

Sandy Town Council

There will be a meeting of the Policy, Finance and Resources Committee of Sandy Town Council which will be held in the Council Chamber at 10 Cambridge Road, Sandy, Bedfordshire on Monday 24 November 2014 at 7.30 pm for the purpose of transacting the items of business below.

Delia Shephard, Town Clerk
10 Cambridge Road
Sandy
SG19 1JE
01767 681491
17 November 2014

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND THIS MEETING

A G E N D A

1 Apologies for absence

2 Declarations of interest

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

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

- i) Declarable pecuniary interests*
- ii) Non pecuniary interests*

3 Minutes of previous meeting

To receive the minutes of the Policy, Finance and Resources Committee held on 20 October 2014 and to approve them as a correct record of proceedings.

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 year to the end of October 2014
Members are asked to note that following a meeting with DCK

Sandy Town Council

Beavers on 31 October 2014 previous coding issues have been corrected.

- ii) To approve a schedule of payments made since previous meeting
- iii) To approve bank reconciliations and statements and to receive an oral report from the Clerk on changes to banking arrangements
- iv) To review the internal auditors' report following the mid-year audit visit held on 4 November 2014

6 Budget Process for 2015/16

- i) To consider feedback from the informal Financial Workshop for members held on Tuesday 18 November 2014 and to review the first draft of the revenue budget for 2015/16.
- ii) To note charges for outsourcing of accountancy work for 2015/16 from DCK Beavers

7 Capital Expenditure

To consider replacement of the Town Council's Skoda vehicle as previously approved in principle by Sandy Town Council on 22 August 2014 (Minute no **73-2014/15**)

8 Procurement Policy

To consider adoption of a new procurement policy

9 Cemetery Extension Update

To receive an update report from the Clerk and to note that a presentation from Cemetery Development Ltd will be included in the Town Council agenda on 15 December 2014.

Sandy Town Council

Policy, Finance and Resources Committee of Sandy Town Council on Monday 24 November 2014

R E P O R T S

5 Financial Reports

- i) Balance sheet and detailed financial report showing income and expenditure against the revenue budget for year to the end of October 2014 attached
- ii) Schedule of payments made since previous meeting attached
- iii) Bank reconciliations and statements will be available at the meeting. As previously instructed the Town Clerk has closed the Town Council's Base Rate Reward investment account with Barclays and transferred the funds to the Barclays Active Saver Account for a temporary period. From this account the funds will be transferred to the Public Sector Deposit Fund as soon as possible. The Clerk's imprest account has been opened and a mandate has been submitted to Barclays with a request for a debit card. At present there are no funds in the imprest.
- iv) Internal auditors' report to follow as soon as available.

Members are asked to approve the payments and to note the remaining information and make recommendations as appropriate.

Detailed Balance Sheet (Excluding Stock Movement)

Month No: 7 31st October 2014

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
100	Debtors Control	1,739	
101	Stock	4,435	
105	VAT Control	10,639	
106	Vat Suspense	-3,900	
200	Current Bank A/c	80,608	
205	Capital a/c Santander	213,474	
206	Barclays Active Saver	244,708	
207	Barclays New Treasury	202,418	
210	Petty Cash	390	
	Total Current Assets		754,511
	<u>Current Liabilities</u>		
501	Creditors Control	16,716	
	Total Current Liabilities		16,716
	Net Current Assets		737,796
	Total Assets less Current Liabilities		737,796
	<u>Represented By :-</u>		
300	Current Year Fund	220,235	
310	General Reserve	20,765	
320	Capital Receipts Reserve	72,795	
321	Earmarked Reserves	44,000	
322	EMR Fallowfied	380,000	
	Total Equity		737,796

Month No : 7

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
401	Staff							
4001	Gross Salaries - Admin	6,455	45,363	129,750	84,387		84,387	35.0 %
4002	Gross Salaries - Works	7,299	51,176	74,000	22,824		22,824	69.2 %
4003	Employers NIC	734	5,175	11,500	6,325		6,325	45.0 %
4004	Employers Superannuation	2,018	14,724	26,000	11,276		11,276	56.6 %
4010	Miscellaneous Staff Costs	0	180	1,000	820		820	18.0 %
	Staff :- Expenditure	16,505	116,618	242,250	125,632	0	125,632	48.1 %
	Net Expenditure over Income	16,505	116,618	242,250	125,632			

Month No : 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
402 Administration-Office							
4008 Training	0	1,660	3,500	1,840		1,840	47.4 %
4009 Travel & Subsistence	3	88	500	412		412	17.5 %
4010 Miscellaneous Staff Costs	0	45	0	-45		-45	0.0 %
4011 General Rates	0	6,005	6,100	95		95	98.4 %
4012 Water Rates	92	165	400	235		235	41.4 %
4014 Electricity	310	1,074	4,000	2,926		2,926	26.9 %
4015 Gas	133	481	1,800	1,319		1,319	26.7 %
4016 Cleaning Materials etc	16	992	1,250	258		258	79.3 %
4020 Misc Establishment Costs	21	1,019	2,000	982		982	50.9 %
4021 Telephone & Fax	0	992	3,200	2,208		2,208	31.0 %
4022 Postage	571	1,436	1,600	164		164	89.8 %
4023 Printing & Stationery	7	1,532	5,235	3,703		3,703	29.3 %
4024 Subscriptions	0	2,117	2,700	583		583	78.4 %
4025 Insurance (excl vehicles)	1,761	12,226	21,600	9,374		9,374	56.6 %
4026 Photocopy Costs	0	2,174	2,270	96		96	95.8 %
4027 IT Costs incl Support	519	4,053	0	-4,053		-4,053	0.0 %
4028 Service Agreements (Other)	0	3,953	9,500	5,547		5,547	41.6 %
4035 Publications	2	45	300	255		255	15.1 %
4036 Property Maintenance/Security	4	2,312	3,500	1,188		1,188	66.1 %
4038 Consumables/Small Tools	3	3	0	-3		-3	0.0 %
4042 Equipment/Vehicle Maintenance	0	0	3,000	3,000		3,000	0.0 %
4051 Bank Charges	0	65	0	-65		-65	0.0 %
4056 Legal Expenses	0	10	1,000	990		990	1.0 %
4057 Audit Fees - External	0	0	2,350	2,350		2,350	0.0 %
4059 Accountancy Fees	384	3,613	0	-3,613		-3,613	0.0 %
4070 Refreshments	18	102	200	98		98	51.0 %
Administration-Office :- Expenditure	3,845	46,162	76,005	29,843	0	29,843	60.7 %
1201 Rent Received Etc	48	1,612	2,575	-963			62.6 %
1202 Photocopying Income	0	13	52	-38			26.2 %
1204 Sale of Council Minutes	0	0	195	-195			0.0 %
1205 Miscellaneous Income	0	2,539	0	2,539			0.0 %
Administration-Office :- Income	48	4,164	2,822	1,343			147.6 %
Net Expenditure over Income	3,798	41,998	73,184	31,186			

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Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
403 Administration-Works							
4005 Protective Clothing	38	343	1,400	1,057		1,057	24.5 %
4006 H&S Costs/Consultancy	0	0	1,000	1,000		1,000	0.0 %
4011 General Rates	0	1,955	2,010	55		55	97.2 %
4012 Water Rates	0	358	310	-48		-48	115.6 %
4014 Electricity	0	177	750	573		573	23.6 %
4017 Refuse Disposal	0	1,735	3,500	1,765		1,765	49.6 %
4036 Property Maintenance/Security	207	685	1,650	965		965	41.5 %
4038 Consumables/Small Tools	97	1,444	1,200	-244		-244	120.3 %
4039 Planting/Trees/Horticulture	814	4,385	5,700	1,315		1,315	76.9 %
4040 Equipment Purchases (Minor)	0	1,508	2,000	492		492	75.4 %
4042 Equipment/Vehicle Maintenance	834	2,602	5,500	2,898		2,898	47.3 %
4043 Equipment/Vehicle Fuel	132	1,410	3,000	1,590		1,590	47.0 %
4044 Vehicle Tax & Insurance	0	2,119	2,500	381		381	84.7 %
Administration-Works :- Expenditure	2,123	18,720	30,520	11,800	0	11,800	61.3 %
Net Expenditure over Income	2,123	18,720	30,520	11,800			

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Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>404</u> <u>Allotments</u>							
4012 Water Rates	0	0	300	300		300	0.0 %
Allotments :- Expenditure	<u>0</u>	<u>0</u>	<u>300</u>	<u>300</u>	<u>0</u>	<u>300</u>	<u>0.0 %</u>
Net Expenditure over Income	<u>0</u>	<u>0</u>	<u>300</u>	<u>300</u>			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>405</u> <u>Footway Lighting</u>							
4014 Electricity	409	2,492	5,750	3,258		3,258	43.3 %
4042 Equipment/Vehicle Maintenance	0	1,150	2,000	850		850	57.5 %
Footway Lighting :- Expenditure	409	3,642	7,750	4,108	0	4,108	47.0 %
Net Expenditure over Income	409	3,642	7,750	4,108			

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Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
406 Cemetery & Churchyard							
4011 General Rates	0	2,167	2,300	133		133	94.2 %
4012 Water Rates	28	47	180	133		133	26.0 %
4036 Property Maintenance/Security	0	0	1,000	1,000		1,000	0.0 %
4037 Grounds Maintenance	0	259	900	641		641	28.8 %
4039 Planting/Trees/Horticulture	0	78	350	273		273	22.1 %
4101 Grave Digging Costs	400	2,800	6,200	3,400		3,400	45.2 %
Cemetery & Churchyard :- Expenditure	428	5,350	10,930	5,580	0	5,580	48.9 %
1226 Burials/Memorials Income	2,768	15,930	20,000	-4,070			79.7 %
1228 Interest on Investment	0	26	26	0			101.5 %
Cemetery & Churchyard :- Income	2,768	15,957	20,026	-4,069			79.7 %
Net Expenditure over Income	-2,340	-10,607	-9,096	1,511			

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Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
408 <u>Town Centre (Including Market)</u>							
4011 General Rates	0	14,867	15,370	503		503	96.7 %
4036 Property Maintenance/Security	0	1,675	850	-825		-825	197.1 %
4053 Loan Interest	0	177	366	189		189	48.3 %
4054 Loan Capital Repaid	0	127	242	115		115	52.6 %
4100 CCTV Fees	0	1,000	15,000	14,000		14,000	6.7 %
Town Centre (Including Market) :- Expenditure	0	17,847	31,828	13,981	0	13,981	56.1 %
1236 Friday Market Fees	80	550	3,000	-2,450			18.3 %
1237 Saturday Market Fees	0	128	300	-172			42.7 %
1238 Other Income Car Park	200	410	200	210			205.0 %
Town Centre (Including Market) :- Income	280	1,088	3,500	-2,412			31.1 %
Net Expenditure over Income	-280	16,759	28,328	11,569			

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Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>409</u> <u>Public Toilets - Car Park</u>							
4011 General Rates	0	2,308	2,400	92		92	96.2 %
4012 Water Rates	0	90	1,400	1,310		1,310	6.4 %
4014 Electricity	366	579	380	-199		-199	152.4 %
4036 Property Maintenance/Security	132	190	550	360		360	34.5 %
Public Toilets - Car Park :- Expenditure	498	3,167	4,730	1,563	0	1,563	66.9 %
Net Expenditure over Income	498	3,167	4,730	1,563			

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Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
500 <u>Play Areas and Open Spaces</u>							
4007 Health & Safety	0	390	0	-390		-390	0.0 %
4012 Water Rates	0	237	1,100	863		863	21.5 %
4014 Electricity	8	53	750	697		697	7.0 %
4036 Property Maintenance/Security	0	0	1,120	1,120		1,120	0.0 %
4037 Grounds Maintenance	367	1,252	4,000	2,748		2,748	31.3 %
4042 Equipment/Vehicle Maintenance	95	3,404	7,200	3,796		3,796	47.3 %
Play Areas and Open Spaces :- Expenditure	469	5,336	14,170	8,834	0	8,834	37.7 %
1241 Sandy FC Rent	0	0	450	-450			0.0 %
1242 Ice cream rent	0	0	330	-330			0.0 %
1251 Pitch Rental	0	511	0	511			0.0 %
Play Areas and Open Spaces :- Income	0	511	780	-269			65.6 %
Net Expenditure over Income	469	4,824	13,390	8,566			

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Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
501 <u>Sunderland Road Rec Ground</u>							
4012 Water Rates	0	395	1,000	605		605	39.5 %
4014 Electricity	151	-113	0	113		113	0.0 %
4015 Gas	118	1,023	0	-1,023		-1,023	0.0 %
4036 Property Maintenance/Security	0	1,043	1,000	-43		-43	104.3 %
4046 Bowling Green - SBC	0	1,643	0	-1,643		-1,643	0.0 %
4047 Equipment Maintenance - SBC	260	407	2,950	2,543		2,543	13.8 %
4048 Cricket Square - SCC	0	2,256	2,140	-116		-116	105.4 %
4049 Equipment Maintenance - SCC	328	328	0	-328		-328	328430
4060 Other Professional Fees	1,250	8,750	15,000	6,250		6,250	58.3 %
Sunderland Road Rec Ground :- Expenditure	2,108	15,733	22,090	6,357	0	6,357	71.2 %
1252 Pavilion Rental	1,551	1,551	0	1,551			0.0 %
1253 Bowls Club Rental	0	387	389	-2			99.5 %
1255 Cricket Club Rental	0	0	260	-260			0.0 %
1256 Scouts ,ACF and SSLA	0	0	170	-170			0.0 %
Sunderland Road Rec Ground :- Income	1,551	1,938	819	1,119			236.6 %
Net Expenditure over Income	557	13,795	21,271	7,476			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
502 Nature Reserves							
4037 Grounds Maintenance	330	369	2,050	1,681		1,681	18.0 %
4060 Other Professional Fees	0	1,600	9,240	7,640		7,640	17.3 %
Nature Reserves :- Expenditure	330	1,969	11,290	9,321	0	9,321	17.4 %
1306 Countryside Stewardship Grant	0	1,759	1,000	759			175.9 %
1307 Angling Licence Rent	0	486	475	11			102.3 %
Nature Reserves :- Income	0	2,245	1,475	770			152.2 %
Net Expenditure over Income	330	-276	9,815	10,091			

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Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
504	Tourist Information Centre						
4001	Gross Salaries - Admin	1,657	11,531	0	-11,531	-11,531	0.0 %
4005	Protective Clothing	0	0	200	200	200	0.0 %
4021	Telephone & Fax	0	0	270	270	270	0.0 %
4024	Subscriptions	0	0	100	100	100	0.0 %
4026	Photocopy Costs	0	149	0	-149	-149	0.0 %
4301	Merchandise and Ticket Costs	409	3,303	5,550	2,247	2,247	59.5 %
	Tourist Information Centre :- Expenditure	2,066	14,983	6,120	-8,863	0	244.8 %
1360	Ticket Sales Commission	0	12	0	12		0.0 %
1402	Sales	1,603	8,522	12,000	-3,478		71.0 %
	Tourist Information Centre :- Income	1,603	8,534	12,000	-3,466		71.1 %
	Net Expenditure over Income	463	6,449	-5,880	-12,329		

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Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>505</u> <u>Grass Cutting</u>							
4102 Grass Cutting	0	3,831	10,000	6,169		6,169	38.3 %
Grass Cutting :- Expenditure	<u>0</u>	<u>3,831</u>	<u>10,000</u>	<u>6,169</u>	<u>0</u>	<u>6,169</u>	<u>38.3 %</u>
Net Expenditure over Income	<u>0</u>	<u>3,831</u>	<u>10,000</u>	<u>6,169</u>			

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Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>506</u> <u>Litter Bins, Seats & Shelters</u>							
4042 Equipment/Vehicle Maintenance	0	0	500	500		500	0.0 %
Litter Bins, Seats & Shelters :- Expenditure	<u>0</u>	<u>0</u>	<u>500</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>0.0 %</u>
Net Expenditure over Income	<u>0</u>	<u>0</u>	<u>500</u>	<u>500</u>			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
508 <u>S.E.G. NOT IN USE</u>							
4020 Misc Establishment Costs	0	0	1,276	1,276		1,276	0.0 %
S.E.G. NOT IN USE :- Expenditure	<u>0</u>	<u>0</u>	<u>1,276</u>	<u>1,276</u>	<u>0</u>	<u>1,276</u>	<u>0.0 %</u>
Net Expenditure over Income	<u>0</u>	<u>0</u>	<u>1,276</u>	<u>1,276</u>			

Month No : 7

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>509</u>	<u>Christmas Lights</u>							
4401	Christmas Illuminations	4,229	5,420	11,000	5,580		5,580	49.3 %
4402	Community Christmas Event	10	567	5,000	4,433		4,433	11.3 %
	Christmas Lights :- Expenditure	<u>4,239</u>	<u>5,987</u>	<u>16,000</u>	<u>10,013</u>	<u>0</u>	<u>10,013</u>	<u>37.4 %</u>
1365	Christmas Lights	647	1,992	4,000	-2,008			49.8 %
	Christmas Lights :- Income	<u>647</u>	<u>1,992</u>	<u>4,000</u>	<u>-2,008</u>			<u>49.8 %</u>
	Net Expenditure over income	<u>3,592</u>	<u>3,995</u>	<u>12,000</u>	<u>8,005</u>			

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Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>601</u> <u>Precept and Interest</u>							
1101 Precept	0	455,704	455,704	0			100.0 %
1320 Interest Received - All account	83	3,715	5,500	-1,785			67.6 %
Precept and Interest :- Income	<u>83</u>	<u>459,419</u>	<u>461,204</u>	<u>-1,785</u>			<u>99.6 %</u>
Net Expenditure over Income	<u>-83</u>	<u>-459,419</u>	<u>-461,204</u>	<u>-1,785</u>			

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Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
602 Democratic and Civic Costs							
4020 Misc Establishment Costs	0	90	0	-90		-90	0.0 %
4033 Annual Report & Newsletter	238	1,666	3,500	1,834		1,834	47.6 %
4042 Equipment/Vehicle Maintenance	0	0	200	200		200	0.0 %
4200 Mayor's Allowance	153	1,021	1,900	879		879	53.8 %
4202 Members' Expenses (Conf etc)	60	134	500	366		366	26.9 %
4210 Election Costs	0	0	4,000	4,000		4,000	0.0 %
4701 Grants/Donations Paid	0	1,380	1,500	120		120	92.0 %
Democratic and Civic Costs :- Expenditure	451	4,292	11,600	7,308	0	7,308	37.0 %
Net Expenditure over income	451	4,292	11,600	7,308			

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Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>700</u>	<u>Capital and Projects</u>							
4802	CAP - Cemetery Extension	2,570	7,668	0	-7,668		-7,668	0.0 %
4803	CAP - WWI Board	0	1,215	0	-1,215		-1,215	0.0 %
4804	CAP - Street Light Replacement	0	3,200	2,500	-700		-700	128.0 %
	Capital and Projects :- Expenditure	2,570	12,083	2,500	-9,583	0	-9,583	483.3 %
1364	S106 Money Received	0	106	0	106			0.0 %
	Capital and Projects :- Income	0	106	0	106			
	Net Expenditure over Income	2,570	11,977	2,500	-9,477			

At : 15:24

Current Bank A/c

List of Payments made between 01/10/2014 and 31/10/2014

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/10/2014	Aviva	Std Ord	1,785.54		Annual Insurance Premium
01/10/2014	Powerc IT Business Solutions	DDR	300.00		428/IT Support
09/10/2014	1st Choice Staff Recruitment L	30074	1,843.55		383/R. Loake w/e 06.09.14
09/10/2014	1st Response Fire Protection	30075	91.20		387/Toilet Drain Repairs
09/10/2014	ADT Fire & Security Plc	30076	30.00		373/Alarm Keyfobs
09/10/2014	Amberley Publishing	30077	24.69		374/Women of RAF Books
09/10/2014	Anglian Water	30078	234.85		422/Supply 27.06.14-29.09.14
09/10/2014	Anglian Water	30079	219.46		421/Supply 26.06.14-29.09.14
09/10/2014	BDO LLP	30080	1,560.00		375/External Audit 2013/14
09/10/2014	Binder Loams Ltd	30081	528.32		377/Cricket Club Loam Soil
09/10/2014	Bedfordshire Rural Communities	30082	2,316.00		379/Wardening at The Pinnacle
09/10/2014	Sandy Carnival Association	30083	325.00		398/Sandy Carnival Assoc.
09/10/2014	Central Bedfordshire Council	30084	1,500.00		433/Jenks Pavillion Management
09/10/2014	Colin Ross	30085	83.40		397/Disposable Overalls
09/10/2014	Sandy Cricket Club	30086	29.99		399/Fuel for Sunderland rd
09/10/2014	DCK Beavers Ltd	30087	461.04		426/Contract accounting
09/10/2014	Fire Safety Services (UK) Ltd	30088	78.41		382/Alarm Maintenance
09/10/2014	M. D. Fowler	30089	50.00		388/DVD 'Market towns'
09/10/2014	Frontier Agriculture Ltd	30090	119.94		389/Roundup Biactive
09/10/2014	Gilbys of Sandy	30091	205.66		390/Various Fixings/Decorating
09/10/2014	Hertfordshire County Council	30092	196.77		416/Stationery Supplies
09/10/2014	Sandy Historical Research Grou	30093	18.43		401/Sandy Books/Postcards
09/10/2014	The Mayors Appeal Fund	30094	20.00		391/Pride of Houghton Awards
09/10/2014	Will Jackson	30095	70.80		425/Travelling Costs
09/10/2014	Levitt Partnership Limited	30096	531.60		392/Internal Office Alteration
09/10/2014	The Local Answer Ltd	30097	480.00		427/Calendars
09/10/2014	Sandy Good Neighbours Group	30098	500.00		400/Sandy Good Neighbours
09/10/2014	FD Odell & Sons Ltd	30099	376.60		417/Refuse Disposal
09/10/2014	Purchase Power	30100	335.75		393/Post Franking
09/10/2014	Powerc IT Business Solutions	30101	706.99		394/New Windows PC
09/10/2014	I. R. Quince Monumental Mason	30102	390.00		395/War Memorial Plaque
09/10/2014	Richard Money Associates	30103	628.80		396/Structural Engineering
09/10/2014	Rosetta Publishing	30104	285.60		429/The bulletin - October
09/10/2014	Agrovista UK Ltd	30105	1,297.74		402/Grounds Maintenance
09/10/2014	Team Flitwick	30106	508.91		407/Gasoil Fuel
09/10/2014	T&E Seymour Electrical Install	30107	2,364.00		414/Street Light Repairs
09/10/2014	Society of London Theatre	30108	112.80		404/SOLT Ticket Sales
09/10/2014	Mrs J Thrale	30109	41.40		408/Honey
09/10/2014	TTM Consultancy Ltd	30110	802.80		409/Car Park Barrier system
09/10/2014	Turfcare Leisure Services Ltd	30111	741.60		410/Cricket Square Renovation
09/10/2014	Verito (UK) Ltd	30112	118.80		432/Domain renewal RomanSandy
09/10/2014	Walters Ltd	30113	1,210.32		419/Photocopier Charges
09/10/2014	Wicksteed Leisure Ltd	30114	2,921.35		411/Play Equipment Repairs
09/10/2014	Willington Local History Group	30115	37.00		413/3xCopies of Willington Boo
09/10/2014	Central Bedfordshire Council R	DDR2	3,003.00		93/Annual Rates 14/15
09/10/2014	Central Bedfordshire Council R	DDR3	1,083.00		96/Annual Rates 14/15
09/10/2014	Central Bedfordshire Council R	DDR4	977.00		94/Annual Rates 14/15

At : 15:24

Current Bank A/c

List of Payments made between 01/10/2014 and 31/10/2014

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
09/10/2014	Central Bedfordshire Council R	DDR5	6,869.00		97/Annual Rates 14/15
09/10/2014	Central Bedfordshire Council R	DDR6	1,154.00		95/Amnnual Rates 14/15
09/10/2014	Central Bedfordshire Council R	DDR7	113.00		92/Annual Rates 14/15
09/10/2014	Southern Electric DDR	DDR8	90.88		405/Supply 19.09.14
13/10/2014	Petty Cash Topup	111137	83.25		Petty Cash Topup
15/10/2014	Powerc IT Business Solutions	DDR9	257.66		Purchase Ledger Payment
15/10/2014	CBC Xmas Lights Notice	111138	21.00		CBC Xmas Lights Notice
15/10/2014	Pitney Bowes Reverse Payment	REVERSE	-50.22		Pitney Bowes Reverse Payment
16/10/2014	Southern Electric DDR	DDR10	487.63		430/Supply 02.09.14-01.10.14
16/10/2014	Bedford Borough Council	DDR	16,541.18		438/October Salaries
20/10/2014	UK Fuels Limited DDR	DDR11	122.89		420/Fuel Cards
20/10/2014	Corona Energy Retail 2 Ltd DDR	DDR12	124.31		444/Supply to 01.10.14
24/10/2014	Petty Cash TopUp	111139	169.64		Petty Cash TopUp
25/10/2014	Pitney Bowes Finance Ltd	Std Ord	50.22		Franking Machine Rental
27/10/2014	UK Fuels Limited DDR	DDR13	51.72		479/Fuel Card
27/10/2014	Southern Electric DDR	DDR14	180.62		476/Supply 09.09.14-08.10.14
28/10/2014	Purchase Power	DDR15	50.22		Purchase Ledger Payment
30/10/2014	British Gas DDR	DDR16	8.00		441/Pavillion elec. to 09.10.1

Total Payments 57,873.11

Sandy Town Council

6 Budget Process for 2015/16

- i) First draft of the revenue budget for 2015/16 is attached for consideration.

Members are invited to ask questions and submit any recommendations for incorporation in the next draft.

- ii) The Clerk has secured informal agreement from DCK Beavers to hold its fees from 2014/15 to 2015/16. At the time of writing this is yet to be confirmed in writing.

Members are asked to note this information.

Sandy Town Council

(Updated 3-11-14)

Budget Summary

Year Ended 31st March 2016

	2014-15		2015-16 Proposed	Budget Incr/Decr	
	Projected	Budgeted (Revised)			
REVENUE EXPENDITURE					
Staffing & Admin	321150	333390	362700	29310	
Services	149998	163361	123340	-40021	
	<u>471148</u>	<u>496751</u>	<u>486040</u>	<u>-10711</u>	
INCOME					
Staffing & Admin	12511	8797	9000	203	
Services	45918	42125	33852	-8273	
	<u>58429</u>	<u>50922</u>	<u>42852</u>	<u>-8070</u>	
NET REVENUE EXPENDITURE	<u>412719</u>	<u>445829</u>	<u>443188</u>	<u>-2641</u>	
Capital Expenditure (Net)					
Rolling Capital Fund Allocation	15000	0	15000	15000	
Capital & Projects (net)	4415	2500	3200	700	
Capital Receipts	-106	0	0	0	
Loans	608	608	608	0	
	<u>19917</u>	<u>3108</u>	<u>18808</u>	<u>15700</u>	
TOTAL NET EXPENDITURE	<u>432636</u>	<u>448937</u>	<u>461996</u>	<u>-15700</u>	
Financed as follows					
Reserves at 1st April	20765	30524	43833		
Reserves at 31st March	<u>43833</u>	<u>37291</u>	<u>44177</u> **		
Used to Fund Expenditure	-23068	-6767	-344		
PRECEPT FUNDING REQUIRED	<u>455704</u>	<u>455704</u>	<u>462340</u>	<u>6636</u>	1.46%
	<u>432636</u>	<u>448937</u>	<u>461996</u>		

Precept Information

ADJUSTED BASIS

	2014-15	2015-16	2016-17	
Band D Equivalents	3778	3778	NYA	
Precept per Band D Equivalent (£/annum)	£ 120.62	£122.38	£1.76	1.46%
Precept per Band D Equivalent (p/week)	231.33	234.70	3.37 p	

**Note: Recommended <u>minimum</u> reserve equal to 3 months net revenue expenditure	103180	111457	110797
General Reserve Shortfall/Surplus	-59347	-74166	-66620

Earmarked Reserve	31/03/2014 (Actual)	31/03/2015 (Projected)	31/03/2016 (Available)
Rolling Capital Fund	0	15000	30000
Earmarked Reserves	44000	48000	52000
Fallowfield	380000	380000	380000
Revenue Earmarked Funds	424000	443000	462000
Capital Receipts Reserve	72795	40127	40127
TOTAL Earmarked Funds	<u>496795</u>	<u>483127</u>	<u>502127</u>
General Reserve (see above)	20765	43833	44177
Total Reserves	<u>517560</u>	<u>526960</u>	<u>546304</u>

Prepared by:

Derek R Kemp
DCK Beavers Ltd

For:

Sandy Town Council

11:25
03/11/2014

Sandy Town Council

(Updated 3-11-14)

Budget Summary

Year Ended 31st March 2016

	2014-15			2015-16	Budget Incr/Decr
	Projected	Budgeted (Revised)		Proposed	
Expenditure Budgets					
Staffing & Admin					
Staff	401	203150	215265 A	243350	28085
Admin - Office	402	77585	76005 B	78700	2695
Admin - Works	403	28705	30520	28900	-1620
Precept and Interest	601	0	0	0	0
Democratic & Civic	602	11710	11600	11750	150
		<u>321150</u>	<u>333390</u>	<u>362700</u>	<u>29310</u>
Services					
Allotments	404	0	300	0	-300
Footway Lighting	405	7250	7750	7800	50
Cemetery & Churchyard	406	10717	10930	10750	-180
Town Centre (incl Market) (excl Loans)	408	32867	31220	31000	-220
Public Toilets - Car Park	409	3758	4730	3800	-930
Play Areas & Open Spaces	500	12165	14170	12175	-1995
Sunderland Rd Rec Ground	501	26220	22090	26390	4300
Nature Reserves	502	10740	11290	10925	-365
Tourist Information Centre	504	25950	33105 C	0	-33105
Grass Cutting	505	3831	10000	4000	-6000
Litter Bins Seats and Shelters	506	500	500	500	0
S.E.G (not in use 14/15)	508	0	1276	0	-1276
Christmas Lights	509	16000	16000	16000	0
		<u>149998</u>	<u>163361</u>	<u>123340</u>	<u>-40021</u>
TOTAL EXPENDITURE		<u>471148</u>	<u>496751</u>	<u>486040</u>	<u>-10711</u>

NOTES

- A £25,750 Vired but ignored in 2014/15
- B £1,235 Vired but ignored in 2014/15
- C -£26,985 Vired but ignored in 2014/15
(TIC Staff & costs budgeted to transfer 1/4/15)

Sandy Town Council

(Updated 3-11-14)

Budget Summary**Year Ended 31st March 2016**

	<u>2014-15</u>		<u>2015-16</u>	<i>Budget</i>
	Projected	<i>Budgeted</i> (Revised)	Proposed	<i>Incr/Decr</i>
<u>Income Budgets</u>				
<u>Staffing & Admin</u>				
Staff	401	0	0	0
Admin - Office	402	6525	2822	3000
Admin - Works	403	0	0	0
Precept and Interest	601	5500	5500	5500
Democratic & Civic	602	486	475	500
		<u>12511</u>	<u>8797</u>	<u>9000</u>
				<u>203</u>
<u>Services</u>				
Allotments	404	0	0	0
Footway Lighting	405	0	0	0
Cemetery & Churchyard	406	25052	20026	25052
Town Centre (incl Market)	408	898	3500	600
Public Toilets - Car Park	409	0	0	0
Play Areas & Open Spaces	500	1380	780	1380
Sunderland Rd Rec Ground	501	817	819	820
Nature Reserves	502	1759	1000	2000
Tourist Information Centre	504	12012	12000	0
Grass Cutting	505	0	0	0
Litter Bins Seats and Shelters	506	0	0	0
S.E.G (not is use 14/15)	508	0	0	0
Christmas Lights	509	4000	4000	4000
		<u>45918</u>	<u>42125</u>	<u>33852</u>
				<u>-8273</u>
<u>TOTAL INCOME</u>		<u><u>58429</u></u>	<u><u>50922</u></u>	<u><u>42852</u></u>
				<u><u>-8070</u></u>

Budget Summary - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Preliminary Estimate 2015/16

	2013/14		2014/15			2015/16
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget	
<u>401 Staff</u>						
OverHead Expenditure	217,748	229,055	216,500	25,750	242,250	203,150
401 Net Expenditure	217,748	229,055	216,500	25,750	242,250	203,150
<u>402 Administration-Office</u>						
OverHead Expenditure	68,194	70,059	74,770	1,235	76,005	77,585
Total Income	45,110	59,856	2,822	0	2,822	6,525
402 Net Expenditure	23,084	10,203	71,949	1,235	73,184	71,060
<u>403 Administration-Works</u>						
OverHead Expenditure	30,700	26,820	30,520	0	30,520	28,705
403 Net Expenditure	30,700	26,820	30,520	0	30,520	28,705
<u>404 Allotments</u>						
OverHead Expenditure	500	800	300	0	300	0
404 Net Expenditure	500	800	300	0	300	0
<u>405 Footway Lighting</u>						
OverHead Expenditure	9,555	9,415	10,250	-2,500	7,750	7,250
405 Net Expenditure	9,555	9,415	10,250	-2,500	7,750	7,250

Continued on Page 2

Budget Summary - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Preliminary Estimate 2015/16

	2013/14		2014/15		Next Year Budget			
	Budget	Actual	Agreed Budget	Net Virement		Revised Budget	Actual YTD	Projected Actual
406 Cemetery & Churchyard								
OverHead Expenditure	10,330	11,174	10,930	0	10,930	4,922	10,717	10,750
Total Income	17,653	26,048	20,026	0	20,026	13,188	25,052	25,052
406 Net Expenditure	-7,323	-14,874	-9,096	0	-9,096	-8,267	-14,335	-14,302
408 Town Centre (Including Market)								
OverHead Expenditure	39,098	38,369	31,828	0	31,828	17,847	33,475	31,608
Total Income	2,550	4,446	3,500	0	3,500	808	898	600
408 Net Expenditure	36,548	33,923	28,328	0	28,328	17,039	32,577	31,008
409 Public Toilets - Car Park								
OverHead Expenditure	4,299	4,358	4,730	0	4,730	2,668	3,758	3,800
409 Net Expenditure	4,299	4,358	4,730	0	4,730	2,668	3,758	3,800
500 Play Areas and Open Spaces								
OverHead Expenditure	14,283	12,710	14,170	0	14,170	4,482	12,165	12,175
Total Income	1,070	753	780	0	780	511	1,380	1,380
500 Net Expenditure	13,213	11,958	13,390	0	13,390	3,971	10,785	10,795
501 Sunderland Road Rec Ground								
OverHead Expenditure	32,520	61,441	22,090	0	22,090	14,875	26,220	26,390

Continued on Page 3

Budget Summary - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Preliminary Estimate 2015/16

	2013/14		2014/15			2015/16	
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Projected Actual	Next Year Budget
<u>508</u> <u>S.E.G. NOT IN USE</u>							
OverHead Expenditure	1,276	332	500	0	1,276	0	0
Total Income	0	121	0	0	0	0	0
508 Net Expenditure	1,276	211	500	0	1,276	0	0
<u>509</u> <u>Christmas Lights</u>							
OverHead Expenditure	15,433	16,285	16,000	0	16,000	16,000	16,000
Total Income	4,000	6,349	4,000	0	4,000	4,000	4,000
509 Net Expenditure	11,433	9,936	12,000	0	12,000	12,000	12,000
<u>601</u> <u>Precept and Interest</u>							
Total Income	405,991	405,539	461,204	0	461,204	461,204	467,840
601 Net Expenditure	-405,991	-405,539	-461,204	0	-461,204	-461,204	-467,840
<u>602</u> <u>Democratic and Civic Costs</u>							
OverHead Expenditure	9,600	11,034	11,600	0	11,600	11,710	11,750
Total Income	474	477	475	0	475	486	500
602 Net Expenditure	9,126	10,557	11,125	0	11,125	11,224	11,250
<u>700</u> <u>Capital and Projects</u>							
OverHead Expenditure	0	6,840	0	2,500	2,500	19,415	18,200

Continued on Page 5

Budget Summary - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Preliminary Estimate 2015/16

	2013/14		2014/15			Projected Actual	Next Year Budget
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget		
					Actual YTD		
700	0	2,159	0	0	106	0	0
Net Expenditure	0	4,681	0	2,500	9,407	18,200	18,200
702	0	3,143	-15,000	0	0	0	0
OverHead Expenditure	0	3,143	-15,000	0	0	0	0
	7	0	0	0	0	0	0
Total Income	7	0	0	0	0	0	0
	-7	3,143	-15,000	0	0	0	0
Net Expenditure	-7	3,143	-15,000	0	0	0	0
	508,589	547,713	484,083	0	242,266	491,171	504,848
Total Budget Expenditure	508,589	547,713	484,083	0	242,266	491,171	504,848
Income	495,986	523,178	506,626	0	488,975	514,239	505,192
Net Expenditure	12,603	24,535	-22,542	0	-246,709	-23,068	-344

Note : Preliminary Estimate 2015/16

	2013/14		2014/15			Projected Actual	Next Year Budget
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget		
401 Staff							
4001 Gross Salaries - Admin	107,134	106,150	104,000	25,750	129,750	38,908	79,300
4002 Gross Salaries - Works	75,254	86,684	74,000	0	74,000	43,877	88,750
4003 Employers NIC	12,730	10,927	11,500	0	11,500	4,441	9,000
4004 Employers Superannuation	21,630	24,679	26,000	0	26,000	12,706	25,600
4010 Miscellaneous Staff Costs	1,000	616	1,000	0	1,000	180	500
			216,500	25,750	242,250	100,113	203,150
OverHead Expenditure	217,748	229,055					243,350
401 Net Expenditure	217,748	229,055	216,500	25,750	242,250	100,113	203,150
402 Administration-Office							
4008 Training	4,000	1,765	3,500	0	3,500	1,660	2,500
4009 Travel & Subsistence	500	406	500	0	500	85	250
4010 Miscellaneous Staff Costs	0	0	0	0	0	45	0
4011 General Rates	5,355	5,891	6,100	0	6,100	6,005	6,150
4012 Water Rates	360	439	400	0	400	73	400
4014 Electricity	1,440	3,600	4,000	0	4,000	764	2,500
4015 Gas	1,645	1,083	1,800	0	1,800	349	1,800
4016 Cleaning Materials etc	1,200	1,429	1,250	0	1,250	976	1,500
4020 Misc Establishment Costs	2,000	1,071	2,000	0	2,000	998	2,000
4021 Telephone & Fax	2,600	3,308	3,200	0	3,200	992	2,500

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Preliminary Estimate 2015/16

	2013/14		2014/15			2015/16		
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget		Actual YTD	Projected Actual
4022 Postage	1,000	1,422	1,600	0	1,600	865	1,700	1,700
4023 Printing & Stationery	4,000	3,700	4,000	1,235	5,235	1,525	5,235	5,000
4024 Subscriptions	2,575	758	2,700	0	2,700	2,117	2,500	2,600
4025 Insurance (excl vehicles)	19,673	20,353	21,600	0	21,600	10,464	21,200	22,250
4026 Photocopy Costs	1,400	2,124	2,270	0	2,270	2,174	4,000	4,000
4027 IT Costs incl Support	0	0	0	0	0	3,883	6,000	6,000
4028 Service Agreements (Other)	8,800	10,830	9,500	0	9,500	3,953	5,000	5,000
4035 Publications	300	347	300	0	300	43	100	200
4036 Property Maintenance/Security	3,430	2,937	3,500	0	3,500	2,308	3,000	3,000
4042 Equipment/Vehicle Maintenance	2,000	1,396	3,000	0	3,000	0	0	0
4051 Bank Charges	0	0	0	0	0	65	100	100
4056 Legal Expenses	0	708	1,000	0	1,000	10	1,000	1,000
4057 Audit Fees - External	3,250	6,227	2,350	0	2,350	0	1,300	1,300
4058 Audit Fees - Internal	0	0	0	0	0	0	750	750
4059 Accountancy Fees	0	0	0	0	0	3,228	6,000	6,000
4070 Refreshments	150	149	200	0	200	84	200	200
4260 Contingency - NOT NOW IN USE	2,516	115	0	0	0	0	0	0
OverHead Expenditure	68,194	70,059	74,770	1,235	76,005	42,666	77,585	78,700
1102 Precept Support Grant	42,378	42,378	0	0	0	0	0	0
1201 Rent Received Etc	2,500	3,463	2,575	0	2,575	1,564	3,000	3,000

Note : Preliminary Estimate 2015/16

	2013/14		2014/15			2015/16		
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget		Actual YTD	Projected Actual
1202 Photocopying Income	50	42	52	0	52	13	25	0
1204 Sale of Council Minutes	182	364	195	0	195	0	0	0
1205 Miscellaneous Income	0	13,609	0	0	0	2,539	3,500	0
Total Income	45,110	59,856	2,822	0	2,822	4,117	6,525	3,000
402 Net Expenditure	23,084	10,203	71,949	1,235	73,184	38,549	71,060	75,700
403 Administration-Works								
4005 Protective Clothing	1,400	1,061	1,400	0	1,400	305	1,000	1,000
4006 H&S Costs/Consultancy	1,000	70	1,000	0	1,000	0	0	0
4011 General Rates	1,950	1,917	2,010	0	2,010	1,955	1,955	2,000
4012 Water Rates	300	38	310	0	310	358	700	700
4014 Electricity	1,200	456	750	0	750	177	500	500
4017 Refuse Disposal	3,500	4,264	3,500	0	3,500	1,735	3,500	3,500
4036 Property Maintenance/Security	1,600	2,027	1,650	0	1,650	478	1,000	1,000
4038 Consumables/Small Tools	1,200	1,105	1,200	0	1,200	1,346	2,500	2,500
4039 Planting/Trees/Horticulture	5,450	5,034	5,700	0	5,700	3,571	5,700	5,700
4040 Equipment Purchases (Minor)	1,600	728	2,000	0	2,000	1,508	2,000	2,000
4042 Equipment/Vehicle Maintenance	5,500	6,051	5,500	0	5,500	1,768	5,500	5,500
4043 Equipment/Vehicle Fuel	3,500	2,360	3,000	0	3,000	1,278	2,000	2,000
4044 Vehicle Tax & Insurance	2,500	1,709	2,500	0	2,500	2,119	2,350	2,500
OverHead Expenditure	30,700	26,820	30,520	0	30,520	16,597	28,705	28,900
403 Net Expenditure	30,700	26,820	30,520	0	30,520	16,597	28,705	28,900

Continued on Page 4

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Preliminary Estimate 2015/16

	2013/14		2014/15		2015/16			
	Budget	Actual	Agreed Budget	Net Virement		Revised Budget	Actual YTD	Projected Actual
<u>404 Allotments</u>								
4012 Water Rates	500	800	300	0	300	0	0	0
OverHead Expenditure	500	800	300	0	300	0	0	0
404 Net Expenditure	500	800	300	0	300	0	0	0
<u>405 Footway Lighting</u>								
4014 Electricity	5,750	5,280	5,750	0	5,750	2,105	5,250	5,500
4042 Equipment/Vehicle Maintenance	3,805	4,135	4,500	-2,500	2,000	1,150	2,000	2,300
OverHead Expenditure	9,555	9,415	10,250	-2,500	7,750	3,255	7,250	7,800
405 Net Expenditure	9,555	9,415	10,250	-2,500	7,750	3,255	7,250	7,800
<u>406 Cemetery & Churchyard</u>								
4011 General Rates	2,200	2,125	2,300	0	2,300	2,167	2,167	2,200
4012 Water Rates	180	96	180	0	180	19	100	100
4036 Property Maintenance/Security	500	5	1,000	0	1,000	0	1,000	1,000
4037 Grounds Maintenance	900	832	900	0	900	259	900	900
4039 Planting/Trees/Horticulture	350	117	350	0	350	78	350	350
4101 Grave Digging Costs	6,200	8,000	6,200	0	6,200	2,400	6,200	6,200
OverHead Expenditure	10,330	11,174	10,930	0	10,930	4,922	10,717	10,750



Note : Preliminary Estimate 2015/16

	2013/14		2014/15			2015/16		
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget		Actual YTD	Projected Actual
1226 Burials/Memorials Income	17,600	25,995	20,000	0	20,000	13,162	25,000	25,000
1228 Interest on Investment	53	53	26	0	26	26	52	52
Total Income	17,653	26,048	20,026	0	20,026	13,188	25,052	25,052
406 Net Expenditure	-7,323	-14,874	-9,096	0	-9,096	-8,267	-14,335	-14,302
408 Town Centre (Including Market)								
4011 General Rates	15,650	14,532	15,370	0	15,370	14,867	14,867	15,150
4036 Property Maintenance/Security	840	282	850	0	850	1,675	2,000	850
4053 Loan Interest	0	0	366	0	366	177	366	349
4054 Loan Capital Repaid	608	608	242	0	242	127	242	259
4100 CCTV Fees	22,000	22,947	15,000	0	15,000	1,000	16,000	15,000
OverHead Expenditure	39,098	38,369	31,828	0	31,828	17,847	33,475	31,608
1236 Friday Market Fees	1,800	3,546	3,000	0	3,000	470	470	0
1237 Saturday Market Fees	450	400	300	0	300	128	128	300
1238 Other Income Car Park	300	500	200	0	200	210	300	300
Total Income	2,550	4,446	3,500	0	3,500	808	898	600
408 Net Expenditure	36,548	33,923	28,328	0	28,328	17,039	32,577	31,008

Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Preliminary Estimate 2015/16

	2013/14		2014/15			2015/16		
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget		Actual YTD	Projected Actual
409	<u>Public Toilets - Car Park</u>							
4011	2,264	2,264	2,400	0	2,400	2,308	2,308	2,350
4012	1,200	1,143	1,400	0	1,400	90	500	500
4014	320	220	380	0	380	213	400	400
4036	515	731	550	0	550	58	550	550
			4,730	0	4,730	2,668	3,758	3,800
			4,730	0	4,730	2,668	3,758	3,800
500	<u>Play Areas and Open Spaces</u>							
4007	0	0	0	0	0			
4012	620	1,565	1,100	0	1,100	237	390	400
4014	1,628	106	750	0	750	45	800	800
4036	835	3,005	1,120	0	1,120	0	150	150
4037	3,000	2,548	4,000	0	4,000	501	1,125	1,125
4042	8,200	5,486	7,200	0	7,200	3,310	2,500	2,500
	14,283	12,710	14,170	0	14,170	4,482	7,200	7,200
			14,170	0	14,170	4,482	12,165	12,175
1241	800	437	450	0	450	0	450	450
1242	270	315	330	0	330	0	330	330
1251	0	0	0	0	0	511	600	600
	1,070	753	780	0	780	511	1,380	1,380
	Total Income		13,390	0	13,390	3,971	10,785	10,795
500	Net Expenditure	11,958	13,390	0	13,390	3,971	10,785	10,795

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Preliminary Estimate 2015/16

	2013/14		2014/15			2015/16
	Budget	Actual	Agreed Budget	Net Viement	Revised Budget	
501 Sunderland Road Rec Ground						
4012 Water Rates	2,000	1,111	1,000	0	1,000	600
4014 Electricity	2,000	3,232	0	0	0	0
4015 Gas	3,100	3,754	0	0	0	0
4036 Property Maintenance/Security	1,000	480	1,000	0	1,000	0
4046 Bowling Green - SBC	0	0	0	0	0	1,000
4047 Equipment Maintenance - SBC	2,850	2,846	2,950	0	2,950	2,232
4048 Cricket Square - SCC	2,070	2,018	2,140	0	2,140	2,748
4049 Equipment Maintenance - SCC	0	0	0	0	0	2,310
4060 Other Professional Fees	19,500	48,000	15,000	0	15,000	2,500
OverHead Expenditure	32,520	61,441	22,090	0	22,090	26,390
1251 Pitch Rental	0	564	0	0	0	0
1252 Pavilion Rental	5,000	1,497	0	0	0	0
1253 Bowls Club Rental	378	378	389	0	389	0
1255 Cricket Club Rental	253	0	260	0	260	390
1256 Scouts ,ACF and SSLA	175	169	170	0	170	260
1260 Misc Sunderland Road	0	155	0	0	0	170
Total Income	5,806	2,763	819	0	819	0
501 Net Expenditure	26,714	58,678	21,271	0	21,271	25,570

Continued on Page 8

Note : Preliminary Estimate 2015/16

	2013/14		2014/15			2015/16		
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget		Actual YTD	Projected Actual
502 Nature Reserves								
4037 Grounds Maintenance	4,250	3,526	2,050	0	2,050	753	1,500	1,500
4060 Other Professional Fees	5,863	5,863	9,240	0	9,240	1,600	9,240	9,425
OverHead Expenditure	10,113	9,389	11,290	0	11,290	2,353	10,740	10,925
1306 Countryside Stewardship Grant	1,000	2,655	1,000	0	1,000	1,759	1,759	2,000
Total Income	1,000	2,655	1,000	0	1,000	1,759	1,759	2,000
502 Net Expenditure	9,113	6,734	10,290	0	10,290	594	8,981	8,925
504 Tourist Information Centre								
4001 Gross Salaries - Admin	25,500	24,039	25,750	-25,750	0	9,874	20,100	0
4005 Protective Clothing	200	0	200	0	200	0	0	0
4020 Misc Establishment Costs	0	50	0	0	0	0	0	0
4021 Telephone & Fax	270	62	270	0	270	0	0	0
4022 Postage	175	175	0	0	0	0	0	0
4023 Printing & Stationery	1,235	611	1,235	-1,235	0	0	0	0
4024 Subscriptions	100	0	100	0	100	0	0	0
4026 Photocopy Costs	0	0	0	0	0	0	0	0
4301 Merchandise and Ticket Costs	7,500	7,451	5,550	0	5,550	149	300	0
OverHead Expenditure	34,980	32,387	33,105	-26,985	6,120	13,317	25,950	0

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Preliminary Estimate 2015/16

	2013/14		2014/15			2015/16
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget	
1360 Ticket Sales Commission	0	7	0	0	0	0
1402 Sales	12,325	12,004	12,000	0	12,000	12,000
Total Income	12,325	12,011	12,000	0	12,000	12,012
504 Net Expenditure	22,655	20,376	21,105	-26,985	-5,880	13,938
505 Grass Cutting						
4102 Grass Cutting	9,650	3,749	10,000	0	10,000	3,831
OverHead Expenditure	9,650	3,749	10,000	0	10,000	3,831
505 Net Expenditure	9,650	3,749	10,000	0	10,000	3,831
506 Litter Bins, Seats & Shelters						
4042 Equipment/Vehicle Maintenance	310	352	500	0	500	500
OverHead Expenditure	310	352	500	0	500	500
506 Net Expenditure	310	352	500	0	500	500
508 S.E.G. NOT IN USE						
4020 Misc Establishment Costs	1,276	332	500	0	1,276	0
OverHead Expenditure	1,276	332	500	0	1,276	0
1296 SEG Sponsorships	0	121	0	0	0	0
Total Income	0	121	0	0	0	0
508 Net Expenditure	1,276	211	500	0	1,276	0

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Preliminary Estimate 2015/16

	2013/14		2014/15			2015/16		
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget		Actual YTD	Projected Actual
509 <u>Christmas Lights</u>								
4401 Christmas Illuminations	10,433	9,920	11,000	0	11,000	1,191	11,000	11,000
4402 Community Christmas Event	5,000	6,365	5,000	0	5,000	557	5,000	5,000
OverHead Expenditure	15,433	16,285	16,000	0	16,000	1,748	16,000	16,000
1365 Christmas Lights	4,000	6,349	4,000	0	4,000	1,345	4,000	4,000
Total Income	4,000	6,349	4,000	0	4,000	1,345	4,000	4,000
509 Net Expenditure	11,433	9,936	12,000	0	12,000	403	12,000	12,000
601 <u>Precept and Interest</u>								
1101 Precept	398,491	398,491	455,704	0	455,704	455,704	455,704	462,340
1319 Interest Precept A.c	4,500	1,831	0	0	0	0	0	0
1320 Interest Received - All account	3,000	4,123	5,500	0	5,500	3,632	5,500	5,500
1321 DO NOT USE	0	1,014	0	0	0	0	0	0
1322 DO NOT USE	0	80	0	0	0	0	0	0
Total Income	405,991	405,539	461,204	0	461,204	459,336	461,204	467,840
601 Net Expenditure	-405,991	-405,539	-461,204	0	-461,204	-459,336	-461,204	-467,840
602 <u>Democratic and Civic Costs</u>								
4020 Misc Establishment Costs	0	0	0	0	0	90	90	100

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Preliminary Estimate 2015/16

	2013/14		2014/15			2015/16		
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget		Actual YTD	Projected Actual
4033 Annual Report & Newsletter	3,500	2,142	3,500	0	3,500	1,666	3,500	3,500
4042 Equipment/Vehicle Maintenance	200	201	200	0	200	0	220	250
4200 Mayor's Allowance	1,900	1,635	1,900	0	1,900	868	1,900	1,900
4202 Members' Expenses (Conf etc)	500	657	500	0	500	74	500	500
4210 Election Costs	2,000	4,418	4,000	0	4,000	0	4,000	4,000
4701 Grants/Donations Paid	1,500	1,981	1,500	0	1,500	1,380	1,500	1,500
OverHead Expenditure	9,600	11,034	11,600	0	11,600	4,079	11,710	11,750
1307 Angling Licence Rent	474	477	475	0	475	486	486	500
Total Income	474	477	475	0	475	486	486	500
602 Net Expenditure	9,126	10,557	11,125	0	11,125	3,583	11,224	11,250
700 Capital and Projects								
4800 S106 Expenditure	0	6,857	0	0	0	0	0	0
4801 CAP - Hearing Loop System	0	1,474	0	0	0	0	0	0
4802 CAP - Cemetary Extension	0	0	0	0	0	5,098	32,668	70,000
4803 CAP - WWI Board	0	0	0	0	0	1,215	1,215	0
4804 CAP - Street Light Replacement	0	0	0	2,500	2,500	3,200	3,200	3,200
4915 Transfer to Rolling Capital Fd	0	0	0	0	0	0	15,000	15,000
4970 Transfer from C R R	0	-1,491	0	0	0	0	-32,668	-70,000
OverHead Expenditure	0	6,840	0	2,500	2,500	9,513	19,415	18,200

Note : Preliminary Estimate 2015/16

	2013/14		2014/15			2015/16	
	Budget	Actual	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
1364 S106 Money Received	0	2,159	0	0	106	106	0
Total Income	0	2,159			106	106	0
700 Net Expenditure	0	4,681	2,500	2,500	9,407	19,309	18,200
702 <u>Reserve A/c DO NOT USE</u>							
4921 Transfer to EMR	0	4,543	0	-15,000	0	0	0
4970 Transfer from C R R	0	-1,400	0	0	0	0	0
OverHead Expenditure	0	3,143	0	-15,000	0	0	0
1363 Reserve fund income	7	0	0	0	0	0	0
Total Income	7	0	0	0	0	0	0
702 Net Expenditure	-7	3,143	0	-15,000	0	0	0
Total Budget Expenditure	508,589	547,713	0	484,859	242,266	491,171	504,848
Income	495,986	523,178	0	506,626	488,975	514,239	505,192
Net Expenditure	12,603	24,535	0	-21,766	-246,709	-23,068	-344

Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
4001	Gross Salaries - Admin	401	Staff	Allow 2.2% plus Dec Lump Sum. Based on New Structure
4002	Gross Salaries - Works	401	Staff	Allow 2.2% plus Dec Lump Sum. Based on New Structure
4004	Employers Superannuation	401	Staff	Excludes non-enrolled staff. Rate 2015/16 20.3%
1102	Precept Support Grant	402	Administration-Office	Not anticipated
1205	Miscellaneous Income	402	Administration-Office	YTD includes Roman Sandy, donation, internal transfers to Mayors Account, repayment Village Hall etc
4008	Training	402	Administration-Office	recommended by HR Advisory Group
4009	Travel & Subsistence	402	Administration-Office	Staff travelling expenses
4010	Miscellaneous Staff Costs	402	Administration-Office	S/be on 401
4011	General Rates	402	Administration-Office	Allow 2%
4014	Electricity	402	Administration-Office	Increase in charges
4024	Subscriptions	402	Administration-Office	assume rejoin NALC
4025	Insurance (excl vehicles)	402	Administration-Office	Allow 5%
4028	Service Agreements (Other)	402	Administration-Office	Includes website, HR and H&S agreements, IT support now on 4027
4042	Equipment/Vehicle Maintenance	402	Administration-Office	Not required
4006	H&S Costs/Consultancy	403	Administration-Works	Not required
4011	General Rates	403	Administration-Works	Allow 2%
4036	Property Maintenance/Security	403	Administration-Works	Reduced re possible new building
4012	Water Rates	404	Allotments	No Water Supply
4042	Equipment/Vehicle Maintenance	405	Footway Lighting	2 Columns replaced recoded to capital
1228	Interest on Investment	406	Cemetery & Churchyard	War stock
4011	General Rates	406	Cemetery & Churchyard	Alloc9w 2%
4037	Grounds Maintenance	406	Cemetery & Churchyard	Nominal sum, far more needed to do anything useful. Incl £600 Churchyard
4101	Grave Digging Costs	406	Cemetery & Churchyard	Considrr transfer to Funeral Directors
1236	Friday Market Fees	408	Town Centre (Including Market)	income improved during 13/14 but this could be optimistic if LT decline

Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
1238	Other Income Car Park	408	Town Centre (Including Market)	continues
4011	General Rates	408	Town Centre (Including Market)	car park passes Allow 2%
4036	Property Maintenance/Security	408	Town Centre (Including Market)	£660 needed (550 less VAT) for barrier maintenance to Sept 15
4100	CCTV Fees	408	Town Centre (Including Market)	Reduced by £10,000 1.6.2014. Incl £1000 SIM card
4011	General Rates	409	Public Toilets - Car Park	Allow 2%
1242	Ice cream rent	500	Play Areas and Open Spaces	Increase suggested,
4036	Property Maintenance/Security	500	Play Areas and Open Spaces	Repairs to exterior
4037	Grounds Maintenance	500	Play Areas and Open Spaces	?
4042	Equipment/Vehicle Maintenance	500	Play Areas and Open Spaces	Now includes Sunderland Road Play Area
1260	Misc Sunderland Road	501	Sunderland Road Rec Ground	Circus and water refund, miscoded
4014	Electricity	501	Sunderland Road Rec Ground	Payable by Stevenage Leisure
4015	Gas	501	Sunderland Road Rec Ground	Payable by Stevenage Leisure
4046	Bowling Green - SBC	501	Sunderland Road Rec Ground	Budget per Lease Commitment. Allow RPI at Q3 2.4%
4047	Equipment Maintenance - SBC	501	Sunderland Road Rec Ground	Budget per Lease Commitment. Allow RPI at Q3 2.4%
4048	Cricket Square - SCC	501	Sunderland Road Rec Ground	Allow RPI at Q3 2.4%
4037	Grounds Maintenance	502	Nature Reserves	Includes £1000 contingency Riddy and £500 Pinnacle
4060	Other Professional Fees	502	Nature Reserves	Agreement with BRCC\WLT £6040 Riddy & £3200 Pinnacle
4001	Gross Salaries - Admin	504	Tourist Information Centre	On 4001/101 wef 1/4/15
4020	Misc Establishment Costs	504	Tourist Information Centre	Miscoding, Walkers are Welcome subscription
4021	Telephone & Fax	504	Tourist Information Centre	All on 402
4022	Postage	504	Tourist Information Centre	All postage included in 10 Camb Road
4301	Merchandise and Ticket Costs	504	Tourist Information Centre	Based on current decline
4102	Grass Cutting	505	Grass Cutting	CBC undercharging but budget as actual charge

Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
4042	Equipment/Vehicle Maintenance	506	Litter Bins, Seats & Shelters	One seat and materials to install it!
1296	SEG Sponsorships	508	S.E.G. NOT IN USE	Bench plaque and engraving
1365	Christmas Lights	509	Christmas Lights	increased by £1,000 6.1.2014
4401	Christmas Illuminations	509	Christmas Lights	to be confirmed
4402	Community Christmas Event	509	Christmas Lights	reduced 25.11
1101	Precept	601	Precept and Interest	Allow for CPI Increase 1.5% subject to Tax Base change
4033	Annual Report & Newsletter	602	Democratic and Civic Costs	Bulletin adverts, all other printing in house
4042	Equipment/Vehicle Maintenance	602	Democratic and Civic Costs	Parish Clock ex Old Code 6177
4200	Mayor's Allowance	602	Democratic and Civic Costs	No change
4210	Election Costs	602	Democratic and Civic Costs	allow £4000 to EMR because of elections in 2015
4802	CAP - Cemetery Extension	700	Capital and Projects	Est £27570 still to pay in 2014/15. Project funded from Capital Receipt
4804	CAP - Street Light Replacement	700	Capital and Projects	Allow for column replacement
4915	Transfer to Rolling Capital Fd	700	Capital and Projects	Establish Rolling Capital Fund for Future Projects

Sandy Town Council

7 Capital Expenditure

Replacement of the Town Council's Skoda is urgent and the chief obstacle to making this purchase is finding suitable garaging for the replacement since it had already been agreed in principle subject to satisfactory costing.

Quotations for a suitable vehicle to be put before the committee will follow together with information about garaging/insurance.

Members are asked to approve purchase of a replacement vehicle.

Sandy Town Council

8 Procurement Policy

Clerk's Report

A review of the Town Council's compliance with Health and Safety legislation following the Council's transfer to THSP for expert H&S compliance advice is ongoing. It is necessary to consider adoption of a new procurement policy which accommodates H&S requirements. The following draft is proposed for adoption.

Sandy Town Council Procurement Policy

Health and Safety

Town Council

The Health and Safety at Work Act places a general duty on the Town Council to ensure that plant, articles and substances used at work are safe and without risks to health.

The Management of Health and Safety at Work Regulations require the Town Council to ensure that risks are controlled by careful selection of equipment articles and substances.

Town Clerk

It is the responsibility of the Town Clerk authorising the purchase to ensure that goods and services are selected which are safe. Risk assessments must be in place and the equipment and substances purchased must comply with the assessment.

Outlined below are some of the main health and safety requirements which relate to the purchasing of equipment and substances.

Specific Legal Requirements

Work Equipment

The Provision and Use of Work Equipment Regulations require the Town Council to select equipment that has been designed and constructed to comply with any EC Essential Safety Requirements relating to that equipment. All equipment purchased must be safe to use and maintain and must be suitable in terms of its initial integrity, the place where it will be used and the purpose for which it will be used. Before new equipment is put into use a risk assessment must be carried out to determine its suitability. When selecting work equipment the Clerk must take account of ergonomic factors and should select the least hazardous type of equipment that can adequately perform the task. Preference

Sandy Town Council

should be given to equipment that reduces health and safety risks to users to as low as is reasonably practicable.

Safety features such as the following should be selected whenever possible:

- Low noise levels
- Low vibration levels
- Low voltage electrical equipment
- Lightweight (reducing manual handling risks)
- Adjustable dimensions such as height – improving ergonomic fit.

Written instructions provided by the supplier must be made available to those using the equipment.

Furniture and Furnishings

The Furniture and Furnishings (Fire) (Safety) Regulations require the Town Council to purchase furniture and furnishings which are flame retardant, comply with the relevant British Standards and are labelled accordingly.

Display Screen Equipment

The Health and Safety (Display Screen Equipment) Regulations require the Town Council to ensure that Display Screen Equipment (DSE) used by operators meets the requirements laid down in the Schedule to the Regulations.

Hazardous Substances

The Control of Substances Hazardous to Health Regulations prohibits the Town Council from carrying out work with hazardous substances unless a suitable assessment of the health risks from exposure to that substance has first been undertaken. Information in the form of material safety data sheets regarding the hazard(s) of the substances proposed to be used must be obtained from the supplier and considered as part of the COSHH assessment. As far as is reasonably practicable the least hazardous substance, or form of the substance, should be selected. The buyer should always consider the disposal of hazardous substances prior to making the purchase.

Personal Protective Equipment (PPE)

The Personal Protective Equipment at Work Regulations require the Town Council to select and provide suitable personal protective equipment (PPE) in

Sandy Town Council

accordance with the findings of the risk assessment for the activity in question. Such PPE must be provided to employees free of charge. PPE purchased must comply with the appropriate European Standards (BS EN) and should be CE-marked accordingly.

Supplier Responsibilities

The Sale of Goods Act requires the supplier to supply goods which are fit for their purpose. They must also be of merchantable quality unless defects are specifically drawn to the buyer's attention before the contract is made, or, if the buyer examines the goods before the contract is made, as regards defects which that examination ought to reveal.

The Health and Safety at Work Act lays a duty on those who design, manufacture, import or supply any article for use at work to ensure, so far as is reasonably practical, that the article is designed, constructed and installed so as to be safe and without risks to health when used. In addition the person supplied with the article must be provided with adequate information such that it may be used safely and without risks to health.

The Supply of Machinery (Safety) Regulations set out the essential health and safety requirements that must be met by manufacturers and suppliers before new (CE-marked) machinery is placed on the market.

Suppliers of electrical equipment must also ensure that their products comply with the requirements of The Low Voltage Electrical Equipment (Safety) Regulations, The Electronic Compatibility Regulations and The Electrical Equipment (Safety) Regulations.

Sandy Town Council

9 Cemetery Extension Update

The Town Clerk attended a meeting with representatives of Cemetery Development Ltd on Monday 3 November and provided the council's feedback on the design considered at the last council meeting. A revised design has been prepared incorporating all the suggested alterations made at the committee meeting on 20 October 2014. A full presentation of the design will be included in the business to be considered at the Community Services and Environment Committee meeting on 15 December 2014.

Sandy Town Council

Policy, Finance and Resources Committee of Sandy Town Council on Monday 24 November 2014

A D D I T I O N A L R E P O R T S

6 i) Feedback from Financial Workshop on Tuesday 18 November 2014

At an informal workshop on financial planning held on 18 November 2014 members of council wished to bring the following proposals to the attention of the PF&R Committee.

Reserves

- 1 A new policy should be adopted to specify that the minimum general reserve (ie the working capital) of the council should be equal to 3 months net revenue expenditure. This would be approximately £110,797 on current expenditure. Currently the council has a shortfall in this reserve and the council should include a regular sum in the budget each year for addition to the general reserve until the 3 month level was met.
- 2 A new policy should be adopted to develop a rolling capital reserve for all capital projects in the future. A sum of £15,000 was suggested as the annual amount to be included in the budget for addition to this reserve.
- 3 The earmarked reserve for Fallowfield should be reduced by £15,000 per annum to fund the work entailed in maintaining this area of public space. This policy should apply to the reserve from the date of its acquisition.
- 4 The cemetery extension/depot project should be funded by means of an internal loan from the Fallowfield earmarked reserve and paid back with interest at an equivalent rate to the PWLB interest rates. A sum of £240,000 was mooted and quotations for loan repayments over terms of 10, 15 and 20 years have been requested.
- 5 In order to assist with explaining the rationale for the internal loan and providing a medium term financial forecast to the community a formal business plan deriving from the strategic plan should be adopted. Professional advice should be sought to assist the council in its preparation.

It was noted that war memorial restoration costs should also be considered. Some funds were available in S106 monies held by CBC for playground equipment.

Members are asked to note this additional information.

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7 Capital Expenditure additional report

The Town Council's Skoda was damaged by a passing vehicle on 19 October 2014. The vehicle was parked on Bedford Road; it appears to have been hit by an HGV or similar. The driver did not stop or leave any details. At the time of writing it is thought unlikely to be cost-effective to complete the repair although the insurance position remains to be clarified.

Members are asked to note this additional information.