

Sandy Town Council

To: Cllrs N Aldis, P Blaine, J Hewitt, A Lock, R Lock, C Osborne (Chair), M Pettitt, M Scott, and P Sharman
c.c. J Ivanciu-Wilkinson, L Ivanciu-Wilkinson, 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 26th September 2022 commencing at 8.00pm.



Nicola Sewell
Town Clerk
10 Cambridge Road
Sandy, SG19 1JE
01767 681491
21st September 2022

The Chair will lead a minutes' silence in remembrance of the passing of HM Queen Elizabeth II

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) 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 8th August 2022 and to approve them as a correct record of proceedings.

Sandy Town Council

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 2022. (Appendices include separate statements for July Ic and Id for information) | Appendix Ia
Appendix Ib
Appendix Ic
Appendix Id |
| ii) | To receive and note a budget overview report. | Appendix II |
| iii) | To approve schedules of payments made since previous meeting. | Appendix IIIa
Appendix IIIb |
| iv) | The Chair to approve bank reconciliations and statements. | |

6 Audit Completion Notice

To receive completion notice from External Auditors, note the two areas for minor improvements and agree action for 2022/23 audit.

Appendix IVa
Appendix IVb

7 Election fees

To receive a report on costs for elections in 2023.

Appendix V

8 Outstanding Invoice

Receive a report on a query regarding the Cricket Scoreboard repairs and request for payment.

Appendix VI

9 Burial Regulations

To receive an update from the Clerk on recent enquiries and suggestions for burial regulation updates:

Appendix VII

- Section B Memorials
- Request to place a further memorial on a burial plot
- Definition on Approved Materials

10 Payments approved by delegated authority

- i) Vehicle Insurance of £2,412.84 (payment overdue from 6.07.2022)
- ii) TTM Barrier Maintenance and contract renewal £605.00
- iii) Insurance premium increase for new Skatepark £129.73
- iv) Recruitment Advertising Fees £375.00

11 Domain renewal

To agree payment of £99.00 for the renewal of the domain for roman-sandy.com due on 8th October.

Sandy Town Council

12 DCK budget setting costs

To agree further budget for DCK accountant to attend a Council meeting at a cost of £85 per hour plus travel expenses.

13 Grant Report

To receive an update on a Grant given to Keech Hospice by Sandy Town Council for its Children's Music and Art Therapy Service.

Appendix
VIII

14 Council Chamber

To receive a request from the Be Active Sandy Project to waiver the fee of £39 + VAT to enable them to hold a meeting in the Chamber with members of CBC and STC.

15 Chairman's Items

16 Date of Next Meeting

Monday 31st October 2022

07/09/2022

Sandy Town Council Current Year

Page 1

13:11

Detailed Balance Sheet - Excluding Stock Movement**Month 5 Date 31/08/2022**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
105	VAT Control	31,515	
110	Prepayments	4,478	
123	S106 Debtor	67,058	
124	Capital Grant Debtors	25,000	
200	Current Bank A/c	85,095	
201	Clerks Imprest A/c	439	
205	Capital a/c Santander	218,792	
206	Barclays Active Saver	87,548	
208	Public Sector Deposit Fund	206,252	
210	Petty Cash	250	
	Total Current Assets		726,425
	<u>Current Liabilities</u>		
501	Creditors Control	55,292	
506	Retentions Payable	3,750	
510	Accruals	1,386	
515	PAYE/NI Control AC	8,158	
516	Superannuation Due	5,663	
	Total Current Liabilities		74,249
	Net Current Assets		652,176
	Total Assets less Current Liabilities		652,176
	<u>Represented by :-</u>		
300	Current Year Fund	61,131	
310	General Reserve	234,786	
315	Rolling Capital Fund	238,537	
321	Cemetery Development Reserve	23,028	
322	EMR Fallowfield	72,217	
324	EMR Elections	15,000	
328	EMR Neighbourhood Plan	3,388	
331	S106 FField	4,090	
	Total Equity		652,176

Detailed Income & Expenditure by Budget Heading 31/08/2022

Month No: 5

August 2022

	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	8,159	46,759	129,250	82,491		82,491	36.2%	
4002 Gross Salaries - Works	7,958	44,198	115,250	71,052		71,052	38.3%	
4003 Employers NIC	1,349	7,815	23,000	15,185		15,185	34.0%	
4004 Employers Superannuation	3,891	21,999	60,750	38,751		38,751	36.2%	
4006 H&S Costs/Consultancy	0	600	600	0		0	100.0%	
4010 Miscellaneous Staff Costs	0	627	800	173		173	78.3%	
4019 Agency Staff	314	314	0	(314)		(314)	0.0%	
4030 Recruitment Advertising	0	780	350	(430)		(430)	222.9%	
Staff :- Indirect Expenditure	21,671	123,093	330,000	206,907	0	206,907	37.3%	0
Net Expenditure	(21,671)	(123,093)	(330,000)	(206,907)				
<u>402 Administration-Office</u>								
1003 Tourism Income	100	413	300	(113)			137.8%	
1201 Rent Received Etc	0	0	500	500			0.0%	
1202 Photocopying Income	0	14	0	(14)			0.0%	
1205 Miscellaneous Income	0	140	0	(140)			0.0%	
1259 Expenses Recovered	0	0	1,300	1,300			0.0%	
Administration-Office :- Income	100	568	2,100	1,532			27.0%	0
4008 Training	0	0	1,800	1,800		1,800	0.0%	
4009 Travel & Subsistence	0	0	150	150		150	0.0%	
4010 Miscellaneous Staff Costs	0	62	0	(62)		(62)	0.0%	
4011 General Rates	0	3,369	6,950	3,582		3,582	48.5%	
4012 Water Rates	200	166	800	634		634	20.7%	
4014 Electricity	176	1,149	4,900	3,751		3,751	23.5%	
4015 Gas	2	46	2,350	2,304		2,304	2.0%	
4016 Cleaning Materials etc	312	647	1,250	603		603	51.8%	
4018 General Data Protection Regs	0	0	500	500		500	0.0%	
4020 Misc Establishment Costs	12	154	2,000	1,846		1,846	7.7%	
4021 Telephone & Fax	0	871	3,200	2,329		2,329	27.2%	
4022 Postage	0	609	1,300	691		691	46.9%	
4023 Printing & Stationery	668	980	700	(280)		(280)	140.0%	
4024 Subscriptions	0	2,785	3,150	365		365	88.4%	
4025 Insurance (excl vehicles)	319	17,755	18,600	845		845	95.5%	
4026 Photocopy Costs	0	1,853	5,000	3,147		3,147	37.1%	
4027 IT Costs incl Support	723	1,959	3,000	1,041		1,041	65.3%	
4028 Service Agreements (Other)	1,300	3,287	5,500	2,213		2,213	59.8%	
4035 Publications	0	15	100	85		85	15.1%	
4036 Property Maintenance/Security	0	1,539	3,600	2,061		2,061	42.8%	

Detailed Income & Expenditure by Budget Heading 31/08/2022

Month No: 5

August 2022

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4040 Equipment Purchases (Minor)	76	171	2,000	1,829		1,829	8.5%	
4050 Tourism Expenditure	304	304	100	(204)		(204)	304.4%	
4051 Bank Charges	49	231	550	319		319	42.1%	
4056 Legal Expenses	0	0	4,300	4,300		4,300	0.0%	
4057 Audit Fees - External	0	0	1,300	1,300		1,300	0.0%	
4058 Audit Fees - Internal	0	0	900	900		900	0.0%	
4059 Accountancy Fees	939	1,950	7,350	5,400		5,400	26.5%	
4070 Refreshments	0	38	200	162		162	18.9%	
Administration-Office :- Indirect Expenditure	5,082	39,939	81,550	41,611	0	41,611	49.0%	0
Net Income over Expenditure	(4,983)	(39,371)	(79,450)	(40,079)				
<u>403 Administration-Works</u>								
4005 Protective Clothing	438	466	1,300	834		834	35.8%	
4008 Training	0	0	1,500	1,500		1,500	0.0%	
4011 General Rates	0	923	1,900	977		977	48.6%	
4012 Water Rates	0	(3)	200	203		203	(1.6%)	
4014 Electricity	73	144	2,000	1,856		1,856	7.2%	
4017 Refuse Disposal	22	1,638	4,500	2,862		2,862	36.4%	
4036 Property Maintenance/Security	0	74	1,400	1,326		1,326	5.3%	
4038 Consumables/Small Tools	119	442	2,000	1,558		1,558	22.1%	
4039 Planting/Trees/Horticulture	0	3,070	6,250	3,180		3,180	49.1%	
4040 Equipment Purchases (Minor)	18	18	2,000	1,982		1,982	0.9%	
4042 Equipment/Vehicle Maintenance	0	684	5,000	4,316		4,316	13.7%	
4043 Equipment/Vehicle Fuel	347	1,913	4,000	2,087		2,087	47.8%	
4044 Vehicle Tax & Insurance	0	275	3,000	2,725		2,725	9.2%	
4045 Arboriculture	0	0	6,000	6,000		6,000	0.0%	
Administration-Works :- Indirect Expenditure	1,017	9,643	41,050	31,407	0	31,407	23.5%	0
Net Expenditure	(1,017)	(9,643)	(41,050)	(31,407)				
<u>405 Footway Lighting</u>								
4014 Electricity	728	3,105	13,000	9,895		9,895	23.9%	
4042 Equipment/Vehicle Maintenance	750	1,150	10,000	8,850		8,850	11.5%	
Footway Lighting :- Indirect Expenditure	1,478	4,255	23,000	18,745	0	18,745	18.5%	0
Net Expenditure	(1,478)	(4,255)	(23,000)	(18,745)				
<u>406 Cemetery & Churchyard</u>								
1226 Burials/Memorials Income	2,712	15,747	27,500	11,753			57.3%	
1227 Chapel Rental	0	0	660	660			0.0%	
Cemetery & Churchyard :- Income	2,712	15,747	28,160	12,413			55.9%	0

Detailed Income & Expenditure by Budget Heading 31/08/2022

Month No: 5

August 2022

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4011 General Rates	0	1,971	4,100	2,129		2,129	48.1%	
4012 Water Rates	18	12	150	138		138	7.7%	
4036 Property Maintenance/Security	0	0	1,000	1,000		1,000	0.0%	
4037 Grounds Maintenance	410	730	700	(30)		(30)	104.3%	
4039 Planting/Trees/Horticulture	0	0	350	350		350	0.0%	
4101 Grave Digging Costs	1,200	2,820	6,000	3,180		3,180	47.0%	
Cemetery & Churchyard :- Indirect Expenditure	1,627	5,532	12,300	6,768	0	6,768	45.0%	0
Net Income over Expenditure	1,085	10,215	15,860	5,645				
408 Town Centre (Including Market)								
1238 Other Income Car Park	645	830	0	(830)			0.0%	
Town Centre (Including Market) :- Income	645	830	0	(830)				0
4011 General Rates	0	6,315	13,050	6,735		6,735	48.4%	
4029 Lamppost Banners	0	0	850	850		850	0.0%	
4036 Property Maintenance/Security	0	538	1,000	463		463	53.8%	
4053 Loan Interest	88	88	168	80		80	52.2%	
4054 Loan Capital Repaid	216	216	440	224		224	49.2%	
4100 CCTV Fees	0	1,670	2,000	330		330	83.5%	
Town Centre (Including Market) :- Indirect Expenditure	304	8,827	17,508	8,681	0	8,681	50.4%	0
Net Income over Expenditure	341	(7,996)	(17,508)	(9,512)				
409 Public Toilets - Car Park								
4012 Water Rates	604	749	1,300	551		551	57.6%	
4014 Electricity	39	137	350	213		213	39.3%	
4036 Property Maintenance/Security	0	0	1,000	1,000		1,000	0.0%	
Public Toilets - Car Park :- Indirect Expenditure	643	886	2,650	1,764	0	1,764	33.4%	0
Net Expenditure	(643)	(886)	(2,650)	(1,764)				
500 Play Areas and Open Spaces								
1201 Rent Received Etc	0	0	1,200	1,200			0.0%	
1241 Sandy FC Rent	0	535	513	(22)			104.4%	
1251 Pitch Rental	0	689	600	(89)			114.9%	
1258 Insurance Claims Repayment	7,500	7,500	0	(7,500)			0.0%	
Play Areas and Open Spaces :- Income	7,500	8,725	2,313	(6,412)			377.2%	0
4007 Health & Safety	0	284	300	16		16	94.7%	
4012 Water Rates	0	303	500	197		197	60.7%	

Detailed Income & Expenditure by Budget Heading 31/08/2022

Month No: 5

August 2022

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4014 Electricity	0	0	200	200		200	0.0%	
4036 Property Maintenance/Security	0	250	500	250		250	50.0%	
4037 Grounds Maintenance	0	286	2,250	1,964		1,964	12.7%	
4042 Equipment/Vehicle Maintenance	0	0	5,000	5,000		5,000	0.0%	
4972 Transfer from EMR Fallowfield	0	0	(7,500)	(7,500)		(7,500)	0.0%	
Play Areas and Open Spaces :- Indirect Expenditure	0	1,123	1,250	127	0	127	89.8%	0
Net Income over Expenditure	7,500	7,602	1,063	(6,539)				
<u>501 Sunderland Road Rec Ground</u>								
1201 Rent Received Etc	0	714	1,000	286			71.4%	
1253 Bowls Club Rental	0	0	462	462			0.0%	
1255 Cricket Club Rental	0	0	297	297			0.0%	
1256 Scouts ,ACF and SSLA	0	0	200	200			0.0%	
Sunderland Road Rec Ground :- Income	0	714	1,959	1,245			36.4%	0
4012 Water Rates	43	831	2,500	1,669		1,669	33.2%	
4014 Electricity	23	57	200	143		143	28.3%	
4036 Property Maintenance/Security	0	514	2,000	1,486		1,486	25.7%	
4046 Bowling Green - SBC	313	1,007	3,489	2,482		2,482	28.9%	
4047 Equipment Maintenance - SBC	30	1,238	2,808	1,570		1,570	44.1%	
4048 Cricket Square - SCC	343	403	2,772	2,369		2,369	14.5%	
4049 Equipment Maintenance - SCC	160	542	3,000	2,458		2,458	18.1%	
4060 Other Professional Fees	0	6,999	17,052	10,053		10,053	41.0%	
Sunderland Road Rec Ground :- Indirect Expenditure	911	11,591	33,821	22,230	0	22,230	34.3%	0
Net Income over Expenditure	(911)	(10,877)	(31,862)	(20,985)				
<u>502 Nature Reserves</u>								
1306 Countryside Stewardship Grant	0	0	2,000	2,000			0.0%	
1307 Angling Licence Rent	0	673	685	12			98.2%	
Nature Reserves :- Income	0	673	2,685	2,012			25.1%	0
4037 Grounds Maintenance	0	42	1,500	1,458		1,458	2.8%	
4060 Other Professional Fees	0	0	11,050	11,050		11,050	0.0%	
4703 Sandy Green Wheel	0	0	2,000	2,000		2,000	0.0%	
Nature Reserves :- Indirect Expenditure	0	42	14,550	14,508	0	14,508	0.3%	0
Net Income over Expenditure	0	631	(11,865)	(12,496)				

Detailed Income & Expenditure by Budget Heading 31/08/2022

Month No: 5

August 2022

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
505 Grass Cutting								
4102 Grass Cutting	0	0	9,000	9,000		9,000	0.0%	
Grass Cutting :- Indirect Expenditure	0	0	9,000	9,000	0	9,000	0.0%	0
Net Expenditure	0	0	(9,000)	(9,000)				
506 Litter Bins, Seats & Shelters								
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)				
509 Christmas Lights								
1365 Christmas Lights	0	0	1,000	1,000			0.0%	
Christmas Lights :- Income	0	0	1,000	1,000			0.0%	0
4401 Christmas Illuminations	0	21	14,000	13,979		13,979	0.1%	
4402 Community Christmas Event	119	881	3,250	2,369		2,369	27.1%	
Christmas Lights :- Indirect Expenditure	119	902	17,250	16,348	0	16,348	5.2%	0
Net Income over Expenditure	(119)	(902)	(16,250)	(15,348)				
601 Precept and Interest								
1101 Precept	0	314,060	627,512	313,452			50.0%	
1320 Interest Received - All account	350	694	500	(194)			138.8%	
Precept and Interest :- Income	350	314,754	628,012	313,258			50.1%	0
Net Income	350	314,754	628,012	313,258				
602 Democratic and Civic Costs								
1309 Misc Contributions	0	300	0	(300)			0.0%	
Democratic and Civic Costs :- Income	0	300	0	(300)				0
4020 Misc Establishment Costs	0	8	100	92		92	8.5%	
4033 Annual Report & Newsletter	242	1,452	3,000	1,548		1,548	48.4%	
4042 Equipment/Vehicle Maintenance	0	157	1,000	844		844	15.7%	
4200 Mayor's Allowance	20	243	2,200	1,957		1,957	11.1%	
4202 Members' Expenses (Conf etc)	0	30	500	470		470	6.0%	
4701 Grants/Donations Paid	0	1,998	4,000	2,002		2,002	50.0%	
4702 Community Events Support	0	125	7,000	6,875		6,875	1.8%	
4704 Remembrance Parade	0	0	200	200		200	0.0%	
Democratic and Civic Costs :- Indirect Expenditure	262	4,014	18,000	13,986	0	13,986	22.3%	0
Net Income over Expenditure	(262)	(3,714)	(18,000)	(14,286)				

Detailed Income & Expenditure by Budget Heading 31/08/2022

Month No: 5

August 2022

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
700 Capital and Projects								
1153 Loan Interest Rec'd - INTERNAL	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	20,045	0	(20,045)			0.0%	
1309 Misc Contributions	0	1,000	0	(1,000)			0.0%	
1364 S106 Money Received	0	66,513	0	(66,513)			0.0%	
1366 CBC Community Asset Grant	0	25,000	0	(25,000)			0.0%	
1367 Tarmac Landfill Grant	33,538	42,000	0	(42,000)			0.0%	
Capital and Projects :- Income	33,538	174,461	19,903	(154,558)			876.6%	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	375	26,475	0	(26,475)		(26,475)	0.0%	
4836 CAP - Neighbourhood Plan	4,176	11,612	0	(11,612)		(11,612)	0.0%	
4849 CAP - Queen Platinum Jubilee	0	9,033	0	(9,033)		(9,033)	0.0%	
4852 CAP - Skatepark	32,825	150,000	0	(150,000)		(150,000)	0.0%	
4853 CAP - Easygate Unit	0	1,650	0	(1,650)		(1,650)	0.0%	
4915 Transfer to Rolling Capital Fd	713	52,013	51,300	(713)		(713)	101.4%	
4921 Transfer to EMR	0	19,500	0	(19,500)		(19,500)	0.0%	
4923 Internal Loan repaid to F'fild	0	12,000	12,000	0		0	100.0%	
4965 Funded from Rolling Capital	(375)	(15,325)	0	15,325		15,325	0.0%	
4969 Transfer from Rolling Capital	0	(12,800)	0	12,800		12,800	0.0%	
4971 Transfer from EMR	(4,176)	(28,267)	0	28,267		28,267	0.0%	
Capital and Projects :- Indirect Expenditure	33,538	245,794	83,203	(162,591)	0	(162,591)	295.4%	0
Net Income over Expenditure	0	(71,333)	(63,300)	8,033				
Grand Totals:- Income	44,844	516,772	686,132	169,360			75.3%	
Expenditure	66,652	455,640	686,132	230,492	0	230,492	66.4%	
Net Income over Expenditure	(21,808)	61,131	0	(61,131)				
Movement to/(from) Gen Reserve	(21,808)	61,131						

03/08/2022

Sandy Town Council Current Year

Page 1

12:47

Detailed Balance Sheet - Excluding Stock Movement**Month 4 Date 31/07/2022**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
105	VAT Control	22,137	
110	Prepayments	4,275	
123	S106 Debtor	545	
200	Current Bank A/c	35,385	
201	Clerks Imprest A/c	227	
205	Capital a/c Santander	218,792	
206	Barclays Active Saver	240,072	
208	Public Sector Deposit Fund	205,902	
210	Petty Cash	250	
	Total Current Assets		727,583
	<u>Current Liabilities</u>		
501	Creditors Control	130,931	
506	Retentions Payable	5,859	
510	Accruals	1,386	
515	PAYE/NI Control AC	4,802	
516	Superannuation Due	6,733	
520	Net Wages Control AC	(24)	
	Total Current Liabilities		149,688
	Net Current Assets		577,896
	Total Assets less Current Liabilities		577,896
	<u>Represented by :-</u>		
300	Current Year Fund	82,987	
310	General Reserve	234,786	
315	Rolling Capital Fund	138,224	
321	Cemetery Development Reserve	23,028	
322	EMR Fallowfield	72,217	
324	EMR Elections	15,000	
328	EMR Neighbourhood Plan	7,564	
331	S106 FField	4,090	
	Total Equity		577,896

03/08/2022

Sandy Town Council Current Year

Page 1

12:49

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
401 Staff								
4001 Gross Salaries - Admin	8,826	38,601	129,250	90,649		90,649	29.9%	
4002 Gross Salaries - Works	10,490	36,206	115,250	79,044		79,044	31.4%	
4003 Employers NIC	1,730	6,461	23,000	16,539		16,539	28.1%	
4004 Employers Superannuation	4,729	18,099	60,750	42,651		42,651	29.8%	
4006 H&S Costs/Consultancy	0	600	600	0		0	100.0%	
4010 Miscellaneous Staff Costs	52	627	800	173		173	78.3%	
4030 Recruitment Advertising	0	780	350	(430)		(430)	222.9%	
Staff :- Indirect Expenditure	25,827	101,374	330,000	228,626	0	228,626	30.7%	0
Net Expenditure	(25,827)	(101,374)	(330,000)	(228,626)				
402 Administration-Office								
1003 Tourism Income	287	314	300	(14)			104.6%	
1201 Rent Received Etc	0	0	500	500			0.0%	
1202 Photocopying Income	1	14	0	(14)			0.0%	
1205 Miscellaneous Income	75	140	0	(140)			0.0%	
1259 Expenses Recovered	0	0	1,300	1,300			0.0%	
Administration-Office :- Income	363	468	2,100	1,632			22.3%	0
4008 Training	0	0	1,800	1,800		1,800	0.0%	
4009 Travel & Subsistence	0	0	150	150		150	0.0%	
4010 Miscellaneous Staff Costs	0	62	0	(62)		(62)	0.0%	
4011 General Rates	0	3,369	6,950	3,582		3,582	48.5%	
4012 Water Rates	0	(35)	800	835		835	(4.3%)	
4014 Electricity	85	973	4,900	3,927		3,927	19.9%	
4015 Gas	7	44	2,350	2,306		2,306	1.9%	
4016 Cleaning Materials etc	35	335	1,250	915		915	26.8%	
4018 General Data Protection Regs	0	0	500	500		500	0.0%	
4020 Misc Establishment Costs	12	142	2,000	1,858		1,858	7.1%	
4021 Telephone & Fax	275	871	3,200	2,329		2,329	27.2%	
4022 Postage	5	609	1,300	691		691	46.9%	
4023 Printing & Stationery	11	312	700	388		388	44.5%	
4024 Subscriptions	0	2,785	3,150	365		365	88.4%	
4025 Insurance (excl vehicles)	0	17,436	18,600	1,164		1,164	93.7%	
4026 Photocopy Costs	638	1,853	5,000	3,147		3,147	37.1%	
4027 IT Costs incl Support	281	1,236	3,000	1,764		1,764	41.2%	
4028 Service Agreements (Other)	0	1,987	5,500	3,513		3,513	36.1%	
4035 Publications	5	15	100	85		85	15.1%	
4036 Property Maintenance/Security	0	1,539	3,600	2,061		2,061	42.8%	
4040 Equipment Purchases (Minor)	0	94	2,000	1,906		1,906	4.7%	

Continued over page

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4050 Tourism Expenditure	0	0	100	100		100	0.0%	
4051 Bank Charges	44	182	550	368		368	33.1%	
4056 Legal Expenses	0	0	4,300	4,300		4,300	0.0%	
4057 Audit Fees - External	0	0	1,300	1,300		1,300	0.0%	
4058 Audit Fees - Internal	0	0	900	900		900	0.0%	
4059 Accountancy Fees	0	1,011	7,350	6,339		6,339	13.8%	
4070 Refreshments	18	38	200	162		162	18.9%	
Administration-Office :- Indirect Expenditure	1,416	34,857	81,550	46,693	0	46,693	42.7%	0
Net Income over Expenditure	(1,053)	(34,389)	(79,450)	(45,061)				
<u>403 Administration-Works</u>								
4005 Protective Clothing	28	28	1,300	1,272		1,272	2.2%	
4008 Training	0	0	1,500	1,500		1,500	0.0%	
4011 General Rates	0	923	1,900	977		977	48.6%	
4012 Water Rates	0	(3)	200	203		203	(1.6%)	
4014 Electricity	71	71	2,000	1,929		1,929	3.5%	
4017 Refuse Disposal	412	1,616	4,500	2,884		2,884	35.9%	
4036 Property Maintenance/Security	0	74	1,400	1,326		1,326	5.3%	
4038 Consumables/Small Tools	142	322	2,000	1,678		1,678	16.1%	
4039 Planting/Trees/Horticulture	0	3,070	6,250	3,180		3,180	49.1%	
4040 Equipment Purchases (Minor)	0	0	2,000	2,000		2,000	0.0%	
4042 Equipment/Vehicle Maintenance	0	684	5,000	4,316		4,316	13.7%	
4043 Equipment/Vehicle Fuel	982	1,566	4,000	2,434		2,434	39.2%	
4044 Vehicle Tax & Insurance	0	275	3,000	2,725		2,725	9.2%	
4045 Arboriculture	0	0	6,000	6,000		6,000	0.0%	
Administration-Works :- Indirect Expenditure	1,635	8,626	41,050	32,424	0	32,424	21.0%	0
Net Expenditure	(1,635)	(8,626)	(41,050)	(32,424)				
<u>405 Footway Lighting</u>								
4014 Electricity	718	2,377	13,000	10,623		10,623	18.3%	
4042 Equipment/Vehicle Maintenance	0	400	10,000	9,600		9,600	4.0%	
Footway Lighting :- Indirect Expenditure	718	2,777	23,000	20,223	0	20,223	12.1%	0
Net Expenditure	(718)	(2,777)	(23,000)	(20,223)				
<u>406 Cemetery & Churchyard</u>								
1226 Burials/Memorials Income	1,203	13,035	27,500	14,465			47.4%	
1227 Chapel Rental	0	0	660	660			0.0%	
Cemetery & Churchyard :- Income	1,203	13,035	28,160	15,125			46.3%	0

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4011 General Rates	0	1,971	4,100	2,129		2,129	48.1%	
4012 Water Rates	0	(6)	150	156		156	(4.1%)	
4036 Property Maintenance/Security	0	0	1,000	1,000		1,000	0.0%	
4037 Grounds Maintenance	165	320	700	380		380	45.7%	
4039 Planting/Trees/Horticulture	0	0	350	350		350	0.0%	
4101 Grave Digging Costs	0	1,620	6,000	4,380		4,380	27.0%	
Cemetery & Churchyard :- Indirect Expenditure	165	3,905	12,300	8,395	0	8,395	31.7%	0
Net Income over Expenditure	1,038	9,130	15,860	6,730				
408 Town Centre (Including Market)								
1238 Other Income Car Park	185	185	0	(185)			0.0%	
Town Centre (Including Market) :- Income	185	185	0	(185)				0
4011 General Rates	0	6,315	13,050	6,735		6,735	48.4%	
4029 Lamppost Banners	0	0	850	850		850	0.0%	
4036 Property Maintenance/Security	197	538	1,000	463		463	53.8%	
4053 Loan Interest	0	0	168	168		168	0.0%	
4054 Loan Capital Repaid	0	0	440	440		440	0.0%	
4100 CCTV Fees	1,670	1,670	2,000	330		330	83.5%	
Town Centre (Including Market) :- Indirect Expenditure	1,867	8,523	17,508	8,985	0	8,985	48.7%	0
Net Income over Expenditure	(1,681)	(8,337)	(17,508)	(9,171)				
409 Public Toilets - Car Park								
4012 Water Rates	0	145	1,300	1,155		1,155	11.1%	
4014 Electricity	38	99	350	251		251	28.2%	
4036 Property Maintenance/Security	0	0	1,000	1,000		1,000	0.0%	
Public Toilets - Car Park :- Indirect Expenditure	38	243	2,650	2,407	0	2,407	9.2%	0
Net Expenditure	(38)	(243)	(2,650)	(2,407)				
500 Play Areas and Open Spaces								
1201 Rent Received Etc	0	0	1,200	1,200			0.0%	
1241 Sandy FC Rent	535	535	513	(22)			104.4%	
1251 Pitch Rental	679	689	600	(89)			114.9%	
Play Areas and Open Spaces :- Income	1,215	1,225	2,313	1,088			52.9%	0
4007 Health & Safety	0	284	300	16		16	94.7%	
4012 Water Rates	122	303	500	197		197	60.7%	
4014 Electricity	0	0	200	200		200	0.0%	

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4036 Property Maintenance/Security	0	250	500	250		250	50.0%	
4037 Grounds Maintenance	286	286	2,250	1,964		1,964	12.7%	
4042 Equipment/Vehicle Maintenance	0	0	5,000	5,000		5,000	0.0%	
4972 Transfer from EMR Fallowfield	0	0	(7,500)	(7,500)		(7,500)	0.0%	
Play Areas and Open Spaces :- Indirect Expenditure	407	1,123	1,250	127	0	127	89.8%	0
Net Income over Expenditure	807	102	1,063	961				
501 Sunderland Road Rec Ground								
1201 Rent Received Etc	0	714	1,000	286			71.4%	
1253 Bowls Club Rental	0	0	462	462			0.0%	
1255 Cricket Club Rental	0	0	297	297			0.0%	
1256 Scouts ,ACF and SSLA	0	0	200	200			0.0%	
Sunderland Road Rec Ground :- Income	0	714	1,959	1,245			36.4%	0
4012 Water Rates	780	788	2,500	1,712		1,712	31.5%	
4014 Electricity	0	33	200	167		167	16.7%	
4036 Property Maintenance/Security	514	514	2,000	1,486		1,486	25.7%	
4046 Bowling Green - SBC	0	695	3,489	2,794		2,794	19.9%	
4047 Equipment Maintenance - SBC	0	1,209	2,808	1,599		1,599	43.0%	
4048 Cricket Square - SCC	0	60	2,772	2,712		2,712	2.2%	
4049 Equipment Maintenance - SCC	130	382	3,000	2,618		2,618	12.7%	
4060 Other Professional Fees	2,800	6,999	17,052	10,053		10,053	41.0%	
Sunderland Road Rec Ground :- Indirect Expenditure	4,224	10,681	33,821	23,140	0	23,140	31.6%	0
Net Income over Expenditure	(4,224)	(9,967)	(31,862)	(21,895)				
502 Nature Reserves								
1306 Countryside Stewardship Grant	0	0	2,000	2,000			0.0%	
1307 Angling Licence Rent	673	673	685	12			98.2%	
Nature Reserves :- Income	673	673	2,685	2,012			25.1%	0
4037 Grounds Maintenance	0	42	1,500	1,458		1,458	2.8%	
4060 Other Professional Fees	0	0	11,050	11,050		11,050	0.0%	
4703 Sandy Green Wheel	0	0	2,000	2,000		2,000	0.0%	
Nature Reserves :- Indirect Expenditure	0	42	14,550	14,508	0	14,508	0.3%	0
Net Income over Expenditure	673	631	(11,865)	(12,496)				

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	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>				
<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>				
<u>509 Christmas Lights</u>								
1365 Christmas Lights	0	0	1,000	1,000			0.0%	
Christmas Lights :- Income	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>1,000</u>			<u>0.0%</u>	<u>0</u>
4401 Christmas Illuminations	0	21	14,000	13,979		13,979	0.1%	
4402 Community Christmas Event	762	762	3,250	2,488		2,488	23.4%	
Christmas Lights :- Indirect Expenditure	<u>762</u>	<u>783</u>	<u>17,250</u>	<u>16,467</u>	<u>0</u>	<u>16,467</u>	<u>4.5%</u>	<u>0</u>
Net Income over Expenditure	<u>(762)</u>	<u>(783)</u>	<u>(16,250)</u>	<u>(15,467)</u>				
<u>601 Precept and Interest</u>								
1101 Precept	0	314,060	627,512	313,452			50.0%	
1320 Interest Received - All account	8	344	500	156			68.9%	
Precept and Interest :- Income	<u>8</u>	<u>314,404</u>	<u>628,012</u>	<u>313,608</u>			<u>50.1%</u>	<u>0</u>
Net Income	<u>8</u>	<u>314,404</u>	<u>628,012</u>	<u>313,608</u>				
<u>602 Democratic and Civic Costs</u>								
1309 Misc Contributions	0	300	0	(300)			0.0%	
Democratic and Civic Costs :- Income	<u>0</u>	<u>300</u>	<u>0</u>	<u>(300)</u>				<u>0</u>
4020 Misc Establishment Costs	8	8	100	92		92	8.5%	
4033 Annual Report & Newsletter	484	1,210	3,000	1,790		1,790	40.3%	
4042 Equipment/Vehicle Maintenance	72	157	1,000	844		844	15.7%	
4200 Mayor's Allowance	138	223	2,200	1,977		1,977	10.2%	
4202 Members' Expenses (Conf etc)	0	30	500	470		470	6.0%	
4701 Grants/Donations Paid	0	1,998	4,000	2,002		2,002	50.0%	
4702 Community Events Support	0	125	7,000	6,875		6,875	1.8%	
4704 Remembrance Parade	0	0	200	200		200	0.0%	
Democratic and Civic Costs :- Indirect Expenditure	<u>702</u>	<u>3,752</u>	<u>18,000</u>	<u>14,248</u>	<u>0</u>	<u>14,248</u>	<u>20.8%</u>	<u>0</u>
Net Income over Expenditure	<u>(702)</u>	<u>(3,452)</u>	<u>(18,000)</u>	<u>(14,548)</u>				

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

Cost Centre Report

	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	20,045	0	(20,045)			0.0%	
1309 Misc Contributions	0	1,000	0	(1,000)			0.0%	
Capital and Projects :- Income	0	40,948	19,903	(21,045)			205.7%	0
4153 Loan Interest - INTERNAL	0	7,903	7,903	0	0	0	100.0%	
4154 Loan Capital - INTERNAL	0	12,000	12,000	0	0	0	100.0%	
4802 CAP - Cemetery Extension	7,400	26,100	0	(26,100)	(26,100)	(26,100)	0.0%	
4836 CAP - Neighbourhood Plan	0	7,436	0	(7,436)	(7,436)	(7,436)	0.0%	
4849 CAP - Queen Platinum Jubilee	0	9,033	0	(9,033)	(9,033)	(9,033)	0.0%	
4852 CAP - Skatepark	99,975	117,175	0	(117,175)	(117,175)	(117,175)	0.0%	
4853 CAP - Easygate Unit	0	1,650	0	(1,650)	(1,650)	(1,650)	0.0%	
4915 Transfer to Rolling Capital Fd	0	51,300	51,300	0	0	0	100.0%	
4921 Transfer to EMR	0	19,500	0	(19,500)	(19,500)	(19,500)	0.0%	
4923 Internal Loan repaid to F'ild	0	12,000	12,000	0	0	0	100.0%	
4965 Funded from Rolling Capital	0	(14,950)	0	14,950	14,950	14,950	0.0%	
4969 Transfer from Rolling Capital	(107,375)	(112,775)	0	112,775	112,775	112,775	0.0%	
4971 Transfer from EMR	0	(24,091)	0	24,091	24,091	24,091	0.0%	
Capital and Projects :- Indirect Expenditure	0	112,281	83,203	(29,078)	0	(29,078)	134.9%	0
Net Income over Expenditure	0	(71,333)	(63,300)	8,033				
Grand Totals:- Income	3,647	371,952	686,132	314,180			54.2%	
Expenditure	37,762	288,965	686,132	397,167	0	397,167	42.1%	
Net Income over Expenditure	(34,116)	82,987	0	(82,987)				
Movement to/(from) Gen Reserve	(34,116)	82,987						

Sandy Town Council
Report to 31st August 2022

General Notes

Attached is the summary income & expenditure report for the year 1st April 2022 to 31st August 2022

This report shows a current year surplus of income over expenditure of £61,131

The balance sheet shows that total funds available to the Council are £652,176

This is made up of the following -

Current Year Fund	£61,131
General Reserve Brought Forward	£234,786
Rolling Capital Fund	£238,537
Fallowfield Reserve	£72,217
Earmarked Elections	£15,000
Earmarked Neighbourhood Plan	£3,388
S106 FField	£4,090
Cemetery Development Reserve	£23,028
Total	£652,177

The percentage of budget if analysed evenly over the year to date is 41.6% 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 37.3% of the annual budget.

4006 - Unexpected expenditure for HR consultancy due to long term staff absence issues.

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

4010 - Annual Cost for Pay roll services

402 Administration

Expenditure is 49% of the annual budget.

4011 - General rates paid twice a year (50% of full bill)

4016 - Annual charge waste collection

4022 and 4023 - Postage and printing costs are high due to higher volume of papers being posted to Members.

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

4028 - Annual Service charge

Sandy Town Council
Report to 31st August 2022

Analysis by Cost Centre [Continued]

403 Works

Expenditure is 23.5% of the annual budget.

405 Footway Lighting

Expenditure is 18.5% of the annual budget.

406 Cemetery & Churchyard

Expenditure is 45% of the annual budget.

4037 - Grounds Maintenance Grave Digging Fees £600.00

Sandy Town Council
Report to 31st August 2022

Analysis by Cost Centre [Continued]

408 Town Centre

Expenditure is 50.4% of the annual budget.

4036 - Call out charge for car park barrier and new cards

4100 - CCTV Annual Charge

409 Public Toilets - Car Park

Expenditure is 33.4% of the annual budget.

500 Play Areas and Open Spaces

Expenditure is 89.8% of the annual budget.

4007 - Play Ground Inspection costs - annual charge

4012 - Expenditure due to water rates

4972 - £7,500 funds recd from insurance to cover vandalised play equipment

501 Sunderland Road Recreation Ground

Expenditure is 34.3% of the annual budget.

4047 - Bowls club equipment costs to replace bearings £992.00

502 Nature Reserves

Expenditure is 0.3% of the annual budget.

505 Grass Cutting

Expenditure is 0% of the annual budget.

506 Litter Bins, Seats & Shelters

Expenditure is 0% of the annual budget.

509 Christmas Lights

Expenditure is 5.2% of the annual budget.

601 Precept and Interest

Income is 50.1% of the annual budget.

602 Democratic and Civic Costs

Expenditure is 22.3% of the annual budget.

700 Captial and Projects

Expenditure is 295.4% of the annual budget.

4915 Transfer from Rolling Captial Funds to cover payment until grants received (Skatepark)

Date: 07/09/2022

Sandy Town Council Current Year

Page 1

Time: 13:12

Current Bank A/c

List of Payments made between 01/08/2022 and 31/08/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/08/2022	UK Fuels Limited DDR	DDR1	150.82		306-Motor fuel
01/08/2022	Anglian Water Business Ltd. (N	DDR2	121.57		311-Water Toilets 14Apr-13Jul
01/08/2022	Anglian Water Business Ltd. (N	DDR3	779.70		312-Water Bowling 14Apr/12Jul
03/08/2022	ADT Fire & Security Plc	32587	2,004.40		274-CCTV Maint 23Jul'22/23
03/08/2022	AOC Holdings Ltd	32588	6,480.00		275-Land West of Sandy Cemeter
03/08/2022	Beds Bulletin Ltd	32589	242.00		276-Beds bulletin-August
03/08/2022	The CDS Group	32590	2,400.00		277-Sandy Cemetery Extension
03/08/2022	Central Bedfordshire Council	32591	1,679.82		278-Jenkins Pav Sandy-Aug 22
03/08/2022	Certas Energy UK Ltd	32592	818.06		279-Motor fuel
03/08/2022	Sandy Cricket Club	32593	30.00		287-Fuel claim
03/08/2022	Gilks Fencing Ltd	32594	342.96		280-V Notched top posts,timber
03/08/2022	Hertfordshire County Council	32595	32.64		281-Bin liner, paper, roll,etc
03/08/2022	Maverick Industries	32596	113,971.50		291-Sandy Skatepark-Stage 1
03/08/2022	Tim Miles	32597	600.00		282-Grave digging Jun/July
03/08/2022	FD Odell & Sons Ltd	32598	467.70		283-Building waste mixed-Jul
03/08/2022	Mr M Pettitt	32599	162.40		284-Councillor mileage claim
03/08/2022	PNC HR LTD	32600	1,560.00		285-HR & H&S retainer Sep22/23
03/08/2022	Rushden Town Council	32601	20.00		286-Mayors Prom in Park-Ticket
03/08/2022	Stanair Industrial Door Servic	32602	617.16		288-Emergency call out
03/08/2022	Time Assured Limited	32603	198.00		289-St Swithun Church-Annual
03/08/2022	TTM Consultancy Services Ltd	32604	235.80		290-Call out-Barrier testing
04/08/2022	Barclays	DDR	53.84		Bank charges
05/08/2022	Yu Energy	DDR4	76.35		301-Elec Depot Jul 22
05/08/2022	Yu Energy	DDR5	185.09		302-Elec Office July 2022
05/08/2022	Yu Energy	DDR6	24.35		303-Elec Sports Pav July 2022
05/08/2022	Yu Energy	DDR7	803.74		304-Elec Streetlight July 2022
05/08/2022	Yu Energy	DDR8	61.27		305-Elec Streetlight Jul 2022
05/08/2022	Yu Energy	DDR	40.78		300-Elec Public Conv. Jul2022
08/08/2022	UK Fuels Limited DDR	DDR9	93.18		307-Motor fuel
10/08/2022	Yu Energy	DDR10	1.97		350-Office gas
12/08/2022	Information Commisioner	DDR11	35.00		Purchase Ledger Payment
15/08/2022	August Salaries	111384-94	13,240.05		August Salaries
15/08/2022	Aug Salaries	111384-94	0.45		Aug Salaries
17/08/2022	Chess Ltd DDR	DDR12	78.96		348-Office 365
17/08/2022	Chess Ltd DDR	DDR13	258.52		347-IT Support
19/08/2022	Beds Pension Gund	111395	5,854.96		Pensions July 22
22/08/2022	UK Fuels Limited DDR	DDR14	3.60		341-Fuel a/c
22/08/2022	Anglian Water Business Ltd. (N	DDR15	42.64		344-SRRG Water charges
22/08/2022	Anglian Water Business Ltd. (N	DDR16	604.05		343-C/Park toilets water
22/08/2022	Anglian Water Business Ltd. (N	DDR17	138.50		346-Office water charges
22/08/2022	Anglian Water Business Ltd. (N	DDR18	17.73		345-Cemetery water charges
25/08/2022	Anglian Water Business Ltd. (N	DDR19	74.13		342-Allotment water charges
30/08/2022	Public Works Loan Board	DDR20	304.12		374-PWLB Loan Interest
30/08/2022	UK Fuels Limited DDR	DDR21	214.85		340-Fuel A/C
30/08/2022	Chess Ltd DDR	DDR22	266.68		349-Telephone
Total Payments			155,389.34		

List of Payments made between 01/07/2022 and 31/07/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/07/2022	Bank Charge Payable	CHRG	34.84		Bank Charge Payable
04/07/2022	UK Fuels Limited DDR	DD01	82.78		228-Fuel A/C
05/07/2022	Grenke Leasing	DD	765.54		Grenke Leasing-Photocopier
05/07/2022	Purchase Power	BACS01	512.89		223-Postage
06/07/2022	1st Response Fire Protection &	32561	35.22		188-Fire extinguisher maint
06/07/2022	4Tune Performance	32562	79.70		187-FD07 HGU tyre/wiper blade
06/07/2022	Yasir Abbas	32563	250.00		209-Recovery truck
06/07/2022	AOC Holdings Ltd	32564	6,480.00		182-Cemetery Project managemen
06/07/2022	Beds Bulletin Ltd	32565	242.00		210-Beds Bulletin advert
06/07/2022	Sandy Town Bowls Club	32566	35.50		205-Bowls Club fuel
06/07/2022	Ben Burgess & Co Ltd	32567	646.64		183-Materials
06/07/2022	The CDS Group	32568	3,000.00		184-Cemetery layout design
06/07/2022	Central Bedfordshire Council	32569	1,679.82		211-Pavilion Man fee July 22
06/07/2022	DCK Accounting Solutions Ltd	32570	563.28		186-Accounts May 22
06/07/2022	Churches Fire Security Ltd	32571	483.29		185-Fire equipment service
06/07/2022	Generation (UK) Ltd	32572	750.00		189-Crowd barrier hire
06/07/2022	Hertfordshire County Council	32573	130.22		190-Stationery
06/07/2022	Let's Get Going Community Inte	32574	880.00		193-Lets Get going Grant
06/07/2022	The Lion Press	32575	190.80		195-Neighbourhood Plan Posters
06/07/2022	Maverick Industries	32576	19,608.00		196-Skatepark Design
06/07/2022	FD Odell & Sons Ltd	32577	521.70		200-Skip hire
06/07/2022	The Play Inspection Company Lt	32578	340.78		203-Play area inspections
06/07/2022	Paul Riches Skips Ltd	32579	560.00		202-Jubilee waste disposal
06/07/2022	G & H Seamer	32580	981.00		224-Jane Ada Smith Funeral ref
06/07/2022	Agrovista UK Ltd	32581	105.48		181-Aquazorb pellets
06/07/2022	Sandy Horticultural Society	32582	500.00		204-Sandy Horticultural Societ
06/07/2022	Steve Dear Tree Services Ltd	32583	900.00		206-Tree work Orchard Rd
06/07/2022	T&J Seymour Electrical Install	32584	480.00		207-Street light maint
06/07/2022	The Transportation Consultancy	32585	8,265.60		208-N/Plan Traffic Survey
06/07/2022	James Hallam Ltd	32586	17,098.17		192-Insurance 22/23
08/07/2022	Yu Energy	DD02	74.52		238-Depot electricity
08/07/2022	Yu Energy	DD03	89.71		237-Office electricity
08/07/2022	Yu Energy	DD04	20.50		P/Ledger Electronic Payment
08/07/2022	Yu Energy	DD05	792.49		235-S/lights electricity
08/07/2022	Yu Energy	DD06	60.81		236-S/Lights electricity
08/07/2022	Yu Energy	DD07	40.12		234-C/Park toilets electricity
08/07/2022	Yu Energy	DD08	7.29		233-Office gas
11/07/2022	Pension Contribution	BACS	4,487.68		Pension Contribution
11/07/2022	Mr S Gregory	BACS02	220.00		221-Hand mower repairs
13/07/2022	Town Mayor's Charity Fund	BACS03	25.00		299-Charity meal @ Mevan
13/07/2022	LW Event Group Limited	BACS04	535.90		298-Deposit
15/07/2022	Staff Salaries - July 2022	BACS	15,263.12		Staff Salaries - July 2022
15/07/2022	Beds Pension Due	BACS	5,473.06		Beds Pension Due
18/07/2022	UK Fuels Limited DDR	DD09	101.08		225-Fuel A/C
18/07/2022	Chess Ltd DDR	DD10	78.96		308-Microsoft 365 monthly sub
18/07/2022	Chess Ltd DDR	DD11	258.52		309-Monthly IT Support
28/07/2022	Chess Ltd DDR	DD12	269.21		310-Monthly call charge

List of Payments made between 01/07/2022 and 31/07/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
		Total Payments	<u>94,001.22</u>		

Annual Governance and Accountability Return 2021/22 Form 3

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

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

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

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

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

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

Publication Requirements

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

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

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

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

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

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

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

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

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

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

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

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

Annual Internal Audit Report 2021/22

Sandy Town Council

www.sandytowncouncil.gov.uk

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

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

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

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

Date(s) internal audit undertaken

11/05/2022

Name of person who carried out the internal audit

Roger Hammond

Signature of person who carried out the internal audit

Roger Hammond

Date

16/05/2022

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

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

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

ENTER NAME OF AUTHORITY
Sandy Town Council

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

	Agreed			*Yes' 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:

20/06/22

and recorded as minute reference:

M32-2022/2023

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

Chairman

SIGNATURE REQUIRED


Clerk

SIGNATURE REQUIRED


www.sandytowncouncil.gov.uk

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2021/22 for

ENTER NAME OF AUTHORITY
Sandy Town Council

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
1. Balances brought forward	472,296	582,488	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	594,768	599,356	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	80,137	55,269	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	-276,532	-277,751	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	-287,573	-395,573	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	582,488	563,181	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	618,903	607,496	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	3,329,634	3,418,805	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	2,928	2,517	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
	✓			N.B. The figures in the accounting statements above do not include any Trust transactions.

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

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

Date

14/06/22

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

20/06/22

as recorded in minute reference:

33 - 2022/23

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

REQUIRED

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

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 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2021/22

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:

Not applicable.

3 External auditor certificate 2021/22

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 2022.

*We do not certify completion because:

Not applicable.

External Auditor Name

Mazars LLP, Newcastle, NE1 1DF

External Auditor Signature

Mazars LLP

Date

16 September 2022



The Corner
Bank Chambers
26 Mosley Street
Newcastle upon Tyne
NE1 1DF

Tel: +44 (0)191 383 6300
www.mazars.co.uk

Ms N Sewell
Sandy Town Council
10 Cambridge Road
Sandy
Bedfordshire
SG19 1JE

Direct line: +44 (0)191 383 6348

Email: local.councils@mazars.co.uk

Date: 16 September 2022

Dear Ms Sewell

Completion of the audit for the year ended 31 March 2022

We have completed our audit for the year ended 31 March 2022 and I have pleasure in enclosing the certified Annual Governance and Accountability Return. The External Auditor's Certificate and Report is given in Section 3.

If there are any significant matters arising from the audit, they are summarised in the External Auditor's certificate in Section 3. If we have identified minor scope for improvement we have recorded this on page 2 of this letter. The Council must consider these matters and decide what action is required. In most cases this will be self-evident. In some instances we have referred to further guidance available, in particular, in the publication "*Governance and Accountability for Local Councils – A Practitioners' Guide (England) 2021*". This can be obtained via your NALC or SLCC branch, or downloaded free of charge.

Action you are required to take

The Accounts and Audit (England) Regulations 2015 set out what you must do at the conclusion of the audit. In summary, you are required to:

Publish (which must include publication on the authority's website) a statement:

- that the audit has been concluded and that the statement of accounts has been published;
- of the rights of inspection conferred on local government electors by section 25 of the Local Audit and Accountability Act 2014; and
- the address at which, and the hours during which, those rights may be exercised.
- Keep copies of the Annual Governance and Accountability Return for purchase by any person on payment of a reasonable sum.
- Ensure that the Annual Governance and Accountability Return remains available for public access for a period of not less than five years beginning with the date on which the Annual Governance and Accountability Return was first published.

The Accounts and Audit (England) Regulations 2015 do not specify the period the Completion Notice needs to be on the council's website but this period must be reasonable.

Mazars LLP

Mazars LLP is the UK firm of Mazars, an integrated international advisory and accountancy organisation. Mazars LLP is a limited liability partnership registered in England and Wales with registered number OC308299 and with its registered office at 30 Old Bailey, London, EC4M 7AU. Registered to carry on audit work in the UK by the Institute of Chartered Accountants in England and Wales. Details about our audit registration can be viewed at www.auditregister.org.uk under reference number C001139861. VAT number: GB 839 8356 73

Minor scope for improvement in 2022/23

The bank reconciliation was difficult to follow because it did not include cash book figures at the bottom of the reconciliation although it was confirmed that the net balances figure was from the acsh book. In future, the Council should use the standard proforma provided in our guidance or in the Practitioner's Guide when preparing the bank reconciliation.

An extra day was allowed for the public rights period. Strictly, if an elector had exercised their rights on this 31st working day they wouldn't have been permitted to exercise their right to object to the accounts so in future the Council should ensure that the period is exactly 30 working days.

Accessibility Regulations

We are aware that the Accounts and Audit Regulations requirement for a physical 'wet ink' signature on the original AGAR, does not allow parish council's to fully comply with the Accessibility Regulations. The National Audit Office are aware that the two pieces of legislation are not compatible, therefore smaller authorities are advised to make it clear on their website that the document is a scan and will not be fully compliant with the Accessibility Regulations.

Audit fee

Our fee note for the audit, which is in accordance with the audit fee scales set by SAAA, and available at <http://www.localaudits.co.uk/fees.html> will follow.

We would be grateful if you could arrange for this to be paid at the earliest opportunity.

Yours sincerely



Cameron Waddell

Partner

For and on behalf of Mazars LLP

Date:	26th September 2022
Title:	Election Costs for budget setting
Contact:	Nicola Sewell, Town Clerk

Purpose of the Report

1. To receive a report from Brian Dunleavy showing the election costs for Sandy in 2019 to prepare for budget setting for elections in 2023.

Recommendation

2. That the Council ensures that enough budget is set aside and takes into consideration that 2019 costs were for uncontested elections.

Information

3.0 Some changes will be introduced following the Elections Act 2022.

3.1 Not all of the changes will be introduced in time for the May 2023 elections but requirement to show photographic ID at polling stations will. Consequently, this may require additional staff at polling stations.

Financial Implications

4 In 2019 the election costs for Sandy were a total of £3,410.63 (see attached schedule of election charges 2019).

4.1 Current EMR for Elections of £15,000.00.

Policy Implications

5. None.

Legal Powers

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

Elections Bill

COMMONS DISAGREEMENT, AMENDMENTS TO THE WORDS RESTORED TO THE BILL, AMENDMENTS IN LIEU AND REASON

[The page and line references are to HL Bill 96, the bill as first printed for the Lords]

Clause 14

LORDS AMENDMENT 22

22 Leave out Clause 14

COMMONS AMENDMENTS TO THE WORDS SO RESTORED TO THE BILL

The Commons disagree to Lords Amendment 22 and propose the following Amendments to the words so restored to the Bill –

22A Page 21, line 13, at end insert –

“(3A) The statement must not include provision in relation to elections, referendums and other matters so far as the provision would relate to the Commission’s devolved Scottish functions or the Commission’s devolved Welsh functions.”

22B Page 21, line 15, at end insert –

“(5) For the purposes of subsection (3A) –

(a) the Commission’s “devolved Scottish functions” are the Commission’s functions in relation to –

- (i) Scottish Parliamentary general elections, elections held under section 9 of the Scotland Act 1998 (constituency vacancies), and local government elections in Scotland, so far as those functions do not relate to reserved matters within the meaning of the Scotland Act 1998, and
- (ii) referendums held throughout Scotland in pursuance of provision made by or under an Act of the Scottish Parliament;

- (b) the Commission’s “devolved Welsh functions” are the Commission’s functions in relation to—
- (i) general elections of members of Senedd Cymru,
 - (ii) elections held under section 10 of the Government of Wales Act 2006 (elections for Senedd constituency vacancies),
 - (iii) local government elections in Wales, and
 - (iv) referendums held under Part 2 of the Local Government Act 2000 or Part 4 of the Local Government (Wales) Measure 2011 (referendums relating to local authority executive arrangements),
- so far as those functions do not relate to reserved matters within the meaning of the Government of Wales Act 2006.”

- 22C** Page 22, line 14, leave out “Public Administration and Constitutional Affairs” and insert “Levelling Up, Housing and Communities”
- 22D** Page 22, leave out lines 15 to 18
- 22E** Page 22, line 34, leave out from beginning to end of line 16 on page 23
- 22F** Page 23, line 21, leave out “Public Administration and Constitutional Affairs” and insert “Levelling Up, Housing and Communities”
- 22G** Page 23, line 25, leave out “Public Administration and Constitutional Affairs” and insert “Levelling Up, Housing and Communities”
- 22H** Page 25, line 16, leave out “Public Administration and Constitutional Affairs” and insert “Levelling Up, Housing and Communities”
- 22I** Page 25, leave out lines 17 to 22

Clause 15

LORDS AMENDMENT 23

- 23** Leave out Clause 15

COMMONS DISAGREEMENT AND AMENDMENTS IN LIEU

The Commons disagree to Lords Amendment 23 but propose amendments 23A, 23B, 23C, 23D, 23E, 23F, 23G, 23H, 23I, 23J, and 23K as amendments in lieu of Lords Amendments 22 and 23 –

- 23A** Page 21, line 13, at end insert—
- “(3A) In preparing the statement, the Secretary of State must have regard to the duties imposed on the Commission by section 145(1) (duties with respect to compliance with controls imposed by this Act).
- (3B) The statement must not contain provision about the carrying out by the Commission of their functions under Schedule 19B (investigatory powers) or Schedule 19C (civil sanctions) in relation to a particular person.”
- 23B** Page 22, line 23, at end insert—
- “(aa) must prepare a report containing the Secretary of State’s response to the consultation.”

- 23C** Page 22, leave out line 24 and insert –
- “(3A) If, after complying with subsection (3), the Secretary of State proposes to designate the statement, the Secretary of State must lay before Parliament a document that –
- (a) explains the Secretary of State’s proposals,
 - (b) sets them out in the form of a draft statement, and
 - (c) contains the report prepared under subsection (3)(aa).
- (3B) Where a document is laid before Parliament under subsection (3A), no draft of the statement that the Secretary of State proposes to designate is to be laid before Parliament before the end of the 60-day period.
- (3C) In preparing a draft statement for laying before Parliament, the Secretary of State must consider any representations made during the 60-day period in relation to anything in the document laid under subsection (3A).
- (3D) If, after the end of the 60-day period, the Secretary of State wishes to proceed with designating the statement, the Secretary of State must lay before Parliament –
- (a) the draft statement (incorporating any changes made in light of any representations made as mentioned in subsection (3C)), and
 - (b) a report containing the Secretary of State’s response to any such representations.”
- 23D** Page 22, line 25, leave out “(3)(b)” and insert “(3D)”
- 23E** Page 22, line 33, at end insert –
- “(aa) “the 60-day period” means the period of 60 days beginning on the day on which the document mentioned in subsection (3A) is laid before Parliament (or, if it is not laid before each House of Parliament on the same day, the later of the days on which it is laid);”
- 23F** Page 23, line 17, leave out “for the purposes of subsection (5)(a)” and insert “or the 60-day period for the purposes of subsection (5)(a) or (aa) respectively”
- 23G** Page 23, line 42, after “consultation” insert “and other pre-designation”
- 23H** Page 24, line 18, leave out “9 months” and insert “12 months”
- 23I** Page 24, line 32, at end insert “, or
- (c) at the request of the Speaker’s Committee, where the request –
 - (i) is made by notice given to the Secretary of State, and
 - (ii) gives details of the changes to the statement that the Speaker’s Committee propose should be made.
- (2A) Where a request is made in accordance with subsection (2)(b) or (c), the Secretary of State must inform the Commission or the Speaker’s Committee (as the case may be) how the Secretary of State proposes to deal with the request.”
- 23J** Page 25, line 2, leave out “4C(2) (consultation requirements)” and insert “4C(2) to (3C) (consultation and pre-designation requirements)”
- 23K** Page 25, line 29, leave out “4C(3)(b)” and insert “4C(3D)(a)”

Schedule 1

LORDS AMENDMENT 86

86 Page 79, line 44, at end insert –

“(1HA) In this rule a “specified document” also means any of the following documents (in whatever form issued to the holder) –

- (a) a driving licence;
- (b) a birth certificate;
- (c) a marriage or civil partnership certificate;
- (d) an adoption certificate;
- (e) the record of a decision on bail made in respect of the voter in accordance with section 5(1) of the Bail Act 1976;
- (f) a bank or building society cheque book;
- (g) a mortgage statement dated within 3 months of the date of the poll;
- (h) a bank or building society statement dated within 3 months of the date of the poll;
- (i) a credit card statement dated within 3 months of the date of the poll;
- (j) a council tax demand letter or statement dated within 12 months of the date of the poll;
- (k) a P45 or P60 form dated within 12 months of the date of the poll;
- (l) a standard acknowledgement letter (SAL) issued by the Home Office for asylum seekers;
- (m) a trade union membership card;
- (n) a library card;
- (o) a pre-payment meter card;
- (p) a National Insurance card;
- (q) a workplace ID card;
- (r) a student ID card;
- (s) an 18+ student Oyster photocard;
- (t) a National Rail Railcard;
- (u) a Young Scot National Entitlement Card.”

COMMONS REASON

The Commons disagree to Lords Amendment 86 for the following Reason –

86A *Because the Commons consider the requirement to provide adequate photographic identification to be the most effective means of securing the integrity of the electoral system.*

Elections Bill

COMMONS DISAGREEMENT, AMENDMENTS TO THE WORDS RESTORED TO
THE BILL, AMENDMENTS IN LIEU AND REASON

27th April 2022

PUBLISHED BY AUTHORITY OF THE HOUSE OF LORDS

	Sandy (Ivel)
Number of Polling Stations	2
Returning Officer @£0.0475p per elector	136.52
Presiding Officers (including travel) (50% share)	323.20
Poll Clerks (including travel) (50% share)	198.20
Visiting Officer Costs (÷ by 191 polling stns @ (50% share))	25.28
Polling Station Hire (50% share)	157.80
Polling Station Security/Caretaker (50% share)	101.55
Delivery & Collection of Polling Booths @ £47.06 per polling station (50% share)	23.53
Postal Vote Stationery Packs @ £0.6374p per pack	327.62
Preparation and Issue of Postal Votes (Cost £2078.50 ÷ 13064 issued = @ £0.1591p each	81.77
Postal Votes Issued - Postage @£0.70p	359.80
Opening of Postal Votes (Cost £8947.19 ÷ 29503 pv ballot papers returned = £0.30p each	84.90
Returned Postal Votes - Postage @£0.70p	198.10
Printing of Ballot Papers (Actual)	381.60
Large Print Ballot papers @ 40p per polling station	0.80
Poll Card Printing (no of cards @£0.0327p per card @ (50% share)	47.74
Poll Card Delivery (50% share)	350.40
Ballot Box Stationery, Nomination Papers etc	10.00
Counting Sheets	10.00
Count Staff (Cost ÷ number of ballot papers counted)	210.29
Count Venue and Count equipment (½ share x electorate @£0.1148p)	329.82
Count Security (½ share x electorate @£0.0032p)	18.38
Ballot Box Preparation & Equipment (3571.33 ÷ electorate 306018 = 0.0116p)	33.33
Clerical Allowance £2205	not claimed
Accommodation costs (Postal Voting)	No charge
Accommodation costs (Preparation of Ballot Boxes)	No charge
Storage of Election Equipment (Annual Rental £20,077)	No charge
Replacement of Polling Booths/Ballot Boxes etc (Annual Reserve) £5640	No charge
Secure destruction of documentation (Cost £1500)	No charge
Annual Election Software Licence (Cost £20,138)	No charge
Training Video (Cost £1680)	No charge

Polling			Polling Station			
District	Forename	Surname or Polling Station	PO/PC	Costs	Payment	Parish Share
Sandy (Ivel)						
SAN6	Susan	Greasby-Sims	PO		348.4	174.2
SAN6	Christine	McGoldrick	PC		194.8	97.4
SAN6		Sandy Library		115.6		57.8
SAN6	Brian	Ward	PO		298	149
SAN6	Ryan	Alderton	PC		201.6	100.8
SAN6		Sandy Youth Centre		200		100

Area	Type	Vacant Seats		Parishes	Vacant Seats	Nominati ons
Sandy	CBC	3	9912	470.82 Blunham Parish	10	
				Sandy (Part Parish	1	
				Sandy (Part Parish	3	
				Sandy (Part Parish	5	
				Sandy (Part Parish	6	

	Contested	Uncontested
826		19.62
648		15.39
1514		35.96
2874	136.52	
4050		96.19

Date:	26th September 2022
Title:	Outstanding Invoice
Contact:	Nicola Sewell, Town Clerk

Purpose of the Report

1. To receive a report from the Clerk regarding an unpaid invoice for repair of the Cricket Club Scoreboard due to a disputed cost.

Recommendation

2. That the Council agrees next steps.

Information

3.0 On 3rd May the Admin team leader called Cooks Blinds Ltd to request a quote on the repairs to the Cricket Club Scoreboard. The Admin Team leader reported that she spoke to a representative from the Company called Aaron, who told her that the company were working 5- 6 weeks behind and that a visit was unlikely before 23rd May. Aaron advised the Admin Team Leader if she could get someone in quicker to go with another supplier.

3.1 The Admin Team Leader subsequently was able to find a more local supplier who were contracted to undertake the repair and paid for the work. They came to site on 13th May to undertake the work. As such the Admin Team Leader instructed the Democratic Services Officer to cancel the initial booking with Cooks, which the Admin Team Leader subsequently reported was verbally confirmed to have been undertaken and as such no PO was raised for the job.

3.2 On 6th July STC received an invoice for £658.32 for a call out charge by Cooks.

3.3 The Admin Team Leader emailed Cooks to dispute the invoice saying that the order was cancelled. Cooks have subsequently stated that they did send someone out to attend site on 23rd May but could not proceed with any works due to 'restrictions on site'. They state that an email was sent to say works would be carried out on 20th July and it was at this time that the Admin Team Leader cancelled to say the works were being carried out by another contractor.

3.4 Cooks are now chasing for payment of £658.32 which they say is for the initial call-out fee.

Financial Implications

4.0 STC has paid Stanair £514.30 for the repair.

4.1 There is £2,548 left in the Budget under SCC Equipment Maintenance.

Policy Implications

5. None.

AGENDA ITEM: 8
Legal Powers

APPENDIX VI

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

Date:	26th September 2022
Title:	Burial Regulation Queries
Contact:	Nicola Sewell, Town Clerk

Purpose of the Report

1. To receive a report from the Clerk regarding three separate queries regarding our current burial regulations.

Recommendation

2. Members consider the queries and agree a way forward. A recommendation has been made following each query in information below.

Information

3.0 A query was raised regarding the placement of a memorial for an ashes interment in Section B of Sandy Cemetery (formerly children's graves). Our Burial regulations state that full headstones can be placed in this area, however in other sections (G & H) where children's graves have been repurposed for ashes interments only smaller memorials are allowed. **Recommendation:** the Council bring the rules for plots set out for ashes interments in Section B in line with Sections G, H & K.

3.1 A resident has requested that an extra memorial be placed on a full-size grave to mark a new interment of ashes in the plot. Our current regulations only allow for one headstone memorial for a full burial plot as the graves are laid to lawn for Health & Safety and maintenance reasons. **Recommendation:** the Council continue to only allow one headstone to mark the site of a full burial but allow an additional memorial to sit on the base of the existing headstone such as an engraved vase similar to the picture below:



3.2 A resident has requested placing a handcrafted wooden and glass memorial on their family grave. Our current burial regulations only state that memorials must be of 'an approved material' but do not state what approved materials are. **Recommendation:** the Council agree on and include a list of approved materials that can be used in the cemetery. It is suggested that these materials are based on recommendations from ICCM, BRAMM and NAMM. Currently temporary wooden crosses are allowed on graves for two years as a grave marker but are removed once a permanent memorial is situated.

Financial Implications

4. None

AGENDA ITEM: 9
Policy Implications

APPENDIX VII

5. Continuing to review and update our Burial Regulations enables the Council to have clear guidelines for users of the facility and support officers in the management of that facility.

Legal Powers

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

Sandy Town Council – Grant Report

We are extremely grateful for the £200 awarded to us by Sandy Town Council for our children's Music and Art Therapy service, a vital pre- and post-bereavement support. You have helped child patients and their families express themselves creatively, learn more about their diagnosis or the diagnosis of a loved one, and gain a better understanding of their thoughts and feelings.

As you know we are the children's hospice for Bedfordshire, Hertfordshire, and Milton Keynes; and the adult hospice for Luton and south Bedfordshire. We are one of just a small number of hospice charities in the UK that provides free, specialist care to both adults and children with life-limiting conditions, and their families.

Our mission is to lead the way in providing excellent care, supporting adults and children with life-limiting conditions and those affected by death and dying, helping them to live well and make every day count. This really is at the heart of what Keech Hospice Care does.

Last year we cared for 1,485 adult patients and 324 child patients, as well as 709 of their relatives and those closest to them.

Music Therapy

Last year 45 patients and 13 of their loved ones had sessions with our therapist Nathan, who is accredited by the British Association of Music Therapy and registered with the Health and Care Professions Council. He is highly skilled and able to help patients and relatives release their emotions through music in a safe and secure way.

It is often easier for people to express their emotions in a more abstract manner, making their feelings and experiences tangible. These therapies also provide non-verbal children a medium to communicate and express any issues or concerns they may have.



The vast majority of sessions were able to be held face-to-face with Nathan travelling to patient's homes or schools. They also took place in our dedicated music room which is filled with a variety of instruments. Many of these, such as drums and cymbals, can be played intuitively. In-person sessions are preferable as they allow for a greater level of collaboration and exploration. However, session can also be performed online, for example if patients do not wish to attend the hospice due to Covid-19 concerns.

When taking sessions virtually Nathan was able to engage with patients in a number of creative ways. For example, one adult patient sent over lyrics he had written which were then set to music. In the comfort of the session, Nathan discussed with children over Zoom what was upsetting or scaring them and how to overcome it. They then turned these discussions into songs. In total 297 music therapy sessions took place.

Art Therapy

“Children tend not have the words to describe how they’re feeling so it’s important to offer them different ways and Harry benefited from creatively exploring his worries and was able to leave them behind”. **Kelly, Harry’s mum.**

In 2021/22 18 patients and 19 relatives just like Harry had sessions with us, giving them the opportunity to use art as a mode of expression and communication.



By introducing art materials into the therapeutic process individuals can express thoughts, feelings, and experiences without relying on finding the ‘right’ words to make themselves understood.

Sessions are held in a safe, private space where individuals are encouraged to use art materials in any way desired. The therapists encourage reflection on the work and help create links between what is created and the individual’s life. Sessions can be provided on a one-to-one, family, or group basis.

Our Art Therapists hold postgraduate qualifications in Art Therapy, are accredited by the British Art Therapy Association, and registered with the Health and Care Professional Council. The relationship between the therapist and the patient is essential to help the patient openly express themselves. To facilitate this experience, the content of sessions is kept confidential.

Our therapists ran a total of 63 sessions of art therapy last year.

Thank you from Keech Hospice Care

I hope this gives you a good understanding of how the service has progressed since we were awarded a grant by the Sandy Town Council.

As we are moving away from the worst of the pandemic both services continue to open up. Music therapy has almost completely returned to its pre-pandemic position. Art Therapy was slower to recover as it was more heavily impacted by restrictions. Due to the level of oversight required it isn’t possible to deliver sessions virtually, and when taking sessions at the hospice each patient had to have their own discrete set of art supplies to maximise infection control.

Thanks to supporters like you we were able to navigate the obstacles thrown up by the Covid-19 pandemic and continue providing vital care and support to our patients in a way that was safe and effective. All our services are now up and running once again and we can welcome people back into the hospice with minimal restrictions.

Because of you we can continue making the difference when it matters the most