost	£6,286.52

SANDY TOWN COUNCIL

COMMITTEE: Policy, Finance & Resources

DATE: 9 April 2018

OFFICER: Town Clerk

SUBJECT: Mobile CCTV

1. Summary

- 1.1 At a meeting of the Community Services and Environment Committee on 5th June 2017 it was resolved to relocate the Council’s mobile CCTV camera to cover the Fallowfield recreation ground. It was hoped to locate the camera on a lighting column within the grounds of Maple Tree School, however this proved unworkable and as a result the camera was installed on a lighting column in Osprey Close.
- 1.2 Following the relocation of the camera, it experienced operational problems and was deemed beyond economical repair. The CCTV company loaned a mobile camera to Sandy Town Council for use in its place. This camera was removed in December 2017 due to need elsewhere within the CCTV company’s area.
- 1.3 At a meeting of the Full Council on 6th November 2017 it was resolved to purchase a new CCTV camera in the financial year 2018/19.
- 1.4 The CCTV company has provided the Clerk with up to date costs for recommended mobile CCTV cameras for the Committees consideration.

2. Recommended Mobile CCTV Cameras

Recommended Camera 1
NOMAD Mini HD IR
Compact wireless surveillance unit with a day/night camera and a 360° view, it is designed to prevent a wide range of criminal issues for the toughest urban areas.
Key features
<ul style="list-style-type: none"> • Can be deployed on lamp columns quickly • 2 Mega Pixel Infa-Red Pan, Tilt & Zoom Camera • See in total darkness at ranges up to 70 metres. 360 view • Small, light and unobtrusive • Easily viewed and downloadable video files at HD quality, for use as evidential purposes in court • Purpose built metal enclosure with vandal resistant dome cameras • Wi-Fi (with 256-bit AES encryption) for remote monitoring and recording access • Full 1080p recording @ 30FPS

<ul style="list-style-type: none"> • 2Tb Hard Drive • 12 Months Warranty (option for extended warranty) 	
Technical Specification	<p>Dimensions: H500mm x W155mm x D190mm</p> <p>Weight: 5kg</p> <p>Zoom function: 10:1 Optical Plus 16x Digital</p> <p>Min. illumination: 0 lux (IR)</p> <p>Max. resolution: 700TVL</p> <p>Hard drive: 500GB to 1TB</p> <p>Video compression: H.264</p> <p>Max. recording rate: 25 frames per second</p> <p>Wi-Fi: Yes</p> <p>3G / 4G: Yes (optional)</p> <p>Encryption: 256-bit AES</p> <p>Power consumption: 36W @ 240V (peak IR On) 28W @ 240V (continuous IR On)</p>
Cost	£ 5,345 + VAT

Recommended Camera 2
NOMAD Mini HD
<p>Compact wireless surveillance unit camera and a 360° view, it is designed to prevent a wide range of criminal issues for the toughest urban areas.</p> <p>Key features</p> <ul style="list-style-type: none"> • Records at 1080p, with live viewing capabilities in Full HD or lower to increase stability • See clearly at ranges up to 100 metres • Can be deployed on lamp columns and buildings quickly • Small, light and unobtrusive • Purpose build metal enclosure with vandal resistant dome cameras • Easily viewed and downloadable video files at HD quality, for use as evidential purposes in court • 2 Mega Pixel Pan, Tilt & Zoom Camera • Wi-Fi (with 256-bit AES encryption) for remote monitoring and recording access • Full 1080p recording @ 30FPS • 2Tb Hard Drive • 12 Months Warranty (option for extended warranty)

Technical Specification	<p>Dimensions: H350mm x W155mm x D190mm</p> <p>Weight: 4.5kg</p> <p>Zoom function: 12:1 Optical Plus 16x Digital</p> <p>Min. illumination: 0.05 lux</p> <p>Max. resolution: 1944 x 1092 (2MP - allowing 1080p)</p> <p>Hard drive: 1TB to 4TB</p> <p>Video compression: H.264</p> <p>Max. recording rate: 25 frames per second</p> <p>Wi-Fi: Yes</p> <p>3G / 4G: Yes (optional)</p> <p>Encryption: 256-bit AES</p> <p>Power consumption: 35W @ 240V (peak) 29W @ 240V (continuous)</p>
Cost	£ 3,500 + VAT



NOMAD Mini HD IR



NOMAD Mini HD

3. Alternative Static Camera Options

- 3.1 The Clerk has been asked about the possibility of installing a static CCTV camera, as the committee are considering the installation of lighting columns on the Fallowfield recreation ground, which would possibly result in a power source becoming available for a static rather than mobile camera.
- 3.2 The Clerk has taken advice from the Hertfordshire CCTV partnership who maintain and monitor the Council’s cameras. The CCTV partnership advised the Clerk that they believe a mobile camera would be more appropriate. This would provide a more cost-effective long-term benefit for the town as the camera could be relocated to any area experiencing problems. The life span of the camera would be 8-10 years.
- 3.3 To install a static camera on the recreation ground would involve locating the nearest fibre connection and extending this into the recreation ground. The

cost of this is not currently known but the Clerk was advised that it could be approximately three times the cost of a mobile CCTV camera.

As an example, a recent installation in Stevenage cost £8,000 to establish the fibre connection, the cost of purchasing the CCTV camera was on top of that amount.

The cost of supplying and installing a feeder pillar, trenching and wiring to connect electricity would be approximately £11,000 based on the quotes received for installing streetlighting, however the cost of trenching and cabling would be dependant on the location of the camera.

The committee may wish for the Clerk to work with the CCTV camera company to locate a fibre connection point and establish an estimated cost for installing a connection.

3.4 The Committee may wish to consider the following options when discussing the purchase of a CCTV camera for Fallowfield;

- a) Purchase of standard mobile CCTV camera to be initially located on the Osprey Close lamp column, focusing on the recreation area.

Should lighting be installed on the recreation ground the camera can be relocated to a new column within the recreation area.

- b) Purchase of an infa-red CCTV camera to be initially located on the Osprey Close lamp column, focusing on the recreation area. The infa-red capabilities of the camera may reduce the need for lighting within the recreation area.

Should lighting be installed on the recreation ground the camera can be relocated to a new column within the recreation area.

The benefits of CCTV on the recreation ground and the need for a permanent camera could be assessed through the siting of the mobile CCTV camera. The camera could be used at other locations throughout the town.

Or that the cost of fibre connection and static CCTV is further researched so the committee is provided with more realistic costs for the;

- c) Purchase and set up, including power and fibre connections, of a static CCTV to be mounted on a light column as part of an accompanying lighting scheme.
- d) Purchase and set up, including power and fibre connections, of a pole mounted infa-red static CCTV camera with no lighting within the recreation ground.

SANDY TOWN COUNCIL

COMMITTEE: Policy Finance & Resources

DATE: 9 April 2018

OFFICER: Town Clerk

SUBJECT: Grants Policy

1. Summary

1.1 Sandy Town Council has an agreed procedure for the awarding of community grants, the procedure was reviewed and approved at a meeting of the Policy, Finance and Resources Committee held on 23rd October 2017. To achieve a higher level of the National Association of Local Council's award scheme the Council will need to agree a Grant Policy document to support its agreed grants procedure.

1.2 Members are asked to review and consider the draft Grant Policy.

2. Sandy Town Council Draft Grants Awarding Policy

General Principles

Subject to funds being available, the Town Council is committed to providing assistance and support to local community groups and organisations working in Sandy for the benefit of the community and the residents of Sandy. Sandy Town Council is funded only by the local residents of Sandy via the Council's precept and therefore has only limited funds available for the purpose of grant funding.

The level of funding available may vary each year dependant on the Council's budget.

Sandy Town Council is committed to following best practice in grant giving in order to provide sustainable funding and support to voluntary and community groups, whilst providing value for money for local taxpayers and ensuring that public money is spent in a responsible manner.

In order for Sandy Town Council to be able to assess applications rationally and objectively, it is both necessary and helpful to assess all applications received against a range of criteria. These are designed to be a general indication of need but are not exclusive and can be flexibly applied.

Sandy Town Council's policy on the awarding of community grants is based on the principle of supporting, encouraging and enabling local organisations to deliver projects and benefits to the residents of Sandy. In general, the following principles apply;

- Assistance will be given on the basis of need, merit and contribution to local community.
- Applicants must clearly show how any assistance given will benefit the people living in Sandy or will benefit the environment of Sandy.
- Any assistance given will be subject to monitoring and evidence of agreed expenditure and resulting benefit. Photographic evidence may be requested.
- Organisations should not make a presumption that funding will continue on a year to year basis.
- Any funds awarded must only be spent on the activity/purpose for which it was awarded.

The Aims of the Council's Grant Making Policy

Sandy Town Council provides grant funding to support the following aims;

- To enable local people to participate in voluntary groups and activities
- To help the town's voluntary groups to improve effectiveness
- To ensure provision of services, needed by the town's residents, via the voluntary and charity sectors
- To support organisations which meet the needs of people experiencing social and economic difficulties
- To improve and enhance the local environment

(The Town Council defines a voluntary group as a non-profit making organisation, set up and run by a voluntary, unpaid management committee.)

Grant Application Criteria

Applicants must meet the following criteria;

1. The organisation is based, or has significant local activity in Sandy.
2. The work of the organisation directly benefits a number of residents of Sandy.
3. The organisation has a written Constitution with clearly defined aims and objectives.
4. The local organisation has a clear financial need. (Account will be taken of how much money the organisation has, including any special reserves set aside for particular projects and local fund-raising efforts. Additionally, if the balance is high in relation to spending, then an explanation is required, justifying the reasons why the organisation is still applying for a grant.)
5. The organisation has its own bank account with at least two authorised signatories.
6. The organisation is non-party political and non-profit making.
7. Individuals will not be funded.

The Grants Process

To apply for a Town Council grant you must be a charity, community group or local voluntary organisation. All funding requests must use our application form and applicants should provide all information requested.

The amount of money available for grants may vary each financial year, depending on the overall council budget. The level of funds available for grant applications in any given year can be obtained from the Town Clerk and applicants are advised to speak with the Clerk for guidance ahead of submitting applications.

Completed applications will be considered by the next meeting of the Town Council's Policy, Finance and Resources Committee following submission.

Applicants may be asked to send a representative to attend the Committee meeting in support of their application. A calendar of all Council meetings can be found on the Town Council's website.

The Policy, Finance and Resources Committee may defer making a decision on an application if it feels more information is required from the applicant.

Payments and decisions

All applicants will usually be notified of Council's decision following the relevant meeting of the Policy, Finance and Resources Committee.

Successful applicants for grants will normally receive their award four to six weeks after the decision of the Policy, Finance and Resources Committee.

Successful applicants will be invited to attend a meeting of Sandy Town Council to receive their awarded grant.

In some circumstances the payment date(s) may differ and this will be set out in the grant award confirmation letter.

Grants will be paid by cheque made out to the named organisation.

Monitoring and reporting requirements

Groups are expected to provide Sandy Town Council with written evidence of what the money has been spent on and the benefit it has brought to the people of Sandy.

Such evidence of how the money has been spent may include copies of invoices and receipts, plus attendance numbers, photos, press clippings, etc. where applicable.

This information should be submitted within 1 month of the event/project end or by the end of March each year whichever is sooner, so that it can be reported at the Annual Town Meeting.

The grant can only be used for the purpose stated in the application and the Council reserves the right to reclaim any grant not being used for the specified purpose of the application. However, if a group wishes to change the purpose of the grant they must seek approval by writing to the Policy, Finance and Resources Committee who will consider whether or not to approve the change.

Organisations are responsible for ensuring that they are in compliance with all applicable legal and statutory requirements (including those relating to health and safety and equalities). Should for any reason the organisation disband or the project is not completed, the Council may ask for all or part of the monies to be paid back.

Acknowledgement of the financial support received from the Council is required where possible on documentation and any promotional material, including websites.

In order to receive payment, organisations/groups must have a bank account into which grants can be paid; payments will not be made to private individuals.

Only one application per year will be accepted from any organisation. All successful applicants must complete an evaluation form within the stated time periods.

Additional grant conditions may also be attached to any funding from Sandy Town Council and these will be set out in the award confirmation letter.

Failure to comply with any conditions attached to a grant may result in the grant being recalled or affect future grant assistance.