

Sandy Town Council

To: Cllrs S Baker, A Effiong, J Hewitt, A Lock, R Lock, C Osborne (Chair),
M Pettitt, M Scott, and P Sharman
c.c. N Aldis, B Blackley, R Lacey, 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 19th February 2024 commencing at 7.30pm.



Nicola Sewell
Town Clerk
10 Cambridge Road
Sandy, SG19 1JE
01767 681491
14th February 2024

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 15th January 2024 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 31st January 2024.

Appendix I

ii) To receive and note a budget overview report.

Appendix II

iii) To approve schedules of payments to 31st January 2024 made since previous meeting.

Appendix III

iv) The Chair to approve bank reconciliations and statements.

6 Calendar of Meeting 2024/25

To consider and agree a calendar of dates for Council and Committee meetings across the Civic Year 2024/25.

Appendix IV

7 Grant Applications

To receive a grant application from the Manager of Sandy Library for £300 towards craft materials for children's craft events. *Note no account details have been supplied.*

Appendix V

8 Contract Renewal Data Protection Officer

To receive and consider the renewal for the contract with PNC to act as Sandy Town Council's Data Protection Compliance Officer for a fee of £500.

Appendix VI

9 Financial Risk Assessment

To receive and agree the annual Financial Risk Assessment for Sandy Town Council from the Town Clerk as per audit requirements.

Appendix VII

10 Small Donations Policy for voluntary groups

To receive a redrafted version of the Town Council's Small Donations Policy for voluntary groups considering amends requested at the previous committee meeting on 15th January 2024 (Min ref: 92-2023/24)

Appendix VIII

11 Disruptive Behaviours and Conversations Policy

To receive and consider the adoption of a draft Disruptive Behaviours and Conversations Policy. The need for the policy has come through the results of a Staff Wellbeing Survey and Feedback from staff exit interviews.

Appendix IX

Sandy Town Council

12 Payments made under Delegated Authority

To receive and note the following payments made under delegated authority:

- Tablet for Richard Gilbert/Outdoor team to use onsite for reporting and defibrillator checks £144.49
- Ring Chime £30.00
- Replacement gate for the entrance to Pinnacle £194.00
- Two Cherry Trees to replace failed trees; one at the Cemetery and one at Faynes Corner £400.00
- Defibrillator at Bedford Road replacement pads £56.00
- Defibrillator at the Jenkins Pavilion replacement pads £56.00

Total £880.49

13 Training Agreement

To receive and consider a draft Training Agreement that sets out the terms of possible repayment for any training paid for by the Town Council by staff on leaving employment.

Appendix X

14 Village Hall Update

To receive a report from the Mayor regarding the Village Hall.

Appendix XI

15 Action Plan

To receive updates to the PF&R Action Plan for 2023/24. Updates highlighted by blue text.

Appendix XII

16 Cemetery Working Group Notes

To receive the notes from the Cemetery Working Group meeting held on Monday 12th February 2023 and to consider an invoice of £6,318.00 from CDS to undertake soil and water sampling as required by Planning Condition 3.

Appendix
XIII

17 Chairman's Items

18 Date of Next Meeting

8th April 2024

06/02/2024

Sandy Town Council Current Year

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Detailed Balance Sheet - Excluding Stock Movement**Month 10 Date 31/01/2024**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
105	VAT Control	2,272	
110	Prepayments	4,899	
200	Current Bank A/c	54,123	
201	Clerks Imprest A/c	102	
205	Capital a/c Santander	219,895	
206	Barclays Active Saver	228,404	
208	Public Sector Deposit Fund	217,036	
210	Petty Cash	284	
	Total Current Assets		727,015
	<u>Current Liabilities</u>		
501	Creditors Control	5,061	
510	Accruals	25	
515	PAYE/NI Control AC	5,591	
516	Superannuation Due	5,757	
	Total Current Liabilities		16,434
	Net Current Assets		710,582
	Total Assets less Current Liabilities		710,582
	<u>Represented by :-</u>		
300	Current Year Fund	130,749	
310	General Reserve	234,659	
315	Rolling Capital Fund	209,637	
322	EMR Fallowfield	84,217	
324	EMR Elections	14,585	
325	EMR Christmas Activities	8,428	
328	EMR Neighbourhood Plan	23,308	
329	EMR Anglian Water	5,000	
	Total Equity		710,582

06/02/2024

Sandy Town Council Current Year

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Summary Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

January 2024

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Full Council								
401 Staff	Expenditure	28,539	300,378	380,200	79,822	109	79,713	79.0%
402 Administration-Office	Income	0	387	800	413			48.3%
	Expenditure	3,228	73,583	82,980	9,397		9,397	88.7%
	Movement to/(from) Gen Reserve	<u>(3,228)</u>	<u>(73,196)</u>					
403 Administration-Works	Expenditure	1,982	27,686	38,300	10,614		10,614	72.3%
405 Footway Lighting	Expenditure	1,761	9,882	20,000	10,118		10,118	49.4%
406 Cemetery & Churchyard	Income	2,354	25,607	34,000	8,393			75.3%
	Expenditure	671	8,294	12,500	4,206		4,206	66.4%
	Movement to/(from) Gen Reserve	<u>1,683</u>	<u>17,313</u>					
408 Town Centre (Including Market)	Income	0	1,190	500	(690)			237.9%
	Expenditure	304	17,716	16,158	(1,558)		(1,558)	109.6%
	Movement to/(from) Gen Reserve	<u>(304)</u>	<u>(16,526)</u>					
409 Public Toilets - Car Park	Expenditure	41	4,771	2,850	(1,921)		(1,921)	167.4%
500 Play Areas and Open Spaces	Income	0	1,563	2,800	1,237			55.8%
	Expenditure	344	2,622	1,250	(1,372)		(1,372)	209.8%
	Movement to/(from) Gen Reserve	<u>(344)</u>	<u>(1,059)</u>					
501 Sunderland Road Rec Ground	Income	0	809	2,020	1,211			40.1%
	Expenditure	4,138	30,141	34,500	4,359		4,359	87.4%
	Movement to/(from) Gen Reserve	<u>(4,138)</u>	<u>(29,332)</u>					
502 Nature Reserves	Income	0	2,053	3,185	1,132			64.5%
	Expenditure	0	2,757	14,550	11,793		11,793	18.9%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(704)</u>					
505 Grass Cutting	Expenditure	0	0	9,000	9,000		9,000	0.0%
506 Litter Bins, Seats & Shelters	Expenditure	10	10	1,000	990		990	1.0%
509 Christmas Lights	Income	(15)	11,739	1,000	(10,739)			1173.9%
	Expenditure	980	32,109	18,400	(13,709)		(13,709)	174.5%
	Movement to/(from) Gen Reserve	<u>(995)</u>	<u>(20,370)</u>					
601 Precept and Interest	Income	0	644,044	638,459	(5,585)			100.9%
602 Democratic and Civic Costs	Income	0	6,088	0	(6,088)			0.0%
	Expenditure	1,983	17,657	15,950	(1,707)		(1,707)	110.7%
	Movement to/(from) Gen Reserve	<u>(1,983)</u>	<u>(11,568)</u>					
700 Capital and Projects	Income	0	38,576	19,903	(18,673)			193.8%
	Expenditure	0	73,703	55,029	(18,674)		(18,674)	133.9%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(35,127)</u>					
	Full Council Income	2,339	732,056	702,667	(29,389)			104.2%
	Expenditure	43,981	601,308	702,667	101,359	109	101,250	85.6%
	Movement to/(from) Gen Reserve	<u>(41,642)</u>	<u>130,749</u>					

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Summary Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

January 2024

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	2,339	732,056	702,667	(29,389)			104.2%
Expenditure	43,981	601,308	702,667	101,359	109	101,250	85.6%
Net Income over Expenditure	<u>(41,642)</u>	<u>130,749</u>	<u>0</u>	<u>(130,749)</u>			
Movement to/(from) Gen Reserve	<u>(41,642)</u>	<u>130,749</u>					

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Sandy Town Council Current Year

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Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

January 2024

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>401 Staff</u>								
4001 Gross Salaries - Admin	8,724	88,712	152,050	63,338	109	63,229	58.4%	
4002 Gross Salaries - Works	13,185	135,332	129,400	(5,932)		(5,932)	104.6%	
4003 Employers NIC	1,946	20,264	26,000	5,736		5,736	77.9%	
4004 Employers Superannuation	4,670	54,424	70,100	15,676		15,676	77.6%	
4006 H&S Costs/Consultancy	0	375	1,300	925		925	28.8%	
4010 Miscellaneous Staff Costs	13	473	1,000	527		527	47.3%	
4030 Recruitment Advertising	0	798	350	(448)		(448)	228.0%	
Staff :- Indirect Expenditure	28,539	300,378	380,200	79,822	109	79,713	79.0%	0
Net Expenditure	(28,539)	(300,378)	(380,200)	(79,822)				

Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

January 2024

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
402 Administration-Office								
1003 Tourism Income	0	0	500	500			0.0%	
1201 Rent Received Etc	0	318	300	(18)			106.0%	
1202 Photocopying Income	0	26	0	(26)			0.0%	
1205 Miscellaneous Income	0	43	0	(43)			0.0%	
Administration-Office :- Income	0	387	800	413			48.3%	0
4008 Training	0	735	2,000	1,265		1,265	36.7%	
4009 Travel & Subsistence	0	52	150	98		98	34.7%	
4011 General Rates	0	7,073	7,450	377		377	94.9%	
4012 Water Rates	0	384	500	116		116	76.8%	
4014 Electricity	331	1,850	4,900	3,050		3,050	37.7%	
4015 Gas	170	655	2,350	1,695		1,695	27.9%	
4016 Cleaning Materials etc	230	1,560	1,250	(310)		(310)	124.8%	
4018 General Data Protection Regs	0	0	500	500		500	0.0%	
4020 Misc Establishment Costs	13	432	1,000	568		568	43.2%	
4021 Telephone & Fax	616	2,748	3,600	852		852	76.3%	
4022 Postage	0	872	1,800	928		928	48.4%	
4023 Stationery	60	895	700	(195)		(195)	127.8%	
4024 Subscriptions	0	3,305	3,250	(55)		(55)	101.7%	
4025 Insurance (excl vehicles)	0	19,228	19,000	(228)		(228)	101.2%	
4026 Photocopy Costs	435	4,379	5,000	621		621	87.6%	
4027 IT Costs incl Support	480	7,296	3,600	(3,696)		(3,696)	202.7%	
4028 Service Agreements (Other)	0	4,989	5,500	511		511	90.7%	
4035 Publications	37	79	100	21		21	78.8%	
4036 Property Maintenance/Security	125	4,611	4,000	(611)		(611)	115.3%	
4040 Equipment Purchases (Minor)	149	965	2,000	1,035		1,035	48.3%	
4041 Equipment/Vehicle Hire	0	57	0	(57)		(57)	0.0%	
4050 Tourism Expenditure	0	0	400	400		400	0.0%	
4051 Bank Charges	49	412	800	388		388	51.5%	
4056 Legal Expenses	0	4,890	3,000	(1,890)		(1,890)	163.0%	
4057 Audit Fees - External	0	40	1,680	1,640		1,640	2.4%	
4058 Audit Fees - Internal	0	0	900	900		900	0.0%	
4059 Accountancy Fees	523	5,804	7,350	1,546		1,546	79.0%	
4070 Refreshments	11	274	200	(74)		(74)	136.8%	
Administration-Office :- Indirect Expenditure	3,228	73,583	82,980	9,397	0	9,397	88.7%	0
Net Income over Expenditure	(3,228)	(73,196)	(82,180)	(8,984)				

Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

January 2024

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>403 Administration-Works</u>								
4005 Protective Clothing	0	1,465	1,300	(165)		(165)	112.7%	
4008 Training	0	768	1,500	732		732	51.2%	
4011 General Rates	0	1,939	2,050	111		111	94.6%	
4012 Water Rates	0	187	200	13		13	93.5%	
4014 Electricity	112	803	2,000	1,197		1,197	40.2%	
4017 Refuse Disposal	65	4,020	5,500	1,480		1,480	73.1%	
4036 Property Maintenance/Security	0	795	1,500	705		705	53.0%	
4038 Consumables/Small Tools	0	251	2,000	1,749		1,749	12.6%	
4039 Planting/Trees/Horticulture	400	4,507	6,250	1,743		1,743	72.1%	
4040 Equipment Purchases (Minor)	0	172	2,000	1,828		1,828	8.6%	
4042 Equipment/Vehicle Maintenance	939	5,909	4,000	(1,909)		(1,909)	147.7%	
4043 Equipment/Vehicle Fuel	145	2,527	3,000	473		473	84.2%	
4044 Vehicle Tax & Insurance	320	3,702	3,000	(702)		(702)	123.4%	
4045 Arboriculture	0	640	4,000	3,360		3,360	16.0%	
Administration-Works :- Indirect Expenditure	<u>1,982</u>	<u>27,686</u>	<u>38,300</u>	<u>10,614</u>	<u>0</u>	<u>10,614</u>	<u>72.3%</u>	<u>0</u>
Net Expenditure	<u>(1,982)</u>	<u>(27,686)</u>	<u>(38,300)</u>	<u>(10,614)</u>				

Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

January 2024

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>405 Footway Lighting</u>								
4014 Electricity	1,011	7,467	10,000	2,533		2,533	74.7%	
4042 Equipment/Vehicle Maintenance	750	2,415	10,000	7,585		7,585	24.1%	
Footway Lighting :- Indirect Expenditure	<u>1,761</u>	<u>9,882</u>	<u>20,000</u>	<u>10,118</u>	<u>0</u>	<u>10,118</u>	<u>49.4%</u>	<u>0</u>
Net Expenditure	<u>(1,761)</u>	<u>(9,882)</u>	<u>(20,000)</u>	<u>(10,118)</u>				

Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

January 2024

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
406 Cemetery & Churchyard								
1226 Burials/Memorials Income	2,354	25,607	34,000	8,393			75.3%	
Cemetery & Churchyard :- Income	2,354	25,607	34,000	8,393			75.3%	0
4011 General Rates	0	2,146	4,350	2,204		2,204	49.3%	
4012 Water Rates	0	82	100	18		18	81.6%	
4036 Property Maintenance/Security	21	301	1,000	699		699	30.1%	
4037 Grounds Maintenance	350	958	700	(258)		(258)	136.9%	
4039 Planting/Trees/Horticulture	0	8	350	342		342	2.3%	
4101 Grave Digging Costs	300	4,800	6,000	1,200		1,200	80.0%	
Cemetery & Churchyard :- Indirect Expenditure	671	8,294	12,500	4,206	0	4,206	66.4%	0
Net Income over Expenditure	1,683	17,313	21,500	4,187				

Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

January 2024

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
408 Town Centre (Including Market)								
1236 Market Fees	0	20	300	280			6.7%	
1238 Other Income Car Park	0	1,170	200	(970)			584.8%	
Town Centre (Including Market) :- Income	0	1,190	500	(690)			237.9%	0
4011 General Rates	0	11,315	11,700	385		385	96.7%	
4029 Lamppost Banners	0	1,150	850	(300)		(300)	135.3%	
4036 Property Maintenance/Security	0	191	1,000	809		809	19.1%	
4053 Loan Interest	65	138	138	0		0	99.9%	
4054 Loan Capital Repaid	239	470	470	(0)		(0)	100.1%	
4100 CCTV Fees	0	4,452	2,000	(2,452)		(2,452)	222.6%	
Town Centre (Including Market) :- Indirect Expenditure	304	17,716	16,158	(1,558)	0	(1,558)	109.6%	0
Net Income over Expenditure	(304)	(16,526)	(15,658)	868				

Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

January 2024

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>409 Public Toilets - Car Park</u>								
4012 Water Rates	0	2,717	1,500	(1,217)		(1,217)	181.1%	
4014 Electricity	41	282	350	68		68	80.4%	
4036 Property Maintenance/Security	0	1,773	1,000	(773)		(773)	177.3%	
Public Toilets - Car Park :- Indirect Expenditure	41	4,771	2,850	(1,921)	0	(1,921)	167.4%	0
Net Expenditure	(41)	(4,771)	(2,850)	1,921				

Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

January 2024

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
500 Play Areas and Open Spaces								
1201 Rent Received Etc	0	962	1,550	588			62.1%	
1241 Sandy FC Rent	0	0	550	550			0.0%	
1251 Pitch Rental	0	601	700	99			85.9%	
Play Areas and Open Spaces :- Income	0	1,563	2,800	1,237			55.8%	0
4007 Health & Safety	0	0	300	300		300	0.0%	
4012 Water Rates	344	817	500	(317)		(317)	163.3%	
4014 Electricity	0	56	200	144		144	28.2%	
4036 Property Maintenance/Security	0	854	500	(354)		(354)	170.8%	
4037 Grounds Maintenance	0	848	2,250	1,402		1,402	37.7%	
4042 Equipment/Vehicle Maintenance	0	47	5,000	4,953		4,953	0.9%	
4972 Transfer from EMR Fallowfield	0	0	(7,500)	(7,500)		(7,500)	0.0%	
Play Areas and Open Spaces :- Indirect Expenditure	344	2,622	1,250	(1,372)	0	(1,372)	209.8%	0
Net Income over Expenditure	(344)	(1,059)	1,550	2,609				

Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

January 2024

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
501 Sunderland Road Rec Ground								
1201 Rent Received Etc	0	0	1,000	1,000			0.0%	
1253 Bowls Club Rental	0	544	500	(44)			108.9%	
1255 Cricket Club Rental	0	265	320	55			82.8%	
1256 Scouts ,ACF and SSLA	0	0	200	200			0.0%	
Sunderland Road Rec Ground :- Income	0	809	2,020	1,211			40.1%	0
4012 Water Rates	130	2,806	2,000	(806)		(806)	140.3%	
4014 Electricity	12	99	200	101		101	49.5%	
4036 Property Maintenance/Security	0	2,515	2,000	(515)		(515)	125.7%	
4046 Bowling Green - SBC	20	3,802	3,850	48		48	98.8%	
4047 Equipment Maintenance - SBC	1,216	2,536	3,100	564		564	81.8%	
4048 Cricket Square - SCC	20	1,594	3,050	1,456		1,456	52.3%	
4049 Equipment Maintenance - SCC	1,203	1,418	3,300	1,882		1,882	43.0%	
4060 Other Professional Fees	1,537	15,372	17,000	1,628		1,628	90.4%	
Sunderland Road Rec Ground :- Indirect Expenditure	4,138	30,141	34,500	4,359	0	4,359	87.4%	0
Net Income over Expenditure	(4,138)	(29,332)	(32,480)	(3,148)				

Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

January 2024

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>502 Nature Reserves</u>								
1306 Countryside Stewardship Grant	0	2,053	2,500	447			82.1%	
1307 Angling Licence Rent	0	0	685	685			0.0%	
Nature Reserves :- Income	0	2,053	3,185	1,132			64.5%	0
4037 Grounds Maintenance	0	757	1,500	743		743	50.5%	
4060 Other Professional Fees	0	0	11,050	11,050		11,050	0.0%	
4703 Sandy Green Wheel	0	2,000	2,000	0		0	100.0%	
Nature Reserves :- Indirect Expenditure	0	2,757	14,550	11,793	0	11,793	18.9%	0
Net Income over Expenditure	0	(704)	(11,365)	(10,661)				

Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

January 2024

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>505</u> <u>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>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(9,000)</u>	<u>(9,000)</u>				

Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

January 2024

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>506 Litter Bins, Seats & Shelters</u>								
4042 Equipment/Vehicle Maintenance	10	10	1,000	990		990	1.0%	
Litter Bins, Seats & Shelters :- Indirect Expenditure	10	10	1,000	990	0	990	1.0%	0
Net Expenditure	(10)	(10)	(1,000)	(990)				

Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

January 2024

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>509 Christmas Lights</u>								
1365 Christmas Lights	(15)	11,739	1,000	(10,739)			1173.9%	
Christmas Lights :- Income	(15)	11,739	1,000	(10,739)			1173.9%	0
4401 Christmas Illuminations	80	14,578	14,400	(178)		(178)	101.2%	
4402 Community Christmas Event	900	9,103	4,000	(5,103)		(5,103)	227.6%	
4921 Transfer to EMR	0	8,428	0	(8,428)		(8,428)	0.0%	
Christmas Lights :- Indirect Expenditure	980	32,109	18,400	(13,709)	0	(13,709)	174.5%	0
Net Income over Expenditure	(995)	(20,370)	(17,400)	2,970				

Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

January 2024

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>601 Precept and Interest</u>								
1101 Precept	0	633,459	633,459	0			100.0%	
1320 Interest Received - All account	0	10,585	5,000	(5,585)			211.7%	
Precept and Interest :- Income	0	644,044	638,459	(5,585)			100.9%	0
Net Income	0	644,044	638,459	(5,585)				

Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

January 2024

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
602 Democratic and Civic Costs								
1246 Donations Received	0	3,981	0	(3,981)			0.0%	
1309 Misc Contributions	0	18	0	(18)			0.0%	
1310 Events Income	0	2,090	0	(2,090)			0.0%	
Democratic and Civic Costs :- Income	0	6,088	0	(6,088)				0
4002 Gross Salaries - Works	0	552	0	(552)		(552)	0.0%	
4020 Misc Establishment Costs	0	0	50	50		50	0.0%	
4042 Equipment/Vehicle Maintenance	815	1,247	2,000	753		753	62.3%	
4103 Sandy Town Sign Refurbishment	1,060	1,060	0	(1,060)		(1,060)	0.0%	
4200 Mayor's Allowance	78	271	2,200	1,929		1,929	12.3%	
4202 Members' Expenses (Conf etc)	30	270	500	230		230	54.0%	
4203 Mayor's Allowance 22/23	0	897	0	(897)		(897)	0.0%	
4210 Election Costs	0	415	0	(415)		(415)	0.0%	
4701 Grants/Donations Paid	0	2,420	4,000	1,580		1,580	60.5%	
4702 Community Events Support	0	10,898	7,000	(3,898)		(3,898)	155.7%	
4704 Remembrance Parade	0	42	200	158		158	20.8%	
4971 Transfer from EMR	0	(415)	0	415		415	0.0%	
Democratic and Civic Costs :- Indirect Expenditure	1,983	17,657	15,950	(1,707)	0	(1,707)	110.7%	0
Net Income over Expenditure	(1,983)	(11,568)	(15,950)	(4,382)				

Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

January 2024

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
700 Capital and Projects								
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	9,673	0	(9,673)			0.0%	
1364 S106 Money Received	0	9,000	0	(9,000)			0.0%	
Capital and Projects :- Income	0	38,576	19,903	(18,673)			193.8%	0
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	0	10,208	0	(10,208)		(10,208)	0.0%	
4814 CAP - IT Equipment	0	1,597	0	(1,597)		(1,597)	0.0%	
4819 CAP - Vehicle	0	4,500	0	(4,500)		(4,500)	0.0%	
4834 CAP - Machinery & Equipment	0	6,895	0	(6,895)		(6,895)	0.0%	
4836 CAP - Neighbourhood Plan	0	4,257	0	(4,257)		(4,257)	0.0%	
4852 CAP - Skatepark	0	175	0	(175)		(175)	0.0%	
4855 CAP-Scout Building Fencing	0	1,312	0	(1,312)		(1,312)	0.0%	
4856 CAP - Teen Shelter	0	7,324	0	(7,324)		(7,324)	0.0%	
4857 CAP - Town Signs	0	4,906	0	(4,906)		(4,906)	0.0%	
4915 Transfer to Rolling Capital Fd	0	23,126	23,126	0		0	100.0%	
4921 Transfer to EMR	0	9,923	0	(9,923)		(9,923)	0.0%	
4923 Internal Loan repaid to F'ild	0	12,000	12,000	0		0	100.0%	
4965 Funded from Rolling Capital	0	(27,917)	0	27,917		27,917	0.0%	
4971 Transfer from EMR	0	(4,507)	0	4,507		4,507	0.0%	
Capital and Projects :- Indirect Expenditure	0	73,703	55,029	(18,674)	0	(18,674)	133.9%	0
Net Income over Expenditure	0	(35,127)	(35,126)	0				
Grand Totals:- Income	2,339	732,056	702,667	(29,389)			104.2%	
Expenditure	43,981	601,308	702,667	101,359	109	101,250	85.6%	
Net Income over Expenditure	(41,642)	130,749	0	(130,749)				
Movement to/(from) Gen Reserve	(41,642)	130,749						

Sandy Town Council
Report to 31st January 2024

General Notes

Attached is the summary income & expenditure report for the year 1st April 2023 to 31st January 2024

This report shows a current year surplus of income over expenditure of £130,749

The balance sheet shows that total funds available to the Council are £781,583

This is made up of the following -

Current Year Fund	£130,749
General Reserve Brought Forward	£234,659
Rolling Capital Fund	£209,637
Fallowfield Reserve	£84,217
Earmarked Elections	£14,585
EMR Christmas Activities	£8,428
EMR Neighbourhood Plan	£23,308
EMR Anglian Water	£5,000
Total	£710,583

The percentage of budget if analysed evenly over the year to date is 83% but Members are reminded that income & expenditure rarely follows this pattern over the year.

Balance Sheet Notes:Analysis by Cost Centre**401 - Staff**

Expenditure is 79.0% the annual budget.

4002 - The salary for the deputy clerk has been incorrectly coded to 4002 and needs to be changed to 4001. In addition two members of the team received retrospective incremental rises and back pay.

4030 - Recruitment costs. Budget set for £350. Total cost for basic online advertising has risen to £399. We recruited for two roles this year hence the overspend

402 - Administrative Office

Expenditure is 88.7% the annual budget.

4011 - Office rates paid incrementally

4016 - cost of cleaning materials has increased and the Outdoor Team are using more refuse sacks which has pushed up the costs. Cost of toilet paper for anti vandal dispensers has also increased costs

4023 - Much of the costs here have come from extra support for events including posters, banners and photographic display materials and paper. Further costs were incurred with new Councillor induction packs and this also covers printing costs at LION Press for monograph binding

4024 - Subscriptions increased charges created after budgeting process 2023/24

4025 - Annual one off payment which includes cover to 30th June 2024

4026 - photocopy costs included 4 quarterly lease fees. Also increased copy charges for October and January

4027 - IT Costs were higher due to support costs to fix issues with Civic Officers phone and print connections Includes purchase of two PCs. Also includes architect change over from server to cloud based support.

4028 - Annual Website hosting charge

4036 - Includes plumbing fees to fix the kitchen tap, blinds fitted in offices and steam clean of carpets

4056 - Legal expenses for Land registry enquiries, Taylor Wimpey land expenses and charges for work done on transfer of land West of Potton Road and allotments

Sandy Town Council
Report to 31st January 2024

Analysis by Cost Centre [Continued]

4070 - Refreshments includes increased cost of sourcing milk from dairy at £3.27 a week

403 - Administrative Works

Expenditure is 72.3% of the annual budget.

4005 - Staff uniforms includes purchase of safety boots and gloves

4011- general rates paid in May and October

4012 - Water rates paid in May, August, October and February

4042 - includes two annual services and repairs to Toyota Dyna and new fuel tank as well as MOT and repairs

4044 - includes vehicle insurance until 30th June 2024

405 Footway Lighting

Expenditure is 49.4% of the annual budget.

406 Cemetery & Churchyard

Expenditure is 66.4% of the annual budget.

4037 - Grounds Maintenance includes Mole control costs and purchase of gravel/shingle and Church clock repair

408 Town Centre

Income is 237.9% of annual budget - most of the income is generated through sale of carpark passes

Expenditure is 109.6% of the annual budget.

4011 - General Rates for Market and Car Park for May, July and two payments in October

4029 - lamppost banner installation for the summer period and agreed overspend for Remembrance banners

4100 - includes repairs to two faulty CCTV cameras and alarm at Depot repairs

409 Public Toilets - Car Park

Expenditure is 167.4% of the annual budget.

4036 - Includes annual service charge for barrier management and repairs to ladies toilets caused by vandalism

500 Play Areas and Open Spaces

Income is 55.8% budget

Expenditure is 209.8% of the annual budget.

4012 - water rates paid quarterly, four payments made

4036 - Includes annual play inspection and repair costs for lighting in public toilets also cost to relocate cemetery fencing needs re-coding

501 Sunderland Road Recreation Ground

Income is 40.1% of budget

Expenditure is 75.4% of the annual budget.

4012 - Water rates, paid quarterly, includes 4 bills

Sandy Town Council
Report to 31st January 2024

Analysis by Cost Centre [Continued]

4036 - Includes fencing work at the scout hut

4046 - Bowling Green included high cost for weedkiller in April and June and Grass seed in September annual irrigation works and £300 to aerate the bowls green.

4060 - Pavilion Management Fee includes January's and February's fees

502 Nature Reserves

Income is 64.5% of annual budget

Expenditure is 18.9% of the annual budget.

4703 Sandy Green Wheel Annual Contribution

505 Grass Cutting

Expenditure is 0% of the annual budget.

506 Litter Bins, Seats & Shelters

Expenditure is 1% of the annual budget.

509 Christmas Lights

Income is 1173.9% due to donation from Friends of Sandy Christmas Lights fundraising activities towards event and donation from Britannia Pharmacy of £1,500 towards the Christmas Tree. Includes market fees, raffle money and income from Santa's grotto.

Expenditure is 174.5% of the annual budget.

4401- Annual Charge for Christmas Lights illuminations

4402 - Christmas Lights Switch-on Event includes costs of Event Management from BBB Group for £5,188.40

601 Precept and Interest

Income is 100.9% of the annual budget.

602 Democratic and Civic Costs

Expenditure is 110.7% of the annual budget.

4702 - Costs towards Big Lunch and Skate Jam (grant funding of £2,500 raised by Cllr Hewitt to cover costs of event)

700 Capital and Projects

Income is 193.8% annual budget

Expenditure is 133.9% of the annual budget.

4153 - (Internal) Loan interest

4154 - (Internal) Loan interest

4915 - Transfer to Rolling Capital Funds

4923 - Internal loan repayment

Date: 06/02/2024

Sandy Town Council Current Year

Page 1

Time: 13:00

Current Bank A/c**List of Payments made between 01/01/2024 and 31/01/2024**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/01/2024	UK Fuels Limited DDR	DDR1	139.26		715-Fuel A/C
03/01/2024	Todd's Nursery Limited	FP1	480.00		712-Plants
04/01/2024	Grenke Leasing Ltd	DDR2	802.80		718-Copier lease 1.1-31.3.24
09/01/2024	Central Bedfordshire Council	32889	1,844.65		674-Pavilion Man fee Jan 24
09/01/2024	DCK Accounting Solutions Ltd	32890	228.00		745-Budgets 24/25
09/01/2024	Travis Perkins Trading Co Ltd	32891	261.94		676-Sand
09/01/2024	DCK Accounting Solutions Ltd	32890	-228.00		Purchase Ledger Payment
09/01/2024	Barclays	DDR	53.80		Bank charges
09/01/2024	Yu Energy	DDR3	118.01		722-Depot electricity
09/01/2024	Yu Energy	DDR4	397.25		720-Office electricity
09/01/2024	Yu Energy	DDR5	1,119.61		723-S/Lights electricity
10/01/2024	Beds Pension Fund	DDR	10,175.52		Pensions Dec 23
10/01/2024	HMRC	FP	11,247.50		PAYE/NI Dec 23
10/01/2024	Yu Energy	DDR6	164.50		724-Office gas
11/01/2024	Yu Energy	DDR7	12.11		725-SRRG Electricity
11/01/2024	Yu Energy	DDR8	81.39		727-S/Lights electricity
11/01/2024	Yu Energy	DDR9	43.28		726-Car Park toilets electrici
12/01/2024	Blunham Dairy	FP2	16.39		687-Milk
12/01/2024	Arthur Ibbett Ltd	FP3	20.67		680-Nozzle cap/suction fliter
12/01/2024	Mrs S Sutton	FP4	21.80		711-Xmas event expenses
12/01/2024	Mr Luke Howard	FP5	80.00		751-Xmas lights musician
12/01/2024	BATPC	FP6	90.00		682-Chairmanship training
12/01/2024	Gary Miller	FP7	100.00		696-Kitchen tap repair
12/01/2024	DM Payroll Services Ltd	FP8	102.00		692-Payroll fees Q/e 31.12.23
12/01/2024	Microshade Business Consultant	FP9	143.52		703-Citrix hosting
12/01/2024	Speedy Asset Services LTD	FP10	143.78		746-Fence hire
12/01/2024	Hertfordshire County Council	FP11	166.24		700-Stationery
12/01/2024	Broome Signs	FP12	201.60		688-Update Mayor board
12/01/2024	St. John Ambulance	FP13	323.40		708-Xmas lights 1st aid cover
12/01/2024	PNC HR LTD	FP14	360.00		707-HR Support
12/01/2024	ADT Fire & Security Plc	FP15	374.40		679-CCTV repairs
12/01/2024	Sureclean	FP16	400.00		710-Steam clean carpets
12/01/2024	VFM Products Ltd	FP17	417.46		713-Grassline marker
12/01/2024	National World Publishing Ltd	FP18	478.80		705-Recruitment advert
12/01/2024	AJ Day	FP19	696.00		689-Ladies toilet repair
12/01/2024	Tim Miles	FP20	900.00		704-Grave digging
12/01/2024	4Tune Performance	FP21	934.92		677-FD07 HGU Repairs/MOT
12/01/2024	GyIn Mould	FP22	1,060.00		697-Refurbish Sandy Town sign
12/01/2024	FD Odell & Sons Ltd	FP23	1,061.50		699-Skip hire
12/01/2024	DCK Accounting Solutions Ltd	FP24	1,482.00		Purchase Ledger Payment
12/01/2024	Huntree Fencing Ltd	FP25	1,574.40		701-Scout Building Fencing
12/01/2024	Signs of the Times Ltd	FP26	5,887.60		709-Town Signs
12/01/2024	BBB Group Ltd	FP27	7,306.08		694-Xmas lights switch on
12/01/2024	Play and Leisure	FP28	8,788.50		706-5 Pod Teen Shleter
12/01/2024	The Festive Lighting Company L	FP29	9,011.10		695-Xmas lights instal/removal
12/01/2024	S Alsford Burchers	FP	75.60		Car Park card refund
15/01/2024	UK Fuels Limited DDR	DDR17	91.87		717-Fuel A/c
15/01/2024	Jan Salaries	DDR	17,220.01		Jan Salaries

Continued on Page 2

Current Bank A/c

List of Payments made between 01/01/2024 and 31/01/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
22/01/2024	UK Fuels Limited DDR	DDR10	3.60		716-Fuel A/C
22/01/2024	Chess Ltd DDR	DDR11	503.78		714-IT Support
29/01/2024	UK Fuels Limited DDR	DDR12	61.20		790-Fuel a/c
29/01/2024	Anglian Water Business Ltd. (N	DDR13	129.73		794-Bowls club water charges
29/01/2024	Anglian Water Business Ltd. (N	DDR14	343.97		793-SRRG water charges
30/01/2024	Chess Ltd DDR	DDR15	670.43		788-Telephone
30/01/2024	Yu Energy	DDR16	14.30		795-Offie gas Dec 23

	Total Payments		<u>88,198.27</u>		
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SANDY TOWN COUNCIL
CALENDAR OF MEETINGS
2024/25

2024		
06.05.24	May Day Holiday	
13.05.24	Development Scrutiny	
20.05.24	Town Council Annual Meeting	
27.05.24	Spring Bank Holiday	
03.06.24		
10.06.24	Development Scrutiny	Community, Services & Resources (1)
17.06.24		
24.06.24	Policy Finance & Resources Committee (1)	
01.07.24	HR Committee	
08.07.24	Development Scrutiny	Town Council Meeting
15.07.24		
22.07.24	Community, Services & Environment (2)	
29.07.24	Policy Finance & Resources Committee (2)	
05.08.24	Summer Recess – no meetings	
12.08.24	Summer Recess – no meetings	
19.08.24	Summer Recess – no meetings	
26.08.24	Summer Bank Holiday	
02.09.24	Development Scrutiny	Town Council
09.09.24		
16.09.24	Community, Services & Environment (3)	
23.09.24	Development Scrutiny	H R Committee (2)
30.09.24	Policy, Finance and Resources (3)	
07.10.24		
14.10.24	Development Scrutiny	
21.10.24	Town Council	
28.10.24		
04.11.24	Development Scrutiny	Community, Services & Environment (4)
11.11.24		
18.11.24	Policy, Finance and Resources (4)	
25.11.24	Development Scrutiny	H R Committee (3)
02.12.24		
09.12.24	Town Council	
16.12.24	Development Scrutiny	Community, Services & Environment (5)
25.12.24	Christmas Day	
2025		
01.01.25	New Year's Day	
06.01.25	Development Scrutiny	
13.01.25	Policy, Finance and Resources (5)	

20.01.25	Town Council	
27.01.25		
03.02.25	Development Scrutiny	
10.02.25		
17.02.25	Community, Services & Environment (6)	
24.02.25	Policy, Finance and Resources (6)	
03.03.25	Development Scrutiny (
10.03.25	Town Council	
17.03.25	H R Committee (4)	
24.03.25		
31.03.25	Community, Services & Environment (7)	
07.04.25	Annual Town Meeting	
14.04.25	Policy, Finance and Resources (7)	
21.04.25	Easter Monday	
28.04.25	Development Scrutiny (
05.05.25	May Day	
12.05.25	Town Council Annual Meeting	
19.05.25	Development Scrutiny	Community, Services & Environment (1)
26.05.25	Spring Bank Holiday	

APPLICATION FOR GRANT AID FROM
SANDY TOWN COUNCIL

<u>Name of the Organisation/Group</u>	
SANDY LIBRARY	
Are you affiliated to a national organisation? If so, which one?	N/A
Local venue/meeting place	Library
Are you a registered charity? If so, give your charity number?	—
What are the aims and activities of the organisation?	to provide craft activities in the library during the holidays.
How many members do you have?	Volunteers/Leaders N/A
Members:	Junior N/A
	Senior N/A
What is your annual subscription?	Junior £ N/A
	Senior £ N/A

Project Information

<p>What would the grant be used for?</p> <p>17/12/14 H. J.</p>	<p>To buy craft supplies from Amazon etc. Each holiday we supply the children will be 60 crafts per day.</p>
<p>In what manner will the residents of Sandy benefit?</p> <p>young non-educating or not an education</p>	<p>The children will have something to do + lots of times it's very educational.</p>
<p>Approximately how many Sandy residents will benefit from this grant?</p> <p>2000 or 2000 or</p>	<p>60 children per day during the summer holidays</p>
<p>Estimated total cost of project</p> <p>17/12 H. J.</p>	<p>Each set of crafts amount to approx £20 depending on what we do.</p>
<p>Please state clearly how much you are applying for from Sandy Town Council.</p> <p>17/12 H. J.</p>	<p>£200 - £300</p>
<p>What amount is being met from your own funds?</p> <p>17/12 H. J.</p>	<p>we get some help on our library craft budget but we know some will be cut this year. So approx £500</p>

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

Source	Amount	Confirmed/Pending/Unsuccessful
--------	--------	--------------------------------

Sady charities	£2000	Pending
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Financial Details

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

/

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

/

please come to the Library
to discuss.


usually other councils write the
cheque to Central Bedfordshire
council

Payment Details	
Account Title	
Account Number	
Bank/Building Society Name and Address	
Contact Details	
Please give details of the person with whom this application can be discussed and to whom any cheque should be sent:	
Position in organisation	
Address	
Telephone Number	
E-mail address	

Declaration

Please sign this form to confirm that:

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

Signed:	
Name:	madeline phippen
Position:	library manager
Date:	6-2-2024

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

DPO Annual Retainer for Sandy Town Council

The Role of PNC HR in supporting your Data Protection Officer/Data Protection Compliance Officer is detailed below;

- To ensure the DPO is kept informed of data protection developments, ICO guidance or codes, cases or legal interpretations
- To work with the DPO to draft policies, procedures and compile documentation to facilitate the implementation of data protection requirements
- To provide a helpline for employees, managers and other individuals in the organisation with regard to queries or concerns about data protection (T&Cs apply)
- To independently investigate breaches of data protection and provide a report with recommendations to the DPO (up to 2 hours included in the retainer, £75 per hour thereafter)
- To provide ongoing advice and guidance to the DPO as required
- To provide support and assistance to the DPO in their role as required

More complex issues not covered by a telephone call or an email response, meetings, training delivery, further investigations or discussions are charged at an hourly rate of £75 an hour.

PNC HR has Directors and Associates who have a background of working in local government, and currently has local councils it engages with on these subjects.

Fee – Support Retainer £500 plus VAT

(Quote valid until 30/04/24)



Sandy Town Council	Council Risk Assessment	Adopted: 27 February 2017 Re-adopted: 06.03.2023 Review Due: February 2024
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Area	Subject	Risk(s) identified	H/M/L score	Management/control of risk	Review/Assess/Revise	Verified by
Finance	Precept	Adequacy of precept in order for the Council to perform its Statutory duties	L	To determine the precept amount required, the Council regularly receives budget update information at every PFR committee meeting. At the Town Council meeting to discuss and agree the precept and at the PFR committees ahead of that meeting, the Council receives a budget report, including actual position and projected position to the end of year and indicative figures and costings obtained by the Clerk. With this information the Council considers individual budget codes and projects to ensure each is adequately budgeted for.	Existing procedure adequate	Council RFO/Clerk Accountant
	Bank and Banking	Inadequate checks Banks mistakes Loss Charges	L	The Council has Financial Regulations which set out banking requirements. Monthly reconciliation of accounts is conducted when statements arrive by the accountant.	Existing procedure adequate. Review financial regulations when necessary. Review bank signatories, as necessary. Monitor bank statements monthly.	RFO/Clerk External Auditor Internal Auditor
	Financial controls and Records	Inadequate records Financial irregularities	L	The Council has financial regulations in place which set out requirements. The accountant records financial transactions monthly. An independent audit	Existing procedure adequate. Review financial regulations when necessary.	RFO/Clerk External Auditor Internal Auditor

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				checks the records on an annual basis to ensure the Council is compliant. Yearend accounts submitted with annual return.	Timetable annual training/refresher sessions on procedures for all new and existing staff	
	Reporting and auditing	Information Communication	L	Financial information is reported to every Policy, Finance and Resources committee meeting every 7 weeks.	Existing procedure adequate	Council RFO/Clerk External Auditor Internal Auditor
	Direct Costs	Goods not supplied but billed. Incorrect invoicing Cheque incorrect	L	The Council has financial regulations in place which set out requirements. A list of payments for each month is reviewed by Council at PF&R. Two Members' signatures required for all cheques. Two authorisations are required for any bank transactions. The Council has minimal stock, which is regularly checked by the Clerk and maintenance team.	Existing procedures adequate. Monitored by Council.	RFO/Clerk Accountant
	Best Value accountability	Work awarded incorrectly. Overspend on services.	L/M	Financial Regulations set out contract levels and tendering process. If problems are encountered with a contract, the Clerk will investigate and report to the Council.	Existing procedure is adequate and included in financial regulations. Monitored by Town Clerk Schedule of contracts held by Council. To be reported to Council annually.	Councillors RFO/Clerk

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	Salaries and associated costs	Salary paid incorrectly. Unpaid Tax to Inland Revenue	L	Payroll contracted out to DM Payroll Accountants. Payroll checked by admin team leader and payroll monthly. Dual authorisation required.	Adequate. Contract with Payroll Provider to be monitored by Clerk.	RFO/Clerk Accountant
	Employees	Fraud by staff Loss of key personnel Health and Safety	L	Requirements of Fidelity Guarantee insurance adhered to with regards to fraud. All employees provided with adequate direction and safety equipment needed to undertake their roles.	Adequate. Monitored by Clerk and Human Resources Committee. Insurance cover reviewed and agreed by Town Council annually. Annual training/refresher sessions to be held for all staff to keep knowledge of procedures up to date and clear.	Councillors Clerk
	Town Clerk	Improper conduct	L	Clerk's performance and appraisal overseen by Human Resources Committee and Clerks Management Committee. Clerk to be provided with relevant training, reference books, access to professional and legal advice required to undertake the role.	Monitored by Human Resources Committee	Councillors
	Election Costs	Risk of election cost	L	Risk is higher in an election year. There are no measures which can be adopted to minimise the risk of having a contested election as this is a democratic process and should not be stifled. A EMR budget is held for the purpose of paying for an election.	Existing procedure is adequate	Councillors Clerk/RFO

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	VAT	Re-claiming/charging	L	The Council has Financial Regulations that set out the requirements. The accountant regularly checks and claims all VAT owed.	Existing procedure is adequate	Clerk/RFO Accountant
	Annual Return	Submit within time limits	L	Annual Return is completed and signed by the Council, submitted to the internal auditor for completion and signing then sent to the external auditor within time limit.	Existing procedure is adequate	Clerk/RFO Accountant
	Legal Powers	Illegal activity	L	All activity and payments within the powers of Town Council to be resolved and minuted at PFR or Town Council meetings.	Existing procedure is adequate	Clerk Councillors
	Insurance	Adequacy Cost Compliance	L	An annual review is undertaken (before the time of policy renewal) of all insurance agreements in place.	Existing procedure is adequate. Review insurance provision annually. Review of compliance.	Clerk Councillors
Employer Liability	Complying with Employment law	Failure to comply with law	L	Membership of various national bodies and contract with PNC Human Resources provider. Town Clerk is a member of SLCC, and the Council is a member of BATPC and NALC.	Existing procedure is adequate.	Clerk Human Resources Committee
	Safety of staff and visitors	Injury	M	Employees are provided with adequate health and safety training and direction in equipment needed to undertake their roles. Health and safety policy in place. Secured doors to personnel area. Panic button in reception.	Existing procedure is adequate. Public liability insurance reviewed and agreed annually by Town Council.	Clerk Human Resources Committee

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				Lone work policy in place. Public liability cover with WPS insurance to value of £15,000,000.		
	Pension requirements	Comply with statutory duties	L	Payroll and pension contributions managed by independent accountant, DM Payroll. Adequate budget allowed for employer contributions is reviewed annually. Payments made to fund by Clerk and Admin Team Leader. Dual authorisation required.	Existing procedure is adequate.	Clerk Human Resources Committee
Legal Liability	Acting within legal powers	Failure to ensure activities are within the legal powers of a council	L	All activity and payments within the powers of Town Council to be resolved and minuted at PFR or Town Council meetings.	Existing procedure is adequate	Clerk Auditors
	Proper reporting of Minutes/Agendas/Notices/Statutory Documents	Failure to meet requirements	L	Minutes and agendas are produced in the prescribed manner by the Clerk or Admin Team Leader and adhere to the legal requirements. Minutes are approved and signed at the next Council/Committee meeting. Agendas are displayed according to legal requirements.	Existing procedure is adequate	Clerk Auditors
	Computers	Loss of Council data	L	Constant back up of important data to cloud-based server (MS Azure). Virus protection renewed. IT management contract in place. All computers are included on insurance policy with adequate cover.	Existing procedure is adequate	Clerk
	Legal Documents	Loss or damage	L	Leases and legal documents kept in safe at Council officers with	Existing procedure is adequate	Clerk Auditor

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				register of documents held. When transferring documents outside of the Council Offices to solicitors etc electronic and or scanned documents to be used to reduce risk of loss or damage.		
Councillors	Declarations of Interest	Interest not declared	M	Code of conduct sets down declaration of interest guidelines. Clerk to advise a Councillor when there is uncertainty. Declarations are included in each agenda before the discussion items.	Existing procedure is adequate	
Assets	Protection of Physical Assets	Damage to property	M	Buildings insured and reviewed annually. Increase in line with RPI. Annual Health and Safety inspection of all property by outside company. (PNC) Comprehensive insurance cover with Aviva. Valuation of buildings conducted in 2017 by Aviva.	Existing procedure is adequate	Clerk Councillors
	Maintenance of buildings	Lack of upkeep	M	Buildings maintained on ad hoc basis.	Reviewed by Grounds Team Leader on a bi-annual basis and recommendations made.	Grounds Team
	Security of buildings, furniture, and equipment	Theft, damage	H	Asset register recording all STC assets is updated as and when new assets are acquired and reviewed by council annually. Weekly checks by staff and all reports from public investigated. Alarm system at Council offices and depot which is monitored by ADT. <i>From May 2024 DSSL and CBC will take on live monitoring from CCTV. CBC has direct links to</i>	Existing procedure adequate.	Clerk Councillors

				<p><i>the Police if any criminal activity is noticed.</i></p> <p>Comprehensive building and contents insurance cover via WPS on all buildings.</p> <p>CCTV at Depot, Sunderland Road, and Bedford Road Recreation Grounds. Annual fire safety testing.</p> <p>Weekly fire alarm and sensor checks.</p>		
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SANDY TOWN COUNCIL**Small Donation Policy for Voluntary Groups Supporting Town Council Events****1. Objective**

- 1.1** The Town Council recognises the valuable contributions of voluntary groups that provide ad hoc or recurrent support to our events. To facilitate and acknowledge these efforts, a Small Donation Policy is established to streamline the process for granting smaller financial assistance to such groups.

2. Eligibility Criteria**2.1 Voluntary Groups:**

- Must be a registered voluntary group or organisation actively involved in supporting Town Council events.
- Should have a proven history of ad hoc or recurrent support over a specified period.

2.2 Event Support

- Groups seeking support must clearly outline the nature of their support for Town Council events.
- The support can include, but is not limited to, volunteer workforce, logistical assistance, promotional activities, or any other form of assistance deemed beneficial for the event.

3. Donation Amount**3.1 Small Donations**

- Donations under this policy are intended to be modest and will typically not exceed a predetermined amount set by the Town Council.

3.2 Frequency

- The Town Council considers small donations on a per-event basis or for recurrent support, subject to review and approval.

4. Review and Amendment:

- 4.1** The Small Donation Policy will be periodically reviewed to ensure its effectiveness and may be amended, as necessary.

By implementing this Small Donation Policy, the Town Council aims to foster collaboration with voluntary groups and enhance the overall success of our events through community engagement and support.

Adopted: February 2024 Review due: December 2026

Disruptive Behaviours and Conversations in the Workplace Policy

1. Disruptive Behaviours and Conversations in the Workplace Policy.

1.1 The Town Council is committed to providing a professional and respectful workplace environment for all employees. Certain types of behaviour are considered inappropriate and unacceptable in our workplace. Employees found engaging in inappropriate conduct may face disciplinary action, up to and including termination of employment.

The following behaviours are prohibited in our workplace:

1.1.1 Aggression, bullying, intimidation, or other disruptive behaviours towards colleagues, managers, or members of the public. This includes any verbal or physical harassment.

1.1.2 Excessive personal use of phones, email, or internet during work hours that interferes with productivity.

1.1.3 Spreading of false information, malicious gossip, or rumours about colleagues or the Council.

1.1.4 Release of confidential Council information without authorisation.

1.1.5 Violations of the Council's policies regarding equal opportunity, discrimination, or harassment.

1.1.6 Threatening or violent behaviour, including threats of violence.

1.1.7 Possession of weapons, firearms, or explosives on Council property.

1.1.8 Working under the influence of alcohol, illegal drugs, or controlled substances.

1.1.9 Any other conduct that is illegal, unethical, unsafe, or interferes with Council operations or the work of colleagues.

2.0 Employees are expected to act professionally and treat all colleagues, Council Members, and members of the public with courtesy and respect. Managers will address any inappropriate conduct and take disciplinary action when necessary. Employees should report any incidents of inappropriate behaviour to their line manager or the Mayor if the report is in regard to the conduct of the Town Clerk.

2.1 We aim to promote a positive and productive work environment for all. Please direct any questions about this policy to your line manager.

Adopted: February 2024

Review due: December 2026



SANDY TOWN COUNCIL

Staff Training Agreement

Date of approval:	
Dates of review:	
Dates of re-approval :	

THIS AGREEMENT is made on the day of

BETWEEN

- (1) Sandy Town Council of 10, Cambridge Road, Sandy, Bedfordshire SG19 1JE (“the Council”)
- (2) **[employee name]** of **[add address]** (“the Employee”)

WHEREAS

- (1) The Employee has been employed by the Council as a **[job title]** since **[add start date]**.
- (2) In consideration of the Council enrolling the Employee on the Course and paying the Course Fees the Employee has agreed to enter into this Agreement in the following terms.

NOW THIS AGREEMENT witnesses as follows:

- 1. In this Agreement, unless the context otherwise requires the following words and expression shall have the meanings given to them below.

- a. The "Minimum Period" means the period of 24 calendar months immediately following completion of the Course with completion being either the date of the last examination or completion of all course work and lectures whichever is the later.
 - b. The "Course" means [add course title] commencing on [add course date] for a period of [add course duration].
 - c. The "Course Fees" means [add value in words] together with any additional examination fees (maximum 2 re-sits), which may be payable, textbooks and any other associated costs.
2. The Council will pay the Course Fees on receipt of a valid invoice in order to further the Employee's career development, education and training and the Employee undertakes to attend the Course diligently with the aim of successfully completing the Course, including all course work and examinations if required by the Course.
3. The Council may in its absolute discretion allow the Employee leave for the purposes of preparing for and sitting any examinations, which form part of the Course.
4. The Employee agrees to notify the Council as soon as practicable of any absences from the Course and to provide a full explanation to their Line Manager.
5. The Employee undertakes to refund the Council a proportion of the Course Fees in accordance with clause 7 if, prior to the expiry of the Minimum Period.
 - a. The Employee voluntarily leaves the Council's services; or
 - b. The Employee fails to complete the Course for any reason within [agreed time i.e. 12 months]; or
 - c. The Employee is lawfully dismissed.
6. For the avoidance of doubt the Employee will not be required to refund the Course Fees if the employment is terminated at any time by reason of redundancy.
7. In the event of the Employee leaving the Council other than in accordance with clause 6 the Employee undertakes to repay the Course Fees to the Council as follows:

- a. To pay 100% of the Course Fees if the Employee leaves the Council at any stage during the continuation of the Course; or
 - b. To pay 50% of the Course Fees if the Employee leaves the Council in the first 3 months of the Minimum Period; or
 - c. To pay 40% of the Course fees if the Employee leaves the Council in the fourth to sixth month of the Minimum Period; or
 - d. To pay 30% of the Course Fees if the Employee leaves the Council in the seventh to ninth month of the Minimum Period; or
 - e. To pay 20% of the Course Fees if the Employee leaves the Council in the twelfth month of the Minimum period.
8. Any sums which may fall due to the Council by reason of this Agreement may be recovered by the Council, either in full or in part, by way of deduction from payment of the Employee's final salary or any other remuneration or other sums (including any payment made in lieu of notice) due to the Employee.
9. The Employee and the Council acknowledge that the terms of this Agreement do not create any minimum guarantee of employment and further that the Council is under no obligation to provide additional remuneration or promotion to the Employee on completion of the Course.

IN WITNESS whereof the parties have executed this Agreement:

Signed for and on behalf of
Sandy Town Council

Date: _____

Signed by the Employee

Date: _____

Town Council

Date:	February 2024
Title:	Report : VILLAGE HALL
Contact:	Cllr J Hewitt

Purpose of the Report

1.0 To receive a report from Cllr Hewitt along with additional report from the Village Hall.

Recommendation

2.0 That council note the details of the reports and approve the recommended way forward.

Background

3.0 The Village Hall is a Town Council asset. The Village Hall Charity was established and a counterpart lease for the Village Hall (VH) was issued to them in February 1984.

A Management Committee was formed with representatives from the various member clubs using the VH, together with social member representatives to run the VH.

A full-time steward was employed to manage the facility and the VH and club ran successfully during the early years.

Over a number of years, the clubs using the VH diminished, the remaining now being the Bowls and Hockey Clubs, the bulk of income coming from a Members/Social Club Bar, and additional income from Hall lettings and recently parties/functions.

In 2017/18 the Hockey Club raised £5k to renovate the back bar, used by them in season along with the Bowls Club in their season. At that point it was agreed that both clubs would pay an annual fee for the use of the bar facility. Following increases now £600pr year.

In line with the above, the number of trustees had reduced, and it has also been difficult to find social representatives/volunteers apart from a core group.

During COVID the appropriate support loans/grants were applied for. The remaining trustees and their families redecorated the main hall. Recently Section 106 monies were obtained to replace the boilers and the changing rooms were refreshed as part of the Jenkins expansion project, excluding the corridor outside the changing rooms and this needs attention.

Post COVID and in line with the difficult economic conditions the income from the Members - Social Club has dropped dramatically.

Following ongoing issues within the management team/members/trustees, various people resigned leaving a core number of 3 trustees trying to manage supported by Town Council Reps.

At Christmas, the bar manager and part time workers left. As the Bar had been restocked for the holiday period, the published New Years Eve Party was held and following this the Social Club and Bar were closed.

During early January, the remaining trustees attempted to sell off the stock, mainly draft beers, but with no success. As a result, the club bar has been opened over weekend evenings to try and recoup costs less part time pay for bar staff. The Sky TV contract has been ended and the leased pool table and juke boxes returned.

Of the remaining three trustees:

- Two, one of who is the bar licence holder, have stepped down due to personal commitments but remain as volunteers in the short term.
- One remains until a new board is in place.

The three remaining individuals should be recognised for the time and effort they have put into the VH in trying to keep it going.

4.0 Proposal / Way forward

In the short term one of the town council reps have taken over the Hall Bookings. Sandy Secondary School is being supported with a number of bookings to cover a lack of space until their rebuild is completed.

Discussions are ongoing with the Bowls Club to provide them a seasonal club facility including the back bar/changing rooms. Access to the main hall /annex would be on a request basis. Charge to be confirmed.

The Hockey Club will continue to use the back bar on a seasonal basis. Access to the main hall/annex would be on a request basis.

The income from the remaining clubs and hall bookings will not cover the running costs of the VH.

The running costs include the payment plan of a utility bill of £15k. The contract was arranged via Npower via CBC however invoices were not forwarded to the VH and only after considerable effort on behalf of the trustees was the situation resolved. In addition, there is the ongoing repayment of the COVID bounce back loan. The ongoing costs to run the VH stand at £3,250 pr month, this excludes certain costs for the bar- see VH report.

The main income should come from the bar however as evidenced by the number of pub closures this is difficult to achieve. The community in Fallow Field do not have a pub so could provide additional footfall but it would seem have been put off by the

Member/Social Club branding. Linking/advertising with the expanded Jenkins, once open, could also provide additional footfall, as could working with the football clubs and others who use the Sunderland Road pitch facilities.

The appointment of a professional bar manager/licence holder is imperative.

Rebranding of the bar area would follow; this would be on an open to all basis.

A refresh of the entrance: a new front door is required.

A coffee bar run out of the bar area during the daytime, run by volunteers' could also be an option.

4.1 The Charity

A new board of Trustees is required / along with additional volunteers.

A new trading company to be established - profit would then flow through to the charity.

4.2 Management

A new committee is required.

A new bar manager/licence holder is required.

A new hall bookings/admin manager is required - could be linked in with bar management.

4.3 If the decision were to be taken to close the charity the management of the VH would revert to the Town Council. The implications of this would be that we do not have the staff to do this, nor do we have the budget to hire the staff.

4.4 Report from Village Hall Trustees attached.

Sandy Village Hall update for Sandy Town Council
Tony Payne

14/2/24

Current situation

Resignations of key staff during December left Sandy Village Hall (SVH) without the capacity to run the bar resulting in it having to be closed with short notice and various party bookings through January and February were cancelled.

All bar one of the remaining trustees resigned, but the ex-trustees have continued to SVH in a voluntary capacity to help buy time for the Village Hall to find a way to continue to serve the local community (the “we” in this document).

Committee and staff all agreed that the “Social Club” ran from the main bar is no longer viable, and this has been effectively shut down.

The hall remained available to regular users especially NHS, Weightwatchers and XCEL fitness, with the Hockey Club having access to the smaller back bar for post-match refreshments running the bar for bottles and cans themselves.

It was agreed that no new hall bookings would be taken until there was certainty on who could support them ongoing. We do have several open inquiries, but need to find a new person to manage the bookings who lives close enough to the hall to open/close and deal with issues before we’re in a position to do this.

Attempts were made to sell a significant amount of stock (£5k in purchase value) but were unsuccessful. It was then decided to re-open the main bar with the support of volunteers and casual staff to the public over weekends to cover regular bills and utilities.

SVH has been losing money for most of 2023 due to a combination of increased costs and reduced revenue generation by the bar. Although we were able to boost income during the autumn and reduce our costs it remains questionable if the hall will be financially viable ongoing. Clubs who regularly use the space will need to put more money and/or time into supporting SVH if it is to be viable.

SVH will run out of cash in the bank before Easter unless it’s able to re-open the hall for additional bookings and parties.

Financial situation.

Priory to financial year 2018/19 SVH and the Social club struggled to cover costs. Focus on increased hall lettings, hiring of a new Bar Manger and investment in the bar itself saw a significant increase in takings with Bar Sales increasing from £86k in 2017/18 to £160k in 2019/21. Hall lettings peaked at £24k in 2018/19. This allowed SVH to clear all personal loans and debts prior to COVID hitting.

Although we made use of all available government and council grants it was necessary to take out a Bounce Back loan in late 2021 in order to cover utilities, small essential maintenance activities, staff wages and to buy stock in order to get through the final lockdown.

Lockdown saw a number of clubs and regular bookers simple cease to run the. Sandy Bowls Club and Shefford and Sandy Hockey club are the only “clubs” that continue to use SVH on a regular basis. In 2022/23 hall lettings generated £18k in revenue compared to the £24k generated in 2018/19

Main revenue/cost streams for SVH and Social Club (ex VAT):

	17/18	18/19	19/20	20/21	21/22	22/23
Bar Sales	£86k	£110k	£160k	£33k	£110k	£172k
Hall Lettings	£19k	£24k	£19k	£3k	£15k	£18k
Grants				£45k	£16k	
Other Social club	£10k	£8k	£9.5k	£2k	£5k	£7.5k

Increased bar sales were only supported by increased staffing levels and investment in areas such as entertainment aimed at driving increased use. This has been partially success full, but we've been unable to increase revenue to cover the significant inflation we've seen in areas such as wages, utilities and cost of stock.

This has been compounded by a noticeable drop off takings over the last 6 months as the cost-of-living crisis has hit:

	Jul-Sep 22	Oct-Dec 22	Jan-Mar 23	Apr-Jun 23	Jul-Sep 23	Oct-Dec 23
Bar Sales	£44k	£47k	£39k	£44k	£33k	£33k

This led to an immediate cash-flow crisis in August 23, and although we have been able to reduce our costs by c£2k per month and get close to breakeven as previously mentioned the high volume, high staffing/cost model attempted in the social club isn't viable unless we can attract a far broader clientele in a more commercial model.

The financial position is made worse by an outstanding balance owed to Npower for electricity. A billing issue saw no bills received for about 2 years despite continued chasing and SVH is currently in about 1 year's arrears to the amount of £15k and is paying this off gradually. Electricity remains our single largest bill at c £1300 per month, with much of the power consumption related to bar equipment and hot water.

The Bounce Back loan balance stands at £14k and this is being paid back at £450 per month.

SVH received a S106 grant from CBC in the autumn of 2023. £5.5k of this has been used to replace boilers and fix heating issues with another £4k available for further infrastructure work. There is nothing broken that needs immediate fixing, although priority should be given to reducing water consumption (plumbing for urinals etc) and significant investment in windows/doors would reduce energy consumption.

Regular monthly costs (excluding those related to the bar/social club) come to c£3.25k per month

Electricity - £1300

Gas - £300

Insurance - £200

Water - £135

Phone/Broadband - £40

Credit card machine - £40 + transaction charges

Loan - £450

Cleaning - £600

Rubbish collection - £200

There are other outstanding monthly costs related to the contracts for the Social Club/bar

Gas for pumps - £150 + £300 removal on cancellation

BT Sport - £360 (contract to August)

Priority next steps

Number one priority is to create a new committee as the charity is not viable with just 1 trustee. This is meant to consist of elected members of the public (although no-one new has stepped forward in the past 6 years) and representatives of Sandy Town Council and the associated clubs. One barrier to this is that committee members are meant to be trustees of the charity and a number of people who might be interested are concerned about this level of responsibility.

If SVH charity is to continue rather than the building being passed back to Sandy Town Council, then a person has been identified to run the hall bookings.

We also need a new person to go on the Premises Licence to allow alcohol to be sold, and to maintain stock/arrange staffing for any parties. Hall lettings alone are insufficient to cover the running costs of the hall. We are exploring options for this.

In all cases a committee is needed to agree any of the above.



SANDY
Town Council

SANDY TOWN COUNCIL POLICY, FINANCE & RESOURCES ACTION PLAN 2023/24

The following Action Plan summarises and prioritises the Council's activities and projects that will continue to be worked on over the 2023/24 financial year. The action plan is mostly project based and does not consider the daily business of the Council, such as routine maintenance and administration, dealing with and carrying out actions resulting from public enquiries, completing training and statutory activities (e.g., internal audit).

POLICY, FINANCE AND RESOURCES COMMITTEE				
Est. Cost	Objective	Actions	Responsibility	Timescale
2023/24 Activities				
Services and Contracts				
£19,000 Budget	Current insurance agreement runs until 2023 but annual review is conducted and agreed with insurer.	1) Review of existing policy and drawing up any amendments or additions that are required. 2) Meeting with insurers to review and update policy. 3) Confirmation of any amendments made and copy of 2023/24 policy documents to be presented to PFR committee.	1) Clerk/Admin Lead 2) Clerk/Admin Lead/Insurer 3) Clerk/Admin Lead	Complete Complete Complete
£550 service contract currently paid	Review keyholder and alarm callout service provision by current provider and consider alternative quotations for 2024/25.	1) Review of provision and research into alternative providers. 2) Quotes to be obtained by current and alternative providers for consideration. 3) Report to PFR with purpose, review, and costs of service provision over the last three years. Quotes and recommendation to be considered. 4) New contractor to be started.	1) Admin Lead 2) Admin Lead 3) Admin Lead/PFR 4) PFR/Admin Lead	Feb 2024 Feb/Mar 2024 April 2024 April 2024

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APPENDIX XII

Current budget of £1,500 retainer	Review and renew HR and health and safety advisor contract.	<ol style="list-style-type: none"> 1) Review of existing provision to be conducted. 2) Quotations for new contract to be obtained from current and alternative providers. 3) Report, with quotes and recommendation to be considered. 4) Contractor to be appointed. 	<ol style="list-style-type: none"> 1) Clerk/HR Committee 2) Clerk/Admin Lead 3) Clerk/HR Committee 4) Clerk/PFR 	<p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p>
Budgeting and Accounting				
	Agreement of 2024/25 budget and precept	<ol style="list-style-type: none"> 1) Produce Year on Year budget/expenditure report for review 2) Review of 2023/24 revenue budget report & 2024/25 recommendation 3) Review and amendment of 2024/25 revenue and capital budget 4) Review and amendment of 2024/25 budget and precept level 5) Recommend of budget and precept to Full Council 6) Approval of 2024/25 budget and precept 	<ol style="list-style-type: none"> 1) Clerk 2) PFR 3) PFR 4) PFR 5) PFR 6) Full Council 	<p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p>
	Agreement of 2024/25 Scale of Charges	<ol style="list-style-type: none"> 1) Apply RPI increases to 2024/25 Scale of Charges 2) Review and approve 2024/25 Scale of Charges 3) Amend 2024/25 budget to reflect Scale of Charges 	<ol style="list-style-type: none"> 1) Admin Lead 2) PFR 3) Admin Lead 	<p>Complete</p> <p>Complete</p> <p>Complete</p>
Large Capital Equipment Investment (beyond standard equipment covered within revenue budget)				
TBC	Research and develop proposals for the replacement of the older of the Council's works trucks.	<ol style="list-style-type: none"> 1) Review of vehicle requirements and understand what form of new vehicle would be appropriate 2) Research of vehicles and options available to the Council, along with costings and options such as leasing. 3) Report to committee with recommendations of preferred replacement vehicle, costs, and funding options. 4) Factor proposed new vehicle costs into the 2024/25 budget. 	<ol style="list-style-type: none"> 1) Cllrs/Outdoor Lead 2) Cllrs/Outdoor Lead /Deputy Clerk 3) Cllrs/Outdoor Lead 4) Clerk/PFR 	<p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p>
Projects				

AGENDA ITEM 15

APPENDIX XII

<p>TBC</p>	<p>Progress development of the cemetery burial site landscaping and pathways</p>	<ol style="list-style-type: none"> 1) Agree cemetery final design with CDS and get costs for next stage of project. 2) Tender document for landscape contractors goes out 3) Landscaping to start 4) Update for burial regulations to incorporate extended area 5) Resolution to apply for PWLB 6) Public Consultation regarding Public Works Loan Board (PWLB) 7) Application to PWLB to NALC 8) Landscape work completed 9) Defect Period RIBA 7 10) Site Opening 	<ol style="list-style-type: none"> 1) CWG 2) Clerk/CWG 3) Clerk/CWG 4) CWG/Admin Team 5) Town Council 6) Clerk 7) Clerk 8) Contractor 9) Contractor/CDS 10) STC 	<p>Complete</p> <p>Mar 2024</p> <p>Dec 2024</p> <p>Oct 2024</p> <p>Complete</p> <p>Ongoing from Jan</p> <p>Feb 2024</p> <p>Jan 2025</p> <p>Jan 2025</p> <p>May 2025</p>
<p>£67,000</p>	<p>Archaeological work at the cemetery extension site as per the planning permission granted</p>	<ol style="list-style-type: none"> 1) Agree revised cost for work with archaeological contractor following further discussion with CBC. 2) Committee to approve expenditure on second stage of post excavation work and instruct archaeologist to commence. 3) Archaeologist to complete post excavation analysis stage and report back to the Council. 4) Agreement of final reporting stage commencement 5) Archaeologist to report back to CBC when reporting stage complete 6) Archaeologists to conduct an event to present findings to Members of the public and Historical Society 	<ol style="list-style-type: none"> 1) Clerk/Cem Wrk Grp 2) PFR 3) Contractor 4) PFR 5) Contractor 6) AOC/Community Engagement Officer 	<p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p>
	<p>Allotments at Beeston Green (village site)</p>	<ol style="list-style-type: none"> 1) Agree terms of lease with CBC 2) Organise survey of the land to understand its condition 3) Determine design and layout of plots/utilities/parking and 	<ol style="list-style-type: none"> 1) Beeston WG/PF&R and Clerk 2) Deputy Clerk/Beeston WG 3) Beeston WG/FC 	<p>TBD</p> <p>TBD</p> <p>TBD</p>

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		<p>storage areas</p> <p>4) Tender document for landscape works</p> <p>5) Landscape works undertaken</p> <p>6) Allotment Policy Updated</p>	<p>4) PFR/FC</p> <p>5) Contractor</p> <p>6) Admin Team Leader/PF&R/Dep uty Clerk</p>	<p>TBD</p> <p>TBD</p> <p>TBD</p>
Policy and Administration				
£2,500 legal costs approved	Complete registration of all Council owned land with the Land registry	<p>1) Committee to approve expenditure on appointing a solicitor to undertake land registry work.</p> <p>2) Documents to support registration of land to be catalogued and provided to solicitor.</p> <p>3) Solicitor to undertake and complete registration process (committee to be advised on completion)</p>	<p>1) Clerk/PFR</p> <p>2) Admin</p> <p>3) Solicitor</p>	<p>Complete</p> <p>Complete</p> <p>Ongoing</p>
£3,000 legal costs approved	Adoption of 'Berwick Way' amenity land from Taylor Wimpey	<p>1) Council to agree proposed adoption of parcels of land.</p> <p>2) Clerk to hold site meeting with TW rep and agree exact red line boundaries of each parcel.</p> <p>3) Appointment of solicitor to deal with adoption legal work.</p> <p>4) Obtain costs for cutting of the land to be adopted and budget accordingly.</p> <p>5) Appointed solicitor to work with TW solicitor on completion of land transfer.</p>	<p>1) Full Council</p> <p>2) Clerk</p> <p>3) PFR/Clerk</p> <p>4) Clerk</p> <p>5) Solicitor/Clerk</p>	<p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Ongoing</p> <p>Ongoing</p>
TBC	Completion of Army Cadets HQ lease / land matter (Berwick Way)	<p>1) Seek agreement from landowner Taylor Wimpey to transfer a small parcel of land at the site of the Cadet HQ to STC and progress accordingly.</p> <p>2) Alternatively, that TW join a lease with STC and the Army Cadets for the HQ building.</p> <p>3) Further actions will be dependent on responses from TW.</p>	<p>1) Clerk/PFR</p> <p>2) Clerk/PFR</p> <p>3) Clerk/PFR</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
Peppercorn rent	Renewal of Lease between STC and Sandy	1) Working Group to review the current lease and make recommendations to PF&R for amends.	1) Cllrs Pettitt and Effiong	Jan 2024

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	Bowls Club	2) PF&R Review recommendation 3) Draft lease created 4) Draft lease share with Bowls Club 5) Final lease drafted 6) Lease signed	2) PF&R 3) Solicitors 4) STC/BC 5) Solicitors 6) STC/BC	Feb 2024 TBC TBC 2025 2026
Ongoing Activities				
Business as Usual	Running the Committee	Agendas, minutes, reports, finance, administration		
	Council Administration	Administration		
	Council finances, yearend accounts, payroll, and audit	Administration, monthly account review and monitoring, recommendations for decisions or action to Full Council. Review and consideration of internal audit reports, Council risk assessments and associated documents/actions.		
	Annual Report	Preparation and publication		
	Action Plan	Annual review and publication		
	Council Policies	Ongoing review and administration		
Business as Usual	Burial Regulations	Review and consideration of Burial Regulations.		
	Grants	Administration, finance, and agreement		
	External Contractors	Administration, management, and monitoring		
	Council Website	Continued maintenance and update		
	Procurement	Review, management and scrutiny of quotations and purchase recommendations		
	Civic Matters	Honorary Freeman & Friend of Sandy Award		
	IT & Office Equipment	Administration and supply		
	Any other matters within the committee's remit			

SANDY TOWN COUNCIL

SANDY TOWN COUNCIL

Minutes of the meeting of the Cemetery Working Group held between 6.30pm on Monday 12th February 2024, in the Chamber.

In Attendance: Cllrs Hewitt (Chair), Pettitt, Scott, Sharman, and Sutton

Absent Cllr Baker

Present: N Sewell, Town Clerk

1. APOLOGIES

Cllr Baker

2. APPOINT A CHAIR

Cllr Joanna Hewitt was appointed Chair of the Working Group

3. MEETING WITH CDS

Cllr Hewitt updated the working group regarding a meeting that had taken place between the Clerk, herself, and the following members of the CDS Project Group:

- Emmanuel Kalokerinos – project manager
- Gina Devonshire – landscape architect
- Eliot Winter – Assistant Planner
- Ben Copeland - Senior Planning Projects Manager

The meeting had come about after the Clerk had received an invoice for £6,318 for CDS to conduct water and soil testing as required under planning condition 3. The condition is not a pre-commencement condition but must be completed within 6 months of the first interment. In 2021 when CDS had originally quoted for the work it was for a fee of £2,750.

The meeting had been called to discuss concerns about the large increase in fee for the work outlined above and also to discuss other growing concerns that there would be further shock invoices at inflated prices that the Council had not provisioned for.

CDS explained that the increase had been down to extra requirements imposed by the Environment Agency when they reviewed them in April 2022 and September 2024, which added in the need for Flux Modelling.

Although some consternation was communicated about this increase it was accepted that as an EA requirement the Council's hands were tied. Cllr Scott expressed his views and concerns that CDS was not working well for the Council and was too money orientated. He was reminded, by Cllr Hewitt, that the Town Council had already resolved to work with CDS on the project and finding another supplier was not an option at this stage.

Members asked if the sampling were to take place after the first interment if a further fee would be requested. Would ongoing monitoring be required and where would it be best to undertake the first interment.

ACTION – Clerk to ask CDS the questions as above.

Agreed to take the invoice to PF&R for approval.

4. FINAL PLAN FOR SIGN OFF (CIRCULATED)

A plan had been circulated to members before the meeting, and was reviewed with the following comments/questions:

- Area F (Multi Faith area) could be impacted by new guidelines set out in September 2023 where burials must be at least 10m away from a dry ditch. An area marked as SM1 showed the environmental easement area. Although full burials cannot be placed in this area cremated remains could be. **Agreed** that burials in area F would start in the far corner and that a decision regarding the environmental easement area would be made at a later date.
- A question was raised about the gas pipe along the border of Stratford Road. **ACTION** Clerk to ask Cadent if the Town Council receives any money for having gas pipes across their land. Clerk to also circulate map showing pipe site to Members.
- CDS had mentioned that there was a provision for bunding to cut out the need to remove soil from the site. The area for bunding could be problematic given the siting of the pipes. CDS wanted to know if STC would prefer to keep the bunding or pay to have the soil removed. Members felt that there would not be enough soil for bunding as the area needed to be levelled off anyway so the soil would be used for this. **Agreed** to inform CDS that the soil would be needed for levelling.
- Tree root protection would also need to be understood in terms of restrictions for burials and digging. Gina from CDS highlighted three trees that the Council would need to consider. Two on the boundary with Stratford Road, which were outside the Town Council's land and one on the border of the new and old cemetery land in the bottom corner of the Child burial plot area. **Agreed** Steve Dear be asked to advise on possible tree protection requirements when undertaking the Tree Reports in the cemetery on 14th February.
- CDS had raised questions regarding the siting of water pipes and where they are buried? The Clerk had spoken to the Grounds Team Leader and would inform CDS about the siting of the pipes. **Agreed** that CDS be asked if a water pipe could be run along the roadway to provide taps for Areas B, F and G so that there was some water supply nearer the Potton road end of the cemetery. **ACTION** Clerk to pass on request to CDS.
- CDS had mentioned that money savings could be made if the treatment of paths was from self-binding gravel and timber edging rather than the current recommended Porous Macadam with stone edging. Members asked if the tender process could include contractors quoting on three different types of treatment.
- CDS had suggested that for stability and longevity the fence line between the cemetery area and the piece of land that was currently under review for transfer would be close boarded with concrete posts and gravel boards. CDS stated that the fence would need to be installed before any landscaping work could take

place on the site of the new cemetery. **Agreed** this would be the preferred specification, however the fencing treatment would be dictated by the land transfer in question. **ACTION** Clerk to contact the solicitors to ensure a clear offer letter was sent out to the residents of Holly lodge with an end date to the offer being included.

5. PWLB – PROCESS

The Clerk explained that she was currently drafting an application form using the NALC template that she hoped to have with BATPC as soon as possible. The form required the minutes of the agreement from council to take out the loan, the business case made to councillors to make the decision, evidence of finances and affordability including AGAR forms and a five year budget projection, which DCK had promised to help with. Evidence of engagement with the Community also needed to be reported. The Clerk advised that posts on Facebook, and the Council's website as well as posters have been created for the noticeboards. A press release had also been drafted and circulated.

There was one outstanding question from BATPC about the need to increase the loan amount after application, if a higher cost was identified would it mean a completely new loan application would need to be submitted. It was confirmed that a 10% contingency had been included in the amount being applied for, however it was mentioned that a 15% contingency may be required, hence the question to the BATPC. BATPC to feed back to the Clerk.

6. TENDER - PROCESS

CDS will manage the Tender process and at the request of Cllr Scott, they would be asked to include Marshalls as part of this. CDS had advised that due to the archaeology on site the project needed to be engineer driven.

CDS would draw up the tender papers, and receive and review all submissions. They would then create a report for the council including their recommendations given the tenders received. Ultimately though the choice of contractor would be down to the Town Council. Any contractor would be required to have professional indemnity insurance, so that all the risk on the build would be taken by them under a design and build contract.

CDS had also advised that the Health & Safety Executive would need to be notified via a F10 document, which the Town Council would need to submit.

7. TIMELINE

Members reviewed a timeline supplied by CDS in December. Cllrs Scott and Sutton shared concerns that the RIBA Stage 5 between 23/07/2024 and 09/12/2024 of 20 weeks was unnecessarily long and that planting would need to take place earlier than Dec 2024 if grass was to be sown.

8. HOLLY LODGE

Matters around Holly Lodge had already been addressed under item 4 and no further comment was made here.

9. AOB

Cllr Pettitt asked if any further progress had been made on the repairs to the Depot roof and guttering. The Clerk said she would follow up with the Deputy Clerk on the matter and report back.

Cllr Pettitt also mentioned a discussion with the Outdoor Team Leader about composting at the back of the depot and what the Polytunnel was being used for. The Clerk said she would report back.

Finally, Cllr Pettitt mentioned the Chapel, he believed that the Council had agreed to monitor its use and decide on its future. The Clerk also reported that the week before members of the outdoor team raised concerns about the safety of the building and had suggested a building survey was undertaken to determine if there were any issues. Due to a lack of facilities in the building it might be difficult to promote, however this could change once the new cemetery area was opened with better parking and toilet facilities. A lack of heating and light needed to be considered. **ACTION** – the Clerk would follow up with the Outdoor Team Leader and also get a report from the Admin Team Leader about chapel use.

The meeting ended at 20.17

C1055 Sandy Town Council
SG19 1JE Sandy, United Kingdom

Project manager:
Callum Ward

Date: 23.01.2024

E-mail: callum.ward@thecdsgroup.co.uk
Quote No: CDS-CC-2228

Project: C1055_P01 Sandy Town Council - Sandy Cemetery Extension

Fee Proposal

Item Description	Quantity	Unit	Price	Total
BASELINE SAMPLING				1 505.00
Baseline Monitoring Visit (including mileage)	1	day	395.00	395.00
Groundwater Quality Suite	3	pcs	370.00	1 110.00
Subheading subtotal:				1 505.00
DESK STUDY & REPORTING				3 760.00
Flux Modelling Assessment	1	pcs	1 600.00	1 600.00
Envirocheck Modular Report	1	pcs	450.00	450.00
Production of T3 Assessment	18	hour	95.00	1 710.00
Subheading subtotal:				3 760.00
Subtotal:				5 265.00
Tax (20%):				1 053.00
Total (GBP):				6 318.00

The quotation is provided subject to the acceptance of the terms and conditions attached to the quotation provided by CDS. Acceptance of our terms and conditions will be assumed to be approved unless a written notice is provided to the contrary. The reader should pay attention to any specific inclusions/exclusions which are highlighted in the covering letter attached to the quotation, which may alter the standard terms and conditions.

Quotes remain valid for a period of 90 (ninety) days from date of issue. Should works related to this quotation be sought after this time, prices shall be reviewed.

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