

Sandy Town Council

To: Cllrs N Aldis, C Butterfield, M Groom, W Jackson, M Pettitt, C Osborne, M Scott, K Sharp, D Sharman and B Smith

Cc Cllrs J Ali, T Cole, M Runchman, 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 14 July 2014 at 7.30 pm for the purpose of transacting the items of business below.



Delia Shephard, Town Clerk
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Sandy
SG19 1JE
01767 681491
4 July 2014

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

A G E N D A

1 Apologies for absence

Reports
x

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 Minutes of previous meeting

To receive the minutes of the Policy, Finance and Resources Committee x
held on 2 June 2014 and to approve them as a correct record of proceedings.

4 Review of Financial Regulations

To consider draft new financial regulations for adoption by Sandy Town Council ✓

Sandy Town Council

- 5 Review of Model Publication Scheme and charges for FOI requests** ✓
To consider a draft of a revised model publication scheme together with revised charges for FOI requests for adoption by Sandy Town Council
- 6 Changes to accounting codes and management information** ✓
- i) To note that an accounts recoding exercise will take place during August 2014 and to make any observations and suggestions about the type of management information most beneficial to members.
- ii) To receive an oral report from the Town Clerk on operational experience of the outsourcing of the accounts x
- 7 Financial Reports**
- i) To consider a detailed financial report showing income and expenditure against the revenue budget for the current financial year to date To follow
- ii) To note a list of payments and receipts for the current financial year to date To follow
- 8 Street Lighting** ✓
To consider replacement of a street column S4 in the Avenue at a cost of £1,600

Sandy Town Council

Policy, Finance and Resources Committee of Sandy Town Council Monday 14 July

R E P O R T S

4 New Financial Regulations

Draft new financial regulations attached have been prepared by a working group for consideration by this committee and adoption by Town Council. The regulations are based on the NALC model published in 2014.

Members are asked to approve the new regulations and recommend them to Council for adoption.

SANDY TOWN COUNCIL DRAFT FINANCIAL REGULATIONS

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These Financial Regulations are to be considered for adoption by the Council at its Meeting on 11 August 2014

1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders¹ and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. A breach of these Regulations by an employee is gross misconduct.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.
- 1.9. The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;

¹ Model standing orders for councils are available in Local Councils Explained © 2013 National Association of Local Councils

- determines on behalf of the council its accounting records and accounting control systems;
 - ensures the accounting control systems are observed;
 - maintains the accounting records of the council up to date in accordance with proper practices;
 - assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations².
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
 - a record of the assets and liabilities of the council; and
 - wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
 - measures to ensure that risk is properly managed.
- 1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

² In England - Accounts and Audit (England) Regulations 2011/817

- setting the final budget or the precept (Council Tax Requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the power of well-being; and
- addressing recommendations in any report from the internal or external auditors,

shall be a matter for the full council only.

1.14. In addition the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £5,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant Committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils – a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC) or *Governance and Accountability for Local Councils in Wales - A Practitioners' Guide*, available from the websites of One Voice Wales (OVW) and SLCC as appropriate.

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate Guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Mayor or a cheque signatory shall be appointed

to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council Policy, Finance and Resources Committee.

- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
 - be competent and independent of the financial operations of the council;
 - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the council.
- 2.7. Internal or external auditors may not under any circumstances:
 - perform any operational duties for the council;
 - initiate or approve accounting transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of

account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

3.1. Each committee (if any) shall review its three year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of October each year including any proposals for revising the forecast.

Comment [DS1]: Clerk's note This section was deleted by working group party because committees do not have own budgets but previous review of internal controls by STC (2013) indicated that council wanted to work toward 3 year financial planning.

3.2. The RFO must each year, by no later than November, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the [relevant committee and the] council.

3.3. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over £5,000;
- a duly delegated committee of the council for items over £1,500; or
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £1,500.

Such authority is to be evidenced by a Minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4. The salary budgets are to be reviewed at least annually by end of October for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,500. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of £500 or 15% of the budget.
- 4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

Comment [DS2]: New

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be reviewed annually for safety and efficiency.
- 5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, , present the schedule to council or Policy, Finance and Resources Committee. The council / committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council or finance committee. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was approved. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4. The RFO shall be responsible for the examination of invoices for arithmetical accuracy and analysis of them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council or Policy, Finance and Resources Committee Meeting.
- 5.5. The Clerk/RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk/RFO certifies that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council or Policy, Finance and Resources Committee;
 - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council or Policy, Finance and Resources Committee or
 - c) fund transfers within the councils banking arrangements up to the sum of £35,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council or Policy, Finance and Resources Committee.
- 5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory

Comment [DS3]: Model said but advised word replaced by annually quarter monthly etc. Annually inserted by Clerk not working group.

duty, or obligation (such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council [,or a duly authorised committee,] may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council or Policy, Finance and Resources Committee.

- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any Policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of Council or Policy, Finance and Resources Committee.
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by three members of council or two members of council and countersigned by the Clerk] in accordance with a resolution instructing that payment. If a member who is also a bank signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, that Councillor shall be required to consider Standing Orders, and

thereby determine whether it is appropriate and/or permissible to be a signatory to the transaction in question.

- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the Policy, Finance and Resources Committee at the next convenient meeting.
- 6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable Direct Debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable Direct Debit shall be renewed by resolution of the council at least every two years.
- 6.8. If thought appropriate by the council, payment for certain items (principally Salaries) may be made by Banker's Standing Order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a Banker's Standing Order shall be renewed by resolution of the council at least every two years.
- 6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.
- 6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.

- 6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.15. Where internet banking arrangements are made with any bank, the Clerk/RFO shall be appointed as the Service Administrator. The Bank Mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by two of the Clerk/RFO and a member. A programme of regular checks of standing data with suppliers will be followed.
- 6.18. Any Debit Card issued for use will be specifically restricted to the Clerk/RFO and will also be restricted to a single transaction maximum value of £1,000 unless authorised by council or finance committee in writing before any order is placed.
- 6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Policy, Finance and Resources Committee. Transactions and purchases made will be reported to the council and Policy Finance and Resources Committee and authority for topping-up shall be at the discretion of the council or Policy, Finance and Resources Committee.
- 6.20. Any corporate credit card or trade card account opened by the shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.
- 6.21. The Clerk/RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
 - a) The RFO shall maintain as petty cash float of £250 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
 - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

- c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.

7. PAYMENT OF SALARIES

- 7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the council.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
 - a) by any councillor who can demonstrate a need to know;
 - b) by the internal auditor;
 - c) by the external auditor; or
 - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 7.8. Before employing interim staff the council must consider a full business case.

8. LOANS AND INVESTMENTS

- 8.1. All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for Borrowing Approval, and subsequent arrangements for the Loan shall only be approved by full council.
- 8.2. Any financial arrangement which does not require formal Borrowing Approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 8.3. The council will arrange with the council's Banks and Investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk or RFO.
- 8.4. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with council policy.
- 8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 8.6. All investments of money under the control of the council shall be in the name of the council.
- 8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

Comment [DS4]: New regulation

9. INCOME

- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3. The council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.

- 9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8. The RFO shall be responsible for the prompt completion of any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below).

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the RFO.
- 10.3. All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.
- 10.4. A member may not issue an official order or make any contract on behalf of the council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported

to the meeting at which the order is approved so that the Minutes can record the power being used.

11. CONTRACTS

11.1. Procedures as to contracts are laid down as follows:

- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - v. for additional audit work of the external Auditor up to an estimated value of £500 (in excess of this sum the Clerk /RFO shall act after consultation with the Mayor and Deputy Mayor of council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. Where it is intended to enter into a contract exceeding £60,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall invite tenders from at least three firms to be taken from the appropriate approved list.
- c. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- d. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- e. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.

- f. If less than three tenders are received for contracts above £60,000 or if all the tenders are identical the council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- g. Any invitation to tender issued under this regulation shall be subject to Standing Order, ³ 18d, and shall refer to the terms of the Bribery Act 2010.
- h. When it is to enter into a contract of less than £60,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £250 the Clerk/RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
 - i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
 - j. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.
- k. The European Union Procurement Directive shall apply and the terms of the Public Contracts Regulations 2006 and the Utilities Contracts Regulations 2006 including thresholds shall be followed.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

³ Based on Sandy Town Council standing order 2014

13. STORES AND EQUIPMENT

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery Notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. ASSETS, PROPERTIES AND ESTATES

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed [£250].
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law, In each case a Report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a Report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. Subject only to the limit set in Reg. 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a Report in writing shall be provided to council with a full business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. INSURANCE

- 15.1. Following the annual risk assessment (per Financial Regulation 17), the Clerk/RFO shall effect all insurances and negotiate all claims on the council's insurers.
- 15.2. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 15.3. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.
- 15.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

16. CHARITIES

- 16.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.

17. RISK MANAGEMENT

- 17.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 17.2. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 18.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these financial regulations.

- 18.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

* * *

Sandy Town Council

5 Review of Model Publication Scheme and charges for FOI requests

The ICO has produced a revision to the model publication scheme recommended for town and parish councils. A revised draft for Sandy has been prepared by the Clerk and is attached. If adopted the new scheme will require addition of some information to the website which is not currently shown.

The Town Clerk was also asked by Town Council to consider revised charges for FOI requests and a proposed scale of charges is attached.

Members are asked to approve the new scheme and scale of charges.



1 Information available from Sandy Town Council under the ico. model publication scheme adopted by Sandy Town Council in August 2014

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Sandy Town Council will make the information in this definition document available unless:

- it does not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- the information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

This scheme may not give an exhaustive list of everything that should be covered by a publication scheme. Our legal commitment is to the model publication scheme, but we look to provide as much information as possible on a routine basis.

Publishing datasets for re-use

Public authorities must publish under their publication scheme any dataset they hold that has been requested, together with any updated versions, unless they are satisfied that it is not appropriate to do so. So far as reasonably practicable, they must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and the public authority is the only owner, the public authority must make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works.

The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the Open Government Licence.

The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of FOIA. The ICO has published guidance on the dataset provisions in FOIA. This explains what is meant by "not appropriate" and "capable of re-use".

Comment [DS1]: Clerk's Comment – this section of the model scheme notes is included for information. Members will need to decide how to deal with this aspect of the template

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>		

Who's who on the Council and its Committees ie Council Year Book	Website	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Council Year Book	Free
Location of main Council office and accessibility details	Website	Free
Staffing structure	Website	Free
Class 2 - What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)		
Current and previous financial year as a minimum		
Annual return form and report by auditor	Website	Free
Finalised budget	Website	Free
Precept	Website	Free
Borrowing Approval letter	Website	Free
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Website	Free
List of current contracts awarded and value of contract	Website	Free
Members' allowances and expenses	Website	Free
Treasury Management Policy	Website	Free
List of approved suppliers and contractors	Website	Free
Class 3 - What our priorities are and how we	(hard copy or website)	

are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Current and previous year as a minimum		
Strategic Plan	Website	Free
Parish Plan (current and previous year as a minimum)	Website	Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website	Free
Quality status	Website	Free
Local charters drawn up in accordance with DCLG guidelines	None at present	N/A
Community Engagement Strategy	Website	Free
Statement of Training Intent	Website	Free
Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy or website)	
Current and previous council year as a minimum		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	Free
Agendas of meetings (as above)	Website	Free
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website	Free
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website	Free

Responses to consultation papers	Website	Free
Responses to planning applications	Website	Free
Bye-laws	Not applicable	N/A
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	(hard copy or website)	
Current information only		
Policies and procedures for the conduct of council business:		
Standing Orders and Financial Regulations	Website	Free
Scheme of Delegations including committee and sub-committee terms of reference and delegated authority in respect of officers	Website	Free
Guide to Scheme of Delegations	Website	Free
Code of Conduct	Website	Free
Policy statements	Website	Free
Policies and procedures for the provision of services and about the employment of staff:		
Employment Handbook containing staff policies	Website	Free
Equality and diversity policy	Website	Free
Health and safety policy	Website	Free
Recruitment policies (including current vacancies)	Website	Free
Policies and procedures for handling requests for information under the	Website	Free

FOI or other legislation Complaints procedures (including those covering requests for information and operating the publication scheme) Media policy Vexatious complainants policy and procedure	Website Website Website Website	Free Free Free Free
Information security policy	Website	Free
Records management policies (records retention, destruction and archive)	Website	Free
Data protection policies	Website	Free
Schedule of charges (for the publication of information)	Website	Free
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets register	Website	Free
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Website	Free
Register of members' interests	Website	Free
Register of gifts and hospitality	Website	Free
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by	

Current information only	inspection)	
Burial grounds and closed churchyards – burial regulations 2014	Website	Free
Parks, playing fields and recreational facilities information	Website	Free
Seating, litter bins, clocks, memorials and lighting information	Website	Free
Markets information	Website	Free
Public conveniences information	Website	Free
Agency agreements information	Website	Free
Scale of Charges – 2014 includes services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website	Free
What does Sandy Town Council Do information leaflet	Website	Free
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
New releases	Website	Free
Freeman/Woman of the Town Policy	Website	Free
Mayoral Engagements	Website	Free

Contact details:

Sandy Town Council
 10 Cambridge Road
 SANDY SG19 1JE

01767 681491
 admin@sandytowncouncil.gov.uk

SCHEDULE OF CHARGES

1 This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost
	Photocopying @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		
Other		

Comment [DS2]: Clerk's note – proposed charging structure to be confirmed following discussion at meeting ICO Guidance is attached for members' consideration. Members will be aware that few FOI requests are received which incur any significant cost to the council but some which fall below the appropriate fee of £450 charged at £25 per hour of staff time cause considerable disruption to workloads. But there is no scope to charge for staff time below the appropriate fee level. Member will need to decide at what level to charge a fee.

Members who wish to see the model code from which this document has been adapted should check the following website and look for version 2 of the code provided for parish councils, alternatively the office can provide a hard copy.

DRAFT

Relevant information is highlighted.
DS

Fees that may be charged when the cost of compliance does not exceed the appropriate limit

Freedom of Information Act

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The Freedom of Information Act 2000 (FOIA) gives rights of public access to information held by public authorities.

An overview of the main provisions of FOIA can be found in [the Guide to freedom of information](#).

This is part of a series of guidance, which goes into more detail than the Guide to freedom of information, to help you as a public authority to fully understand your obligations, as well as promoting good practice.

This guidance explains to public authorities what fees they may charge where the cost of compliance with a request does not exceed the appropriate limit.

Overview

Where it would not exceed the appropriate limit to comply with a request, and a public authority wishes to charge a fee, it can only include the charges it reasonably expects to incur in:

- Informing the requestor whether it holds the requested information (even if the information will not be provided), and
- Communicating that information to the requestor.

This generally means that a public authority can only charge for expenses actually incurred, for example, photocopying or postage.

It must issue a fees notice advising the requestor of the amount it will charge.

The amount that a public authority may charge depends on whether or not the cost of complying with the request has exceeded the appropriate limit.

- For further information on the appropriate limit
⇒ see Requests where the cost of compliance with a request exceeds the appropriate limit

Where the estimated costs of complying with a request would not exceed the appropriate limit, then a public authority must comply with the request unless an exemption applies. However, a public authority can charge for complying with the request. The amount that the public authority can charge is determined by section 9 of the Act.

What FOIA says

Section 9(1) – (5) are as follows:

9. — (1) A public authority to whom a request for information is made may, within the period for complying with section 1(1), give the applicant a notice in writing (in this Act referred to as a “fees notice”) stating that a fee of an amount specified in the notice is to

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Fees that may be charged where the cost of compliance does not exceed the appropriate limit

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be charged by the authority for complying with section 1(1).

9. — (2) Where a fees notice has been given to the applicant, the public authority is not obliged to comply with section 1(1) unless the fee is paid within the period of three months beginning with the day on which the fees notice is given to the applicant.

9. — (3) Subject to subsection (5), any fee under this section must be determined by the public authority in accordance with regulations made by the Secretary of State.

9. — (4) Regulations under subsection (3) may, in particular, provide –

- (a) that no fee is to be payable in prescribed cases,
- (b) that any fee is not to exceed such maximum as may be specified in, or determined in accordance with, the regulations, and
- (c) that any fee is to be calculated in such a manner as may be prescribed by the regulations.

9. — (5) Subsection (3) does not apply where provision is made by or under any enactment as to the fee that may be charged by the public authority for the disclosure of the information.

The relevant Regulations referred to in section 9 are The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004 SI No. 3244 (known as the Fees Regulations for brevity).

Regulation 6(2) of the Fees Regulations provides that a public authority can charge for the costs it reasonably expects to incur in:

- Informing the requestor whether it holds the requested information (even if the information will not be provided), and
- Communicating that information to the requestor.

A public authority that wishes to charge such costs should send the requestor a fees notice. This notice must state the amount the public authority will charge and should also advise the requestor how they can pay.

What can be charged when the costs of compliance do not exceed the appropriate limit

Regulation 6(3) states that this includes, but is not limited to, the costs of:

- Reproducing any document containing the information, eg printing or photocopying;
- Postage and other forms of transmitting the information; and
- Complying with section 11 of FOIA where the applicant has expressed a preference for the means of communication and where this is reasonably practicable.

These costs are referred to as 'communication costs' or disbursements and are limited to expenses actually incurred.

However, public authorities should note that regulation 6(4) prevents a public authority from charging for staff time (either its own staff or contractors) in carrying out these activities. This means that they should not include staff time as a disbursement even where they would consider it as an 'administration' or 'handling' fee.

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### Practical points

A public authority can only charge for the costs it would incur in disclosing the information if the fee were paid. In other words, a public authority cannot charge the requestor a fee and then, when it receives payment, state that the information cannot be disclosed because an exemption applies.

As a matter of good practice, if the administration costs of collecting a fee would be more than the charge itself, public authorities should waive the charge.

If the actual cost of answering a request is higher than the fee specified in the fees notice, the authority should not issue a second notice and instead must bear the additional cost itself.

However, if the actual costs are lower than those specified in the fees notice, we recommended as a matter of good practice that the public authority refunds the excess amount.

Items which **cannot** be included in the fee:

- A public authority should not charge for providing the information in a particular format where it is already subject to a statutory obligation to do so.

For example, a public authority should not charge for the costs of translating information into Welsh where it is already required to do so under the Welsh Language Act 1993.

Similarly, a public authority cannot charge for the costs of putting the requested information into an alternative format, for example, Braille, large print or on an audio tape, if this reformatting is required to meet the requirement to make reasonable adjustments for disabled persons in accordance with the Equalities Act 2010.

This should not be confused with the costs of complying with a preferred means of communication for the purposes of section 11 which can be charged for – see regulation 6(3).

- A public authority cannot take into account the time taken by staff in removing any exempt information.

Items which **can** be included in the fee:

- A public authority can include the costs of physically redacting exempt information. This could include the costs of materials, (for example, tape or black ink) or the use of specialist equipment (for example, rental or licensing) for the specific activity of redaction.

**Example**

An applicant requests information from a local authority which will cost £375 to locate, retrieve and extract the requested information. The public authority issues a fees notice for £405.

This fee is made up of:

- (i) photocopying 200 sheets @ 10p per sheet totalling £20;
- (ii) postage @ £10 and;

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(iii) costs of locating, retrieving and extracting the information - £375.

**Outcome:**

As the costs of locating, retrieving and extracting the information are below the appropriate limit of £450, the public authority must deal with the request.

However, the public authority cannot charge for the time taken to locate, retrieve and extract the information. It is able to charge £30 (£20 photocopying and £10 postage) for communicating the information and the public authority therefore needs to issue a fees notice for £30 in accordance with section 9.

## **VAT**

Whether or not the public authority can charge VAT depends on whether the information is only available from the public authority (or another public authority). If the requested information is only available from a public authority, any charges would not attract VAT.

However, if the requested information is available from another source that is not a public authority, the public authority may add VAT to its fee.

## **Timescales**

The public authority must issue the fees notice within the 20 working day period for responding to the request. As a matter of good practice, we recommend that it issues the fees notice as soon as possible after it receives the request.

Section 10(2) of the FOIA states that the time for compliance should not include the period beginning with the day on which the public authority gives the fees notice to the applicant and ending with the day on which it receives the fee.



**Example**

An applicant makes a request on 1 July. The public authority issues a fees notice on 9 July. The applicant pays the fee on July 15.

The public authority has used 6 of the 20 working days allowed for a response and so it has 14 days after the day on which the applicant has paid the fee (or 14 days after the cheque has cleared) to respond to the request.

**Payment**

If a public authority does not receive payment within three months of issuing a fees notice, it is no longer obliged to respond to the request. The public authority should tell the requestor about the deadline in its fees notice.

When a requestor pays by cheque, the public authority may choose to regard the fee as being received on the day the cheque is received, or it may wait until the cheque has cleared. However, the public authority should not delay paying the cheque into its bank account in order to delay providing the response.

A public authority should also note that the section 45 Code of Practice states that where a requestor has indicated that he or she is not prepared to pay the fee, the authority should consider whether it can release any relevant information without charge.

**Alternative means of obtaining the requested information**

Section 9(5) of the FOIA recognises that some public authorities are able to charge fees for supplying information on another statutory basis. In such cases, the Fees Regulations will not apply and the public authority is able to charge in accordance with the alternative regime even if this charge would exceed the charge that could be made under the Fees Regulations.

For example, the National Archives is able to charge a search fee, and other fees, for supplying information in various formats (as well as other services) under the Public Record Office Fees Order.

In some cases, the application of an alternative charge by virtue of another piece of legislation may also indicate that a separate access regime, distinct from FOIA, exists for that particular type of information. The FOIA should not circumvent other access regimes and a public authority may wish to consider whether section 21 is applicable.

Additional guidance is also available if you need further information on:

- Section 21  
⇒ see "Information reasonably accessible to the applicant by other means"
- Charging for information in a publication scheme  
⇒ see "How much can we charge for information?"
- Charging for environmental information  
⇒ see "Charging for environmental information"

## Datasets

FOIA contains provisions dealing with fees for the re-use of datasets. A dataset is a collection of factual raw data, in electronic form, that a public authority gathers in the course of providing services and delivering its functions. If a public authority is providing information in response to a request, and it holds that information as a dataset, and the requester wants an electronic copy, then the public authority must provide the dataset in a re-usable form so far as reasonably practicable. Furthermore, if the dataset is a 'relevant copyright work' and the public authority is the only owner, then the authority must make it available for re-use under the terms of a 'specified licence'. This means either the Open Government Licence (OGL), the Non-Commercial Government Licence (NCGL) or a charged licence.

The public authority may charge a fee for allowing the re-use of a dataset. If it is licensing re-use under the OGL (or the NCGL) then this issue will not arise because there is no fee for re-use under these licences. However, in some cases it may not be appropriate to

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licence re-use without charge. If the public authority has a power to charge for re-use under other legislation, then it may continue to charge under that power. If not, it may charge under the regulations made under section 11B of FOIA. Those regulations are the Freedom of Information (Release of Datasets for Re-use) (Fees) Regulations 2013 no. 1977; they set out how the public authority should calculate the re-use fee.

The fee for allowing the re-use of a dataset is in addition to any charge that the public authority makes (under section 9 of FOIA and the Fees Regulations) for communicating the information. If the public authority is also issuing a fees notice under section 9(1) of FOIA, it can combine this with the re-use fees notice but it cannot 'double-charge' for the same activities.

There is a detailed explanation of the dataset provisions in our guidance document on datasets.

## More information

This guidance will be reviewed and considered from time to time in line with new decisions of the Information Commissioner, Tribunals and courts.

It is a guide to our general recommended approach, although individual cases will always be decided on the basis of their particular circumstances.

If you need any more information about this or any other aspect of freedom of information or data protection, please Contact us: see our website [www.ico.gov.uk](http://www.ico.gov.uk)

# Sandy Town Council

## **6 Changes to accounting codes and management information**

As previously agreed an accounts recoding exercise will take place during August 2014. The intention is to reduce the number of accounting codes so as to make the Town Council accounts more accessible to the public and to members. At present there are several anomalies in the system which has evolved over time and which now includes far more individual codes than would be expected for an organisation of this size. As the organization of codes used affects the management reports which can be produced on the system it would be helpful to have feedback from members if they have any observations on the current coding structure and how it could be improved.

# Sandy Town Council

## **7 Financial Reports** Reports attached.

Payments made between 01/06/2014 and 30/06/2014

## Nominal Ledger Analysis

| Date                             | Payee Name                     | Cheque | £ Total Amnt     | £ Creditors      | £ VAT       | A/c Centre | £ Amount        | Transaction Details            |
|----------------------------------|--------------------------------|--------|------------------|------------------|-------------|------------|-----------------|--------------------------------|
| 02/06/2014                       | Aviva Insurance                | DDR    | 1,650.02         |                  |             | 4207 402   | 1,650.02        | Aviva Insurance                |
| 02/06/2014                       | Powerc IT Business Solutions   | DDR    | 300.00           | 300.00           |             | 501        |                 | 200/IT Support June 14         |
| 03/06/2014                       | British Gas DDR                | DDR1   | 8.90             | 8.90             |             | 501        |                 | 139/Pavillion Supply to 01.05. |
| 05/06/2014                       | Barclays Bank                  | CHG    | 31.20            |                  |             | 7319 601   | 31.20           | Interest & CHarges             |
| 09/06/2014                       | BNP Paribas Leasing            | DDR    | 139.50           |                  |             | 4207 402   | 139.50          | Copier cover                   |
| 09/06/2014                       | Central Bedfordshire Council R | DDR2   | 113.00           | 113.00           |             | 501        |                 | 92/Annual Rates 14/15          |
| 12/06/2014                       | Sandy Twinning Assoc. Grant    | 111057 | 250.00           |                  |             | 4233 402   | 250.00          | Sandy Twinning Assoc. Grant    |
| 12/06/2014                       | Thorley Smith Ltd              | 111057 | 76.61            | 76.61            |             | 501        |                 | 213/Soil Box                   |
| 16/06/2014                       | UK Fuels Limited DDR           | DDR3   | 159.44           | 159.44           |             | 501        |                 | 169/Fuel Card                  |
| 16/06/2014                       | Powerc IT Business Solutions   | DDR4   | 245.60           | 245.60           |             | 501        |                 | 201/Telephone Service          |
| 17/06/2014                       | Southern Electric DDR          | DDR5   | 519.83           | 519.83           |             | 501        |                 | 211/Street lighting to 2.06.14 |
| 17/06/2014                       | Bedford Borough Council        | DDR6   | 15,384.94        | 15,384.94        |             | 501        |                 | 189/May Salaries               |
| 18/06/2014                       | 1st Choice Staff Recruitment L | 111058 | 1,846.18         | 1,846.18         |             | 501        |                 | 162/R. Loake to 17.05.14       |
| 18/06/2014                       | 1st Response Fire Protection   | 111059 | 60.00            | 60.00            |             | 501        |                 | 163/Toilets Maintenance        |
| 18/06/2014                       | Bedford Borough Council        | 111061 | 75.50            | 75.50            |             | 501        |                 | 164/Refuse Disposal            |
| 18/06/2014                       | Cemetery Development Services  | 111062 | 6,117.60         | 6,117.60         |             | 501        |                 | 203/Cemetery Extension Survey  |
| 18/06/2014                       | Central Bedfordshire Council   | 111063 | 1,500.00         | 1,500.00         |             | 501        |                 | 191/Jenkins Management Fee     |
| 18/06/2014                       | Collier Turf Care Ltd          | 111064 | 468.10           | 468.10           |             | 501        |                 | 192/Cricket Pitch Care         |
| 18/06/2014                       | DCK Beavers Ltd                | 111065 | 981.30           | 981.30           |             | 501        |                 | 168/Year end Closedown & A/Cs  |
| 18/06/2014                       | Bedfordshire & River Ivel I D  | 111066 | 38.71            | 38.71            |             | 501        |                 | 165/Agricultural Drainage Rate |
| 18/06/2014                       | Mrs A Elliott-Flockheart       | 111067 | 50.00            | 50.00            |             | 501        |                 | 194/VDU Glasses for A.E-F      |
| 18/06/2014                       | Mrs A Elliott-Flockheart       | 111068 | 30.00            | 30.00            |             | 501        |                 | 212/VDU Glasses                |
| 18/06/2014                       | R. Gazely Signwriter           | 111069 | 108.00           | 108.00           |             | 501        |                 | 195/Write on Town Mayor Board  |
| 18/06/2014                       | Jill Gurney                    | 111070 | 27.65            | 27.65            |             | 501        |                 | 196/Fuel for Mower             |
| 20/06/2014                       | Haines Watts Ltd               | 111071 | 450.00           | 450.00           |             | 501        |                 | 170/Year End Internal Audit    |
| 20/06/2014                       | Hertfordshire County Council   | 111072 | 234.07           | 234.07           |             | 501        |                 | 171/Stationery Supplies        |
| 20/06/2014                       | Hire or Buy Group Ltd          | 111073 | 29.62            | 29.62            |             | 501        |                 | 172/Strimmer Line              |
| 20/06/2014                       | Martin Howlett Trading Company | 111074 | 22.00            | 22.00            |             | 501        |                 | 197/Centre Feed Rolls          |
| 20/06/2014                       | Will Jackson                   | 111075 | 38.25            | 38.25            |             | 501        |                 | 173/Mayors Travelling          |
| 20/06/2014                       | K. & C. Roofing                | 111076 | 315.60           | 315.60           |             | 501        |                 | 174/Repair Pavillion Roof      |
| 20/06/2014                       | Tim Miles                      | 111077 | 200.00           | 200.00           |             | 501        |                 | 183/Gravedigging 28.05.14      |
| 20/06/2014                       | Millenium Security Services    | 111078 | 270.00           | 270.00           |             | 501        |                 | 175/Alarm Callouts             |
| <b>Sub Total Carried Forward</b> |                                |        | <b>31,741.62</b> | <b>29,670.90</b> | <b>0.00</b> |            | <b>2,070.72</b> |                                |

Payments made between 01/06/2014 and 30/06/2014

## Nominal Ledger Analysis

| Date                    | Payee Name                     | Cheque | £ Total Amnt     | £ Creditors      | £ VAT       | A/c Centre | £ Amount         | Transaction Details           |
|-------------------------|--------------------------------|--------|------------------|------------------|-------------|------------|------------------|-------------------------------|
| 20/06/2014              | NALC                           | 111079 | 17.00            | 17.00            |             | 501        |                  | 198/LCR Subs                  |
| 20/06/2014              | FD Odell & Sons Ltd            | 111080 | 376.60           | 376.60           |             | 501        |                  | 176/Refuse Disposal           |
| 20/06/2014              | Plantscape                     | 111081 | 2,574.00         | 2,574.00         |             | 501        |                  | 199/Town Planting             |
| 20/06/2014              | Rialtas Business Solutions Ltd | 111082 | 715.20           | 715.20           |             | 501        |                  | 202/Omega Support Package     |
| 20/06/2014              | Rosetta Publishing             | 111083 | 285.60           | 285.60           |             | 501        |                  | 205/The bulletin June 2014    |
| 20/06/2014              | Seddington Garden Nursery      | 111084 | 281.76           | 281.76           |             | 501        |                  | 178/Rock Salt                 |
| 20/06/2014              | Sandy Football Club            | 111085 | 32.35            | 32.35            |             | 501        |                  | 206/Charges Mar-May           |
| 20/06/2014              | Delia Shepherd                 | 111086 | 33.00            | 33.00            |             | 501        |                  | Purchase Ledger               |
| 20/06/2014              | Agrovista UK Ltd               | 111087 | 250.36           | 250.36           |             | 501        |                  | 207/Bowling Green Maintenance |
| 20/06/2014              | Spaldings Ltd                  | 111088 | 190.91           | 190.91           |             | 501        |                  | 179/Various Materials         |
| 20/06/2014              | Susan Sutton                   | 111089 | 108.90           | 108.90           |             | 501        |                  | 182/S. sutton travel to 10.05 |
| 20/06/2014              | Verto (UK) Ltd                 | 111090 | 900.00           | 900.00           |             | 501        |                  | 184/Maintenance to 26.06.14   |
| 20/06/2014              | Walkers are Welcome Towns      | 111091 | 50.00            | 50.00            |             | 501        |                  | 185/Walkers Are Welcome sub   |
| 20/06/2014              | Walters Ltd                    | 111092 | 179.16           | 179.16           |             | 501        |                  | 186/Photocopier charges       |
| 20/06/2014              | Wicksteed Leisure Ltd          | 111093 | 320.81           | 320.81           |             | 501        |                  | 187/Play Area Repairs         |
| 20/06/2014              | Barclays Active Saver          | tfr    | 23,400.00        |                  |             | 200        | 23,400.00        |                               |
| 23/06/2014              | Post Office                    | 111094 | 145.00           |                  |             | 4307 403   | 145.00           | Vehicle Tax disc              |
| 26/06/2014              | Corona Energy Retail 2 Ltd     | DDR    | 151.65           | 151.65           |             | 501        |                  | 193/Supply to 010.6.14        |
| 26/06/2014              | British Gas DDR                | DDR2   | 8.62             | 8.62             |             | 501        |                  | 190/Supply to 31.05.14        |
| 27/06/2014              | Southern Electric DDR          | DDR3   | 612.90           | 612.90           |             | 501        |                  | 209/Supply to 09.06.14        |
| 30/06/2014              | Aviva Insurance                | 111095 | 1,728.52         |                  |             | 4207 402   | 1,728.52         | Aviva Insurance               |
| <b>Total Payments :</b> |                                |        | <b>64,103.96</b> | <b>36,759.72</b> | <b>0.00</b> |            | <b>27,344.24</b> |                               |

Month No : 3

## Cost Centre Report

|            |                                    | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % of<br>Budget |
|------------|------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| <b>401</b> | <b>Staff</b>                       |                       |                        |                       |                          |                          |                    |                |
| 4101       | Gross Salaries                     | 5,354                 | 20,084                 | 104,000               | 83,916                   |                          | 83,916             | 19.3 %         |
| 4102       | Gross Wages                        | 7,197                 | 22,425                 | 74,000                | 51,575                   |                          | 51,575             | 30.3 %         |
| 4113       | Employers NI                       | 674                   | 2,222                  | 11,500                | 9,278                    |                          | 9,278              | 19.3 %         |
| 4114       | Employers Pension Contrib.         | 2,016                 | 6,646                  | 26,000                | 19,354                   |                          | 19,354             | 25.6 %         |
| 4116       | Miscellaneous Staff Costs          | 180                   | 180                    | 1,000                 | 820                      |                          | 820                | 18.0 %         |
|            | Staff :- Expenditure               | <b>15,421</b>         | <b>51,556</b>          | <b>216,500</b>        | <b>164,944</b>           | <b>0</b>                 | <b>164,944</b>     | <b>23.8 %</b>  |
|            | <b>Net Expenditure over Income</b> | <b>15,421</b>         | <b>51,556</b>          | <b>216,500</b>        | <b>164,944</b>           |                          |                    |                |

Month No : 3

## Cost Centre Report

|                                      | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % of<br>Budget |
|--------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| <b>402 Administration-Office</b>     |                       |                        |                       |                          |                          |                    |                |
| 4203 General Rates                   | 0                     | 6,005                  | 6,100                 | 95                       |                          | 95                 | 98.4 %         |
| 4204 Water Charges                   | 0                     | 0                      | 400                   | 400                      |                          | 400                | 0.0 %          |
| 4205 Electricity                     | 0                     | 599                    | 4,000                 | 3,401                    |                          | 3,401              | 15.0 %         |
| 4206 Gas                             | 0                     | 0                      | 1,800                 | 1,800                    |                          | 1,800              | 0.0 %          |
| 4207 Insurance (Excluding Vehicles)  | 6,812                 | 6,824                  | 21,600                | 14,776                   |                          | 14,776             | 31.6 %         |
| 4217 Office Maintenance/Security     | 0                     | 1,602                  | 3,500                 | 1,898                    |                          | 1,898              | 45.8 %         |
| 4218 Cleaning Materials              | 119                   | 743                    | 1,250                 | 507                      |                          | 507                | 59.5 %         |
| 4219 Telephone                       | 205                   | 446                    | 3,200                 | 2,754                    |                          | 2,754              | 13.9 %         |
| 4220 Print & Stationery etc          | 876                   | 1,176                  | 4,000                 | 2,824                    |                          | 2,824              | 29.4 %         |
| 4221 Postage incl Members Delivery   | 42                    | 524                    | 1,600                 | 1,076                    |                          | 1,076              | 32.8 %         |
| 4223 Refreshments                    | 0                     | 31                     | 200                   | 169                      |                          | 169                | 15.3 %         |
| 4225 Equipment Maintenance/Purchase  | 0                     | 0                      | 3,000                 | 3,000                    |                          | 3,000              | 0.0 %          |
| 4226 Audit & Accounts Fees           | 0                     | -1,660                 | 2,350                 | 4,010                    |                          | 4,010              | -70.6 %        |
| 4227 Legal & Land Agents Costs       | 0                     | 10                     | 1,000                 | 990                      |                          | 990                | 1.0 %          |
| 4228 Subscriptions                   | -52                   | 2,117                  | 2,700                 | 583                      |                          | 583                | 78.4 %         |
| 4229 Publications                    | 23                    | 30                     | 300                   | 270                      |                          | 270                | 9.9 %          |
| 4230 Mayors Allowance                | 0                     | 406                    | 1,900                 | 1,494                    |                          | 1,494              | 21.4 %         |
| 4232 Members Conference Fees/Exp.    | 74                    | 74                     | 500                   | 426                      |                          | 426                | 14.9 %         |
| 4233 Council Grants/Donations        | 500                   | 500                    | 1,500                 | 1,000                    |                          | 1,000              | 33.3 %         |
| 4234 Photocopying                    | 0                     | 436                    | 2,270                 | 1,834                    |                          | 1,834              | 19.2 %         |
| 4235 Service Agreements              | 1,234                 | 3,401                  | 9,500                 | 6,100                    |                          | 6,100              | 35.8 %         |
| 4236 Election Costs                  | 0                     | 0                      | 4,000                 | 4,000                    |                          | 4,000              | 0.0 %          |
| 4237 Training/Conferences Staff      | 0                     | 1,190                  | 3,500                 | 2,310                    |                          | 2,310              | 34.0 %         |
| 4238 Miscellaneous Admin Costs       | 90                    | 90                     | 2,000                 | 1,910                    |                          | 1,910              | 4.5 %          |
| 4239 Other pay (Mileage etc) Admin   | 33                    | 71                     | 500                   | 429                      |                          | 429                | 14.1 %         |
| Administration-Office :- Expenditure | <b>9,956</b>          | <b>24,615</b>          | <b>82,670</b>         | <b>58,055</b>            | <b>0</b>                 | <b>58,055</b>      | <b>29.8 %</b>  |
| 7101 Precept                         | 0                     | 227,852                | 455,704               | -227,852                 |                          |                    | 50.0 %         |
| 7201 Rent Received Etc               | 307                   | 745                    | 2,575                 | -1,830                   |                          |                    | 28.9 %         |
| 7202 Photocopying Income             | 0                     | 13                     | 52                    | -38                      |                          |                    | 26.2 %         |
| 7204 Sale of Council Minutes         | 0                     | 0                      | 195                   | -195                     |                          |                    | 0.0 %          |
| 7205 Miscellaneous Income            | 208                   | 1,016                  | 0                     | 1,016                    |                          |                    | 0.0 %          |
| Administration-Office :- Income      | <b>515</b>            | <b>229,627</b>         | <b>458,526</b>        | <b>-228,899</b>          |                          |                    | <b>50.1 %</b>  |
| <b>Net Expenditure over Income</b>   | <b>9,441</b>          | <b>-205,012</b>        | <b>-375,856</b>       | <b>-170,843</b>          |                          |                    |                |

|                                     | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % of<br>Budget |
|-------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| <b>403 Administration-Works</b>     |                       |                        |                       |                          |                          |                    |                |
| 4303 General Rates                  | 0                     | 1,955                  | 2,010                 | 55                       |                          | 55                 | 97.2 %         |
| 4304 Water Charges                  | 0                     | 0                      | 310                   | 310                      |                          | 310                | 0.0 %          |
| 4305 Electricity                    | 90                    | 90                     | 750                   | 660                      |                          | 660                | 12.0 %         |
| 4307 Vehicle Insurance & Licences   | 145                   | 390                    | 2,500                 | 2,110                    |                          | 2,110              | 15.6 %         |
| 4309 Vehicle Maintenance            | 0                     | 802                    | 1,500                 | 698                      |                          | 698                | 53.4 %         |
| 4337 Maintenance of Buildings       | 7                     | 232                    | 1,650                 | 1,418                    |                          | 1,418              | 14.1 %         |
| 4338 Equipment Maintenance          | 4                     | 551                    | 4,000                 | 3,449                    |                          | 3,449              | 13.8 %         |
| 4339 New Purchases                  | 0                     | 1,505                  | 2,000                 | 495                      |                          | 495                | 75.3 %         |
| 4340 Fuel                           | 137                   | 423                    | 3,000                 | 2,577                    |                          | 2,577              | 14.1 %         |
| 4341 Planting Contract Etc.         | 3,541                 | 3,571                  | 5,700                 | 2,129                    |                          | 2,129              | 62.6 %         |
| 4342 Consumables & Small Tools      | 122                   | 402                    | 1,200                 | 798                      |                          | 798                | 33.5 %         |
| 4343 Protective/Corporate Clothing  | 62                    | 62                     | 1,400                 | 1,338                    |                          | 1,338              | 4.4 %          |
| 4344 Disposal of Rubbish            | 314                   | 1,298                  | 3,500                 | 2,202                    |                          | 2,202              | 37.1 %         |
| 4345 Health/Safety & Environmental  | 0                     | 0                      | 1,000                 | 1,000                    |                          | 1,000              | 0.0 %          |
| Administration-Works :- Expenditure | <b>4,422</b>          | <b>11,280</b>          | <b>30,520</b>         | <b>19,240</b>            | <b>0</b>                 | <b>19,240</b>      | <b>37.0 %</b>  |
| <b>Net Expenditure over Income</b>  | <b>4,422</b>          | <b>11,280</b>          | <b>30,520</b>         | <b>19,240</b>            |                          |                    |                |



|                                    | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % of<br>Budget |
|------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| <b>404 Allotments</b>              |                       |                        |                       |                          |                          |                    |                |
| 4404 Allotment Water Charges       | 0                     | 0                      | 300                   | 300                      |                          | 300                | 0.0 %          |
| Allotments :- Expenditure          | <b>0</b>              | <b>0</b>               | <b>300</b>            | <b>300</b>               | <b>0</b>                 | <b>300</b>         | <b>0.0 %</b>   |
| <b>Net Expenditure over Income</b> | <b>0</b>              | <b>0</b>               | <b>300</b>            | <b>300</b>               |                          |                    |                |

Month No : 3

## Cost Centre Report

|            |                                    | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % of<br>Budget |
|------------|------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| <b>405</b> | <b>Footway Lighting</b>            |                       |                        |                       |                          |                          |                    |                |
| 4545       | Energy Charges (Lighting)          | 436                   | 845                    | 5,750                 | 4,905                    |                          | 4,905              | 14.7 %         |
| 4546       | Lighting Maintenance               | 685                   | 685                    | 5,105                 | 4,420                    |                          | 4,420              | 13.4 %         |
|            | Footway Lighting :- Expenditure    | <b>1,121</b>          | <b>1,530</b>           | <b>10,855</b>         | <b>9,325</b>             | <b>0</b>                 | <b>9,325</b>       | <b>14.1 %</b>  |
|            | <b>Net Expenditure over Income</b> | <b>1,121</b>          | <b>1,530</b>           | <b>10,855</b>         | <b>9,325</b>             |                          |                    |                |

Month No : 3

## Cost Centre Report

|            |                                    | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % of<br>Budget |
|------------|------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| <b>406</b> | <b>Cemetery</b>                    |                       |                        |                       |                          |                          |                    |                |
| 4603       | Cemetery Rates                     | 0                     | 2,167                  | 2,300                 | 133                      |                          | 133                | 94.2 %         |
| 4604       | Cemetery Water Charges             | 0                     | 0                      | 180                   | 180                      |                          | 180                | 0.0 %          |
| 4650       | Cemetery Maintenance               | 64                    | 64                     | 300                   | 236                      |                          | 236                | 21.3 %         |
| 4651       | Chapel Maintenance                 | 0                     | 0                      | 1,000                 | 1,000                    |                          | 1,000              | 0.0 %          |
| 4654       | Plants/Bulbs Etc.                  | 0                     | 0                      | 200                   | 200                      |                          | 200                | 0.0 %          |
| 4656       | Grave Digging                      | 0                     | 1,000                  | 6,200                 | 5,200                    |                          | 5,200              | 16.1 %         |
|            | Cemetery :- Expenditure            | <b>64</b>             | <b>3,230</b>           | <b>10,180</b>         | <b>6,950</b>             | <b>0</b>                 | <b>6,950</b>       | <b>31.7 %</b>  |
| 7226       | Burials/Memorials Income           | 710                   | 4,947                  | 20,000                | -15,053                  |                          |                    | 24.7 %         |
| 7228       | Interest on Investment             | 26                    | 26                     | 26                    | 0                        |                          |                    | 101.5 %        |
|            | Cemetery :- Income                 | <b>736</b>            | <b>4,973</b>           | <b>20,026</b>         | <b>-15,053</b>           |                          |                    | <b>24.8 %</b>  |
|            | <b>Net Expenditure over Income</b> | <b>-673</b>           | <b>-1,743</b>          | <b>-9,846</b>         | <b>-8,103</b>            |                          |                    |                |

Month No : 3

## Cost Centre Report

|                                    | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % of<br>Budget |
|------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| <b>407 Churchyard</b>              |                       |                        |                       |                          |                          |                    |                |
| 4756 Churchyard Maintenance        | 0                     | 0                      | 300                   | 300                      |                          | 300                | 0.0 %          |
| 4757 Churchyard Paths & Walls      | 0                     | 0                      | 300                   | 300                      |                          | 300                | 0.0 %          |
| 4758 Churchyard Plants             | 0                     | 78                     | 150                   | 73                       |                          | 73                 | 51.7 %         |
| Churchyard :- Expenditure          | <b>0</b>              | <b>78</b>              | <b>750</b>            | <b>673</b>               | <b>0</b>                 | <b>673</b>         | <b>10.3 %</b>  |
| <b>Net Expenditure over Income</b> | <b>0</b>              | <b>78</b>              | <b>750</b>            | <b>673</b>               |                          |                    |                |

Month No : 3

## Cost Centre Report

|                                            | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % of<br>Budget |
|--------------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| <b>408 Car Park (Including Market)</b>     |                       |                        |                       |                          |                          |                    |                |
| 4803 Car Park Rates                        | 0                     | 13,737                 | 14,200                | 463                      |                          | 463                | 96.7 %         |
| 4808 Loan Repayments                       | 0                     | 0                      | 608                   | 608                      |                          | 608                | 0.0 %          |
| 4860 Car Park Maintenance                  | 0                     | 119                    | 850                   | 731                      |                          | 731                | 14.0 %         |
| 4862 Car Park (Market) Rates               | 0                     | 1,130                  | 1,170                 | 40                       |                          | 40                 | 96.6 %         |
| Car Park (Including Market) :- Expenditure | <b>0</b>              | <b>14,986</b>          | <b>16,828</b>         | <b>1,842</b>             | <b>0</b>                 | <b>1,842</b>       | <b>89.1 %</b>  |
| 7236 Friday Market Fees                    | 80                    | 250                    | 3,000                 | -2,750                   |                          |                    | 8.3 %          |
| 7237 Saturday Market Fees                  | 32                    | 64                     | 300                   | -236                     |                          |                    | 21.3 %         |
| 7238 Other Income Car Park                 | 100                   | 210                    | 200                   | 10                       |                          |                    | 105.0 %        |
| Car Park (Including Market) :- Income      | <b>212</b>            | <b>524</b>             | <b>3,500</b>          | <b>-2,976</b>            |                          |                    | <b>15.0 %</b>  |
| <b>Net Expenditure over Income</b>         | <b>-212</b>           | <b>14,462</b>          | <b>13,328</b>         | <b>-1,134</b>            |                          |                    |                |

Month No : 3

## Cost Centre Report

|                                          | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % of<br>Budget |
|------------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| <b>409 Public Toilets - Car Park</b>     |                       |                        |                       |                          |                          |                    |                |
| 4903 General Rates                       | 0                     | 2,308                  | 2,400                 | 92                       |                          | 92                 | 96.2 %         |
| 4904 AWA Charges                         | 0                     | 0                      | 1,400                 | 1,400                    |                          | 1,400              | 0.0 %          |
| 4905 Electricity                         | 0                     | 40                     | 380                   | 340                      |                          | 340                | 10.5 %         |
| 4964 Maintenance                         | 8                     | 58                     | 550                   | 492                      |                          | 492                | 10.5 %         |
| Public Toilets - Car Park :- Expenditure | <b>8</b>              | <b>2,406</b>           | <b>4,730</b>          | <b>2,324</b>             | <b>0</b>                 | <b>2,324</b>       | <b>50.9 %</b>  |
| <b>Net Expenditure over Income</b>       | <b>8</b>              | <b>2,406</b>           | <b>4,730</b>          | <b>2,324</b>             |                          |                    |                |

Month No : 3

## Cost Centre Report

|                                        | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % of<br>Budget |
|----------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| <b>500 Bedford Road Open Space</b>     |                       |                        |                       |                          |                          |                    |                |
| 5004 Water Charges                     | 0                     | 0                      | 1,100                 | 1,100                    |                          | 1,100              | 0.0 %          |
| 5005 Electricity                       | 31                    | 31                     | 1,154                 | 1,123                    |                          | 1,123              | 2.7 %          |
| 5063 Bedford Rd Pavilion Maintenanc    | 0                     | 0                      | 500                   | 500                      |                          | 500                | 0.0 %          |
| 5064 Maintenance Public Convenience    | 0                     | 0                      | 300                   | 300                      |                          | 300                | 0.0 %          |
| 5066 Maintenance Play Area             | 0                     | 151                    | 4,000                 | 3,849                    |                          | 3,849              | 3.8 %          |
| 5067 General Maintenance               | 0                     | 0                      | 320                   | 320                      |                          | 320                | 0.0 %          |
| Bedford Road Open Space :- Expenditure | <b>31</b>             | <b>182</b>             | <b>7,374</b>          | <b>7,192</b>             | <b>0</b>                 | <b>7,192</b>       | <b>2.5 %</b>   |
| 7241 Sandy FC Rent                     | 0                     | 0                      | 450                   | -450                     |                          |                    | 0.0 %          |
| 7242 Ice cream rent                    | 0                     | 0                      | 330                   | -330                     |                          |                    | 0.0 %          |
| Bedford Road Open Space :- Income      | <b>0</b>              | <b>0</b>               | <b>780</b>            | <b>-780</b>              |                          |                    | <b>0.0 %</b>   |
| <b>Net Expenditure over Income</b>     | <b>31</b>             | <b>182</b>             | <b>6,594</b>          | <b>6,412</b>             |                          |                    |                |

|                                                         | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % of<br>Budget |
|---------------------------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| <b>501 Sund.Rd Open Space &amp; Pavilion</b>            |                       |                        |                       |                          |                          |                    |                |
| 5104 Water Charges                                      | 99                    | 99                     | 1,000                 | 901                      |                          | 901                | 9.9 %          |
| 5105 Electricity                                        | 519                   | 1,038                  | 0                     | -1,038                   |                          | -1,038             | 0.0 %          |
| 5106 Pavilion Gas                                       | 144                   | 607                    | 0                     | -607                     |                          | -607               | 0.0 %          |
| 5166 Management Fee                                     | 1,250                 | 3,750                  | 15,000                | 11,250                   |                          | 11,250             | 25.0 %         |
| 5167 Building Maintenance                               | 0                     | 1,043                  | 1,000                 | -43                      |                          | -43                | 104.3 %        |
| 5168 Play Area Maintenance                              | 0                     | 541                    | 3,200                 | 2,659                    |                          | 2,659              | 16.9 %         |
| 5171 Bowling Green                                      | 269                   | 672                    | 2,950                 | 2,278                    |                          | 2,278              | 22.8 %         |
| 5172 Cricket Square                                     | 413                   | 760                    | 2,140                 | 1,380                    |                          | 1,380              | 35.5 %         |
| <b>Sund.Rd Open Space &amp; Pavilion :- Expenditure</b> | <b>2,695</b>          | <b>8,510</b>           | <b>25,290</b>         | <b>16,780</b>            | <b>0</b>                 | <b>16,780</b>      | <b>33.7 %</b>  |
| 7251 Pitch Rental                                       | 457                   | 457                    | 0                     | 457                      |                          |                    | 0.0 %          |
| 7253 Bowls Club Rental                                  | 0                     | 0                      | 389                   | -389                     |                          |                    | 0.0 %          |
| 7255 Cricket Club Rental                                | 0                     | 0                      | 260                   | -260                     |                          |                    | 0.0 %          |
| 7256 Scouts ,ACF and SSLA                               | 0                     | 0                      | 170                   | -170                     |                          |                    | 0.0 %          |
| <b>Sund.Rd Open Space &amp; Pavilion :- Income</b>      | <b>457</b>            | <b>457</b>             | <b>819</b>            | <b>-362</b>              |                          |                    | <b>55.8 %</b>  |
| <b>Net Expenditure over Income</b>                      | <b>2,238</b>          | <b>8,053</b>           | <b>24,471</b>         | <b>16,418</b>            |                          |                    |                |



|            |                                    | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % of<br>Budget |
|------------|------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| <b>502</b> | <b>Beeston Green</b>               |                       |                        |                       |                          |                          |                    |                |
| 5273       | General Maintenance                | 385                   | 973                    | 1,000                 | 27                       |                          | 27                 | 97.3 %         |
| 5274       | Miscellaneous Beeston Green        | 0                     | 0                      | 1,000                 | 1,000                    |                          | 1,000              | 0.0 %          |
|            | Beeston Green :- Expenditure       | <b>385</b>            | <b>973</b>             | <b>2,000</b>          | <b>1,027</b>             | <b>0</b>                 | <b>1,027</b>       | <b>48.7 %</b>  |
|            | <b>Net Expenditure over Income</b> | <b>385</b>            | <b>973</b>             | <b>2,000</b>          | <b>1,027</b>             |                          |                    |                |

Month No : 3

## Cost Centre Report

|                                    | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % of<br>Budget |
|------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| <b>503</b> <b>The Pinnacle</b>     |                       |                        |                       |                          |                          |                    |                |
| 5375 Pinnacle Maintenance          | 0                     | 0                      | 3,700                 | 3,700                    |                          | 3,700              | 0.0 %          |
| The Pinnacle :- Expenditure        | <b>0</b>              | <b>0</b>               | <b>3,700</b>          | <b>3,700</b>             | <b>0</b>                 | <b>3,700</b>       | <b>0.0 %</b>   |
| <b>Net Expenditure over Income</b> | <b>0</b>              | <b>0</b>               | <b>3,700</b>          | <b>3,700</b>             |                          |                    |                |

Month No : 3

## Cost Centre Report

|            |                                           | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % of<br>Budget |
|------------|-------------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| <b>504</b> | <b>Tourist Information Centre</b>         |                       |                        |                       |                          |                          |                    |                |
| 5401       | Staff Costs Salaries                      | 1,601                 | 4,773                  | 25,750                | 20,977                   |                          | 20,977             | 18.5 %         |
| 5402       | Staff Uniforms                            | 0                     | 0                      | 200                   | 200                      |                          | 200                | 0.0 %          |
| 5419       | Communications                            | 0                     | 0                      | 270                   | 270                      |                          | 270                | 0.0 %          |
| 5420       | Printing & Stationery                     | 0                     | 149                    | 1,235                 | 1,086                    |                          | 1,086              | 12.1 %         |
| 5424       | Ticket Sales/Merchandise                  | -972                  | -640                   | 5,550                 | 6,190                    |                          | 6,190              | -11.5 %        |
| 5428       | Membership Fees                           | 0                     | 0                      | 100                   | 100                      |                          | 100                | 0.0 %          |
|            | Tourist Information Centre :- Expenditure | <b>628</b>            | <b>4,283</b>           | <b>33,105</b>         | <b>28,822</b>            | <b>0</b>                 | <b>28,822</b>      | <b>12.9 %</b>  |
| 7402       | Sales                                     | 0                     | 2,055                  | 12,000                | -9,945                   |                          |                    | 17.1 %         |
|            | Tourist Information Centre :- Income      | <b>0</b>              | <b>2,055</b>           | <b>12,000</b>         | <b>-9,945</b>            |                          |                    | <b>17.1 %</b>  |
|            | <b>Net Expenditure over Income</b>        | <b>628</b>            | <b>2,228</b>           | <b>21,105</b>         | <b>18,877</b>            |                          |                    |                |

Month No : 3

## Cost Centre Report

|                                    | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % of<br>Budget |
|------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| <b>505</b> <b>Grass Cutting</b>    |                       |                        |                       |                          |                          |                    |                |
| 5584 Grass Cutting                 | 0                     | 3,831                  | 10,000                | 6,169                    |                          | 6,169              | 38.3 %         |
| Grass Cutting :- Expenditure       | <u>0</u>              | <u>3,831</u>           | <u>10,000</u>         | <u>6,169</u>             | <u>0</u>                 | <u>6,169</u>       | <u>38.3 %</u>  |
| <b>Net Expenditure over Income</b> | <u>0</u>              | <u>3,831</u>           | <u>10,000</u>         | <u>6,169</u>             |                          |                    |                |

Month No : 3

## Cost Centre Report

|                                                     | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % of<br>Budget |
|-----------------------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| <b>506</b> <u>Litter Bins, Seats &amp; Shelters</u> |                       |                        |                       |                          |                          |                    |                |
| 5680 Maintenance Street Furniture                   | 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>   |
| <b>Net Expenditure over Income</b>                  | <u>0</u>              | <u>0</u>               | <u>500</u>            | <u>500</u>               |                          |                    |                |

Month No : 3

## Cost Centre Report

|                                           | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % of<br>Budget |
|-------------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| <b>507 Annual Report &amp; Newsletter</b> |                       |                        |                       |                          |                          |                    |                |
| 5785 Printing Costs                       | 238                   | 714                    | 3,500                 | 2,786                    |                          | 2,786              | 20.4 %         |
| Annual Report & Newsletter :- Expenditure | <b>238</b>            | <b>714</b>             | <b>3,500</b>          | <b>2,786</b>             | <b>0</b>                 | <b>2,786</b>       | <b>20.4 %</b>  |
| <b>Net Expenditure over Income</b>        | <b>238</b>            | <b>714</b>             | <b>3,500</b>          | <b>2,786</b>             |                          |                    |                |

|            |                                    | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % of<br>Budget |
|------------|------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| <b>508</b> | <b>S.E.G.</b>                      |                       |                        |                       |                          |                          |                    |                |
| 5886       | Council Contribution (SEG)         | 0                     | 0                      | 1,276                 | 1,276                    |                          | 1,276              | 0.0 %          |
|            | S.E.G. :- Expenditure              | 0                     | 0                      | 1,276                 | 1,276                    | 0                        | 1,276              | 0.0 %          |
|            | <b>Net Expenditure over Income</b> | <b>0</b>              | <b>0</b>               | <b>1,276</b>          | <b>1,276</b>             |                          |                    |                |

|            |                                    | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % of<br>Budget |
|------------|------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| <b>509</b> | <b>Christmas Lights</b>            |                       |                        |                       |                          |                          |                    |                |
| 5987       | Christmas Illuminations            | 1,160                 | 1,160                  | 11,000                | 9,840                    |                          | 9,840              | 10.5 %         |
| 5988       | Community Christmas Event          | 0                     | 15                     | 5,000                 | 4,985                    |                          | 4,985              | 0.3 %          |
|            | Christmas Lights :- Expenditure    | <b>1,160</b>          | <b>1,175</b>           | <b>16,000</b>         | <b>14,825</b>            | <b>0</b>                 | <b>14,825</b>      | <b>7.3 %</b>   |
| 7365       | Christmas Lights                   | 123                   | 178                    | 4,000                 | -3,822                   |                          |                    | 4.4 %          |
|            | Christmas Lights :- Income         | <b>123</b>            | <b>178</b>             | <b>4,000</b>          | <b>-3,822</b>            |                          |                    | <b>4.4 %</b>   |
|            | <b>Net Expenditure over Income</b> | <b>1,037</b>          | <b>997</b>             | <b>12,000</b>         | <b>11,003</b>            |                          |                    |                |



|            |                                    | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % of<br>Budget |
|------------|------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| <b>510</b> | <b>Fallowfield</b>                 |                       |                        |                       |                          |                          |                    |                |
| 5175       | Maintenance                        | 3                     | 112                    | 3,000                 | 2,888                    |                          | 2,888              | 3.7 %          |
|            | Fallowfield :- Expenditure         | <b>3</b>              | <b>112</b>             | <b>3,000</b>          | <b>2,888</b>             | <b>0</b>                 | <b>2,888</b>       | <b>3.7 %</b>   |
|            | <b>Net Expenditure over Income</b> | <b>3</b>              | <b>112</b>             | <b>3,000</b>          | <b>2,888</b>             |                          |                    |                |

|            |                                    | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % of<br>Budget |
|------------|------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| <b>600</b> | <b>The Riddy</b>                   |                       |                        |                       |                          |                          |                    |                |
| 6001       | Drainage Costs                     | 0                     | 39                     | 50                    | 11                       |                          | 11                 | 77.4 %         |
| 6002       | Riddy Maintenance                  | 0                     | 0                      | 500                   | 500                      |                          | 500                | 0.0 %          |
| 6003       | Riddy Management Fee               | 0                     | 0                      | 6,040                 | 6,040                    |                          | 6,040              | 0.0 %          |
|            | The Riddy :- Expenditure           | <b>0</b>              | <b>39</b>              | <b>6,590</b>          | <b>6,551</b>             | <b>0</b>                 | <b>6,551</b>       | <b>0.6 %</b>   |
| 7306       | Countryside Stewardship Grant      | 0                     | 1,077                  | 1,000                 | 77                       |                          |                    | 107.7 %        |
| 7307       | Angling Licence Rent               | 0                     | 0                      | 475                   | -475                     |                          |                    | 0.0 %          |
|            | The Riddy :- Income                | <b>0</b>              | <b>1,077</b>           | <b>1,475</b>          | <b>-398</b>              |                          |                    | <b>73.0 %</b>  |
|            | <b>Net Expenditure over Income</b> | <b>0</b>              | <b>-1,038</b>          | <b>5,115</b>          | <b>6,153</b>             |                          |                    |                |

Month No : 3

## Cost Centre Report

|            |                                              | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % of<br>Budget |
|------------|----------------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| <b>601</b> | <b>Miscellaneous (Incl Interest)</b>         |                       |                        |                       |                          |                          |                    |                |
| 6177       | Parish Clock                                 | 0                     | 0                      | 200                   | 200                      |                          | 200                | 0.0 %          |
| 6184       | CCTV Fees                                    | 0                     | 0                      | 15,000                | 15,000                   |                          | 15,000             | 0.0 %          |
| 6185       | Asset Valuation                              | 0                     | 0                      | 500                   | 500                      |                          | 500                | 0.0 %          |
|            | Miscellaneous (Incl Interest) :- Expenditure | <b>0</b>              | <b>0</b>               | <b>15,700</b>         | <b>15,700</b>            | <b>0</b>                 | <b>15,700</b>      | <b>0.0 %</b>   |
| 7319       | Interest Precept A.c                         | -31                   | -31                    | 2,000                 | -2,031                   |                          |                    | -1.6 %         |
| 7320       | Interest Santander Ac                        | 0                     | 0                      | 3,500                 | -3,500                   |                          |                    | 0.0 %          |
| 7322       | Interest Barclays Base Rate                  | 0                     | 83                     | 0                     | 83                       |                          |                    | 0.0 %          |
|            | Miscellaneous (Incl Interest) :- Income      | <b>-31</b>            | <b>52</b>              | <b>5,500</b>          | <b>-5,448</b>            |                          |                    | <b>0.9 %</b>   |
|            | <b>Net Expenditure over Income</b>           | <b>31</b>             | <b>-52</b>             | <b>10,200</b>         | <b>10,252</b>            |                          |                    |                |

Month No : 3

## Cost Centre Report

|            |                                    | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % of<br>Budget |
|------------|------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| <b>700</b> | <b>Capital A/c</b>                 |                       |                        |                       |                          |                          |                    |                |
| 6502       | CAP - Cemetery Extension           | 5,098                 | 5,098                  | 0                     | -5,098                   |                          | -5,098             | 0.0 %          |
|            | Capital A/c :- Expenditure         | <b>5,098</b>          | <b>5,098</b>           | <b>0</b>              | <b>-5,098</b>            | <b>0</b>                 | <b>-5,098</b>      |                |
| 7364       | S106 Money Received                | 0                     | 106                    | 0                     | 106                      |                          |                    | 0.0 %          |
|            | Capital A/c :- Income              | <b>0</b>              | <b>106</b>             | <b>0</b>              | <b>106</b>               |                          |                    |                |
|            | <b>Net Expenditure over Income</b> | <b>5,098</b>          | <b>4,992</b>           | <b>0</b>              | <b>-4,992</b>            |                          |                    |                |

|                                    | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % of<br>Budget |
|------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| <b>702 Reserve A/c</b>             |                       |                        |                       |                          |                          |                    |                |
| 6189 Reserve Fund                  | 0                     | 0                      | -15,000               | -15,000                  |                          | -15,000            | 0.0 %          |
| Reserve A/c :- Expenditure         | <u>0</u>              | <u>0</u>               | <u>-15,000</u>        | <u>-15,000</u>           | <u>0</u>                 | <u>-15,000</u>     |                |
| <b>Net Expenditure over Income</b> | <u>0</u>              | <u>0</u>               | <u>-15,000</u>        | <u>-15,000</u>           |                          |                    |                |

# Sandy Town Council

## 8 Street Lighting

Correspondence attached. It is essential that this column is either replaced or removed as soon as possible. The annual budget for street lighting maintenance for 2014/15 is £4,500 (no expenditure committed). **Members are asked how they wish to proceed.**

TERRY C. SEYMOUR  
ELECTRICAL INSTALLATIONS

88 Norton road, Stotfold, Hitchin, Herts SG5 4PG • Tel/Fax: (01462) 730350 • Mobile: 07860 327437

Domestic  
Industrial and  
Commercial Electrician  
Part 'P' Reg'd Installer

ESTIMATE

RECEIVED  
- 9 JUN 2014

Sandy Town Council.  
10 Cambridge Road  
Sandy  
Beds. SG19 1JE

No: 2402

Date: 09.06.2014

for the attention of Jonathan.

Ref: Column S4 The Avenue, Sandy.

Sirs,

On our last scouting outing of the Councils street lighting columns, it was found that column S4 in the Avenue has corroded to the point where it is structurally unsound and also has sustained impact damage causing it to split.

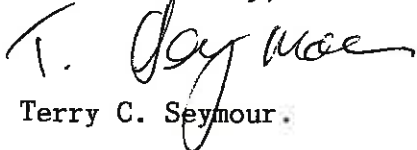
We would therefore recommend that the column be replaced. We estimate that the total costings involved for supplying and fitting one new 5mtr. galvanised tubular column, complete with lantern, all new column wiring and excavation works, coupled with EDF Energy column transfer charges to be:

£1600.00 plus VAT current.

Leaving the column in full working order.

enclosed: photographs ref: S4 The Avenue x 4

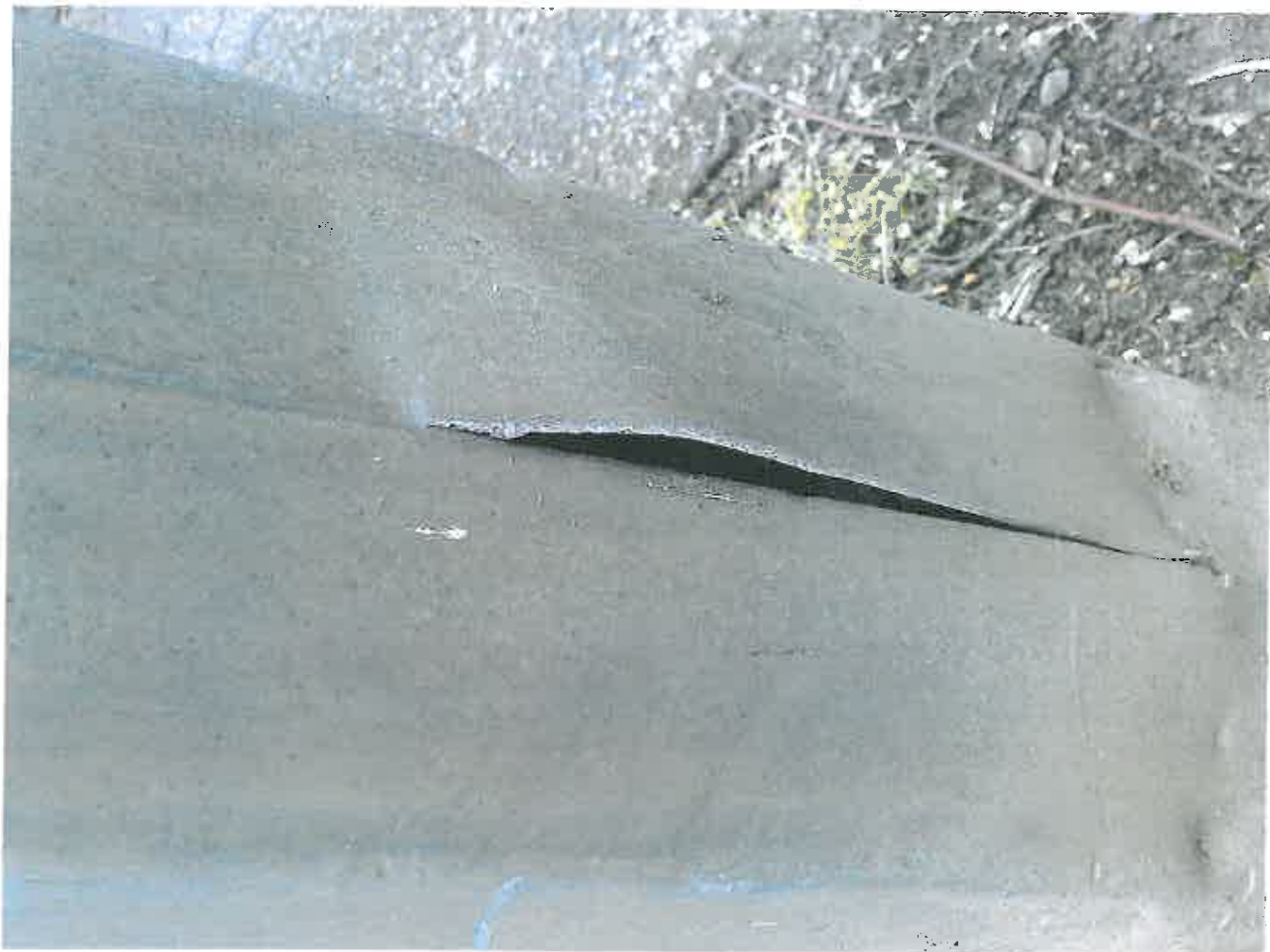
Yours sincerely,

  
Terry C. Seymour.

DAMAGED COLUMN S4  
THE AVENUE  
SANDY















# Sandy Town Council

**To: Cllrs N Aldis, C Butterfield, M Groom, W Jackson, M Pettitt, C Osborne, M Scott, K Sharp, D Sharman and B Smith**

**Cc Cllrs J Ali, T Cole, M Runchman, 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 14 July 2014 at 7.30 pm for the purpose of transacting the items of business below.**

*Delia Shephard*

Delia Shephard, Town Clerk  
10 Cambridge Road  
Sandy  
SG19 1JE  
01767 681491  
8 July 2014

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

## **A G E N D A**

**9 Car Park Barrier**

To consider replacement or repairs to barrier to Town Centre car park

**Reports**  
✓

Henry



THE FOUNDRY, ST IPOLYTS,  
HITCHIN, HERTS. SG4 7NX. UK  
Tel : +44 (0) 1438 750085. Fax : +44 (0) 1462 422282  
Web:www ttm-ltd.co.uk Email:

TTM QUOTATION



| Invoice Details                                                                                                                                                | Site Details                                                                                                                                                   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Carol Baker Smith<br>Sandy Town Council<br>10 Cambridge Rd<br>Sandy,, Bedfordshire SG19 1JE<br><br>Phone 01767681491<br>carol.baker-smith@sandytowncouncil.gov | Carol Baker Smith<br>Sandy Town Council<br>10 Cambridge Rd<br>Sandy,, Bedfordshire SG19 1JE<br><br>Phone 01767681491<br>carol.baker-smith@sandytowncouncil.gov |

| Salesperson | Quote Number | Date         | Payment     |
|-------------|--------------|--------------|-------------|
| Jim Reid    | AAAQ2161     | 02 July 2014 | NET 30 days |

As requested here is your copy of our quotation .  
 If you have any questions/issues please do not hesitate to call me.  
 Pictures are to give an indication of the product only, and may not be the actual image.

| Qty | Description | Cost |
|-----|-------------|------|
|-----|-------------|------|

To supply and install,

1 x Replacement card reader pedestal, for the damaged pedestal, existing card reader and controls to be re-fitted.

1 x Replacement concrete foundation pad for the above, also damaged. Dig out existing concrete and replace with new foundation.

1



TTM pedestal fitted in advance of the entry car park barrier.  
Powered coated finish in RAL colour as requested.

The following work is to be carried out by the customer at no cost to TTM

TERMS: TTM standard terms and conditions.  
 Signed on behalf of the company.  
 Jim Reid  
 02/07/2014  
 (Quotation is valid for 30 days)

|              |                  |
|--------------|------------------|
| Sub Total    | £951.00          |
| VAT 20 %     | £190.20          |
| Delivery     | £0.00            |
| <b>Total</b> | <b>£1,141.20</b> |

ORDER NO: .....  
 DATE: .....  
 PRINT NAME .....

The customer hereby requests TTM to carry out the work as specified in this quotation.  
 .....  
 Signed on behalf of the company.



THE FOUNDRY, ST IPOLYTTS,  
HITCHIN, HERTS. SG4 7NX. UK  
Tel: +44 (0) 1438 750085. Fax: +44 (0) 1462 422282.  
Web: www.ttm-ltd.co.uk Email: jim.reid@ttm-ltd.co.uk

TTM QUOTATION



| Invoice Details                                                                                                                                  | Site Details                                                                                                                                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| Carol Baker Smith<br>Sandy Town Council<br>10 Cambridge Rd<br>Sandy,, Bedfordshire SG19 1JE<br><br>Phone 01767681491<br>@sandytowncouncil.gov.uk | Carol Baker Smith<br>Sandy Town Council<br>10 Cambridge Rd<br>Sandy,, Bedfordshire SG19 1JE<br><br>Phone 01767681491<br>@sandytowncouncil.gov.uk |

| Salesperson | Quote Number | Date         | Payment     |
|-------------|--------------|--------------|-------------|
| Jim Reid    | AAAQ2161-01  | 07 July 2014 | NET 30 days |

As requested here is your copy of our quotation .  
If you have any questions/issues please do not hesitate to call me.  
Pictures are to give an indication of the product only, and may not be the actual image.

| Qty | Description | Cost |
|-----|-------------|------|
|-----|-------------|------|

- 1 x Re-paint (by hand) the existing pedestal, note we will try and bend the canopy into place, but doubt it will be straight.
- 1 x Dig out existing concrete and replace with new foundation, and bolt down the existing pedestal

The following work is to be carried out by the customer at no cost to TTM

TERMS: TTM standard terms and conditions.  
Signed on behalf of the company.  
Jim Reid  
07/07/2014  
.....  
(Quotation is valid for 30 days)

|              |                |
|--------------|----------------|
| Sub Total    | £598.80        |
| VAT 20 %     | £119.76        |
| <b>Total</b> | <b>£718.56</b> |

ORDER NO: .....

DATE: .....

PRINT NAME .....

The customer hereby requests TTM to carry out the work as specified in this quotation.

.....  
Signed on behalf of the customer.