

# Sandy Town Council

To: Cllrs N Aldis, P Blaine, J Hewitt, A M Hill, W Jackson, R Lock, C Osborne (Chair), M Pettitt, M Scott, and P Sharman  
c.c. A Gibson, T Knagg, S Paterson, S Sutton and N Thompson

You are hereby summoned to attend a meeting of the Policy, Finance and Resources Committee of Sandy Town Council to be held in the Council Chamber at 10 Cambridge Road, Sandy, Bedfordshire on Monday 18<sup>th</sup> October 2021 commencing at 7.30pm.



Chris Robson  
Town Clerk  
10 Cambridge Road  
Sandy, SG19 1JE  
01767 681491  
12<sup>th</sup> October 2021

*Following the easing of Covid19 restrictions the government has stated that it is 'expected and recommended' that people should wear face coverings (unless exempt) in crowded public settings. Due to the size of the Council chamber and the potential number of people present, Councillors, officers and members of the public are encouraged to wear face coverings during the meeting.*

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

### **1 Apologies for absence**

### **2 Declarations of interest**

*Under the Localism Act 2011 members of Council are not required to make oral declarations of interest at meetings but may not participate in discussion or voting on any items of business in which they have a Declarable Pecuniary Interest (DPI) and under Sandy Town Council's Standing Orders must leave the room for the duration of all discussion on such items. (All members' register of interests are available on the Sandy Town Council website or on application to the Clerk.)*

*This item is included on the agenda to enable members to declare new DPIS and also **those who wish to do so** may draw attention to their stated DPIS and also any non-declarable personal interests which they have declared under Sandy Town Council's adopted Code of Conduct and which may be relevant to items on the agenda.*

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

### **3 Minutes of Previous Meeting**

To consider the minutes of the Policy, Finance and Resources Committee held on Monday 6<sup>th</sup> September 2021 and to approve them as a correct record of proceedings.

# Sandy Town Council

## 4 Public Participation Session

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

## 5 Financial Reports

- i) To consider a balance sheet and detailed financial report showing income and expenditure against the revenue budget for 30<sup>th</sup> September 2021. Appendix I
- ii) To receive and note a budget overview report. Appendix II
- iii) To approve schedules of payments made since previous meeting. Appendix III
- iv) The Chair to approve bank reconciliations and statements.

## 6 Grant Applications

- i) To receive and consider a grant application from Biggles FM. Appendix IV
- ii) To receive and consider a grant application from Sandy Guild. Appendix V

## 7 External Audit 2021

To note the completion of the 2021 Audit process and to receive the completed AGAR signed off by the Council's external auditor. Appendix VI

## 8 St Swithun's Tree Lights

To consider a request from St Swithun's church in relation to tree lights in the Town Council maintained cherry trees. Appendix VII

## 9 Defibrillator Case and Electrodes

To note the cost of a new case and electrodes required for one of the Town Council owned defibrillators. Appendix VIII

## 10 Conference Call Technology

To receive a report outlining potential costs for technology to facilitate hybrid meetings in the Council Chamber. Appendix IX

## 11 Fallowfield Play Equipment

To receive and consider a report on repairs/replacements needed to two items of play equipment at the Fallowfield play area. Appendix X

## 12 Sandy Green Wheel

To consider a letter from BRCC regarding contributions towards the Sandy Green Wheel. Appendix XI

# Sandy Town Council

- 13 Demolition of unused garage**  
To receive and consider a report on a disused garage on Town Council owned land. Appendix XII
- 14 2022/23 Capital Expenditure**  
To consider a report on capital expenditure as part of the 2022/23 budget setting and precept process. Appendix XIII
- 15 Community Engagement Policy**  
To review and approve the Council's Community Engagement Policy. Appendix XIV
- 16 Freedom of Information and Model Publication**  
To review and re-adopt the Council's Freedom of Information and Model Publication. Appendix XV
- 17 Chairman's Items**
- 18 Date of Next Meeting**  
Monday 22<sup>nd</sup> November 2021
- 19 COMMITTEE IN PRIVATE SESSION**  
RECOMMENDED In terms of Schedule 12a of the Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, RECOMMENDED that pursuant to the provisions of the Public Bodies (admissions to Meetings) Act 1960 the public and press be excluded.
- To receive a report and confidential legal advice in relation to two tracks crossing Beeston Green. Appendix XVI

06/10/2021

**Sandy Town Council Current Year**

Page 1

16:13

**Detailed Balance Sheet - Excluding Stock Movement****Month 6 Date 30th September 2021**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
105	VAT Control	14,034	
110	Prepayments	4,613	
200	Current Bank A/c	26,802	
201	Clerks Imprest A/c	301	
205	Capital a/c Santander	218,792	
206	Barclays Active Saver	454,354	
208	Public Sector Deposit Fund	205,450	
210	Petty Cash	250	
	<b>Total Current Assets</b>		<b>924,595</b>
	<u>Current Liabilities</u>		
501	Creditors Control	19,818	
515	PAYE/NI Control AC	3,809	
516	Superannuation Due	4,835	
	<b>Total Current Liabilities</b>		<b>28,462</b>
	<b>Net Current Assets</b>		<b>896,133</b>
	<b>Total Assets less Current Liabilities</b>		<b>896,133</b>
	<u>Represented by :-</u>		
300	Current Year Fund	303,970	
310	General Reserve	234,043	
315	Rolling Capital Fund	245,375	
321	Cemetery Development Reserve	23,028	
322	EMR Fallowfield	67,717	
323	EMR Skatepark Project	7,000	
324	EMR Elections	15,000	
	<b>Total Equity</b>		<b>896,133</b>

## Summary Income &amp; Expenditure by Budget Heading 30th September 2021

Month No: 6

## Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
401 Staff	Expenditure	24,122	142,527	308,925	166,398		166,398	46.1%
402 Administration-Office	Income	0	813	250	(563)			325.2%
	Expenditure	3,693	44,463	79,550	35,087		35,087	55.9%
	Movement to/(from) Gen Reserve	<u>(3,693)</u>	<u>(43,650)</u>					
403 Administration-Works	Expenditure	2,443	15,875	41,300	25,425		25,425	38.4%
405 Footway Lighting	Expenditure	634	6,378	16,500	10,122		10,122	38.7%
406 Cemetery & Churchyard	Income	4,164	13,166	28,160	14,994			46.8%
	Expenditure	0	3,769	11,900	8,131		8,131	31.7%
	Movement to/(from) Gen Reserve	<u>4,164</u>	<u>9,397</u>					
408 Town Centre (Including Market)	Income	0	0	100	100			0.0%
	Expenditure	0	8,202	19,009	10,807		10,807	43.1%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(8,202)</u>					
409 Public Toilets - Car Park	Expenditure	42	(1,036)	2,500	3,536		3,536	(41.4%)
500 Play Areas and Open Spaces	Income	1,564	1,564	2,305	741			67.9%
	Expenditure	1,330	2,189	1,750	(439)		(439)	125.1%
	Movement to/(from) Gen Reserve	<u>234</u>	<u>(625)</u>					
501 Sunderland Road Rec Ground	Income	0	652	1,252	600			52.1%
	Expenditure	4,119	16,010	32,914	16,904		16,904	48.6%
	Movement to/(from) Gen Reserve	<u>(4,119)</u>	<u>(15,358)</u>					
502 Nature Reserves	Income	0	0	2,675	2,675			0.0%
	Expenditure	2,000	2,041	14,060	12,019		12,019	14.5%
	Movement to/(from) Gen Reserve	<u>(2,000)</u>	<u>(2,041)</u>					
505 Grass Cutting	Expenditure	0	0	9,000	9,000		9,000	0.0%
506 Litter Bins, Seats & Shelters	Expenditure	0	0	1,000	1,000		1,000	0.0%
509 Christmas Lights	Income	0	0	500	500			0.0%
	Expenditure	0	1,925	16,650	14,725		14,725	11.6%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(1,925)</u>					
601 Precept and Interest	Income	299,712	599,418	600,356	938			99.8%
602 Democratic and Civic Costs	Income	0	85	0	(85)			0.0%
	Expenditure	527	6,084	17,240	11,156		11,156	35.3%
	Movement to/(from) Gen Reserve	<u>(527)</u>	<u>(5,999)</u>					
700 Capital and Projects	Income	0	29,088	19,903	(9,185)			146.1%
	Expenditure	0	92,388	83,203	(9,185)		(9,185)	111.0%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(63,300)</u>					

## Summary Income &amp; Expenditure by Budget Heading 30th September 2021

Month No: 6

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	305,440	644,786	655,501	10,715			98.4%
Expenditure	38,911	340,816	655,501	314,685	0	314,685	52.0%
Net Income over Expenditure	<u>266,530</u>	<u>303,970</u>	<u>0</u>	<u>(303,970)</u>			
Movement to/(from) Gen Reserve	<u>266,530</u>	<u>303,970</u>					

## Detailed Income &amp; Expenditure by Budget Heading 30th September 2021

Month No: 6

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>401 Staff</b>								
4001 Gross Salaries - Admin	9,648	57,769	122,500	64,731		64,731	47.2%	
4002 Gross Salaries - Works	7,121	44,167	110,000	65,833		65,833	40.2%	
4003 Employers NIC	1,334	8,329	19,350	11,021		11,021	43.0%	
4004 Employers Superannuation	3,893	23,982	55,500	31,518		31,518	43.2%	
4006 H&S Costs/Consultancy	0	150	600	450		450	25.0%	
4010 Miscellaneous Staff Costs	4	640	700	60		60	91.5%	
4019 Agency Staff	2,123	7,490	0	(7,490)		(7,490)	0.0%	
4030 Recruitment Advertising	0	0	275	275		275	0.0%	
Staff :- Indirect Expenditure	<b>24,122</b>	<b>142,527</b>	<b>308,925</b>	<b>166,398</b>	<b>0</b>	<b>166,398</b>	<b>46.1%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(24,122)</b>	<b>(142,527)</b>	<b>(308,925)</b>	<b>(166,398)</b>				
<b>402 Administration-Office</b>								
1003 Tourism Income	0	338	0	(338)			0.0%	
1201 Rent Received Etc	0	300	250	(50)			120.0%	
1205 Miscellaneous Income	0	25	0	(25)			0.0%	
1245 Grants Received	0	150	0	(150)			0.0%	
Administration-Office :- Income	<b>0</b>	<b>813</b>	<b>250</b>	<b>(563)</b>			<b>325.2%</b>	<b>0</b>
4008 Training	408	728	2,000	1,272		1,272	36.4%	
4009 Travel & Subsistence	32	32	200	168		168	15.9%	
4011 General Rates	0	3,369	6,850	3,482		3,482	49.2%	
4012 Water Rates	0	43	800	757		757	5.3%	
4014 Electricity	110	678	2,300	1,622		1,622	29.5%	
4015 Gas	30	464	1,300	836		836	35.7%	
4016 Cleaning Materials etc	77	749	1,250	501		501	59.9%	
4018 General Data Protection Regs	0	0	500	500		500	0.0%	
4020 Misc Establishment Costs	0	908	2,000	1,092		1,092	45.4%	
4021 Telephone & Fax	302	1,810	2,700	890		890	67.0%	
4022 Postage	72	660	1,300	640		640	50.8%	
4023 Printing & Stationery	(485)	477	1,000	523		523	47.7%	
4024 Subscriptions	0	2,765	3,150	385		385	87.8%	
4025 Insurance (excl vehicles)	0	18,896	20,000	1,104		1,104	94.5%	
4026 Photocopy Costs	533	2,341	5,200	2,859		2,859	45.0%	
4027 IT Costs incl Support	275	1,285	3,500	2,215		2,215	36.7%	
4028 Service Agreements (Other)	317	3,754	6,500	2,746		2,746	57.7%	
4035 Publications	49	68	100	32		32	67.6%	
4036 Property Maintenance/Security	20	2,231	4,000	1,769		1,769	55.8%	
4040 Equipment Purchases (Minor)	100	515	2,000	1,485		1,485	25.7%	
4050 Tourism Expenditure	0	0	100	100		100	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 30th September 2021

Month No: 6

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4051 Bank Charges	54	234	550	316		316	42.5%	
4056 Legal Expenses	0	0	2,500	2,500		2,500	0.0%	
4057 Audit Fees - External	1,300	0	1,300	1,300		1,300	0.0%	
4058 Audit Fees - Internal	0	0	900	900		900	0.0%	
4059 Accountancy Fees	480	2,415	7,350	4,935		4,935	32.9%	
4070 Refreshments	21	43	200	157		157	21.7%	
<b>Administration-Office :- Indirect Expenditure</b>	<b>3,693</b>	<b>44,463</b>	<b>79,550</b>	<b>35,087</b>	<b>0</b>	<b>35,087</b>	<b>55.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(3,693)</b>	<b>(43,650)</b>	<b>(79,300)</b>	<b>(35,650)</b>				
<b>403 Administration-Works</b>								
4005 Protective Clothing	133	356	1,300	944		944	27.4%	
4008 Training	0	425	1,950	1,525		1,525	21.8%	
4011 General Rates	0	923	1,900	977		977	48.6%	
4012 Water Rates	0	(0)	200	200		200	(0.2%)	
4014 Electricity	73	331	1,200	869		869	27.6%	
4017 Refuse Disposal	370	2,253	4,500	2,247		2,247	50.1%	
4036 Property Maintenance/Security	0	54	2,000	1,946		1,946	2.7%	
4038 Consumables/Small Tools	96	942	2,500	1,558		1,558	37.7%	
4039 Planting/Trees/Horticulture	730	4,372	6,250	1,878		1,878	70.0%	
4040 Equipment Purchases (Minor)	40	340	2,000	1,660		1,660	17.0%	
4042 Equipment/Vehicle Maintenance	831	1,283	5,000	3,717		3,717	25.7%	
4043 Equipment/Vehicle Fuel	169	2,083	3,500	1,417		1,417	59.5%	
4044 Vehicle Tax & Insurance	0	2,688	3,000	312		312	89.6%	
4045 Arboriculture	0	(175)	6,000	6,175		6,175	(2.9%)	
<b>Administration-Works :- Indirect Expenditure</b>	<b>2,443</b>	<b>15,875</b>	<b>41,300</b>	<b>25,425</b>	<b>0</b>	<b>25,425</b>	<b>38.4%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(2,443)</b>	<b>(15,875)</b>	<b>(41,300)</b>	<b>(25,425)</b>				
<b>405 Footway Lighting</b>								
4014 Electricity	634	3,128	6,500	3,372		3,372	48.1%	
4042 Equipment/Vehicle Maintenance	0	3,250	10,000	6,750		6,750	32.5%	
<b>Footway Lighting :- Indirect Expenditure</b>	<b>634</b>	<b>6,378</b>	<b>16,500</b>	<b>10,122</b>	<b>0</b>	<b>10,122</b>	<b>38.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(634)</b>	<b>(6,378)</b>	<b>(16,500)</b>	<b>(10,122)</b>				
<b>406 Cemetery &amp; Churchyard</b>								
1226 Burials/Memorials Income	4,164	13,166	27,500	14,334			47.9%	
1227 Chapel Rental	0	0	660	660			0.0%	
<b>Cemetery &amp; Churchyard :- Income</b>	<b>4,164</b>	<b>13,166</b>	<b>28,160</b>	<b>14,994</b>			<b>46.8%</b>	<b>0</b>



## Detailed Income &amp; Expenditure by Budget Heading 30th September 2021

Month No: 6

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4011 General Rates	0	1,971	3,500	1,529		1,529	56.3%	
4012 Water Rates	0	7	150	143		143	4.5%	
4036 Property Maintenance/Security	0	321	1,000	679		679	32.1%	
4037 Grounds Maintenance	0	270	900	630		630	30.0%	
4039 Planting/Trees/Horticulture	0	0	350	350		350	0.0%	
4101 Grave Digging Costs	0	1,200	6,000	4,800		4,800	20.0%	
<b>Cemetery &amp; Churchyard :- Indirect Expenditure</b>	<b>0</b>	<b>3,769</b>	<b>11,900</b>	<b>8,131</b>	<b>0</b>	<b>8,131</b>	<b>31.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>4,164</b>	<b>9,397</b>	<b>16,260</b>	<b>6,863</b>				
<b>408 Town Centre (Including Market)</b>								
1238 Other Income Car Park	0	0	100	100			0.0%	
<b>Town Centre (Including Market) :- Income</b>	<b>0</b>	<b>0</b>	<b>100</b>	<b>100</b>			<b>0.0%</b>	<b>0</b>
4011 General Rates	0	6,315	12,900	6,585		6,585	49.0%	
4036 Property Maintenance/Security	0	51	1,500	1,449		1,449	3.4%	
4053 Loan Interest	0	102	197	95		95	51.6%	
4054 Loan Capital Repaid	0	202	412	210		210	49.1%	
4100 CCTV Fees	0	1,532	4,000	2,468		2,468	38.3%	
<b>Town Centre (Including Market) :- Indirect Expenditure</b>	<b>0</b>	<b>8,202</b>	<b>19,009</b>	<b>10,807</b>	<b>0</b>	<b>10,807</b>	<b>43.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(8,202)</b>	<b>(18,909)</b>	<b>(10,707)</b>				
<b>409 Public Toilets - Car Park</b>								
4011 General Rates	0	(1,871)	0	1,871		1,871	0.0%	
4012 Water Rates	0	459	1,200	741		741	38.2%	
4014 Electricity	42	196	300	104		104	65.3%	
4036 Property Maintenance/Security	0	181	1,000	819		819	18.1%	
<b>Public Toilets - Car Park :- Indirect Expenditure</b>	<b>42</b>	<b>(1,036)</b>	<b>2,500</b>	<b>3,536</b>	<b>0</b>	<b>3,536</b>	<b>(41.4%)</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(42)</b>	<b>1,036</b>	<b>(2,500)</b>	<b>(3,536)</b>				
<b>500 Play Areas and Open Spaces</b>								
1201 Rent Received Etc	1,564	1,564	1,200	(364)			130.3%	
1241 Sandy FC Rent	0	0	505	505			0.0%	
1251 Pitch Rental	0	0	600	600			0.0%	
<b>Play Areas and Open Spaces :- Income</b>	<b>1,564</b>	<b>1,564</b>	<b>2,305</b>	<b>741</b>			<b>67.9%</b>	<b>0</b>
4007 Health & Safety	0	0	550	550		550	0.0%	
4012 Water Rates	0	56	500	444		444	11.1%	
4014 Electricity	0	(86)	200	286		286	(43.1%)	

## Detailed Income &amp; Expenditure by Budget Heading 30th September 2021

Month No: 6

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4036 Property Maintenance/Security	0	218	500	282		282	43.6%	
4037 Grounds Maintenance	1,330	1,389	2,500	1,111		1,111	55.6%	
4042 Equipment/Vehicle Maintenance	0	613	5,000	4,387		4,387	12.3%	
4972 Transfer from EMR Fallowfield	0	0	(7,500)	(7,500)		(7,500)	0.0%	
<b>Play Areas and Open Spaces :- Indirect Expenditure</b>	<b>1,330</b>	<b>2,189</b>	<b>1,750</b>	<b>(439)</b>	<b>0</b>	<b>(439)</b>	<b>125.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>234</b>	<b>(625)</b>	<b>555</b>	<b>1,180</b>				
<b>501 Sunderland Road Rec Ground</b>								
1201 Rent Received Etc	0	647	500	(147)			129.4%	
1253 Bowls Club Rental	0	0	455	455			0.0%	
1255 Cricket Club Rental	0	0	292	292			0.0%	
1256 Scouts ,ACF and SSLA	0	5	5	0			100.0%	
<b>Sunderland Road Rec Ground :- Income</b>	<b>0</b>	<b>652</b>	<b>1,252</b>	<b>600</b>			<b>52.1%</b>	<b>0</b>
4012 Water Rates	0	427	2,500	2,073		2,073	17.1%	
4014 Electricity	16	49	200	151		151	24.7%	
4036 Property Maintenance/Security	146	1,996	2,000	4		4	99.8%	
4046 Bowling Green - SBC	1,207	2,436	3,329	893		893	73.2%	
4047 Equipment Maintenance - SBC	550	1,500	2,679	1,179		1,179	56.0%	
4048 Cricket Square - SCC	844	1,098	2,645	1,547		1,547	41.5%	
4049 Equipment Maintenance - SCC	0	365	2,861	2,496		2,496	12.8%	
4060 Other Professional Fees	1,356	8,137	16,700	8,563		8,563	48.7%	
<b>Sunderland Road Rec Ground :- Indirect Expenditure</b>	<b>4,119</b>	<b>16,010</b>	<b>32,914</b>	<b>16,904</b>	<b>0</b>	<b>16,904</b>	<b>48.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(4,119)</b>	<b>(15,358)</b>	<b>(31,662)</b>	<b>(16,304)</b>				
<b>502 Nature Reserves</b>								
1306 Countryside Stewardship Grant	0	0	2,000	2,000			0.0%	
1307 Angling Licence Rent	0	0	675	675			0.0%	
<b>Nature Reserves :- Income</b>	<b>0</b>	<b>0</b>	<b>2,675</b>	<b>2,675</b>			<b>0.0%</b>	<b>0</b>
4037 Grounds Maintenance	0	41	1,500	1,459		1,459	2.7%	
4060 Other Professional Fees	0	0	10,560	10,560		10,560	0.0%	
4703 Sandy Green Wheel	2,000	2,000	2,000	0		0	100.0%	
<b>Nature Reserves :- Indirect Expenditure</b>	<b>2,000</b>	<b>2,041</b>	<b>14,060</b>	<b>12,019</b>	<b>0</b>	<b>12,019</b>	<b>14.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(2,000)</b>	<b>(2,041)</b>	<b>(11,385)</b>	<b>(9,344)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 30th September 2021

Month No: 6

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>505 Grass Cutting</u>								
4102 Grass Cutting	0	0	9,000	9,000		9,000	0.0%	
Grass Cutting :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>9,000</u>	<u>9,000</u>	<u>0</u>	<u>9,000</u>	<u>0.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>0</u>	<u>0</u>	<u>(9,000)</u>	<u>(9,000)</u>				
<u>506 Litter Bins, Seats &amp; Shelters</u>								
4042 Equipment/Vehicle Maintenance	0	0	1,000	1,000		1,000	0.0%	
Litter Bins, Seats & Shelters :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>1,000</u>	<u>0</u>	<u>1,000</u>	<u>0.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>0</u>	<u>0</u>	<u>(1,000)</u>	<u>(1,000)</u>				
<u>509 Christmas Lights</u>								
1365 Christmas Lights	0	0	500	500			0.0%	
Christmas Lights :- Income	<u>0</u>	<u>0</u>	<u>500</u>	<u>500</u>			<u>0.0%</u>	<u>0</u>
4401 Christmas Illuminations	0	0	14,000	14,000		14,000	0.0%	
4402 Community Christmas Event	0	1,925	2,650	725		725	72.6%	
Christmas Lights :- Indirect Expenditure	<u>0</u>	<u>1,925</u>	<u>16,650</u>	<u>14,725</u>	<u>0</u>	<u>14,725</u>	<u>11.6%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>0</u>	<u>(1,925)</u>	<u>(16,150)</u>	<u>(14,225)</u>				
<u>601 Precept and Interest</u>								
1101 Precept	299,678	599,356	599,356	0			100.0%	
1320 Interest Received - All account	34	62	1,000	938			6.2%	
Precept and Interest :- Income	<u>299,712</u>	<u>599,418</u>	<u>600,356</u>	<u>938</u>			<u>99.8%</u>	<u>0</u>
<b>Net Income</b>	<u>299,712</u>	<u>599,418</u>	<u>600,356</u>	<u>938</u>				
<u>602 Democratic and Civic Costs</u>								
1245 Grants Received	0	(325)	0	325			0.0%	
1309 Misc Contributions	0	410	0	(410)			0.0%	
Democratic and Civic Costs :- Income	<u>0</u>	<u>85</u>	<u>0</u>	<u>(85)</u>				<u>0</u>
4020 Misc Establishment Costs	0	12	100	88		88	12.3%	
4033 Annual Report & Newsletter	242	1,694	3,000	1,306		1,306	56.5%	
4042 Equipment/Vehicle Maintenance	139	861	400	(461)		(461)	215.2%	
4200 Mayor's Allowance	0	30	2,200	2,170		2,170	1.4%	
4202 Members' Expenses (Conf etc)	0	65	500	435		435	13.0%	
4701 Grants/Donations Paid	0	1,520	4,000	2,480		2,480	38.0%	
4702 Community Events Support	146	2,922	7,040	4,118		4,118	41.5%	
4921 Transfer to EMR	0	(1,200)	0	1,200		1,200	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 30th September 2021

Month No: 6

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4971 Transfer from EMR	0	180	0	(180)		(180)	0.0%	
Democratic and Civic Costs :- Indirect Expenditure	<b>527</b>	<b>6,084</b>	<b>17,240</b>	<b>11,156</b>	<b>0</b>	<b>11,156</b>	<b>35.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(527)</b>	<b>(5,999)</b>	<b>(17,240)</b>	<b>(11,241)</b>				
<b>700 Capital and Projects</b>								
1153 Loan Interest Rec'd - INTERNAL	0	7,903	7,903	0			100.0%	
1154 Loan Capital Rec'd - INTERNAL	0	12,000	12,000	0			100.0%	
1245 Grants Received	0	5,167	0	(5,167)			0.0%	
1258 Insurance Claims Repayment	0	3,499	0	(3,499)			0.0%	
1364 S106 Money Received	0	519	0	(519)			0.0%	
Capital and Projects :- Income	<b>0</b>	<b>29,088</b>	<b>19,903</b>	<b>(9,185)</b>			<b>146.1%</b>	<b>0</b>
4153 Loan Interest - INTERNAL	0	7,903	7,903	0		0	100.0%	
4154 Loan Capital - INTERNAL	0	12,000	12,000	0		0	100.0%	
4802 CAP - Cemetery Extension	1,630	27,945	0	(27,945)		(27,945)	0.0%	
4821 CAP - Fencing Bedford Rd	560	560	0	(560)		(560)	0.0%	
4828 CAP - Dropped Kerb	0	2,100	0	(2,100)		(2,100)	0.0%	
4829 CAP - Car Park	0	6,465	0	(6,465)		(6,465)	0.0%	
4833 CAP - Village Hall Paving	0	5,500	0	(5,500)		(5,500)	0.0%	
4834 CAP - Machinery & Equipment	0	1,498	0	(1,498)		(1,498)	0.0%	
4836 CAP - Neighbourhood Plan	0	1,064	10,000	8,936		8,936	10.6%	
4838 CAP - Depot	0	2,110	0	(2,110)		(2,110)	0.0%	
4839 CAP - CBC Tree Fund Project	0	9,713	0	(9,713)		(9,713)	0.0%	
4841 CAP - Litter Bins	1,325	2,316	0	(2,316)		(2,316)	0.0%	
4842 CAP - Bowls Club Fence	0	519	0	(519)		(519)	0.0%	
4843 CAP - Office Boiler	0	2,000	0	(2,000)		(2,000)	0.0%	
4915 Transfer to Rolling Capital Fd	0	58,799	51,300	(7,499)		(7,499)	114.6%	
4923 Internal Loan repaid to F'ild	0	12,000	12,000	0		0	100.0%	
4965 Funded from Rolling Capital	(3,515)	(60,104)	(10,000)	50,104		50,104	601.0%	
Capital and Projects :- Indirect Expenditure	<b>0</b>	<b>92,388</b>	<b>83,203</b>	<b>(9,185)</b>	<b>0</b>	<b>(9,185)</b>	<b>111.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(63,300)</b>	<b>(63,300)</b>	<b>0</b>				
Grand Totals:- Income	<b>305,440</b>	<b>644,786</b>	<b>655,501</b>	<b>10,715</b>			<b>98.4%</b>	
Expenditure	<b>38,911</b>	<b>340,816</b>	<b>655,501</b>	<b>314,685</b>	<b>0</b>	<b>314,685</b>	<b>52.0%</b>	
<b>Net Income over Expenditure</b>	<b>266,530</b>	<b>303,970</b>	<b>0</b>	<b>(303,970)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>266,530</b>	<b>303,970</b>						

**Sandy Town Council**  
**Report to 30th September 2021**

General Notes

Attached is the summary income & expenditure report for the month 1st to 30th September 2021

This report shows a current year surplus of income over expenditure of £303,970

The balance sheet shows that total funds available to the Council are £896,133

This is made up of the following -

Current Year Fund	£303,970
General Reserve Brought Forward	£234,043
Rolling Capital Fund	£245,375
Fallowfield Reserve	£67,717
Skatepark Project EMR	£7,000
Earmarked Elections	£15,000
Cemetery Development Reserve	£23,028
Total	£896,133

The percentage of budget if analysed evenly over the year to date is 50% but Members are reminded that income & expenditure rarely follows this pattern over the year.

**Balance Sheet Notes:**

1) PAYE and Pension contributions outstanding refer to September 2021 payroll. Payments made to HMRC and LGPS in first week of October 2021.

Analysis by Cost Centre

**401      Staff**

Expenditure is 46.1% of the annual budget.

4010 - Large expenditure at start of financial year due to payment to Harrisons Accountancy for 2021/22 payroll service.

Cost centre underspend due to periods of staff on unpaid leave and awaiting the 2021/22 salary increases to be agreed.

**402      Administration**

Expenditure is 55.9% of the annual budget.

1003 - Income taken from Savins Bookings

1201 - Income from chamber rental for PCC election.

1205 - Waylines income from Council land.

1245 - Grant received from CBC Councillor Ward Grant towards the Beeston Library Box.

4011 - Business rates are paid in two 6 monthly installments. Payment for first 6 months made in April 2021. Second installment due to be taken in October 2021.

4012 - Low expenditure due to accrual of £100 for final 2020/21 bill. Actual bill only £69.52. Very low water bill for February to May of £14.08. Last quarter bill of £58.97. Underspend expected. Bill may go up now that all staff work from the office again and in person meetings have resumed.

4014 - Low expenditure due to £240 credit from March 2021. September monthly bill of £82.36. This is expected to increase now that home working has ended and the colder months start.

4016 - Recent top up of cleaning supplies for office, depot and toilets led to increased expenditure. Year end overspend not expected and budget is sufficient.

4021 - Includes service charge related to wi-fi service set up. Some increased charges above what expected under contract. Lower monthly bill following review should lead to reduced charge.

4024 - The majority of the Council's annual subscriptions are paid at the start of the financial year. Therefore expenditure appears high.

**Sandy Town Council**  
**Report to 30th September 2021**

Analysis by Cost Centre [Continued]

4025 - Overspend due to complete payment of 12 month insurance premium (July - July) rather than monthly instalments as previously paid. By paying in full, the Council saved money on charges associated with monthly payment plan. As the insurance runs on a calendar year it means the budget expenditure includes the first three months of the next financial year. Costs can be met from reserves and results in reduction of budget in next financial year.

4036 - Large expenditure on one-off 2021/22 annual costs for Redcare line (alarm), annual keyholding security service and intruder alarm service. Potential to reduce expenditure in 2022/23 budget as ADT are moving from Redcare lines to sim cards/data which will be included in existing alarm provision costs.

4056 - Full expenditure expected when land reg work, Taylor Wimpey adoption and lease work is completed and invoiced.

4057 - Invoice for external audit received and to be paid in October 2021.

4058 - Internal Audit due in November 2021.

---

**403 Works**

Expenditure is 38.4% of the annual budget.

4011 - Business rates are paid in two 6 monthly installments. Payment for first 6 months made in April 2021. Second installment due to be taken in October 2021. Underspend of £54 expected.

4012 - Cost of £24.55 for last quarter. Offset by a credit of £25.00 from March 2021. Underspend expected.

4039 - High expenditure due to summer planting costs. Winter bedding costs to be applied to code in October. No overspend anticipated.

4043 - Costs for fuel usually higher in summer following the purchase of more red diesel for tractor and fuel for mowers and trimmers. Continue to monitor. Fuel cost increase in September/October which may impact the budget in later months.

4044 - Tax and insurances paid annually for Council vehicles. Costs for ride on mower still to be incurred.

4045 - Accrual made for Bedford Road tree work. Work came in at £280 less than originally quoted leading to a credit in the budget line for the current month. Expenditure incurred in July 21 for emergency work to a tree at Beeston Green. Further costs to be incurred in Q3/Q4.

---

**405 Footway Lighting**

Expenditure is 38.7% of the annual budget.

No concerns/comments

---

**406 Cemetery & Churchyard**

Expenditure is 31.7% of the annual budget.

4011 - Business rates are paid in two 6 monthly installments. Payment for first 6 months made in April 2021. Second installment due to be taken in October 2021. Overspend of £442 expected.

4012 - Accrual of £20 made for final 2020/21 water costs. Actual cost of £12.68 resulted in credit. Last quarter bill was £14.08. Underspend expected at year end due to accrual.

---

**408 Town Centre**

Expenditure is 43.1% of the annual budget.

4011 - Business rates are paid in two 6 monthly installments. Payment for first 6 months made in April 2021. Second installment due to be taken in October 2021. Underspend of £270 expected.

---

**409 Public Toilets - Car Park**

Expenditure is (41.4%) of the annual budget.

4011 - Credit due to refund for previously paid rates for public toilets. Public toilets are now exempt from business rates.

4014 - Higher charges in June - August have led to high expenditure. September bill as done by 50%. If winter months follow the same pattern of expenditure the budget should be sufficient.

**Sandy Town Council**  
**Report to 30th September 2021**

Analysis by Cost Centre [Continued]

**500 Play Areas and Open Spaces**

Expenditure is 125.1% of the annual budget.

4012 - Water rates for Bedford Road toilets. Last two quarter bills of approx £52. Offset by £50 accrual from previous year. Scope to reduce budget.

4014 - Accrual of £100 for final 20/21 electricity costs. Invoice for share of Pavilion/Toilets.

4037 - High expenditure due to pitch weed and fertiliser spraying.

**501 Sunderland Road Recreation Ground**

Expenditure is 48.6% of the annual budget.

1201 - Rent from fun fair.

4036 - High expenditure due to inclusion of costs for repair of the Banks Pavilion roof. To be re-allocated to the Rolling Capital Fund as previously agreed.

**502 Nature Reserves**

Expenditure is 14.5% of the annual budget.

4703 - Agreed annual contribution to BRCC Green Wheel work paid in lump sum upon receipt of invoice.

**505 Grass Cutting**

Expenditure is 0% of the annual budget. Invoice received in March 2021.

**506 Litter Bins, Seats & Shelters**

Expenditure is 0% of the annual budget.

**509 Christmas Lights**

Expenditure is 11.6% of the annual budget.

4402 - Expenditure on staging and licencing. Anticipated overspend due to increase in prices and potential road closure cost. Increased 2022/23 budget recommended and included in current budget calculations.

**601 Precept and Interest**

100% of the annual budget. Second half of precept received in September 2021.

**602 Democratic and Civic Costs**

Expenditure is 35.3% of the annual budget.

1309 - Income from spring and summer markets (stall fees).

4033 - High expenditure as it includes payment for October Bulletin issue.

4042 - High expenditure due to purchase of defibrillator electrodes and addition of Cllr Pettitt to Mayors Board

**700 Capital**

4829 - This includes the costs of repairing the car park toilets (£2,810) and replacing the car park barrier (£3,368.21). An insurance payment was received for the work to the car park barrier and is shown as income under 408 - 1258.

List of Payments made between 01/09/2021 and 30/09/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
06/09/2021	UK Fuels Limited DDR	DD01	154.33		2393-Fuel A/C
07/09/2021	Commission charge payable	CHRG	46.22		Commission charge payable
07/09/2021	HMRC PAYE/NI Due AUG	BACS	3,893.45		HMRC PAYE/NI Due AUG
07/09/2021	Beds Pension Due Aug	BACS	4,846.88		Beds Pension Due Aug
07/09/2021	Ampower UK Ltd	DD02	76.83		2411-Depot electricity
07/09/2021	Ampower UK Ltd	DD03	16.54		2412-SRRG Electricity
07/09/2021	Ampower UK Ltd	DD04	31.04		2413-Office gas
08/09/2021	Mr S Gregory	FP1	850.00		2443-Mower repairs SCC
08/09/2021	Savin Nurseries	FP2	256.25		2444-Woodchip/compost/manure /Planting
08/09/2021	1st Choice Staff Recruitmnet L	FP3	2,794.86		2450-OC Agency Staff
08/09/2021	AOC Holdings Ltd	32335	3,690.00		2414-Graphics/llustr/Finds mar
08/09/2021	Badgemaster Ltd	32336	161.16		2416-STC Badges
08/09/2021	Balaam Brothers Ltd	32337	12,948.00		2425-Cemetery Gates/Railings
08/09/2021	Sandy Town Bowls Club	32338	48.07		2431-Bowls club fuel
08/09/2021	Broome Signs	32339	201.60		2417-Update Mayor's board
08/09/2021	Central Bedfordshire Council	32340	1,627.36		2440--Pavilin Man fee Sep 21
08/09/2021	Colin Ross Workwear & Safety	32341	97.18		2418-Staff uniforms
08/09/2021	SR Darlow Building Ltd	32342	1,956.00		2439-Rebuild church wall
08/09/2021	DCK Accounting Solutions Ltd	32343	1,123.39		2420-Accounts July 21
08/09/2021	Hertfordshire County Council	32344	503.33		2421-Stationery & Cleaning Products
08/09/2021	Arthur Ibbett Ltd	32345	111.19		2415-Oil/Strimmer line/funnel
08/09/2021	ICCM	32346	162.00		2422-ICCM Traning CBS
08/09/2021	Lamps & Tubes Illuminations Lt	32347	344.50		2423- Lamppost Banners
08/09/2021	Let's Get Going Community Inte	32348	1,000.00		2424-LGGCIC Grant
08/09/2021	FD Odell & Sons Ltd	32349	890.70		2428-Skip hire
08/09/2021	Rosetta Publishing	32350	290.40		2429-Beds Bulletin advert
08/09/2021	Mayor's Charity Account	32351	20.00		2430-Rushden TC Prom tickets
08/09/2021	Shire Pest Control & Wildlife	32352	135.00		2432-Cemetery pest control
08/09/2021	The Society of Local Council C	32353	317.00		2451-SLCC Subs 21/22
08/09/2021	Travis Perkins Trading Co Ltd	32354	161.04		2433-Postcrete
08/09/2021	Verto (UK) Ltd	32355	354.00		2434-Website cookie banner
08/09/2021	VFM Products Ltd	32356	263.40		2435-Grassline
08/09/2021	XL Displays Ltd	32357	220.80		2436-Display board
10/09/2021	Ampower UK Ltd	DD05	722.12		2408-S/Lights electricity
15/09/2021	Staff Salaries - Sept 2021	BACS	13,346.00		Staff Salaries - Sept 2021
16/09/2021	Chess Ltd DDR	DD06	315.49		2520-Chess managed services
16/09/2021	Barclays Active Saver	Tfr	149,839.00		Movement of precept receipt to active saver
16/09/2021	Barclays Active Saver	Tfr	149,839.00		Movement of precept receipt to active saver
20/09/2021	UK Fuels Limited DDR	DD07	68.41		2392-Fuel A/C
20/09/2021	Purchase Power	DD08	86.93		2502-Qtrly rental franking machine
21/09/2021	Ampower UK Ltd	DD09	115.26		2410-Office electricity
23/09/2021	Ampower UK Ltd	DD10	44.09		2518-Elec - Aug 2021
23/09/2021	Ampower UK Ltd	DD11	34.18		2409-S/Lights electricity
28/09/2021	Clerks Imprest A/c	Tfr	335.00		Top up of Council debit card
29/09/2021	Chess Ltd DDR	DD12	307.60		2519-Monthly phone charge
30/09/2021	Control Print Solutions Ltd	DD13	639.30		2390-Copier charges
	<b>Total Payments</b>		<b>355,284.90</b>		



**APPLICATION FOR GRANT AID FROM**  
**SANDY TOWN COUNCIL**

<b><u>Name of the Organisation/Group</u></b>	
<b>BigglesFM</b>	
Are you affiliated to a national organisation? If so, which one?	<b>None</b>
Local venue/meeting place	<b>We broadcast from our studio at Potton</b>
Are you a registered charity? If so, give your charity number?	<b>No</b>
What are the aims and activities of the organisation?	<b>Providing a full time local community radio station involving all sectors of our local community. With local and national news and information relevant to the local area. To provide a local radio service not provided by any other broadcaster.</b>
How many members do you have?	<b>Volunteers/Leaders About 20 volunteer presenters</b>
Members:	<b>Junior No Members</b>
	<b>Senior No Members</b>
What is your annual subscription?	<b>Junior £ No Subscription</b>
	<b>Senior £ No Subscription</b>

## **Project Information**

What would the grant be used for?

**To help us continue to run the radio station full time. OFCOM require community radio to generate income from on-air advertising, grants and donations. We are also investing time and money into the setting up of a Small Scale DAB multiplex to cover our local area. The Government has started to license this service across the UK to be run in various areas by operators such as ourselves. We are well advanced in the technical details for this and have our name down as a potential operator for this area. This would enable us to broadcast on the digital platform.**


In what manner will the residents of Sandy benefit?

**The residents of Sandy benefit from our local broadcasts including information and guest slots. We promote all Sandy events that are notified to us - we do this on our on-air Events Diary and also on our web calendar. Organisations that want to come into the studio to talk (live on-air) about their work or forthcoming events are welcome. We promote Sandy Carnival and Christmas Lights events. We give Sandy businesses the opportunity to advertise on local radio in our area.**

Approximately how many Sandy residents will benefit from this grant?

**All Sandy residents can benefit from our broadcasts if they tune in ! Either on our FM frequency or the internet broadcast. We have a good regular listener base in Sandy who make contact with us.**


Estimated total cost of project	Annual running costs are estimated at £20,000 p/a. for BigglesFM and there will be a similar requirement for running the forthcoming DAB multiplex.
Please state clearly how much you are applying for from Sandy Town Council.	<b>£1,850.00</b>
What amount is being met from your own funds?	<b>We will be aiming to raise £10,000 the 50% allowed from advertising</b>
What is the amount sought from other funding bodies? Please give details of other sources you have applied to or intend to apply to.	
<u>Source</u>	<u>Amount</u> <u>Confirmed/Pending/Unsuccessful</u>
<b>Biggleswade Town Council</b> (Biggleswade have donated for several years)	<b>£1,850.00</b> <b>Confirmed £1,850</b>
<b>Financial Details</b>	
Please specify how any income, particularly surplus, is spent.	<b>Income is used to cover our running costs such as OFCOM, PPL and PRS licences, purchase equipment, day to day running costs, publicity and part time staff. There will not be any surplus.</b>
Please attach accounts (audited/independently examined) for the last two years and your budget forecast for the forthcoming/current year.	<b>Enclosed unaudited accounts for year ended 30 November 2020. You already have accounts for the year ended 30 November 2019 from our application last year.</b>  <b>Budget forecast for this year is: £20,000</b>

<b>Payment Details</b>	
Account Title	<b>BIGGLES FM</b>
Account Number	<b>69960000</b> <b>Sort code 08-92-99</b>
Bank/Building Society Name and Address	<b>The Co-operative Bank</b>
<b>Contact Details</b>	
Please give details of the person with whom this application can be discussed and to whom any cheque should be sent:	<b>Alan Waring</b>
Position in organisation	<b>Station Manager</b>
Address	<b>36 Sutton Mill Road</b> <b>Potton</b> <b>Sandy</b> <b>Beds</b> <b>SG19 2QB</b>
Telephone Number	Telephone 
E-mail address	<b>admin@bigglesfm.com</b>

## **Declaration**

**Please sign this form to confirm that:**

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

<b>Signed:</b>	
<b>Name:</b>	<b>Alan Waring</b>
<b>Position:</b>	<b>Station Manager</b>
<b>Date:</b>	<b>14<sup>th</sup> September 2021</b>

**Please enclose with your application copies of:**

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

**BIGGLES FM**

**Company limited by guarantee**

**Company Registration Number:  
06740382 (England and Wales)**

**Unaudited micro entity accounts for the year ended 30 November 2020**

**Period of accounts**

**Start date: 01 December 2019**

**End date: 30 November 2020**

# **BIGGLES FM**

**Company limited by guarantee**

## **Contents of the Financial Statements**

**for the Period Ended 30 November 2020**

**Company Information - 3**

**Report of the Directors - 4**

**Balance sheet - 5**

**Footnotes to the Balance Sheet - 7**

# **BIGGLES FM**

**Company limited by guarantee**

## **Company Information**

**for the Period Ended 30 November 2020**

**Director:**

Alan John Waring

Gloria Waring

Russell John Waring

**Registered office:**

36  
Sutton Mill Road  
Potton  
Sandy  
Bedfordshire  
SG19 2QB

**Company Registration Number:**

06740382 (England and Wales)



# **BIGGLES FM**

**Company limited by guarantee**

## **Directors' Report Period Ended 30 November 2020**

The directors present their report with the financial statements of the company for the period ended 30 November 2020

### **Principal Activities**

Radio Broadcasting Video Production

### **Directors**

**The directors shown below have held office during the whole of the period from 01 December 2019 to 30 November 2020**

Alan John Waring

Gloria Waring

Russell John Waring

**This report was approved by the board of directors on 24 July 2021**

**And Signed On Behalf Of The Board By:**

Name: Alan John Waring

Status: Director

**BIGGLES FM**  
**Company limited by guarantee**

**Balance sheet**

**As at 30 November 2020**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Fixed Assets:	4,380	2,636
Current assets:	12,297	
Prepayments and accrued income:		0
Creditors: amounts falling due within one year:	( 109 )	( 1,416 )
<b>Net current assets (liabilities):</b>	<b>12,188</b>	<b>( 1,416 )</b>
Total assets less current liabilities:	16,568	1,220
Creditors: amounts falling due after more than one year:	( 0 )	( 0 )
Provision for liabilities:	( 0 )	( 0 )
Accruals and deferred income:	( 0 )	( 0 )
<b>Total net assets (liabilities):</b>	<b>16,568</b>	<b>1,220</b>
<b>Reserves:</b>	<b>16,568</b>	<b>1,220</b>



**SANDY**  
Town Council

## EVENTS GRANTS

### APPLICATION FORM PLEASE COMPLETE USING CAPITAL LETTERS

**1. Full Name...Gill Shaw**

**Position....Chair of the Sandy Guild**

**2. Organisation / Event Planner - Name and Address**

(All correspondence will go to this address unless specified below)

Gill Shaw [REDACTED] Sandy Postcode: SG19 [REDACTED]
---

**Alternative Address:**

Anne Elliott-Flockhart [REDACTED] Sandy Postcode:SG19 [REDACTED]
---

**3. Telephone number**

Main Number:
Mobile number: [REDACTED]

**4. Other contact details**

Main contact name:	Gill Shaw
Email address:	Sandyguild2019@gmail.com

Website address:	NA
------------------	----

**5. What type of events do you usually hold, or have held?**

Please give details  
 Sandy Guild have held a variety of events over the years since it's inception in 2014. We hold regular clothing collections. In the past we have held autumn fayres, a Mother's Day craft morning, Christmas carolling at various venues, and provided the refreshments for the carnival and the Sandy Green Wheel launch.

**6. What is the event/s you for which you are applying for funding, please provide a full description below, or attach an event plan.**

Please give details  
 Sandy Guild are currently organising a programme of talks and demonstrations to raise money for St John's Hospice, Moggerhanger.

We held our first talk and demonstration on Thursday 23 September at Sandy Town Council Chamber. Local artist Sophie Patel gave a talk and demonstration on art. Sophie gave her time for free and refreshments were provided by Guild members so as much of the takings could go directly to St John's. The event raised £62.90 for St John's after hall hire costs were taken out.

Our next event is to be held on Saturday 20 November at Sandy Scout Hut. We are hosting two craft sessions. The morning session will be provided by the Crafty Squirrel, a local crafting business where people will have the opportunity to create a traditional Victorian decoupage bottle. The afternoon session will be provided by the Flower Room where people will be able to make a Christmas table decoration. Both the Crafty Squirrel and the Flower Room are keeping their costs to a minimum to maximise the amount to go to charity. The only cost to the Guild will be the hire of the hall which is a suggested donation of £10 per hour. The hall will be in use for 7 hours:

9am – 10am set up  
 10am – 12 noon Crafty Squirrel session  
 12noon – 1pm lunch break and turnaround  
 1pm- 3pm Flower Room session  
 3pm – 4pm tidy up

Future talks include upcycling with local celebrity Max McMurdo and cake decorating with Jennie's cakes who are based in Wyboston.

**7. What is the location and date of your event?**

Sandy Scout Hut Sunderland Road Sandy	Location	Saturday 20 November 2021	Date
---	----------	------------------------------	------

**8. What is the cost of the event for which you are applying for grant funding from the Council? Please provide a breakdown**

£ 70.00 Room Hire
£
£
<b>Total £70.00</b>

**9. How much funding are you seeking from the Council?**

£70.00

**10. Have you received, or applied for funding from any other sources for this event?**

£ No  
£  
£  
£

**11. Please indicate if you are using local independent traders and where possible local performers to be part of the event.**

Yes  No  N/A

If yes please provide details.

Nikki at Crafty Squirrel based in Sandy  
Flower Room, High Street, Sandy

If no please provide reasons

**12. Please attach a risk assessment, this must take into consideration any national guidance around mass participation events.**

**13. Please attach any proof you have been granted all the appropriate licenses and/or permits needed for your event if required.**

**Applicant Declaration**

I hereby declare that the information I have provided in this application and all the enclosures is true and accurate and details the plans for the future event. Any deviations to the plan after approval will be sent to the Council for further consideration.

Signed..... [Redacted Signature] .....

Print Name..... Gillian Shaw ..... Date..... 11th October 2021 .....

Position in Organisation..... Chair .....



# Risk Assessment Form

The Guild will conduct a risk assessment for each event. Guild members and volunteers will be made aware of significant findings, all necessary training, support or supervision will be given for that event.

Organisation name: **Sandy Guild** Date: **20.11.21** Venue: **Sandy Town Council** Person completing R.A.: **A Elliott-Flockhart** Signature:

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk for this event?	Any other actions needed on day.	Officer(s) for this event
<i>e.g. Slips and trips</i>	<i>Staff and visitors may be injured if they trip over objects or slip on spillages</i>	<i>We carry out general good housekeeping. All areas are well lit including stairs. There are no trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately, offices cleaned each evening</i>	<i>Better housekeeping is needed in staff kitchen, eg on spills</i>	<i>All staff, supervisor to monitor</i>	<i>N/A</i>
Slips & Trips	Guild members, volunteers and public	Slips are limited to pathway outside and entrance hallway. Trip hazards could be found in hall. Guild members to make sure there are no hazards before event starts.	Check at set up to ensure any cables and other hazards are suitably covered or visual warnings are in place. Refreshments people to be responsible for any spillages in the eating area & take necessary action.		Anne, Christine, Gill & Mandie
Portable hot water urn, kettles, hot flasks for drinks - risk of scalds and burns from hot water and steam when in use or when emptying them.	Guild members, volunteers and public	Hot water flasks are locked shut before transporting. All volunteers & Guild members are shown how equipment works where necessary.	If possible put urn, kettle, hot flasks near sink for ease of emptying.		Anne, Christine, Gill & Mandie
Spillages, breakage's & refuse.	Guild members, volunteers and public	Any spillages, breakages are cleared away quickly & in a suitable manner. Bins are provided for refuse.	N/A		Anne, Christine, Gill & Mandie



# Risk Assessment Form

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk for this event?	Any other actions needed on day.	Officer(s) for this event
Venues utilities & facilities.	Guild members, volunteers and public	Member of the Guild has already inspected the venue and deemed it fit for purpose.	Check at set up to ensure there are no hazards visible and deal with if there are.		Anne, Christine, Gill & Mandie
Use & storage of equipment & products for the event.	Guild members, volunteers	Cleaning products are kept in their original packages, all product instructions are followed as per manufacturing guidelines. Safety equipment are used when and where necessary e.g. gloves. Any equipment not in use to be stored safely during the event.	Take gloves with us to this event. Make sure any equipment not in use is stored safely during the event.		Anne, Christine, Gill & Mandie
Lifting of equipment e.g tables, chairs.	Guild members, volunteers	All volunteers & Guild members are shown how to lift equipment where necessary. Heavier items are lifted by two or more people wherever necessary.	N/A		Anne, Christine, Gill & Mandie
Safeguarding issues.	Vulnerable adults & children	No vulnerable person is left alone with a Guild member or volunteer unless they have a current DBS in place, or are that person's parent, guardian or carer. Any vulnerable person helping at a Guild event is under the sole charge of the parent, guardian or carer and must be suitably supervised at all times.	<p>Be vigilant at the event that vulnerable people are not subjected to exploitation of any kind. Make sure the safeguarding contact information is taken to this event.</p> <p>Central Bedfordshire Safeguarding Children: 0300 3008595 (out of hours 0300 300 8123 - <a href="mailto:cs.accessandreferral@centralbedfordshire.gov.uk">cs.accessandreferral@centralbedfordshire.gov.uk</a>)</p> <p>Safeguarding vulnerable adults: 0300 300 8122 (Monday to Friday, 8:45am to 5:20pm) or 0300 300 8123 (outside of these hours) - email at <a href="mailto:adult.protection@centralbedfordshire.gov.uk">adult.protection@centralbedfordshire.gov.uk</a></p>		Anne



# Risk Assessment Form

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk for this event?	Any other actions needed on day.	Officer(s) for this event
Venues fire evacuations procedures.	Guild members, volunteers and public	The Guilds fire marshal, makes sure they are aware of the venues fire evacuation procedures before the event. At each event, a register of Guild members and volunteers is taken and kept in the designated place.	Take a register of all Guild members and volunteers, keep in designated place. At the start of the talk make visitors aware of fire evacuation procedures.		Anne, Christine, Gill & Mandie
Designated place for first aid, risk ass, fire safeguarding items	Guild members	Have all necessary equipment, information & forms in a sealed box at each event.	Decide on a safe secure place to store the box at the event. Tell all Guild members where it is.		All Guild Members
Covid -19	Guild members, volunteers and public	When tickets are paid for members of the public are informed that the event will uphold any Covid-19 precautions and restrictions in place at time of event. Any tables will be cleaned before and after the event. Hand sanitiser will be available. Guild members and members of the public will be encouraged to wear masks when unable to social distance. The room will be ventilated.			All Guild Members



# SANDY TOWN COUNCIL

## Notice of conclusion of the audit

### Annual Return for the year ended 31<sup>st</sup> March 2021

Section 25 of the Local Audit and Accountability Act 2014

Accounts and Audit (England) Regulations 2015

	Notes
<p>1. The audit of accounts for the Council/Meeting (a) for the year ended 31 March 2021 has been concluded.</p>	(a) Delete as appropriate
<p>2. The Annual Governance and Accountability Return is available for inspection by any local government elector of the area of the Council <del>Meeting</del>(a) on application to:</p> <p>(b) Mr. C. Robson, Town Clerk, 10 Cambridge Road, Sandy, Bedfordshire, SG19 1JE</p>	(b) Insert name, position and address of the person to whom local government electors should apply to inspect the Annual Return
<p>2. Copies will be provided to any local government elector on payment of £10p per sheet (c) for each copy of the Annual Return.</p>	(c) Insert a reasonable sum for copying costs
<p>Announcement made by: (d) Mr C. Robson</p>	(d) Insert name and position of person placing the notice
<p>Date of announcement: (e) 21<sup>st</sup> September 2021.</p>	(e) Insert date of placing of the notice

# Annual Governance and Accountability Return 2020/21 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2020/21

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report** must be completed by the authority's internal auditor.
  - **Sections 1 and 2** must be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2021**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2021**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2021
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2020/21

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2021 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2020/21**, approved and signed, page 4
- **Section 2 - Accounting Statements 2020/21**, approved and signed, page 5

Not later than 30 September 2021 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

## Guidance notes on completing Part 3 of the Annual Governance and Accountability Return (AGAR) 2020/21

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide*\* which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2021.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide*\*.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2020) equals the balance brought forward in the current year (Box 1 of 2021).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2021**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights, been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations from last year to this year been published?	✓	
	Has the bank reconciliation as at 31 March 2021 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.	✓	

\* *Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

# Annual Internal Audit Report 2020/21

## SANDY TOWN COUNCIL

www.sandytowncouncil.gov.uk USUALLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")</i>			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			✓
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
<b>O. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
	✓		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

11TH MAY 2021

Name of person who carried out the internal audit

HAINES WATTS

Signature of person who carried out the internal audit

Haines Watts

Date

25/05/2021

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

## Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

### SANDY TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		Yes* means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

28/06/2021

and recorded as minute reference:

TC-50-2021/22

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

[www.sandytowncouncil.gov.uk](http://www.sandytowncouncil.gov.uk)

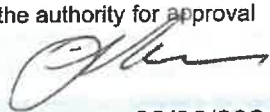
## Section 2 – Accounting Statements 2020/21 for

### SANDY TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	656,288	472,296	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	580,198	594,768	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	105,184	80,137	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	-263,932	-276,532	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	-608	-608	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	-604,834	-287,573	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	472,296	582,488	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	509,046	618,903	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	3,282,785	3,329,634	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	3,313	2,928	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.  N.B. The figures in the accounting statements above do not include any Trust transactions.
	✓		

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

22/06/2021

I confirm that these Accounting Statements were approved by this authority on this date:

28/06/21

as recorded in minute reference:

TC-51-2021/22

Signed by Chairman of the meeting where the Accounting Statements were approved



## Section 3 – External Auditor’s Report and Certificate 2020/21

In respect of

Sandy Town Council

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2020/21

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

Not applicable.

### 3 External auditor certificate 2020/21

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

\*We do not certify completion because:

Not applicable.

External Auditor Name

**Mazars LLP, Newcastle, NE1 1DF**

External Auditor Signature

*Mazars LLP*

Date

**20 September 2021**

**Policy, Finance and Resources Committee**

---

<b>Date:</b>	<b>18<sup>th</sup> October 2021</b>
<b>Title:</b>	<b>Tree Lights St Swithun's</b>
<b>Contact Officer:</b>	<b>Town Clerk</b>

**Purpose of the Report**

1. To receive and consider a request from St Swithun's Church for a financial contribution towards the tree lights in the cherry trees at the front of the Church Yard.

**Recommendation**

2. That the Council consider the request from St Swithun's church and advise the Clerk whether they wish to provide any funding towards the tree lights.
3. That St Swithun's Church are advised to make an application to CBC Cllr Stock's Ward Grant funding for a contribution to the costs.

**Background**

4. The Chamber of Trade previously funded the purchase and installation of some pea lights in the trees at the front of St Swithun's Church. These lights are turned on during the Christmas period and help add to the town's illuminations.
5. The vicar of St Swithun's has informed the Clerk that some of the lights need replacing as they are showing wear and tear from the last six years. He has enquired as to whether there would be any funds available from the Town Council or CBC Councillors to help the Church replace the lights in the trees.
6. The Church won't have funds to put towards the tree lights this year and funding will be concentrated on the outdoor pallet tree display. Rev H. Davies reported that over the that last six years, the church and businesses have put up to £3,000 towards the lights and while some are still in good working order, others have deteriorated.
7. As the church yard is a closed church yard, the Town Council is responsible for maintenance of the trees within it. The cherry trees have had work undertaken on them over the last two years whereby it has been necessary to remove and reinstall the tree lights. The church undertook this work, with some assistance from the Council's outdoor team.

**Proposals/Information**

8. The Church is asking whether the Council would be able to provide £1,000 to £1,500 in funding to restore the lights, which Rev H. Davies comments have suffered from needing to be removed and replaced in the trees twice in recent years when pruning work was undertaken.
9. The Clerk has raised the request with CBC Councillors. Cllr Stock has confirmed that there is approximately £600 in Ward Member grants the church can apply for. This application would need to come from the church, not the Council.



**Financial Implications**

10. The Council has a Christmas lights budget which covers the cost of the Council Christmas illuminations. This budget is fully committed and would not be able to accommodate any additional expenditure. The Council would therefore need to look at use of its capital budget.
11. The Council do have a grants budget and Members may want to consider asking the church to formally submit a grant application. There are funds available in the grant budget for the current year.

**Policy Implications**

12. There are no direct policy implications.

**Legal Powers**

13. The action undertaken is covered by the Localism Act 2011, s.1 the General Power of Competence, for which Sandy Town Council is eligible and is a power of first resort, allowing the Council to do anything an individual can do.
14. The powers of the 1984 Act (S.8) prohibit councils' involvement in property relating to the affairs of the church eg. the maintenance or improvement of buildings or land or contributing to the costs. However, the trees sit in the Council maintained church yard and the Council itself is responsible for the trees. Therefore, given that the lights would not be part of the fabric of a church building, the Clerk believes funds could be used for the lights if the Council were so minded.

**Policy, Finance and Resources Committee**

---

<b>Date:</b>	<b>18<sup>th</sup> October 2021</b>
<b>Title:</b>	<b>Defibrillator Equipment</b>
<b>Contact Officer:</b>	<b>Town Clerk</b>

**Purpose of the Report**

1. To receive a report on costs required for the maintenance of Council defibrillators.

**Recommendation**

2. That the committee approve the purchase of a new defibrillator cabinet for the defibrillator at a cost of £695 from the Council's Rolling Capital Fund.
3. That the committee note the cost of replacing defibrillator electrodes to ensure all defibrillators are safe to use.

**Background**

4. The Council has four defibrillators for which it is responsible. These are located at;
  - Bedford Road recreation ground (Side of pavilion)
  - Sunderland Road recreation ground (Side of Jenkins Pavilion)
  - Town Centre (Side of Library)
  - Beeston (The Knowles)
5. The defibrillator case at Bedford Road has developed a leak. This leak could put the equipment inside the case at risk and as such, needs to be remedied. Advice was taken from the Community Heartbeat Trust who provide defibrillators and as a result, some new seals were purchased and installed. This initially worked, but the cabinet has again started leaking. After further advice it was concluded that a new case was needed.
6. The electrodes in each of the defibrillators have expiry dates and three of the defibrillator electrodes are due to expire on 22<sup>nd</sup> October. As such, new electrodes have been ordered at a cost of £139 from the Council's revenue maintenance budget.

**Proposals/Information**

7. The Community Heartbeat Trust can provide a new defibrillator case with Webnos Governance System and Post Rescue Counselling at a cost of £695.00. The Council has used the Community Heartbeat Trust for all its defibrillator provision and ongoing support.

**Financial Information**

8. The cost of the new case should be considered a capital expenditure and purchased from the Council's Rolling Capital Fund. The capital budget has sufficient funding to purchase the required case.

**Legal Powers**

9. The action undertaken is covered by the Localism Act 2011, s.1 the General Power of Competence, for which Sandy Town Council is eligible and is a power of first resort, allowing the Council to do anything an individual can do.

**Risk Management**

10. It is extremely important that the Council ensures that all its defibrillators are working and well maintained. Failure to do so could place the public at risk, create a major health and safety risk and open the Council up to legal action. The Council staff regularly check each of the defibrillators and keep inspection records to ensure they are working and in good condition.

**Policy, Finance and Resources Committee**

---

<b>Date:</b>	<b>18<sup>th</sup> October 2021</b>
<b>Title:</b>	<b>Hybrid Meeting Room / Conference Suite Facilities</b>
<b>Contact:</b>	<b>Anne Elliott-Flockhart</b>

**Purpose of the Report**

1. At a meeting of Town Council on 20 September 2021 it was agreed that the Council should start thinking about the technology that will be required to support hybrid meetings in the future, so that this can be factored into budget considerations.

**Recommendation**

2. That the following quote be used as a guide for 2022/23 budgeting purposes and a baseline for further quotes.

**Background/Information**

3. During the global COVID 19 pandemic, councils had to adapt to a new way of working to ensure that council work could continue during this time. One of the ways councils were able to do this was via remote meetings. To do this successfully, the Council had to put in place a temporary scheme of delegation giving the Clerk powers to make decisions to ensure Council business continued.
4. Restrictions preventing meetings have now lifted and this temporary scheme has finished. Council and committee meetings can no longer meet remotely due to their need to ensure public participation, their decision-making ability and councillor attendance. As these public meetings must take place at a single, specified geographical location, attending a meeting at such a location means physically going to it, and being "present" at such a meeting involves physical presence at that location. However, working groups do not have the same constraints and can be held remotely.
5. At a meeting of the Town Council, Members discussed the use of zoom for meetings of Council working groups or informal meetings of Councillors. During discussion it was queried whether more use of hybrid meetings could be considered to open up more, or alternative participation in Council meetings. It was noted that hybrid meetings are not currently legal for council decision making, but that Members could attend and speak at meetings

**Information/Proposals**

6. The Clerk and an administrator met with a representative of an audio-visual company who specialises in providing conference/hybrid meeting facilities. This company has worked with another town council within Central Bedfordshire who recommended them. The contractor reviewed the room and offered a recommendation and quote.
7. The quote provided includes one flat screen monitor, microphones, webcams, and installation. The screen and camera would be secured to the wall above the public gallery for Councillors' use. A second monitor was discussed, which could be stored on a trolley at the other end of the room but with the trolley and amplifiers, this would add £2000 to the quote. The microphones would not have to be fixed in place which means the chamber can continue to be flexible in its use, however as we have concrete flooring the wires would be loose and need to be secured with cable matting during meetings. The meeting would be driven via a laptop.

Description	Price
Yealink UVC84 PTZ Camera w/ 12x Optical Zoom, 4K FHD/UHD, AutoFraming, PTZ-Control, Audio Scalability and Privacy Protection	£720.00
Yealink VCR20 Remote Control for UVC Cameras	£68.10
Yealink Video Conferencing Microphone Array built-in-3-microphone Array, 20ft (6m) and 360° Voice Pickup Range	£628.00
Yealink Stereo Soundbar, 10 W Output Power (RMS), PoE support (Power) over Ethernet, IEEE 802.3af), Incl. power adapter and audio cable (length approx. 3 m, audio jack 3.5 mm - audio jack 3.5 mm)	£314.00
TP-LINK 10 Port Gigabit Desktop Switch with PoE+ -	£66.00
Phillips 65BDL3550Q/00 65 inch signage display 165.1 cm (65") IPS 4K Ultra HD Android 8.0	£1,100.00
Wall mount for 55" to 75" Screens	£75.00
On-site installation (2 Engineers for a day)	£900.00
Installation Materials	£125.00
Delivery / Carriage & Packaging Cost	£75.00
Travel	£100.00
<b>Total (Excluding VAT)</b>	<b>£4171.10</b>

### Financial Implications

- The Council would need to allow for expenditure from its Rolling Capital Fund and the Clerk has included a figure in the capital expenditure report later on in this agenda. Further quotations will be needed which may reduce or increase the quoted cost. The cost provided can be used as an indication as part of budget setting.

### Policy Implications

- The Council did not use remote meeting technology prior to the pandemic, so has no formal policy or procedure on use of remote meetings for Working Groups. Any decision on the ongoing use of zoom for working groups, or other meetings involving councillors, may require to be developed into an agreed policy for clarity.
- In addition, the ability to stream a meeting live, would mean residents could watch from home, which might encourage more residents to participate which would support the Council's Community Engagement Strategy.

## Policy, Finance and Resources Committee

---

<b>Date:</b>	<b>18<sup>th</sup> October 2021</b>
<b>Title:</b>	<b>Fallowfield Play Equipment</b>
<b>Contact Officer:</b>	<b>Town Clerk</b>

### Purpose of the Report

1. To receive a report with costings on the required replacement of two items of play equipment at the Fallowfield recreation ground.

### Recommendation

2. That the committee approve the recommendation from Company B, which offers the best value for money. The Council has not used Company B for the provision and installation of new equipment before, but the Outdoor Team Leader has used the company for external repair works to play equipment and the provision of parts.

### Background

3. The Fallowfield recreation ground has three areas of play equipment which are owned and maintained by the Town Council. In 2017 the Council used some section 106 funding to install a new slide and swing set at the recreation ground. In 2018 the Council used section 106 funding to replace a broken item of play equipment known as a 'Hang Tough'. All other items of play equipment were originally installed by the developer for the housing estate and were later adopted by the Town Council along with the open space at Fallowfield. A commuted sum of money was given to the Council for the maintenance of Fallowfield.
4. There are now three items of the originally installed play equipment which require attention. The outdoor team are working on the repair of one of these items with parts to be provided by an external play equipment company as part of general maintenance under the revenue budget. However, two items of play equipment are beyond economic repair and require replacement, or removal. Both items are currently out of use.

### Proposals/Information

5. An inclusive roundabout, which is suitable for wheelchair users no longer turns and requires replacement. The need to set this roundabout into the ground makes it more expensive than a standard roundabout, which tends to be raised above floor level.





6. A children's small see-saw was removed as it was unsafe. The outdoor team are not able to repair the seesaw and inspection by play companies confirmed that a replacement is required.

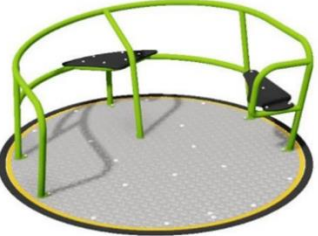



**AGENDA ITEM: 11**

**APPENDIX X**

7. The following quotations have been provided by play companies;

<b>Company A</b>		
<b>Equipment</b>	<b>Works</b>	<b>Cost (£) – Ex VAT</b>
  Small Seesaw 	Site setup, security fencing and welfare facilities for the duration of the works, in compliance with current health and safety practices	£1,313.50
	Unit removal - dig out legs from foundations Remove wetpour (per m <sup>2</sup> ) All prices inclusive of environmental tipping charges	£413.49
	Inclusive roundabout	£5,520.00
	Inclusive roundabout Installation	£4,242.86
	Small seesaw	£3,020.00
	Small seesaw Installation	£595.93
	Chase cut edging in preparation to lay new surfacing	£396.98
	Supply and install black wetpour surfacing to the following depths/CFH's 40mm depth, CFH 1.3m	£4,752.00
	Re-instate hole after excavation with base wetpour in wetpour area	£15.66
	Cart away spoil General re-instatement of site after completion	£198.13
	<b>Equipment Total</b>	<b>£8,540.00</b>
	<b>Equipment Discount</b>	<b>£2,135.00</b>
	<b>Carriage</b>	<b>£641.60</b>
	<b>Installation and Ancillaries</b>	<b>£12,360.54</b>
<b>Grand Total</b>	<b>£19,407.14</b>	

<b>Company B</b>		
<b>Equipment</b>	<b>Works</b>	<b>Cost (£) – Ex VAT</b>
  Small Seesaw 	Site preparation including removal of existing equipment.	£300
	Plant Hire required for Installation per Day	£250
	Removal of Wetpour per m <sup>2</sup> and disposal	£1,537
	Inclusive Roundabout	£6,660.00
	Installation of Inclusive Roundabout (inc foundations and plant hire)	£1,460.00
	Vippy seesaw (yellow, red or green)	£1,545.87
	Vippy seesaw installation and wetpour	£4,256.00
	Site set up and preliminaries	£595.00
	<b>Grand Total</b>	<b>£16,603.87</b>

**Financial Implications**

8. The replacement of the items in this report are a capital expenditure and are not covered by the Council revenue budget for the maintenance of play equipment and recreation grounds. The Council's revenue budget for play park maintenance is presently underspent for the current year. However, due to the need for some replacement safety gates, the maintenance of the third item of play equipment at Fallowfield recreation ground and the replacement or repair of grass matting and wetpour in other locations, it is anticipated the revenue budget will be fully spent.
9. The Council could fund the cost of the replacement equipment from its Rolling Capital Fund, which is intended for such capital expenses and was how the Council funded the recent replacement of swings in Bedford Road recreation ground. The funds are available for the Council to do this.
10. The Council has an earmarked reserve for maintenance at Fallowfield. The Council could therefore fund the costs from this fund, as it relates directly to the Fallowfield estate.
11. The Council used the Fallowfield fund for an internal loan to cover the cemetery depot project and is repaying that loan on an annual basis. There are however the funds available in the fund to cover the work.

**Policy Implications**

12. The proposed work will support the Council's Recreational Area Improvement Plan, which highlights the Council's ambition to maintain and enhance its assets. The work will also support the Council's Health and Safety responsibilities to ensure equipment is safe for use.

**Legal Powers**

13. The action undertaken is covered by the Localism Act 2011, s.1 the General Power of Competence, for which Sandy Town Council is eligible and is a power of first resort, allowing the Council to do anything an individual can do.

**Risk Management**

14. Failure to take action will result in two items of play equipment, which are not suitable for use, remaining in the play area as a hazard. If replacement equipment is not installed, then the equipment should be removed completely.
15. Not replacing the equipment will reduce the play offer available to children at the Fallowfield recreation ground. In addition, it will particularly lessen the play opportunity available for disabled users. In risk management terms, this could negatively impact the Council's reputation and the aims it sets out to improve and maintain play areas.
16. The Council may decide to delay expenditure and factor it into the next financial year's budget. Two suppliers have advised that they expect further increases in the next few months due to the cost of both supplies and labour increasing at a quick rate. There is therefore a cost risk to the Council. Suppliers have advised that if the Council wishes to wait until the next financial year so it can include the works in its 2022/23 budget, then an order could be placed now for installation and payment at a later date, thereby securing the quoted cost.



**AGENDA ITEM 12**

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

Sept 30<sup>th</sup>, 2021

Dear Sandy Town Council

**Sandy Green Wheel**

As you are aware, BedsRCC facilitate the Sandy Green Wheel Development Group and seeks to support local partners in delivering the Sandy Green Wheel Masterplan.

Sandy Town Council has previously contributed a sum of £2,000 pa towards BedsRCC's staff time costs in our Sandy Green Wheel work. The most recent contribution agreed in 2019 was to make this payment in 2010-21 and 2021-22.

BRCC gratefully acknowledge the contributions from Sandy TC in recent years towards BRCC's time in driving forward the further development of the sandy Green Wheel.

The purpose of this letter is to request that Sandy Town Council makes a contribution of £2,000 toward the ongoing development and management of the Sandy Green Wheel for each of the next 2 years – 2022-23 and 2023-24.

A contribution of £2,000 per year will secure sufficient BRCC staff time to continue the creation of the Sandy Green Wheel; an asset which will bring significant benefits to the community in terms of enhanced local environment, increased physical and mental well-being, improved connectivity and safer and more enjoyable access routes.

We anticipate making significant steps forward with delivering the full, cycle-able, Sandy Green Wheel, over the coming years; with the surfacing of the riverside path from Girtford Bridge to South Mills; and securing a new link south from Girtford Bridge. We will also continue to identify and implement habitat and landscape enhancement opportunities.

-----

In addition to the above request for a financial contribution towards BRCC's time; I would also invite the Town Council to consider the Green Wheel in relation to any relevant S106 funds it may hold / seek in the future. The funding source that BRCC has been successful in accessing for the previously mentioned capital items is no longer available, and so alternative sources will be needed to undertake works such as additional path surfacing and associated landscaping. Although BRCC will be active in seeking funding from other grant sources, we are aware that locally-held and sought S106 contributions could, in some circumstances, be the most appropriate option.

If you would like any further information, please do not hesitate to contact me.

Yours faithfully, CLIFF ANDREWS, BedsRCC Deputy Chief Exec

**APPENDIX XI**



**Connecting and caring  
for our communities  
across Bedfordshire**

**The Old School**  
Cardington  
Bedford  
MK44 3SX  
Registered office

**01234 838771**  
**info@bedsrcc.org.uk**  
**www.bedsrcc.org.uk**

Bedfordshire Rural  
Communities Charity  
is a registered charity  
no. 3327628  
VAT registration no.  
874 7702 87

Policy, Finance and Resources Committee

---

<b>Date:</b>	<b>18<sup>th</sup> October 2021</b>
<b>Title:</b>	<b>Garage Demolition</b>
<b>Contact Officer:</b>	<b>Town Clerk</b>

**Purpose of the Report**

1. To receive and consider a report on an old garage on Council land and whether the garage should be removed.

**Recommendation**

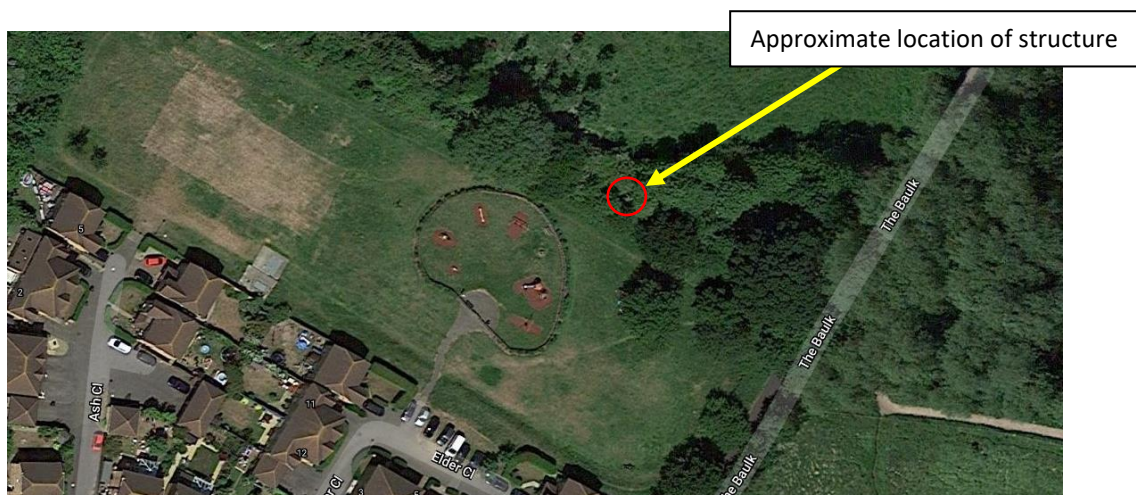
2. That the committee approve removal of the garage and that the costs of the works be funded from the Council's Rolling Capital Fund.

**Background**

3. Residents of The Limes who live adjacent to the open space and play area located there have previously reported issues of anti-social behaviour in the trees and bushes which surround part of the open space. In particular, residents have raised concern about an old structure, which appears to be an old garage within the bushes. A resident has reported that this is used by people to congregate and partake in anti-social behaviour.
4. This is not a structure that appears on any council records or asset lists and based on its condition, must have been in situ for a considerable period. The office initially believed that the structure might be the responsibility of the water company due to its proximity to pumps and equipment they have close by. The water company initially agreed to look, but after inspecting the site, have said that it is not linked to them.
5. The structure itself sits on Council land and within the land boundaries as shown and Land Registration. Therefore, the Council need to consider if they wish to take any action regarding what is left of the structure.

**Proposals/Information**

6. The location of the structure is detailed below;



7. The structure appears to be the remains of a garage, with concrete base and metal supports.



8. The Clerk has contacted numerous companies asking for recommendations and quotes on the removal of the structure. However, only one company has provided a quote to date. This is in part because many of the companies contacted considered the job too small.

9. The following recommendation and quote has been received.

**Demolition**

To demolish existing dilapidated steel framed and concrete panel single garage as detailed within your enquiry, including removal of any floor slab and foundations to a depth of 1 metre (if whole removal is not possible) eg. piling or deep strip construction.

The structure is highly suspected as being formerly roofed in cement bound asbestos sheeting, evident in a small section of the roof of the structure, however, this will require confirmation by;

- Refurbishment & Demolition asbestos survey prior to any demolition works.
- There is a suspected well / borehole within the bounds of the structure which will require breaking out and capping.
- The works will entail removal of some trees / bushes but this will be kept to a minimum.
- Remove all arisings from site.

Cost £2,050.00

Provision of Asbestos Testing and report £ 375.00

Estimated Asbestos Removal & Disposal Cost (subject to Results of the above survey) £ 475.00

**Total Cost £2,900**

Included for welfare facilities for our own operatives and will require an external mains water supply to minimise dust emissions whilst carrying out the works.

**Financial Information**

10. The Council maintains a revenue budget for property and security maintenance within its play areas and recreation grounds. This budget is not sufficient to cover the cost quoted and is already overspent in the current financial year. The Council could therefore take expenditure from its capital fund, which acts as a contingency for large expenditure or look to budget for the work in the next financial year.

**Legal Powers**

11. The action undertaken is covered by the Localism Act 2011, s.1 the General Power of Competence, for which Sandy Town Council is eligible and is a power of first resort, allowing the Council to do anything an individual can do.

**Risk Management**

12. The structure has clearly been present for a significant period of time and has, until recently not been reported as an issue. However, now the Council has knowledge of the structure and the potential health and safety hazards it could pose, a detailed risk assessment must be undertaken. If the Council is not going to remove the structure or wait until the next financial year, it will need to be content that the risk assessment shows it does not pose a risk to the public, or that steps have been taken to mitigate those risks.

**Policy, Finance and Resources Committee**

---

<b>Date:</b>	<b>18<sup>th</sup> October 2021</b>
<b>Title:</b>	<b>Capital Expenditure Report</b>
<b>Contact Officer:</b>	<b>Town Clerk</b>

**Purpose of the Report**

1. To provide an overview of the Council's Rolling Capital Fund as part of Members' consideration of the 2022/23 budget and precept process. Members have already completed an initial review of the 2022/23 revenue budget. This will be brought back, with any the capital budget added, along with any suggested revenue amendments and any budgetary advice received from the Council's accountant.

**Recommendation**

2. That the Council considers the level of its capital budget and whether it wishes to increase or decrease the £51,300 rolling capital allowance currently allowed for in the 2022/23 budget.

**Background**

3. Each financial year the Council sets a revenue and capital budget for the following year. The revenue budget is set to cover the Council's day-to-day expenditure and is based on the amount of money the Council requires to provide its services during the year (eg. salaries, building maintenance). It is a legal requirement of the Council to set a balanced budget. This report forms part of the process in establishing a budget level for 2022/23.

Capital expenditure is usually spending of a "one-off" nature and results in the construction, purchase or improvement of an asset, such as installation of new fencing, play equipment, the repair of a building or the purchase of a vehicle.

4. STC allocates a budget to its Rolling Capital Fund (RCF) each year. This is important as it allows the Council to invest in new capital purchases, pursue projects or improve assets. It also provides the Council with a fund to carry out activities for which it can potentially be reimbursed through grant funding. For example, when sc106 funds are awarded capital expenditure on play equipment, the Council had to first spend that money from capital funding before it was then reimbursed by CBC.
5. The capital budget is rolling and at the end of each financial year any unspent funds in the RCF budget are added to the new financial year's allocation. This allows the Council to continue to gradually build up capital funds for projects and capital expenditure purposes.
6. Prior to the 2020/21 financial year, any underspend in the revenue budget for a year had been allocated to the Council's General Reserve to help build the reserve up to the recommended level. The Council reached its recommended general reserve during the 2019/20 financial year and as such the Council's accountant recommended that any future underspend in the revenue budget be allocated to the RCF, until a point when the Council may need to consider adding to its General Reserve. A resolution will need to be passed before the end of March 2022 that revenue underspend be rolled into the RCF.

**Information**

7. The following estimate is based on the current 2022/23 capital budget allocation of £51,300 and the current estimated financial year underspend. The underspend is difficult to calculate as we are only 6

**AGENDA ITEM: 14****APPENDIX XIII**

months through the financial year and projections may change. It is predominantly based on underspend in the salary budget as a result of staff on unpaid leave.

1 <sup>st</sup> April 2021 Rolling Capital Fund (RCF) Level:	£297,980
Current Level of RCF:	£245,375
Current estimated RCF at end of financial year Following further planned expenditure:	£233,500
Estimated RCF following transfer of £1,064 to the Neighbourhood Plan budget to top this back up to £10,000	£232,436
Estimated RCF for 2022/23 with the £51,300 capital funding allocation as per 2021/22 :	£283,736
Estimated RCF for 2023/23 with addition of 2021/22 underspend:	£323,736

8. Some of the RCF was previously allocated to potential expenditure in future years. The list below outlines that expenditure, or additional capital expenditure the Council may need to allow for;

Upgrading of Bins	Upgrading of remaining Council bins. Only old concrete bins have been replaced to date. Agreed all bins would happen over future years.	£9,375
Repair of Bedford Road Boundary Fence	Small section of Council owned fencing was repaired during current year. It was previously resolved that the remaining fencing be looked at in future years. Costs are based on latest quote (September) but may increase year on year.	£8,750
New Council vehicle	Previously agreed to consider the purchase of a new vehicle. Cost allowance is for an electric vehicle recently viewed. A resolution to purchase a new vehicle, what the vehicle might be, and the cost, has not yet been made. Allowance for highest cost at this stage.	£45,000
Speed Indicator Sign	Previously agreed to purchase a SID. Awaiting resolution with CBC.	£3,900
Fallowfield Play Equipment Replacement	Council to consider the replacement of play equipment at Fallowfield. Work still to be agreed and allowance allowed for most expensive quote received. Could come from Fallowfield EMR	£20,000
Bedford Road Swings	One set of swings in Bedford Road was replaced during the current financial year. A remaining set is in better condition and a play inspector has confirmed it is still safe to use. However, the Council should plan for the replacement of the swings in the next two years. Cost based on this year's swing replacement, plus an allowance for cost increase.	£14,000

**AGENDA ITEM: 14****APPENDIX XIII**

New football sockets and goals	The Council is responsible for the football goal posts and sockets and Sunderland Road. As these get older the sockets are becoming less secure and their replacement should be considered in future years. Cost based on quote from supplier for 5 new goals sets.	£4,800
Garage Demolition	Council to consider the demolition of a dilapidated garage on Council owned land. Cost based on quote received.	£3,000
Conference/Hybrid Meeting Technology	Council asked that solution and costs to allow for hybrid meetings from the Chamber are researched so funding can be planned. Cost allowed for is based on one recommendation received to date.	£5,500
Town Entrance Signs	Purchase and installation of new town entrance signs has been delayed as one of the organisations involved is due to launch a new national logo. The logo, which is to be included on the sign.	£4,000
Purchase of new trees	Allowance for the purchase and planting of new trees. Second application to CBC's tree grant fund which will match STC contribution. Potential funding opportunities from 'Queens Canopy' grant funding. Cost based on previous expenditure and quotes.	£4,500
Continuation and completion of Archaeological work	Costs of second phase of archaeological work have now been paid. Third stage of works, which is final analysis and reporting, are to be completed. Completion of this work is part of the planning permission for the cemetery site.  Cost does not include the publishing of a 'popular' publication. CBC have offered to write the content of such a document if STC can fund its printing costs.	£53,000
Cemetery Extension Work	Land continuing to settle prior to use as a cemetery while interment space remains in the existing site. New depot project is complete. Money set aside in EMR, may be exceeded with inclusion of monitoring wells (previous estimate of £5,000 for wells) landscaping and pathways.  Ongoing expenditure such as planting at the site can be covered from the relevant revenue budget funds.	£20,000 plus £23,000 EMR
Beeston Community Land	Works held up until lease is agreed and in place. Currently with solicitors. The cost implications for the Council are unknown at this stage, but a contingency should be allowed for. To be established by CBC what contributions might be brought forward as part of the lease and the affordable housing development at the front of the	£20,000

site. Originally the clearance of the site, water supply, boundary fencing, gateway and car park were up for inclusion in works to be done as part of the work.

Grounds Equipment	Allowance for grounds equipment to replace Bethco or compliment cutting work. Bethco has had repair work undertaken recently, but council should plan for its replacement or purchase of supporting equipment in coming year.	£18,000
Environmental	Allowance for potential works emerging from the carbon impact report carried out for 10 Cambridge Road. (insulations, radiators, lighting). Works to be fully costed and agreed by Council. If the Council decides to pursue further environmental initiatives there may need to be greater investment in funds set aside for this purpose.	£13,000
Unallocated / Contingency for unplanned expenditure	Council should keep a contingency budget within capital to cover the cost of unplanned/unexpected works. Examples from the current financial year would be repair works to pavilion rooves, toilets and the church boundary wall. The unallocated amount is healthy and could be allocated to planned council projects or kept ready for such allocation.	£76,911

**Financial Implications**

9. The Council's capital financial situation is outlined above. In addition, the Council has £234,043 in its general reserve. The general reserve should be kept at a level of between 3 – 6 months revenue expenditure. For a council the size of Sandy, this should be closer to the 6-month level. The current level of general reserve is sufficient.
10. The Council previously included a further capital allocation from precept of £51,300 within its 2021/22 budget. Section 6 has assumed that this will remain the case. However, the Council may wish to lower, or increase the allocation which will have an impact on the precept requirement for the 2022/23 year.

**Legal Powers**

11. Power to issue a precept for each financial year on the principal council in which the local council is situated in accordance with s.41, Local Government Financial Act 1992.
12. LGFA 1992 s.30 (6)
13. LGFA 1992 s.41(4)
14. Accounts and Audit (England) Regulations 2011/817
15. Local Councils may establish capital funds, such as a sinking fund, capital fund, or renews and repairs fund. LGA 1972, s.111 allows the establishment of capital funds. There is no power to accumulate funds for no specific purpose, but a council is not prevented from holding balances which are carried forward on an annual basis for contingencies.

**Risk Management**

16. The Council has a duty to consider, set and monitor a balanced annual budget. Failure to set a budget could lead to out of control spending, less financial security, lack of funds to undertake Council activities and objectives and ultimately failure to deliver services.



**SANDY TOWN COUNCIL****COMMUNITY ENGAGEMENT POLICY****1. INTRODUCTION**

- 1.1 Sandy Town Council wants to work closely with the public – residents, communities, businesses and voluntary organisations. Our aim is to engage with residents and encourage their participation in the local democratic process; creating a more active and informed community that is involved in decision making and securing better services.
- 1.2 This document forms the Town Council’s Community Engagement Policy.  
It sets out:
- The role of community engagement and its importance;
  - How Sandy Town Council engages with the wider community and identifies the needs and aspirations of the community;
  - How the Town Council can improve community engagement.
- 1.3 The objectives of the policy are to:
- Encourage effective local community engagement;
  - Ensure that embedded throughout the Council there is a clear understanding of the need to engage with communities about decisions which affect them;
  - Enable the aspirations/comments/suggestions etc obtained from community engagement to have an impact on decision making and the way in which services are being delivered;
  - Identify how the Council can enhance its profile by improving engagement with the wider community (with specific reference to hard to reach groups).

**2. COMMUNITY ENGAGEMENT**

- 2.1 Community engagement means the involvement of local people in decisions which affect them and their community. This can include individuals and community groups as well as businesses and other public bodies. It provides an opportunity for local people to communicate with the Council about their community and neighbourhoods needs and/or aspirations.

- 2.2 Community engagement provides the Council with an opportunity to consult and inform the public about its services and projects.
- 2.3 'Hard to reach' groups within the community can be those who experience social exclusion and can be perceived as being disempowered. An example may be young people, elderly people or those with a disability.
- 2.4 The key aspects of community engagement includes;
- Development of a network of relationships between the Council, individuals and groups;
  - Clear and open communication to ensure that information is made accessible to all groups;
  - Listening to and understanding a range of people to identify aspirations, needs and problems
- 2.5 The benefits of community engagement include;
- Problems and needs within communities are identified so they can be addressed;
  - Those participating feel more empowered by being involved in decision making and a sense of ownership over new facilities/initiatives can be developed;
  - May result in a renewed respect for the Council; enhanced leadership and greater interest in elections or standing for Council.

### **3. AIMS**

Sandy Town Council strives to undertake the following:

#### **3.1 To enable an involved, empowered and active citizenship through:**

- (i) All meetings of the Town Council and its committees will be open to the public and press and there is a period set aside for residents to speak.  
*Residents can access agendas for Council meetings via the Council's website, Council office, Library and Council notice boards.*
- (ii) involving residents in community issues and informing local people of the Council's services and actions taken via social media and press releases
- (iii) details of how to contact the Council are displayed on notice boards, website, Facebook and in the monthly Bulletin page
- (iv) engaging proactively with all sections of the community

- (v) considering use of consultations and surveys where necessary and appropriate and making results available

**3.2 To communicate information to our community clearly, factually and appropriately through:**

- (i) a website detailing all council services and activities
- (ii) regular press releases and advertisements in local publications
- (iii) use of social media via the Town Council Facebook page (in line with the Council Social Media Policy)
- (iv) an annual report
- (v) display of information on public noticeboards
- (vi) use of plain English
- (vii) use of lamppost banners to promote the Council and the town, or to celebrate and advertise community or national events of significance

**3.3 To improve our communication with our partners and stakeholders and co-ordinate our community engagement efforts through:**

- (i) supporting the work of statutory agencies in Sandy
- (ii) supporting the work of non-statutory organisations in Sandy
- (iii) maintaining positive working relationships with local organisations
- (iv) identifying and embracing opportunities to work with other local community groups, as and when the need arises
- (v) receptive to requests from residents and will attempt to be flexible in order to ensure their opinions are known not only to the Town Council but other organisations
- (vi) ensure local people and communities are referred to the correct department/officer/council and that they are aware of the ways that they can use relevant systems to make their views known

**3.4 To raise the image and reputation of the Council through:**

- (i) inviting residents to be actively involved in meetings via the public forum
- (ii) publicising the Annual Town Meeting
- (iii) inviting residents/community groups to provide information for Council publications, website or Facebook
- (iv) issuing press releases covering activities of the Council
- (v) encouraging the Mayor to represent the Council and the community by issuing statements, articles or attending events

- (vi) when dealing with 'controversial' issues that affect a particular community consideration will be given to holding a public meeting
- (vii) publishing positive results achieved from working relationships between the council and other community groups/bodies

**3.5 To enable every councillor to maximise their role as elected representatives and community leaders through:**

- (i) the supply of a New Members Pack
- (ii) encouraging Councillors to attend appropriate training as set out in the Council Training Statement of Intent
- (iii) encouraging Councillors to attend meetings of community organisations and resident's associations when these arise
- (iv) encouraging Councillors to take up places on community groups and organisations
- (v) *holding Councillor surgeries (this item needs to be considered further follow the stopping of councillor surgeries during the pandemic)*

Adopted: September 2017 Reviewed: September 2019 Review: September 2021
---

**SANDY TOWN COUNCIL****Freedom of Information Policy**

Under the Freedom of Information Act 2000 there is a duty on public authorities generally to provide information to members of the public on request. This requirement is additional to any other statutory right to obtain information which members of the public or electors have.

Sandy Town Council will comply with the provisions of the Data Protection Act 2000, (and its successors) and the principles contained therein.

These include:

- A general right of access to information held by public authorities subject to certain conditions and exemptions.
- A requirement for public authorities to consider the exercise of any discretion which they may have to disclose information.
- A duty on every public authority to adopt and maintain a scheme which relates to the publication of information by the authority and is approved by the Information Commissioner and to publish information in accordance with the scheme.

To satisfy the requirements of Information Commissioner arising from the Freedom of Information Act 2000, Sandy Town Council has formally adopted a Model Publication Scheme in accordance with the advice of the National Association of Local Councils. This is explained in detail in the Town Council's Model Publication Scheme.

Adopted: October 2019  
Review: October 2021

## **Information available from Sandy Town Council under the model publication scheme**

To satisfy the requirements of Information Commissioner arising from the Freedom of Information Act 2000, Sandy Town Council has formally adopted a Model Publication Scheme in accordance with the advice of the National Association of Local Councils.

The purpose of the Freedom of Information Act 2000 is to ensure that information published directly by public bodies such as Sandy Town Council is made readily available to the public, either free of charge or on payment.

The information maintained by Sandy Town Council comprises of both mandatory documents and optional documents. The classes of information are identified within the table below.

Information is available for inspection at the Sandy Town Council Offices, 10 Cambridge Road, Sandy, SG19 1JE (excluding Bank Holidays) from 9 am to 4 pm, Monday and Wednesday and 9am to 2pm on Friday. As the Town Council only employs a small number of staff, prior notification of an information request will be of assistance in arranging for an officer to be available to provide assistance and ensure that lengthy documents and copies can be made available. Photocopies of such documents are available on payment of the appropriate fee, plus postage if applicable.

The Town Council provides agendas for the Town Councillors to receive information and to make decisions. The agenda is discussed in public and any papers referred to in the minutes or relating to agenda items are also available to persons requesting information.

However, items considered under the confidential aspect of an agenda are considered at meetings once the public have been excluded as they are considered confidential and are not therefore available under the Freedom of Information Act 2000. These items will be items subject to Data Protection Act 1998, such as sensitive data, and data that involves a commercially sensitive issue, and such data will not be available to persons requesting information.

The agenda, supporting documents and public minutes are available on the Sandy Town Council's website.

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<p><b>Class1 - Who we are and what we do</b> (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>	<p>(Hard copy and/or website)</p>	
<p>Who's who on the Council and its Committees</p>	<p>Website Hard copy</p>	<p>Free Free</p>
<p>Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Website Hard copy</p>	<p>Free Free</p>
<p>Location of main Council office and accessibility details</p>	<p>Website</p>	<p>Free</p>
<p>Staffing structure</p>	<p>Hardcopy</p>	<p>10p per sheet plus postage costs</p>

**AGENDA ITEM 16**

**APPENDIX XV**

<p><b>Class 2 – What we spend and how we spend it</b></p> <p>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	<p>(hard copy and/or website)</p>	
<p>Annual return form and report by auditor</p>	<p>Website Hard copy</p>	<p>Free 10p per sheet plus postage cost</p>
<p>Finalised budget</p>	<p>Website Hard copy</p>	<p>Free 10p per sheet plus postage cost</p>
<p>Precept</p>	<p>Website Hard copy</p>	<p>Free 10p per sheet plus postage cost</p>
<p>Borrowing Approval letter (if applicable)</p>	<p>Hard copy</p>	<p>10p per sheet plus postage cost</p>
<p>Financial Standing Orders and Regulations</p>	<p>Website Hard copy</p>	<p>Free 10p per sheet plus postage cost</p>
<p>Grants given and received</p>	<p>Website Hard copy</p>	<p>Free (Annual Report Document) 10p per sheet plus postage cost</p>
<p>List of current contracts awarded and value of contract</p>	<p>Hard copy</p>	<p>10p per sheet plus postage cost</p>
<p>Members' allowances and expenses (<i>allowances are not given at STC</i>)</p>	<p>Hard copy</p>	<p>10p per sheet plus postage cost</p>



<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	(Hard copy or website)	
Parish Plan – Community Plan - Neighbourhood Plan Minutes	Website Hard Copy	Free 10p per sheet plus postage cost
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy	Free Free
<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum</p>	(Hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard copy	Free 10p per sheet plus postage cost
Agendas of meetings (as above)	Website Hard copy	Free 10p per sheet plus postage cost

**AGENDA ITEM 16**

**APPENDIX XV**

Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website	Free
	Hard copy	10p per sheet plus postage cost
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website	Free
	Hard copy	10p per sheet plus postage cost
Responses to consultation papers	Hard copy	10p per sheet plus postage cost
Responses to planning applications	Website	Free (minutes of meetings)
	Hard copy	10p per sheet plus postage cost
Bye-laws	Hard copy	10p per sheet plus postage cost
<b>Class 5 – Our policies and procedures</b>  (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	(Hard copy or website)	
Policies and procedures for the conduct of council business:  Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	All:  Website  Hard copy	Free    10p per sheet plus postage cost

**AGENDA ITEM 16**

**APPENDIX XV**

<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>All:</p> <p>Website</p> <p>Hard copy</p>	<p>Free</p> <p>10p per sheet plus postage cost</p>
<p>Information security policy</p>	<p>Hard copy</p>	<p>10p per sheet plus postage cost</p>
<p>Records management policies (records retention, destruction and archive)</p>	<p>Hard copy</p>	<p>10p per sheet plus postage cost</p>
<p>Data protection policies and GDPR Policies</p>	<p>Website</p> <p>Hard copy</p>	<p>Free</p> <p>10p per sheet plus postage cost</p>
<p>Schedule of charges (for the publication of information)</p>	<p>Website</p> <p>Hard copy</p>	<p>Free</p> <p>10p per sheet plus postage cost</p>

<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>	<p>(Hard copy or website; some information may only be available by inspection)</p>	
<p>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</p>	<p>Personal inspection Hardcopy</p>	<p>Free 10p per sheet plus postage cost</p>
<p>Assets Register</p>	<p>Personal inspection Hardcopy</p>	<p>Free 10p per sheet plus postage cost</p>
<p>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)</p>	<p>N/a as yet</p>	
<p>Register of members' interests</p>	<p>Hard copy</p>	<p>10p per sheet plus postage cost</p>
<p>Register of gifts and hospitality</p>	<p>Hard copy</p>	<p>10p per sheet plus postage cost</p>

<p><b>Class 7 – The services we offer</b></p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>(Hard copy or website; some information may only be available by inspection)</p>	
<p>Burial grounds and closed churchyards</p>	<p>Website Hard copy</p>	<p>Free 10p per sheet plus postage cost</p>
<p>Parks, playing fields and recreational facilities</p>	<p>Website Hard copy</p>	<p>Free 10p per sheet plus postage cost</p>
<p>Seating, litter bins, clocks, memorials and lighting</p>	<p>Website Hard copy</p>	<p>Free 10p per sheet plus postage cost</p>
<p>Bus shelters</p>	<p>Website Hard copy</p>	<p>Free 10p per sheet plus postage cost</p>
<p>Public conveniences</p>	<p>Website Hard copy</p>	<p>Free 10p per sheet plus postage cost</p>
<p>Car Park</p>	<p>Hard Copy</p>	<p>10p per sheet plus postage cost</p>
<p>Agency agreements</p>	<p>Hard copy</p>	<p>10p per sheet plus postage cost</p>
<p>A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)</p>	<p>Hard copy</p>	<p>10p per sheet plus postage cost</p>

<p><b>Additional Information</b></p> <p>This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>		

**Note:** There is no charge for digital electronic copies of information, but dependant on staff time utilised to compile an electronic document a charge may be applied. The cost would be advised at the time of request.

**Note:** Exclusions – all documentation relating to individual applications and registrations in accordance with the Data Protection Act 1998.

**Note:** Any postage will be charged at cost (2<sup>nd</sup> Class)

Chris Robson  
 Town Clerk  
 Sandy Town Council

Reviewed: 14<sup>th</sup> October 2019