

Sandy Town Council

To: Cllrs P 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. Cllr J Ali, G Leach, D Quick, J Sparrow, S Sutton

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 11 July 2016 at 7.30pm for the purpose of transacting the items of business below.

Chris Robson

Chris Robson
Town Clerk
10 Cambridge Road
Sandy SG19 1JE
01767 681491
5 July 2016

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.

Previously
circulated

Sandy Town Council

4 Minutes of previous meeting

To receive the minutes of the Policy, Finance and Resources Committee held on 23 May 2016 and to approve them as a correct record of proceedings.

5 Financial Reports

- i) To consider a balance sheet and detailed financial report showing income and expenditure against the revenue budget for 30 April 2016. Appendix I
- ii) To consider a balance sheet and detailed financial report showing income and expenditure against the revenue budget for 31 May 2016. 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 Action List

To receive Action Report and any update. Appendix IV

7 Grant Application

To receive and hear from representatives of the Sandy Detachment Army Cadet Force on grant application submitted to the Council. Appendix V

8 Ivel Sprinter, East Beds Community Bus Ltd

To receive a grant application from Ivel Sprinter, East Beds Community Bus Ltd that is outside the level of the Council's grant budget. Appendix VI

9 Closure of Lloyds Bank, Sandy

To receive and discuss notice of the closure of Lloyds banking branch in Sandy. Appendix VII

10 Sandy Fireworks Display

To receive and discuss financial breakdowns from Sandy Scouts for the 2015 fireworks display and consider how the Council can support the Scouts in carrying out the 2016 display. Appendix VIII

11 Safford's

To receive and note a summary report on the Safford's booking service provided by the Council. Appendix IX

12 News Media Policy Review

To review and agree the Council's News Media policy. Appendix X

Sandy Town Council

13 Chairman's Items

14 Date of Next Meeting: 22 August 2016

Date :- 18/05/2016

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Detailed Balance Sheet (Excluding Stock Movement)

Month No: 1 30th April 2016

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>	
<u>Current Assets</u>			
100	Debtors Control	525	
105	VAT Control	2,981	
200	Current Bank A/c	15,557	
201	Capital A/c	279	
205	Capital a/c Santander	215,503	
206	Barclays Active Saver	369,894	
208	Public Sector Deposit Fund	200,978	
210	Petty Cash	300	
	Total Current Assets		806,016
<u>Current Liabilities</u>			
501	Creditors Control	38,434	
505	Deposits - Returnable	40	
	Total Current Liabilities		38,474
	Net Current Assets		767,542
	Total Assets less Current Liabilities		767,542
<u>Represented By :-</u>			
300	Current Year Fund	162,206	
310	General Reserve	127,728	
315	Rolling Capital Fund	43,337	
320	Capital Receipts Reserve	57,712	
321	Earmarked Reserves	29,028	
322	EMR Fallowfied	347,532	
	Total Equity		767,542

Summary Income & Expenditure by Budget Heading 30th April 2016

Month No : 1

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	19,879	19,879	264,650	244,771		244,771	7.5 %
402 Administration-Office	Expenditure	12,110	12,110	80,950	68,840		68,840	15.0 %
	Income	721	721	6,500	-5,779			11.1 %
403 Administration-Works	Expenditure	4,518	4,518	28,300	23,782		23,782	16.0 %
405 Footway Lighting	Expenditure	0	0	7,800	7,800		7,800	0.0 %
406 Cemetery & Churchyard	Expenditure	1,744	1,744	10,800	9,056		9,056	16.1 %
	Income	1,655	1,655	20,000	-18,345			8.3 %
8 Town Centre (Including Market)	Expenditure	16,844	16,844	34,958	18,114		18,114	48.2 %
	Income	68	68	2,253	-2,185			3.0 %
409 Public Toilets - Car Park	Expenditure	2,605	2,605	3,650	1,045		1,045	71.4 %
500 Play Areas and Open Spaces	Expenditure	691	691	-4,800	-5,491		-5,491	-14.4 %
	Income	375	375	1,530	-1,155			24.5 %
501 Sunderland Road Rec Ground	Expenditure	883	883	27,493	26,610		26,610	3.2 %
	Income	263	263	400	-137			65.6 %
502 Nature Reserves	Expenditure	0	0	11,000	11,000		11,000	0.0 %
	Income	0	0	3,700	-3,700			0.0 %
505 Grass Cutting	Expenditure	0	0	10,000	10,000		10,000	0.0 %
506 Litter Bins, Seats & Shelters	Expenditure	0	0	500	500		500	0.0 %
509 Christmas Lights	Expenditure	0	0	18,000	18,000		18,000	0.0 %
	Income	0	0	5,500	-5,500			0.0 %
601 Precept and Interest	Income	258,824	258,824	521,647	-262,823			49.6 %
602 Democratic and Civic Costs	Expenditure	425	425	11,750	11,325		11,325	3.6 %
700 Capital and Projects	Expenditure	40,000	40,000	316,107	276,107		276,107	12.7 %
	Income	0	0	267,005	-267,005			0.0 %
INCOME - EXPENDITURE TOTALS								
	Expenditure	99,700	99,700	821,158	721,458	0	721,458	12.1 %
	Income	261,905	261,905	828,535	-566,630			31.6 %
	Net Expenditure over Income	-162,206	-162,206	-7,377	154,829			

Month No : 1

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
401	Staff							
4001	Gross Salaries - Admin	7,846	7,846	114,000	106,154		106,154	6.9 %
4002	Gross Salaries - Works	8,017	8,017	97,700	89,683		89,683	8.2 %
4003	Employers NIC	1,164	1,164	22,100	20,936		20,936	5.3 %
4004	Employers Superannuation	2,103	2,103	29,850	27,747		27,747	7.0 %
4010	Miscellaneous Staff Costs	750	750	1,000	250		250	75.0 %
	Staff :- Expenditure	19,879	19,879	264,650	244,771	0	244,771	7.5 %
	Net Expenditure over Income	19,879	19,879	264,650	244,771			
402	Administration-Office							
4008	Training	0	0	2,500	2,500		2,500	0.0 %
-009	Travel & Subsistence	0	0	250	250		250	0.0 %
4011	General Rates	6,171	6,171	6,250	79		79	98.7 %
4012	Water Rates	10	10	400	390		390	2.5 %
4014	Electricity	1,290	1,290	2,500	1,210		1,210	51.6 %
4015	Gas	558	558	1,200	642		642	46.5 %
4016	Cleaning Materials etc	100	100	1,500	1,400		1,400	6.7 %
4020	Misc Establishment Costs	0	0	2,000	2,000		2,000	0.0 %
4021	Telephone & Fax	0	0	2,500	2,500		2,500	0.0 %
4022	Postage	0	0	1,700	1,700		1,700	0.0 %
4023	Printing & Stationery	75	75	3,500	3,425		3,425	2.1 %
4024	Subscriptions	2,056	2,056	2,700	644		644	76.1 %
4025	Insurance (excl vehicles)	1,700	1,700	22,250	20,550		20,550	7.6 %
4026	Photocopy Costs	0	0	3,000	3,000		3,000	0.0 %
4027	IT Costs incl Support	382	382	6,000	5,618		5,618	6.4 %
4028	Service Agreements (Other)	1,470	1,470	5,500	4,030		4,030	26.7 %
4035	Publications	0	0	100	100		100	0.0 %
-036	Property Maintenance/Security	843	843	3,000	2,157		2,157	28.1 %
4038	Consumables/Small Tools	45	45	0	-45		-45	0.0 %
4040	Equipment Purchases (Minor)	0	0	2,000	2,000		2,000	0.0 %
4050	Tourism Expenditure	0	0	2,000	2,000		2,000	0.0 %
4051	Bank Charges	0	0	100	100		100	0.0 %
4056	Legal Expenses	0	0	1,000	1,000		1,000	0.0 %
4057	Audit Fees - External	-1,300	-1,300	1,300	2,600		2,600	-100.0 %
4058	Audit Fees - Internal	-375	-375	1,000	1,375		1,375	-37.5 %
4059	Accountancy Fees	-915	-915	6,500	7,415		7,415	-14.1 %
4070	Refreshments	0	0	200	200		200	0.0 %
	Administration-Office :- Expenditure	12,110	12,110	80,950	68,840	0	68,840	15.0 %
1003	Tourism Income	263	263	5,000	-4,738			5.3 %

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1201 Rent Received Etc	456	456	1,500	-1,044			30.4 %
1202 Photocopying Income	3	3	0	3			0.0 %
Administration-Office :- Income	721	721	6,500	-5,779			11.1 %
Net Expenditure over Income	11,389	11,389	74,450	63,061			
403 Administration-Works							
4005 Protective Clothing	27	27	1,000	973		973	2.7 %
4008 Training	0	0	500	500		500	0.0 %
4011 General Rates	2,009	2,009	2,050	41		41	98.0 %
4012 Water Rates	0	0	400	400		400	0.0 %
4014 Electricity	0	0	500	500		500	0.0 %
016 Cleaning Materials etc	0	0	100	100		100	0.0 %
4017 Refuse Disposal	370	370	3,500	3,130		3,130	10.6 %
4036 Property Maintenance/Security	961	961	1,000	39		39	96.1 %
4038 Consumables/Small Tools	0	0	2,500	2,500		2,500	0.0 %
4039 Planting/Trees/Horticulture	0	0	5,000	5,000		5,000	0.0 %
4040 Equipment Purchases (Minor)	0	0	2,000	2,000		2,000	0.0 %
4042 Equipment/Vehicle Maintenance	500	500	5,500	5,000		5,000	9.1 %
4043 Equipment/Vehicle Fuel	427	427	2,000	1,573		1,573	21.3 %
4044 Vehicle Tax & Insurance	225	225	2,250	2,025		2,025	10.0 %
Administration-Works :- Expenditure	4,518	4,518	28,300	23,782	0	23,782	16.0 %
Net Expenditure over Income	4,518	4,518	28,300	23,782			
405 Footway Lighting							
4014 Electricity	0	0	5,500	5,500		5,500	0.0 %
4042 Equipment/Vehicle Maintenance	0	0	2,300	2,300		2,300	0.0 %
Footway Lighting :- Expenditure	0	0	7,800	7,800	0	7,800	0.0 %
Net Expenditure over Income	0	0	7,800	7,800			
406 Cemetery & Churchyard							
4011 General Rates	2,226	2,226	2,250	24		24	99.0 %
4012 Water Rates	2	2	100	98		98	2.5 %
4036 Property Maintenance/Security	-685	-685	1,000	1,685		1,685	-68.5 %
4037 Grounds Maintenance	0	0	900	900		900	0.0 %
4039 Planting/Trees/Horticulture	0	0	350	350		350	0.0 %
4101 Grave Digging Costs	200	200	6,200	6,000		6,000	3.2 %
Cemetery & Churchyard :- Expenditure	1,744	1,744	10,800	9,056	0	9,056	16.1 %

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1226 Burials/Memorials Income	1,655	1,655	20,000	-18,345			8.3 %
Cemetery & Churchyard :- Income	<u>1,655</u>	<u>1,655</u>	<u>20,000</u>	<u>-18,345</u>			<u>8.3 %</u>
Net Expenditure over Income	<u>89</u>	<u>89</u>	<u>-9,200</u>	<u>-9,289</u>			
408 <u>Town Centre (Including Market)</u>							
4011 General Rates	15,326	15,326	15,500	174		174	98.9 %
4036 Property Maintenance/Security	131	131	850	719		719	15.4 %
4053 Loan Interest	0	0	313	313		313	0.0 %
4054 Loan Capital Repaid	0	0	295	295		295	0.0 %
4100 CCTV Fees	1,387	1,387	18,000	16,613		16,613	7.7 %
Town Centre (Including Market) :- Expenditure	<u>16,844</u>	<u>16,844</u>	<u>34,958</u>	<u>18,114</u>	<u>0</u>	<u>18,114</u>	<u>48.2 %</u>
1235 CCTV Monitoring	0	0	833	-833			0.0 %
1236 Friday Market Fees	60	60	1,000	-940			6.0 %
1237 Saturday Market Fees	8	8	300	-292			2.7 %
1238 Other Income Car Park	0	0	120	-120			0.0 %
Town Centre (Including Market) :- Income	<u>68</u>	<u>68</u>	<u>2,253</u>	<u>-2,185</u>			<u>3.0 %</u>
Net Expenditure over Income	<u>16,776</u>	<u>16,776</u>	<u>32,705</u>	<u>15,929</u>			
409 <u>Public Toilets - Car Park</u>							
4011 General Rates	2,372	2,372	2,400	28		28	98.8 %
4012 Water Rates	14	14	500	486		486	2.8 %
4014 Electricity	39	39	200	161		161	19.5 %
4036 Property Maintenance/Security	180	180	550	370		370	32.7 %
Public Toilets - Car Park :- Expenditure	<u>2,605</u>	<u>2,605</u>	<u>3,650</u>	<u>1,045</u>	<u>0</u>	<u>1,045</u>	<u>71.4 %</u>
Net Expenditure over Income	<u>2,605</u>	<u>2,605</u>	<u>3,650</u>	<u>1,045</u>			
500 <u>Play Areas and Open Spaces</u>							
4007 Health & Safety	0	0	400	400		400	0.0 %
4012 Water Rates	0	0	1,600	1,600		1,600	0.0 %
4014 Electricity	9	9	200	191		191	4.5 %
4036 Property Maintenance/Security	0	0	500	500		500	0.0 %
4037 Grounds Maintenance	510	510	2,500	1,990		1,990	20.4 %
4042 Equipment/Vehicle Maintenance	173	173	5,000	4,827		4,827	3.5 %
4972 Transfer from EMR Fallowfield	0	0	-15,000	-15,000		-15,000	0.0 %
Play Areas and Open Spaces :- Expenditure	<u>691</u>	<u>691</u>	<u>-4,800</u>	<u>-5,491</u>	<u>0</u>	<u>-5,491</u>	<u>-14.4 %</u>
1201 Rent Received Etc	375	375	0	375			0.0 %
1241 Sandy FC Rent	0	0	600	-600			0.0 %

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1242 Ice cream rent	0	0	330	-330			0.0 %
1251 Pitch Rental	0	0	600	-600			0.0 %
Play Areas and Open Spaces :- Income	375	375	1,530	-1,155			24.5 %
Net Expenditure over Income	316	316	-6,330	-6,646			
501 Sunderland Road Rec Ground							
4012 Water Rates	4	4	800	796		796	0.5 %
4014 Electricity	0	0	100	100		100	0.0 %
4036 Property Maintenance/Security	4	4	1,000	996		996	0.4 %
4046 Bowling Green - SBC	650	650	2,894	2,244		2,244	22.4 %
4047 Equipment Maintenance - SBC	18	18	2,352	2,334		2,334	0.8 %
J48 Cricket Square - SCC	189	189	2,328	2,139		2,139	8.1 %
4049 Equipment Maintenance - SCC	18	18	2,519	2,501		2,501	0.7 %
4060 Other Professional Fees	0	0	15,500	15,500		15,500	0.0 %
Sunderland Road Rec Ground :- Expenditure	883	883	27,493	26,610	0	26,610	3.2 %
1253 Bowls Club Rental	0	0	400	-400			0.0 %
1255 Cricket Club Rental	263	263	0	263			0.0 %
Sunderland Road Rec Ground :- Income	263	263	400	-137			65.6 %
Net Expenditure over Income	620	620	27,093	26,473			
502 Nature Reserves							
4037 Grounds Maintenance	0	0	1,500	1,500		1,500	0.0 %
4060 Other Professional Fees	0	0	9,500	9,500		9,500	0.0 %
Nature Reserves :- Expenditure	0	0	11,000	11,000	0	11,000	0.0 %
1306 Countryside Stewardship Grant	0	0	3,200	-3,200			0.0 %
.307 Angling Licence Rent	0	0	500	-500			0.0 %
Nature Reserves :- Income	0	0	3,700	-3,700			0.0 %
Net Expenditure over Income	0	0	7,300	7,300			
505 Grass Cutting							
4102 Grass Cutting	0	0	10,000	10,000		10,000	0.0 %
Grass Cutting :- Expenditure	0	0	10,000	10,000	0	10,000	0.0 %
Net Expenditure over Income	0	0	10,000	10,000			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
506 Litter Bins, Seats & Shelters							
4042 Equipment/Vehicle Maintenance	0	0	500	500		500	0.0 %
Litter Bins, Seats & Shelters :- Expenditure	<u>0</u>	<u>0</u>	<u>500</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>0.0 %</u>
Net Expenditure over Income	<u>0</u>	<u>0</u>	<u>500</u>	<u>500</u>			
509 Christmas Lights							
4401 Christmas Illuminations	0	0	11,000	11,000		11,000	0.0 %
4402 Community Christmas Event	0	0	7,000	7,000		7,000	0.0 %
Christmas Lights :- Expenditure	<u>0</u>	<u>0</u>	<u>18,000</u>	<u>18,000</u>	<u>0</u>	<u>18,000</u>	<u>0.0 %</u>
1365 Christmas Lights	0	0	5,500	-5,500			0.0 %
Christmas Lights :- Income	<u>0</u>	<u>0</u>	<u>5,500</u>	<u>-5,500</u>			<u>0.0 %</u>
Net Expenditure over Income	<u>0</u>	<u>0</u>	<u>12,500</u>	<u>12,500</u>			
601 Precept and Interest							
1101 Precept	258,824	258,824	517,647	-258,823			50.0 %
1228 Interest on Investment	0	0	1,000	-1,000			0.0 %
1320 Interest Received - All account	0	0	3,000	-3,000			0.0 %
Precept and Interest :- Income	<u>258,824</u>	<u>258,824</u>	<u>521,647</u>	<u>-262,823</u>			<u>49.6 %</u>
Net Expenditure over Income	<u>-258,824</u>	<u>-258,824</u>	<u>-521,647</u>	<u>-262,823</u>			
602 Democratic and Civic Costs							
4020 Misc Establishment Costs	55	55	100	45		45	55.0 %
4033 Annual Report & Newsletter	238	238	3,000	2,762		2,762	7.9 %
4042 Equipment/Vehicle Maintenance	0	0	250	250		250	0.0 %
200 Mayor's Allowance	132	132	1,900	1,768		1,768	7.0 %
4202 Members' Expenses (Conf etc)	0	0	500	500		500	0.0 %
4210 Election Costs	0	0	3,000	3,000		3,000	0.0 %
4701 Grants/Donations Paid	0	0	3,000	3,000		3,000	0.0 %
Democratic and Civic Costs :- Expenditure	<u>425</u>	<u>425</u>	<u>11,750</u>	<u>11,325</u>	<u>0</u>	<u>11,325</u>	<u>3.6 %</u>
Net Expenditure over Income	<u>425</u>	<u>425</u>	<u>11,750</u>	<u>11,325</u>			
700 Capital and Projects							
4153 Loan Interest - INTERNAL	0	0	7,903	7,903		7,903	0.0 %
4154 Loan Capital - INTERNAL	0	0	9,102	9,102		9,102	0.0 %
4802 CAP - Cemetery Extension	0	0	295,000	295,000		295,000	0.0 %
4915 Transfer to Rolling Capital Fd	40,000	40,000	40,000	0		0	100.0 %

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4923 Internal Loan repaid to F'ild	0	0	9,102	9,102		9,102	0.0 %
4970 Transfer from C R R	0	0	-45,000	-45,000		-45,000	0.0 %
Capital and Projects :- Expenditure	40,000	40,000	316,107	276,107	0	276,107	12.7 %
1103 Internal Loan from F'ild EMR	0	0	250,000	-250,000			0.0 %
1153 Loan Interest Rec'd - INTERNAL	0	0	7,903	-7,903			0.0 %
1154 Loan Capital Rec'd - INTERNAL	0	0	9,102	-9,102			0.0 %
Capital and Projects :- Income	0	0	267,005	-267,005			0.0 %
Net Expenditure over Income	40,000	40,000	49,102	9,102			

Date :- 23/06/2016

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Detailed Balance Sheet (Excluding Stock Movement)

Month No: 2 31st May 2016

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
100	Debtors Control	342	
105	VAT Control	5,688	
200	Current Bank A/c	13,364	
201	Capital A/c	48	
205	Capital a/c Santander	215,503	
206	Barclays Active Saver	319,894	
208	Public Sector Deposit Fund	200,978	
210	Petty Cash	107	
	Total Current Assets		755,923
	<u>Current Liabilities</u>		
501	Creditors Control	21,186	
505	Deposits - Returnable	40	
	Total Current Liabilities		21,226
	Net Current Assets		734,697
	Total Assets less Current Liabilities		734,697
	<u>Represented By :-</u>		
300	Current Year Fund	130,330	
310	General Reserve	127,728	
315	Rolling Capital Fund	42,367	
320	Capital Receipts Reserve	57,712	
321	Earmarked Reserves	29,028	
322	EMR Fallowfied	347,532	
	Total Equity		734,697

16:04

Summary Income & Expenditure by Budget Heading 31st May 2016

Month No : 2

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	11,999	31,878	264,650	232,772		232,772	12.0 %
402 Administration-Office	Expenditure	4,935	17,045	80,950	63,905		63,905	21.1 %
	Income	338	1,058	6,500	-5,442			16.3 %
403 Administration-Works	Expenditure	4,067	8,586	28,300	19,714		19,714	30.3 %
405 Footway Lighting	Expenditure	456	456	7,800	7,344		7,344	5.8 %
406 Cemetery & Churchyard	Expenditure	0	1,744	10,800	9,056		9,056	16.1 %
	Income	1,325	2,980	20,000	-17,020			14.9 %
408 Town Centre (Including Market)	Expenditure	0	16,844	34,958	18,114		18,114	48.2 %
	Income	20	88	2,253	-2,165			3.9 %
409 Public Toilets - Car Park	Expenditure	0	2,605	3,650	1,045		1,045	71.4 %
500 Play Areas and Open Spaces	Expenditure	399	1,090	-4,800	-5,890		-5,890	-22.7 %
	Income	5	380	1,530	-1,150			24.8 %
501 Sunderland Road Rec Ground	Expenditure	4,347	5,230	27,493	22,263		22,263	19.0 %
	Income	5	268	400	-132			66.9 %
502 Nature Reserves	Expenditure	0	0	11,000	11,000		11,000	0.0 %
	Income	0	0	3,700	-3,700			0.0 %
505 Grass Cutting	Expenditure	0	0	10,000	10,000		10,000	0.0 %
506 Litter Bins, Seats & Shelters	Expenditure	0	0	500	500		500	0.0 %
509 Christmas Lights	Expenditure	0	0	18,000	18,000		18,000	0.0 %
	Income	0	0	5,500	-5,500			0.0 %
601 Precept and Interest	Income	0	258,824	521,647	-262,823			49.6 %
602 Democratic and Civic Costs	Expenditure	516	941	11,750	10,809		10,809	8.0 %
700 Capital and Projects	Expenditure	6,849	46,849	316,107	269,258		269,258	14.8 %
	Income	0	0	267,005	-267,005			0.0 %
INCOME - EXPENDITURE TOTALS	Expenditure	33,568	133,268	821,158	687,890	0	687,890	16.2 %
	Income	1,693	263,598	828,535	-564,937			31.8 %
	Net Expenditure over Income	31,875	-130,330	-7,377	122,953			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
401 Staff							
4001 Gross Salaries - Admin	997	8,843	114,000	105,157		105,157	7.8 %
4002 Gross Salaries - Works	7,664	15,680	97,700	82,020		82,020	16.0 %
4003 Employers NIC	1,161	2,325	22,100	19,775		19,775	10.5 %
4004 Employers Superannuation	2,103	4,206	29,850	25,644		25,644	14.1 %
4010 Miscellaneous Staff Costs	74	824	1,000	176		176	82.4 %
Staff :- Expenditure	11,999	31,878	264,650	232,772	0	232,772	12.0 %
Net Expenditure over Income	11,999	31,878	264,650	232,772			
402 Administration-Office							
4008 Training	0	0	2,500	2,500		2,500	0.0 %
4009 Travel & Subsistence	6	6	250	244		244	2.5 %
4011 General Rates	0	6,171	6,250	79		79	98.7 %
4012 Water Rates	0	10	400	390		390	2.5 %
4014 Electricity	0	1,290	2,500	1,210		1,210	51.6 %
4015 Gas	0	558	1,200	642		642	46.5 %
4016 Cleaning Materials etc	120	220	1,500	1,280		1,280	14.7 %
4020 Misc Establishment Costs	0	0	2,000	2,000		2,000	0.0 %
4021 Telephone & Fax	356	356	2,500	2,144		2,144	14.2 %
4022 Postage	41	41	1,700	1,659		1,659	2.4 %
4023 Printing & Stationery	114	188	3,500	3,312		3,312	5.4 %
4024 Subscriptions	0	2,056	2,700	644		644	76.1 %
4025 Insurance (excl vehicles)	1,700	3,400	22,250	18,850		18,850	15.3 %
4026 Photocopy Costs	1,326	1,326	3,000	1,674		1,674	44.2 %
4027 IT Costs incl Support	0	382	6,000	5,618		5,618	6.4 %
4028 Service Agreements (Other)	0	1,470	5,500	4,030		4,030	26.7 %
4035 Publications	7	7	100	93		93	7.0 %
4036 Property Maintenance/Security	84	928	3,000	2,072		2,072	30.9 %
4038 Consumables/Small Tools	0	45	0	-45		-45	0.0 %
4040 Equipment Purchases (Minor)	106	106	2,000	1,894		1,894	5.3 %
4042 Equipment/Vehicle Maintenance	86	86	0	-86		-86	0.0 %
4050 Tourism Expenditure	0	0	2,000	2,000		2,000	0.0 %
4051 Bank Charges	0	0	100	100		100	0.0 %
4056 Legal Expenses	0	0	1,000	1,000		1,000	0.0 %
4057 Audit Fees - External	0	-1,300	1,300	2,600		2,600	-100.0
4058 Audit Fees - Internal	0	-375	1,000	1,375		1,375	-37.5 %
4059 Accountancy Fees	972	57	6,500	6,443		6,443	0.9 %
4070 Refreshments	16	16	200	184		184	8.0 %
Administration-Office :- Expenditure	4,935	17,045	80,950	63,905	0	63,905	21.1 %

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1003 Tourism Income	68	330	5,000	-4,670			6.6 %
1201 Rent Received Etc	257	712	1,500	-788			47.5 %
1202 Photocopying Income	13	16	0	16			0.0 %
Administration-Office :- Income	338	1,058	6,500	-5,442			16.3 %
Net Expenditure over Income	4,598	15,987	74,450	58,463			
403 Administration-Works							
4005 Protective Clothing	135	162	1,000	838		838	16.2 %
4008 Training	0	0	500	500		500	0.0 %
4011 General Rates	0	2,009	2,050	41		41	98.0 %
4012 Water Rates	0	0	400	400		400	0.0 %
4014 Electricity	0	0	500	500		500	0.0 %
4016 Cleaning Materials etc	0	0	100	100		100	0.0 %
4017 Refuse Disposal	438	808	3,500	2,692		2,692	23.1 %
4036 Property Maintenance/Security	600	1,561	1,000	-561		-561	156.1 %
4038 Consumables/Small Tools	69	69	2,500	2,431		2,431	2.8 %
4039 Planting/Trees/Horticulture	2,257	2,257	5,000	2,743		2,743	45.1 %
4040 Equipment Purchases (Minor)	0	0	2,000	2,000		2,000	0.0 %
4042 Equipment/Vehicle Maintenance	399	900	5,500	4,600		4,600	16.4 %
4043 Equipment/Vehicle Fuel	164	590	2,000	1,410		1,410	29.5 %
4044 Vehicle Tax & Insurance	5	230	2,250	2,020		2,020	10.2 %
Administration-Works :- Expenditure	4,067	8,586	28,300	19,714	0	19,714	30.3 %
Net Expenditure over Income	4,067	8,586	28,300	19,714			
405 Footway Lighting							
4014 Electricity	456	456	5,500	5,044		5,044	8.3 %
4042 Equipment/Vehicle Maintenance	0	0	2,300	2,300		2,300	0.0 %
Footway Lighting :- Expenditure	456	456	7,800	7,344	0	7,344	5.8 %
Net Expenditure over Income	456	456	7,800	7,344			
406 Cemetery & Churchyard							
4011 General Rates	0	2,226	2,250	24		24	99.0 %
4012 Water Rates	0	2	100	98		98	2.5 %
4036 Property Maintenance/Security	0	-685	1,000	1,685		1,685	-68.5 %
4037 Grounds Maintenance	0	0	900	900		900	0.0 %
4039 Planting/Trees/Horticulture	0	0	350	350		350	0.0 %
4101 Grave Digging Costs	0	200	6,200	6,000		6,000	3.2 %
Cemetery & Churchyard :- Expenditure	0	1,744	10,800	9,056	0	9,056	16.1 %

Month No : 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1226 Burials/Memorials Income	1,325	2,980	20,000	-17,020			14.9 %
Cemetery & Churchyard :- Income	<u>1,325</u>	<u>2,980</u>	<u>20,000</u>	<u>-17,020</u>			<u>14.9 %</u>
Net Expenditure over Income	<u>-1,325</u>	<u>-1,236</u>	<u>-9,200</u>	<u>-7,964</u>			
408 Town Centre (Including Market)							
4011 General Rates	0	15,326	15,500	174		174	98.9 %
4036 Property Maintenance/Security	0	131	850	719		719	15.4 %
4053 Loan Interest	0	0	313	313		313	0.0 %
4054 Loan Capital Repaid	0	0	295	295		295	0.0 %
4100 CCTV Fees	0	1,387	18,000	16,613		16,613	7.7 %
Town Centre (Including Market) :- Expenditure	<u>0</u>	<u>16,844</u>	<u>34,958</u>	<u>18,114</u>	<u>0</u>	<u>18,114</u>	<u>48.2 %</u>
1235 CCTV Monitoring	0	0	833	-833			0.0 %
1236 Friday Market Fees	20	80	1,000	-920			8.0 %
1237 Saturday Market Fees	0	8	300	-292			2.7 %
1238 Other Income Car Park	0	0	120	-120			0.0 %
Town Centre (Including Market) :- Income	<u>20</u>	<u>88</u>	<u>2,253</u>	<u>-2,165</u>			<u>3.9 %</u>
Net Expenditure over Income	<u>-20</u>	<u>16,756</u>	<u>32,705</u>	<u>15,949</u>			
409 Public Toilets - Car Park							
4011 General Rates	0	2,372	2,400	28		28	98.8 %
4012 Water Rates	0	14	500	486		486	2.8 %
4014 Electricity	0	39	200	161		161	19.5 %
4036 Property Maintenance/Security	0	180	550	370		370	32.7 %
Public Toilets - Car Park :- Expenditure	<u>0</u>	<u>2,605</u>	<u>3,650</u>	<u>1,045</u>	<u>0</u>	<u>1,045</u>	<u>71.4 %</u>
Net Expenditure over Income	<u>0</u>	<u>2,605</u>	<u>3,650</u>	<u>1,045</u>			
500 Play Areas and Open Spaces							
4007 Health & Safety	399	399	400	1		1	99.8 %
4012 Water Rates	0	0	1,600	1,600		1,600	0.0 %
4014 Electricity	0	9	200	191		191	4.5 %
4036 Property Maintenance/Security	0	0	500	500		500	0.0 %
4037 Grounds Maintenance	0	510	2,500	1,990		1,990	20.4 %
4042 Equipment/Vehicle Maintenance	0	173	5,000	4,827		4,827	3.5 %
4972 Transfer from EMR Fallowfield	0	0	-15,000	-15,000		-15,000	0.0 %
Play Areas and Open Spaces :- Expenditure	<u>399</u>	<u>1,090</u>	<u>-4,800</u>	<u>-5,890</u>	<u>0</u>	<u>-5,890</u>	<u>-22.7 %</u>
1201 Rent Received Etc	5	380	0	380			0.0 %
1241 Sandy FC Rent	0	0	600	-600			0.0 %

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1242 Ice cream rent	0	0	330	-330			0.0 %
1251 Pitch Rental	0	0	600	-600			0.0 %
Play Areas and Open Spaces :- Income	<u>5</u>	<u>380</u>	<u>1,530</u>	<u>-1,150</u>			<u>24.8 %</u>
Net Expenditure over Income	<u>394</u>	<u>710</u>	<u>-6,330</u>	<u>-7,040</u>			
501 Sunderland Road Rec Ground							
4012 Water Rates	0	4	800	796		796	0.5 %
4014 Electricity	9	9	100	91		91	8.7 %
4036 Property Maintenance/Security	0	4	1,000	996		996	0.4 %
4046 Bowling Green - SBC	498	1,148	2,894	1,746		1,746	39.7 %
4047 Equipment Maintenance - SBC	19	36	2,352	2,316		2,316	1.5 %
4048 Cricket Square - SCC	15	204	2,328	2,124		2,124	8.8 %
4049 Equipment Maintenance - SCC	0	18	2,519	2,501		2,501	0.7 %
4060 Other Professional Fees	3,806	3,806	15,500	11,694		11,694	24.6 %
Sunderland Road Rec Ground :- Expenditure	<u>4,347</u>	<u>5,230</u>	<u>27,493</u>	<u>22,263</u>	<u>0</u>	<u>22,263</u>	<u>19.0 %</u>
1201 Rent Received Etc	5	5	0	5			0.0 %
1253 Bowls Club Rental	0	0	400	-400			0.0 %
1255 Cricket Club Rental	0	263	0	263			0.0 %
Sunderland Road Rec Ground :- Income	<u>5</u>	<u>268</u>	<u>400</u>	<u>-132</u>			<u>66.9 %</u>
Net Expenditure over Income	<u>4,342</u>	<u>4,962</u>	<u>27,093</u>	<u>22,131</u>			
502 Nature Reserves							
4037 Grounds Maintenance	0	0	1,500	1,500		1,500	0.0 %
4060 Other Professional Fees	0	0	9,500	9,500		9,500	0.0 %
Nature Reserves :- Expenditure	<u>0</u>	<u>0</u>	<u>11,000</u>	<u>11,000</u>	<u>0</u>	<u>11,000</u>	<u>0.0 %</u>
1306 Countryside Stewardship Grant	0	0	3,200	-3,200			0.0 %
1307 Angling Licence Rent	0	0	500	-500			0.0 %
Nature Reserves :- Income	<u>0</u>	<u>0</u>	<u>3,700</u>	<u>-3,700</u>			<u>0.0 %</u>
Net Expenditure over Income	<u>0</u>	<u>0</u>	<u>7,300</u>	<u>7,300</u>			
505 Grass Cutting							
4102 Grass Cutting	0	0	10,000	10,000		10,000	0.0 %
Grass Cutting :- Expenditure	<u>0</u>	<u>0</u>	<u>10,000</u>	<u>10,000</u>	<u>0</u>	<u>10,000</u>	<u>0.0 %</u>
Net Expenditure over Income	<u>0</u>	<u>0</u>	<u>10,000</u>	<u>10,000</u>			

Month No : 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
506 <u>Litter Bins, Seats & Shelters</u>							
4042 Equipment/Vehicle Maintenance	0	0	500	500		500	0.0 %
Litter Bins, Seats & Shelters :- Expenditure	<u>0</u>	<u>0</u>	<u>500</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>0.0 %</u>
Net Expenditure over Income	<u>0</u>	<u>0</u>	<u>500</u>	<u>500</u>			
509 <u>Christmas Lights</u>							
4401 Christmas Illuminations	0	0	11,000	11,000		11,000	0.0 %
4402 Community Christmas Event	0	0	7,000	7,000		7,000	0.0 %
Christmas Lights :- Expenditure	<u>0</u>	<u>0</u>	<u>18,000</u>	<u>18,000</u>	<u>0</u>	<u>18,000</u>	<u>0.0 %</u>
1365 Christmas Lights	0	0	5,500	-5,500			0.0 %
Christmas Lights :- Income	<u>0</u>	<u>0</u>	<u>5,500</u>	<u>-5,500</u>			<u>0.0 %</u>
Net Expenditure over Income	<u>0</u>	<u>0</u>	<u>12,500</u>	<u>12,500</u>			
601 <u>Precept and Interest</u>							
1101 Precept	0	258,824	517,647	-258,823			50.0 %
1228 Interest on Investment	0	0	1,000	-1,000			0.0 %
1320 Interest Received - All account	0	0	3,000	-3,000			0.0 %
Precept and Interest :- Income	<u>0</u>	<u>258,824</u>	<u>521,647</u>	<u>-262,823</u>			<u>49.6 %</u>
Net Expenditure over Income	<u>0</u>	<u>-258,824</u>	<u>-521,647</u>	<u>-262,823</u>			
602 <u>Democratic and Civic Costs</u>							
4020 Misc Establishment Costs	20	75	100	25		25	75.0 %
4033 Annual Report & Newsletter	476	714	3,000	2,286		2,286	23.8 %
4042 Equipment/Vehicle Maintenance	5	5	250	245		245	2.0 %
4200 Mayor's Allowance	0	132	1,900	1,768		1,768	7.0 %
4202 Members' Expenses (Conf etc)	15	15	500	485		485	3.0 %
4210 Election Costs	0	0	3,000	3,000		3,000	0.0 %
4701 Grants/Donations Paid	0	0	3,000	3,000		3,000	0.0 %
Democratic and Civic Costs :- Expenditure	<u>516</u>	<u>941</u>	<u>11,750</u>	<u>10,809</u>	<u>0</u>	<u>10,809</u>	<u>8.0 %</u>
Net Expenditure over Income	<u>516</u>	<u>941</u>	<u>11,750</u>	<u>10,809</u>			
700 <u>Capital and Projects</u>							
4001 Gross Salaries - Admin	6,849	6,849	0	-6,849		-6,849	0.0 %
4153 Loan Interest - INTERNAL	0	0	7,903	7,903		7,903	0.0 %
4154 Loan Capital - INTERNAL	0	0	9,102	9,102		9,102	0.0 %
4802 CAP - Cemetery Extension	0	0	295,000	295,000		295,000	0.0 %

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4810 CAP - Goal Posts	970	970	0	-970		-970	0.0 %
4915 Transfer to Rolling Capital Fd	0	40,000	40,000	0		0	100.0 %
4923 Internal Loan repaid to F'ild	0	0	9,102	9,102		9,102	0.0 %
4965 Funded from Rolling Capital	-970	-970	0	970		970	0.0 %
4970 Transfer from C R R	0	0	-45,000	-45,000		-45,000	0.0 %
Capital and Projects :- Expenditure	6,849	46,849	316,107	269,258	0	269,258	14.8 %
1103 Internal Loan from F'ild EMR	0	0	250,000	-250,000			0.0 %
1153 Loan Interest Rec'd - INTERNAL	0	0	7,903	-7,903			0.0 %
1154 Loan Capital Rec'd - INTERNAL	0	0	9,102	-9,102			0.0 %
Capital and Projects :- Income	0	0	267,005	-267,005			0.0 %
Net Expenditure over Income	6,849	46,849	49,102	2,253			

At : 15:21

Current Bank A/c

List of Payments made between 01/04/2016 and 30/04/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2016	Aviva	Std Ord	1,700.20		Annual Insurance Premium
04/04/2016	Anglian Water	111208	371.86		1309/WC Water to 30.03.16
04/04/2016	Anglian Water	111208(1)	230.00		1308/Bowls Water to 30.03.16
04/04/2016	Anglian Water	111209	75.09		1327/Water 06.01.16-05.04.16
04/04/2016	Petty Cash Imprest	111207	200.29		Petty Cash Imprest
11/04/2016	Central Bedfordshire Council R	DDR	117.60		1268/Market Rates Apr16-Mar17
14/04/2016	Barclays Active Saver	TFR	8,824.00		Bank Account Transfer
14/04/2016	Barclays Active Saver	TFR	250,000.00		Bank account Transfer
15/04/2016	Clerks Imprest A/c	TFR	500.00		Bank Account Transfer
18/04/2016	UK Fuels Limited DDR	DDR2	130.98		1313/Fuel Cards
18/04/2016	Southern Electric DDR	DDR3	526.33		1345/Elec. 02.03.16-01.04.16
18/04/2016	Southern Electric DDR	DDR4	711.58		1344/Elec. 08.12.15-29.03.16
18/04/2016	Bedford Borough Council	DDR5	19,129.25		1332/ Salaries
20/04/2016	ADT Fire & Security Plc	30608	1,907.19		1329/Alarm 02.04.16-01.04.17
20/04/2016	Anglian Water	30609	113.53		1326/Water 06.01.16-12.04.16
20/04/2016	Anglian Water	30610	86.68		1325/Water 06.01.16-11.04.16
20/04/2016	Anglian Water	30611	21.04		1324/Water 09.01.16-11.04.16
20/04/2016	Mrs Bates	30612	19.00		1330/Refund Cancelled Trip
20/04/2016	Beds Associat. of Town & Paris	30613	2,039.00		1331/BATPC Subs 2016-17
20/04/2016	Sandy Town Bowling Club	30614	21.29		1342/Fuel for Bowls Club
20/04/2016	Herts CCTV Partnership Ltd	30615	1,664.64		1338/Mobile CCTV Monitor 16/17
20/04/2016	Central Bedfordshire Council	30616	1,522.50		1348/Pav. Management Fee Oct
20/04/2016	DCK Beavers Ltd	30617	505.20		1312/Contract Accounting Feb
20/04/2016	Post Office Ltd	30618	225.00		1337/AK12 WLF Tax to Apr 17
20/04/2016	Hertfordshire County Council	30619	60.00		1314/Stationery Supplies
20/04/2016	Martin Howlett Trading Company	30620	24.00		1340/Janitorial Supplies
20/04/2016	A W Jackson	30621	58.34		1339/A Jackson Civic Service
20/04/2016	Lamps & Tubes Illuminations Lt	30622	65.96		1347/Bunting for Queen Birthda
20/04/2016	Tim Miles	30623	400.00		1341/Grave Digging Apr
20/04/2016	FD Odell & Sons Ltd	30624	411.00		1315/Skip Hire March 16
20/04/2016	Rosetta Publishing	30625	285.60		1349/The Bulletin - Feb
20/04/2016	RPL Construction Ltd	30626	323.67		1317/Retention Payable
20/04/2016	A. J. & R. Scambler and Sons L	30627	151.66		1343/Oil & Coolant
20/04/2016	Synergy Products Ltd	30628	78.77		1318/Solid Tine 5/16"
20/04/2016	T&E Seymour Electrical Install	30629	3,180.00		1320/Street Column Repairs
20/04/2016	Travis Perkins Trading Co Ltd	30630	55.44		1323/Postcrete
20/04/2016	The Wildlife Trust BCN	30631	7,464.34		1310/Riddy Management 15/16
27/04/2016	Purchase Power	DDR6	50.22		1300/Postage Meter
29/04/2016	British Gas DDR	DDR10	9.37		1333/Elec. 10.03.16-09.04.16
29/04/2016	Chess Ltd	DDR7	27.00		1335/Tlephone Support Apr16
29/04/2016	Chess Ltd	DDR8	211.24		1311/Phone & Broadband Mar 16
29/04/2016	Chess Ltd	DDR9	300.00		1336/IT Support - Apr 16
Total Payments			303,798.86		

At : 16:04

Current Bank A/c

List of Payments made between 01/05/2016 and 31/05/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/05/2016	Aviva	Std Ord	1,700.20		Annual Insurance Premium
01/05/2016	CF Corporate Finance	Std Ord	523.67		Photocopier Rental
09/05/2016	UK Fuels Limited DDR	DDr	113.58		1358/Fuel Cards
09/05/2016	Southern Electric DDR	DDR10	41.03		1374/Toilet Elec to 21.04.16
09/05/2016	Central Bedfordshire Council R	DDR2	3,085.00		1350/Offices - Non Dom Rates
09/05/2016	Central Bedfordshire Council R	DDR3	1,113.40		1353/Cem Non Dom Rates
09/05/2016	Central Bedfordshire Council R	DDR4	1,004.60		1354/Allotment Non Dom Rates
09/05/2016	Central Bedfordshire Council R	DDR5	7,082.50		1351/Car Park Non Dom Rates
09/05/2016	Central Bedfordshire Council R	DDR6	1,185.60		1352/Adj to 29 Non Dom Rates
09/05/2016	Central Bedfordshire Council R	DDR7	116.00		1268/Market Rates Apr16-Mar17
09/05/2016	Southern Electric	DDR8	669.38		1373/Office Gas to 15.04.16
09/05/2016	Southern Electric DDR	DDR9	1,547.72		1372/Office Elec to 15.04.16
09/05/2016	The Soccer Store	111210	1,164.00		1382/Quick Release Goal Posts
09/05/2016	A W Jackson	111211	51.75		Purchase Ledger Payment
17/05/2016	Bedford Borough Council	DDR11	18,773.72		1383/ Salaries
18/05/2016	1st Response Fire Protection	30632	257.92		1360/Extinguisher Servicing
18/05/2016	Bedford Borough Council	30633	81.79		1384/recycling collection
18/05/2016	BSG Property Services Ltd	30634	216.00		1355/toilet maintenance
18/05/2016	Central Bedfordshire Council	30635	4,567.50		1387/Management Apr & May16
18/05/2016	Colin Ross Workwear & Safety	30636	32.38		1356/Disposable Overalls
18/05/2016	Sandy Cricket Club	30637	21.84		1367/Fuel for Machines
18/05/2016	DCK Beavers Ltd	30638	500.94		1357/Contract and Closedown
18/05/2016	De Parys Medical Centre	30639	89.00		1381/C. Shepherd Med Report
18/05/2016	Mrs Gedge	30640	42.00		1361/Refund Mrs Gedge Trip
18/05/2016	Hertfordshire County Council	30641	235.06		1362/Stationery Supplies
18/05/2016	Martin Howlett Trading Company	30642	39.40		1392/200 x Black Sacks
18/05/2016	Maxstim Ltd	30643	579.60		1393/Greenkeeper supplies
18/05/2016	FD Odell & Sons Ltd	30644	479.70		1364/Waste Disposal
18/05/2016	Colin Osborne	30645	73.80		1365/C. Osborne Travel
18/05/2016	PHS Group	30646	693.98		1366Sanitary Disposal to May17
18/05/2016	Purchase Power	30647	47.94		1394/Mail Rate Change
18/05/2016	Agrovista UK Ltd	30648	970.72		1369/Greenkeeping Supplies
18/05/2016	Mr H Singh	30649	59.00		1370/Refund H Singh Trip
18/05/2016	Stevenage leisure Ltd	30650	3,469.20		1375/New Sewage Pumps
18/05/2016	Team Flitwick	30651	348.81		1376/534 litres Gasoil
18/05/2016	Travis Perkins Trading Co Ltd	30652	4.73		1377/Guttering
18/05/2016	TTM Consultancy Ltd	30653	157.20		1378/Car Park Barrier
18/05/2016	UK Amenity Ltd	30654	612.00		1379/Weedkiller Application
18/05/2016	Walters Ltd	30655	927.91		1398/Copier charge to 11.05.16
18/05/2016	Wicksteed Leisure Ltd	30656	207.02		1380/Button Seat & Chain
18/05/2016	Southern Electric DDR	DDR12	543.26		1396/Street lights to 03.05.16
23/05/2016	UK Fuels Limited DDR	DDR13	74.72		1389/Fuel Cards
27/05/2016	British Gas DDR	DDR14	7.09		1386/Pav Elec to 09.05.16
31/05/2016	UK Fuels Limited DDR	DDR15	72.62		1390/Fuel Cards
31/05/2016	Chess Ltd	DDR16	27.00		Purchase Ledger Payment
31/05/2016	Chess Ltd	DDR17	209.42		1401/Telephone bills to 30.04.
31/05/2016	Chess Ltd	DDR18	300.00		Purchase Ledger Payment

At : 16:04

Current Bank A/c

List of Payments made between 01/05/2016 and 31/05/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
31/05/2016	British Gas DDR	DDR	2.00		1386/Pav Elec to 09.05.16
Total Payments			<u>54,123.70</u>		

AGENDA NUMBER 6

Policy Finance and Resources Committee - Action list

Subject	Action to be taken		Response/ Status
	Minute	Action	
Meeting 22/6/15			
Renewal of Service Agreements	(11-2015/16)	The Town Clerk to review all outside contracts.	Ongoing
Meeting 16/11/15			
War Memorial Restoration Work	(58-15/16)	Town Clerk to get quotes and submit the pre grant application	Ongoing Confirmed that the Council is eligible for up to 75% grant funding. The second stage of the application has been submitted. Outcome expected in August with work in September.

AGENDA ITEM 7

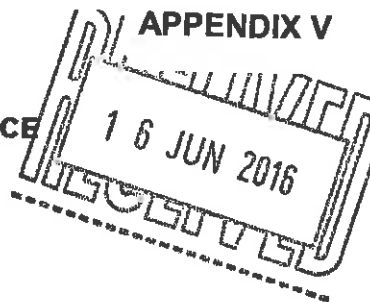
CONFIDENTIAL

APPENDIX V



**Sandy Detachment
No. 5 Company
BEDFORDSHIRE AND HERTFORDSHIRE ARMY CADET FORCE**
The Cadet Centre | Alwick Close | Sandy | Bedfordshire | SG19 1QY

Sergeant Instructor Greg Finlay
Tel: 07854 802164
Email: gfinlay@armymail.mod.uk



Tuesday 14th June 2016

Dear Sir/Madam,

Please find enclosed an Application Form for your Community Grant Scheme on behalf of Sandy Detachment, Bedfordshire and Hertfordshire Army Cadet Force.

I have also enclosed a copy of our General Purpose Funds accounts from January 2015 until last month May 2016 for your information.

Whilst the accounts enclosed explain the income/expenditure of the Detachment, unfortunately in order to build any means of funding for the benefits of the cadets', this takes time. On average since January of this calendar year, from the nightly Sub's raised from the cadets we have accumulated £774.24 however on a yearly basis nearly 90% becomes expenditure in order to keep the Detachment well maintained and services.

Our application is mainly due to the equipment we are in need of in order to fully progress our training capabilities as well as to facilitate ourselves within the local community for public and private events.

In regards to the forecast of income you have asked to provide us, unfortunately I am not able to produce that. Due to the ever changing nature of our Organisation, it is very difficult to predict such a costly matter to which I hope you can understand.

I hope the supporting documentation provide enough information, however if you require any further information please do not hesitate to contact me on the above methods.

Kind regards,

Sergeant Instructor Greg Finlay
Detachment Commander
Sandy Detachment
5 Company

APPLICATION FOR GRANT AID FROM

SANDY TOWN COUNCIL

<u>Name of the Organisation/Group</u> Sandy Detachment Army Cadet Force	
Are you affiliated to a national organisation? If so, which one?	The Army Cadet Force
Local venue/meeting place	The Cadet Centre, 5 Alnwick Close, Sandy, Bedfordshire, SG19 1QY
Are you a registered charity? If so, give your charity number?	No
What are the aims and activities of the organisation?	The aim of the Army Cadet Force is to provide the young adults within the local community with a sense of teamwork, achievement and leadership through a variety of both military and non-military challenges and activities.
How many members do you have?	Volunteers/Leaders - 2
Members:	Junior: 26 (12 to 15 years)
	Senior: 3 (16+ years)
What is your annual subscription?	Junior £0.50p per parade night
	Senior £0.50p per parade night

Project Information	
What would the grant be used for?	The grant would be used for new and exciting yet beneficial equipment for the cadets in order for their progression within their Training Syllabus, yet also aid them with the tools and utilities required in order to provide efficient aid and support to the community through public and private events.
In what manner will the residents of Sandy benefit?	The residents' of Sandy's children will benefit from this as they will fully be able to experience the true meaning and ethos behind the Army Cadet Force through their training and community based activities.
Approximately how many Sandy residents will benefit from this grant?	Between a constant of 80 to 100 residents connected directly with the detachment, however on public events reaching more than 1000+ projected residents in and around the town
Estimated total cost of project	The estimated total cost of the project will be £1,100
Please state clearly how much you are applying for from Sandy Town Council.	We are applying for a donation of between £450 to £550 from the Town Council.
What amount is being met from your own funds?	We are only able to provide a small amount of £125 due to the constant upkeep of the Detachment Building and general everyday use of supplies and consumables

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>
Awards for All	£600	Pending

Financial Details	
Please specify how any income, particularly surplus, is spent.	The income of the detachment mainly goes straight back to the cadets i.e. funding T-Shirts for the detachment, organising and arranging local or nationwide visits, providing social events and evenings for the cadets in recognition of their hard work
Please attach accounts (audited/independently examined) for the last two years and your budget forecast for the forthcoming/current year.	Attached to the email that this application form has been attached to.


Payment Details	
Account Title	Sandy Army Cadets
Account Number	Account Number – 53113485 Sort Code – 20*74*81
Bank/Building Society Name and Address	Barclays Ltd Leicester LE87 2BB
Contact Details	
Please give details of the person with whom this application can be discussed and to whom any cheque should be sent:	Greg Finlay
Position in organisation	Detachment Commander
Address	Personal Address: 5 Goldfinch Drive, Sandy, Bedfordshire, SG19 2SA Or Cadet Detachment Address: Sandy Army Cadets, The Cadet Centre, 5 Alnwick Close, Sandy, Bedfordshire, SG19 1QY

Telephone Number	Home – 01767 699822 Mobile (preferable) – 07854 802164
E-mail address	<u>8770finla@armymail.mod.uk</u> <u>gfinlay@armymail.mod.uk</u>

Declaration

Please sign this form to confirm that:

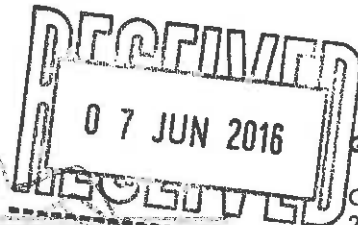
The information supplied is full and correct to the best of your knowledge; you have read, understood and complied with the conditions of funding; understand that Sandy Town Council reserve the right to reclaim the grant in the event of it being used for purposes other than specified, or the organisation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

Signed: 
Name: Greg Finlay
Position: Detachment Commander
Date: 14/06/2016

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

East Beds Community Bus Ltd
operating the



General Secretary:

Gerry Amsden
28 High Street,
Sutton,
Sandy,
Beds SG19 2NE

Tel. 01767 260797

Email:

gerry.amsden@btinternet.com

A Registered Charity
Industrial & Provident Society No: 27804R
VAT no 974 6777 53
www.ivalsprinter.org

Town Clerk
Sandy Town Council
Council Offices
10 Cambridge Road
Sandy
Beds SG19 1JE

3rd June 2016

Application for Financial Assistance 2016

Dear Sirs,

Please find enclosed the Application for Financial Assistance from East Beds Community Bus Ltd - Ivel Sprinter, along with our statement of accounts and annual report for the last two years as requested.

Also attached is our weekly timetable for schedule bus routes, which you may find of interest.

If you have any questions regarding the above or require any additional information please do not hesitate to contact me.

Yours faithfully,

A handwritten signature in black ink, appearing to read "Gerry Amsden". The signature is written in a cursive style with a large initial "G".

Gerry Amsden - General Secretary - Ivel Sprinter

APPLICATION FOR GRANT AID FROM

SANDY TOWN COUNCIL

<u>Name of the Organisation/Group</u> East Beds Community Bus Ltd (Ivel Sprinter)	
Are you affiliated to a national organisation? If so, which one?	No
Local venue/meeting place	None
Are you a registered charity? If so, give your charity number?	Yes A registered Charity Industrial Provident Society No. 2780R
What are the aims and activities of the organisation?	To provide the local community with a transport service bringing people from the surrounding villages into the local towns of Sandy & Biggleswade which maintains their independence. The Ivel Sprinter is run totally by volunteers and we rely on grant funding for capital expenses.
How many members do you have?	Volunteers/Leaders We have 33 drivers some of whom are on our committee. We also have 6 volunteers who do not drive and are committee members.
Members:	Junior N/A
	Senior N/A
What is your annual subscription?	Junior £ N/A
	Senior £ N/A

Project Information	
What would the grant be used for?	To be able to replace the minibus which is becoming unreliable and maintain the service we currently provide. We also need to comply with new emission regulations to be imposed in the near future. We anticipate spending around £75,000 on a replacement vehicle and we have currently secured £40,000 from our own reserves plus grant funding obtained of £22,760.
In what manner will the residents of Sandy benefit?	Our scheduled service currently picks up residents from Sandy on 5 of the 6 days we operate. It also brings in people from outlying villages to Sandy for shopping and medical appointments etc.
Approximately how many Sandy residents will benefit from this grant?	We carry around 792 passengers a month of which approximately 25% would be from the Sandy area.
Estimated total cost of project	We anticipate spending approximately £75,000 on a replacement minibus
Please state clearly how much you are applying for from Sandy Town Council.	£7,000
What amount is being met from your own funds?	£40,000 from our own reserves.

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
Potton Consolidated Charities	£10,000	Confirmed
Biggleswade Town Council	£10,000	Confirmed
Langford Parish Council	£250	Confirmed
Tempsford Parish Council	£1,000	Confirmed
Biggleswade Probus	£510	Confirmed
Provincial Grand Lodge Beds.	£1,000	Confirmed
Wixhamtree Trust	£10,000	Unsuccessful
Langford and Biggleswade Wind Farm	£5,000	Pending
The Foyle Foundation	£10,000	Pending
Close Brothers	£5,000	Unsuccessful
Potton Town Council	£1,000	Unsuccessful
Northill Parish Council	£1,000	Pending

Financial Details

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

Income is spent on maintaining and running the service. Any surplus income is used towards replacing the vehicles when required and subject to affordability

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

Attached 2 years accounts


There is no formal budget forecast but it is anticipated that income will be £37,000 and expenditure £25,000 for this financial year ending August 2016

Payment Details	
Account Title	EAST BEDS COMMUNITY BUS LTD
Account Number	80182974
Bank/Building Society Name and Address	Barclays Bank PLC Leicester LE87 2BB
Contact Details	
Please give details of the person with whom this application can be discussed and to whom any cheque should be sent:	Gerry Amsden - General Secretary - Ivel Sprinter
Position in organisation	General Secretary - Ivel Sprinter
Address	28 High Street, Sutton, Sandy, Beds. SG19 2NE
Telephone Number	01767 260797
E-mail address	gerry.amsden@btinternet.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:	Gerard John Amsden
Position:	General Secretary - Ivel Sprinter
Date:	3rd June 2016

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

Clerk

From: Rogers, Ben (Contractor - Group Public Affairs (L), Group Corporate Affairs)
<Ben.Rogers1@lloydsbanking.com>
Sent: 30 June 2016 13:12
To: Clerk
Subject: Announcement from Lloyds Banking Group

Dear Sandy Town Council,

Please see below – if more information is needed, please do not hesitate to contact a member of our team.

Ben Rogers
Assistant Public Affairs Manager

Group Public Affairs, Group Corporate Affairs
LLOYDS BANKING GROUP - HELPING BRITAIN PROSPER

Dear Mr Burt,

I am emailing to let you know about an announcement that we have made, which is that we will be closing our Sandy branch in your constituency on 12th October 2016. Customers will have their accounts realigned to Biggleswade around 3.64 miles away, and there will be no other impact to the way they manage their accounts. We will be writing to customers to give them all the information they need. Personal banking customers can use their local Post Office to check their balance, withdraw cash and make deposits to their account. The closest Post Office is Sandy, 13 Market Square, which is 0.1 miles away.

We realise that our customers value the branch experience alongside online, digital and phone, and the decision to close any branch is not one that we have taken lightly. Our decisions are based on customer demand or locations where we have duplicated branches. In line with our commitments under the British Bankers' Association's Access to Banking protocol, we are writing to affected customers, and our Local Directors will be engaging with businesses and the wider community to make sure they are aware of the alternative ways of accessing their banking in the local area.

Our branch staff have been informed about this announcement this morning, and we do not expect these changes to result in any compulsory job losses. We aim to redeploy everyone currently working at the branch to alternative Lloyds Bank branches; however, we expect there to be a small number of role reductions as a result of these changes and we will look to achieve this by offering voluntary redundancy in some locations. We cannot confirm the numbers at this stage as we need to conduct meetings with impacted colleagues first.

This closure is part of the three-year programme of strategic branch closures that we announced in October 2014. We expect an overall reduction of around 200 branches in total across the country.

Should you require any further information, please do not hesitate to get in touch; as I am now due to be out of the office for a number of days, you may prefer to contact my colleague Victoria Crawford on victoria.crawford@lloydsbanking.com.

Regards

Matthew

APPENDIX VIII

AGENDA ITEM 10

Due to the financial risk involved in putting on the firework display the scouts are unlikely to be able to run the fireworks display this year. The financial success of the event is based on event day ticket sales, which are highly dependant on weather. If the financial risk could be off set the Scouts may be able to run the event.

	<u>2015</u>	<u>2014</u>	<u>2013</u>	If we had kept to 2013 format
Sandy Scout Annual Bonfire Profit/Loss				
<u>Expenditure</u>				
Firework Costs	3,177.58	3,021.60	4,075.00	4,075.00
Marketing/Advertising	161.00	239.96	152.40	239.96
St Johns	161.00	130.00	126.00	130.00
Raynet	0.00	30.00	50.00	30.00
Light Towers	140.00	500.00	383.24	500.00
Sections Ticket Commission	0.00	100.00	0.00	100.00
Contribution to Japan Jamboreeee	0.00	42.00	0.00	42.00
Sundries	106.84	201.18	131.50	201.18
	<u>£3,746.42</u>	<u>£4,264.74</u>	<u>£4,918.14</u>	<u>£5,318.14</u>
<u>Income</u>				
Poster Sponsorship	400.00	540.00	0.00	0.00
Stall Donations	195.00	185.00	270.00	185.00
Fred Spicer (Light Tower Sponsor)	140.00	500.00	0.00	0.00
Ticket Sales	6585.00	5247.00	6483.00	5247.00
Lighting the Firework	0.00	58.06	65.00	58.06
Light Rope Donations	0.00	84.00	0.00	84.00
Community Fund Grant	0.00	1000.00	0.00	0.00
	<u>£7,320.00</u>	<u>£7,614.06</u>	<u>£6,818.00</u>	<u>£5,574.06</u>
Profit	£3,573.58	£3,349.32	£1,899.86	

AGENDA ITEM 11

SANDY TOWN COUNCIL

COMMITTEE: Policy, Finance and Resources

DATE: 11 July 2016

AUTHOR: Town Clerk

SUBJECT: Safford's Booking Service

Summary

At a previous meeting of the Policy, Finance and Resources Committee, Members asked that a summary of the Safford's Holidays booking service which the Council's Information Point offers, was brought back to the Committee for information.

Information

Prior to its closure, the Tourist Information Centre acted as a booking outlet for Safford's Holidays, taking a commission on each booking made. Following the closure of the Tourist Information Centre, the Town Council continued to provide this service via the Council's Information Point.

Although there are other outlets in the area which offer the service, the Council's Information Point is the only outlet in Sandy. Bookings can also be made directly with Safford's on the phone.

The Council receives 10% on all bookings it takes for Saffords, excluding any entrance fees to venues which are paid at the time of the booking.

- The Information Point receives new brochures in Spring and takes bookings throughout the year.
- Upon receiving a booking request, the office calls Safford's to check on availability. If there is availability, the office completes a booking form which is sent to Safford's.
- A payment is taken by the office from the customer and a receipt is given.
- The money is banked by the office.
- If a trip is cancelled by Safford's or the customer, the office needs to issue a refund via cheque.
- Twice a year Safford's send an invoice to the Town Council for the amount due from trips, minus our commission.


Below is a summary of commission generated in the last two financial years.

APPENDIX IX

2015/16 Financial Year		2014/15 Financial Year	
Trips/Holidays Sold	47	Trips/Holidays Sold	83
Refunds Given	5	Refunds Given	8
Money Taken (after refunds)	£2,156.50	Money Taken (after refunds)	£3,197.00
Less Entrance Fees	£125.92	Less Entrance Fees	£430.08
10% Commission Generated	£203.05	10% Commission Generated	£276.69

Recommendation

It is recommended that the Information Point continues to offer this service during 2016/17 and that Members are presented with further figures for review at the end of the financial year.

	Sandy Town Council News Media Policy	Adopted: May 2013 (32-13/14)
		Review: May 2014 (42-14/15)
		Review Due: May 2016

1 Introduction

1.1 The purpose of this policy is to define the roles and responsibilities within the council for working with the media and deals with the day-to-day relationship between the council and the media.

1.2 It is not the intention of this policy to curb freedom of speech or to enforce strict rules and regulations. Rather, the intention is to establish a framework for achieving an effective working relationship with the media. The council welcomes the opportunity to talk to the media and, through them, to debate issues in the public arena.

2 Aims

2.1 Sandy Town Council is accountable to the local community for its actions and this can only be achieved through effective two-way communications. The media – press, radio, TV, internet – are crucially important in conveying information to the community so the council must maintain positive, constructive media relations and work with them to increase public awareness of the services and facilities provided by the council and to explain the reasons for particular policies and priorities.

2.2 The news media play an important role on behalf of the local community in holding the council to account for its policies and actions. It is important that they have access to Officers and Members and to background information to assist them in this role. To balance this, the Council will defend itself from any unfounded criticism and will ensure that the public are properly informed of all the relevant facts using other channels of communication if necessary.

3 Legal Framework

3.1 The law governing communications in local authorities can be found in the Local Government Acts 1986 and 1988 and the Localism Act 2011. The Council must also have regard to the governments Code of Recommended Practice on Local Authority Publicity. Some aspects of the Code are relevant to this policy:

- "Any publicity describing the Council's policies and aims [and the provision of services] should be as objective as possible, concentrating on facts or explanation or both."
- "Publicity touching on issues that are controversial, or on which there are arguments for and against the views or policies of the Council... should be handled with particular care. Issues must be

presented clearly, fairly and as simply as possible, although councils should not oversimplify facts, issues or arguments.”

- “Publicity should not attack, nor appear to undermine, generally accepted moral standards.”
- “Local authorities should not use public funds to mount publicity campaigns whose primary purpose is to persuade the public to hold a particular view on a question of policy.”

3.2 In particular, Officers and Members should always have due regard for the long-term reputation of the Council in all their dealings with the media.

3.3 Confidential documents, reports, papers and private correspondence should not be disclosed to the media. The content of letters and emails addressed to Sandy Town Council and not marked as confidential will be treated as being in the public domain and their contents may be disclosed if the contents if such disclosures do not breach the privacy of others.

3.4 If representatives of news media wish to discuss an issue that is, or is likely to be, subject to legal proceedings then advice should be taken from the Council’s solicitor before any response is made.

3.5 Officers and Members must not disclose any personal or confidential information about other officers or members. This include the release of personal information, such as home address and telephone number, disciplinary procedures and long-term sickness absences that are affecting service provision. Members’ details are available in the public domain and through their Members Interest declaration.

3.6 The Town Clerk is responsible for issuing formal press releases on behalf of the Parish Council and will do this in consultation with the Town Mayor.

4.0 Contact with News Media Organisations

4.1 Statements made by the Mayor or, in the absence of the Mayor, the Town Clerk, should reflect the Council’s opinion.

4.2 Other Councillors may talk to the media but must ensure that it is clear that the opinions given were their own and not necessarily those of the Council.

4.3 Caution should be exercised when submitting letters to the editor for publication in newspapers. Letters representing the views of the Council should only be submitted by the Mayor or the Clerk. If other Members choose to use the letters column to express their own opinions on Council

policies, they must make it clear that the views expressed are their own and do not necessarily reflect the views of the Council or any of its Members.

4.4 At all times consideration should be given as to how the correspondence may affect the reputation of the Council. Sandy Town Council's code of conduct includes a requirement upon members not to bring the Council into disrepute.

5 Attendance of news media representatives at Town Council meetings

5.1 The Local Government Act 1972 requires that agendas, reports and minutes are sent to the media on request.

5.2 Representatives of the news media are encouraged to attend Council meetings and seating and workspace will be made available.

5.3 Any filming or taping of Council proceedings by representatives of news media or private individuals must be with prior notice to the Clerk and Chairman of the meeting.

6 Elections

6.1 The Code of Recommended Practice on Local Authority Publicity contains guidance for providing publicity for Members and for publicity around elections. The code makes it clear that Council resources should not be used on publicising individual Members unless it is relevant to the particular position they hold in the Council. These extracts from the Code illustrate the main points:-

- "Publicity about individual councillors may include the contact details, the positions they hold in the council (for example, Chairman or Chairman of a committee), and their responsibilities. Publicity may also include information about individual councillors' proposals, decisions and recommendations only where this is relevant to their position and responsibilities within the Council. All such publicity should be objective and explanatory, and ... personalisation of issues or personal image making should be avoided."
- "Publicity should not be, or be liable to be misrepresented as being, party political. Whilst it may be appropriate to describe policies put forward by an individual councillor which are relevant to their position and responsibilities within the council, and to put forward their justification in defence of them, this should not be done in party political terms, using political slogans, expressly advocating policies of those of a particular party or directly attacking policies and opinions of other parties, groups or individuals."

- “The period between the notice of an election and the election itself should preclude proactive publicity in all its forms of candidates and other politicians involved directly in the election.”

6.2 In line with practice elsewhere in the country, the Council will not quote any Councillor in a news release or involve them in proactive publicity events during the election period, regardless of whether or not they are standing for election. The only exception to this (as laid down in the Code of Recommended Practice on Local Authority Publicity) is during an emergency or where there is a genuine need for a member level response to an important event outside the control of the Council. In this situation, Members holding key civic positions should be able to comment.

7 News Releases

7.1 The purpose of a news release is to make the media aware of a potential story, to provide important public information or to explain the Council’s position on a particular issue. It is the responsibility of all Officers and Members to look for opportunities where the issuing of a press release may be beneficial.

7.2. Any Officer or Member may draft a news release on behalf of Sandy Town Council, however they must all be issued by the Town Clerk in order to ensure that the principles outlined in section three (Legal Framework) are adhered to, that there is consistency of style across the Council and that the use of the press release can be monitored.