

# Sandy Town Council

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**To: All Members of Sandy Town Council**

**You are hereby summoned to attend the meeting of Sandy Town Council which will be held in the Council Chamber at 10, Cambridge Road, Sandy, Bedfordshire on Monday 21 October 2013 at 7.30 pm. The items of business to be transacted are specified below.**



Delia Shephard, Town Clerk  
10 Cambridge Road  
Sandy SG19 1JE  
01767 681491  
15 October 2013

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

**1 Apologies for absence**

To receive apologies for absence

Reports

x

**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) Declarable Pecuniary Interests*

*ii) Personal Interests*

*iii) Requests for dispensations (must be notified to the Proper Officer in writing in advance of the meeting)*

**3 Minutes of Town Council meeting**

To consider the minutes of a meeting of Sandy Town Council held on Monday 9 September 2013 and to approve them as a correct record of proceedings.

x

# Sandy Town Council

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- 4 Minutes of Committees and Sub-committees and recommendations** ✓
- To receive the minutes of the following committees and sub-committees and/or (if applicable) to approve recommendations therein not mentioned elsewhere on the agenda.
- 1 Development Scrutiny Committee on 23 September 2013 and 14 October 2013 xx✓
  - 2 Community Services and Environment Committee on 23 September 2013 x
  - 3 Policy Finance and Resources Committee on 14 October 2013 ✓
- 5 Public Open Session**
- 6 Police Matters** x
- To receive a report from PCSO Ann Jeeves on policing in Sandy
- 7 Beeston Common** ✓
- To consider correspondence from Mr and Mrs J H And D Bretherton following the Council's decision to decline permission for a right of access across Beeston Common to no 29 Orchard Road and to consider any further action. Report from previous meeting applies
- 8 Financial Matters**
- i) To note the list of payments approved for September 2013. ✓
  - ii) To consider a report of income and expenditure against budget for the financial year to date. ✓
  - iii) To note the conclusion of the external audit of the Town Council for the year 2012/13 and to consider a recommendation from the Policy Finance and Resources Committee to approve the completed annual return. ✓
  - iv) To note the donation of a sum of £200 from Motley and Hope, Solicitors, Biggleswade and to determine how the funds should be spent. ✓
- 9 Skarszewy Community Garden** To follow
- To approve purchase and installation of a memorial stone with inscription in the community garden at Bedford Road to mark the visit of the Mayor of Skarszewy to Sandy and to

# Sandy Town Council

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note arrangements for the visit and the renaming of the garden.

- 10 Mayoral Communications** √  
To note the Mayor's engagements and any items for information

- 11 Reports from Representatives** x
- i) To receive a report from the Ward Councillors of Central Bedfordshire Council x
  - ii) To receive reports from Town Council representatives on external bodies x

- 12 Presentation by DCK Beavers** √  
To receive a presentation from a representative of DCK Beavers on the potential benefits and consequences of employing them as contract accountants to Sandy Town Council.

*Members of the public and press are warned that under the Public Bodies (admission to Meetings) Act 1960 (as extended) they are likely to be excluded from the meeting for items of business on this agenda should the committee resolve that the item involves the likely disclosure of confidential personal information and/or information which is commercially sensitive as defined as exempt information in Part 1 of Schedule 12a of the Local Government Act 1972 (personal and confidential data).*

- 13 Land at bottom of Ivel Road** √  
To receive a report from the Town Clerk concerning land at the bottom of Ivel Road which is the property of Central Bedfordshire Council and which may be offered for sale for development and to determine any appropriate actions.

*Members of the public and press are warned that under the Public Bodies (admission to Meetings) Act 1960 (as extended) they are likely to be excluded from the meeting for items of business on this agenda should the committee resolve that the item involves the likely disclosure of information which is commercially sensitive as defined as exempt information in Part 1 of Schedule 12a of the Local Government Act 1972 (personal and confidential data).*

- 14 News Release** x

# Sandy Town Council

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## REPORTS

### Sandy Town Council meeting on Monday 21 October 2013

#### 4 Minutes of Committees and Sub-committees and recommendations

*Members are reminded to bring all minutes with them following decision to stop providing details of recommendations from previous committee meetings.*



# Sandy Town Council

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## 7 **Beeston Common** **Clerk's Report**

Mr and Mrs Bretherton of 29 Orchard Road applied for permission to create an access to their property across Beeston Common and the matter was considered at a meeting of the Town Council on 9 September 2013 when the decision was made to refuse access to the property as there was already adequate access from Orchard Road.

**"RESOLVED** *To refuse permission for access and driveway across Beeston Green to the rear of existing property at 29 Orchard Road at this time.*" As members will see from the attached letter, Mr and Mrs Bretherton wish to challenge this decision.

The Town Council complaints procedure does not cover the decisions of Town Council, it applies only to the administration and procedures which have been adopted or the behaviour of individual officers. There is no appeal to the Local Government Ombudsman about decisions of council and so the only option for Mr and Mrs Bretherton if the decision is maintained would be for them to seek a judicial review of the decision and/or bring a formal complaint within the terms of the complaints policy which is on the Town Council's website.

Sandy Town Council's standing orders do not generally permit the reconsideration of matters already decided within 6 months of the original decision. However, the Town Clerk has taken the view that the Town Council may wish to reconsider the decision in the light of the information provided in the exchange of correspondence attached.

The report provided by the Town Clerk on the previous occasion remains relevant. The aerial photographs show the position of the existing access to the neighbouring property.

**Members are requested to decide how to proceed.**



Town Clerk: Delia Shephard

Mr and Mrs Bretherton  
29 Orchard Road  
Sandy  
SG19 1JE

16 September 2013

Dear Mr and Mrs Bretherton

**Sandy Town Council meeting 9 September 2014**

Thank you for your letter of 14 September received today in our office. I am sorry you were disappointed by council's decision and I will pass the letter on to the council for their further consideration on 21 October 2013 at the next town council meeting. I should warn you that the council's standing orders do not generally permit the reconsideration of a previous decision unless there is substantial new information and it is possible they will refuse to review the matter.

Meanwhile I would like to make a number of points:

- **Sketch plans** – the plans I prepared for councillors were not detailed and exact plans, they showed sketched indications of the driveway you had requested and I think all members understood this. If you would like to supply a more detailed and accurate plan then I would be happy to pass it on. However, you did have the opportunity to express at the meeting that the driveway would be only 5 x 2 metres (I have this in my notes from the meeting) and I do think that councillors understood this quite clearly. The aerial photograph made quite clear which part of the green was involved.
- **Access** – this is the first time that some Sandy Town Councillors have dealt with a request for access across Beeston Green. My report mentions rights of way because it was important to inform these councillors (and remind others who may be more experienced in matters to do with the green) that rights of way cannot be created by the council. The report also dealt with access and other associated issues. I believe it was quite clear that your request was for an access agreement not a right of way. I believe my report and my comments at the meeting also made it clear that it was within the power of the council to grant a right of access, but they chose not to do so.



- **Quorum** – it is not possible for a council decision to be reconsidered simply because not all members were present. On 9 September there were sufficient members for the meeting to be quorate.

I am sorry I cannot be more helpful but I hope you will be reassured that your correspondence will be considered further.

Yours sincerely

Delia Shephard BA, BSc, MILCM  
Town Clerk



# JH & D Bretherton

29 Orchard Rd. Beeston Sandy Beds SG19 1PJ U.K.  
tel 01767-692242 fax 01767-681789 jack@brethed.co.uk

RECEIVED  
16 SEP 2013

Sandy Town Council  
10 Cambridge Rd  
Sandy  
SG19 1JE  
14 Sept 2014

Dear Council

## Further to the Council meeting 9<sup>th</sup> September 2014

Based on the nature of the council members comments we feel further consideration to our request is necessary.

1. We request a site visit by the Councillors either in a group or individually. We will be available at their convenience.
2. Page 27 of the prepared report does not reflect accurately the position of entry to the property we requested, however, that will be clarified with a site visit.
3. Page 28 does not show clearly the position of the existing road from which we wish to create entry. That will be clarified with a site visit.
4. Page 24 Clerks Comments: - "The Council cannot create a new right of way across the Green" The access road has been in existence for over 30 years and we believe a small section of unobtrusive Grass-Crete, approximately 5 x 2 meters, to the rear corner of our land would not be detrimental or intrusive to the environment of Beeston Green.

We have resided on Beeston Green for over 30 years; intend staying in our retirement.

If setting a precedent improves the 'quality of life' of a resident we believe this request should be considered on its own merit and justified accordingly.

We feel it is necessary to bring the following points to the attention of the council for consideration:-

- a. A site visit.
- b. Not all members of the council were present.
- c. Some members not familiar with Beeston Green and its environment.
- d. The pictorial presentation did not show correctly the area of access requested.
- e. We requested 'access' not 'right of way'.
- f. There was lack of clarity with regard to the conclusion.

We look forward to meeting Councillors on our property at their convenience.

Yours sincerely



JH & D Bretherton

# Sandy Town Council

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## 8 Financial Matters

- i) List of payments approved for September 2013 to follow.
- ii) Report of income and expenditure against budget for the financial year to date attached.
- iii) Copy of correspondence from the external auditor of Sandy Town Council for the year 2012/13 attached.
- iv) Copy of correspondence from Motley and Hope attached. A formal letter of thanks has been sent to the practice. Members may wish to consider whether to use the sum as a contribution to the Christmas Lights or for some other purpose which would benefit a large number of residents.

At : 11:43

Current Bank A/c

## List of Payments made between 01/09/2013 and 01/11/2013

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/09/2013	Power Computing	DD	300.00		IT Support
02/09/2013	Aviva	DD	1,700.68		Insurance
04/09/2013	Relate	DCR	38.40		Committee Room Hire
04/09/2013	Relate	DCR	-38.40		Committee Room Hire
01/09/2013	Lloyds Commercial Finance	11703	-354.60		Signs
01/09/2013	Sandy Town Council	110697	83.94		Petty Cash
01/09/2013	1st Choice Staff Recruitment L	110723	278.10		Temporary staff wages
01/09/2013	Sherriff Amenity	110724	90.89		Green Seed
01/09/2013	UK Fuels Ltd	110725	145.99		Fuel
01/09/2013	Park Leisure Ltd	110726	552.00		Playground equipment
01/09/2013	Fire Safety Services	110727	76.13		Alarm Maintenance
01/09/2013	Lloyds Commercial Finance	11703	-354.60		Signs
01/09/2013	1st Choice Staff Recruitment L	110723	-278.10		Temporary Staff wages
01/09/2013	Sherriff Amenity	110724	-90.89		Green Seed (Bowls Club)
01/09/2013	Sherriff Amenity	110724	-90.89		Green Seed (Bowls Club)
01/09/2013	UK Fuels Ltd	110725	-145.99		Fuel
01/09/2013	Park Leisure Ltd	110726	-552.00		Playground equipment
01/09/2013	Fire Safety Services	110727	-76.13		Alarm maintenance
01/09/2013	Sandy Town Council	110697	-83.94		Petty Cash
02/09/2013	Power Computing	DD	300.00		IT Support
02/09/2013	Power Computing	DD	-300.00		IT Support
04/09/2013	Trade & Discount Signs Ltd	110683	354.60		Signs
04/09/2013	F D Odell & Sons Ltd	110684	729.20		Skip changes
04/09/2013	VFM Products Ltd	110685	251.40		Pitch marker paint
04/09/2013	Wicksteed Leisure Ltd	110686	1,079.63		Playground equipment
04/09/2013	A J & R Scambler & Sons Ltd	110687	87.52		Wheel yoke replacement
04/09/2013	Colin Ross Workwear	110688	39.54		Safety Shoes
04/09/2013	Rosetta Publishing Ltd	110689	285.60		Bulletin
04/09/2013	Quality Franking Supplies	110690	61.13		Franking machine ink
04/09/2013	Walters Ltd	110691	170.62		Photocopier charges TIC
04/09/2013	Terry C Seymour	110692	936.00		Street Light repairs
04/09/2013	Frontier Agriculture Ltd	110693	45.16		Roundup - DSO
04/09/2013	1st Choice Staff Recruitment L	110694	457.32		Temp staff wages
04/09/2013	Mrs Thrale	110695	39.60		Honey sales
04/09/2013	Seddington Nursery	10696	2,018.80		Plants etc
09/09/2013	Central Bedfordshire Council	DD	111.00		Rates-Market
09/09/2013	BNP Paribas Lease Group	DD	175.50		BNP Paribas Lease Group
16/09/2013	Power Computing	DD	252.61		Telephone Bill
16/09/2013	eon	DD	481.30		Streets lights
17/09/2013	Bedford Borough Council	DD	19,015.30		WAGES
18/09/2013	Modplan	110698	3,216.00		Replacement of subfloor base
18/09/2013	Town Mayor's Charity Fund	110699	60.00		Charity Ball Leighton Linlade
18/09/2013	Turfcare Leisure Services Ltd	110700	718.26		Autumn renovation Cricket Sq
18/09/2013	Power Computing	110701	107.84		Spam fighter licence
18/09/2013	1st Choice Staff Recruitment L	110702	222.48		Temp grounds staff
18/09/2013	Mr T Miles	110703	200.00		gravedigging
18/09/2013	Terry C Seymour	110704	576.00		streetlight maintenance

Continued on Page 2

At : 11:43

Current Bank A/c

## List of Payments made between 01/09/2013 and 01/11/2013

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
18/09/2013	Mrs B Plumb	110705	50.00		Refund of cancelled excursion
18/09/2013	Mid Beds CAB	110707	500.00		Community Grant
18/09/2013	Hertfordshire County Council	110708	40.01		Stationery/cleaning materials
18/09/2013	BDO LLP	110710	1,920.00		Annual external audit fee
18/09/2013	Gilby's of Sandy	110711	257.52		Sundry hardware items
18/09/2013	UK Fuels Ltd	110706	57.25		Fuel
18/09/2013	Froods Auto Services	110712	119.99		Leisure battery
18/09/2013	LTSB Commercial Finance	11703	354.60		Signs
18/09/2013	Mr J A Gurney	110714	28.90		Reimbursement bowls club
18/09/2013	Binder Loams Lts	110715	542.04		Loam and grass seed
18/09/2013	Martin Howlett Trading Company	110716	46.80		Refuse sacks
18/09/2013	Travis Perkins T/C Ltd	110717	2.70		Sharp/Grit Sand
18/09/2013	Team Flitwick	110718	523.69		Gasoil
18/09/2013	Dr A Gedge	110719	41.00		Refund cancelled excursion
18/09/2013	Telefonica UIK Ltd	110720	30.00		mobile phone
18/09/2013	PHS Group plc	110721	64.56		Duty of Care
18/09/2013	PHS Group plc	110722	64.56		Duty of care
18/09/2013	eon	DD	167.08		Electric Sund
18/09/2013	Power Computing	110701	107.94		SPAM
18/09/2013	Lloyds TSB	110713	354.60		Lloyds TSB
18/09/2013	Power Computing	110701	-107.84		Spam Fighter
20/09/2013	Sherriff Amenity	110724	90.89		Green Seed Bowls Club
25/09/2013	Fire Safety Services	110727	76.13		Alarm Maintenance
25/09/2013	Park Leisure Ltd	110726	552.00		Play equipment
25/09/2013	UK Fuels Ltd	110725	145.99		Fuel
25/09/2013	Sherriff Amenity	110724	90.89		Green Seed (Bowls)
25/09/2013	1st Choice Staff Recruitment L	110723	278.10		Temporary staff wages
25/09/2013	SandyTown Council	110697	83.94		Petty Cash
25/09/2013	LTSB Commercial Finance	11703	-354.60		Signs
25/09/2013	Lloyds Commercial Finance	11703	354.60		Signs
25/09/2013	Lloyds Commercial Finance	11703	354.60		Signs
30/09/2013	British Gas	DD	9.39		Pavilion Elec
30/09/2013	British Gas	DD	44.37		PavilionGas
30/09/2013	British Gas	DD	45.39		Gas Office
07/10/2013	Central Bedfordshire Council	110728	21.00		Christmas Event Notice
07/10/2013	Debora King	110729	500.00		Project management fee
07/10/2013	Mr T Miles	110730	400.00		Grave digging
07/10/2013	Spaldings Ltd	110731	91.07		Consumables DSO
07/10/2013	Martin Howlett Trading Co	110732	47.70		Cleaning materials
07/10/2013	Walters Ltd	110733	711.49		Photocopying charges
07/10/2013	RSPB	110734	100.00	Meeting room tables	RSPB
07/10/2013	1st Response Fire Protection	110735	120.00		Maintenance of public toilets
07/10/2013	Anglian Water	110736	263.06		Water rates - Bowls Green
07/10/2013	Anglian Water	110736	211.64		Bedford Road Public Toilets
07/10/2013	Telefonica UIK Ltd	110737	30.00		Mobile charges
07/10/2013	Hertfordshire County Council	110738	324.21		Stationery and cleaning goods

At : 11:43

Current Bank A/c

## List of Payments made between 01/09/2013 and 01/11/2013

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
07/10/2013	Bannold Supplies & Services Ltd	110739	253.80		Top Dressing
07/10/2013	Mr R Miller	110740	15.00		Book - TIC
07/10/2013	Bibby Factors Manchester Ltd	110561	936.00		Xmas cards and calendars TIC
07/10/2013	Cycling Campaign for N Beds	110562	29.00		Maps etc TIC
07/10/2013	SHRUG	110563	15.28		Books TIC
07/10/2013	Mr J Whitehurst	110564	18.90		Travelling Expenses
07/10/2013	Mr A Jackson	110565	45.30		Travelling Expenses - Mayoral
07/10/2013	Mr P Newbury	110566	27.20		Travelling expenses
07/10/2013	VFM Products Ltd	110567	251.40		White marker paint
07/10/2013	1st Choice Staff Recruitment L	110568	179.22		Temporary staff wages
07/10/2013	George Browns	110569	240.00		Hire of equipment - Bowls
07/10/2013	F D Odell & Sons Ltd	110570	48.00		Skip empty
07/10/2013	Comtec-Services	110571	1,768.80		Hearing Loop system
07/10/2013	Sandy Town Council	110572	232.69		Petty Cash
14/10/2013	Sandy Town Council	110573	345.00		Mayor's Quiz Nite Catering
14/10/2013	TTM Consultancy Services Ltd	110574	660.00		Annual Service Agmnt - Barrier
14/10/2013	Spaldings Ltd	110575	27.82		DSO equipment - Bow Saw
14/10/2013	UK Fuels Ltd	110576	82.85		Vehicle Fuel
14/10/2013	Collier Turf Care Ltd	110577	236.36		Fertiliser etc
14/10/2013	Sherriff Amenity	110578	554.40		Cricket Club - Dumpy Bag
14/10/2013	Anglian Water	110579	70.02		Water rates - Bank's Pavilion
14/10/2013	A J & R Scambler & Sons Ltd	110580	87.52		Wheel Yoke - DSO
14/10/2013	Rosetta Publishing Ltd	110581	285.60		Bulletin costs
14/10/2013	First Capital Connect	110582	491.40		Train tickets - TIC
14/10/2013	Mrs D Shephard	110583	20.15		Travelling expenses
14/10/2013	Saffords Coaches Ltd	110584	915.60		Bus Tours - TIC
14/10/2013	Howardson Ltd	110586	271.50		Equipment - tines
14/10/2013	Howardson Ltd	110586	-271.50		Equipment - Tines
14/10/2013	Howardson Ltd	110585	271.50		Equipment - Tines
14/10/2013	Howardson Ltd	110586	590.10		Equipment - Tines
14/10/2013	1st Choice Staff Recruitment L	110587	457.32		Temporary staff wages

<b>Total Payments</b>	<b>51,806.49</b>
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## Summary Income &amp; Expenditure by Budget Heading 01/11/2013

Month No : 6

## Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
401 Staff	Expenditure	17,739	112,185	217,748	105,563		105,563	51.5 %
402 Administration-Office	Expenditure	3,013	43,329	74,094	30,765		30,765	58.5 %
	Income	221,204	448,623	443,600	5,023			101.1 %
403 Administration-Works	Expenditure	3,305	14,078	30,700	16,622		16,622	45.9 %
404 Allotments	Expenditure	0	273	500	227		227	54.5 %
405 Footway Lighting	Expenditure	1,661	3,985	9,555	5,570		5,570	41.7 %
406 Cemetery	Expenditure	200	5,083	9,580	4,497		4,497	53.1 %
	Income	1,577	13,272	17,653	-4,381			75.2 %
407 Churchyard	Expenditure	0	0	150	150		150	0.0 %
408 Car Park (Including Market)	Expenditure	111	7,796	17,098	9,302		9,302	45.6 %
	Income	274	2,852	2,550	302			111.9 %
409 Public Toilets - Car Park	Expenditure	0	2,211	4,299	2,088		2,088	51.4 %
500 Bedford Road Open Space	Expenditure	3,753	4,924	7,083	2,159		2,159	69.5 %
	Income	0	0	1,070	-1,070			0.0 %
501 Sund.Rd Open Space & Pavilion	Expenditure	2,208	7,045	35,720	28,675		28,675	19.7 %
	Income	0	-4,489	5,806	-10,295			-77.3 %
502 Beeston Green	Expenditure	0	40	1,000	960		960	4.0 %
503 The Pinnacle	Expenditure	0	0	3,700	3,700		3,700	0.0 %
504 Tourist Information Centre	Expenditure	2,392	14,901	34,980	20,079		20,079	42.6 %
	Income	1,116	6,269	12,325	-6,056			50.9 %
505 Grass Cutting	Expenditure	0	0	9,650	9,650		9,650	0.0 %
506 Litter Bins, Seats & Shelters	Expenditure	0	264	310	46		46	85.2 %
507 Annual Report & Newsletter	Expenditure	238	714	3,500	2,786		2,786	20.4 %
508 S.E.G.	Expenditure	20	234	1,276	1,042		1,042	18.3 %
	Income	0	121	0	121			0.0 %
509 Christmas Lights	Expenditure	0	20	15,433	15,413		15,413	0.1 %
	Income	0	1,010	4,000	-2,990			25.3 %
510 Fallowfield	Expenditure	460	563	3,000	2,437		2,437	18.8 %

11:41

## Summary Income &amp; Expenditure by Budget Heading 01/11/2013

Month No : 6

## Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
600 The Riddy	Expenditure	0	64	6,413	6,349		6,349	1.0 %
	Income	477	956	1,474	-518			64.9 %
601 Miscellaneous (Incl Interest)	Expenditure	0	575	22,200	21,625		21,625	2.6 %
	Income	0	0	7,500	-7,500			0.0 %
700 Capital A/c	Expenditure	0	9,101	0	-9,101		-9,101	0.0 %
	Income	0	-4,760	0	-4,760			0.0 %
702 Reserve A/c	Expenditure	0	3,143	0	-3,143		-3,143	0.0 %
	Income	0	0	7	-7			0.0 %
<b><u>INCOME - EXPENDITURE TOTALS</u></b>								
	Expenditure	35,100	230,527	507,989	277,462	0	277,462	45.4 %
	Income	224,649	463,854	495,985	-32,131			93.5 %
	Net Expenditure over Income	-189,549	-233,327	12,004	245,331			



Tel: +44 (0)23 8088 1700  
Fax: +44 (0)23 8088 1701  
DX 2008 Southampton  
www.bdo.co.uk

Arcadia House  
Maritime Walk  
Ocean Village  
Southampton SO14 3TL

F1/A1

RECEIVED  
18 SEP 2013

Mrs D M Shephard  
10 Cambridge Road  
Sandy  
SANDY  
Bedfordshire  
SG19 1JE

15 September 2013  
our ref: 2013/F1/SAND27/FINAL  
Dial: 023 8088 1700  
Email: councilaudits@bdo.co.uk

Dear Mrs Shephard

**Sandy Town Council - Audit for the year ended 31 March 2013**

We have now completed the above audit. Please find enclosed the following documents;

- Fee Note
- Notice of Conclusion of Audit
- Notes regarding the advertisement of the Conclusion of the Audit
- Date selection form for 2013/14
- Contact details
- Survey 2012/13
- Annual Return

There were no matters which came to our attention which required the issuing of a separate additional issues arising report.

The enclosed annual return should be presented to the council/body/board, now that our audit opinion has been given, and a minute should be made to show that the annual return has been approved and accepted by the council/body/board. The annual return and notice of conclusion of audit should be displayed in a conspicuous place(s) for 14 days as soon as reasonably possible and before the 30 September 2013.

If you have any questions please contact Louise Nyland in the first instance.

Yours sincerely

Paul Bricknell  
For and on behalf of BDO LLP

Enc.





# Section 3 – External auditor certificate and opinion 2012/13

## Certificate

We certify that we have completed the audit of the annual return for the year ended 31 March 2013 of

SANDY TOWN COUNCIL

## Respective responsibilities of the council and the auditor

The council is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The council prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2013; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

Our responsibility is to conduct an audit in accordance with guidance issued by the Audit Commission and, on the basis of our review of the annual return and supporting information, to report whether any matters that come to our attention give cause for concern that relevant legislation and regulatory requirements have not been met.

## External auditor report

(~~Except for the matters reported below~~)\* on the basis of our review, in our opinion the information in the annual return is in accordance with proper practices and no 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 council:

(continue on a separate sheet if required)

External auditor signature BDO LLP

External auditor name BDO LLP Southampton United Kingdom Date 9/9/13

**Note:** The auditor signing this page has been appointed by the Audit Commission and is reporting to you that they have carried out and completed all the work that is required of them by law. For further information please refer to the Audit Commission's publication entitled *Statement of Responsibilities of Auditors and of Audited Small Bodies*.

# Motley & Hope

Solicitors

The Manor House Shortmead Street Biggleswade Bedfordshire SG18 0AT

Telephone 01767 600600 Fax 01767 317939

DX 37151 BIGGLESWADE

www.motleyandhope.co.uk

RECEIVED  
18 SEP 2013

Ms D Shephard  
Sandy Town Council  
10 Cambridge Road  
Sandy  
SG19 1JE

Your ref:

Our ref:

Date:

Direct Dial:

Email:

PJM/RO

17 September 2013

01767 310701

paulmotley@motleyandhope.co.uk

Dear Ms Shephard

## Thank you to the Residents of Sandy

The legal Practice of Motley & Hope, operating from The Manor House, Shortmead Street, Biggleswade, has, with the help of County Archivists, been able to trace its history back to 1813. Full details of the Practice's history are set out in the attached note.

We hold in high regard our local community, not only within Biggleswade itself, but also the surrounding towns and villages where we have loyal and valued clients, many of whom could no doubt also trace their ties to the firm back through the generations.

By way of thanks for this valued support and to celebrate this still evolving 200-year history, we would like to enlist the help of our ten most proximate Town and Parish Councils. To this end, we are making ten donations, each of £200 to, in some small way, express our sincere thanks for the past and present support given to our firm by local people and their communities.

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Principal: Paul J. Motley B.A.

Associate Solicitors: Stephen Frith LL.B(Hons); Claire Maye LL.B(Hons); Robin Francis LL.B(Hons)

Authorised and Regulated by the Solicitors Regulation Authority SRA No: 596673

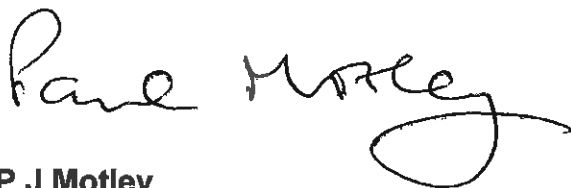


A cheque is enclosed in this sum and we ask only that you should drop us a few lines to let us know that you have safely received it and then how you have spent it for the benefit of your community. It could form part of a contribution of a large project or a small single purchase. The more inventive the idea, the better.

We will be making similar donations to local community organisations and charities over the coming weeks and have enlisted the help of the Biggleswade Chronicle to pursue this particular aspect of the celebration of our history.

So, my staff and myself, extend our thanks and appreciation to your community for its support over these many years. We hope that you will join with us in hoping that we and our successors will continue to make a helpful, positive and beneficial contribution to the lives of your townspeople for many years to come.

Yours sincerely



**P J Motley**

**Sole Principal on behalf of all at Motley & Hope**

P.S. Should you wish to have further copies of the leaflet enclosed with this letter, I should be pleased to provide these at no cost.



# Sandy Town Council

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## 9 Skarszewy Community Garden

The Mayor of Skarszewy will be leading a group of visitors from Poland to Sandy in November. Council has previously decided to mark this occasion by the renaming of the Community Garden in Bedford Road which will become the Sandy-Skarszewy Community Garden. A piece of Lakeland slate has been obtained to mark this and to recognise the twinning link and will be engraved as follows:

**Sandy-Skarszewy  
Co-operation since 1995**

The stone will be set in the garden in a short ceremony on Friday 8 November 2013 and a civic reception will follow in the Chamber.

Costs will be available at the meeting but engraving costs are anticipated as being between £72 - £180 and there will be a carriage charge for transport of the stone to the engravers and back to the garden.

**Members are asked to approve the arrangements made.**



# Sandy Town Council

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## 10 Mayoral Communications

13.9.13	Attended the Sandy Ukulele Group Concert accompanied by Mr Sutton at the Baptist Church Hall.
14.9.13	Attended the Awards Presentation of Sandy Enhancement Group's Best Kept Competitions at the library, Cllr Jackson and other councillors were also present.
13.10.13	Accompanied by Mr Sutton attended the Mayor of Godmanchester's Civic Service at St Mary's Church, Godmanchester in the morning.  Also attended with Mr Sutton the Mayor of Ampthill's Civic Service at St Andrew's Parish Church, Ampthill in the afternoon.
19.10.13	Attended the Sangerstevne Choral Festival at St Swithun's Church.  Hosted the Mayor's Sandy Takeaway and Quiz Night at Sandy Baptist Church Hall with several Councillors attending.
20.10.13	Accompanied by Mr Sutton attended the Chairman of Pottton's Civic Service at St Mary's Church, Pottton.

## Deputy Mayoral Communications

18.9.13	Attended the Macmillan Volunteer Awards at Toddington.
20.9.13	Attended Healthwatch Central Bedfordshire Launch event at Priory House, Chicksands.
21.9.13	Attended the Mayor of Kempston's Reception with Mrs Jackson at the Centenary Hall, Kempston.
23.9.13	Accompanied by Mrs Jackson attended the High Sheriff of Bedfordshire's Service for Her Majesty's Judges at St Paul's Church, Bedford.
27.9.13	Attended the 'Pride in Sandy' Day organised by Central Beds Council, together with other councillors.

Letters to:

Mr S Savell of Sandy Ukulele Group asking them to play at the Civic Service next year.