

Sandy Town Council

To: Cllrs N Aldis, P Blaine, J Hewitt, W Jackson, R Lock, C Osborne (Chair),
M Pettitt, M Scott, and P Sharman
c.c. L Ivanciu-Wilkinson, T Knagg, 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 20th June 2022 commencing at 7.30pm.



Nicola Sewell
Town Clerk
10 Cambridge Road
Sandy, SG19 1JE
01767 681491
15th June 2022

A G E N D A

1 Apologies for absence

2 Election of Policy, Finance & Resource Committee Deputy Chairman for the Council Year 2022/23

Nominations to be put forward for the position of Deputy Chairman for the Committee

3 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*

4 Minutes of Previous Meeting

To consider the minutes of the Policy, Finance and Resources Committee held on Monday 16th May 2022 and to approve them as

Sandy Town Council

a correct record of proceedings.

5 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.

6 Financial Reports

- i) To consider a balance sheet and detailed financial report showing income and expenditure against the revenue budget for 30th April 2022. 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.

7 Grant Applications

7.1 To receive and consider a grant application received from Sandy Horticultural Society Appendix IV

7.2 To receive and consider a grant application received from Let's Get Going. Appendix V

8 Bowls Club

To receive a request from Sandy Bowls Club to purchase maintenance equipment for the club. Appendix VI

9 CCTV

To receive a verbal update from the Clerk on progress into the issues found at Bedford Road Recreation Ground.

10 Replacement to Equipment at Bedford Road Recreation Ground

To receive a recommendation from CS&E to replace play equipment at Bedford Road Recreation Ground. Appendix VII

11 Repairs to Equipment at Bedford Road Recreation Ground

To receive and consider a report on the costs of repairing equipment at Bedford Road Recreation Ground. Appendix VIII

12 Sandy Sports and Leisure Association Lease

To review and consider Land Registry Prescribed Clauses to the Lease of Sport and Leisure Facilities Land West of Sunderland Road between Sandy Town Council and Sandy Sports and Leisure Association Appendix IX and Appendix IX.i

13 Grave Digger Fees

To note that from 1st May 2022 Grave Digger fees increased from £240.00 to £300.00 per funeral.

Sandy Town Council

- 14 Community Asset Grant Scheme**
To note the opening of the bidding round for the Community Asset Grant Scheme, and the criteria and deadline for applications. Appendix X
- 15 Updated Policies**
To review and agree the following updated policies:
 - Council Training Appendix XI
 - Privacy Notice Appendix XII
 - Website Accessibility Statement Appendix XIII
- 16.0 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF THE PRESS AND THE PUBLIC**
To resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the Meeting.
- 16.1 Reversal of resolution – Christmas Lights Staging**
To note report, consider reversal of resolution (106 – 2021/22) and receive quotations for staging for this year’s Christmas Lights Switch on event. Appendix XIV
- 16.2 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 RE-ADMITTANCE OF THE PRESS AND THE PUBLIC**
To resolve that the confidential business having been concluded, the Press and Public be re-admitted to the meeting.
- 17 Chairman’s Items**
- 18 Date of Next Meeting**
Monday 8th August 2022.

04/05/2022

Sandy Town Council Current Year

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Detailed Balance Sheet - Excluding Stock Movement**Month 1 Date 30/04/2022**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
105	VAT Control	26,653	
110	Prepayments	4,613	
200	Current Bank A/c	23,139	
201	Clerks Imprest A/c	47	
205	Capital a/c Santander	218,792	
206	Barclays Active Saver	400,605	
208	Public Sector Deposit Fund	205,566	
210	Petty Cash	250	
	Total Current Assets		879,664
	<u>Current Liabilities</u>		
501	Creditors Control	13,689	
510	Accruals	2,561	
515	PAYE/NI Control AC	4,816	
516	Superannuation Due	5,539	
	Total Current Liabilities		26,606
	Net Current Assets		853,059
	Total Assets less Current Liabilities		853,059
	<u>Represented by :-</u>		
300	Current Year Fund	218,273	
310	General Reserve	234,786	
315	Rolling Capital Fund	258,899	
321	Cemetery Development Reserve	23,028	
322	EMR Fallowfield	72,217	
323	EMR Skatepark Project	12,155	
324	EMR Elections	15,000	
328	EMR Neighbourhood Plan	14,611	
331	S106 FField	4,090	
	Total Equity		853,059

Summary Income & Expenditure by Budget Heading 30/04/2022

Month No: 1

April 22

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Full Council								
401 Staff	Expenditure	26,801	26,801	330,000	303,199		303,199	8.1%
402 Administration-Office	Income	0	0	2,100	2,100			0.0%
	Expenditure	5,633	5,633	81,550	75,917		75,917	6.9%
	Movement to/(from) Gen Reserve	<u>(5,633)</u>	<u>(5,633)</u>					
403 Administration-Works	Expenditure	356	356	41,050	40,694		40,694	0.9%
405 Footway Lighting	Expenditure	0	0	23,000	23,000		23,000	0.0%
406 Cemetery & Churchyard	Income	2,457	2,457	28,160	25,703			8.7%
	Expenditure	155	155	12,300	12,145		12,145	1.3%
	Movement to/(from) Gen Reserve	<u>2,302</u>	<u>2,302</u>					
408 Town Centre (Including Market)	Expenditure	0	0	17,508	17,508		17,508	0.0%
409 Public Toilets - Car Park	Expenditure	0	0	2,650	2,650		2,650	0.0%
500 Play Areas and Open Spaces	Income	10	10	2,313	2,303			0.4%
	Expenditure	182	182	1,250	1,068		1,068	14.5%
	Movement to/(from) Gen Reserve	<u>(172)</u>	<u>(172)</u>					
501 Sunderland Road Rec Ground	Income	514	514	1,959	1,445			26.2%
	Expenditure	1,497	1,497	33,821	32,324		32,324	4.4%
	Movement to/(from) Gen Reserve	<u>(983)</u>	<u>(983)</u>					
502 Nature Reserves	Income	0	0	2,685	2,685			0.0%
	Expenditure	0	0	14,550	14,550		14,550	0.0%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</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	1,000	1,000			0.0%
	Expenditure	0	0	17,250	17,250		17,250	0.0%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					
601 Precept and Interest	Income	314,060	314,060	628,012	313,952			50.0%
602 Democratic and Civic Costs	Expenditure	443	443	18,000	17,557		17,557	2.5%
700 Capital and Projects	Income	34,903	34,903	19,903	(15,000)			175.4%
	Expenditure	98,604	98,604	83,203	(15,401)		(15,401)	118.5%
	Movement to/(from) Gen Reserve	<u>(63,701)</u>	<u>(63,701)</u>					
	Full Council Income	<u>351,944</u>	<u>351,944</u>	<u>686,132</u>	<u>334,188</u>			<u>51.3%</u>
	Expenditure	<u>133,671</u>	<u>133,671</u>	<u>686,132</u>	<u>552,461</u>	<u>0</u>	<u>552,461</u>	<u>19.5%</u>
	Movement to/(from) Gen Reserve	<u>218,273</u>	<u>218,273</u>					

Summary Income & Expenditure by Budget Heading 30/04/2022

Month No: 1

April 22

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	351,944	351,944	686,132	334,188			51.3%
Expenditure	133,671	133,671	686,132	552,461	0	552,461	19.5%
Net Income over Expenditure	<u>218,273</u>	<u>218,273</u>	<u>0</u>	<u>(218,273)</u>			
Movement to/(from) Gen Reserve	<u>218,273</u>	<u>218,273</u>					

Detailed Income & Expenditure by Budget Heading 30/04/2022

Month No: 1

April 2022

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
401 Staff								
4001 Gross Salaries - Admin	10,294	10,294	129,250	118,956		118,956	8.0%	
4002 Gross Salaries - Works	8,995	8,995	115,250	106,255		106,255	7.8%	
4003 Employers NIC	1,646	1,646	23,000	21,354		21,354	7.2%	
4004 Employers Superannuation	4,511	4,511	60,750	56,240		56,240	7.4%	
4006 H&S Costs/Consultancy	0	0	600	600		600	0.0%	
4010 Miscellaneous Staff Costs	576	576	800	224		224	72.0%	
4030 Recruitment Advertising	780	780	350	(430)		(430)	222.9%	
Staff :- Indirect Expenditure	26,801	26,801	330,000	303,199	0	303,199	8.1%	0
Net Expenditure	(26,801)	(26,801)	(330,000)	(303,199)				

Detailed Income & Expenditure by Budget Heading 30/04/2022

Month No: 1

April 2022

	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	300	300			0.0%	
1201 Rent Received Etc	0	0	500	500			0.0%	
1259 Expenses Recovered	0	0	1,300	1,300			0.0%	
Administration-Office :- Income	0	0	2,100	2,100			0.0%	0
4008 Training	0	0	1,800	1,800		1,800	0.0%	
4009 Travel & Subsistence	0	0	150	150		150	0.0%	
4011 General Rates	0	0	6,950	6,950		6,950	0.0%	
4012 Water Rates	0	0	800	800		800	0.0%	
4014 Electricity	210	210	4,900	4,690		4,690	4.3%	
4015 Gas	0	0	2,350	2,350		2,350	0.0%	
4016 Cleaning Materials etc	48	48	1,250	1,202		1,202	3.8%	
4018 General Data Protection Regs	0	0	500	500		500	0.0%	
4020 Misc Establishment Costs	53	53	2,000	1,947		1,947	2.6%	
4021 Telephone & Fax	50	50	3,200	3,150		3,150	1.6%	
4022 Postage	0	0	1,300	1,300		1,300	0.0%	
4023 Printing & Stationery	80	80	700	620		620	11.5%	
4024 Subscriptions	2,390	2,390	3,150	760		760	75.9%	
4025 Insurance (excl vehicles)	0	0	18,600	18,600		18,600	0.0%	
4026 Photocopy Costs	638	638	5,000	4,362		4,362	12.8%	
4027 IT Costs incl Support	392	392	3,000	2,608		2,608	13.1%	
4028 Service Agreements (Other)	550	550	5,500	4,950		4,950	10.0%	
4035 Publications	0	0	100	100		100	0.0%	
4036 Property Maintenance/Security	1,107	1,107	3,600	2,493		2,493	30.8%	
4040 Equipment Purchases (Minor)	0	0	2,000	2,000		2,000	0.0%	
4050 Tourism Expenditure	0	0	100	100		100	0.0%	
4051 Bank Charges	46	46	550	504		504	8.4%	
4056 Legal Expenses	0	0	4,300	4,300		4,300	0.0%	
4057 Audit Fees - External	0	0	1,300	1,300		1,300	0.0%	
4058 Audit Fees - Internal	0	0	900	900		900	0.0%	
4059 Accountancy Fees	68	68	7,350	7,282		7,282	0.9%	
4070 Refreshments	0	0	200	200		200	0.0%	
Administration-Office :- Indirect Expenditure	5,633	5,633	81,550	75,917	0	75,917	6.9%	0
Net Income over Expenditure	(5,633)	(5,633)	(79,450)	(73,817)				

Detailed Income & Expenditure by Budget Heading 30/04/2022

Month No: 1

April 2022

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
403 Administration-Works								
4005 Protective Clothing	0	0	1,300	1,300		1,300	0.0%	
4008 Training	0	0	1,500	1,500		1,500	0.0%	
4011 General Rates	0	0	1,900	1,900		1,900	0.0%	
4012 Water Rates	0	0	200	200		200	0.0%	
4014 Electricity	0	0	2,000	2,000		2,000	0.0%	
4017 Refuse Disposal	0	0	4,500	4,500		4,500	0.0%	
4036 Property Maintenance/Security	0	0	1,400	1,400		1,400	0.0%	
4038 Consumables/Small Tools	13	13	2,000	1,987		1,987	0.6%	
4039 Planting/Trees/Horticulture	0	0	6,250	6,250		6,250	0.0%	
4040 Equipment Purchases (Minor)	0	0	2,000	2,000		2,000	0.0%	
4042 Equipment/Vehicle Maintenance	0	0	5,000	5,000		5,000	0.0%	
4043 Equipment/Vehicle Fuel	68	68	4,000	3,932		3,932	1.7%	
4044 Vehicle Tax & Insurance	275	275	3,000	2,725		2,725	9.2%	
4045 Arboriculture	0	0	6,000	6,000		6,000	0.0%	
Administration-Works :- Indirect Expenditure	356	356	41,050	40,694	0	40,694	0.9%	0
Net Expenditure	(356)	(356)	(41,050)	(40,694)				

Detailed Income & Expenditure by Budget Heading 30/04/2022

Month No: 1

April 2022

	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	0	0	13,000	13,000		13,000	0.0%	
4042 Equipment/Vehicle Maintenance	0	0	10,000	10,000		10,000	0.0%	
Footway Lighting :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>23,000</u>	<u>23,000</u>	<u>0</u>	<u>23,000</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(23,000)</u>	<u>(23,000)</u>				

Detailed Income & Expenditure by Budget Heading 30/04/2022

Month No: 1

April 2022

	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	2,457	2,457	27,500	25,043			8.9%	
1227 Chapel Rental	0	0	660	660			0.0%	
Cemetery & Churchyard :- Income	2,457	2,457	28,160	25,703			8.7%	0
4011 General Rates	0	0	4,100	4,100		4,100	0.0%	
4012 Water Rates	0	0	150	150		150	0.0%	
4036 Property Maintenance/Security	0	0	1,000	1,000		1,000	0.0%	
4037 Grounds Maintenance	155	155	700	545		545	22.1%	
4039 Planting/Trees/Horticulture	0	0	350	350		350	0.0%	
4101 Grave Digging Costs	0	0	6,000	6,000		6,000	0.0%	
Cemetery & Churchyard :- Indirect Expenditure	155	155	12,300	12,145	0	12,145	1.3%	0
Net Income over Expenditure	2,302	2,302	15,860	13,558				

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Detailed Income & Expenditure by Budget Heading 30/04/2022

Month No: 1

April 2022

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>408 Town Centre (Including Market)</u>								
4011 General Rates	0	0	13,050	13,050		13,050	0.0%	
4029 Lamppost Banners	0	0	850	850		850	0.0%	
4036 Property Maintenance/Security	0	0	1,000	1,000		1,000	0.0%	
4053 Loan Interest	0	0	168	168		168	0.0%	
4054 Loan Capital Repaid	0	0	440	440		440	0.0%	
4100 CCTV Fees	0	0	2,000	2,000		2,000	0.0%	
Town Centre (Including Market) :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>17,508</u>	<u>17,508</u>	<u>0</u>	<u>17,508</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(17,508)</u>	<u>(17,508)</u>				

Detailed Income & Expenditure by Budget Heading 30/04/2022

Month No: 1

April 2022

	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	0	1,300	1,300		1,300	0.0%	
4014 Electricity	0	0	350	350		350	0.0%	
4036 Property Maintenance/Security	0	0	1,000	1,000		1,000	0.0%	
Public Toilets - Car Park :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>2,650</u>	<u>2,650</u>	<u>0</u>	<u>2,650</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(2,650)</u>	<u>(2,650)</u>				

Detailed Income & Expenditure by Budget Heading 30/04/2022

Month No: 1

April 2022

	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	0	1,200	1,200			0.0%	
1241 Sandy FC Rent	0	0	513	513			0.0%	
1251 Pitch Rental	10	10	600	590			1.7%	
Play Areas and Open Spaces :- Income	10	10	2,313	2,303			0.4%	0
4007 Health & Safety	0	0	300	300		300	0.0%	
4012 Water Rates	182	182	500	318		318	36.3%	
4014 Electricity	0	0	200	200		200	0.0%	
4036 Property Maintenance/Security	0	0	500	500		500	0.0%	
4037 Grounds Maintenance	0	0	2,250	2,250		2,250	0.0%	
4042 Equipment/Vehicle Maintenance	0	0	5,000	5,000		5,000	0.0%	
4972 Transfer from EMR Fallowfield	0	0	(7,500)	(7,500)		(7,500)	0.0%	
Play Areas and Open Spaces :- Indirect Expenditure	182	182	1,250	1,068	0	1,068	14.5%	0
Net Income over Expenditure	(172)	(172)	1,063	1,235				

Detailed Income & Expenditure by Budget Heading 30/04/2022

Month No: 1

April 2022

	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	514	514	1,000	486			51.4%	
1253 Bowls Club Rental	0	0	462	462			0.0%	
1255 Cricket Club Rental	0	0	297	297			0.0%	
1256 Scouts ,ACF and SSLA	0	0	200	200			0.0%	
Sunderland Road Rec Ground :- Income	514	514	1,959	1,445			26.2%	0
4012 Water Rates	97	97	2,500	2,403		2,403	3.9%	
4014 Electricity	0	0	200	200		200	0.0%	
4036 Property Maintenance/Security	0	0	2,000	2,000		2,000	0.0%	
4046 Bowling Green - SBC	0	0	3,489	3,489		3,489	0.0%	
4047 Equipment Maintenance - SBC	0	0	2,808	2,808		2,808	0.0%	
4048 Cricket Square - SCC	0	0	2,772	2,772		2,772	0.0%	
4049 Equipment Maintenance - SCC	0	0	3,000	3,000		3,000	0.0%	
4060 Other Professional Fees	1,400	1,400	17,052	15,652		15,652	8.2%	
Sunderland Road Rec Ground :- Indirect Expenditure	1,497	1,497	33,821	32,324	0	32,324	4.4%	0
Net Income over Expenditure	(983)	(983)	(31,862)	(30,879)				

Detailed Income & Expenditure by Budget Heading 30/04/2022

Month No: 1

April 2022

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
502 Nature Reserves								
1306 Countryside Stewardship Grant	0	0	2,000	2,000			0.0%	
1307 Angling Licence Rent	0	0	685	685			0.0%	
Nature Reserves :- Income	0	0	2,685	2,685			0.0%	0
4037 Grounds Maintenance	0	0	1,500	1,500		1,500	0.0%	
4060 Other Professional Fees	0	0	11,050	11,050		11,050	0.0%	
4703 Sandy Green Wheel	0	0	2,000	2,000		2,000	0.0%	
Nature Reserves :- Indirect Expenditure	0	0	14,550	14,550	0	14,550	0.0%	0
Net Income over Expenditure	0	0	(11,865)	(11,865)				

Detailed Income & Expenditure by Budget Heading 30/04/2022

Month No: 1

April 2022

	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 30/04/2022

Month No: 1

April 2022

	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	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>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(1,000)</u>	<u>(1,000)</u>				

Detailed Income & Expenditure by Budget Heading 30/04/2022

Month No: 1

April 2022

	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	0	0	1,000	1,000			0.0%	
Christmas Lights :- Income	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>1,000</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	0	3,250	3,250		3,250	0.0%	
Christmas Lights :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>17,250</u>	<u>17,250</u>	<u>0</u>	<u>17,250</u>	<u>0.0%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>0</u>	<u>(16,250)</u>	<u>(16,250)</u>				

13:20

Detailed Income & Expenditure by Budget Heading 30/04/2022

Month No: 1

April 2022

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
601 <u>Precept and Interest</u>								
1101 Precept	314,060	314,060	627,512	313,452			50.0%	
1320 Interest Received - All account	0	0	500	500			0.0%	
Precept and Interest :- Income	314,060	314,060	628,012	313,952			50.0%	0
Net Income	314,060	314,060	628,012	313,952				

Detailed Income & Expenditure by Budget Heading 30/04/2022

Month No: 1

April 2022

	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								
4020 Misc Establishment Costs	0	0	100	100		100	0.0%	
4033 Annual Report & Newsletter	242	242	3,000	2,758		2,758	8.1%	
4042 Equipment/Vehicle Maintenance	55	55	1,000	945		945	5.5%	
4200 Mayor's Allowance	12	12	2,200	2,188		2,188	0.5%	
4202 Members' Expenses (Conf etc)	30	30	500	470		470	6.0%	
4701 Grants/Donations Paid	0	0	4,000	4,000		4,000	0.0%	
4702 Community Events Support	104	104	7,000	6,896		6,896	1.5%	
4704 Remembrance Parade	0	0	200	200		200	0.0%	
Democratic and Civic Costs :- Indirect Expenditure	443	443	18,000	17,557	0	17,557	2.5%	0
Net Expenditure	(443)	(443)	(18,000)	(17,557)				

Detailed Income & Expenditure by Budget Heading 30/04/2022

Month No: 1

April 2022

	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	7,903	7,903	7,903	0			100.0%	
1154 Loan Capital Rec'd - INTERNAL	12,000	12,000	12,000	0			100.0%	
1245 Grants Received	15,000	15,000	0	(15,000)			0.0%	
Capital and Projects :- Income	34,903	34,903	19,903	(15,000)			175.4%	0
4153 Loan Interest - INTERNAL	7,903	7,903	7,903	0		0	100.0%	
4154 Loan Capital - INTERNAL	12,000	12,000	12,000	0		0	100.0%	
4802 CAP - Cemetery Extension	5,400	5,400	0	(5,400)		(5,400)	0.0%	
4836 CAP - Neighbourhood Plan	389	389	0	(389)		(389)	0.0%	
4849 CAP - Queen Platinum Jubilee	401	401	0	(401)		(401)	0.0%	
4853 CAP - Easygate Unit	1,650	1,650	0	(1,650)		(1,650)	0.0%	
4915 Transfer to Rolling Capital Fd	51,300	51,300	51,300	0		0	100.0%	
4921 Transfer to EMR	15,000	15,000	0	(15,000)		(15,000)	0.0%	
4923 Internal Loan repaid to F'ild	12,000	12,000	12,000	0		0	100.0%	
4965 Funded from Rolling Capital	(7,050)	(7,050)	0	7,050		7,050	0.0%	
4971 Transfer from EMR	(389)	(389)	0	389		389	0.0%	
Capital and Projects :- Indirect Expenditure	98,604	98,604	83,203	(15,401)	0	(15,401)	118.5%	0
Net Income over Expenditure	(63,701)	(63,701)	(63,300)	401				
Grand Totals:- Income	351,944	351,944	686,132	334,188			51.3%	
Expenditure	133,671	133,671	686,132	552,461	0	552,461	19.5%	
Net Income over Expenditure	218,273	218,273	0	(218,273)				
Movement to/(from) Gen Reserve	218,273	218,273						

Sandy Town Council
Report to 30th April 2022

General Notes

Attached is the summary income & expenditure report for the year 1st April 2022 to 30th April 2022

This report shows a current year surplus of income over expenditure of £218,273.00

The balance sheet shows that total funds available to the Council are 853,059

This is made up of the following -

Current Year Fund	£218,273
General Reserve Brought Forward	£234,786
Rolling Capital Fund	£258,899
Fallowfield Reserve	£72,217
Earmarked Skatepark Project	£12,155
Earmarked Elections	£15,000
Earmarked Neighbourhood Plan	£14,611
S106 FField	£4,090
Cemetery Development Reserve	£23,028
Total	<u>£853,059</u>

The percentage of budget if analysed evenly over the year to date is 8.3% 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 8.1% of the annual budget.

4030 - Large expenditure at start of financial year due to advertising costs for recruitment at end of 2021/22 payroll service.

402 Administration

Expenditure is 6.9% of the annual budget.

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

4036 - Property maintenance and Security Costs, annual charge for Alarm Maintenance

Sandy Town Council
Report to 30th April 2022

Analysis by Cost Centre [Continued]

4026 - High expenditure includes the yearly lease for the photocopier and also higher costs due to extra printing undertaken for the Jubilee event

403 Works

Expenditure is 0.9% of the annual budget.

405 Footway Lighting

Expenditure is 0.0% of the annual budget.

406 Cemetery & Churchyard

Expenditure is 1.3% of the annual budget.

4037 - Expenditure was for mole control at the cemetery.

Sandy Town Council
Report to 30th April 2022

Analysis by Cost Centre [Continued]

408 Town Centre

Expenditure is 0% of the annual budget.

409 Public Toilets - Car Park

Expenditure is 8.0% of the annual budget.

500 Play Areas and Open Spaces

Expenditure is 14.5% of the annual budget.

4012 - Expenditure due to water rates

501 Sunderland Road Recreation Ground

Expenditure is 4.4% of the annual budget.

502 Nature Reserves

Expenditure is 0% of the annual budget.

505 Grass Cutting

Expenditure is 0% of the annual budget.

506 Litter Bins, Seats & Shelters

Expenditure is 0% of the annual budget.

509 Christmas Lights

Expenditure is 0% of the annual budget.

601 Precept and Interest

Expenditure is 50% of the annual budget.

602 Democratic and Civic Costs

Expenditure is 2.5% of the annual budget.

Date: 04/05/2022

Sandy Town Council Current Year

Page 1

Time: 13:16

Current Bank A/c**List of Payments made between 01/04/2022 and 30/04/2022**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2022	UK Fuels Limited DDR	DDR1	84.08		3105-Motor fuel
04/04/2022	Barclays	DDR	49.86		Bank Charges
05/04/2022	Grenke leasing Ltd	DDR	765.54		Copier lease
06/04/2022	AOC Holdings Ltd	32491	6,480.00		3058-Project mgmt & quality
06/04/2022	Bakker & Wilson Plumbing & Hea	32492	498.00		3060-Drain down system-radiato
06/04/2022	BATPC	32493	2,122.00		3062-Affiliation fee 2022/23
06/04/2022	Sandy Town Bowls Club	32494	32.51		3082-Motor fuel
06/04/2022	Bedfordshire Rural Communities	32495	1,800.00		3061-Sandy GI plan phase 1
06/04/2022	Ben Burgess & Co Ltd	32496	6,121.51		3065-Vehicle maintenance
06/04/2022	The CDS Group	32497	900.00		3066-Sandy cemetery extension
06/04/2022	Central Bedfordshire Council	32498	11,043.70		3068-Jenkins Pav April 2022
06/04/2022	Sandy Cricket Club	32499	31.14		3112-Fuel claim
06/04/2022	DCK Accounting Solutions Ltd	32500	561.04		3069-Accounts support-Feb
06/04/2022	Eclipse Sound & Light Ltd	32501	1,080.00		3070-Sandy Jubilee-hire 30%
06/04/2022	Harrisons Accountancy Ltd	32502	691.20		3071-Payroll April 2022
06/04/2022	Hertfordshire County Council	32503	1,172.12		3072-Misc cleaning & toilet
06/04/2022	Arthur Ibbett Ltd	32504	14.26		3059-Plain washer
06/04/2022	ICCM	32505	95.00		3073-ICCM membership 22/23
06/04/2022	The Lion Press	32506	198.00		3074-Mosaic heritage trail
06/04/2022	Tim Miles	32507	480.00		3075-Grave digging
06/04/2022	Notice Board Company (UK) Ltd	32508	391.20		3076-Wall mounter case

Continued on Page 2

List of Payments made between 01/04/2022 and 30/04/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
06/04/2022	FD Odell & Sons Ltd	32509	491.70		3078-Building wate mixed
06/04/2022	Rosetta Publishing	32510	290.40		3079-Beds bulletin-April 2022
06/04/2022	Agrovista UK Ltd	32511	1,449.09		3057-Granules, tea seed
06/04/2022	Shire Pest Control & Wildlife	32512	155.00		3080-Mole trapping programme
06/04/2022	Steve Dear Tree Services Ltd	32513	1,260.00		3084-Treework-The Pinnacle
06/04/2022	Mr S Nedic	32514	3,400.00		3111-Repairing section track
06/04/2022	T&J Seymour Electrical Install	32515	4,884.00		3095-Check faulty S4A East Rd
06/04/2022	Viking	32516	8.99		3096-Notebook A4
06/04/2022	DVLA	11381	275.00		AK12 WLJ RFL
08/04/2022	Yu Energy	DDR2	87.44		Purchase Ledger Payment
08/04/2022	Yu Energy	DDR3	478.28		3097-Elec charge Marc 2022
08/04/2022	Yu Energy	DDR4	12.68		Purchase Ledger Payment
08/04/2022	Yu Energy	DDR5	1,074.68		3101-Elec charge March 2022
08/04/2022	Yu Energy	DDR6	75.13		3102-Elec charge March 2022
08/04/2022	Yu Energy	DDR7	43.91		3098-Elec charge March 2022
12/04/2022	Purchase Power	DDR8	99.63		Purchase Ledger Payment
12/04/2022	Sutcliffe Play Ltd	BACS	14,832.65		P/Ledger Electronic Payment
12/04/2022	Beds Pension Fund	FP	6,249.11		Pensions Mar 22
12/04/2022	HMRC	FP	5,698.60		PAYE/NI Mar 22
12/04/2022	Barclays Active Saver	Tfr	157,030.00		
12/04/2022	Barclays Active Saver	Tfr	157,030.00		
13/04/2022	Yu Energy	DDR1	220.72		16-Office electricity
14/04/2022	Chess Ltd DDR	DDR10	78.96		27-Office 365
14/04/2022	April Salaries	DDR	15,083.50		April Salaries
19/04/2022	UK Fuels Limited DDR	DDR11	135.25		3106-Motor fuel
19/04/2022	Chess Ltd DDR	DDR12	236.53		Purchase Ledger Payment
21/04/2022	GH Seamer	BACS	137.75		Howe Refund
21/04/2022	BATPC	BACS2	30.00		31-Cllr JH Finance training
28/04/2022	Chess Ltd DDR	DDR14	266.68		Purchase Ledger Payment
Total Payments			405,726.84		

APPLICATION FOR GRANT AID FROM
SANDY TOWN COUNCIL

<u>Name of the Organisation/Group</u>	
Sandy Horticultural Society	
Are you affiliated to a national organisation? If so, which one?	Royal Horticultural Society
Local venue/meeting place	The Gowans Seddington Nursery
Are you a registered charity? If so, give your charity number?	No
What are the aims and activities of the organisation?	To promote & organise the Sandy show
How many members do you have?	Volunteers/Leaders 20
Members:	Junior
	Senior 20
What is your annual subscription?	Junior £
	Senior £ £10.00

Project Information	
What would the grant be used for?	<p>to cover hire costs of the Conservative club hall from midday Friday 2nd September to midday Sunday 4th September.</p> <p>Plus other associated costs relating to running the show.</p>
In what manner will the residents of Sandy benefit?	Free entry to the show (donation bucket may be at entrance,
Approximately how many Sandy residents will benefit from this grant?	As many as those that choose to visit the show.
Estimated total cost of project	£2500.00
Please state clearly how much you are applying for from Sandy Town Council.	£500.00
What amount is being met from your own funds?	£2000.00

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
--------	--------	--------------------------------

No other funding, other than show class prize money which has been covered by members sponsoring show class, with some covered by some local small firms.

Financial Details

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

If a profit is made it will go into our funds with the intention to stage future shows.

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

See attached pdf

Payment Details	
Account Title	Sandy Horticultural Society
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:	Andrew Havergal
Position in organisation	Chairman
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:	John Bray
Position:	Treasurer
Date:	17th May 2022

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

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:	John Bray
Position:	Treasurer
Date:	17th May 2022

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



Sandy & District Horticultural Association

Treasurer's Report 2020-2021

Due to limited number of transactions the accounts have not been audited for this financial year, I would add however although the AGM was not held in 2020, the accounts were audited and the balance of the Horticultural accounts as of 6th October 2020 were as follows: -

Bank account £5,001.85

Cash in hand £245.59

Total £5,247.44

See attached Financial Summary for 2019/2020

These figures were the starting point for this year's transactions, although no membership fees have been taken, we have paid for our RHS membership for this year which also covers our insurance, other costs included our corporate Christmas card sent out to members, show judges etc. to show we are currently still running as an association. Other costs have included donation in memory of Ivy and purchase of tarpaulin and bungie straps to protect the shed on Seddington Nursery site that currently stores the association items that had developed a leaking roof.

Therefore the balance of accounts as of the 31st August 2021, are as follows:-

Bank account £4850.67

Cash in hand £30.04

Total £4880.71

John Bray

Treasurer



Sandy & District Horticultural Association

Financial Summary - Year 2019/2020

<u>Event</u>	<u>Expenditure</u>	<u>Income</u>	<u>Profit/(Loss)</u>	<u>Total</u>
<u>Miscellaneous Items</u>	£555.06	£270.00	-£285.06	
<u>Sandy Show 2018 late payments</u>	£122.00	£86.50	-£35.50	
<u>AGM & Talk</u>	£137.90	£35.50	-£102.40	
<u>Talk: - Christmas table flower arrang</u>	£149.00	£152.00	£3.00	
<u>Christmas Lights</u>	£20.00	£20.00	£0.00	
<u>Christmas Tree Church</u>	£53.00	£0.00	-£53.00	
<u>Christmas Dinner</u>	£474.10	£476.00	£1.90	
<u>Talk: - Arable Agriculture</u>	£116.90	£176.50	£59.60	
<u>Quiz Night</u>	£0.00	£124.70	£124.70	
<u>TOTAL: -</u>	£1,627.96	£1,341.20	-£286.76	

Surplus/loss on Activities 2019/2020	-£286.76
Assets at start of financial year	£5,534.20
Assets at end of financial year	£5,247.44

<u>Made up of:</u> Cash in Hand	£245.59
Current Ac	£5,001.85
	£5,247.44

(R. J. BROWNING)



Sandy & District Horticultural Association

Financial Summary - Year 2018/2019

<u>Event</u>	<u>Expenditure</u>	<u>Income</u>	<u>Profit/(Loss)</u>	<u>Total</u>
<u>Miscellaneous Items</u>	£717.87	£270.00	-£447.87	
<u>Sandy Show 2018 late payments</u>	£0.00	£111.00	£111.00	
<u>AGM</u>	£23.04	£0.00	-£23.04	
<u>Talk: - working in the prison service</u>	£104.00	£141.00	£37.00	
<u>Christmas Lights</u>	£259.50	£296.00	£36.50	
<u>Christmas Dinner</u>	£639.43	£566.00	-£73.43	
<u>Talk Edwardian Garden</u>	£214.25	£186.00	-£28.25	
<u>Quiz Night</u>	£0.00	£52.00	£52.00	
<u>Talk Showing at Harrogate</u>	£142.50	£183.50	£41.00	
<u>Garden Visit Lord Nazeby</u>	£0.00	£31.00	£31.00	
<u>Sandy Show 2019</u>	£3,943.63	£4,382.77	£439.14	
TOTAL: -	£6,044.22	£6,219.27	£175.05	

Surplus on Activities 2018/2019	<u>£175.05</u>
Assets at start of financial year	£5,359.15
Assets at end of financial year	<u><u>£5,534.20</u></u>

31st Oct 2019

£175.05 arrived and found correct

<u>Made up of:</u>	Cash in Hand	£84.31
	Current A/c	£5,449.89
		<u>£5,534.20</u>

(R. J. BLOWING)

Sandy Show 2019 Spread sheet

Item No	Description	Debit	Credit	Profit/loss
✓ 19	2019 Show Donation - Sandy Carnival committee		£100.00 ✓	✓
53	Show Class sponsorship P Messenger		£19.00 ✓	
68	Sandy Place hire charge show 2019	£360.60 ✓		
77	Punch & Judy Deposit	£50.00 ✓		
78	Frontier donation & Schedule Advert		£150.00 ✓	✓
79	show class sponsorship Mr & Mrs A Havergal		£54.00 ✓	
82	Show Class sponsorship P Messenger (53)		£20.00 ✓	
83	Show Class sponsorship P Messenger Refund	£20.00 ✓		
84	Show Stall Booking Jackie Chivers		£15.00 ✓	
85	Show Class Sponsorship RP Gates & Son		£18.00 ✓	
86	Sandy show stall booking Ivor Mayes		£20.00 ✓	
87	Sandy show stall booking Sandy WI		£15.00 ✓	
88	Show class sponsorship Mr & Mrs J Bray		£24.00 ✓	
89	Scarecrow sponsorship 2nd prize Mr & Mrs J Bray		£25.00 -	
90	Childrens Nursery show entries material donation	£50.00 -		
91	Show Class Sponsorship Shamus Burtenshaw		£57.00 ✓	
92	Show Schedule Advert Inskip & Davie		£120.00 ✓	
93	Show class sponsorship Sandy Carnival Committee		£30.00 ✓	
95	Show Schedule Advert NFU		£120.00 ✓	✓
96	Show Class Sponsorship Lane & Brown (SCB Holdings)		£51.00 ✓	
97	Show Schedule Printing County Publishing Ltd	£964.00 ✓		
98	Show Schedule Advert New Jade Gardens		£40.00 ✓	✓
99	Brite Signs Banner mods	£20.00 ✓		
100	Show Class Sponsorship Jane Marsh		£15.00 ✓	✓
101	Sandy Show stall booking Sandy Historical Research		£20.00 -	
102	half page advert East Beds Magazine july/ august	£85.00 ✓		
103	Show Class sponsorship Rosemary & Tony Munns		£24.00 ✓	
104	Sandy Show stall booking Sandy Good Neighbours		£30.00 ✓	
105	Photography Trophy re Michael Scott	£10.00 ✓		
107	Show Class sponsorship Richard Barker		£18.00 ✓	
108	Show Advert Villager Publications Ltd	£114.00 ✓		
109	Show Class Sponsorship Kay Eldred		£12.00 ✓	
110	Show Class Sponsorship Michael Scott		£33.00 ✓	
111	Show Schedule Advert Mary Lansley		£60.00 ✓	✓
112	Show Class sponsorship Mprc web services		£30.00 ✓	
113	Show Class sponsorship Val & Mick Gordine		£12.00 ✓	
114	Sandy Council Grant		£600.00 -	✓
115	Re Lynda Scott sundries Sandy Show	£198.85 ✓		
117	Sandy Show Schedule postage & posters	£91.08 ✓		
118	Anne Nicholas sundries Sandy Show	£95.40 ✓		
119	Show Stall Booking SA Townsend		£20.00 -	
122	Show Advert Villager Publications Ltd	£114.00 -		
123	3x100m banner bunting re A Havergal	£23.97 -		
126	Bottles for raffle hamper	£62.00 ✓		
127	Refreshments for show preparation	£11.00 -		
130	PA System hire	£132.00 -		
131	Show class entry fees		£37.40 ✓	
132	Show class entry fees		£224.30 ✓	
133	Gate Entrance		£416.77 ✓	
134	Raffle		£608.00 ✓	
135	Burger Bar		£420.00 ✓	
136	Bar-B-Q Hire	£60.00 -		
137	Gas Cylinder	£42.50 ✓		
138	Franklins Burgers & Sausages	£130.00 ✓		
139	Tea Tent		£500.80 ✓	
140	Kids Zone		£86.50 ✓	
141	Scarecrow 2nd Prize	£25.00 ✓		

Sandy Show 2019 Spread sheet

142	Scarecrow 1st Prize	£50.00 ✓		
143	Raffle First Prize	£100.00 ✓		
144	Magician	£350.00 ✓		
145	Animal Encounters	£50.00 ✓		
146	Raptor foundation	£60.00 ✓		
147	Clear cuttlery	£5.00 ✓		
148	Prize money envelopes	£6.30 ✓		
149	Ice Cream Van Donation		£40.00 ✓	
150	Fair Ground rides 1 Donation		£20.00 ✓	
151	Fair Ground rides 2 Donation		£20.00 ✓	
152	Show class prize money	£391.50 ✓		
153	ATC Donation	£100.00 ✓		
154	High Sherrif Tea	£12.45 ✓		
155	Savin wholesales Gas, Baloons & Plant	£48.30 ✓		
156	P Messenger donation		£20.00 ✓	
159	Certificates	£10.95 ✓		
161	Donation Preseco Bar		£15.00 ✓	
162	Wine purchase / donation show helpers	£27.73 ✓		
163	Show Schedule advert high wash		£60.00 ✓	
164	Show Schedule advert top that sugar craft		£60.00 ✓	
165	Show class sponsorship top that sugar craft		£12.00 ✓	
168	Post dinner drinks	£72.00 ✓		
170	Punch & Judy Deposit returned		£50.00 ✓	
171	Show Schedule Advert Old Red Barbers		£40.00 ✓	
Total		£3,943.63	£4,382.77	£439.14

Successful Organisations Must

1. Be prepared to participate in publicity/awareness initiatives organised by Sandy Town Council.
2. Be willing to attend a reception to receive their cheque if requested.
3. Be willing for a representative of the Council to attend the organisation's executive meetings, if so requested by the Council.
4. Provide evidence within the financial year that the grant has been used for the purpose stated in the application, and, where possible, provide Sandy Town Council with photograph(s) of the project funded.
5. Acknowledge the grant aid together with other sources of funding in appropriate publicity and detailing how it was spent in its annual report and accounts. A copy of which should be sent to the Council as soon as it is published.

Completed application form and supporting documents to be returned to:

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

e-mail: admin@sandytowncouncil.gov.uk

APPLICATION FOR GRANT AID FROM

SANDY TOWN COUNCIL

<u>Name of the Organisation/Group</u>	
Let's Get Going	
Are you affiliated to a national organisation? If so, which one?	no
Local venue/meeting place	-
Are you a registered charity? If so, give your charity number?	I am a Community Interest Company (non Profit) registered at companies

	House 11718959
What are the aims and activities of the organisation?	To run health and wellbeing sessions for all ages to feel good now through movement, nature, creativity and having fun. Courses, inperson sessions, events and online sessions
How many members do you have?	Volunteers/Leaders 2 Directors - Emma Foxley, Roger Warrell Volunteers Members of our Older and Wiser Craft group Laura and Nikki from our Parent and child group
Members:	Junior
	Senior
What is your annual subscription?	Junior £ /
	Senior £ /

Project Information

<p>What would the grant be used for?</p>	<p>To assist with the Community Fun Day event planned for 18.09.22. To pay for the PL Insurance, and First Aid Provision. To help with costs of marketing and staff time to organise and run the event.</p>
<p>In what manner will the residents of Sandy benefit?</p>	<p>Sandy residents again will be able to join in taster sessions of walking football, cricket, Strong Girl Fitness Or find about about walking Football or walking netball and other sessions. Residents may join a local community organisation, the stall holders benefit from being able to talk to residents and maybe fundraise for their cause. All helps to enrich the community of Sandy especially after the last 2 years.</p>
<p>Approximately how many Sandy residents will benefit from this grant?</p>	<p>200 - 400</p>
<p>Estimated total cost of project</p>	<p>PL INsurance - £380 First Aid response -2 staff for 4 hours £200 Staff time £200 on the day Marketing £100</p>
<p>Please state clearly how much you are applying for from Sandy Town Council.</p>	<p>£880</p>

<p>What amount is being met from your own funds?</p>	<p>Staff time to organise, plan the event liaising with all stall holders and CBC departments SAG etc. Social media posts and networking with other members of the community so they are aware of the event and attend on the day.</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

<p>Financial Details</p>	
<p>Please specify how any income, particularly surplus, is spent.</p>	<p>Any surplus will go towards running the Older and wiser craft and movement group we run in Sandy on Mondays at the Baptist church.</p>

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

<p>Payment Details</p>	
<p>Account Title</p>	<p>Let's Get Going Community Interest Company</p>
<p>Account Number</p>	
<p>Bank/Building Society Name and Address</p>	<p>Cooperative Bank Co-operative Bank PO Box 250, Delf House, Southway, Skelmersdale WN8 6WT</p>
<p>Contact Details</p>	
<p>Please give details of the person with whom this application can be discussed and to whom any cheque should be sent:</p>	<p>Emma Foxley</p>
<p>Position in organisation</p>	<p>Director (Chair)</p>

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: Emma Foxley
Position: Director
Date: 13.06.22

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

Sandy Town Council
Cambridge Road
Sandy

Sandy Town Bowls Club
Medusa Way
Sandy

To whom it may concern

Sandy town bowls club are putting in a request to Sandy Town Council to purchase a bowling green iron to aid in the true running of the green (See all details attached) this implement will eliminate all bumps and uneven surfaces on the green and will give a much better playing surface.

We feel this may not fall within the current lease and as we are not allowed to have sponsorship boards around the green or have the facility to run a bar to raise funds we find it difficult to raise money for high cost items,also this would then become Council property along with other mechanical equipment.

We hope you look at this request and understand the need for this item. We do not come to the table very often asking for much so please consider this carefully.

Yours sincerely

Sandy Town Bowls Club

Michael Groom Chairman

Glenys Taverner Secretary

Tony Goss Treasurer

POWEROLL

The *Blade Runner* iron has been designed to smooth your bowling green without increasing compaction. Bowlers love the faster and smoother surface created by this British designed and built Iron.

*St. Brelade Bowls Club Jersey, (after the 1st season's use). Mrs. D.M. said.
'Along with some TLC, the iron has made an incredible impact this season.
The club level bowlers can't believe that they don't have to hurl bowls.'*

In common to all Poweroll turf roller and irons, the effectiveness of the machine together with operator comfort is given the highest priority.

Features:

- Very comfortable for the operator, with ergonomically placed handles, lever and foot control. The seat is adjustable for reach. The hand grips swivel for comfort.
- An experienced operator can roll an average size green in around 15 minutes.
- A wider base than many irons to provide a very stable platform when changing direction, or negotiating slopes off the green.
- Large diameter rollers are utilised to reduce compaction by having increased ground contact. This also assists a smooth driving action through reduced rolling resistance.
- The anti-vibration mounted engine and hydraulic drive unit is contained in a tray to keep oil /fuel off the green.
- Tiller steering with 2 handed control for precise control of direction.



Specifications:

- A standard rolling width of 1m.
- Honda petrol engine.
- Hydrostatic drive for smooth and quiet power delivery in both directions of travel.
- Steel driving roller 8.5" diameter.
- Twin smoothing head rollers are 4.5" diameter and have rounded edges to prevent creasing the ground.
- An enclosed engine bay for weather protection and lockable to prevent unauthorised use.
- Final drive is by belt, so no oily chains near the grass!
- Maximum ground speed restricted to 10 mph.
- Base size - 1,165mm long x 1,095mm wide.
- Net weight 210kg.
- Optional extras are available as shown overleaf.

POWER Precision & Fabrication Ltd.

Tel: 01822 832608. www.poweroll.com

We reserve the right to change price and specification without notice. (revised 04/19)

When you've decided a *Blade Runner* iron is right for your bowls green, we have optional extras to enhance its usefulness and user friendliness.



Steel ramps are available in 2 lengths depending on the height that has to be climbed.
Set 1: for steps of 150mm - 250mm
Set 2: for steps of 250mm - 400mm.
Covered with rubber matting to assist traction.

A **Sorrel roller** is available to help aerate the green. The solid spikes are adjustable for depth from 0-45 mm. The unit detaches when not required.



A **Trolley** makes the iron very manoeuvrable when access is limited, it's easily able to turn at right angles within its own length.

When there is no alternative to leaving the iron outside, we can supply a heavy duty **PVC Cover** to protect it from the elements. Alternatively, an enclosed **Metal Case** to keep the iron in, next to the green, offering more security than the PVC cover alone. (Not shown).



The Blade Runner will produce the final finish for match day presentation by creating faster greens with less effort required to play on them. It can improve accuracy for the trajectory of the wood by gently smoothing out existing high spots. For some clubs, an iron enables a reduction in the mowing regime, saving time, fuel, and wear on mower cutting blades.

A Blade Runner iron won't turn a poor green into a good one. However, it does have the potential to transform a good green into a truly excellent one.

POWER Precision & Fabrication Ltd.
Tel: 01822 832608. www.poweroll.com

We reserve the right to change and specification without notice. (revised 04/19)

- Some clubs reduce their mowing regime to twice a week (instead of 3 times), maybe mow on Monday and Friday and roll on Wednesdays. This saves time, effort, fuel, increases sharpening intervals on the mower blades. It enables the grass to be a little longer to promote better health and perhaps a little less susceptible to disease. The appearance of the green can improve by having a more even and uniform colour.
- You aim to have the best green in your area; the iron can play its part towards this goal.

The purchase price for the iron and optional extras are here: (All prices exclude VAT)

- The outright purchase price for a new Blade Runner, Bowls Green iron is: £5,995.00
- Palletised delivery to site: £195.00

Optional extras:

- A transportation trolley to move the iron over rough ground or take tight corners £420.00
- Access ramps to drive the iron on and off the green: Set 1 (6-10" rise) £305.00
- Access ramps to drive the iron on and off the green: Set 2 (10-16" rise) £325.00
- Heavy duty PVC cover for irons left outside during the season: £250.00
- Rubber grip mat to aid traction up slopes or over rough ground: Price per metre £ 16.00
- A lockable metal container, (we've called it, a 'Runner Bin') a little over the base size of the Blade Runner to house your iron securely by the side of the green. £1,095.00
- A 900mm wide Sorrel /spiker attachment with tines to penetrate up to 45mm: £1,075.00

VAT at the rate of 20% must be added to all of the above prices if purchased within the UK.

Finance, Policy & Resources Committee

Date:	20th June 2022
Title:	Replacement Play Equipment at Bedford Road
Contact Officer:	Town Clerk

Purpose of the Report

1. To receive recommendation by CS&E to replace vandalised play equipment at Bedford Road Recreation Park on a like for like basis at a cost of £7,689.00.

Recommendation

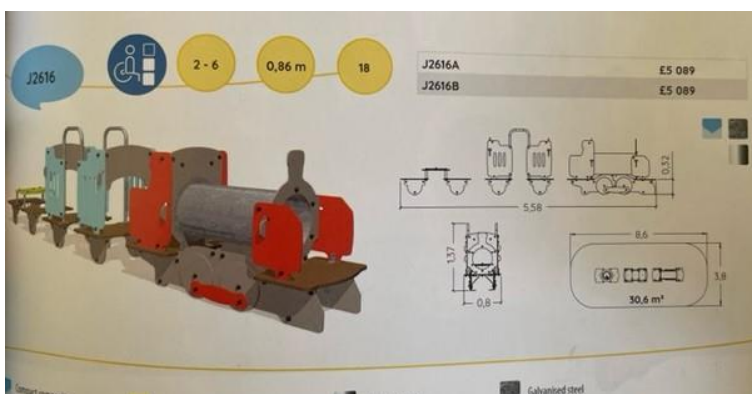
2. To agree to go ahead with the replacement of play equipment based on given costs and ask Clerk to investigate alternate funding opportunities to cover shortfall in budget.

Background

3. In March, the wooden train at Bedford Road Recreation Park was pulled from its fixings and vandalised. The damage was such that it could not be repaired. All parts of the equipment had to be removed from site due to safety risks.
4. The equipment is designed for 2–6-year-olds and the loss of the equipment sees this age group ill catered for at the grounds.

Information/Proposals

5. Proludic, the original suppliers, were asked to give costs to replace the equipment with like for like (or as similar as possible) replacement. Over time the company has stopped making play equipment from plywood and now use longer lasting materials such as stainless and galvanised steel.
6. The suggested replacement (and the most cost-effective option) would be to install a three piece (see J2616A below), which should the Council agree on, could have other separate items added to it later.

**Financial Implications**

7. Overall costs including delivery and installation were estimated at £7,689.00.
8. The budget for playpark equipment for 2022/23 across all the parks is **£5,000**.
9. Options for funding/grants could be explored, Clerk also to explore options through insurance.

Legal Powers

10. Council holds the General Power of Competence, for which Sandy Town Council is eligible and is a power of first resort (Localism Act 2011, s.1).

Policy Implications

11. Replacement play equipment forms part of STC's ongoing maintenance for play parks and open spaces and promotes the benefits of play and social interaction for the younger age group, as set out in our Recreation Ground Plan.

POLICY FINANCE & RESOURCES

DATE: 20th June 2022

AUTHOR: Town Clerk

SUBJECT: Play Equipment Replacement Parts

1. Purpose of the Report

1.1 To receive quote for replacement parts for play equipment at Bedford Road Recreation Ground as identified by Outdoor Team.

2. Recommendation

2.1 To note report and agree for replacement parts to be purchased so that repairs can be undertaken.

3. Background

3.1 Outdoor team reported a number of areas on current play equipment that needed attention.



4. Proposals/Information

- 4.1 Proludic, the company that supplied the equipment, has been contacted and supplied the attached quote for £5,402.54 including delivery charge.
- 4.2 Following a meeting on site with Proludic who assessed the situation, they confirm that there is no alternative that they can offer other than the replacement parts quoted for.

5. Financial Implications

- 5.1 The budget for playpark equipment for 2022/23 across all the parks is **£5,000**, funds from this budget are already being considered for other play equipment needs.
- 5.2 Costs would have to come out of Capital Funds, application for grant funding should also be pursued to cover the costs for repairs.

6. Policy Implications

- 6.1 The Council has a duty to ensure that its play equipment is safe and fit for purpose. The Committee is of course following procedure set out within its Financial Regulations.

We hereby certify this to be a true copy of the original instrument

Dated 4/8/2020
Woodfines
WOODFINES LLP SOLICITORS

DATED 29 July 2020

Lease

Relating to

**Sport and Leisure Facilities
Land to the west of Sunderland Road Sandy Bedford**

Between

Sandy Town Council

and

Sandy Sports and Leisure Association



Woodfines LLP
Silbury Court
352 Silbury Boulevard
Milton Keynes
MK9 2AF
(Ref: REM/028232-0013)

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This lease is dated

29 July

2020

HM Land Registry

Title number: BD191763

Administrative area: Bedford

Parties

- (1) **Sandy Town Council** at 10 Cambridge Road Sandy SG19 1JE (**Landlord**)
- (2) **Sandy Sports and Leisure Association** registered charity number 1058457 c/o Martin Pettitt at 42 Swansholme Gardens, Sandy, SG19 1HL (**Tenant**)

Agreed terms

1. Interpretation

The following definitions and rules of interpretation apply in this lease.

1.1 Definitions:

Accessway: means the access along the public bridleway and is shown coloured blue on Plan 2.

Act of Insolvency:

- a) the taking of any step in connection with any voluntary arrangement or any other compromise or arrangement for the benefit of any creditors of the Tenant;
- b) the making of an application for an administration order or the making of an administration order in relation to the Tenant;
- c) the giving of any notice of intention to appoint an administrator, or the filing at court of the prescribed documents in connection with the appointment of an administrator, or the appointment of an administrator, in any case in relation to the Tenant;
- d) the appointment of a receiver or manager or an administrative receiver in relation to any property or income of the Tenant;
- e) the making of a petition for a winding-up order or a winding-up order in respect of the Tenant;
- f) the Tenant otherwise ceasing to exist (but excluding where the Tenant dies);

g) the making of an application for a bankruptcy order, the presentation of a petition for a bankruptcy order or the making of a bankruptcy order against the Tenant.

Act of Insolvency includes any analogous proceedings or events that may be taken pursuant to the legislation of another jurisdiction in relation to a tenant incorporated or domiciled in such relevant jurisdiction.

Annual Rent: rent at the rate of £1.00 per annum which shall be exclusive of any VAT properly chargeable on it.

Contractual Term: a term of years beginning on, and including 26 May 2020 and ending on, and including 25 May 2045.

Default Interest Rate: 4% per annum above the Interest Rate.

Interest Rate: the base rate from time to time of Barclays Bank Plc, or if that base rate stops being used or published then a comparable commercial rate reasonably determined by the Landlord.

Landlord's Neighbouring Property: each and every part of the adjoining and neighbouring property in which the Landlord has an interest known as land and buildings on the west side of Sunderland Road, Sandy registered at HM Land Registry with title number BD183192

LTA 1954: Landlord and Tenant Act 1954.

Permitted Use: use as a floodlit synthetic sports area as at the date this lease is granted.

Plan 1: the plan attached to this lease marked "Plan 1".

Plan 2: the plan attached to this lease marked "Plan 2".

Property: all that piece of land and the ~~pre-fabricated concrete~~ ^{brick built} garage thereon ("the Garage") on part of Sunderland Road Recreational Ground south of the public bridleway situated at Sandy shown edged red on Plan 1.

Third Party Rights: all rights, covenants and restrictions affecting the Property including the matters referred to at the date of this lease in the property register of title number BD191763.

VAT: value added tax chargeable under the Value Added Tax Act 1994 and any similar replacement tax and any similar additional tax.

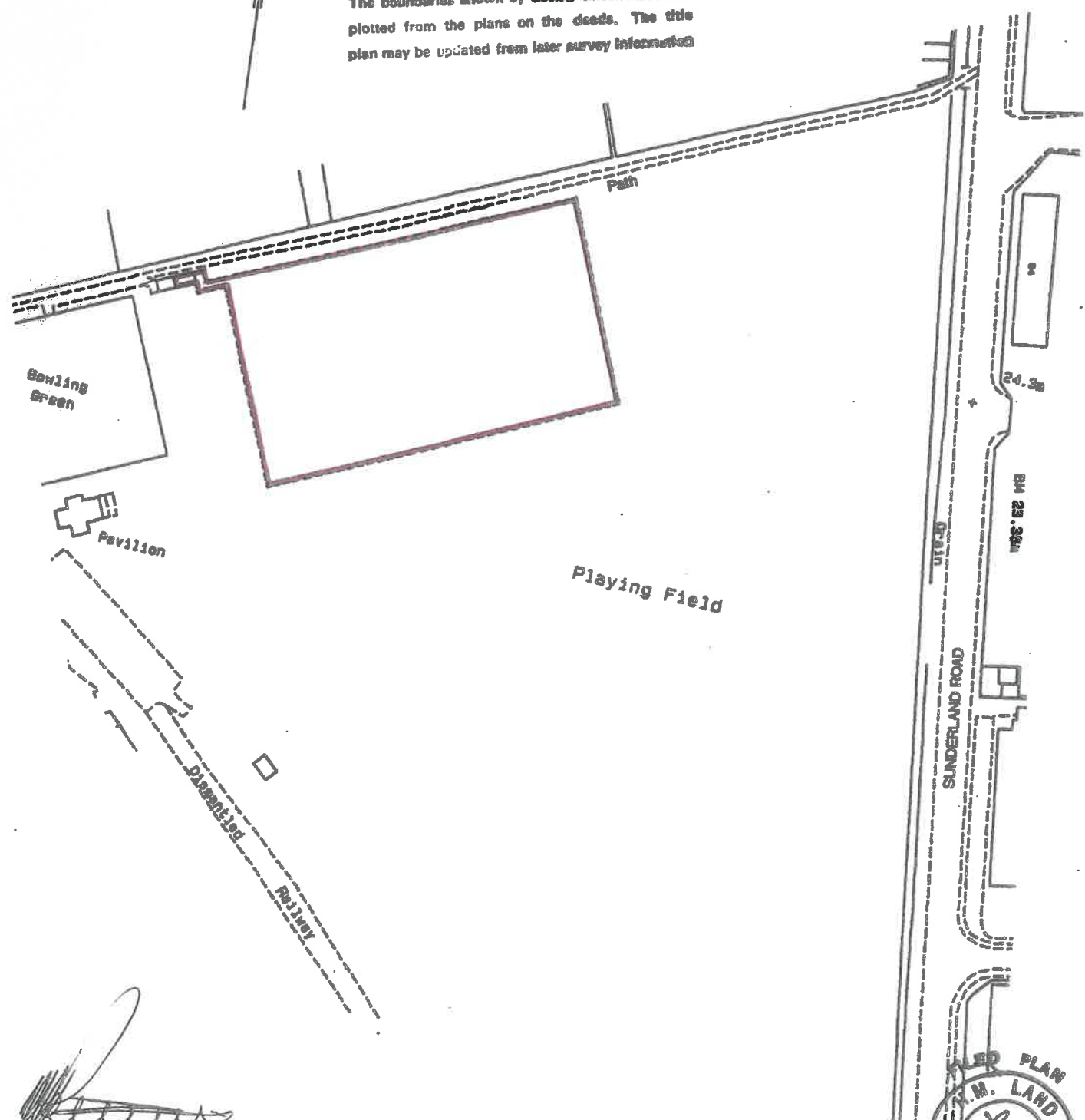
1.2 A reference to this **lease**, except a reference to the date of this lease or to the grant of this lease, is a reference to this deed and any deed, licence, consent, approval or other instrument supplemental to it.

PLAN 1

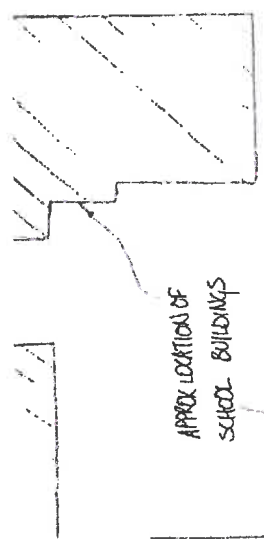
H.M. LAND REGISTRY		TITLE NUMBER	
		BD 191763	
ORDNANCE SURVEY PLAN REFERENCE	TL1750	Scale 1/1250 enlarged from 1/2500	
COUNTY BEDFORDSHIRE	DISTRICT MID BEDFORDSHIRE	© Crown copyright	



The boundaries shown by dotted lines have been plotted from the plans on the deeds. The title plan may be updated from later survey information.



PLAN 2



SANDY UPPER SCHOOL

ELECTRICAL ROOM

NEW SUBSTATION
TO ELECTRICAL SUB-STATION

CONCRETE SHED TO HOUSE EQUIPMENT.

NEW ACCESS PATH

METAL PALING FENCE

EXISTING METAL PALING FENCE

CHAIN LINK FENCE

BROADLEAF TO BE KEPT CLEAR AT ALL TIMES DURING THE WORKS.

WOODEN BOARDER FENCE

BOWLING GREEN

VILLAGE HALL

PEDESTRIAN ACCESS GATE
ACCESS GATE FOR MAINTENANCE

OLD VEHICLE

CRICKET PRACTICE NETS/PITCH

EXISTING WATER SUPPLY TO CRICKET SQUARE (APPROX LOCATION) BEYOND CROUNDS TO BE ACCURATELY LOCATED BY GATEPOST ON SITE AND INVERTED AROUND PERIMETER OF NEW PITCH.

EXTENT OF ALEXISIA TIRE
9.44m ± 2.3m = 9.144m

PEDESTRIAN ACCESS GATE

NEW MESH PERIMETER FENCE

OUTLINE OF EXISTING PITCH

PERIMETER PATH:
MINIMUM 1.0m WIDE AT SIDES AND 1.0m WIDE EACH END.

RANGE OF MOVABLE CRICKET SCREEN ALONG PERIMETER FENCE. (5m BEYOND)

BOUNDARY LINE

- 1.3 A reference to the **Landlord** includes a reference to the person entitled to the immediate reversion to this lease. A reference to the **Tenant** includes a reference to its successors in title.
- 1.4 The expressions **landlord covenant** and **tenant covenant** each has the meaning given to it by the Landlord and Tenant (Covenants) Act 1995.
- 1.5 Unless the context otherwise requires, a reference to the **Property** is to the whole and any part of it.
- 1.6 A reference to the **term** is to the Contractual Term A reference to the **end of the term** is to the end of the term however it ends.
- 1.7 A **working day** is any day which is not a Saturday, a Sunday, a bank holiday or a public holiday in England
- 1.8 Unless otherwise specified, a reference to a statute or statutory provision is a reference to it as amended, extended or re-enacted from time to time and shall include all subordinate legislation made from time to time under them and all orders, notices, codes of practice and guidance made under them.
- 1.9 A reference to laws in general is a reference to all local, national and directly applicable supra-national laws as amended, extended or re-enacted from time to time and shall include all subordinate laws made from time to time under them and all orders, notices, codes of practice and guidance made under them.
- 1.10 Any obligation on the Tenant not to do something includes an obligation not to allow that thing to be done and an obligation to use best endeavours to prevent that thing being done by another person.
- 1.11 Unless the context otherwise requires, any words following the term **including, include, in particular, for example**, or any similar expression shall be construed as illustrative and shall not limit the sense of the words, description, definition, phrase or terms preceding those terms.
- 1.12 A **person** includes a natural person, corporate or unincorporated body (whether or not having separate legal personality).
- 1.13 A reference to **writing** and **written** excludes fax and email.
- 1.14 Unless the context requires, references to clauses are to the clauses of this lease Clause and paragraph headings shall not affect the interpretation of this lease.

- 1.15 Unless the context otherwise requires, words in the singular shall include the plural and in the plural shall include the singular.
- 1.16 Unless the context otherwise requires, a reference to one gender shall include a reference to the other genders.
- 1.17 Unless expressly provided otherwise, the obligations and liabilities of the parties under this lease are joint and several.
- 1.18 In relation to any payment, a reference to a **fair proportion** is to a fair proportion of the total amount payable, determined conclusively (except as to questions of law) by the Landlord.

2. Grant

- 2.1 The Landlord lets the Property to the Tenant for the Contractual Term.
- 2.2 The grant is made together with the ancillary rights set out in clause 3, excepting and reserving to the Landlord the rights set out in clause 4, and subject to the Third Party Rights.

3. Ancillary rights

- 3.1 The Landlord grants the Tenant the following rights (the **Rights**):
- (a) the right to lay and maintain electricity mains or cables along and/or across the Accessway and Landlord's Neighbouring Property to the Property for the supply of electricity to the Property and the said floodlights making good any damage caused to the surface of the Accessway or the Landlord's Neighbouring Property to the Landlord's reasonable satisfaction;
 - (b) the right to pass and repass over and along the Accessway with or without vehicles, plant and machinery for all purposes permitted under this lease not obstructing and making good any damage caused to the Accessway occasioned by such use;
 - (c) the right to use a concrete or tarmacadam path connecting the car park cross hatched yellow on Plan 2;
 - (d) the right to erect up to eight floodlights to light the Premises in such positions on the Landlord's Neighbouring Property as shall be agreed between the Landlord and the Tenant such agreement not to be unreasonably withheld and thereafter to enter on to the Landlord's Neighbouring Property to inspect maintain and repair the said floodlights the persons exercising such rights making good any damage caused to the Landlord's Neighbouring Property to the reasonable satisfaction of the Landlord. .

- 3.2 The Rights are granted in common with the Landlord and any other person authorised by the Landlord.
- 3.3 The Tenant shall exercise the Rights in accordance with this lease and only in connection with the Tenant's use of the Property for the Permitted Use but not for any other purpose.
- 3.4 The Tenant shall comply with all laws relating to the Rights and all reasonable regulations in connection with the exercise of the Rights that the Landlord may make from time to time and notify to the Tenant in writing.
- 3.5 Neither the grant of this lease nor anything in it confers any right over the Landlord's Neighbouring Property nor is to be taken to show that the Tenant may have any right over any part of the Landlord's Neighbouring Property, and section 62 of the Law of Property Act 1925 does not apply to this lease.
- 3.6 Immediately after the end of the term (and notwithstanding that the term has ended), the Tenant shall make an application to remove all entries on the Landlord's title relating to the easements granted by this lease and shall ensure that any requisitions raised by HM Land Registry in connection with that application are dealt with promptly and properly. The Tenant shall keep the Landlord informed of the progress and completion of its application.

4. Rights excepted and reserved

- 4.1 The following rights are excepted and reserved from this lease to the Landlord (the **Reservations**) notwithstanding that the exercise of any of the Reservations or the works carried out pursuant to them result in a reduction in the flow of light or air to the Property or loss of amenity for the Property provided that they do not materially affect the use and enjoyment of the Property for the Permitted Use:
- (a) the right to use, for the benefit of the Landlord's Neighbouring Property, all roads, tracks, paths and other rights of way across the Property;
 - (b) the right to lay, repair, maintain, renew, inspect, replace or reroute any cables roads and other rights of way or fences on the Property for the benefit of the Landlord's Neighbouring Property;
 - (c) the right to enter into any new wayleave agreement, easement, contract or licence that may affect the Property along with the right to authorise agents of the grantee to enter the Property with or without vehicles, plant and machinery and carry out works on the Property, at the grantee's or Landlord's cost, which may be required under those agreements and the right to receive the rents or other payments due under any current or future wayleave agreement, easement, contract or licence relating to the Property;

- (d) at any time during the term, the full and free right to develop the Landlord's Neighbouring Property and any neighbouring or adjoining property in which the Landlord acquires an interest during the term as the Landlord may think fit;
- (e) the right to fix to, and keep at, the Property any sale or re-letting board as the Landlord reasonably requires;
- (f) the right to enter the Property at the very least twice a year to inspect the condition of the Property and for any other purpose mentioned in or connected with:
 - (i) this lease;
 - (ii) the Reservations; or
 - (iii) the Landlord's interest in the Property;
- (g) the exclusive right to all treasure or archaeological artefacts discovered on the Property;
- (h) the right to extract water from any watercourse on or beneath the surface of the Property;
- (i) the right to all timber and trees and to all mines, quarries and minerals and mineral substances and petroleum and its relative hydrocarbons and all stones, sand, brick-earth, clay, gravel and turf on, in or under the Property, with the right of access to cut, fell, work, process and carry away the same, the person exercising such rights making good all damage thereby caused or paying proper compensation for such damage.

4.2 The Reservations may be exercised by the Landlord and by anyone else who is or becomes entitled to exercise them, and by anyone authorised by the Landlord.

4.3 The Tenant shall allow all those entitled to exercise any of the Reservations to enter the Property at any reasonable time and, except in the case of an emergency, after having given reasonable notice to the Tenant (which notice need not be in writing), with or without their workers, contractors, agents and professional advisors.

4.4 No party exercising any of the Reservations, nor its workers, contractors, agents or professional advisors, shall be liable to the Tenant or other occupier of or person at the Property for any loss, damage, injury, nuisance or inconvenience arising by reason of the exercise of any of the Reservations except for:

- (a) physical damage to the Property; or
- (b) any loss, damage, injury, nuisance or inconvenience in relation to which the law prevents the Landlord from excluding liability.

5. Third Party Rights

- 5.1 The Tenant shall comply with all obligations on the Landlord relating to the Third Party Rights insofar as those obligations relate to the Property and shall not do anything (even if otherwise permitted by this lease) that may interfere with any Third Party Rights.
- 5.2 The Tenant shall allow the Landlord and any other person authorised by the terms of any of the Third Party Rights to enter the Property in accordance with its terms.

6. Annual Rent and other payments

- 6.1 The Tenant shall pay the Annual Rent and any VAT on each anniversary of the Contractual Term, if demanded. .
- 6.2 The Tenant shall pay all costs in connection with the supply and removal of all electricity, gas, water, sewage and other services and utilities to or from the Property. If any of those costs are payable in relation to the Property together with other property, the Tenant shall pay a fair proportion of all those costs.
- 6.3 The Tenant shall pay all present and future rates, taxes and other impositions and outgoings payable at any time during the term in respect of the Property, its use and any works carried out there, except:
 - (a) any taxes payable by the Landlord in connection with any dealing with or disposition of the reversion to this lease; or
 - (b) any taxes (other than VAT) payable by the Landlord by reason of the receipt of any of the rents due under this lease.
- 6.4 If any rates, taxes or other impositions and outgoings are payable in respect of the Property together with other property, the Tenant shall pay a fair proportion of the amount payable.
- 6.5 The Tenant shall pay the costs and expenses (assessed on a full indemnity basis) of the Landlord, including any solicitors' or other professionals' costs and expenses and whether incurred during or after the end of the term, in connection with or in contemplation of the enforcement of the tenant covenants of this lease and with any consent applied for in connection with this lease and the preparing and serving of any notice in connection with this lease under section 146 or 147 of the Law of Property Act 1925 or taking any proceedings under either of those sections, notwithstanding that forfeiture is avoided otherwise than by relief granted by the court.
- 6.6 If any Annual Rent, if applicable or any other money payable under this lease has not been paid by the date it is due, whether it has been formally demanded or not, the Tenant shall pay the Landlord interest on that amount at the Default Interest Rate (both

before and after any judgment). Such interest shall accrue on a daily basis for the period from the due date to and including the date of payment.

- 6.7 The Annual Rent if demanded and all other amounts due under this lease shall be paid by the Tenant in full without any set-off, counterclaim, deduction or withholding (other than any deduction or withholding of tax as required by law).

7. Insurance

The Tenant shall at its own expense procure and maintain insurance in respect of all third party liability risks in relation to the Property with an insurance company approved by the Landlord to provide cover for a reasonable sum as the Landlord may from time to time direct in writing. The Tenant shall ensure that the interest of the Landlord is noted on the policy and shall, on demand by the Landlord, supply to the Landlord a copy of the insurance policy together with a receipt or other evidence of payment of the latest premium due under it.

8. VAT

- 8.1 All sums payable by the Tenant are exclusive of any VAT that may be chargeable. The Tenant shall pay VAT in respect of all taxable supplies made to it in connection with this lease on the due date for making any payment or, if earlier, the date on which that supply is made for VAT purposes.
- 8.2 Every obligation on the Tenant, under or in connection with this lease, to pay the Landlord or any other person any sum by way of a refund or indemnity, shall include an obligation to pay an amount equal to any VAT incurred on that sum by the Landlord or other person, except to the extent that the Landlord or other person obtains credit for such VAT under the Value Added Tax Act 1994.

9. Use, repairs and alterations

- 9.1 The Tenant shall not use the Property for any purpose other than the Permitted Use.
- 9.2 The Tenant shall not:
- (a) use the Property for any purpose or in any manner that is illegal, hazardous or dangerous, or would cause loss, damage, injury, nuisance or inconvenience to the Landlord, any other tenants of the Landlord or any other owner or occupier of neighbouring property;
 - (b) do anything to or on the Property that invalidates or may invalidate, in whole or in part, any insurance effected by the Landlord in respect of the Property or the Landlord's Neighbouring Property;
 - (c) permit any trespass on the Property;

- (d) obstruct any public road, footpath, right of way or the Accessway or any means of access to the Property;
- (e) use the Property for landfill or for the storage, treatment, incineration, recovery or disposal of waste;]
- (f) remove any topsoil, turf, stone or gravel from the Property;
- (g) without the Landlord's prior written approval, cut, lop, fell or remove any trees or hedges on the Property.

9.3 The Tenant shall keep the Property and, at the end of the term, leave the Property, clean, tidy and clear of rubbish and shall keep and leave clean and in good repair, order and condition, field drains, fences, hedges, field walls, stiles, gates and posts, cattle grids, bridges, culverts, ponds, watercourses, sluices, ditches, roads and yards on the Property, but the Tenant is not obliged to put the Property in any better state of repair than it was at the date of this lease. The Tenant shall keep and maintain all sports facilities at the Property including the Garage together with the floodlights in good repair and condition and maintain a good and sufficient boundary fence throughout the Contractual Term.

9.4 The Landlord may enter the Property to inspect its condition and may give the Tenant a notice of any breach of any of the tenant covenants in this lease relating to the condition of the Property. The Tenant shall carry out and complete any works needed to remedy that breach within the time reasonably required by the Landlord, in default of which the Landlord may enter the Property and carry out the works needed. The costs incurred by the Landlord in carrying out any works pursuant to this clause 9.4 (and any professional fees and any VAT in respect of those costs) shall be a debt due from the Tenant to the Landlord and payable on demand. Any action taken by the Landlord pursuant to this clause 9.4 shall be without prejudice to the Landlord's other rights, including those under clause 16.

9.5 The Tenant shall not:

- (a) damage or make any opening in the boundary structure of the Property; or
- (b) make any alteration or addition to the Property or install or erect any equipment, buildings or other structures on the Property. The Tenant shall, at the Landlord's request and at the Tenant's cost, remove the Tenant's installations and erections at the end of the term and make good any damage caused to the Property by that removal.

10. Compensation on vacating

Any right of the Tenant or anyone deriving title under the Tenant to claim compensation from the Landlord on leaving the Property under the LTA 1954 is excluded, except to the extent that the legislation prevents that right being excluded.

11. Compliance with laws

11.1 The Tenant shall comply with all laws relating to:

- (a) the Property and the occupation and use of the Property by the Tenant;
- (b) the use of all machinery and equipment at or serving the Property;
- (c) any works carried out at the Property; and
- (d) all materials kept at or disposed of from the Property.

11.2 Within five working days after receipt of any notice, order, direction or other formal communication affecting the Property or the Landlord's interest in the Property (and whether or not served pursuant to any law), the Tenant shall:

- (a) inform the Landlord and allow the Landlord to copy the relevant document; and
- (b) take all steps necessary to comply with the communication and take any other action in connection with it as the Landlord may reasonably require.

11.3 The Tenant shall not apply for any planning permission for the Property without the Landlord's consent, not to be unreasonably withheld.

12. Prohibition of dealings

The Tenant shall not assign, underlet, charge, part with or share possession or share occupation of this lease or the Property or assign, part with or share any of the benefits or burdens of this lease, or in any interest derived from it, whether by a virtual assignment or other similar arrangement or hold the lease on trust for any person (except by reason only of joint legal ownership), or grant any right or licence over the Property in favour of any third party.

13. Returning the Property to the Landlord

13.1 At the end of the term, the Tenant shall return the Property to the Landlord in the repair and condition required by this lease and remove from the Property all chattels belonging to or used by the Tenant.

13.2 The Tenant irrevocably appoints the Landlord to be the Tenant's agent to store or dispose of any chattels, fittings or items it has fixed to the Property and which have been left by the Tenant on the Property for more than ten working days after the end of the

term. The Landlord shall not be liable to the Tenant by reason of that storage or disposal. The Tenant shall indemnify the Landlord in respect of any claim made by a third party in relation to that storage or disposal.

14. Indemnity

The Tenant shall indemnify the Landlord and keep the Landlord indemnified against all liabilities, expenses, costs (including but not limited to any solicitors' or other professionals' costs and expenses), claims, damages and losses (including but not limited to any diminution in the value of the Landlord's interest in the Property and loss of amenity of the Property) suffered or incurred by the Landlord arising out of or in connection with:

- (a) the use of the Property in connection with the Permitted Use;
- (b) any breach of any tenant covenants in this lease; or
- (c) any act or omission of the Tenant or any other person on the Property with the Tenant's actual or implied authority.

15. Landlord's covenant for quiet enjoyment

The Landlord covenants with the Tenant, that, so long as the Tenant pays the rents reserved by and complies with its obligations in this lease, the Tenant shall have quiet enjoyment of the Property without any interruption by the Landlord or any person claiming under the Landlord except as otherwise permitted by this lease.

16. Re-entry and forfeiture

16.1 The Landlord may re-enter the Property (or any part of the Property in the name of the whole) at any time after any of the following occurs:

- (a) any rent is unpaid 28 days after becoming payable whether it has been formally demanded or not;
- (b) any breach of any condition or tenant covenant of this lease; or
- (c) an Act of Insolvency

16.2 If the Landlord re-enters the Property (or any part of the Property in the name of the whole) pursuant to this clause, this lease shall immediately end. Any right or remedy of the Landlord in respect of any breach of the terms of this lease by the Tenant will remain in force.

17. Entire agreement

This lease constitutes the whole agreement between the parties and supersedes all previous discussions, correspondence, negotiations, arrangements, understandings and agreements between them relating to its subject matter.

18. Notices, consents and approvals

18.1 Except where this lease specifically states that a notice need not be in writing, any notice given under or in connection with this lease shall be:

- (a) in writing and for the purposes of this clause an email is not in writing; and
- (b) given by hand or by pre-paid first-class post or other next working day delivery service at the party's registered office address (if the party is a company) or (in any other case) at the party's principal place of business or residence.

18.2 If a notice complies with the criteria in clause 18.1, whether or not this lease requires that notice to be in writing, it shall be deemed to have been received:

- (a) if delivered by hand, at the time the notice is left at the proper address; or
- (b) if sent by pre-paid first-class post or other next working day delivery service, on the second working day after posting.

18.3 This clause does not apply to the service of any proceedings or other documents in any legal action or, where applicable, any arbitration or other method of dispute resolution.

18.4 Section 196 of the Law of Property Act 1925 shall otherwise apply to notices given under this lease.

18.5 Where the consent of the Landlord is required under this lease, a consent shall only be valid if it is given by deed, unless:

- (a) it is given in writing and signed by the Landlord or a person duly authorised on its behalf; and
- (b) it expressly states that the Landlord waives the requirement for a deed in that particular case.

If a waiver is given, it shall not affect the requirement for a deed for any other consent.

18.6 Where the approval of the Landlord is required under this lease, an approval shall only be valid if it is in writing and signed by or on behalf of the Landlord, unless:

- (a) the approval is being given in a case of emergency; or
- (b) this lease expressly states that the approval need not be in writing.

18.7 If the Landlord gives a consent or approval under this lease, the giving of that consent or approval shall not imply that any consent or approval required from a third party has been obtained, nor shall it obviate the need to obtain any consent or approval from a third party.

19. Rights of third parties

A person who is not a party to this lease shall not have any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this lease.

20. Limitation of trustees' liability

In this clause, the following definition applies:

Trustees: the persons named as Tenant in this lease and any person appointed as trustee of Sandy Sports and Leisure Association from time to time.

20.1 Any liability of the Trustees arising out of this lease or matters connected with it shall be limited to the value of the assets of Sandy Sports and Leisure Association in their possession from time to time and nothing in this Lease shall entitle the Landlord to pursue exercise or enforce any right or remedy in respect of any such breach against the personal estate property effects or assets of any of the Trustees or against any assets for the time being vested in the Trustees which are not assets of the Tenant..

20.2 Clause 20.1 will not apply to any liabilities resulting from any wilful or reckless breach of duty or trust by the Trustees.

21. Governing law

This lease and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England.

22. Jurisdiction

Each party irrevocably agrees that the courts of England shall have exclusive jurisdiction to settle any dispute or claim arising out of or in connection with this lease or its subject matter or formation (including non-contractual disputes or claims).

23. Exclusion of sections 24 to 28 of the LTA 1954

23.1 The parties confirm that:

- (a) the Landlord served a notice on the Tenant, as required by section 38A(3)(a) of the LTA 1954, applying to the tenancy created by this lease, not less than 14

days before this lease was entered into a certified copy of which notice is annexed to this lease;

- (b) the Tenant who was duly authorised by the Tenant to do so made a simple declaration dated [30 June 2020] in accordance with the requirements of section 38A(3)(b) of the LTA 1954; and
- (c) there is no agreement for lease to which this lease gives effect.

23.2 The parties agree that the provisions of sections 24 to 28 of the LTA 1954 are excluded in relation to the tenancy created by this lease.

This document has been executed as a deed and is delivered and takes effect on the date stated at the beginning of it.

Executed as a deed by ^{the authorised officers} ~~affixing the common seal~~ of SANDY TOWN COUNCIL ^{by delegated authority} in the presence of:

Signature of Authorised Officer: _____

Mayor Michael Scott - Chairman of Sandy Town Council

Signature of Authorised Officer: _____

Christopher Robson - Town Clerk & Responsible Finance Officer for Sandy Town Council

Signed as a deed on behalf of the SANDY SPORTS AND LEISURE ASSOCIATION by [name of the two management body members signinal]

_____ and _____

under an authority conferred pursuant to section 333 of the Charities Act 2011

in the presence of:

Signature of witness: _____

Name (in BLOCK CAPITALS)

Address: _____

Two named members to sign here: _____

Authorised signatories

Full name: Agreement to exclude security of tenure - simple declaration by tenant.

I,

(name of declarant) of

(address) declare that -

1. **Sandy Sports and Leisure Association** c/o Martin Pettitt at 42 Swansholme Gardens, Sandy, SG19 1HL

propose(s) to enter into a tenancy of premises at

SUNDERLAND ROAD PLAYING FIELDS, SANDY

BEDFORDSHIRE

(address of premises) for a term of 25 years commencing on 26 May 2020

2. The tenant propose(s) to enter into an agreement with **Sandy Town Council** that the provisions of sections 24 to 28 of the Landlord and Tenant Act 1954 (security of tenure) shall be excluded in relation to the tenancy.
3. The landlord has, not less than 14 days before the tenant enter(s) into the tenancy, or (if earlier) become(s) contractually bound to do so served on the tenant a notice in the form, or substantially in the form, set out in Schedule 1 to the Regulatory Reform (Business Tenancies) (England and Wales) Order 2003. The form of notice set out in that Schedule is reproduced below.
4. I have/The tenant has read the notice referred to in paragraph 3 above and accept(s) the consequences of entering into the agreement referred to in paragraph 2 above.
5. (as appropriate) I am duly authorised by the tenant to make this declaration.

DECLARED this 30th day of June 2020

LAND REGISTRY PRESCRIBED CLAUSES

LR1. Date of lease	29 July 2020
LR2. Title number(s)	
LR2.1 Landlord's title number(s)	BD191763
LR2.2 Other title numbers	None.
LR3. Parties to this lease	
Landlord	SANDY TOWN COUNCIL at 10 Cambridge Road, Sandy SG19 1JE
Tenant	SANDY SPORTS AND LEISURE ASSOCIATION (registered charity number 1058457) c/o Martin Pettitt at 42 Swansholme Gardens, Sandy SG19 1HL
LR4. Property	<p>In the case of a conflict between this clause and the remainder of this lease then, for the purposes of registration, this clause shall prevail.</p> <p>The property described as the "Property" in clause 1.1 of this Lease</p>
LR5. Prescribed statements etc.	The land transferred (<i>or as the case may be</i>) will, as a result of this transfer (<i>or as the case may be</i>) be held by (<i>or in trust for</i>) (<i>charity</i>), a non-exempt charity, and the restrictions on disposition imposed by section 36 of the Charities Act 1993 will apply to the land (subject to section 36(9) of that Act).
LR6. Term for which the Property is leased	The term as specified in clause 1.1 of this Lease.
LR7. Premium	None.
LR8. Prohibitions or restrictions on disposing of this lease	This Lease contains a provision that prohibits or restricts dispositions.
LR9. Rights of acquisition etc.	
LR9.1 Tenant's contractual rights to renew this lease, to acquire the reversion or another lease of the Property, or to acquire an interest in other land	None.
LR9.2 Tenant's covenant to (or offer to) surrender this lease	None.
LR9.3 Landlord's contractual rights to acquire this lease	None.

LR10. Restrictive covenants given in this lease by the Landlord in respect of land other than the Property	None.
LR11. Easements	
LR11.1 Easements granted by this lease for the benefit of the Property	As specified in this Lease at clause 3 of this Lease
LR11.2 Easements granted or reserved by this lease over the Property for the benefit of other property	As specified in this Lease at clause 4 of this Lease
LR12. Estate rentcharge burdening the Property	None.
LR13. Application for standard form of restriction	None.

Policy, Finance and Resources Committee

Date:	20th June 2022
Title:	Community Asset Grant Scheme
Contact Officer:	Town Clerk

1. Purpose of the Report

- 1.1 To note that the fourth round of the Community Asset Grant Scheme is now open and that the deadline for applications is 5pm on 25th July.

2. Recommendation

- 2.1 To agree project/activities to put forward for grant funding.

3. Background

- 3.1 CBC has £200,000 available to allocate towards capital infrastructure projects. Grants of up to £25,000 are available, match-funded.
- 3.1 In the past, these grants have been used on solar panels for a community building, a village green play area equipment, a new car park for a village hall and for a lift and ramp to provide accessible community facilities. The idea is to use the money on something that will make a real difference to the community.
- 3.2 Eligible groups can apply for a grant of up to £25,000 to improve or provide new community infrastructure. Match funding is required to cover 50% of the total costs of the project seeking funding.
- 3.3 Current projects that need funding include replacement play equipment at Bedford Road recreation park and the repair of the youth shelter also at Bedford Road Recreation Park. Past suggestions have included installing solar panels and a battery at the Depot.
- 3.4 Examples of projects that have been successful can be found here:
https://www.centralbedfordshire.gov.uk/info/42/stronger_communities/678/community_grants/3

4 Financial Implications

- 4.1 The grant is for match funding so 50% of the total costs will need to be met by Sandy Town Council budget.

5. Policy Implications

- 5.1 None

SANDY TOWN COUNCIL

Council Training Policy

Training Statement of Intent

1. Commitment to training	<p>Sandy Town Council is committed to maintaining the standards expected of a Quality Council through identifying appropriate training needs and providing sufficient resources for its provision.</p> <p>The Town Council accepts that training is vital to its development and is not only necessary for its staff but also for its Members.</p> <p>Training will:</p> <ul style="list-style-type: none"> • Enhance the performance of both staff and Members • Widen skills and experience • Provide opportunities to network • Provide the skills to confront challenges • Encourage innovation • Raise the standards of the Town Council.
2. Training needs	<p>Training will initially focus on specific topics and areas of work relevant to local government and enhancing the professional skills of staff and Members.</p> <p>Methods to be used include:</p> <ul style="list-style-type: none"> • Formal training courses • Briefings and seminars • In house training and dissemination of information • Conferences, e.g., SLCC and NALC regional and national events
3. Identifying training needs	<p>Staff training needs will be identified through an annual appraisal. In addition, the introduction of new equipment, the need for specialist knowledge or the implementation of new legislation may identify training needs.</p>

	<p>It is expected that.</p> <ul style="list-style-type: none"> • a newly elected member will attend relevant initial Councillor Training as soon as it is convenient for them to do so. • every elected member will attend at least one training course during each 4-year term. Training will be identified as appropriate. • when a general training need is identified for a majority of elected members, for example as a result of a change in legislation, the full Council and staff will attend relevant training arranged 'in house' if appropriate.
<p>4. Resourcing Training</p>	<p>Sufficient funds for training will be budgeted during the estimates process each year and will include travel and subsistence expenses if necessary.</p> <p>There will also be an allocation for the purchase of publications and manuals.</p>
<p>5. Measuring the Impact of Trained Staff and Members</p>	<p>The impact of training will be measured through the Council's service delivery. Well trained Members and staff will see the benefits through its successes such as:</p> <ul style="list-style-type: none"> • Well run Council meetings • Professional and relevant responses to planning applications • Well documented policies and reports • Well managed projects • Well managed finances • Well maintained grounds and properties • Heightened awareness of Health and Safety issues • Professional conduct of staff and Members • Qualification for the use of the Power of Wellbeing • Maintaining Quality Council status

1. Responsibilities

1.1 Sandy Town Council takes seriously its responsibility to ensure that adequate and appropriate training is made available to its Members and an annual budget is agreed as part of the precept setting to cover such training.

2. Training Solutions

2.1 Sandy Town Council will demonstrate a commitment to on-going training and development through use of blended training solutions to suit the needs of Councillors. These solutions may include;

- In-house training events delivered by the Clerk, Councillors or external support;
- External courses offered by the Bedfordshire County Association of Local Councils, Society of Local Council Clerks, Central Bedfordshire Council and other external bodies;
- E-learning solutions and training DVDs with access being made available in the Council offices;
- Conferences and Seminars;
- Information sharing meetings with other town councils, local authorities, partners, and stakeholders.

3. Identifying Training Needs

3.1 Members training needs will be assessed by the Human Resources committee who will advise on suitable training. A programme of available training will be presented to the Human Resources committee each quarter to help guide the training process.

4. Specific Training Needs

4.1 New Councillors

As soon as practicable after joining the Council, a councillor should attend an induction training session with the Town Clerk to familiarise him or herself with the general work of the town council and the council's procedures. In an election year this will be conducted as a group session before the first meeting of council is held. This will include a briefing on the code of conduct, standing orders and financial regulations.

New Members should also attend a BATPC run 'New Councillor Induction Training' course at a time that is convenient to them.

Following an election re-elected Members should attend a BATPC run 'Councillor Refresher Course' at a time that is convenient to them.

4.2 Chairman

All Members appointed as chairman or vice chairman will be expected to attend a chairmanship training course within 6 months of their appointment (*If they have not previously completed the training*).

There are three courses for Chairmanship training, and it is expected that a Chairman will complete all three sessions covering: Chairing a meeting, Professional conduct and Handling the public and media.

The Chairman of the Policy, Finance and Resources Committee should attend a BATPC run 'Financial Management for Councillors' training session within 6 months of appointment as Chairman. *(If not previously completed)*

4.3 Committee Members

Any Member of the Policy, Finance and Resources committee should be given the opportunity to attend the BATPC run 'Financial Management for Councillors' training.

Any Member of the Clerks Management Committee should be given the opportunity to attend the BATPC run 'Staff Appraisal' training.

Members of the HR committee will be advised of other training opportunities that will be suitable for Members on a quarterly basis to advise Members of upcoming training.

All Members will be notified about upcoming seminars and parish conferences.

5. Evaluation

All attendees on training courses will be required to provide a review of training undertaken and share any reports or evaluations that are completed.

Adopted: March 2019

Review: March 2022

Sandy Town Council

Privacy Notice

10 Cambridge Road, Sandy, Bedfordshire, SG19 1JE

When you contact **Sandy Town Council**

The information you provide (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible to contact you and respond to your correspondence, advise, provide information, send invoices and receipts relating to service provision.

Your personal information will not be shared with any third party without your prior consent.

Sandy Town Council Right to Process Information

GDPR Article 6 (1) (a) (b) and (c)

Processing is with consent of the data subject

or

Processing is necessary for compliance with a legal obligation

or

Processing is necessary for the performance of a contract with the data subject

or

to take steps to enter into a contract

Information Security

Sandy Town Council cares to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and relevant policies.

We will only keep your data for the purpose it was collected for and only for as long as is necessary, after which it will be deleted or shredded.

Your Rights

Access to Information

You have the right to request access to the information we have on you. You can do this by contacting us by email or post. You will be required to provide proof of identity.

Information Correction

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate.

Information Deletion

If you wish **Sandy Town Council** to delete the information about you, please contact us.

Right to Object

If you believe that your data is not being processed for the purpose it has been collected for, you may object, please contact us.

Rights Related to Automated Decision Making and Profiling

Sandy Town Council does not use automated decision making or profiling of personal data.

To Sum Up

In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling, we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policy to keep it up to date in protecting your data.

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to our Data Protection Officer, Claire Rance of PNC: Claire.Rance@pnc-hr.org or the Information Commissioners Office: casework@ico.org.uk Tel: 0303 123 1113

Adopted: 25 June 2018 Reviewed: 15 February 2021 Review Due: February 2022
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SANDY TOWN COUNCIL**Website Accessibility Statement****Technical Information about this website's accessibility**

Sandy Town Council (known as "the Council") is committed to making its website accessible, in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018. We are continually improving the user experience for everyone and applying the relevant accessibility standards.

Measures to support accessibility

The Council takes the following measures to ensure accessibility of the Council website:

- Regular reviews of the website are undertaken

Compliance status

The Web Content Accessibility Guidelines (WCAG)(www.w3.org/WAI/standards-defines) requirements for designers and developers to improve accessibility for people with disabilities. It defines three levels of conformance: Level A, Level AA, and Level AAA. The Council website is partially conformant with WCAG 2.1 level AA. Partially conformant means that some parts of the content do not fully conform to the accessibility standard (detailed below).

Feedback

We welcome your feedback on the accessibility of the Council website, responsibility for the management of the website lies with the Town Clerk, Mr C Robson.

Please let us know if you encounter accessibility barriers on the Council website:

- Phone: 01767 681491
- E-mail via – admin@sandytowncouncil.gov.uk
- Postal address: c/o 10 Cambridge Road, Sandy, Bedfordshire, SG19 1JE

Compatibility with browsers and assistive technology

The Council website is designed to be compatible with the following assistive technologies:

- Mobile Phones
- PC and Mac Computers
- All Tablet devices
- All known Browsers
- Screen Readers

Technical specifications

Accessibility of the Council website relies on the following technologies to work with the particular combination of web browser and any assistive technologies or plugins installed on your computer:

- HTML
- CSS

- JavaScript

These technologies are relied upon for conformance with the accessibility standards used and we cannot guarantee that the site will work fully on older versions of assistive technology.

Non-Accessible Content

Despite our best efforts to ensure accessibility of the Council website, there may be some limitations. Below is a description of known limitations, and potential solutions. Please contact us if you observe an issue not listed below.

Non-compliance with the accessibility regulations

The content listed below is non-accessible for the following reasons.

- Uploaded images may not have text alternatives because we cannot ensure the quality of contributions.
- Some older PDFs may not comply.
- Some externally supplied, interactive PDFs may not be fully compliant. We have no control over these documents.
- Some of our online forms might be difficult to navigate using just a keyboard.

Disproportionate burden

At the present time, we have not identified any specific issues that would be of disproportionate burden.

Content not within the Scope of the accessibility regulations

The following are currently exempt from the Accessibility regulations

- pre-recorded audio and video published before 23 September 2020
- live audio and video
- heritage collections like scanned manuscripts
- PDFs or other documents published before 23 September 2018 – unless needed to use a service.
- maps – information may be available in address format
- third party content under someone else's control
- content on intranets or extranets published before 23 September 2019
- archived websites if not needed for services and they are not updated

Assessment Approach

The Council assessed the accessibility of the website by the following approaches:

- Self-evaluation with support of online accessibility checking tools.

Preparation of this accessibility statement

This statement was prepared on 27th August 2020. It was last reviewed on 15th September 2020. This website was last tested May 2022. The test was carried out by an Administrator to the Council.

Enforcement procedure– The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Public Sector Bodies (websites and Mobile Applications) (No2) Accessibility Regulations 2018 (the 'accessibility regulations'). If you are not happy with how we respond to your complaint, contact the Equality Advisory and Support Service (EASS).

Adopted: September 2020 Reviewed: February 2021 Review Due: February 2022
