

Sandy Town Council

To: Cllrs P N Aldis, P Blaine, J Hewitt, L Ivanciu-Wilkinson, W Jackson, T Knagg, R Lock, C Osborne, M Pettitt, M Scott, P Sharman, S Sutton and N Thompson

You are hereby summoned to attend a special meeting of Sandy Town Council to be held in the Council Chamber at 10 Cambridge Road, Sandy on Monday 20 June 2022 at 7.00pm for the purpose of transacting the items of business below.



Nicola Sewell
Town Clerk
10 Cambridge Road
Sandy
SG19 1JE
01767 681491
13th June 2022

A G E N D A

1 Apologies for Absence

To receive any apologies for absence.

2 Declarations of interest and requests for dispensations

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

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

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

3 Public Participation Session

To receive questions and representations from members of the public. Members must raise their hand to indicate they wish to speak and the Chairman will advise them when it is time to do so.

Sandy Town Council

- 4 Minutes of Town Council Annual meeting**
To consider the Minutes of the Annual Meeting of Sandy Town Council held at 7.30pm on Monday 23rd May 2022 and to approve them as a correct record of proceedings.
- 5 Year-End Accounts 2020-2021**
To receive a report briefly outlining the year end accounting process. Appendix I
- 6 Annual Governance & Accountability Return 2021/2022**
ANNUAL INTERNAL AUDIT REPORT 2021/2022
To receive and note the Internal Auditor's Year End report for the year ending 31st March 2022, together with the completed Annual Internal Audit Report 2021-2022 of the Annual Governance & Accountability Return (AGAR) Part 3. Appendix II
- 7 Annual Governance & Accountability Return 2021/2022**
SECTION 1 - ANNUAL GOVERNANCE STATEMENT
To confirm and approve the statements on the Annual Governance Statement (Section 1) of the 2021-2022 Annual Governance & Accountability Return (AGAR) Part 3. The Clerk and the Chairman of the Council are to sign once approved. Appendix III
- 8 Annual Governance & Accountability Return 2021/2022**
SECTION 2 – ANNUAL ACCOUNTING STATEMENT
i) To receive and approve the year-end unaudited financial statements for the year ending 31st March 2022. Appendix IV
ii) To confirm and approve the Accounting Statement (Section 2) of the 2021-2022 Annual Governance & Accountability Return (AGAR) Part 3. The Clerk, as Responsible Financial Officer, has signed to certify that the Accounting Statement has been prepared following guidance in Governance & Accountability for smaller Authorities. The Chairman of the Council is to sign following approval by the Council. (Appendix III above)
- 9 Annual Governance & Accountability Return 2021/2022**
EXERCISE OF PUBLIC RIGHTS
Following the Council's approval of Sections 1 and 2 of the AGAR, the Clerk will confirm the commencement date for the exercise of public rights. The Annual Return will be published on the council's website on Tuesday 21st June 2022, and the period of public rights will commence on Wednesday 22nd June for a period of 30 working days. Appendix V
- 10 Application to release land at Beeston Village Green**
To receive and consider an application made to the Secretary of State to release land from Beeston Village Green:
 - Letter to Sandy Town Council
 - Village Green Release Application Site Location PlanAppendix VI
Appendix VII

Sandy Town Council

- Notice to consultees

Appendix
VIII

11 Neighbourhood Plan Grant

To receive a verbal report from Cllr Hewitt regarding grant awarded to Neighbourhood Plan and approve expenditure of funds.

12 Equipment Expenditure

To note expenditure of £600 paid to replace wheel on BEFCO equipment

13 Request to use land

To consider a request from Let's Get Going to hold a Community Fun Day at Bedford Road Recreation Ground on 18th September 2022.

Appendix
IX

14 Date of Next Meeting

11th July 2022

Sandy Town Council

Date:	20th June 2022
Title:	Year End Accounts Process
Contact Officer:	Town Clerk

Purpose of the Report

1. To receive and note a brief outline of the year-end accounts process. This report is provided for information only.

Recommendation

2. This report is provided for information only.

Background

3. This report is provided to advise Members of the year end accounting processes.

There are 3 elements to the Council's accounts:

1. Day to day accounts information
2. Year-end close down
3. Preparation of Annual Governance & Accountability Return

This report provides guidance on the above elements.

Day to Day Accounts

4. The administration of the Council's invoicing, purchasing and payments is undertaken by the Administration Team Leader, with oversight and overall responsibility by the Town Clerk. DCK Beavers, the Council's accountant, provide support. The Council's accountant carries out monthly end accounting, management/administration of the accounts system and monthly reporting. Analysis of monthly expenditure is provided by the Town Clerk to the finance committee.

Year End Close Down

5. The RFO specifies a date for the year and close down to DCK Beavers for mid-May. This is to enable March invoices to be received and processed and for journals of corrections, adjustments, accruals, and prepayments to be completed.

DCK Beavers then undertake the following:

1. Check prepayment, accrual, and adjustments journals
2. Complete any outstanding journals over which there was a query
3. Make recommendations as appropriate to RFO & Accounts Officer
4. Check the proposed EMR transfers, make necessary amendments and input the appropriate journal entries
5. Print journal report for HRTC officer to check
6. Close down for the month of March and complete back-up
7. Close the year and complete year end back-up.
8. Open new live company for the subsequent year's accounts.

Preparation of the Annual Governance & Accountability Return

6. The Annual Governance & Accountability Return comprises:

- Completion of the Annual Governance & Accountability Return form;
- Bank Reconciliation Statement for year-end;
- Explanation of Differences to figures contained within the Annual Return form;
- Reconciliation of Boxes 7 & 8 of the Annual Return form;
- Statement of Accounts for the Year;
- Completion of Intermediate Audit Questionnaire supported by evidence specified by the external auditors.

7. DCK Beavers assist in the completion of the Annual Return. In preparation they require a Questionnaire to be completed in January which provides them with information on the Council's pension scheme, recruitment, advertising, publicity, asset purchases and disposals to date, leases and tenancies, and agency work. This information is provided to assist with the preparation of the Notes to the Statement of Accounts.

8. In addition, the RFO specifies a date for the completion of the Statement of Accounts to DCK Beavers for early June dependent on the date of the Town Council meeting.

9. DCK Beavers provide a draft of Section 2 Statement of Accounts Notes to the Accounts by the date specified. Officers check information provided.

10. DCK Beavers do not prepare the following for submission with the Annual Return:

- Bank Reconciliation Statement for year-end;
- Explanation of Differences to figures contained within the Annual Return form;
- Reconciliation of Boxes 7 & 8 of the Annual Return form;
- Completion of Intermediate Audit Questionnaire with evidence required

These are completed by the RFO.



**SANDY TOWN COUNCIL INTERNAL
FINAL AUDIT REPORT FOR THE
PERIOD ENDED 31 MARCH 2022**

Conducted 11th May 2022

**SANDY TOWN COUNCIL INTERNAL
AUDIT REPORT FOR THE YEAR ENDED
31 MARCH 2022**

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**SANDY TOWN COUNCIL INTERNAL
AUDIT REPORT FOR THE YEAR ENDED
31 MARCH 2022**

Introduction

The final internal audit was carried out on 11 May 2022. The audit was conducted at the offices of the Council.

Summary of Work Completed

The work completed is identified in the following table below:

AREA OF WORK	WORK COMPLETED
Bank and Cash Reconciliations	<ul style="list-style-type: none">a) Bank reconciliations were reviewed and agreed each month to ensure that controls were working effectively throughout the period.b) The reconciliation for the period to 31/03/2022 was verified to the accounting data as entered to Rialtas software.c) Cash reconciliations were reviewed to the period up to 31/03/2022
VAT Returns	<ul style="list-style-type: none">a) VAT returns for the year were reviewed and the debtor as at 31/03/2022 was verified to the trial balance as at that date.
Substantive Income and Expenditure Testing	<ul style="list-style-type: none">a) A sample of income and expenditure was confirmed to supporting documentation. Receipts and payments were confirmed to the bank statements respectively.b) Internal authorisation procedures were checked for the council's expenditure for the period under review.
Risk Assessments	<ul style="list-style-type: none">a) The council's risk assessments were reviewed to ensure that due consideration has been given to identify the key and significant risks.c) To ensure that sufficient safeguards and controls are in place to mitigate identified risks.
Fixed Asset Register	<ul style="list-style-type: none">a) The fixed asset register was reviewed to ensure that assets owned by the council are correctly recorded.
Minutes of Meetings	<ul style="list-style-type: none">a) The minutes of meetings since the last internal audit were reviewed and any relevant information was noted.
Review of Trial Balance	<ul style="list-style-type: none">a) The trial balance was reviewed for reasonableness

**SANDY TOWN COUNCIL INTERNAL
AUDIT REPORT FOR THE YEAR ENDED
31 MARCH 2022**

	b) The trial balance was confirmed to the accounts and annual return respectively to ensure financial results agree to source material.
Insurance	a) A review of insurance policies was conducted to ensure that sufficient cover is in place and is reasonable.
Payroll	a) Payroll was verified to the annual return and calculations for PAYE, National Insurance and Pension contributions were checked.
PWLB Loans	a) PWLB balance was agreed to the annual return and supporting loan statement

**SANDY TOWN COUNCIL INTERNAL
AUDIT REPORT FOR THE YEAR ENDED
31 MARCH 2022**

Results

The work completed is identified in the following table below:

AREA OF WORK	OBSERVATIONS/POINTS
Bank and cash Reconciliations	Bank and reconciliations were reviewed and confirmed to be done on a monthly basis with due care and attention. Bank balances were confirmed to statements as at 31 March 2022.
VAT Returns	The balance as at 31/03/2022 was reconciled to the financial statements. No further observations were made.
Substantive Income and Expenditure Testing	No issues were identified with income and expenditure testing. A sample of transactions were reviewed to supporting evidence and checked to ensure payments cleared the bank and receipts received. Authorisation procedures were confirmed to be working effectively. Accounting entries were correctly recorded and posted to the correct nominal code.
Risk Assessments	The Council's risk assessments were confirmed to be reasonable and safeguards are considered to be appropriate and reasonably implemented.
Fixed Asset Register	The fixed asset register looks to be maintained accurately with assets owned by the Council.
Minutes of Meetings	Minutes were reviewed and no pertinent issues were identified for the period under review.
Insurance	Documentation was reviewed and is expected to be sufficient to cover the requirements of the Council.
Other Observations	Website to be updated for the address of Haines Watts: Haines Watts Woburn Court 2 Railton Road Kempston Bedford MK42 7PN

**SANDY TOWN COUNCIL INTERNAL
AUDIT REPORT FOR THE YEAR ENDED
31 MARCH 2022**

Conclusion

In our opinion the Council is keeping their books and records in order and is following internal control procedures that have been established.



R Hammond FCA
Partner

*Haines Watts
First Floor, Woburn Court
2 Railton Road
Woburn Road Industrial Estate
Kempston
Bedfordshire
MK42 7PN*

Annual Governance and Accountability Return 2021/22 Form 3

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

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

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2021/22

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** must be completed by the authority's internal auditor.
 - **Sections 1 and 2** must be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2022**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2022**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2022
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2021/22

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

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

Publication Requirements

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

Before 1 July 2022 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2021/22**, approved and signed, page 4
- **Section 2 - Accounting Statements 2021/22**, approved and signed, page 5

Not later than 30 September 2022 authorities **must** publish:

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

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

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

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

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2021/22

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2022.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2021) equals the balance brought forward in the current year (Box 1 of 2022).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2022**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2022 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2021/22

Sandy Town Council

www.sandytowncouncil.gov.uk

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Periodic bank account reconciliations were properly carried out during the year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Date(s) internal audit undertaken

11/05/2022

Name of person who carried out the internal audit

Roger Hammond

Signature of person who carried out the internal audit

Roger Hammond

Date

16/05/2022

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

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

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

ENTER NAME OF AUTHORITY
Sandy Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

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

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

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

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.sandytowncouncil.gov.uk

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2021/22 for

ENTER NAME OF AUTHORITY Sandy Town Council

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
1. Balances brought forward	472,296	582,488	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>	
2. (+) Precept or Rates and Levies	594,768	599,356	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>	
3. (+) Total other receipts	80,137	55,269	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>	
4. (-) Staff costs	-276,532	-277,751	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>	
5. (-) Loan interest/capital repayments	-608	-608	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>	
6. (-) All other payments	-287,573	-395,573	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>	
7. (=) Balances carried forward	582,488	563,181	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>	
8. Total value of cash and short term investments	618,903	607,496	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>	
9. Total fixed assets plus long term investments and assets	3,329,634	3,418,805	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>	
10. Total borrowings	2,928	2,517	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
	✓			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

 SIGNATURE REQUIRED

Date

14/06/22

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

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2021/22

In respect of

Sandy Town Council
ENTER NAME OF AUTHORITY

1 Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2021/22

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2021/22

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

Sandy Town Council

Unaudited Financial Statements

For the year ended 31 March 2022

Sandy Town Council

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31 March 2022

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Sandy Town Council

Council Information

31 March 2022

(Information current at 6th June 2022)

Mayor

Cllr M. Pettitt

Councillors

Cllr J. Hewitt (Deputy Mayor)

Cllr P. N. Aldis

Cllr P. Blaine

Cllr L. Ivancui-Wilkinson (Co-Opted 07.03.22)

Cllr A. W. Jackson

Cllr T Knagg

Cllr R. Lock

Cllr C. Osborne MBE JP

Cllr P. Sharman

Cllr M Scott

Cllr S Sutton

Cllr N. Thompson

Town Clerk

Mrs N. Sewell

Auditors

Mazars LLP

Salvus House

Aykley Heads

Durham

DH1 5TS

Internal Auditors

Haines Watts

Woburn Court

2 Railton Road

Kempston

Bedford

MK42 7PN

Sandy Town Council
Statement of Accounting Policies
31 March 2022

Auditors

The name and address of the External Auditors is provided for information only.

These Statements are not subject to audit and the External Auditors have no responsibility for them.

Accounting Convention

The accounts have been prepared in accordance with the Accounting Guidance Notes for Local Councils (the Guide) issued by The Chartered Institute of Public Finance and Accountancy (CIPFA) as applicable to a medium sized council.

These accounts have been prepared having regard to the fundamental accounting concepts of: Going Concern, Prudence, Accruals, Relevance, Consistency, Reliability, Comparability, Understandability and Materiality.

The accounts have been prepared under the historical cost convention.

Fixed Assets

All expenditure on the acquisition, creation or enhancement of fixed assets is reported in the notes to the accounts, provided that the fixed asset yields benefits to the authority and the services it provides for a period of more than one year. Fixed assets are valued on the basis recommended by CIPFA. The year end values are stated on the following basis:

land, operational properties and other operational assets are reported in notes to the accounts cost (where known) or at insurance values current when first reported as approximating to the lower of net replacement cost and net realisable value at that time (previous years at current insurance values)

all other assets are included at historical cost except that certain community assets are the subject of restrictive covenants as to their use and/or future disposal. Such assets are therefore considered to have no appreciable realisable value and are included at a nominal value only.

Revenue Grants

Revenue grants are credited to income when conditions attached thereto have been fulfilled and/or equivalent expenditure has been incurred. Grants received in respect of which the conditions have not been fulfilled, or expenditure incurred, are carried forward as deferred revenue grants.

Debtors and Creditors

The council reviews the level of its commercial debtors on a regular basis and provisions are made, as required, where the likelihood of amounts proving ultimately collectable is in doubt.

Value Added Tax

Income and Expenditure excludes any amounts related to VAT, as all VAT suffered/collected is recoverable from or payable to HM Revenue and Customs. Any amounts not so recoverable are treated as a separate expense.

External Loan Repayments

The council is not required by the Guide to incorporate external borrowings in its Balance Sheet. Details are shown at note 12.

Sandy Town Council
Statement of Accounting Policies
31 March 2022

Leases

The council is not required by the Guide to incorporate Hire Purchase and/or Finance Lease obligations in its Balance Sheet. Details are shown at note 11.

Reserves

The council maintains certain reserves to meet general and specific future expenditure. The purpose of the council's reserves is explained in note 13.

Interest Income

All interest receipts are credited initially to general funds.

Pensions

The pension costs that are charged against precept in the council's accounts, in respect of its employees, are equal to the contributions paid to the funded pension scheme for those employees.

These contributions are determined by the fund's actuary on a triennial basis and are set to meet 100% of the liabilities of the pension fund, in accordance with relevant government regulations.

The next actuarial valuation was due at 31st March 2022 and any change in contribution rates as a result of that valuation will take effect from 1st April 2023.

Sandy Town Council
Income and Expenditure Account
31 March 2022

	Notes	2022 £	2021 £
INCOME			
Precept on Principal Authority		599,356	594,768
Capital Grants and Sale of Assets		20,772	36,340
Interest and Investment Income	1	215	1,343
Recreation Grounds and Open Spaces		6,378	5,811
Cemetery		23,966	32,334
Tourist Information		338	-
Car Park and Market		354	171
Highways - Footpaths and Lighting		-	1,700
Establishment/General Administration		815	909
Civic and Democratic		1,259	1,504
Christmas Lights		1,172	25
		654,625	674,905
 EXPENDITURE			
Establishment/General Administration		375,114	351,687
Capital Expenditure	8	92,539	46,849
Loan Interest and Capital Repayments		609	608
Operational Expenditure:			
Recreation Grounds and Open Spaces		76,545	56,807
Cemetery		9,587	15,303
Tourist Information		344	-
Public Toilets		919	3,726
Car Park and Market		15,602	13,461
Lighting and Street Furniture		35,387	17,166
Civic and Democratic Costs		2,991	188
Grants and Donations		12,483	5,269
Christmas Lights		16,058	14,173
CCTV Fees		1,832	1,976
Outside Services		33,922	37,500
		673,932	564,713
 General Fund			
Balance at 01 April 2021		234,042	234,042
Add: Total Income		654,625	674,905
		888,667	908,947
Deduct: Total Expenditure		673,932	564,713
		214,735	344,234
Transfer from/(to) Earmarked Reserves	13	19,307	(110,192)
General Reserve Balance at 31 March 2022		234,042	234,042

The notes on pages 8 to 11 form part of these unaudited statements.

Sandy Town Council

Balance Sheet

31 March 2022

	Notes	2022 £	2022 £	2021 £
Current Assets				
Debtors and prepayments	9	29,341		14,911
Cash at bank and in hand		<u>607,496</u>		<u>618,903</u>
		636,837		633,814
Current Liabilities				
Creditors and income in advance	10	<u>(73,656)</u>		<u>(51,326)</u>
Net Current Assets			563,181	582,488
Total Assets Less Current Liabilities			563,181	582,488
Total Assets Less Liabilities			<u>563,181</u>	<u>582,488</u>
Capital and Reserves				
Earmarked Reserves	13		329,139	348,446
General Reserve			<u>234,042</u>	<u>234,042</u>
			<u>563,181</u>	<u>582,488</u>

Signed:

Cllr M. Pettitt

Mayor

.....

Mrs N. Sewell

Responsible Financial Officer

Date:

.....

The notes on pages 8 to 11 form part of these unaudited statements.

Sandy Town Council

Notes to the Accounts

31 March 2022

1 Interest and Investment Income

	2022	2021
	£	£
Interest Income - General Funds	215	1,343
	<u>215</u>	<u>1,343</u>

2 Agency Work

During the year the Council undertook no agency work on behalf of other authorities.

During the year the Council commissioned no agency work to be performed by other authorities.

3 General Power of Competence

With effect from 13th May 2019 Sandy Town Council acquired the right to exercise the General Power of Competence extended to Town and Parish Councils under the Localism Act 2011 by S.I. 2012 No 965 (The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012). Therefore, with effect from 13th May 2019 the council no longer exercises the powers conveyed by Section 137 of the Local Government Act 1972 (as amended).

4 Publicity

Section 5 of the Local Government Act 1986 requires the council to disclose expenditure on publicity. Details are shown under the following broad categories:

	2022	2021
	£	£
Recruitment Advertising	399	-
Annual Report & Newsletter	2,904	1,936
	<u>3,303</u>	<u>1,936</u>

5 Tenancies

During the year the following tenancies were held:

Council as landlord

Tenant	Property	Rent p.a. £	Repairing / Non-Repairing
Sandy Sports & Leisure Association	Land For Artificial Pitch – Sunderland Rd Rec	Peppercorn	N/A
Sandy Football Club	Pitch & Pavilion – Bedford Rd Rec. Ground	254	Repairing
Sandy Village Hall Mgmt C'ttee	Land for Sandy Village Hall	5	N/A
Sandy Bowling Club	Bowling Green, Sunderland Road	224	N/A
Sandy Air Cadets 22 Squadron	Land for Army Cadet HQ at Berwick Way	246	N/A
Sandy Cricket Club	Cricket Pitch, Sunderland Road	111	N/A
Biggleswade & Hitchin Angling	Angling Rights	669	N/A
Scout Hut	Scout Hut – Sunderland Rd Rec	Peppercorn	N/A

Council as tenant

Landlord	Property	Rent p.a. £	Repairing / Non-Repairing
Everton Estate	Recreation Land	-	Non-Repairing

Sandy Town Council

Notes to the Accounts

31 March 2022

6 Pensions

For the year of account the council's contributions equal 25.80% of employees' pensionable pay. These contributions will increase to 26.80%, in future years.

7 Fixed Assets

At 31 March the following assets were held:

Freehold Land and Buildings

	2022	2021
	£	£
	Value	Value
Council Offices	215,000	215,000
Car Park & Market Storage Passageway	325,000	325,000
Public Toilets	150,000	150,000
Bedford Rd Recreation Ground and Buildings	240,500	240,500
Sunderland Rd Recreation Ground and Buildings	742,000	742,000
Cemetery incl Chapel and Shed	176,000	176,000
Cemetery Extension (under development)	289,387	236,992
Cemetery Extension Land	19,000	19,000
Scout Hut and ATC HQ Land	4,500	4,500
The Riddy Nature Reserve	63,000	63,000
Stratford Road Depot & Assos Yard	208,687	206,577
	<hr/> 2,433,074	<hr/> 2,378,569

Vehicles and Equipment

John Deere Tractor	18,250	18,250
Rotamec Triple Deck Mower	11,150	11,150
Protea 12 Blade Mower	2,845	2,845
Grounds Maintenance & Depot Equipment	45,963	44,465
Play Equipment	443,219	423,812
Furniture and Equipment	138,241	138,241
Display Cabinets	15,000	15,000
Market Stalls (10) Boards & Covers	3,500	3,500
Market Storage Container	1,600	1,600
Chamber Hearing Loop	1,474	1,474
Gazebos (25)	2,494	2,494
Toyota Van FD07 HGU	8,370	8,370
Toyota Van AK12 WLJ	15,000	15,000
Defibrillator and Cabinet	631	631
Goal Posts	4,605	4,605
Goal Post - Static	4,265	-
Roberine Flail Mower	29,500	29,500
War Memorial Plaque	540	540
Bowls Club Irrigation Pump	1,594	1,594
Beeston Green Defibrillator	660	660
Scoreboard	3,809	3,809
Depot CCTV	13,699	13,699
Outdoor Fitness Equipment	17,433	17,433
Ideal Logic Boiler	2,000	-
Lampost Banners	2,382	-
	<hr/> 788,224	<hr/> 758,672

Sandy Town Council

Notes to the Accounts

31 March 2022

	2022	2021
	£	£
	Value	Value
<u>Infrastructure Assets</u>		
Street Lighting Columns	127,688	127,688
Noticeboards (11)	8,400	8,400
Car Park Barriers	11,500	11,500
Seats and Benches (84)	32,775	32,775
Bins and other street furniture	1,159	1,159
Anti Climb Fence Panels (50)	1,490	1,490
World War I Board	1,215	1,215
Railings	5,002	5,002
Bedford Road Fencing	3,041	2,481
Flagpole	677	677
Litter Bins	4,553	-
RBL Memorial Bench	1	-
	<hr/>	<hr/>
	197,501	192,387
	<hr/>	<hr/>
<u>Community Assets</u>		
Beeston Green	1	1
War Memorial	1	1
Disused Railway Embankment	1	1
Rose Garden	1	1
The Limes play area	1	1
Fallowfield open space and play area	1	1
	<hr/>	<hr/>
	6	6
	<hr/>	<hr/>
	3,418,805	3,329,634
	<hr/>	<hr/>

The basis of valuation of the above assets is set out in the Statement of Accounting Policies.

8 Fixed Assets - Additions and Disposals

	2022	2021
	£	£
	Cost	Cost
During the year the following assets were purchased:		
Operational Land and Buildings	54,505	-
Vehicles and Equipment	29,552	46,849
Infrastructure Assets	8,482	-
	<hr/>	<hr/>
	92,539	46,849
	<hr/>	<hr/>

	Proceeds	Proceeds
During the year the following assets were disposed of:		
Vehicles and Equipment	-	250
	<hr/>	<hr/>
	-	250
	<hr/>	<hr/>

No assets were disposed of for proceeds during the year.

9 Debtors

	2022	2021
	£	£
VAT Recoverable	23,684	13,978
Prepayments	5,657	933
	<hr/>	<hr/>
	29,341	14,911
	<hr/>	<hr/>

Sandy Town Council

Notes to the Accounts

31 March 2022

10 Creditors and Accrued Expenses

	2022	2021
	£	£
Trade Creditors	56,646	30,877
Superannuation Payable	6,249	4,937
Payroll Taxes and Social Security	5,692	3,828
Accruals	5,069	11,534
Income in Advance	-	150
	<hr/>	<hr/>
	73,656	51,326
	<hr/>	<hr/>

11 Hire Purchase and Lease Obligations

At 31 March the following hire purchase agreement(s) and lease(s) were in operation:

Hire/Lessor	Purpose	Annual Lease/Hire Payable £	Year of Expiry
Control Print Solutions	Service/Prints for Photocopier	1,098	2023
Pitney Bowes	Franking Machine	290	Ongoing
Grenke Leasing	Photocopier	3,062	2023

12 Loans

At the close of business on 31 March 2022 the following loans to the council were outstanding:

Lender	Loan Period	Amount £	Years Remaining
Public Works Loan Board	Repayable to 27 th August 2025	732	3.5
Public Works Loan Board	Repayable to 27 th February 2028	1,785	6

13 Earmarked Reserves

	Balance at 01/04/2021 £	Contribution to reserve £	Contribution from reserve £	Balance at 31/03/2022 £
Capital Projects Reserves	246,681	94,298	(126,330)	214,649
Asset Renewal Reserves	-	-	-	-
Other Earmarked Reserves	101,765	21,425	(8,700)	114,490
Total Earmarked Reserves	<hr/>	<hr/>	<hr/>	<hr/>
	348,446	115,723	(135,030)	329,139
	<hr/>	<hr/>	<hr/>	<hr/>

The Capital Projects Reserves are credited with amounts set aside from revenue to part finance specific projects which are part of the council's capital programme.

The Other Earmarked Reserves are credited with amounts set aside from revenue to fund specific known commitments of the council.

The Other Earmarked Reserves at 31 March 2022 are set out in detail at Appendix A.

14 Capital Commitments

The council had no other capital commitments at 31 March 2022 not otherwise provided for in these accounts.

15 Contingent Liabilities

The council is not aware of any contingent liabilities at the date of these accounts.

Attachment 3

Confirmation regarding the exercise of public rights

Parish Council name: SANDY TOWN COUNCIL

The Parish Council must inform the electorate of an exact 30 working day period during which public rights may be exercised. This is inclusive of the start and finish dates.

The inspection period **must** commence no later than 1 July 2022.

The elector's rights must start **EXACTLY** one day after the annual return has been published on your website (or other free to access website used by the Council) with the statutory notice at Attachment 3.2. Publication of the annual return must be as soon as practical after the unaudited annual return has been approved by the Parish Council.

Working days are defined as Monday – Friday. They do not include Saturdays, Sundays and Bank Holidays.

(see calendar guide overleaf)

The inspection period commences on: 22ND JUNE 2022

And ends on: 3RD AUGUST 2022

Signed:  Date: 20TH JUNE 2022

Position held: TOWN CLERK

20th May 2022

Sandy Town Council
10 Cambridge Road
Sandy
SG19 1JE

By e-mail to: admin@sandytowncouncil.gov.uk

Dear Sir/Madam,

COMMONS ACT 2006 – SECTION 16

**Application to release land from village green
Land adjacent to 17 The Green, Beeston**

On behalf of Central Bedfordshire Council, we are applying to the Secretary of State for Environment, Food and Rural Affairs (Defra) under section 16 of the Commons Act 2006 to deregister an area of Beeston Village Green. The Planning Inspectorate will decide the application on behalf of the Secretary of State.

We are required to you give notice of our proposals and are sending you a copy of the attached notice in order to comply with that requirement.

Section 16 of the Commons Act 2006 enables the owner of land registered as common land or a town or village green to apply to Defra for the land or part of the land to be released from registration. If the “release land” is more than 200 square metres in area, an application must be made at the same time to register “replacement land” as common land or a green in its place. If the release land is smaller than 200 square metres, a proposal for replacement land may (but need not) be included.

The decision will be based on the merits of the proposal, and will balance all the interests in the common, taking account of all views expressed. Regard must be given to the criteria set out in section 16 of the Act. These are:

- (a) the interests of persons having rights in relation to, or occupying, the release land (and in particular persons exercising rights of common over it);
- (b) the interests of the neighbourhood;
- (c) the public interest, which includes the public interest in:
 - nature conservation
 - the conservation of the landscape
 - the protection of public rights of access to any area of land, and
 - the protection of archaeological remains and features of historic interest;

(d) any other matter considered relevant.

These criteria will be viewed in the light of the overriding objective of protecting, maintaining or improving the common, and of ensuring that the overall stock of common land is not diminished. This will enable the diversity, variety, and overall extent, of common land to be safeguarded.

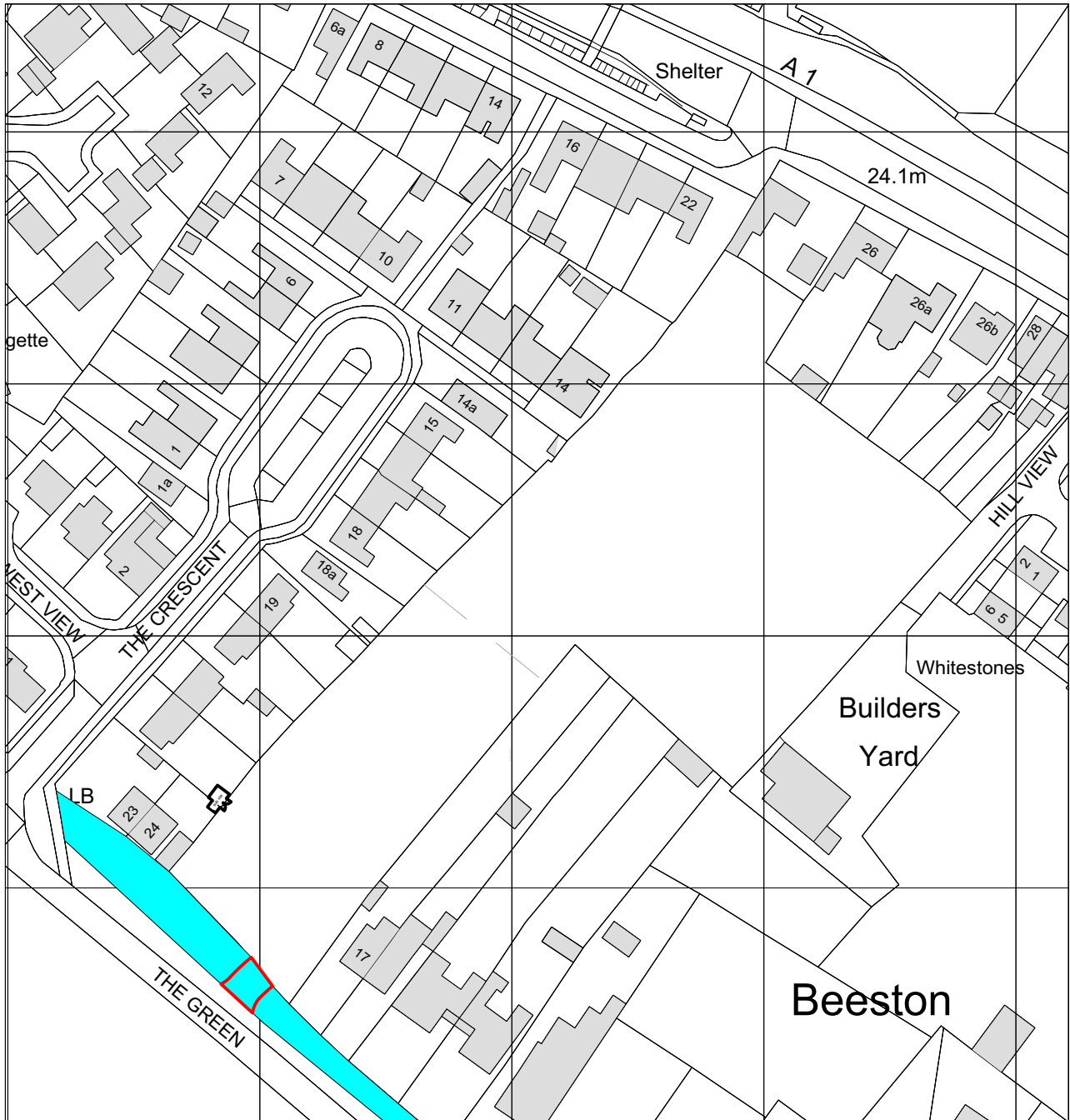
Any objections or representations about the proposal should be sent to The Planning Inspectorate by the closing date specified in the notice.


Should you have any queries please do not hesitate to contact me.


Yours sincerely

A handwritten signature in black ink, appearing to read 'Jennie Harris', written in a cursive style.

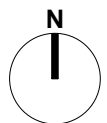
Jennie Harris MRTPI
Associate




 Release land (area = 53.17m²)

 Land with Village Green status Ref. VG14(5)
(area = 1081m²)

0 10 20 30 40 50 M
Scale 1:1250



INFORMATION

Project title		CBC The Green Beeston		 The Barn, Sewell, Dunstable Bedfordshire LU6 1RP telephone 01582 690222 www.kylesmartassociates.co.uk Chartered Architects
Drawing title		Village Green Release Application Site Location Plan		
Drawing no.		20013wd2.15	Rev	
Scale	Date	Drawn by	Checked by	
1:1250@A4	Mar 22	CSc	CS	

**CBC The Green
Beeston**

Section 16 of the Commons Act 2006**Proposed deregistration of common land/town or village green at:****BEESTON VILLAGE GREEN VG14 (5)**

Central Bedfordshire Council has applied to the Secretary of State for Environment, Food and Rural Affairs under section 16 of the Commons Act 2006 for land forming part of the above-mentioned registered village green (the "release land") to cease to be so registered. The Planning Inspectorate will decide the application on behalf of the Secretary of State.

The purpose of this application is to enable vehicular access to be provided into the adjacent land for development of 6 dwellings.

The release land is described in the First Schedule to this notice.

A copy of the application form and accompanying documents can be inspected at Sandy Library, Market Square, Sandy HG19 1EH between the hours of 9:00am – 6:00pm Tuesday – Friday and 9:00am – 4:00pm on Saturdays until 17th June 2022. A copy of the application may be obtained by writing to Central Bedfordshire Council, Priory House, Monks Walk, Chicksands, Shefford, Bedfordshire SG17 5TQ.

Any representations in respect of the proposed deregistration should be sent in writing ON or BEFORE 17th June 2022 to: Common Land Team, The Planning Inspectorate, 3A Temple Quay House, Temple Quay, Bristol BS1 6PN or commonlandcasework@planninginspectorate.gov.uk.

Representations sent to The Planning Inspectorate **cannot be treated as confidential**. They will be copied to the applicant and possibly to other interested parties. To find out more about how the Planning Inspectorate uses and manages personal data, please go to the privacy notice.

FIRST SCHEDULE

(The release land)

The release land is contained within VG14 (5), in between 23 and 24 The Crescent to the west and 17 The Green to the east. The release land is 53.17 square metres.

*Jennie Harris
Smith Jenkins Ltd
1st Floor
1 Canon Harnett Court
Wolverton Mill
MK12 5NF*

20/05/2022



Town Clerk: Chris Robson

Request to hold an event on Sandy Town Council Land

Contact Name	Emma Foxley
Address	4 Mitford Close, Putnoe, Bedford MK41 8RF
Telephone No	07763944587
Email	info@letsgetgoingcic.com
Organisation	Let's Get Going Community Interest Company (non profit)
Which Open Area do you wish to use?	Bedford Road Park
Type of Event	Community Fun day – Health and Wellbeing for all ages
Date of Event	18.09.2022
Times of Event	11-3.00pm
How many people will be attending?	200
Will you be serving food?	There will be fundraising stalls serving hot dog and burgers, cakes teas and coffees
Will you be serving alcohol?	No
Will you be charging for the event?	Free for the public

Depending on the type of event you are holding we may need to see copies of your insurance, a risk assessment and if you are providing food we will need to see a copy of your food hygiene certificate.

Please note that the event will be held at your own risk.

Please note that if you are a commercial business Sandy Town Council may make a charge for using the land.