

Sandy Town Council

To: Cllrs P N Aldis, J Ali, P Blaine, T Cole, A M Hill, W Jackson, G Leach, C Osborne, M Pettitt, D Quick, M Scott, D Sharman, P Sharman, J Sparrow, and S Sutton

You are hereby summoned to attend a meeting of Sandy Town Council to be held in the Council Chamber at 10 Cambridge Road, Sandy, Bedfordshire on Monday 18 January 2016 commencing at 7.30pm for the purpose of transacting the items of business below

Chris Robson
Town Clerk
10 Cambridge Road
Sandy
SG19 1JE
01767 681491
12 January 2016

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

A G E N D A

1 Apologies for Absence

To receive any apologies for absence

2 Declarations of interest and requests for dispensations

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) Disclosable Pecuniary Interests*
- ii) Non Disclosable Interests*
- iii) Dispensations*

3 Public Participation Session

To receive questions and representations from members of the public.

Sandy Town Council

4 Minutes of previous Town Council meetings

To consider the Minutes of the meeting of Sandy Town Council held at 7.30pm on Monday 21 December 2015 and to approve them as a correct record of proceedings.

5 Police Matters

To receive a report from PCSO Ann Jeeves on policing in Sandy.

Appendix I

6 Minutes of committees and recommendations therein

To receive and note the minutes of the meetings of the following committees and sub-committees and (if applicable) to approve recommendations therein which do not arise elsewhere

- i) Development Scrutiny Committees held on 4 January 2016.
- ii) Community Services & Environment Committee held on 4 January 2016.

7 Financial Matters

- i) To note a summary statement of income and expenditure against budget for the year to date (previously circulated).
- ii) To note a list of payments made since the last Town Council meeting (previously circulated).

8 Action List

To receive Action List and any update.

Appendix II

9 Scale of Charges

To review, discuss and approve updated Scale of Charges for 2016/17.

Appendix III

10 Budget

To agree the Sandy Town Council Budget and Precept for 2016/17.

- i) To receive a report from the Town Clerk.
- ii) Mr Derek Kemp to present the proposed 2016/17 budget.

Appendix IV

11 CBC Councillors

To receive reports from Sandy CBC Councillors.

12 Calendar of Meetings

To agree a calendar of meetings for 2016/17.

Appendix V

13 Queen's 90th Birthday Celebrations

To receive information regarding a Beacon to celebrate the Queens 90th birthday.

Appendix VI

Sandy Town Council

14 News Release

15 Chairman's Items

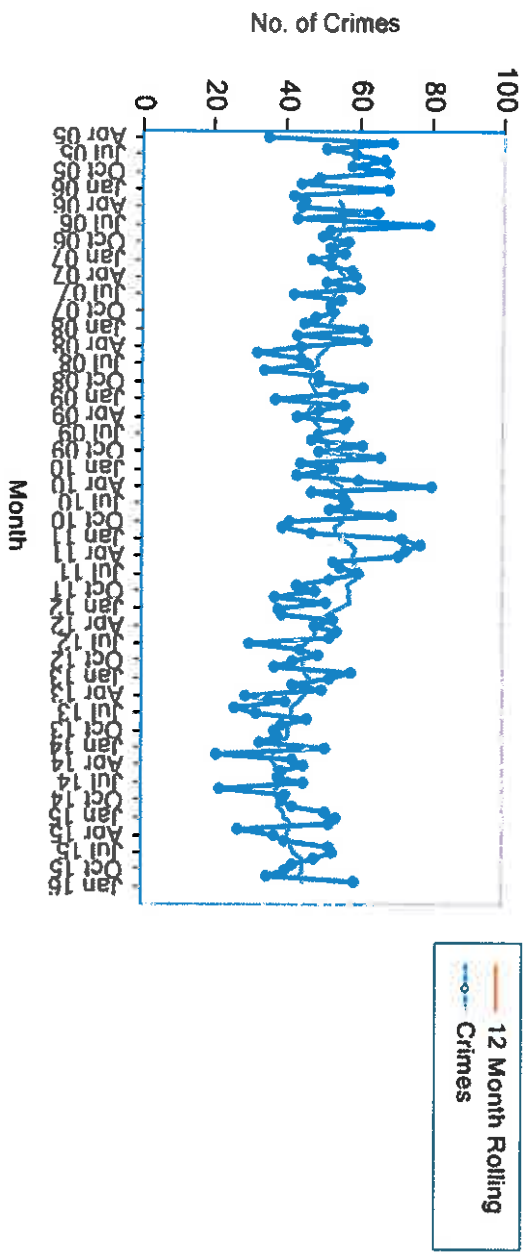
16 Date of next Meeting: 7 March 2016.

AGENDA ITEM 5

Sandy & Beeston Parish Council December 2015/January 2016

14/12/2016 – 09/01/2016

Long term trend



Crime Type Breakdown in last 12 months

Financial Year	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Avg
Current Financial Year: 2015/2016	37	40	52	53	48	42	40	35	59	54	52	27	406	45.11
Financial Year: 2014/2015	45	39	38	45	22	40	39	42	51	54	52	27	494	41.17
Financial Year: 2013/2014	29	40	26	32	46	39	37	38	33	51	21	42	434	36.17
Financial Year: 2012/2013	48	54	52	30	44	49	42	37	58	52	42	50	558	46.50
Financial Year: 2011/2012	71	53	55	60	52	43	48	37	51	38	39	53	600	50.00
Financial Year: 2010/2011	80	47	56	57	52	69	41	39	47	72	77	73	710	59.17
Financial Year: 2009/2010	43	57	56	49	47	61	49	66	44	53	43	60	628	52.33
Financial Year: 2008/2009	44	32	44	46	34	49	49	51	53	37	56	49	554	46.17
Financial Year: 2007/2008	59	51	60	42	55	52	53	48	45	61	43	62	631	52.58
Financial Year: 2006/2007	44	65	43	79	52	50	57	52	56	47	52	58	655	54.58
Financial Year: 2005/2006	35	69	51	59	67	58	68	49	44	68	42	45	655	54.58

Long term trend for each of the following offences

Burglary Dwelling

Financial Year	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Avg
Current Financial Year: 2015/2016	0	1	4	0	0	2	2	1	8				18	2.00
Financial Year: 2014/2015	1	2	3	1	0	4	6	2	4	5	5	1	35	2.92
Financial Year: 2013/2014	2	4	1	1	4	3	1	2	0	2	1	2	23	1.92
Financial Year: 2012/2013	3	2	2	1	3	4	4	3	10	16	4	3	55	4.58
Financial Year: 2011/2012	4	3	10	1	7	6	8	5	8	1	1	2	56	4.67
Financial Year: 2010/2011	7	1	3	5	2	5	6	3	3	7	6	7	55	4.58
Financial Year: 2009/2010	1	3	3	1	4	4	2	8	3	7	1	2	39	3.25
Financial Year: 2008/2009	1	1	2	0	2	4	2	5	9	5	3	1	35	2.92
Financial Year: 2007/2008	0	2	5	0	2	7	5	3	7	0	1	1	33	2.75
Financial Year: 2006/2007	3	1	4	9	3	4	1	1	4	2	10	3	45	3.75
Financial Year: 2005/2006	1	1	5	8	3	9	6	2	3	5	4	5	52	4.33

Burglary non-dwelling

Financial Year	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Avg
Current Financial Year: 2015/2016	2	1	1	3	1	2	4	8	1	2	2	3	23	2.56
Financial Year: 2014/2015	2	2	3	8	3	1	1	4	0	2	2	3	31	2.58
Financial Year: 2013/2014	3	3	1	3	5	0	2	0	3	8	1	1	30	2.50
Financial Year: 2012/2013	8	7	6	0	3	5	5	6	7	3	2	3	55	4.58
Financial Year: 2011/2012	12	5	3	9	2	3	5	1	2	2	4	4	52	4.33
Financial Year: 2010/2011	20	7	3	6	6	6	5	3	3	8	14	7	88	7.33
Financial Year: 2009/2010	2	4	11	8	4	6	6	3	5	6	2	6	63	5.25
Financial Year: 2008/2009	6	2	8	3	5	3	12	4	5	4	2	4	58	4.83
Financial Year: 2007/2008	11	4	4	2	4	5	3	5	4	5	5	7	59	4.92
Financial Year: 2006/2007	1	6	4	7	3	4	6	2	6	2	4	10	55	4.58
Financial Year: 2005/2006	3	6	5	7	2	5	4	4	1	3	1	4	45	3.75

Theft of motor vehicle

Financial Year	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Avg
Current Financial Year: 2015/2016	0	0	1	4	0	0	2	2	0	2	2	0	9	1.00
Financial Year: 2014/2015	1	2	0	1	0	2	1	0	2	0	0	1	10	0.83
Financial Year: 2013/2014	1	2	0	0	1	1	3	4	2	3	0	2	19	1.58
Financial Year: 2012/2013	0	0	1	0	1	1	0	1	0	1	0	0	5	0.42
Financial Year: 2011/2012	1	1	1	2	0	2	1	1	0	0	1	1	11	0.92
Financial Year: 2010/2011	1	0	3	2	1	3	0	0	3	3	1	0	17	1.42
Financial Year: 2009/2010	2	1	2	3	3	2	3	1	1	1	2	0	21	1.75
Financial Year: 2008/2009	1	2	2	1	1	1	2	1	1	1	3	1	17	1.42
Financial Year: 2007/2008	3	3	2	0	3	1	2	1	1	1	2	0	19	1.58
Financial Year: 2006/2007	1	2	1	3	1	2	1	1	1	2	3	5	23	1.92
Financial Year: 2005/2006	0	3	3	4	1	2	1	1	2	2	2	4	25	2.08

Theft from motor vehicle

Financial Year	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Avg
Current Financial Year: 2015/2016	2	4	4	5	4	13	5	6	6				49	5.44
Financial Year: 2014/2015	7	10	6	4	1	7	3	3	1	6	3	0	51	4.25
Financial Year: 2013/2014	2	6	3	2	4	2	5	2	2	7	2	7	44	3.67
Financial Year: 2012/2013	5	9	8	3	11	8	3	4	13	4	6	5	79	6.58
Financial Year: 2011/2012	7	5	1	8	8	3	4	3	12	9	6	11	77	6.42
Financial Year: 2010/2011	3	3	4	4	5	1	1	3	3	5	7	5	44	3.67
Financial Year: 2009/2010	8	5	4	4	4	7	8	7	5	5	3	3	63	5.25
Financial Year: 2008/2009	4	2	5	9	5	1	2	10	7	4	3	8	60	5.00
Financial Year: 2007/2008	3	3	3	3	10	5	7	4	8	5	3	15	69	5.75
Financial Year: 2006/2007	4	9	2	3	2	6	13	9	5	2	2	5	62	5.17
Financial Year: 2005/2006	7	14	4	4	8	12	15	3	5	13	3	5	93	7.75

Theft other

Financial Year	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Avg
Current Financial Year: 2015/2016	7	3	4	5	8	5	3	1	3				39	4.33
Financial Year: 2014/2015	4	3	5	4	6	5	1	4	7	5	13	2	59	4.92
Financial Year: 2013/2014	5	6	4	3	6	7	5	4	7	12	8	3	70	5.83
Financial Year: 2012/2013	3	6	7	4	1	8	7	6	4	4	6	9	65	5.42
Financial Year: 2011/2012	6	11	8	10	9	9	6	8	7	7	10	6	97	8.08
Financial Year: 2010/2011	11	8	14	7	2	11	5	3	2	9	13	11	96	8.00
Financial Year: 2009/2010	6	6	3	7	7	8	5	11	4	7	8	14	86	7.17
Financial Year: 2008/2009	6	3	2	3	3	7	4	6	2	1	4	8	49	4.08
Financial Year: 2007/2008	4	9	9	8	7	5	8	2	5	10	4	3	74	6.17
Financial Year: 2006/2007	3	5	6	11	9	5	8	6	9	5	10	1	78	6.50
Financial Year: 2005/2006	6	4	5	3	11	1	4	7	8	8	10	6	73	6.08

Criminal Damage

Financial Year	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Avg
Current Financial Year: 2015/2016	9	11	18	6	5	3	7	2	19	16	10	3	80	8.89
Financial Year: 2014/2015	9	5	3	8	5	10	9	16	23	16	10	3	117	9.75
Financial Year: 2013/2014	5	5	9	11	4	3	7	9	7	5	4	9	78	6.50
Financial Year: 2012/2013	13	14	11	6	6	11	9	9	12	7	8	6	112	9.33
Financial Year: 2011/2012	19	11	12	14	9	8	12	10	12	7	6	9	129	10.75
Financial Year: 2010/2011	14	10	4	15	13	14	11	12	14	22	20	26	175	14.58
Financial Year: 2009/2010	10	23	11	15	12	14	11	22	11	11	12	17	169	14.08
Financial Year: 2008/2009	9	12	12	17	10	17	9	20	15	9	23	8	161	13.42
Financial Year: 2007/2008	25	7	14	12	13	15	12	14	5	18	4	18	157	13.08
Financial Year: 2006/2007	19	19	6	24	16	16	11	15	17	19	12	17	191	15.92
Financial Year: 2005/2006	4	17	11	18	16	9	11	12	10	17	13	10	148	12.33

Violence with Injury

Financial Year	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Avg
Current Financial Year: 2015/2016	7	6	6	7	10	1	4	3	6	5	1	6	59	4.92
Financial Year: 2014/2015	6	3	5	3	2	3	2	3	4	4	4	6	45	5.56
Financial Year: 2013/2014	1	1	4	7	2	2	1	3	1	2	2	5	31	3.75
Financial Year: 2012/2013	6	3	4	3	5	4	3	2	2	4	1	1	38	3.17
Financial Year: 2011/2012	5	1	2	3	2	5	3	3	2	1	2	5	34	2.83
Financial Year: 2010/2011	9	4	4	3	0	7	5	4	12	4	3	6	61	5.08
Financial Year: 2009/2010	2	8	4	2	3	8	0	6	3	7	3	5	51	4.25
Financial Year: 2008/2009	4	4	5	3	4	4	4	3	6	2	6	4	49	4.08
Financial Year: 2007/2008	4	6	8	4	6	7	5	12	3	4	11	4	74	6.17
Financial Year: 2006/2007	0	9	11	5	7	4	6	2	4	5	1	5	59	4.92
Financial Year: 2005/2006	4	7	2	3	8	7	7	5	4	5	1	6	59	4.92

Violence without injury

Financial Year	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Avg
Current Financial Year: 2015/2016	1	10	7	10	4	2	1	4	7	7	3		46	5.11
Financial Year: 2014/2015	6	3	6	8	2	3	4	3	4	7	3	4	53	4.42
Financial Year: 2013/2014	3	4	1	2	1	5	5	3	3	6	2	2	37	3.08
Financial Year: 2012/2013	4	1	2	3	2	2	3	0	1	2	1	3	24	2.00
Financial Year: 2011/2012	5	5	8	5	5	2	2	3	1	1	3	2	42	3.50
Financial Year: 2010/2011	3	2	4	3	2	4	1	3	1	6	2	2	33	2.75
Financial Year: 2009/2010	2	0	3	3	1	2	0	0	2	1	1	2	17	1.42
Financial Year: 2008/2009	2	1	0	1	1	1	4	3	0	3	2	2	20	1.67
Financial Year: 2007/2008	4	2	3	1	1	2	2	2	1	3	4	0	25	2.08
Financial Year: 2006/2007	6	4	1	3	1	1	3	1	3	1	1	3	28	2.33
Financial Year: 2005/2006	1	1	2	2	0	1	4	2	5	3	0	1	22	1.83

Year to date

Crime Type	Recorded Crime		Solved Crimes	
	14/12/14 to 08/01/15	14/12/15 to 08/01/16	14/12/14 to 08/01/15	14/12/15 to 08/01/16
Violence with Injury	4	2	2	0
Violence without Injury	6	6	0	2
Rape	0	1	0	0
Other Sexual Offences	1	1	0	0
Robbery	0	0	0	0
Burglary Dwelling	3	4	0	0
Burglary - Non Dwelling	1	3	0	0
Vehicle Offences	5	7	0	0
Theft from the Person	0	0	0	0
Bicycle Theft	0	1	0	0
Shoplifting	3	0	1	0
Other Theft	4	4	1	1
Arson	0	0	0	0
Criminal Damage	21	19	0	0
Trafficking of Drugs	0	0	0	0
Possession of Drugs	0	0	0	0
Public Order	0	2	0	2
Miscellaneous Crimes Against Society	1	1	0	0
Total	49	51	4	5

The following crimes have been recorded since your last parish council meeting:

Burglary Dwellings

- **18/12/2015 – Distraction Burglary dwelling – Winchester Road** - Two unknown offenders have approached the front door and knocked on the letterbox. On opening the door, one offender has offered some work on the fence that surrounds the property and an agreement of £10.00 has been reached for the work. Both offenders have then returned to a van parked in the vicinity to collect tools. On their return they knocked on the door a second time and asked if they could come through to look at the back fence. Both unknown offenders have then gone through the property to the rear garden whilst one was speaking to the victim about the fence the other took a wallet from a coffee table containing approx. £400.00 in cash. When the victim decided no work was required on the rear fence, the unknown offenders left the property without carrying out any work. The victim discovered their wallet was missing very soon after they left and immediately called the police. Unknown offenders have made off in unknown direction by unknown means.
- **28/12/2015 – Queens Road** - Unknown offenders have entered the property via the front living room window. The unknown offenders have made their way upstairs and searched two of the bedrooms removing £150 in cash, a PlayStation 4 and iPad2 from one room and a silver watch from another. The unknown offenders have then left via the open window and made off by an unknown means in an unknown direction.
- **28/12/2015 – Attempt burglary in Potton Road** - Unknown offenders have attempted to force the rear patio door leaving marks on the door frame using an unknown implement. No entry has been gained to the property. The unknown offenders have then made off in an unknown direction by unknown means.
- **05/01/2016 – St Swithuns Way** – Unknown offenders have gained entry to a property by forcing open a rear window. Unknown offenders have taken a wallet and have later withdrawn £200.00 with the bank card that was inside the wallet.

Burglary non-dwelling

- **22/12/2015 – Woolfield** - Unknown offenders have gained entry through a back gate and also into the shed. The unknown offenders have removed the victims pedal cycle from the shed, making off in direction unknown.
- **05/01/2016 – Park Toad** - Unknown offenders have used an unknown implement to gain access to a rear door and have removed cash till with approximately £300 inside. Unknown offenders have also tampered with the CCTV and the broadband box at location. Unknown offenders have then made off in an unknown direction by unknown means.
- **07/01/2016 – Potton Road** - Unknown offenders have approached a building. Using an unknown implement, unknown offenders have caused damage to window shutters, windows and a glass cabinet. High value binoculars and other optic items have been taken. Unknown offenders have then made off in an unknown direction.

Vehicle offences

- 20/12/2015 – Newton Way – Interfering with a motor vehicle - Unknown offenders have approached the vehicle and have forced through some plastic covering which was covering the rear offside window. The unknown offenders have entered the vehicle and have pulled up the bonnet catch by the driver's side to lift up the bonnet. The unknown offenders have then lifted the bonnet and left it wide open. The victim was unsure if anything had been stolen.
- 20/12/2015 – Peels Place – Theft from motor vehicle - Unknown offenders have approached a vehicle that was parked in the road and have used an unknown implement to remove both index plates from the vehicle. The unknown offenders have made off by unknown means.
- 20/12/2015 – Stonecroft – Theft from motor vehicle - Unknown offenders have smashed the driver's side front window and gained access to the vehicle. Once access has been gained the bonnet has been lifted. The vehicle battery has been removed and the unknown offenders have made off in an unknown direction by unknown means.
- 20/12/2015 – Wesley Road – Interfering with a motor vehicle - Unknown offenders have approached the vehicle and used an unknown implement to smash the driver's side window. The offenders have then entered the vehicle, conducted a search of the glove box and left the location making off in an unknown direction by unknown means. Nothing has been stolen.
- 27/12/2015 – Sandford Rise – Theft from a motor vehicle - Unknown offenders have removed the front and rear number plates from a vehicle that was parked in the street. The unknown offenders have then made off in an unknown direction by unknown means.
- 02/01/2016 – Waverley Avenue – Theft from a motor vehicle – The victim had left a bag tied up on the passenger seat with rubbish in it. Unknown offenders have smashed the nearside window gaining entry where they have removed the bag from the seat and made off in an unknown direction. The unknown offenders did not enter the vehicle and only placed their hand through to get the bag as nothing else was disturbed.
- 08/01/2016 – Midland Road – Theft from a motor vehicle – Unknown offenders have removed the number plates from a vehicle that was parked in the street. Unknown offenders have then made off in an unknown direction by unknown means.

Criminal Damage

- 17/12/2015 – Rectory Court - Location of offence is a property situated off a main road in Sandy. The unknown offenders have used a brick to smash a patio door at the rear of the location. The unknown offenders have then made off in an unknown direction by unknown means.
- 19/12/2015 – West Road – Criminal damage to vehicle - Unknown offenders have approached the victim's vehicle which was locked and secured. The unknown offenders have used an unknown implement to cause various scratches to the vehicle and to slash the two nearside tyres before making off in an unknown direction by unknown means.
- 20/12/2015 – Mill Lane – Criminal damage to vehicle – The victim had parked their vehicle and left the area. The vehicle owner then noticed three unknown males approach the vehicle in which they have caused damage to the driver's side mirror. The owner of the vehicle gave chase to the unknown offenders but lost them.
- 20/12/2015 – Glebe Road – Criminal damage to vehicle - Unknown offenders have approached the victim's vehicle which was locked, secured and alarmed. The unknown offenders have used an unknown implement to smash the driver's side window before making off in an unknown direction by unknown means.
- 20/12/2015 – Newton Way - Unknown offenders have approached the vehicle and have smashed the rear offside window using an unknown implement. No entry was gained and no items stolen or disturbed within the vehicle. The unknown offenders made off in unknown direction.
- 21/12/2015 – Market Square – Criminal damage to building - Unknown offenders have arrived in a vehicle. An unknown male has then left the driver's seat, ran towards the entrance of the location and thrown two bricks at the window causing it to smash and causing approximately £300 worth of damage. Offenders have then ran back to the car and made off towards the area of Potton.
- 22/12/2015 – Glebe Road – Criminal damage to vehicle - Unknown offenders have approached the victim's vehicle and have cracked the windscreen and have caused the screen to bend inwards seemingly by jumping on the damaged windscreen. The unknown offenders have made off in an unknown direction.

- 22/12/2015 – West Road - Criminal damage to vehicle - Unknown offenders have approached a vehicle and smashed a nearside front window. No entry has been gained inside the vehicle. The unknown offenders have then made off in unknown direction and by unknown means.
- 22/12/2015 – West Road – Criminal damage to vehicle - Unknown offenders have used an unknown implement to smash the rear passenger door of a vehicle. The unknown offenders have then made off in an unknown direction by unknown means.
- 22/12/2015 – Popular Close –Criminal damage to vehicle - Unknown offenders have approached the driver's door of the victim's vehicle and have smashed the window. No access to the vehicle has been made and the unknown offenders have made off from location in an unknown direction by unknown means.
- 22/12/2015 – London Road – Criminal damage to vehicle – Unknown offenders have used an unknown implement in order to smash the driver's side door window and the top of driver's door has been damaged. The unknown offenders have also dented to the roof of the vehicle and have then made off into an unknown direction by unknown means.
- 22/12/2015 – London Road – Criminal damage to vehicle - Unknown offenders have approached the vehicle and have smashed the front nearside passenger window. The unknown offenders have not attempted to enter the vehicle nor have they removed anything from it. The offenders have made off in an unknown direction and by unknown means.
- 22/12/2015 – Wesley Road – Domestic related criminal damage.
- 22/12/2015 – Longfield Road – Criminal damage to vehicle - Unknown offenders have used an unknown implement to smash the driver's door window. Unknown offenders have also caused a dent to the top of the wing next to the bonnet on the driver's side. Unknown offenders have then made off from location in an unknown direction by unknown means.
- 23/12/2015 – Sunderland Road – Criminal damage to vehicle - Unknown offenders have approached from an unknown direction and used unknown means to smash the front windscreen before making off unseen in an unknown direction by unknown means. No entry has been gained to the vehicle.

- 25/12/2015 – London Road – Criminal damage to vehicle - Two unknown offenders dressed in dark clothing have kicked off both wing mirrors off the victim's vehicle. The offenders have then made off in unknown direction on foot.
- 01/01/2016 – High Road Beeston – Criminal damage to vehicle - Unknown offenders have used an unknown implement to smash a hole in the driver's window of the vehicle. The unknown offenders have made off in an unknown direction.
- 01/01/2016 – High Road Beeston – Criminal damage to vehicle - Unknown offenders have used an unknown implement to smash the driver's side window of the vehicle. Unknown offenders have then made off in an unknown direction by unknown means. No attempt has been made to enter the vehicle.
- 01/01/2016 – Laburnham Road – Criminal damage to vehicle – The unknown offenders have pulled back the wing mirror which has snapped and caused further damage to the internal wiring. Unknown offenders have then made off in an unknown direction by unknown means

Thefts

Pedal cycle Theft

- 15/12/2015 – Mayfield Court - The victim had locked their pedal cycle to a pipe with a padlock. Unknown offenders have used an unknown implement in order to remove the padlock from the pipe causing damage. The unknown offenders have then made off with the pedal cycle. The victim visited an auction house to sell some furniture and saw the pedal cycle there and was given back the bike.

Theft other

- 14/122015 –Great North Road –Making off without payment - The offence location is a petrol station situated within sandy. Unknown offender has fuelled the vehicle with petrol to the value of £48.07. The unknown offender has then got straight back into the vehicle and has driven off the forecourt making no attempt to pay for the fuel.
- 20/12/2015 – Girtford Bridge – Making off without payment - A vehicle has entered the forecourt and approached pump 2. Offenders have fuelled the vehicle with £62.30 worth of diesel. The vehicle and offender have left the forecourt making no attempt to pay for the fuel.
- 21/12/2015 – Stonecroft - Unknown offenders have removed the victims tumble dryer that was outside the front of an address which was under a dark cover. The unknown offenders have then made off in an unknown direction by unknown means.
- 31/12/2015 – Gateshead Close – Unknown offenders have been seen on CCTV to cut through the perimeter fence and force entry. The offender then gets in a large van and drives it into the courtyard. The offender then moves various trailer mounted mechanical winches to get to one that is 3.5 tonnes and designed for the practical use of excavating underground industrial cabling. This trailer mounted winch was attached to the back of the offenders van and then driven out of the compound and in unknown direction.
- 03/01/2015 – Winchester Road – Civil Dispute between client and accountant.

Violence with injury

- Two occasions reported to the police regarding violence against person with injury.

Violence without injury

- Six occasions reported to the police regarding violence against person without causing injury.

Public order offences

- One on-going neighbour public order dispute reported to the police.
- One domestic related public order offence.

Rape & other sexual offences

- Two rape /sexual offences allegations being investigated by the police.



BEDFORDSHIRE POLICE
Protecting People and Fighting Crime
Together

Town Council Committee - Action list

Subject	Action to be taken		Response/ Agenda no.
	Minute	Action	
Meeting 28/9/15			
Allotments	(75-15/16)	To delay signing the lease with CBC until more information on the suitability of the land and costs has been received.	Following workshop meeting on 11/1/16 the Allotment Association to put thoughts on site in writing to Council. Town Clerk to circulate workshop notes.
Meeting 9/11/15			
Local Council Award Scheme	(85-15/16)	Resolved to confirm policies and procedures are in place as per the award criteria and submit an application.	Application has been submitted.
Bedford Road Recreation Ground – Outdoor Gym Equipment	(86-15/16)	Completion of Sport England park user's survey to support grant application. This is external to the Council.	Meeting took place in January with the applicants. Ongoing
Surgery relocation to Shannon Court Changes to parking line marking	(87-15/16)	Council agreed changes to the car park layout in principle. Town Clerk to continue to work with Dr Graffy to identify potential funding.	Ongoing

SANDY TOWN COUNCIL

COMMITTEE: Full Council

DATE: 18 January 2016

OFFICER: Town Clerk

SUBJECT: Scale of Charges for financial year 2016/17

The table below details the 2015/16 scale of charges for Council functions and services as agreed at a meeting of the Policy, Finance and Resources committee on 16 February 2015.

The table proposes some increases in charges for the financial year 2016/17. The increases are either based on the last available RPI figure of 1.1% (November 2015) or a set amount where 1.1% is unpractical. Figures are rounded.

Sports Charges			
Football			
<i>Bedford Road Recreation Ground – Sandy Football Club</i>	2015/16 £	2016/17 £	VAT
Pitch and Pavilion	Lease		
Line Marking of football pitch per marking	23.50	24.00	+ VAT
<i>Sunderland Road Recreation Ground</i>			
Football			
Seasonal hire of junior pitch	64.50	65.00	
Casual use of senior pitch	32.00	33.00	+ VAT
Casual use of junior pitch	11.00	11.00	+ VAT
<i>Seasonal use of football pitch and 2 changing rooms:</i>			
Sandy Colts and other junior teams	167.00	169.00	
Sandy Colts senior teams	192.00	194.00	
Adult teams	410.00	414.50	
Cricket			
Sandy Cricket Club (2 changing rooms and education room)	£202.00	204.00	
Sandy Cricket Club (pitch)	260.00	262.60	
Casual use of cricket pitch (income to club)	Set by SCC		
Other clubs (seasonal use of 2 changing rooms)	214.00	216.50	
Casual use of 2 changing rooms	19.50	20.00	
Bowls			
Sandy Town Bowls Club	Lease		
Rink Fees (bowling green per person per rink per hour)	3.80	3.90	+ VAT

Premises, Leases etc			
Jenkins Pavilion			
Non profit making youth groups:	2015/16	2016/17	VAT
	£	£	
Seasonal or termly use of education room (weekly meetings)	Set By SLL		
Casual use of education room (per hour)	Set By SLL		
Non profit making adult groups:			
Yearly use of education room (monthly meetings)	Set By SLL		
Commercial or business groups:	Set By SLL		
Casual use of education room (per hour)	Set By SLL		

Premises, Leases etc continued			
10 Cambridge Road			
Day Time	2015/16	2016/17	VAT
	£	£	
Hire of Council Chamber per session (4 hours)	35.00	Remain as	+ VAT
Hire of Committee room per session (4 hours)	15.00		+ VAT
Hire of council chamber per session day rate	60.00		+ VAT
Hire of Committee room per hour	5.00		+ VAT
Hire of Chamber per hour	10.00		+ VAT
Evening/Weekend			
Hire of Chamber per Hour	12.00		+ VAT
Hire of Chamber for (4 hours)	40.00		+ VAT

Other Charges				
Market	2015/16	2016/17	VAT	
	£	£		
Stalls (permanent) per linear foot	1.00			
Stalls (casual) per linear foot	5.00			
Sale of Council Papers				
Agenda, Minutes and supporting papers per year	200.00			
Photocopying Charges				
Black and White A4	0.10			Inc VAT
Black and White A3	0.20			Inc VAT
Black and White A4 card	0.20			Inc VAT
Colour A4	0.50			Inc VAT
Colour A3	0.80			Inc VAT
Laminating A4	0.80		Inc VAT	
Laminating A3	1.30		Inc VAT	
Town Centre Car Park				
Pass (non-refundable)	120.00	130.00	+ VAT	
Guided Walks & Talks	5.50	6.50		

Burials and Memorials		
Exclusive rights to Burial	2015/16 £	2016/17 £
Burial in all sections 7 ft x 3 ft	175.00 (all sections)	185.00
Burial in all sections 7 ft x 6 ft	275.00 (all sections)	285.00
Fee for transfer of rights of burial document	55.00	60.00
Treble fees for non- parishioners		

Burials and Memorials		
Exclusive rights to Burial of cremated remains	2015/16 £	2016/17 £
Cremated remains in earthen grave 2 ft x 2 ft	90.00 (all sections)	100.00
Cremated remains in earthen grave 4 ft x 2 ft	125.00 (all sections)	135.00
Tablets are the only memorials permitted		
Treble fees for non- parishioners		
Interment Fees		
Interment of a body of a non-viable foetus or a child whose age at the time of death did not exceed 12 months	30.00	35.00
Interment of a body of a child whose age at the time of death exceeded 12 months but did not exceed 12 years	60.00	65.00
Interment of a body of a person whose age at the time of death exceeded 12 years	400.00	425.00
Cremated remains	120.00	125.00
Scattering of cremated remains	24.00	25.00
<i>Fees above include the digging of the grave and apply only where the interment is made between the hours of 10 am and 4 pm Monday to Friday or on the certificate of a coroner or registered medical practitioner that immediate interment is necessary. In any other case an additional fee is payable available on application at the time of the interment</i>		
Extra charge per ft for excavations deeper than 7 ft	70.00	75.00
Treble fees for non- parishioners		
Chapel Fees		
Use of cemetery chapel	65.00	-
<i>Use of the chapel is currently suspended until health & safety issues are addressed.</i>		

Burials and Memorials continued		
Memorial Fees	2015/16 £	2016/17 £
Any headstone, vase or tablet permitted under the regulations	130.00	140.00
Subsequent inscriptions	45.00	50.00
<i>Treble fees for non-parishioners</i>		
Maintenance Fees		
Maintenance of graves (per single grave not planted per annum)	50.00	55.00
Maintenance of graves (per single grave planted x 2 per annum)	115.00	120.00
New requests for maintenance of planted grave	150.00	155.00
Maintenance in perpetuity	2,290.00	2,313.00

SANDY TOWN COUNCIL**DATE: 18 January 2016****OFFICER: Town Clerk****SUBJECT: 2016/17 Budget and Precept Setting**

Members have previously received a 2016/17 draft budget from Sandy Town Council's accountants DCK Beavers. The summary page of that budget is attached for Members reference. At the meeting of 18 January 2016 Mr Derek Kemp, of DCK Beavers, will present the budget again, highlighting some minor amendments as a result of previously unexpected expenditure in this financial year. The budget sets out a 2% precept increase with £20,000 going into the rolling capital fund for project expenditure.

The following tables detail some potential projects/activities that will incur high expenditure when completed. Members may wish to refer to the information when considering the level of a precept increase.

% Increase	Annual £ increase per Band D household	Increased £ received by STC in precept	Precept per Band D Equivalent £ Annum
2%	2.47	9,754.03	126.14
5%	6.18	24,404.82	129.85
7%	8.66	34,198.34	132.33
10%	12.37	48,849.13	136.04

The following table outlines some of the larger projects the Council will need to address;

PROJECTS		
Project	Comment	Est. £
Cemetery Excavation	Required to progress cemetery extension and new depot build. Cost is based on quote recently received. May change due to CBC briefing document.	100,000
Storage facilities during excavation	During the excavation of the site STC will not have use of the depot. Alternative storage facilities required.	Unknown Est. 6,000 - 10,000 for three months for industrial unit to house tractor, equipment, diesel storage etc.
Cemetery & Depot Build	Once excavation has been completed cost of building the cemetery and depot.	240,000
Allotments	Progression of allotment site project. Cost of setting up site.	35,000

War Memorial Restoration	Restoration of lettering, stone work and inclusion of disabled access. Grant applied for. Unknown until March 16 as to whether we will receive any funding.	6,000
Chapel Restoration	Restoration work to chapel stone work and roof.	Unknown
Car Park line marking	Marking the car park in line with proposed changes by Shannon court surgery and repainting faded arrows.	1,700
Neighbourhood Plan	Consideration of carrying out a Neighbourhood Development plan and the consultation work that goes along with it. Plans are likely to vary in costs depending on the complexity and size of the proposal.	The average costs are estimated by the Department of Communities and Local Government (DCLG) at £20,000 to £86,000 per plan.
Play Park Equipment	Renewal of Bedford Road play park equipment.	£20,000

The below table highlights four individual budget codes that Council may wish to increase. The first column details the current proposed 2016/17 budget and the second column details the additional amount suggested.

Budget Code Increases			
Budget	Comment	2016/17 Current Proposed £	2016/17 Additional £
Grants	Ran out of budget in 2015/16. Community First funding has ended.	1,500	1,500
Defibrillator	Additional £580 required in case boxes are broken in future year	-	580
CCTV	Possibility of CBC decommissioning a CCTV camera and consideration as to whether STC should take the camera over	18,000	2,500
Street Lighting	Quote of £1,600 received from STC street lighting engineer for replacement of lighting column. It is	2,300	900

	expected two columns may need replacing in the near future. Raise budget to cover the cost of two lighting columns.		
			5,480

Sandy Town Council

(Updated 14-12-15)

Budget Summary

Year Ended 31st March 2017

	<u>2015-16</u>		<u>2016-17</u>	<u>Budget</u>	
	<u>Projected</u>	<u>Budgeted</u>	<u>Proposed</u>	<u>Incr/Decr</u>	
		<u>(Revised)</u>			
REVENUE EXPENDITURE					
Staffing & Admin	357923	365700	384150	18450	
Services	119311	118340	120161	1821	
	<u>477234</u>	<u>484040</u>	<u>504311</u>	<u>20271</u>	
INCOME					
Staffing & Admin	10750	11500	10500	-1000	
Services	27877	34352	32883	-1469	
	<u>38627</u>	<u>45852</u>	<u>43383</u>	<u>-2469</u>	
NET REVENUE EXPENDITURE	<u>438607</u>	<u>438188</u>	<u>460928</u>	<u>22740</u>	
Capital Expenditure (Net)					
Rolling Capital Fund Allocation	15000	15000	20000	5000	
Capital & Projects (net)	0	9200	0	-9200	
Capital Receipts	-4061	0	0	0	
Loans	608	608	608		
Loan - Internal Repayment	0	9102	9102	0	
	<u>11547</u>	<u>33910</u>	<u>29710</u>	<u>-4200</u>	
TOTAL NET EXPENDITURE	<u>450154</u>	<u>472098</u>	<u>490638</u>	<u>4200</u>	
Financed as follows					
Reserves at 1st April	80107	73833	109051		
Reserves at 31st March	109051	80833	116551 **		
Used to Fund Expenditure	-28944	-7000	-7500 ***		
PRECEPT FUNDING REQUIRED	<u>479098</u>	<u>479098</u>	<u>498138</u>	<u>19040</u>	3.97%
	<u>450154</u>	<u>472098</u>	<u>490638</u>		

Precept information

ADJUSTED BASIS

Band D Equivalents		<u>3874</u>	<u>3949</u>		1.94%
Precept per Band D Equivalent (£/annum)		<u>£ 123.67</u>	<u>£126.14</u>	<u>£2.47</u>	<u>2.00%</u>
Precept per Band D Equivalent (p/week)		<u>237.17</u>	<u>241.91</u>	<u>4.74 p</u>	

**Note: Recommended <u>minimum</u> reserve equal to			
3 months net revenue expenditure	109652	109547	115232
General Reserve Shortfall/Surplus	-601	-28714	1319 ***
***Note To correct reserve shortfall within three years - projected by 31/3/17			

Earmarked Reserve	<u>31/03/2015</u>	<u>31/03/2016</u>	<u>31/03/2017</u>
	<u>(Actual)</u>	<u>(Projected)</u>	<u>(Available)</u>
Rolling Capital Fund	0	3668	23668
Earmarked Reserves	29028	32028	35028
Fallowfield	362532	347532	91634
Fallowfield Internal Loan			240898
Revenue Earmarked Funds	391560	383228	391228
Capital Receipts Reserve	72795	47795	2795
TOTAL Earmarked Funds	<u>464355</u>	<u>431023</u>	<u>394023</u>
General Reserve (see above)	80107	109051	116551
Total Reserves	<u>544462</u>	<u>540074</u>	<u>510574</u>

Sandy Town Council Calendar of Meetings 2016-17

Meeting dates for 2016/17 to be agreed by Council. Please note the date of 2017 Annual Town Meeting to be discussed, agreed and included.

2016	Meeting Dates as agreed for 2016	
Mon 04.01.16	Development Scrutiny	Community Services & Environment
Mon 11.01.16		
Mon 18.01.16	Town Council (7) Budget Meeting	
Mon 25.01.16		
Mon 01.02.16	Development Scrutiny	Policy, Finance & Resources
Mon 08.02.16		
Mon 15.02.16		
Mon 22.02.16	Development Scrutiny	Community Services & Environment
Mon 29.02.16		
Mon 07.03.16	Town Council [8]	
Mon 14.03.16	Development Scrutiny	Policy, Finance & Resources
Mon 21.03.16	Human Resources	
Mon 28.03.16	Easter Monday	
Mon 04.04.16	Development Scrutiny	Community Services & Environment
Mon 11.04.16	Town Council [9]	
Mon 18.04.16	Development Scrutiny	Policy, Finance & Resources
Mon 25.04.16	Annual Town Meeting	
Mon 02.05.16	Early May Bank Holiday	
Mon 09.05.16	Town Council (Annual Meeting)	
Mon 16.05.16	Development Scrutiny	Community Services & Environment
Mon 23.05.16		
Mon 30.05.16	Spring Bank Holiday	
Meeting dates as proposed for 2016/17		
Mon 06.06.16	Development Scrutiny	Policy, Finance & Resources
Mon 13.06.16	Town Council	
Mon 20.06.16	Human Resources	
Mon 27.06.16	Development Scrutiny	
Mon 04.07.16		
Mon 11.07.16		
Mon 18.07.16	Development Scrutiny	Community Services & Environment
Mon 25.07.16	Town Council	
Mon 01.08.16		
Mon 08.08.16	Development Scrutiny	
Mon 15.08.16		
Mon 22.08.16		
Mon 29.08.16	Summer Bank Holiday	
Mon 05.09.16	Development Scrutiny	Policy, Finance & Resources
Mon 12.09.16	Town Council	
Mon 19.09.16	Human Resources	

Mon 26.09.16	Development Scrutiny	
Mon 03.10.16		
Mon 10.10.16		
Mon 17.10.16	Development Scrutiny	Community Services & Environment
Mon 24.10.16	Town Council	
Mon 31.10.16		
Mon 07.11.16	Development Scrutiny	Policy Finance & Resources
Mon 14.11.16		
Mon 21.11.16		
Mon 28.11.16	Development Scrutiny	
Mon 05.12.16	Town Council	
Mon 12.12.16	Human Resources	
Mon 19.12.16	Development Scrutiny	Community Services & Environment
Mon 26.12.16	Boxing Day	
2017		
Mon 02.01.17	Holiday in lieu of New Years Day	
Mon 09.01.17	Development Scrutiny	Policy Finance & Resources
Mon 16.01.17	Town Council	
Mon 23.01.17		
Mon 30.01.17	Development Scrutiny	
Mon 06.02.17		
Mon 13.02.17		
Mon 20.02.17	Development Scrutiny	Community Services & Environment
Mon 27.02.17	Town Council	
Mon 06.03.17	Human Resources	
Mon 13.03.17	Development Scrutiny	Policy, Finance & Resources
Mon 20.03.17		
Mon 27.03.17		
Mon 03.04.17	Development Scrutiny	
Mon 10.04.17	Town Council	
Mon 17.04.17	Easter Monday	
Mon 24.04.17	Development Scrutiny	Community Services & Environment
Mon 01.05.17	May Day Holiday	
Mon 08.05.17		
Mon 15.05.17	Development Scrutiny	Policy, Finance & Resources
Mon 22.05.17	Town Council	
Mon 29.05.17	Spring Bank Holiday	



The Queen's 90th Birthday Beacons
21st April 2016

YOUR GUIDE TO TAKING PART

Introduction



There is a long and unbroken tradition in our country of celebrating Royal jubilees, weddings, coronations and special birthdays with the lighting of beacons - on top of mountains, churches and castle battlements, on town and village greens, farms, country parks and estates, and along the beaches surrounding our shores. The last major beacon celebration was on Her Majesty The Queen's Diamond Jubilee on 4th June 2012, which many of those receiving this guide successfully took part in.

There will be a further opportunity to celebrate on Thursday 21st April 2016, when beacons will be lit throughout the United Kingdom, Channel Islands, Isle of Man and UK Overseas Territories in celebration of Her Majesty The Queen's 90th Birthday that day. To date, 255 local communities, including town and parish councils, local authorities, youth groups and organisations such as the Royal Agricultural Benevolent Institution, the Crown Estates, Windsor, Historic Houses Association, English Heritage, National Trust, Country Land and Business Association, Trinity House, the Royal Air Force, National Association of Local Councils, Local Government Association, Once Voice Wales, National Association of Civic Officers and the Convention of Scottish Local Authorities have agreed to take part (see Acknowledgements page). We hope that you too will wish to participate by lighting a beacon, joining us in uniting the nation in common celebration of this important milestone in The Queen's life. The beacon lighting time will be confirmed at a later date but please plan around lighting it in the early evening.

The Beacon Project, by agreement with The Royal Household, will form an important part of The Queen's 90th birthday celebrations, and Her Majesty The Queen has graciously agreed to light the Principle Beacon on 21st April 2016.

Your event could be large or small. There are three types of beacons that may be used - **1)** the traditional bonfire beacon, **2)** a beacon brazier on top of a tall wooden post that has been previously erected for similar occasions and **3)** a gas-fuelled

beacon of the kind lit for The Queen's Diamond Jubilee in 2012 and VE Day in May 2015. The choice is yours.

However, if you wish to purchase one of the gas-fuelled beacons being specially manufactured for this unique occasion, please go to page 4. You can order your bottled gas from Flagas Britain Ltd, whose details are provided on this page.

For the first time in history, members of the Army Cadet Force, representing the youth of our nation, will be taking gas-fuelled beacons to the top of the four highest peaks in the United Kingdom - Ben Nevis, Scotland; Mount Snowdon, Wales; Scafell Pike, England, and Slieve Donard, Northern Ireland.

You may use your beacon lighting and associated events as a way of raising funds for local or national charities. Or you can simply enjoy the occasion with family and friends, one of whom may even share a 90th birthday with Her Majesty.

If you wish to take part, please go to page 3 and follow the instructions to insure that your beacon is correctly listed and that we can liaise with you regarding further information. We wish you well with your planning and with the event itself.

Bruno Peek

Bruno Peek LVO OBE OPR
Pageantmaster
The Queen's 90th Birthday Beacons



How to take part and Beacon Lighting Ceremony

How to take part

Step 1: To confirm your involvement and assist us in easy communication and correct registration of your event, please be kind enough to undertake the following in FULL as soon as possible, sending it to Bruno Peek LVO OBE OPR, Pageantmaster, The Queen's 90th Birthday Beacons at - brunopeek@mac.com

If your event is a private occasion and NOT open to the public, and you do not want your involvement shown on any public or media listing, it is important that you confirm this when providing information requested below. Your participation will still be noted as part of this historic occasion but NOT made public.

However, if your event is open to the public your contact details will be shared with the media so that they can contact you direct to arrange any publicity and/or coverage of your event on 21st April 2016.

Name of Contact/Coordinator
Name of Council or Organisation
Job title of Coordinator
Full postal address including postcode

County
Country: England, Wales, Scotland, Northern Ireland, Channel Islands, Isle of Man, UK Overseas Territory
Telephone number - landline
Mobile number
Email Address
Beacon Location if known when registering, including postcode

Please ensure you have undertaken all the safety aspects etc, outlined on page 6 and before the lighting of your Bonfire Beacon on page 5 and you have alerted the emergency services, including the Fire Brigade, undertaken any risk assessments required and ensure all are happy with your plans. (This is your responsibility as coordinator of your Beacon lighting event).

Beacon Lighting Ceremony - 21st April 2016

The Beacon lighting ceremony should be undertaken as follows:

Step 2: Invite your Lord Lieutenant, Deputy Lieutenant, Lord Mayor, Mayor, High Sheriff, High Steward, Lord Provost, Chairman or Leader of the Council to light your Beacon, or you may wish to consider running a competition in partnership with your local media, with the winner having the honour of lighting it that night.

Step 3: Please arrange to have professional photographs taken during your event, and immediately after, please send NO more than THREE high quality, copyright-free photographs to tomea9@hotmail.com including the name of the photographer, the Beacon location, including post code, along with the name of the Council or Organisation.

Step 4: If appropriate, please use social media channels - Twitter, Facebook etc - to promote your event. On Facebook, post photographs of your Beacon lighting ceremony on the 21st April 2016.

Step 5: We will be providing you with an outline Press Release for your use, so please localise it, providing as much or as little information as you wish regarding your event, along with your contact details before YOU send it to all areas of your local media to enable them to contact YOU direct.

Step 6: Please arrange to light your Beacon early evening - exact time will be confirmed early march 2016.



Wood fuelled Beacon Brazier, Hilton, Derbyshire, England.



Bonfire Beacon, Killyleagh, County Down, Northern Ireland.



Gas fuelled Beacon, East Antrim, Northern Ireland.

Gas fuelled Beacon

The Beacon is of lightweight construction and comes assembled and complete with the exception of the gas cylinders that will need to be purchased separately. One 47kg propane cylinder or 2 x 19kg cylinders are recommended to give a full flame for half an hour. These cylinders can be purchased from Flogas Britain Ltd by calling 0800 085 6225 quoting Gas Fuelled Beacons or by going to their website www.flogas.co.uk which allows you to find a local stockist by entering your postcode. You may also download a propane cylinder safety data sheet from the Flogas website (www.flogas.co.uk/product-safety-data-sheets).

The Gas Fuelled Beacon package will contain the following:

- Burner unit
- 2m high stand with an anchor for fixing to the ground
- 10m hose with the regulator for connecting to the gas cylinders
- Gas lighter with propane fuel
- Spanner
- Leak detecting fluid
- Hose assembly and Y manifold to link 2 cylinders
- Lighting and safety instructions

The above items are packed into 2 strong cartons

The tripod describes a circle area of about 1.32m diameter and the beacon has an extended height of about 2.15m.

The Beacon is stable in the wind. It is supplied with a ground anchor and rope for securing to the ground if this is possible, or else we would recommend the use of sand bags. Full instructions are provided for this. The Beacon must be supervised by 2 people at all times when lit and a fire extinguisher must be provided. It is important that the supervision should be undertaken those who are competent and it is essential that a trial be undertaken before the event to ensure that everyone is fully trained and familiar with the operation.



Gas fuelled Beacon, St Michael's Mount, Cornwall.

The price is £299 plus VAT including carriage within the UK Mainland. There will be an extra carriage charge for other areas.

To order please contact:

Bullfinch Gas Equipment,
Kings Road, Tyseley, Birmingham, B11 2AJ.

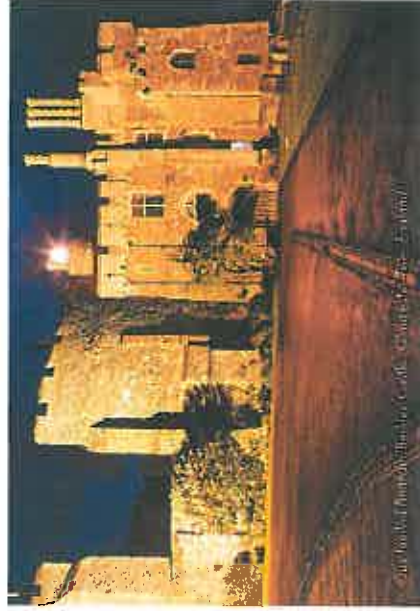
Tel: 0121 765 2000

Fax: 0121 707 0995

Email: sales@bullfinch-gas.co.uk

Web: www.bullfinch-gas.co.uk

Payment by cheque, BACS transfer, or Credit/Debit Card. Last date to order to guarantee delivery by 14th April is 29th February 2016. However please enquire after this date for availability.



Bonfire

Beacon

Locate the bonfire at least 30m away from buildings, roads, railways and public rights of way, and a safe distance from dangerous materials and overhead power lines. Ensure it has good access for the transportation of materials for the bonfire and sufficient space for spectators to stand upwind.

Obtain the landowner's permission and involvement.

Liaise with local fire brigade and emergency services, presenting them with your plans, and seek their advice and support.

1 Prepare site by removing top layer of turf and stack away from fire area. Obtain seven poles, 5-6m in length. Attach four guy ropes to top of one pole and anchor as shown.

2 Erect remaining poles as shown, ensuring tops are secured in place.

3 Use either pallets or suitable lengths of timber, spreading them over ground area of beacon for a good through draught. Secure timber horizontally between poles as shown, preventing material placed over the framework from dropping through. Construct access tunnel

to the middle of the beacon. Keep middle empty until required. Always construct the bonfire so it collapses inwards as it burns.

4 Use only wood for combustible materials. Do not burn dangerous items such as foam-filled furniture, old tyres, aerosols or tins of paint. Build upwards until height of centre pole is reached. Materials around top should be loosely packed to allow air flow. Cover bonfire to keep it dry.

5 Fill centre with suitable, dry combustible materials. Check construction is stable and remove any unsuitable materials that may have been added. Look specifically for fireworks, aerosols, highly inflammable materials or containers with such materials.

6 Construct a safety barrier out of ropes and stakes or scaffold poles to ensure public is kept at a safe distance from the fire.

7 In daylight, and just before lighting, check that there are no children or animals playing or hiding in the bonfire. Arrange for, and brief sufficient numbers of marshals.

8 The person looking after the fire should not wear lightweight clothing that could ignite easily. They should wear a substantial

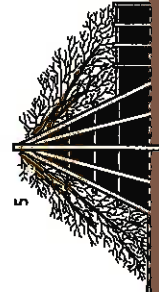
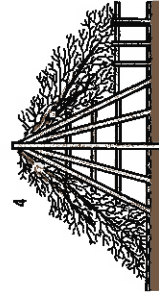
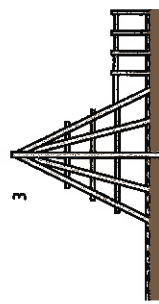
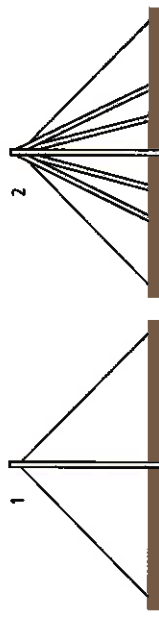
outer garment of wool, or other material of low flammability, and stout boots. They should know what to do in the event of a burn injury, or a person's clothing catching fire, and should have a fire blanket ready in the bonfire area along with a number of fire extinguishers.

9 Lighting: the safest and recommended approach is to use paper and solid firefighters in six places just inside the walls of the beacon to ensure an even burn. Never use flammable liquids such as paraffin or petrol to get it going as this can result in uncontrolled spread of fire or explosion.

10 To light the beacon: from poles 2m in length, prepare hand torches for lighting with paraffin-soaked rags wired around one end. Remember, paraffin is dangerous and great care should be taken. Paraffin can be used as directed, but it is still dangerous and should at all times be treated with great care - for example, always ensure all excess paraffin is drained off rags before use. If spilt on your clothes during the preparation of your beacon lighting you should replace those items of clothing before approaching any naked flames. In particular, always remember to replace the lid on any container of unused paraffin and store it in a safe place away from naked flames. Do not use an accelerant on the fire itself.



Bonfire Beacon, Shipston-on-Stour, Warwickshire, England.



▲ After the event, extinguish fire and collect remaining debris. ▲ Dig over site and re-lay turf. ▲ Leave site clean and tidy.

Legal Essentials and Safety

If you are inviting personal guests to your home it is worth checking with your household insurer that you are covered in the unfortunate circumstances that there should be an accident. If your event includes inviting the public, or it is a third party venue then, where applicable, the following advice should be heeded, to ensure you have a safe and enjoyable event for everyone involved.

Licensing

Generally, all public entertainment has to be licensed by the local authority. The law on this aims to ensure the safety of the public and performers. Local authorities treat each event individually, and what one will allow another will not. Do not be put off by the length of some of the forms - the licensing officer is there to help you.

The licensing officer's job is to advise the local authority's licensing committee on the granting of public entertainment licenses. For small scale events he or she, in effect, makes the decision. Only if your event is contentious will the licensing committee decide to consider the application in detail. Talk to the licensing officer as soon as possible. In Northern Ireland, if you plan to sell alcohol at an event, you will need to apply for an occasional liquor license from the Northern Ireland Court Service.

Insurance

Unfortunately accidents can happen at even the best organised events. Therefore you will need to consider and obtain insurance cover for your event, whether you are holding an event on your own premises or someone else's. Beacon/Bonfire events require specialist public liability cover. If you hire a park or venue or use land owned by a third party for your activity, they are likely to require you to have your own suitable insurance to cover your liability for any injury to the public or damage to other people's land or property.

If hiring equipment for the event, you may need to insure these items; you may also need to consider cover for loss of any

financial outlay you incur if the event has to be cancelled for reasons beyond your control, or loss of money, particularly if you are holding a fund-raising event.

To help you obtain the appropriate insurance, and risk management advice, we are working closely with Unity Insurance Services, which is a specialist insurance broker in the voluntary and non-profit sector. They have developed a range of bespoke insurance covers specifically for the Beacon/Bonfire events. Unity is owned by a charity and donates all its profits back to charity.

To obtain a quote or for more details or advice on the insurance cover you may need, please visit Unity's website, www.unityinsuranceservices.co.uk/queens-90th-birthday/ or telephone them on 0345 040 7702.



Alcohol

If you want to sell alcohol you will need to secure a licence. From February 2005, licenses are granted by the local authority rather than the Magistrates Court. You should therefore contact your local authority licensing section and seek information from them on how to apply. During 2005 all existing licenses have to be renewed and this will inevitably lead to long lead-in-times. Please apply as early as possible.



Site Clearance

The local authority will arrange for clearance and disposal of litter after your event if it is on public ground (check for possible charges). You can help this process by arranging litter bins or recycling bins around the site, and a crew to clear up throughout the event.



Hiring or Borrowing Equipment

Your local authorities, or local event organisers may be able to help you with contacts for supplies such as marquees, portable toilets, barriers and bunting, or may in some cases have these for you to hire and borrow. You may also need to consider generators, a public address system, and emergency flood lighting. If you need to arrange insurance for your hired equipment, Unity Insurance Services can arrange this for you too.



All Ability Access

Access for the disabled is very important. Many local authorities run community transport schemes. Talk to them about arranging transport. On green field sites access may be improved by cutting the grass before the event.



Emergency Services

Tell the police well in advance about the type of event you are planning, and get in touch with your local community police officer. Write to the fire brigade and ambulance service, particularly if you are planning to have a Beacon/Bonfire, fireworks, or an event that will attract a large crowd. St John's Ambulance and the British Red Cross will provide first aid and sometimes a vehicle. In some areas they are simply happy to receive a donation. In others, expect a fee to be charged.



Food and Drink

Basic food hygiene guidelines should be followed at all times if you are providing food and drink. Caterers must have food hygiene certificates. Advice on this subject can be obtained from your local council environmental officer.

The Queen's 90th Birthday Beacons
21st April 2016



For further information please contact:

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The Queen's 90th Birthday Beacons

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