

Sandy Town Council

To: Cllrs S Baker, A Effiong, J Hewitt, A Lock, R Lock, C Osborne (Chair),
M Pettitt, M Scott, and P Sharman
c.c. N Aldis, B Blackley, R Lacey, S Sutton, and N Thompson

You are hereby summoned to attend a meeting of the Policy, Finance and Resources Committee of Sandy Town Council to be held in the Council Chamber at 10 Cambridge Road, Sandy, Bedfordshire on Monday 23rd October 2023 commencing at 7.30pm.



Nicola Sewell
Town Clerk
10 Cambridge Road
Sandy, SG19 1JE
01767 681491
18th October 2023

A G E N D A

1 Apologies for absence

2 Declarations of interest

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

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

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

3 Minutes of Previous Meeting

To consider the minutes of the Policy, Finance and Resources Committee held on Monday 4th September 2023 and to approve them as a correct record of proceedings.

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4 Public Participation Session

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

5 Financial Reports

- i) To consider a balance sheet and detailed financial report showing income and expenditure against the revenue budget for 31st August and 30th September. Appendix Ia and Ib
- ii) To receive and note a budget overview report. Appendix II
- iii) To approve schedules of payments made since previous meeting for August and September 2023. Appendix IIIa and IIIb
- iv) The Chair to approve bank reconciliations and statements.

6 2024/25 Budget Review

To receive and consider the first draft for 2024/25 budget for recommendation to full council. To come

7 2024/25 Capital Expenditure

To consider a report on capital expenditure as part of the 2024/25 budget setting and precept process. To come

8 Cemetery Working Group Minutes

To receive the minutes from the last meeting of the Cemetery Working Group held on 5th September 2023. Appendix VII

9 Memorial request

To receive a recommendation from the Cemetery Working group regarding a resident's request to place a memorial on a family grave that exceeds the maximum size limit set out in the Council's burial regulations. Appendix VIII

10 Action Plan

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

11 Improvements to Second Diesel Flatbed Vehicle

To receive report from the Deputy Clerk to consider proposals to undertake improvements to the second flatbed vehicle to enable the Outdoor Team to operate three vehicles. Appendix X

12 Graffiti Removal Policy

To review the draft Graffiti Removal Policy with a view to adoption. Appendix XI

Sandy Town Council

13 Winter Maintenance Policy

To review the draft Winter Maintenance Policy with a view to adoption.

Appendix XII

14 Emergency/Dependants Leave Policy

To consider the adoption of NALC's model policy for Emergency/Dependant Leave Request to replace the Council's current policy for Time off for dependents, as the former is more comprehensive and includes guidelines on managing absence.

Appendix XIII

15 Deputy Clerk's delegated authority

To agree for the Deputy Clerk to have delegated authority to sign Purchase Orders in the absence of the Clerk and Admin Team Leader.

16 High Street Banners

To consider the hanging of Remembrance tide banners on lampposts at a cost of £300, which is more than the agreed budget line spend for lamppost banners in 2023/24. To consider whether the Council wishes to change the banners 3 times in 2024 for D-Day, Summer, and Remembrance tide at a cost of £1,400 (which would be included in the 2024/25 budget).

17 Depot Roof Repairs

To receive a report from the Deputy Clerk setting out quotes to undertake repairs to the Depot Roof.

Appendix XIV

18 Archiving of Documents

The Council has recently used the services of Bedfordshire Archives Service to archive some Council documents. The list includes;

- Town Council Minutes – 1982 – 2011
- F and GP Minutes – 1982 – 2011
- PP and OS Minutes 1981 – 2012
- Staffing Cttee Minutes – 1986 – 2012
- Planning Committee – 1975 – 1982
- Standing Committee 1975 – 1981
- Deed Packets (may Return)
- Sports Facility 1993 – 1995
- Sunderland Road Pavilion Working Group – "004 – 2007
- Audit Committee 2023 –
- Local historical ephemera, allotment project/ project files - 1929 - current

The advantage of using the service is that the documents archived remain the property of the Town Council and are researched and maintained on the Council's behalf. They can be retrieved at any time. The service also identified documents that can be disposed of over the next few years. A practical result of the Service visiting the

Sandy Town Council

Council is we have more storage space available. Please see the link to a Local Government Association document on archive services and the benefits of local councils using such services.

[An introduction to archives for councils | Local Government Association](#)

The Committee is asked to note the recent services of the county archive service and the LGA report on the use of archive services by local councils.

19 Completion of External Audit

To receive the Completion, Notice and External Auditor's report for the AGAR 2022/23 and note the Auditor's comments regarding accuracy in reporting. Clerk to ensure extra checks are carried out by appropriate officers at each stage of reporting to capture errors before submission.

Appendix XV

20 Grant Applications

i) To receive and consider a grant application from Chums Charity for £500 to pay towards the following services:

- Babyloss Support
- Childhood Trauma Support.

Appendix XVI

ii) To receive and consider a grant application from Biggles FM for £1,850 towards running costs of the radio station.

Appendix XVII

21 Chamber Booking Extension request from You Can Do IT

To receive a request from BRCC to extend their booking of the Council Chamber from October 2023 to the end of March 2024 to continue to deliver free IT support to the community on a Thursday as part of the You Can Do IT programme.

22 Chairman's Items

Date of Next Meeting

20th November 2023

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Detailed Balance Sheet - Excluding Stock Movement**Month 5 Date 31/08/2023**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
102	Accrued Interest	60	
105	VAT Control	5,990	
110	Prepayments	4,899	
200	Current Bank A/c	49,748	
201	Clerks Imprest A/c	2,628	
205	Capital a/c Santander	218,871	
206	Barclays Active Saver	164,705	
208	Public Sector Deposit Fund	212,437	
210	Petty Cash	287	
	Total Current Assets		659,626
	<u>Current Liabilities</u>		
501	Creditors Control	14,450	
510	Accruals	1,705	
515	PAYE/NI Control AC	5,962	
516	Superannuation Due	6,909	
	Total Current Liabilities		29,025
	Net Current Assets		630,600
	Total Assets less Current Liabilities		630,600
	<u>Represented by :-</u>		
300	Current Year Fund	42,096	
310	General Reserve	234,659	
315	Rolling Capital Fund	228,232	
322	EMR Fallowfield	84,217	
324	EMR Elections	14,585	
325	EMR Christmas Activities	8,428	
328	EMR Neighbourhood Plan	13,385	
329	EMR Anglian Water	5,000	
	Total Equity		630,600

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Summary Income & Expenditure by Budget Heading 31/08/2023

Month No: 5

August 23

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	
Full Council									
401	Staff	Expenditure	29,988	142,450	380,200	237,750	237,750	37.5%	
402	Administration-Office	Income	24	386	800	414		48.3%	
		Expenditure	5,746	44,674	82,980	38,306	38,306	53.8%	
	Movement to/(from) Gen Reserve		<u>(5,722)</u>	<u>(44,288)</u>					
403	Administration-Works	Expenditure	6,042	20,725	38,300	17,575	17,575	54.1%	
405	Footway Lighting	Expenditure	731	4,008	20,000	15,992	15,992	20.0%	
406	Cemetery & Churchyard	Income	4,982	15,240	34,000	18,760		44.8%	
		Expenditure	755	3,563	12,500	8,937	8,937	28.5%	
	Movement to/(from) Gen Reserve		<u>4,227</u>	<u>11,678</u>					
408	Town Centre (Including Market)	Income	0	0	500	500		0.0%	
		Expenditure	584	10,222	16,158	5,936	5,936	63.3%	
	Movement to/(from) Gen Reserve		<u>(584)</u>	<u>(10,222)</u>					
409	Public Toilets - Car Park	Expenditure	2,374	2,809	2,850	41	41	98.6%	
500	Play Areas and Open Spaces	Income	0	257	2,800	2,543		9.2%	
		Expenditure	516	1,797	1,250	(547)	(547)	143.8%	
	Movement to/(from) Gen Reserve		<u>(516)</u>	<u>(1,540)</u>					
501	Sunderland Road Rec Ground	Income	0	0	2,020	2,020		0.0%	
		Expenditure	2,991	13,175	34,500	21,325	21,325	38.2%	
	Movement to/(from) Gen Reserve		<u>(2,991)</u>	<u>(13,175)</u>					
502	Nature Reserves	Income	547	547	3,185	2,638		17.2%	
		Expenditure	2,000	2,595	14,550	11,955	11,955	17.8%	
	Movement to/(from) Gen Reserve		<u>(1,453)</u>	<u>(2,049)</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	8,428	8,428	1,000	(7,428)		842.8%	
		Expenditure	8,428	15,340	18,400	3,060	3,060	83.4%	
	Movement to/(from) Gen Reserve		<u>0</u>	<u>(6,913)</u>					
601	Precept and Interest	Income	0	319,707	638,459	318,752		50.1%	
602	Democratic and Civic Costs	Income	1,405	4,255	0	(4,255)		0.0%	
		Expenditure	665	10,240	15,950	5,710	5,710	64.2%	
	Movement to/(from) Gen Reserve		<u>740</u>	<u>(5,985)</u>					
700	Capital and Projects	Income	0	19,653	19,903	250		98.7%	
		Expenditure	0	54,779	55,029	250	250	99.5%	
	Movement to/(from) Gen Reserve		<u>0</u>	<u>(35,126)</u>					
	Full Council Income		15,385	368,473	702,667	334,194		52.4%	
	Expenditure		60,821	326,377	702,667	376,290	0	376,290	46.4%
	Movement to/(from) Gen Reserve		<u>(45,436)</u>	<u>42,096</u>					

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Summary Income & Expenditure by Budget Heading 31/08/2023

Month No: 5

August 23

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	15,385	368,473	702,667	334,194			52.4%
Expenditure	60,821	326,377	702,667	376,290	0	376,290	46.4%
Net Income over Expenditure	<u>(45,436)</u>	<u>42,096</u>	<u>0</u>	<u>(42,096)</u>			
Movement to/(from) Gen Reserve	<u>(45,436)</u>	<u>42,096</u>					

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Detailed Income & Expenditure by Budget Heading 31/08/2023

Month No: 5

August 23

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>401 Staff</u>								
4001 Gross Salaries - Admin	9,049	43,549	152,050	108,501		108,501	28.6%	
4002 Gross Salaries - Works	13,289	63,381	129,400	66,019		66,019	49.0%	
4003 Employers NIC	2,032	9,302	26,000	16,698		16,698	35.8%	
4004 Employers Superannuation	5,618	26,116	70,100	43,984		43,984	37.3%	
4006 H&S Costs/Consultancy	0	0	1,300	1,300		1,300	0.0%	
4010 Miscellaneous Staff Costs	0	102	1,000	898		898	10.2%	
4030 Recruitment Advertising	0	0	350	350		350	0.0%	
Staff :- Indirect Expenditure	29,988	142,450	380,200	237,750	0	237,750	37.5%	0
Net Expenditure	(29,988)	(142,450)	(380,200)	(237,750)				

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Detailed Income & Expenditure by Budget Heading 31/08/2023

Month No: 5

August 23

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
402 Administration-Office								
1003 Tourism Income	0	0	500	500			0.0%	
1201 Rent Received Etc	0	318	300	(18)			106.0%	
1202 Photocopying Income	0	26	0	(26)			0.0%	
1205 Miscellaneous Income	24	43	0	(43)			0.0%	
Administration-Office :- Income	24	386	800	414			48.3%	0
4008 Training	0	548	2,000	1,452		1,452	27.4%	
4009 Travel & Subsistence	0	17	150	133		133	11.2%	
4010 Miscellaneous Staff Costs	0	102	0	(102)		(102)	0.0%	
4011 General Rates	0	3,536	7,450	3,914		3,914	47.5%	
4012 Water Rates	116	250	500	250		250	49.9%	
4014 Electricity	118	971	4,900	3,929		3,929	19.8%	
4015 Gas	18	230	2,350	2,120		2,120	9.8%	
4016 Cleaning Materials etc	0	745	1,250	505		505	59.6%	
4018 General Data Protection Regs	0	0	500	500		500	0.0%	
4020 Misc Establishment Costs	13	120	1,000	880		880	12.0%	
4021 Telephone & Fax	57	1,033	3,600	2,567		2,567	28.7%	
4022 Postage	516	653	1,800	1,147		1,147	36.3%	
4023 Stationery	0	348	700	352		352	49.7%	
4024 Subscriptions	0	763	3,250	2,487		2,487	23.5%	
4025 Insurance (excl vehicles)	0	19,228	19,000	(228)		(228)	101.2%	
4026 Photocopy Costs	0	2,171	5,000	2,829		2,829	43.4%	
4027 IT Costs incl Support	210	2,013	3,600	1,587		1,587	55.9%	
4028 Service Agreements (Other)	1,470	3,852	5,500	1,648		1,648	70.0%	
4035 Publications	0	21	100	79		79	21.2%	
4036 Property Maintenance/Security	915	3,168	4,000	832		832	79.2%	
4040 Equipment Purchases (Minor)	149	668	2,000	1,332		1,332	33.4%	
4050 Tourism Expenditure	0	0	400	400		400	0.0%	
4051 Bank Charges	43	196	800	604		604	24.5%	
4056 Legal Expenses	2,122	2,122	3,000	878		878	70.7%	
4057 Audit Fees - External	0	0	1,680	1,680		1,680	0.0%	
4058 Audit Fees - Internal	0	0	900	900		900	0.0%	
4059 Accountancy Fees	0	1,834	7,350	5,516		5,516	24.9%	
4070 Refreshments	0	88	200	112		112	43.8%	
Administration-Office :- Indirect Expenditure	5,746	44,674	82,980	38,306	0	38,306	53.8%	0
Net Income over Expenditure	(5,722)	(44,288)	(82,180)	(37,892)				

Detailed Income & Expenditure by Budget Heading 31/08/2023

Month No: 5

August 23

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>403 Administration-Works</u>								
4005 Protective Clothing	61	1,186	1,300	114		114	91.2%	
4008 Training	0	0	1,500	1,500		1,500	0.0%	
4011 General Rates	0	970	2,050	1,080		1,080	47.3%	
4012 Water Rates	84	122	200	78		78	61.1%	
4014 Electricity	83	400	2,000	1,600		1,600	20.0%	
4017 Refuse Disposal	438	2,173	5,500	3,327		3,327	39.5%	
4036 Property Maintenance/Security	0	0	1,500	1,500		1,500	0.0%	
4038 Consumables/Small Tools	0	30	2,000	1,970		1,970	1.5%	
4039 Planting/Trees/Horticulture	678	4,037	6,250	2,213		2,213	64.6%	
4040 Equipment Purchases (Minor)	59	74	2,000	1,926		1,926	3.7%	
4042 Equipment/Vehicle Maintenance	4,500	7,177	4,000	(3,177)		(3,177)	179.4%	
4043 Equipment/Vehicle Fuel	140	1,174	3,000	1,826		1,826	39.1%	
4044 Vehicle Tax & Insurance	0	3,382	3,000	(382)		(382)	112.7%	
4045 Arboriculture	0	0	4,000	4,000		4,000	0.0%	
Administration-Works :- Indirect Expenditure	6,042	20,725	38,300	17,575	0	17,575	54.1%	0
Net Expenditure	(6,042)	(20,725)	(38,300)	(17,575)				

Detailed Income & Expenditure by Budget Heading 31/08/2023

Month No: 5

August 23

	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	731	3,208	10,000	6,792		6,792	32.1%	
4042 Equipment/Vehicle Maintenance	0	800	10,000	9,200		9,200	8.0%	
Footway Lighting :- Indirect Expenditure	<u>731</u>	<u>4,008</u>	<u>20,000</u>	<u>15,992</u>	<u>0</u>	<u>15,992</u>	<u>20.0%</u>	<u>0</u>
Net Expenditure	<u>(731)</u>	<u>(4,008)</u>	<u>(20,000)</u>	<u>(15,992)</u>				

Detailed Income & Expenditure by Budget Heading 31/08/2023

Month No: 5

August 23

	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	4,982	15,240	34,000	18,760			44.8%	
Cemetery & Churchyard :- Income	4,982	15,240	34,000	18,760			44.8%	0
4011 General Rates	0	1,073	4,350	3,277		3,277	24.7%	
4012 Water Rates	0	45	100	55		55	44.9%	
4036 Property Maintenance/Security	0	190	1,000	810		810	19.0%	
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	600	2,100	6,000	3,900		3,900	35.0%	
Cemetery & Churchyard :- Indirect Expenditure	755	3,563	12,500	8,937	0	8,937	28.5%	0
Net Income over Expenditure	4,227	11,678	21,500	9,822				

Detailed Income & Expenditure by Budget Heading 31/08/2023

Month No: 5

August 23

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
408 Town Centre (Including Market)								
1236 Market Fees	0	0	300	300			0.0%	
1238 Other Income Car Park	0	0	200	200			0.0%	
Town Centre (Including Market) :- Income	0	0	500	500			0.0%	0
4011 General Rates	0	5,658	11,700	6,042		6,042	48.4%	
4029 Lamppost Banners	0	675	850	175		175	79.4%	
4036 Property Maintenance/Security	0	191	1,000	809		809	19.1%	
4053 Loan Interest	73	73	138	65		65	52.8%	
4054 Loan Capital Repaid	231	231	470	239		239	49.2%	
4100 CCTV Fees	280	3,394	2,000	(1,394)		(1,394)	169.7%	
Town Centre (Including Market) :- Indirect Expenditure	584	10,222	16,158	5,936	0	5,936	63.3%	0
Net Income over Expenditure	(584)	(10,222)	(15,658)	(5,436)				

Detailed Income & Expenditure by Budget Heading 31/08/2023

Month No: 5

August 23

	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	2,049	2,049	1,500	(549)		(549)	136.6%	
4014 Electricity	32	172	350	178		178	49.1%	
4036 Property Maintenance/Security	293	588	1,000	412		412	58.8%	
Public Toilets - Car Park :- Indirect Expenditure	<u>2,374</u>	<u>2,809</u>	<u>2,850</u>	<u>41</u>	<u>0</u>	<u>41</u>	<u>98.6%</u>	<u>0</u>
Net Expenditure	<u>(2,374)</u>	<u>(2,809)</u>	<u>(2,850)</u>	<u>(41)</u>				

Detailed Income & Expenditure by Budget Heading 31/08/2023

Month No: 5

August 23

	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	257	1,550	1,293			16.6%	
1241 Sandy FC Rent	0	0	550	550			0.0%	
1251 Pitch Rental	0	0	700	700			0.0%	
Play Areas and Open Spaces :- Income	0	257	2,800	2,543			9.2%	0
4007 Health & Safety	0	0	300	300		300	0.0%	
4012 Water Rates	0	353	500	147		147	70.6%	
4014 Electricity	16	56	200	144		144	28.2%	
4036 Property Maintenance/Security	0	854	500	(354)		(354)	170.8%	
4037 Grounds Maintenance	500	500	2,250	1,750		1,750	22.2%	
4042 Equipment/Vehicle Maintenance	0	34	5,000	4,966		4,966	0.7%	
4972 Transfer from EMR Fallowfield	0	0	(7,500)	(7,500)		(7,500)	0.0%	
Play Areas and Open Spaces :- Indirect Expenditure	516	1,797	1,250	(547)	0	(547)	143.8%	0
Net Income over Expenditure	(516)	(1,540)	1,550	3,090				

Detailed Income & Expenditure by Budget Heading 31/08/2023

Month No: 5

August 23

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
501 Sunderland Road Rec Ground								
1201 Rent Received Etc	0	0	1,000	1,000			0.0%	
1253 Bowls Club Rental	0	0	500	500			0.0%	
1255 Cricket Club Rental	0	0	320	320			0.0%	
1256 Scouts ,ACF and SSLA	0	0	200	200			0.0%	
Sunderland Road Rec Ground :- Income	0	0	2,020	2,020			0.0%	0
4012 Water Rates	0	1,207	2,000	793		793	60.4%	
4014 Electricity	0	15	200	185		185	7.3%	
4036 Property Maintenance/Security	750	1,157	2,000	843		843	57.9%	
4046 Bowling Green - SBC	243	1,743	3,850	2,107		2,107	45.3%	
4047 Equipment Maintenance - SBC	77	855	3,100	2,245		2,245	27.6%	
4048 Cricket Square - SCC	218	298	3,050	2,753		2,753	9.8%	
4049 Equipment Maintenance - SCC	166	214	3,300	3,086		3,086	6.5%	
4060 Other Professional Fees	1,537	7,686	17,000	9,314		9,314	45.2%	
Sunderland Road Rec Ground :- Indirect Expenditure	2,991	13,175	34,500	21,325	0	21,325	38.2%	0
Net Income over Expenditure	(2,991)	(13,175)	(32,480)	(19,305)				

Detailed Income & Expenditure by Budget Heading 31/08/2023

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August 23

	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	547	547	2,500	1,953			21.9%	
1307 Angling Licence Rent	0	0	685	685			0.0%	
Nature Reserves :- Income	547	547	3,185	2,638			17.2%	0
4037 Grounds Maintenance	0	595	1,500	905		905	39.7%	
4060 Other Professional Fees	0	0	11,050	11,050		11,050	0.0%	
4703 Sandy Green Wheel	2,000	2,000	2,000	0		0	100.0%	
Nature Reserves :- Indirect Expenditure	2,000	2,595	14,550	11,955	0	11,955	17.8%	0
Net Income over Expenditure	(1,453)	(2,049)	(11,365)	(9,316)				

Detailed Income & Expenditure by Budget Heading 31/08/2023

Month No: 5

August 23

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>505</u> <u>Grass Cutting</u>								
4102 Grass Cutting	0	0	9,000	9,000		9,000	0.0%	
Grass Cutting :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>9,000</u>	<u>9,000</u>	<u>0</u>	<u>9,000</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(9,000)</u>	<u>(9,000)</u>				

Detailed Income & Expenditure by Budget Heading 31/08/2023

Month No: 5

August 23

	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	0	0	1,000	1,000	0	1,000	0.0%	0
Net Expenditure	0	0	(1,000)	(1,000)				

Detailed Income & Expenditure by Budget Heading 31/08/2023

Month No: 5

August 23

	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	8,428	8,428	1,000	(7,428)			842.8%	
Christmas Lights :- Income	8,428	8,428	1,000	(7,428)			842.8%	0
4401 Christmas Illuminations	0	6,913	14,400	7,487		7,487	48.0%	
4402 Community Christmas Event	0	0	4,000	4,000		4,000	0.0%	
4921 Transfer to EMR	8,428	8,428	0	(8,428)		(8,428)	0.0%	
Christmas Lights :- Indirect Expenditure	8,428	15,340	18,400	3,060	0	3,060	83.4%	0
Net Income over Expenditure	0	(6,913)	(17,400)	(10,487)				

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Detailed Income & Expenditure by Budget Heading 31/08/2023

Month No: 5

August 23

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>601 Precept and Interest</u>								
1101 Precept	0	316,730	633,459	316,730			50.0%	
1320 Interest Received - All account	0	2,977	5,000	2,023			59.5%	
Precept and Interest :- Income	0	319,707	638,459	318,752			50.1%	0
Net Income	0	319,707	638,459	318,752				

Detailed Income & Expenditure by Budget Heading 31/08/2023

Month No: 5

August 23

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
602 Democratic and Civic Costs								
1246 Donations Received	1,000	2,481	0	(2,481)			0.0%	
1310 Events Income	405	1,775	0	(1,775)			0.0%	
Democratic and Civic Costs :- Income	1,405	4,255	0	(4,255)				0
4002 Gross Salaries - Works	0	552	0	(552)		(552)	0.0%	
4020 Misc Establishment Costs	0	0	50	50		50	0.0%	
4042 Equipment/Vehicle Maintenance	0	137	2,000	1,863		1,863	6.8%	
4200 Mayor's Allowance	94	114	2,200	2,086		2,086	5.2%	
4202 Members' Expenses (Conf etc)	80	80	500	420		420	16.0%	
4203 Mayor's Allowance 22/23	0	897	0	(897)		(897)	0.0%	
4210 Election Costs	0	415	0	(415)		(415)	0.0%	
4701 Grants/Donations Paid	0	820	4,000	3,180		3,180	20.5%	
4702 Community Events Support	491	7,599	7,000	(599)		(599)	108.6%	
4704 Remembrance Parade	0	42	200	158		158	20.8%	
4971 Transfer from EMR	0	(415)	0	415		415	0.0%	
Democratic and Civic Costs :- Indirect Expenditure	665	10,240	15,950	5,710	0	5,710	64.2%	0
Net Income over Expenditure	740	(5,985)	(15,950)	(9,965)				

Detailed Income & Expenditure by Budget Heading 31/08/2023

Month No: 5

August 23

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
700 Capital and Projects								
1153 Loan Interest Rec'd - INTERNAL	0	7,903	7,903	0			100.0%	
1154 Loan Capital Rec'd - INTERNAL	0	12,000	12,000	0			100.0%	
1245 Grants Received	0	(250)	0	250			0.0%	
Capital and Projects :- Income	0	19,653	19,903	250			98.7%	0
4153 Loan Interest - INTERNAL	0	7,903	7,903	0		0	100.0%	
4154 Loan Capital - INTERNAL	0	12,000	12,000	0		0	100.0%	
4802 CAP - Cemetery Extension	745	3,568	0	(3,568)		(3,568)	0.0%	
4834 CAP - Machinery & Equipment	0	5,580	0	(5,580)		(5,580)	0.0%	
4836 CAP - Neighbourhood Plan	0	4,257	0	(4,257)		(4,257)	0.0%	
4852 CAP - Skatepark	175	175	0	(175)		(175)	0.0%	
4915 Transfer to Rolling Capital Fd	0	23,126	23,126	0		0	100.0%	
4923 Internal Loan repaid to F'ild	0	12,000	12,000	0		0	100.0%	
4965 Funded from Rolling Capital	(920)	(9,323)	0	9,323		9,323	0.0%	
4971 Transfer from EMR	0	(4,507)	0	4,507		4,507	0.0%	
Capital and Projects :- Indirect Expenditure	0	54,779	55,029	250	0	250	99.5%	0
Net Income over Expenditure	0	(35,126)	(35,126)	0				
Grand Totals:- Income	15,385	368,473	702,667	334,194			52.4%	
Expenditure	60,821	326,377	702,667	376,290	0	376,290	46.4%	
Net Income over Expenditure	(45,436)	42,096	0	(42,096)				
Movement to/(from) Gen Reserve	(45,436)	42,096						

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Sandy Town Council Current Year

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Detailed Balance Sheet - Excluding Stock Movement**Month 6 Date 30/09/2023**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
105	VAT Control	9,274	
110	Prepayments	4,899	
200	Current Bank A/c	27,225	
201	Clerks Imprest A/c	148	
205	Capital a/c Santander	219,895	
206	Barclays Active Saver	462,103	
208	Public Sector Deposit Fund	212,437	
210	Petty Cash	287	
	Total Current Assets		936,268
	<u>Current Liabilities</u>		
501	Creditors Control	18,719	
510	Accruals	25	
515	PAYE/NI Control AC	5,106	
516	Superannuation Due	6,248	
	Total Current Liabilities		30,099
	Net Current Assets		906,169
	Total Assets less Current Liabilities		906,169
	<u>Represented by :-</u>		
300	Current Year Fund	328,714	
310	General Reserve	234,659	
315	Rolling Capital Fund	217,183	
322	EMR Fallowfield	84,217	
324	EMR Elections	14,585	
325	EMR Christmas Activities	8,428	
328	EMR Neighbourhood Plan	13,385	
329	EMR Anglian Water	5,000	
	Total Equity		906,169

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Sandy Town Council Current Year

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Summary Income & Expenditure by Budget Heading 30/09/2023

Month No: 6

September 2023

		Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	
401	Staff	Expenditure	27,156	169,606	380,200	210,594	109	210,485	44.6%
402	Administration-Office	Income	0	386	800	414			48.3%
		Expenditure	3,235	47,909	82,980	35,071	35,071		57.7%
	Movement to/(from) Gen Reserve		<u>(3,235)</u>	<u>(47,523)</u>					
403	Administration-Works	Expenditure	730	16,955	38,300	21,345	21,345		44.3%
405	Footway Lighting	Expenditure	719	4,727	20,000	15,273	15,273		23.6%
406	Cemetery & Churchyard	Income	1,628	16,868	34,000	17,132			49.6%
		Expenditure	0	3,563	12,500	8,937	8,937		28.5%
	Movement to/(from) Gen Reserve		<u>1,628</u>	<u>13,306</u>					
408	Town Centre (Including Market)	Income	759	759	500	(259)			151.8%
		Expenditure	0	10,222	16,158	5,936	5,936		63.3%
	Movement to/(from) Gen Reserve		<u>759</u>	<u>(9,463)</u>					
409	Public Toilets - Car Park	Expenditure	28	2,837	2,850	13	13		99.6%
500	Play Areas and Open Spaces	Income	0	257	2,800	2,543			9.2%
		Expenditure	0	1,797	1,250	(547)	(547)		143.8%
	Movement to/(from) Gen Reserve		<u>0</u>	<u>(1,540)</u>					
501	Sunderland Road Rec Ground	Income	0	0	2,020	2,020			0.0%
		Expenditure	3,994	17,169	34,500	17,331	17,331		49.8%
	Movement to/(from) Gen Reserve		<u>(3,994)</u>	<u>(17,169)</u>					
502	Nature Reserves	Income	0	547	3,185	2,638			17.2%
		Expenditure	0	2,595	14,550	11,955	11,955		17.8%
	Movement to/(from) Gen Reserve		<u>0</u>	<u>(2,049)</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	8,428	1,000	(7,428)			842.8%
		Expenditure	76	15,416	18,400	2,984	2,984		83.8%
	Movement to/(from) Gen Reserve		<u>(76)</u>	<u>(6,989)</u>					
601	Precept and Interest	Income	318,355	638,062	638,459	397			99.9%
602	Democratic and Civic Costs	Income	315	4,570	0	(4,570)			0.0%
		Expenditure	3,000	13,240	15,950	2,710	2,710		83.0%
	Movement to/(from) Gen Reserve		<u>(2,685)</u>	<u>(8,670)</u>					
700	Capital and Projects	Income	0	19,653	19,903	250			98.7%
		Expenditure	0	54,779	55,029	250	250		99.5%
	Movement to/(from) Gen Reserve		<u>0</u>	<u>(35,126)</u>					

Summary Income & Expenditure by Budget Heading 30/09/2023

Month No: 6

September 2023

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	321,057	689,530	702,667	13,137			98.1%
Expenditure	38,939	360,816	702,667	341,851	109	341,742	51.4%
Net Income over Expenditure	<u>282,118</u>	<u>328,714</u>	<u>0</u>	<u>(328,714)</u>			
Movement to/(from) Gen Reserve	<u>282,118</u>	<u>328,714</u>					

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Sandy Town Council Current Year

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Detailed Income & Expenditure by Budget Heading 30/09/2023

Month No: 6

September 2023

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>401 Staff</u>								
4001 Gross Salaries - Admin	8,336	51,885	152,050	100,165	109	100,056	34.2%	
4002 Gross Salaries - Works	11,982	75,363	129,400	54,037		54,037	58.2%	
4003 Employers NIC	1,758	11,060	26,000	14,941		14,941	42.5%	
4004 Employers Superannuation	5,080	31,196	70,100	38,904		38,904	44.5%	
4006 H&S Costs/Consultancy	0	0	1,300	1,300		1,300	0.0%	
4010 Miscellaneous Staff Costs	0	102	1,000	898		898	10.2%	
4030 Recruitment Advertising	0	0	350	350		350	0.0%	
Staff :- Indirect Expenditure	<u>27,156</u>	<u>169,606</u>	<u>380,200</u>	<u>210,594</u>	<u>109</u>	<u>210,485</u>	<u>44.6%</u>	<u>0</u>
Net Expenditure	<u>(27,156)</u>	<u>(169,606)</u>	<u>(380,200)</u>	<u>(210,594)</u>				

Detailed Income & Expenditure by Budget Heading 30/09/2023

Month No: 6

September 2023

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
402 Administration-Office								
1003 Tourism Income	0	0	500	500			0.0%	
1201 Rent Received Etc	0	318	300	(18)			106.0%	
1202 Photocopying Income	0	26	0	(26)			0.0%	
1205 Miscellaneous Income	0	43	0	(43)			0.0%	
Administration-Office :- Income	0	386	800	414			48.3%	0
4008 Training	0	548	2,000	1,452		1,452	27.4%	
4009 Travel & Subsistence	0	17	150	133		133	11.2%	
4010 Miscellaneous Staff Costs	0	102	0	(102)		(102)	0.0%	
4011 General Rates	0	3,536	7,450	3,914		3,914	47.5%	
4012 Water Rates	0	250	500	250		250	49.9%	
4014 Electricity	160	1,131	4,900	3,770		3,770	23.1%	
4015 Gas	0	230	2,350	2,120		2,120	9.8%	
4016 Cleaning Materials etc	141	887	1,250	363		363	70.9%	
4018 General Data Protection Regs	0	0	500	500		500	0.0%	
4020 Misc Establishment Costs	180	300	1,000	700		700	30.0%	
4021 Telephone & Fax	656	1,689	3,600	1,911		1,911	46.9%	
4022 Postage	83	736	1,800	1,064		1,064	40.9%	
4023 Stationery	162	509	700	191		191	72.8%	
4024 Subscriptions	0	763	3,250	2,487		2,487	23.5%	
4025 Insurance (excl vehicles)	0	19,228	19,000	(228)		(228)	101.2%	
4026 Photocopy Costs	0	2,171	5,000	2,829		2,829	43.4%	
4027 IT Costs incl Support	554	2,567	3,600	1,033		1,033	71.3%	
4028 Service Agreements (Other)	0	3,852	5,500	1,648		1,648	70.0%	
4035 Publications	0	21	100	79		79	21.2%	
4036 Property Maintenance/Security	661	3,829	4,000	171		171	95.7%	
4040 Equipment Purchases (Minor)	36	704	2,000	1,296		1,296	35.2%	
4050 Tourism Expenditure	0	0	400	400		400	0.0%	
4051 Bank Charges	41	236	800	564		564	29.5%	
4056 Legal Expenses	0	2,122	3,000	878		878	70.7%	
4057 Audit Fees - External	40	40	1,680	1,640		1,640	2.4%	
4058 Audit Fees - Internal	0	0	900	900		900	0.0%	
4059 Accountancy Fees	523	2,356	7,350	4,994		4,994	32.1%	
4070 Refreshments	0	88	200	112		112	43.8%	
Administration-Office :- Indirect Expenditure	3,235	47,909	82,980	35,071	0	35,071	57.7%	0
Net Income over Expenditure	(3,235)	(47,523)	(82,180)	(34,657)				

Detailed Income & Expenditure by Budget Heading 30/09/2023

Month No: 6

September 2023

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>403 Administration-Works</u>								
4005 Protective Clothing	0	1,186	1,300	114		114	91.2%	
4008 Training	0	0	1,500	1,500		1,500	0.0%	
4011 General Rates	0	970	2,050	1,080		1,080	47.3%	
4012 Water Rates	0	122	200	78		78	61.1%	
4014 Electricity	106	506	2,000	1,494		1,494	25.3%	
4017 Refuse Disposal	444	2,616	5,500	2,884		2,884	47.6%	
4036 Property Maintenance/Security	0	0	1,500	1,500		1,500	0.0%	
4038 Consumables/Small Tools	0	30	2,000	1,970		1,970	1.5%	
4039 Planting/Trees/Horticulture	86	4,123	6,250	2,127		2,127	66.0%	
4040 Equipment Purchases (Minor)	0	74	2,000	1,926		1,926	3.7%	
4042 Equipment/Vehicle Maintenance	0	2,677	4,000	1,323		1,323	66.9%	
4043 Equipment/Vehicle Fuel	94	1,268	3,000	1,732		1,732	42.3%	
4044 Vehicle Tax & Insurance	0	3,382	3,000	(382)		(382)	112.7%	
4045 Arboriculture	0	0	4,000	4,000		4,000	0.0%	
Administration-Works :- Indirect Expenditure	730	16,955	38,300	21,345	0	21,345	44.3%	0
Net Expenditure	(730)	(16,955)	(38,300)	(21,345)				

Detailed Income & Expenditure by Budget Heading 30/09/2023

Month No: 6

September 2023

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>405 Footway Lighting</u>								
4014 Electricity	719	3,927	10,000	6,073		6,073	39.3%	
4042 Equipment/Vehicle Maintenance	0	800	10,000	9,200		9,200	8.0%	
Footway Lighting :- Indirect Expenditure	<u>719</u>	<u>4,727</u>	<u>20,000</u>	<u>15,273</u>	<u>0</u>	<u>15,273</u>	<u>23.6%</u>	<u>0</u>
Net Expenditure	<u>(719)</u>	<u>(4,727)</u>	<u>(20,000)</u>	<u>(15,273)</u>				

Detailed Income & Expenditure by Budget Heading 30/09/2023

Month No: 6

September 2023

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>406 Cemetery & Churchyard</u>								
1226 Burials/Memorials Income	1,628	16,868	34,000	17,132			49.6%	
Cemetery & Churchyard :- Income	1,628	16,868	34,000	17,132			49.6%	0
4011 General Rates	0	1,073	4,350	3,277		3,277	24.7%	
4012 Water Rates	0	45	100	55		55	44.9%	
4036 Property Maintenance/Security	0	190	1,000	810		810	19.0%	
4037 Grounds Maintenance	0	155	700	545		545	22.1%	
4039 Planting/Trees/Horticulture	0	0	350	350		350	0.0%	
4101 Grave Digging Costs	0	2,100	6,000	3,900		3,900	35.0%	
Cemetery & Churchyard :- Indirect Expenditure	0	3,563	12,500	8,937	0	8,937	28.5%	0
Net Income over Expenditure	1,628	13,306	21,500	8,194				

Detailed Income & Expenditure by Budget Heading 30/09/2023

Month No: 6

September 2023

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
408 Town Centre (Including Market)								
1236 Market Fees	0	0	300	300			0.0%	
1238 Other Income Car Park	759	759	200	(559)			379.5%	
Town Centre (Including Market) :- Income	759	759	500	(259)			151.8%	0
4011 General Rates	0	5,658	11,700	6,042		6,042	48.4%	
4029 Lamppost Banners	0	675	850	175		175	79.4%	
4036 Property Maintenance/Security	0	191	1,000	809		809	19.1%	
4053 Loan Interest	0	73	138	65		65	52.8%	
4054 Loan Capital Repaid	0	231	470	239		239	49.2%	
4100 CCTV Fees	0	3,394	2,000	(1,394)		(1,394)	169.7%	
Town Centre (Including Market) :- Indirect Expenditure	0	10,222	16,158	5,936	0	5,936	63.3%	0
Net Income over Expenditure	759	(9,463)	(15,658)	(6,195)				

Detailed Income & Expenditure by Budget Heading 30/09/2023

Month No: 6

September 2023

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>409 Public Toilets - Car Park</u>								
4012 Water Rates	0	2,049	1,500	(549)		(549)	136.6%	
4014 Electricity	28	200	350	150		150	57.2%	
4036 Property Maintenance/Security	0	588	1,000	412		412	58.8%	
Public Toilets - Car Park :- Indirect Expenditure	<u>28</u>	<u>2,837</u>	<u>2,850</u>	<u>13</u>	<u>0</u>	<u>13</u>	<u>99.6%</u>	<u>0</u>
Net Expenditure	<u>(28)</u>	<u>(2,837)</u>	<u>(2,850)</u>	<u>(13)</u>				

Detailed Income & Expenditure by Budget Heading 30/09/2023

Month No: 6

September 2023

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
500 Play Areas and Open Spaces								
1201 Rent Received Etc	0	257	1,550	1,293			16.6%	
1241 Sandy FC Rent	0	0	550	550			0.0%	
1251 Pitch Rental	0	0	700	700			0.0%	
Play Areas and Open Spaces :- Income	0	257	2,800	2,543			9.2%	0
4007 Health & Safety	0	0	300	300		300	0.0%	
4012 Water Rates	0	353	500	147		147	70.6%	
4014 Electricity	0	56	200	144		144	28.2%	
4036 Property Maintenance/Security	0	854	500	(354)		(354)	170.8%	
4037 Grounds Maintenance	0	500	2,250	1,750		1,750	22.2%	
4042 Equipment/Vehicle Maintenance	0	34	5,000	4,966		4,966	0.7%	
4972 Transfer from EMR Fallowfield	0	0	(7,500)	(7,500)		(7,500)	0.0%	
Play Areas and Open Spaces :- Indirect Expenditure	0	1,797	1,250	(547)	0	(547)	143.8%	0
Net Income over Expenditure	0	(1,540)	1,550	3,090				

Detailed Income & Expenditure by Budget Heading 30/09/2023

Month No: 6

September 2023

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
501 Sunderland Road Rec Ground								
1201 Rent Received Etc	0	0	1,000	1,000			0.0%	
1253 Bowls Club Rental	0	0	500	500			0.0%	
1255 Cricket Club Rental	0	0	320	320			0.0%	
1256 Scouts ,ACF and SSLA	0	0	200	200			0.0%	
Sunderland Road Rec Ground :- Income	0	0	2,020	2,020			0.0%	0
4012 Water Rates	610	1,817	2,000	183		183	90.8%	
4014 Electricity	20	35	200	165		165	17.4%	
4036 Property Maintenance/Security	0	1,157	2,000	843		843	57.9%	
4046 Bowling Green - SBC	819	2,562	3,850	1,288		1,288	66.6%	
4047 Equipment Maintenance - SBC	438	1,293	3,100	1,807		1,807	41.7%	
4048 Cricket Square - SCC	570	868	3,050	2,183		2,183	28.4%	
4049 Equipment Maintenance - SCC	0	214	3,300	3,086		3,086	6.5%	
4060 Other Professional Fees	1,537	9,223	17,000	7,777		7,777	54.3%	
Sunderland Road Rec Ground :- Indirect Expenditure	3,994	17,169	34,500	17,331	0	17,331	49.8%	0
Net Income over Expenditure	(3,994)	(17,169)	(32,480)	(15,311)				

Detailed Income & Expenditure by Budget Heading 30/09/2023

Month No: 6

September 2023

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
502 Nature Reserves								
1306 Countryside Stewardship Grant	0	547	2,500	1,953			21.9%	
1307 Angling Licence Rent	0	0	685	685			0.0%	
Nature Reserves :- Income	0	547	3,185	2,638			17.2%	0
4037 Grounds Maintenance	0	595	1,500	905		905	39.7%	
4060 Other Professional Fees	0	0	11,050	11,050		11,050	0.0%	
4703 Sandy Green Wheel	0	2,000	2,000	0		0	100.0%	
Nature Reserves :- Indirect Expenditure	0	2,595	14,550	11,955	0	11,955	17.8%	0
Net Income over Expenditure	0	(2,049)	(11,365)	(9,316)				

Detailed Income & Expenditure by Budget Heading 30/09/2023

Month No: 6

September 2023

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>505 Grass Cutting</u>								
4102 Grass Cutting	0	0	9,000	9,000		9,000	0.0%	
Grass Cutting :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>9,000</u>	<u>9,000</u>	<u>0</u>	<u>9,000</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(9,000)</u>	<u>(9,000)</u>				

Detailed Income & Expenditure by Budget Heading 30/09/2023

Month No: 6

September 2023

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	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 30/09/2023

Month No: 6

September 2023

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>509 Christmas Lights</u>								
1365 Christmas Lights	0	8,428	1,000	(7,428)			842.8%	
Christmas Lights :- Income	0	8,428	1,000	(7,428)			842.8%	0
4401 Christmas Illuminations	76	6,989	14,400	7,411		7,411	48.5%	
4402 Community Christmas Event	0	0	4,000	4,000		4,000	0.0%	
4921 Transfer to EMR	0	8,428	0	(8,428)		(8,428)	0.0%	
Christmas Lights :- Indirect Expenditure	76	15,416	18,400	2,984	0	2,984	83.8%	0
Net Income over Expenditure	(76)	(6,989)	(17,400)	(10,411)				

Detailed Income & Expenditure by Budget Heading 30/09/2023

Month No: 6

September 2023

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>601 Precept and Interest</u>								
1101 Precept	316,730	633,459	633,459	0			100.0%	
1320 Interest Received - All account	1,626	4,603	5,000	397			92.1%	
Precept and Interest :- Income	<u>318,355</u>	<u>638,062</u>	<u>638,459</u>	<u>397</u>			<u>99.9%</u>	<u>0</u>
Net Income	<u>318,355</u>	<u>638,062</u>	<u>638,459</u>	<u>397</u>				

Detailed Income & Expenditure by Budget Heading 30/09/2023

Month No: 6

September 2023

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
602 Democratic and Civic Costs								
1246 Donations Received	0	2,481	0	(2,481)			0.0%	
1310 Events Income	315	2,090	0	(2,090)			0.0%	
Democratic and Civic Costs :- Income	315	4,570	0	(4,570)				0
4002 Gross Salaries - Works	0	552	0	(552)		(552)	0.0%	
4020 Misc Establishment Costs	0	0	50	50		50	0.0%	
4042 Equipment/Vehicle Maintenance	0	137	2,000	1,863		1,863	6.8%	
4200 Mayor's Allowance	0	114	2,200	2,086		2,086	5.2%	
4202 Members' Expenses (Conf etc)	0	80	500	420		420	16.0%	
4203 Mayor's Allowance 22/23	0	897	0	(897)		(897)	0.0%	
4210 Election Costs	0	415	0	(415)		(415)	0.0%	
4701 Grants/Donations Paid	0	820	4,000	3,180		3,180	20.5%	
4702 Community Events Support	3,000	10,599	7,000	(3,599)		(3,599)	151.4%	
4704 Remembrance Parade	0	42	200	158		158	20.8%	
4971 Transfer from EMR	0	(415)	0	415		415	0.0%	
Democratic and Civic Costs :- Indirect Expenditure	3,000	13,240	15,950	2,710	0	2,710	83.0%	0
Net Income over Expenditure	(2,685)	(8,670)	(15,950)	(7,280)				

Detailed Income & Expenditure by Budget Heading 30/09/2023

Month No: 6

September 2023

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
700 Capital and Projects								
1153 Loan Interest Rec'd - INTERNAL	0	7,903	7,903	0			100.0%	
1154 Loan Capital Rec'd - INTERNAL	0	12,000	12,000	0			100.0%	
1245 Grants Received	0	(250)	0	250			0.0%	
Capital and Projects :- Income	0	19,653	19,903	250			98.7%	0
4153 Loan Interest - INTERNAL	0	7,903	7,903	0		0	100.0%	
4154 Loan Capital - INTERNAL	0	12,000	12,000	0		0	100.0%	
4802 CAP - Cemetery Extension	6,549	10,116	0	(10,116)		(10,116)	0.0%	
4819 CAP - Vehicle	0	4,500	0	(4,500)		(4,500)	0.0%	
4834 CAP - Machinery & Equipment	0	5,580	0	(5,580)		(5,580)	0.0%	
4836 CAP - Neighbourhood Plan	0	4,257	0	(4,257)		(4,257)	0.0%	
4852 CAP - Skatepark	0	175	0	(175)		(175)	0.0%	
4915 Transfer to Rolling Capital Fd	0	23,126	23,126	0		0	100.0%	
4923 Internal Loan repaid to F'ild	0	12,000	12,000	0		0	100.0%	
4965 Funded from Rolling Capital	(6,549)	(20,371)	0	20,371		20,371	0.0%	
4971 Transfer from EMR	0	(4,507)	0	4,507		4,507	0.0%	
Capital and Projects :- Indirect Expenditure	0	54,779	55,029	250	0	250	99.5%	0
Net Income over Expenditure	0	(35,126)	(35,126)	0				
Grand Totals:- Income	321,057	689,530	702,667	13,137			98.1%	
Expenditure	38,939	360,816	702,667	341,851	109	341,742	51.4%	
Net Income over Expenditure	282,118	328,714	0	(328,714)				
Movement to/(from) Gen Reserve	282,118	328,714						

Sandy Town Council
Report to 31st August 2023

General Notes

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

This report shows a current year surplus of income over expenditure of £42,096

The balance sheet shows that total funds available to the Council are £630,600

This is made up of the following -

Current Year Fund	£42,096
General Reserve Brought Forward	£234,659
Rolling Capital Fund	£228,232
Fallowfield Reserve	£84,217
Earmarked Elections	£14,585
EMR Christmas Activities	£8,428
EMR Neighbourhood Plan	£13,385
EMR Anglian Water	£5,000
Total	£630,602

Report to 30th September 2023

General Notes

below is the summary income & expenditure report for the year 1st April 2023 to 30th September 2023

This report shows a current year surplus of income over expenditure of £328,714

The balance sheet shows that total funds available to the Council are £906,171

This is made up of the following -

Current Year Fund	£328,714
General Reserve Brought Forward	£234,659
Rolling Capital Fund	£217,183
Fallowfield Reserve	£84,217
Earmarked Elections	£14,585
EMR Christmas Activities	£8,428
EMR Neighbourhood Plan	£13,385
EMR Anglian Water	£5,000
Total	£906,171

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

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

Expenditure is 44.6% of the annual budget.

4002 - Overtime payments for Officers' working the Autumn Market.

402 - Administrative Office

4016 - Cleaning materials include purchase of one off bulk items purchased at the beginning of the year, so we should see the line balance out before month 12

4023 - Stationery some bulk purchases made (laminating pouches) and usb sticks purchased for new councillor induction packs and this also covers printing costs.

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

Sandy Town Council
Report to 30th September 2023

Analysis by Cost Centre [Continued]

4027 - IT Costs were higher due to support costs to fix issues with Civic Officers phone and print connections

4036 - Includes ADT annual charge and annual boiler service

4056 - Legal expenses for Land registry enquiries and Taylor Wimpey land expenses

403 - Administrative Works

Expenditure is 44.3% of the annual budget.

4005 - Staff uniforms includes purchase of safety boots and gloves

4012 - Water rates paid in May and August

4039 - Summer planting

4042 - includes two annual services and repairs to Toyota Dyna

4044 - includes vehicle insurance until 30th June 2024

405 Footway Lighting

Expenditure is 23.6% of the annual budget.

406 Cemetery & Churchyard

Expenditure is 28.5% of the annual budget.

408 Town Centre

Income is 151% of annual budget - most of the income is generated through sale of carpark passes

Expenditure is 63.3% of the annual budget.

4029 - lamppost banner installation for the summer period

4053 - Loan Interest

4100 - includes repairs to two faulty CCTV cameras

409 Public Toilets - Car Park

Expenditure is 99.6% of the annual budget.

4012 - increased water charges due to leaking pipe

4014 - Electric usage in July seemed to spike to double the usual usage - to be investigated

4036 - Includes investigation and repair works for the leaking pipe

500 Play Areas and Open Spaces

Income is 9.2% budget

Expenditure is 143.8% of the annual budget.

4012 - water rates paid April and July

4036 - Includes annual play inspection and repair costs for lighting in public toilets

501 Sunderland Road Recreation Ground

Income is 0% of budget

Sandy Town Council
Report to 30th September 2023

Analysis by Cost Centre [Continued]

Expenditure is 49.8% of the annual budget.

4012 - Water rates, charges were higher in July and September

4036 - includes costs for weed and feed treatment

4046 - Bowling Green included high cost for weedkiller in April and June and Grass seed in September

4060 - Pavilion Management Fee includes October's fees

502 Nature Reserves

Income is 17.2% of annual budget

Expenditure is 17.8% of the annual budget.

4037 - Includes costs to repair fence and No Swimming signs at the Riddy. No BBQ/Fire signs at the Pinnacle

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

Income is 842% due to donation from Friends of Sandy Christmas Lights fundraising activities

Expenditure is 83.8% of the annual budget.

4401 - payment to Festive Lighting for 2023 Christmas Lights display

601 Precept and Interest

Income is 99.9% of the annual budget.

602 Democratic and Civic Costs

Expenditure is 83% of the annual budget.

4702 - Costs towards Big Lunch and SkateJam (grant funding will cancel out £2,500 cost for SkateJam)

700 Capital and Projects

Income is 98.7% annual budget

Expenditure is 99.5% of the annual budget.

4153 - (Internal) Loan interest

4154 - (Internal) Loan interest

4915 - Transfer to Rolling Capital Funds

4923 - Internal loan repayment

Date: 06/09/2023

Sandy Town Council Current Year

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Time: 11:57

Current Bank A/c**List of Payments made between 01/08/2023 and 31/08/2023**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/08/2023	Anglian Water Business Ltd. (N	DDR1	253.05		297-Rec Toilets water charges
01/08/2023	Anglian Water Business Ltd. (N	DDR2	805.52		296-B/Green water charges
04/08/2023	ADT Fire & Security Plc	32803	3,239.00		287-Office CCTV repairs
04/08/2023	The CDS Group	32805	894.00		288-Groundwater monitoring
04/08/2023	Central Bedfordshire Council	32806	2,259.99		345-Pavilion Man fee Aug 23
04/08/2023	DCK Accounting Solutions Ltd	32807	883.50		290-VAT Park Ex 22/23
04/08/2023	Hertfordshire County Council	32808	149.37		292-Cleaning Materials
04/08/2023	Sandy Town Bowls Club	32804	29.47		293-Bowls Club fuel
04/08/2023	Barclays	DDR	44.61		Bank Charges
07/08/2023	Yu Energy	DDR3	86.96		306-Depot electricity
07/08/2023	Yu Energy	DDR4	124.03		301-Office electricity
07/08/2023	Yu Energy	DDR5	16.99		302-Pavilion Electricity
07/08/2023	Yu Energy	DDR6	806.58		303-S/Lights electricity
07/08/2023	Yu Energy	DDR7	61.68		304-S/Lights electricity
07/08/2023	Yu Energy	DDR8	33.68		305-P/Toilets electricity
09/08/2023	The Mayor's Appeal Fund	FP1	10.00		322-H/Regis Afternoon tea
09/08/2023	Stephen Ralph	FP2	15.00		309-Gazebo deposit refund
09/08/2023	Town Mayor's Charity Fund	FP3	25.00		323-L/Linslade supper ticket
09/08/2023	Bakker & Wilson Plumbing & Hea	F[4	78.00		321-Boiler service
09/08/2023	The Play Inspection Company Lt	FP5	382.65		308-Play area inspections
09/08/2023	T&J Seymour Electrical Install	FP6	480.00		312-S/Lights maint
09/08/2023	DSA Blinds	FP7	539.92		394-Supply/fit blinds
09/08/2023	FD Odell & Sons Ltd	FP8	543.00		391-Skip hire
09/08/2023	BBB Group Ltd	FP9	744.00		311-Sound system hire
09/08/2023	Maverick Industries	FP10	4,710.00		325-Skatepark sign
09/08/2023	James Hallam Ltd	FP11	22,711.64		316-Excess Insurance 1.7-30.6.
09/08/2023	HMRC	FP	5,230.45		PAYE/NI July 23
09/08/2023	Beds Pension Fund	FP	6,332.42		Pensions July 23
10/08/2023	Yu Energy	DDR9	18.77		351-Office gas
11/08/2023	Information Commisioner	DDR10	35.00		219-Data protection
14/08/2023	BL Searle Ltd	FP12	5,400.00		385-AK12 WLJ New dropside body
15/08/2023	August Salaries	DDR	17,107.52		August Salaries
16/08/2023	Chess Ltd DDR	DDR11	295.46		299-IT Support
21/08/2023	UK Fuels Limited DDR	DDR12	81.34		294-Fuel A/C
25/08/2023	The Lion Press	FP13	547.20		387-10 x A1 posters
29/08/2023	Public Works Loan Board	DDR13	304.12		307-PWLB Loan Capital
29/08/2023	Control Print Solutions Ltd	DDR14	467.82		295-Copier charges
30/08/2023	Chess Ltd DDR	DDR15	304.81		Purchase Ledger Payment
Total Payments			76,052.55		

Date: 18/10/2023

Sandy Town Council Current Year

Page 1

Time: 12:20

Current Bank A/c**List of Payments made between 01/09/2023 and 30/09/2023**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/09/2023	Purchase Power	FP1	516.10		384-Postage top up
04/09/2023	UK Fuels Limited DDR	DDR1	61.60		382-Fuel A/C
05/09/2023	Barclays	DDR	41.42		Bank charges
06/09/2023	Arthur Ibbett Ltd	32814	199.00		364-Sisis Rotorake repairs
06/09/2023	Badgemaster Ltd	32809	95.92		365-STC badges
06/09/2023	Bedfordshire Rural Communities	32811	2,000.00		366-Sandy Green wheel contribu
06/09/2023	Central Bedfordshire Council	32812	1,844.65		367-Pavilion Man fee Sep 23
06/09/2023	Hertfordshire County Council	32813	281.42		423-Cleaning materials
06/09/2023	Sandy Town Bowls Club	32810	123.93		417-Bowls club fuel
06/09/2023	Shire Pest Control & Wildlife	32815	155.00		370-Cemetery mole control
06/09/2023	Steve Dear Tree Services Ltd	32816	768.00		371-Willow Island tree works
06/09/2023	UK Amenity Ltd	32817	900.00		372-Sports feild weed treatmen
08/09/2023	Kempston Town Mayor's Charit A	FP2	8.00		383-Kempston bingo ticket
08/09/2023	Colin Ross Workwear & Safety	FP3	72.72		396-Gloves
08/09/2023	ICCM	FP4	95.00		Purchase Ledger Payment
08/09/2023	1st Response Fire Protection &	FP5	336.00		393-CCTV camera repair
08/09/2023	DSA Blinds	FP6	539.91		394-Supply/fit blinds
08/09/2023	Tim Miles	FP7	600.00		399-Grave digging
08/09/2023	Ground Tech (East Anglia) Ltd	FP8	600.00		389-Robotic line marker
08/09/2023	FD Odell & Sons Ltd	FP9	1,017.00		392-Waste disposal
08/09/2023	PNC HR LTD	FP10	1,764.00		388-HR Retainer 1.9-31.8.24
08/09/2023	Woodfines LLP	FP11	2,494.40		398-Land registration fees
08/09/2023	HMRC	FP	5,961.87		PAYE/NI Aug 23
08/09/2023	Beds Pension Fund	FP	6,908.53		Pensions Aug 23
08/09/2023	Yu Energy	DDR2	111.31		378-Depot electricity
08/09/2023	Yu Energy	DDR3	148.91		377-Office electricity
08/09/2023	Yu Energy	DDR4	21.22		373-SRRG electricity
08/09/2023	Yu Energy	DDR5	795.11		375-Street lights electricity
08/09/2023	Yu Energy	DDR6	59.70		376-Street lights electricity
08/09/2023	Yu Energy	DDR7	29.81		374-Public toilets electricity
11/09/2023	Barclays Active Saver	Tfr	158,364.75		
11/09/2023	Barclays Active Saver	Tfr	158,364.75		
11/09/2023	Yu Energy	DDR8	18.78		379-Office electricity
14/09/2023	Anglian Water Business Ltd. (N	DDR9	4.09		Purchase Ledger Payment
15/09/2023	Chess Ltd DDR	DDR10	251.89		380-IT Support
15/09/2023	Sep Salaries	DDR	15,801.20		Sep Salaries
18/09/2023	UK Fuels Limited DDR	DDR11	106.96		381-Fuel A/C
22/09/2023	Purchase Power	DDR12	99.63		453-Frinking machine lease
28/09/2023	Chess Ltd DDR	DDR13	304.81		482-Telephone
Total Payments			361,867.39		

SANDY TOWN COUNCIL

Minutes of the meeting of the Cemetery Working Group held between 6.30pm and 7.22pm on Tuesday 5th September 2023, in the Chamber.

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

Absent Cllr Baker

Present: N Sewell, Town Clerk, Carol Baker-Smith, Admin Team Leader and Richard Gilbert, Outdoor Team Leader

1. APOLOGIES

Cllr Baker

2. REVIEW CDS CEMETERY LAYOUT PLAN

The working group considered the latest draft of the Cemetery Layout Plan and made the following observations:

- The Muslim multi faith area had not been placed in Area G as expected. It was felt that if the decision by CDS to do this was due needing the necessary space to enable plots to be laid in the correct orientation then the area designated on the plan could remain
- It had been requested at the last meeting for an area for larger coffins to be included in the layout and envisaged this would be an area next to the Children's memorial and burial area.

3. AOB

The meeting ended at 19.22

Policy, Resources and Finance Committee

Date:	23rd October 2023
Title:	Memorial Request
Contact:	Nicola Sewell, Town Clerk

Purpose of the Report

1. To receive a resident's request to place a memorial on a family grave that sits outside the scope of the Council's current Burial Regulations.

Recommendation

2.0 The Cemetery Working Group have considered the request outlined below and the majority of members wanted to recommend that PF&R allow the application to continue.

2.1 That the above is conditional on all other non-compliant grave decorations being removed from the plot on the day the memorial is placed. The Council would request that the stonemason remove the items and return them to the family.

Background

3.0 The family of the deceased purchased two plots for a full burial in our cemetery last year as they wanted a larger American style coffin, and a burial took place with the coffin being placed central to the two plots.

3.1 The family has now made an application to have a memorial placed at the grave. The requested memorial is larger than those allowed by our burial regulations as set out below (burial reg sizes in red, actual memorial size shown in black):

Width = 37 inches (25.59 inches)
Overall Height = 40 inches (35.43 inches)
Base width = 40 inches
Depth = 300mm (150mm)

3.2 The application has been refused in the first instance on the position of size, however, the stonemason has asked that the Council reconsider and allow the headstone on the basis of the following criteria:

- The memorial is sited across two plots, and is smaller than the size of two memorials.
- There are other memorials in the cemetery that are both taller and wider than our burial regulations state.
- The memorial would be placed central to the two plots and so would not be directly in contrast to its neighbours.

3.3 The stonemason has already ordered the headstone prior to the Council's approval.

Policy Implications

4.0 The implications are that if the memorial is agreed we could be setting a precedent for future memorials, although it would seem from the photos supplied by the stonemason that this has already been allowed to happen anyway.

4.1 It seems that enforcement of our regulations has dropped off over the years and it would be good for the Council to reinstate some management of the issues going forward. As a starter (and it is recommended that a programme of regular inspections follows). The Chair of the Cemetery Working Group has suggested members agree to undertake an initial inspection and make a note of the graves that do not comply with the regulations so that the office can contact the families and ensure anything that shouldn't be in the cemetery is removed.

Financial implications

5.0 Members may wish to consider a different fee for this larger memorial. A recommendation would be to increase the fee by 50% to cover the larger size of the headstone resulting in a fee of £279.00.



SANDY
Town Council

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

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

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

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budget of £1,500 retainer	and health and safety advisor contract.	<ol style="list-style-type: none"> 2) Quotations for new contract to be obtained from current and alternative providers. 3) Report, with quotes and recommendation to be considered. 4) Contractor to be appointed. 	Committee <ol style="list-style-type: none"> 2) Clerk/Admin Lead 3) Clerk/HR Committee 4) Clerk/PFR 	Complete Complete Complete
Budgeting and Accounting				
	Agreement of 2024/25 budget and precept	<ol style="list-style-type: none"> 1) Produce Year on Year budget/expenditure report for review 2) Review of 2023/24 revenue budget report & 2024/25 recommendation 3) Review and amendment of 2024/25 revenue and capital budget 4) Review and amendment of 2024/25 budget and precept level 5) Recommend of budget and precept to Full Council 6) Approval of 2024/25 budget and precept 	<ol style="list-style-type: none"> 1) Clerk 2) PFR 3) PFR 4) PFR 5) PFR 6) Full Council 	Complete 23 rd Oct 2023 20 th Nov 11 th Dec 8 th Jan 2024 22 nd Jan 2024
	Agreement of 2024/25 Scale of Charges	<ol style="list-style-type: none"> 1) Apply RPI increases to 2024/25 Scale of Charges 2) Review and approve 2024/25 Scale of Charges 3) Amend 2024/25 budget to reflect Scale of Charges 	<ol style="list-style-type: none"> 1) Admin Lead 2) PFR 3) Admin Lead 	Nov 2023 8 th Jan 2024 8 th Jan 2024
Large Capital Equipment Investment (beyond standard equipment covered within revenue budget)				
TBC	Research and develop proposals for the replacement of the older of the Council's works trucks.	<ol style="list-style-type: none"> 1) Review of vehicle requirements and understand what form of new vehicle would be appropriate 2) Research of vehicles and options available to the Council, along with costings and options such as leasing. 3) Report to committee with recommendations of preferred replacement vehicle, costs, and funding options. 4) Factor proposed new vehicle costs into the 2024/25 budget. 	<ol style="list-style-type: none"> 1) Cllrs/Outdoor Lead 2) Cllrs/Outdoor Lead /Deputy Clerk 3) Cllrs/Outdoor Lead 4) Clerk/PFR 	Complete Aug-Oct 2023 Oct –Nov 2023 Dec 2023
Projects				

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TBC	Progress development of the cemetery burial site landscaping and pathways	<ol style="list-style-type: none"> 1) Agree cemetery final design with CDS and get costs for next stage of project. 2) Tender document for landscape contractors goes out 3) Landscaping to start 4) Update for burial regulations to incorporate extended area 5) Resolution to apply for PWLB 6) Public Consultation regarding Public Works Loan Board (PWLB) 7) Application to PWLB to NALC 8) Landscape work completed 	<ol style="list-style-type: none"> 1) CWG 2) Clerk/CWG 3) Clerk/CWG 4) CWG/Admin Team 5) Town Council 6) Clerk 7) Clerk 8) Contractor 	<p>Complete</p> <p>Oct/Nov</p> <p>Dec 2023</p> <p>Jan 2024</p> <p>Oct 2023</p> <p>Nov/Dec 23</p> <p>Jan 2024</p> <p>Oct 2024</p>
£67,000	Archaeological work at the cemetery extension site as per the planning permission granted	<ol style="list-style-type: none"> 1) Agree revised cost for work with archaeological contractor following further discussion with CBC. 2) Committee to approve expenditure on second stage of post excavation work and instruct archaeologist to commence. 3) Archaeologist to complete post excavation analysis stage and report back to the Council. 4) Agreement of final reporting stage commencement 5) Archaeologist to report back to CBC when reporting stage complete 6) Archaeologists to conduct an event to present findings to Members of the public and Historical Society 	<ol style="list-style-type: none"> 1) Clerk/Cem Wrk Grp 2) PFR 3) Contractor 4) PFR 5) Contractor 6) AOC/Community Engagement Officer 	<p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p>
	Allotments at Beeston Green (village site)	<ol style="list-style-type: none"> 1) Agree terms of lease with CBC 2) Organise survey of the land to understand its condition 3) Determine design and layout of plots/utilities/parking and storage areas 4) Tender document for landscape works 	<ol style="list-style-type: none"> 1) Beeston WG/PF&R and Clerk 2) Deputy Clerk/Beeston WG 3) Beeston WG/FC 4) PFR/FC 	<p>TBD</p> <p>TBD</p> <p>TBD</p> <p>TBD</p> <p>TBD</p>

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		<ul style="list-style-type: none"> 5) Landscape works undertaken 6) Allotment Policy Updated 	<ul style="list-style-type: none"> 5) Contractor 6) Admin Team Leader/PF&R/Deputy Clerk 	TBD
Policy and Administration				
£2,500 legal costs approved	Complete registration of all Council owned land with the Land registry	<ul style="list-style-type: none"> 1) Committee to approve expenditure on appointing a solicitor to undertake land registry work. 2) Documents to support registration of land to be catalogued and provided to solicitor. 3) Solicitor to undertake and complete registration process (committee to be advised on completion) 	<ul style="list-style-type: none"> 1) Clerk/PFR 2) Admin 3) Solicitor 	<ul style="list-style-type: none"> Complete Complete Ongoing
£3,000 legal costs approved	Adoption of 'Berwick Way' amenity land from Taylor Wimpey	<ul style="list-style-type: none"> 1) Council to agree proposed adoption of parcels of land. 2) Clerk to hold site meeting with TW rep and agree exact red line boundaries of each parcel. 3) Appointment of solicitor to deal with adoption legal work. 4) Obtain costs for cutting of the land to be adopted and budget accordingly. 5) Appointed solicitor to work with TW solicitor on completion of land transfer. 	<ul style="list-style-type: none"> 1) Full Council 2) Clerk 3) PFR/Clerk 4) Clerk 5) Solicitor/Clerk 	<ul style="list-style-type: none"> Complete Complete Complete Complete Ongoing
TBC	Completion of Army Cadets HQ lease / land matter (Berwick Way)	<ul style="list-style-type: none"> 1) Seek agreement from landowner Taylor Wimpey to transfer a small parcel of land at the site of the Cadet HQ to STC and progress accordingly. 2) Alternatively, that TW join a lease with STC and the Army Cadets for the HQ building. 3) Further actions will be dependent on responses from TW. 	<ul style="list-style-type: none"> 1) Clerk/PFR 2) Clerk/PFR 	Ongoing
Peppercorn rent	Renewal of Lease between STC and Sandy Bowls Club	<ul style="list-style-type: none"> 1) Working Group to review the current lease and make recommendations to PF&R for amends. 2) PF&R Review recommendation 3) Draft lease created 	<ul style="list-style-type: none"> 1) Cllrs Pettitt and Effiong 2) PF&R 3) Solicitors 	<ul style="list-style-type: none"> Jan2024 Feb 2024 TBC

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

Policy Finance and Resources Committee

Date:	23rd October 2023
Title:	Proposed Repairs to second Grounds Vehicle
Contact Officer:	Deputy Town Clerk

Purpose of the Report

1.0 To consider the repair of the older Toyota vehicle. Minute 53-2023/2024 refers to the agreement by the Council to the repair of the newer vehicle with consideration of repairs to the second vehicle being subject to discussion with the outdoor team.

1.1 The works would cost £5,540 (exclusive of VAT). The Council could not purchase a similar vehicle with low mileage for this price. A second-hand vehicle of this spec and similar low mileage is estimated to cost upwards of £16,000. This second vehicle would provide the outdoor team with two vehicles with low mileage and the Electric Vehicle (EV) covering all the services of the Council.

1.2 Further costs would need to be incurred to address advisories from the vehicles recent MOT.

1.3 Although, the Council would continue to operate diesel vehicles they are generally limited to local journeys. The installation of a tipper ramp would assist the team in autumn hedge cutting to tip the branches for disposal etc.

Recommendation

2.0 That the Committee approves the installation of a tipping ram on the second vehicle and the costs to undertake repairs identified at the vehicles recent MOT at a total cost of £6,353.64. The MOT repairs would be carried out by the Councils service garage.

2.1 That the company that repaired the flatbed on the first vehicle be selected to carry out the replacement truck bed and tipping ramp to the as outlined in the report.

Background

3.0 The Committee is advised that the repair of the first vehicle was a complete success. Discussions have been held with the Outdoor Team and it was considered good value to have the second vehicle repaired with the addition of a tipping ram and the MOT recommendations repaired. The MOT advisory sheet is attached to the report. As a responsible Town Council, it should ensure its vehicles are in a good state of repair

3.1 The details of the repairs are attached

3.2 The details of the MOT repairs are attached

The costs of the (MOT) repairs are set out below;

Wheel bearing - £153.62

Ball Joint - £185.40

Saddle Bushes - £180.00

Front discs & pads - £294.62

Total - £813.64

The garage is unable to quote for the EML light being on as it would need to have the code read and understand the required repair.

Financial Implications

4.0 The repairs could be covered from capital.

Legal Powers

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

Date:	23rd October 2023
Title:	Graffiti Removal Policy
Contact:	Ian Reed, Town Clerk

Purpose of the Report

1. To set out the graffiti removal policy including timescales for removal and enforcement measures.

Draft Policy wording

Key legislation

The main legislation and guidance to which this policy relates;

- Town and Country Planning Act 1990
- Anti-social Behaviour, Crime and Policing Act 2014

Graffiti is the illegal or unauthorised defacing of a building, wall or other edifice or object by painting or otherwise marking it with words, pictures, or symbols. Graffiti classified as offensive will be illegal or unauthorised and may contain some or all of the following elements;

- Offensive language
- Language of a politically/racially/religiously insulting/inciting nature
- A hate statement
- An image which is graphically explicit
- An image which is visually offensive or textually offensive by the message that it contains

Upon an Officers confirmation of an instance of graffiti, the graffiti is classified by the officer within 2 categories;

- Priority 1: Extreme racist/obscene or extremely offensive graffiti which offends sectors of the community and could be seen as inflammatory or inciting hatred
- Priority 2; General graffiti which is not offensive e.g., tags or unauthorised murals/artworks

Arrangements for removal of Graffiti from play equipment and the Skatepark

Graffiti can only be removed by the Council if it is accessible from ground level and on a surface on which graffiti removal chemicals will work or pressure washing.

In relation to the skatepark located in Sunderland Road Recreation Ground the following applies;

Minute (110-2022/23) refers

Skatepark users are allowed to decorate the skatepark as they see fit and leave graffiti as it appears, on the condition it is not offensive and does not spill onto any other assets, equipment, or buildings at Sunderland Road Recreation ground. Graffiti will also be removed if it is deemed to compromise the safety and integrity of the skatepark structure. The Outdoor Team will carry out regular monitoring of the area and report any incidents. A review of this decision of the Council will take place if the existence/occurrences of graffiti at the park are deemed to be more of a problem.

Policy Ends

Winter Maintenance Policy

The Town Council Winter Maintenance Policy relates to precautionary salting of an identified area of the Town Centre and relates to footways only. CBC as Highway Authority will be responsible for the roads in the area. The policy relates to the weather forecast temperatures, and levels of ice or snow. The purpose of this service is to minimise accidents and disruption to the town centre footways caused by the weather and enable the authority to discharge its responsibilities and obligations it has chosen to adopt.

It should be noted that the service does not **guarantee** that at any given time the footways will be free of ice or snow, even following treatment as Rock Salt becomes less effective in very heavy snow and also at temperatures below -5°C.

Operating Period

The **winter operating period** will run from November to March each year. This year it will commence on 31st October 2023 to 4th March 2024,

Service provision

The service covers both precautionary and reactive salting / gritting in designated parts of the town centre. The Town Councils' outdoor staff will conduct the following winter maintenance;

- Covering the High Street passing St Swithuns' Church and \St Swithuns' primary school
- The High Street Carpark
- Market Square, the Library, and the footways outside the main business premises on the High Street
- The service will not extend beyond these areas

Precautionary Salting

Gritting/salting is undertaken before ice or snow is likely to be present on the footway. As our workforce commences work at 8am and finishes at 4 pm most of the precautionary salting will be in the morning from 8 am and from 2.30 to 3.45 pm.

Weather forecasting information

Weather forecasts are provided on a daily basis throughout the winter period to Central Bedfordshire Council who will share them with Sandy Town Council. who will provide a detailed forecast covering an initial 24hr period, and longer 2–5-day summary.



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SANDY TOWN COUNCIL EMERGENCY / DEPENDANTS LEAVE POLICY

Purpose and scope	2
Taking emergency leave	2

Purpose and scope

All employees with dependants can take reasonable unpaid time off to deal with unforeseen emergencies. This is unlikely to amount to more than a day or two a year.

This policy covers all instances where you may need to take unplanned absence to attend to urgent or serious situations affecting your dependants and where no alternative provision is available.

Emergency leave is designed to provide carers with the opportunity to make alternative arrangements for the care of dependants. The Emergency leave policy is not intended to be used to allow carers to look after dependants on an ongoing basis (although time off may be available under other policies).

Taking emergency leave

Dependants include parents, husband, wife, partner, civil partner, children or individuals living as part of the family for whom you are the main carer or an individual who depends on you for care, e.g. an elderly neighbour.

Emergency leave is only intended to cover unplanned absence to attend to urgent or serious situations affecting your immediate family or dependants. It is impossible to provide a complete list of circumstances that are covered under the policy; however, the most common circumstances are as follows: -

- to provide assistance on an occasion when a dependant falls ill, gives birth or is injured or assaulted
- to make arrangements for the provision of care for a dependant who is ill or injured,
- as a result of the death of a dependant,
- because of the unexpected disruption or termination of arrangements for the care of a dependant, or
- to deal with an incident which involves a child of the employee and which occurs unexpectedly when the child is at school

As soon as is reasonably practicable in the circumstances, contact the Clerk (or Chair of the Council) by telephone to explain the circumstances, and if possible, an indication of the length of time-off you are likely to need in order to make alternative arrangements. If the Clerk (or Chair of the Council) is unavailable you must contact another councillor instead.

If you need to stay and care for a dependant on an ongoing basis you can agree with the Clerk (or Chair of the Council) to take annual leave; or where you have insufficient annual leave to take a period of unpaid leave. Alternatively, you may be able to take Parental Leave where the care is for your child.

This is a non-contractual procedure which will be reviewed from time to time.

Date of policy: October 2023

Approving committee: Policy Finance & Resources Committee

Date of committee meeting: 23rd October 2023

Policy version reference: 1

Supersedes: Time Off For Dependents Policy

Policy effective from: 24th October 2023

Date for next review: October 2025

Date: 23rd October 2023
Title: Repairs to Roof of Depot, Sandy Cemetery
Contact: Ian Reed, Deputy Town Clerk

Purpose of the Report

1. To receive and consider the costs for repairing roof of Depot, Sandy Cemetery, Stratford Road.

Recommendation

2. That the Council approves the quotation for the much needed repair. The repairs would need to be funded from capital.

Background

3.0 The Council has sought quotations for the repair of the roof from three contractors. Only one has submitted a quote.

Proposals/Information

4.0 The Council has been concerned about the condition of the roof of the depot for some time

4.1 The following quote has been received:

Description	Company	Price
To address the repair of guttering and downpipe which are both insufficient due to the amount of water penetrating down the roof. To fit a 7 1/2 inch new black guttering and new downpipes also need to replace the drainage access as they only made for a 3 inch pipe /not 6 in Also, to repair several rips in the breathable membrane so the water runs down the inside of the felt and hits the beams down the bottom of the building and drips onto the benches, repair the tiles 2 m up by 5 m of tiles and batten and re-felt in breathable felt and then batons and tiles fixed back on . Rubbish removal Labour Materials	A	Total £3,400

Financial Implications

5.0 The 2023/24 budget cannot meet the costs required. The funding of the works would have to come from capital or be taken forward for consideration in the budget for 2024/25. The latter could result in increased costs as materials are currently rising.

Legal Powers

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

Annual Governance and Accountability Return 2022/23 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 2022/23

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 2023**.
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 2023**. 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 2023
 - 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 2022/23

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 2023 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 2022/23**, approved and signed, page 4
- **Section 2 - Accounting Statements 2022/23**, approved and signed, page 5

Not later than 30 September 2023 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) 2022/23

- 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. Any amendments must be approved by the authority and properly initialled.
- 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 2023.
- 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.
- **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 bank reconciliation is incomplete or variances not **fully** explained then 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 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- 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 2023**.

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 Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	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 2023 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 2022/23

Sandy Town Council

www.sandytowncouncil.gov.uk

During the financial year ended 31 March 2023, 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 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and Investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		

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

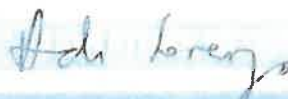
Date(s) internal audit undertaken

17/05/2023

Name of person who carried out the internal audit

Mr Alberto Di Lorenzo

Signature of person who carried out the internal audit



Date

06/06/2023

*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 2022/23

We acknowledge as the members of:

Sandy Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

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

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

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

26/06/2023

and recorded as minute reference:

39 - 2023/24

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

Chairman

Clerk

www.sandytowncouncil.gov.uk

Section 2 – Accounting Statements 2022/23 for

Sandy Town Council

	Year ending		Notes and guidance	
	31 March 2022 £	31 March 2023 £		
1. Balances brought forward	582,488	563,181	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.	
2. (+) Precept or Rates and Levies	599,356	628,120	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	55,269	219,703	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.	
4. (-) Staff costs	227,751 277,751	-310,877	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.	
5. (-) Loan interest/capital repayments	-608	-608	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).	
6. (-) All other payments	-395,573	-540,324	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).	
7. (=) Balances carried forward	563,181	559,195	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).	
8. Total value of cash and short term investments	607,496	600,453	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.	
9. Total fixed assets plus long term investments and assets	3,418,805	3,651,095	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.	
10. Total borrowings	2,517	2,077	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).	
For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	✓			The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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



Date

17/06/2023

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

26/06/2023

as recorded in minute reference:

40 - 2023/24

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



Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of

Sandy Town Council

1 Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 2023; 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 2022/23

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

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

We were required to return the Annual Governance and Accountability Return to enable the Council to correct the following:

An transposition error in Box 4 of Section 2, for the year ended 31 March 2022, initially caused the annual return not to add up at Box 7. The figure was initially understated by £50,000.

In future, the Council should ensure that the Annual Governance and Accountability Return is accurate and complete.

3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

*We do not certify completion because:

Not applicable.

External Auditor Name

Mazars LLP, Newcastle upon Tyne, NE1 1DF

External Auditor Signature

Mazars LLP

Date

19 September 2023

APPLICATION FOR GRANT AID FROM

SANDY TOWN COUNCIL

<u>Name of the Organisation/Group</u>	
CHUMS CHARITY	
Are you affiliated to a national organisation? If so, which one?	NO
Local venue/meeting place	SUPPORTING SERVICE WEBS ONLINE OR IN SUDO.
Are you a registered charity? If so, give your charity number?	1179048
What are the aims and activities of the organisation?	TO PROMOTE THE PRESERVATION OF MENTAL HEALTH AND TO ASSIST IN RELIEVING AND REHABILITATING PERSONS SUFFERING FROM MENTAL DISORDER OR CONDITIONS OF MENTAL OR EMOTIONAL DISTRESS INCL. BEREAVEMENT & TRAUMA.
How many members do you have?	Volunteers/Leaders 4 PAID STAFF 15 VOLUNTEERS
Members:	Junior N/A
	Senior N/A
What is your annual subscription?	Junior £ N/A
	Senior £ N/A

Project Information

<p>What would the grant be used for?</p>	<p>SINCE 2015, 4 OUT OF OUR 5 CHARITABLY FUNDED SERVICES HAVE BEEN FREELY AVAILABLE TO SANDY RESIDENTS. WE ARE CURRENTLY SUPPORTING A FAMILY WITH BABYLOSS + ANOTHER FAMILY WHERE A CHILD HAS HAD A TRAUMATIC EXPERIENCE, SO LINKING OUR REQUEST TO CURRENT ACTIVITY WHICH LASTS SEVERAL MONTHS</p>
<p>In what manner will the residents of Sandy benefit?</p>	<p>SANDY RESIDENTS WILL BE ABLE TO KEEP REFERRING INTO</p> <ol style="list-style-type: none"> ① THE TRAUMA SERVICE ② THE BEDFORDSHIRE SUICIDE BEREAVEMENT SERVICE ③ THE BABYLOSS SERVICE ④ THE RECREATIONAL THERAPEUTIC MUSIC & SPORTS PROGRAMMES FOR 7-11 Y.O CYP.
<p>Approximately how many Sandy residents will benefit from this grant?</p>	<p>10</p>
<p>Estimated total cost of project</p>	<p>BABYLOSS COSTS £ 68,100 p.a. TRAUMA COSTS £ 244,000 p.a.</p>
<p>Please state clearly how much you are applying for from Sandy Town Council.</p>	<p>WE ARE LOOKING FOR A CONTRIBUTION OF £500 TO ONE OR BOTH OF THE ABOVE SERVICES PLEASE, TO HELP TO ENSURE THAT THEY REMAIN AVAILABLE TO ALL WHO NEED THEM.</p>
<p>What amount is being met from your own funds?</p>	<p>WE ARE MAKING GRANT APPLICATIONS TO FILL THE GAPS ON AN ONGOING BASIS. WE WILL GO INTO OUR RESERVES IF NECESSARY BUT THEY ARE AT 6 MONTHS OF OPERATING COSTS ONLY. (WHICH IS OUR TARGET LEVEL).</p>

Payment Details	
Account Title	CHUMS CHARITY
Account Number	6586 2241
Bank/Building Society Name and Address	COOPERATIVE BANK P.O. BOX 250, SKELMERSDALE. WN8 6WT 08-92-99
Contact Details	
Please give details of the person with whom this application can be discussed and to whom any cheque should be sent:	SUE CLARKE
Position in organisation	HEAD OF FUNDRAISING
Address	WEST PARK ENTERPRISE CENTRE, WEST PARK, SILSOE, BEDS MK45 4HS
Telephone Number	01525 863924
E-mail address	Sue.clarke@ chumscharity.org.

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
<u>BABYLOSS SERVICE</u>	AMATEURS TRUST	£30,000	CONFIRMED
	STEEL C.T.	£10,000	CONFIRMED
	GEORGE OWER FDN	£5,000	PENDING
	MILLENUM OAK TRUST	£1,000	PENDING
	HOLLICK C.T.	£10,000	PENDING
	ADINT. C.T.	£5,000	PENDING
<u>TRAUMA SERVICE</u>	STEEL C.T.	£10,000	CONFIRMED
	SUICIDE PRE - VENTION FUND	£9,455	PENDING
	BRAMHALL FDN	£5,000	PENDING
	REDHILL TRUST	£5,000	PENDING
	WARD COUNCILOR GRANT FLITWICK	£1,000	PENDING
	BEALOO LODGE C.T.	£10,000	PENDING
	ST JAMES' PLACE	£7,500	PENDING

Financial Details

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

FUNDRAISING INCOME IS FED BACK INTO OUR 5 CHARITABLY FUNDED MENTAL HEALTH AND EMOTIONAL WELLBEING SERVICES WHILE RETAINING 6 MONTHS RUNNING COSTS AS RESERVES.

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

ACCOUNTS PROVIDED YEAR ENDING 05/22
+ DRAFT ACCOUNTS FOR YEAR ENDING 05/23


BUDGET FORECAST FOR YEAR ENDING 05/2024

= INCOME £663,105
EXPENDITURE £219,105
NET RAISED £444,000

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:	SUE CLARKE
Position:	HEAD OF FUNDRAISING
Date:	3/10/2023

Please enclose with your application copies of:

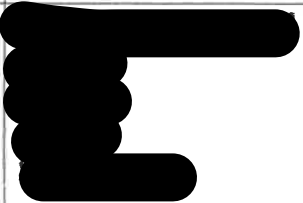

- Accounts for the last two years
- Budget forecast for forthcoming/current year
- Other relevant literature including photograph if available

APPLICATION FOR GRANT AID FROM
SANDY TOWN COUNCIL

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

Project Information	
What would the grant be used for?	To help us continue to run the radio station full time. OFCOM require community radio to generate income from on-air advertising, grants and donations.
In what manner will the residents of Sandy benefit?	The residents of Sandy benefit from our local broadcasts including information and guest slots. We promote all Sandy events that are notified to us - we do this via our on-air Events Diary and also on our web calendar. Organisations that would like to promote their work or forthcoming events live on-air are welcome by a pre-arranged telephone chat. We promote Sandy Carnival and Christmas Lights events. We give Sandy businesses the opportunity to advertise on local radio in our area.
Approximately how many Sandy residents will benefit from this grant?	All Sandy residents can benefit from our broadcasts if they tune in ! Either on our FM frequency or the internet broadcast. We have a good regular listener base in Sandy who make contact with us.
Estimated total cost of project	Annual running costs are estimated at £20,000 p/a. for BigglesFM
Please state clearly how much you are applying for from Sandy Town Council.	£1,850.00


<p>What amount is being met from your own funds?</p>	<p>We will be aiming to raise £10,000 the 50% allowed from advertising</p>						
<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.</p>							
<table border="1"> <thead> <tr> <th data-bbox="204 427 571 495">Source</th> <th data-bbox="571 427 858 495">Amount</th> <th data-bbox="858 427 1340 495">Confirmed/Pending/Unsuccessful</th> </tr> </thead> <tbody> <tr> <td data-bbox="204 495 571 651">Biggleswade Town Council (Biggleswade have donated for several years)</td> <td data-bbox="571 495 858 651">£1,850.00</td> <td data-bbox="858 495 1340 651">Confirmed £1,850</td> </tr> </tbody> </table>		Source	Amount	Confirmed/Pending/Unsuccessful	Biggleswade Town Council (Biggleswade have donated for several years)	£1,850.00	Confirmed £1,850
Source	Amount	Confirmed/Pending/Unsuccessful					
Biggleswade Town Council (Biggleswade have donated for several years)	£1,850.00	Confirmed £1,850					
<p>Financial Details</p>							
<p>Please specify how any income, particularly surplus, is spent.</p>	<p>Income is used to cover our running costs such as OFCOM, PPL and PRS licences, purchase equipment, day to day running costs, publicity and part time staff. There will not be any surplus.</p>						
<p>Please attach accounts (audited/independently examined) for the last two years and your budget forecast for the forthcoming/current year.</p>	<p>Enclosed unaudited accounts for year ended 30 November 2022. You already have accounts for the year ended 30 November 2021 from our application last year.</p> <p>Budget forecast for this year is: £20,000</p>						

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

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:	Alan Waring
Position:	Station Manager
Date:	13th October 2023

Please enclose with your application copies of:

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

BIGGLES FM
Company limited by guarantee

Balance sheet

As at 30 November 2022

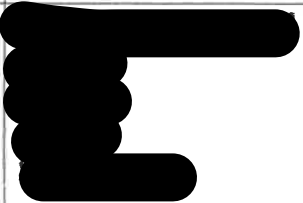

	2022	2021
	£	£
Fixed Assets:	4,887	5,962
Current assets:	6,406	9,331
Prepayments and accrued income:	0	0
Creditors: amounts falling due within one year:	(0)	(0)
Net current assets (liabilities):	6,406	9,331
Total assets less current liabilities:	11,293	15,293
Creditors: amounts falling due after more than one year:	(0)	(0)
Provision for liabilities:	(0)	(0)
Accruals and deferred income:	(0)	(0)
Total net assets (liabilities):	11,293	15,293
Reserves:	11,293	15,293

APPLICATION FOR GRANT AID FROM
SANDY TOWN COUNCIL

<u>Name of the Organisation/Group</u>	
BigglesFM	
Are you affiliated to a national organisation? If so, which one?	None
Local venue/meeting place	We broadcast from our studio in Potton
Are you a registered charity? If so, give your charity number?	No
What are the aims and activities of the organisation?	Providing a full time local community radio station involving all sectors of our local community. With local and national news and information relevant to the local area. To provide a local radio service not provided by any other broadcaster.
How many members do you have?	Volunteers/Leaders About 20 volunteer presenters
Members:	Junior No Members
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Account Number	69960000 Sort code 08-92-99
Bank/Building Society Name and Address	The Co-operative Bank
Contact Details	
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Position in organisation	Station Manager
Address	
Telephone Number	
E-mail address	admin@bigglesfm.com

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Signed:	
Name:	Alan Waring
Position:	Station Manager
Date:	13th October 2023

Please enclose with your application copies of:

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

BIGGLES FM
Company limited by guarantee

Balance sheet

As at 30 November 2022

	2022	2021
	£	£
Fixed Assets:	4,887	5,962
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