

Sandy Town Council

To: Cllrs N Aldis, P Blaine, J Hewitt, A M Hill, W Jackson, R Lock, C Osborne (Chair), M Pettitt, M Scott, and P Sharman
c.c. A Gibson, T Knagg, S Paterson, 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 online on Monday 29th March 2021 commencing at 7.30pm.



Chris Robson
Town Clerk
10 Cambridge Road
Sandy, SG19 1JE
01767 681491
23rd March 2021

Notes:

(1) Due to the current Covid-19 Coronavirus situation, the Town Council will meet virtually via Zoom (<https://zoom.us/>) as permitted in The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("the 2020 Regulations").

(2) Meeting ID: 832 5455 4347

Press and public are cordially invited to attend. Those wishing to join the meeting should contact the clerk on clerk@sandytowncouncil.gov.uk in advance for the meeting password.

(3) Members of the public wishing to address the Council during the public participation part of the formal meeting must make the Clerk aware of their intention before the meeting starts.

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*

Sandy Town Council

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 15th February 2021 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 February 2021. Appendix I
- ii) To receive and note a budget overview report. Appendix II
- iii) To approve schedules of payments made since previous meeting. Appendix III
- iv) The Chair to approve bank reconciliations and statements.

6 Grant Budget

To note the payment of a previously agreed £1,000 grant for the Ivel Sprinter towards the cost of a new minibus. Appendix IV

7 2020/21 Year End Underspend

To resolve that any year end underspend be allocated to the rolling capital fund.

8 Church Wall

To receive and consider a report on repair works needed to a boundary wall in the Church Yard. To follow

9 Cemetery Gates

To receive a report on the installation of gates to the Council's new cemetery/depot site. Appendix VI

Sandy Town Council

10 **Berwick Way Land**

To receive a verbal progress report from the Town Clerk on the adoption of Taylor Wimpey owned land at Berwick Way.

11 **Land Registry Registration**

To receive and consider a report from the Town Clerk on registering three areas of land with Land Registry.

Appendix VII

12 **Recycle Bins**

To receive a report on the installation of new public waste bins.

Appendix VIII

13 **Memorial Bench Policy**

To receive and consider a draft policy and procedure on requests and installations of memorial benches.

Appendix IX

14 **Drone Policy**

To receive and consider a report on changes which will impact on the Council's Drone Policy.

Appendix X

15 **Removable Media Policy**

To review the Council's Removable Media Policy.

Appendix XI

16 **Social Media Policy**

To review the Council's Social Media Policy.

Appendix XII

17 **Co-option Policy**

To review the Council's co-option policy.

Appendix XIII

18 **Chairman's Items**

19 **Date of Next Meeting**

Monday 10th May 2021

22/03/2021

Sandy Town Council Current Year

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Detailed Balance Sheet - Excluding Stock Movement**Month 11 Date 28/02/2021**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
105	VAT Control	7,884	
110	Prepayments	141	
200	Current Bank A/c	19,895	
201	Clerks Imprest A/c	443	
205	Capital a/c Santander	218,770	
206	Barclays Active Saver	218,083	
208	Public Sector Deposit Fund	205,410	
210	Petty Cash	350	
	Total Current Assets		670,976
	<u>Current Liabilities</u>		
501	Creditors Control	14,576	
503	Income in Advance	150	
510	Accruals	120	
515	PAYE/NI Control AC	3,889	
516	Superannuation Due	5,025	
	Total Current Liabilities		23,759
	Net Current Assets		647,216
	Total Assets less Current Liabilities		647,216
	<u>Represented by :-</u>		
300	Current Year Fund	125,094	
310	General Reserve	234,043	
315	Rolling Capital Fund	178,400	
321	Cemetery Development Reserve	23,028	
322	EMR Fallowfield	63,632	
323	EMR Community Funds	7,000	
324	EMR Elections	15,000	
326	EMR SAIT	1,020	
	Total Equity		647,216

Detailed Income & Expenditure by Budget Heading 28 02 2021

Month No: 11

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	9,579	105,245	121,000	15,755		15,755	87.0%	
4002 Gross Salaries - Works	7,957	86,023	109,500	23,477		23,477	78.6%	
4003 Employers NIC	1,368	15,266	19,250	3,984		3,984	79.3%	
4004 Employers Superannuation	4,027	43,518	53,000	9,482		9,482	82.1%	
4006 H&S Costs/Consultancy	0	500	600	100		100	83.3%	
4010 Miscellaneous Staff Costs	0	766	1,000	234		234	76.6%	
4030 Recruitment Advertising	0	0	275	275		275	0.0%	
Staff :- Indirect Expenditure	22,932	251,317	304,625	53,308	0	53,308	82.5%	0
Net Expenditure	(22,932)	(251,317)	(304,625)	(53,308)				
402 Administration-Office								
1003 Tourism Income	0	0	750	750			0.0%	
1201 Rent Received Etc	0	0	750	750			0.0%	
1202 Photocopying Income	0	1	50	49			2.2%	
1205 Miscellaneous Income	0	1,158	0	(1,158)			0.0%	
Administration-Office :- Income	0	1,159	1,550	391			74.8%	0
4008 Training	75	725	2,000	1,275		1,275	36.3%	
4009 Travel & Subsistence	0	32	200	168		168	16.1%	
4010 Miscellaneous Staff Costs	0	100	0	(100)		(100)	0.0%	
4011 General Rates	0	6,737	6,770	34		34	99.5%	
4012 Water Rates	68	673	800	127		127	84.2%	
4014 Electricity	344	1,844	2,600	756		756	70.9%	
4015 Gas	157	564	1,300	736		736	43.4%	
4016 Cleaning Materials etc	15	1,072	1,250	178		178	85.7%	
4018 General Data Protection Regs	0	500	500	0		0	100.0%	
4020 Misc Establishment Costs	16	1,168	2,000	832		832	58.4%	
4021 Telephone & Fax	274	3,477	2,750	(727)		(727)	126.4%	
4022 Postage	1	1,218	1,200	(18)		(18)	101.5%	
4023 Printing & Stationery	0	801	1,500	699		699	53.4%	
4024 Subscriptions	0	2,806	3,150	344		344	89.1%	
4025 Insurance (excl vehicles)	1,654	17,204	19,500	2,296		2,296	88.2%	
4026 Photocopy Costs	0	3,939	4,160	221		221	94.7%	
4027 IT Costs incl Support	443	3,700	4,000	300		300	92.5%	
4028 Service Agreements (Other)	199	4,631	6,500	1,869		1,869	71.2%	
4035 Publications	0	65	100	35		35	65.4%	
4036 Property Maintenance/Security	0	3,213	4,000	787		787	80.3%	
4040 Equipment Purchases (Minor)	0	281	2,000	1,719		1,719	14.1%	
4050 Tourism Expenditure	0	0	400	400		400	0.0%	

Detailed Income & Expenditure by Budget Heading 28 02 2021

Month No: 11

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
4051 Bank Charges	33	446	550	104		104	81.1%	
4056 Legal Expenses	0	3,350	2,500	(850)		(850)	134.0%	
4057 Audit Fees - External	0	300	1,300	1,000		1,000	23.1%	
4058 Audit Fees - Internal	0	430	900	470		470	47.8%	
4059 Accountancy Fees	375	4,924	7,000	2,076		2,076	70.3%	
4070 Refreshments	0	58	200	142		142	29.0%	
Administration-Office :- Indirect Expenditure	3,656	64,258	79,130	14,872	0	14,872	81.2%	0
Net Income over Expenditure	(3,656)	(63,099)	(77,580)	(14,481)				
403 Administration-Works								
4005 Protective Clothing	0	759	1,300	541		541	58.4%	
4008 Training	0	806	1,950	1,144		1,144	41.3%	
4011 General Rates	0	1,858	1,855	(3)		(3)	100.2%	
4012 Water Rates	13	81	250	169		169	32.5%	
4014 Electricity	624	3,375	1,200	(2,175)		(2,175)	281.3%	
4017 Refuse Disposal	30	3,318	5,000	1,682		1,682	66.4%	
4036 Property Maintenance/Security	0	1,567	2,000	433		433	78.3%	
4038 Consumables/Small Tools	0	1,028	2,500	1,472		1,472	41.1%	
4039 Planting/Trees/Horticulture	0	6,208	6,250	42		42	99.3%	
4040 Equipment Purchases (Minor)	0	14	2,000	1,987		1,987	0.7%	
4042 Equipment/Vehicle Maintenance	0	1,989	5,000	3,011		3,011	39.8%	
4043 Equipment/Vehicle Fuel	108	2,986	3,500	514		514	85.3%	
4044 Vehicle Tax & Insurance	0	2,785	3,000	215		215	92.8%	
4045 Arboriculture	2,100	2,800	6,000	3,200		3,200	46.7%	
Administration-Works :- Indirect Expenditure	2,876	29,574	41,805	12,231	0	12,231	70.7%	0
Net Expenditure	(2,876)	(29,574)	(41,805)	(12,231)				
405 Footway Lighting								
1258 Insurance Claims Repayment	0	1,700	0	(1,700)			0.0%	
Footway Lighting :- Income	0	1,700	0	(1,700)				0
4014 Electricity	636	6,282	5,750	(532)		(532)	109.2%	
4042 Equipment/Vehicle Maintenance	0	5,550	10,000	4,450		4,450	55.5%	
Footway Lighting :- Indirect Expenditure	636	11,832	15,750	3,918	0	3,918	75.1%	0
Net Income over Expenditure	(636)	(10,132)	(15,750)	(5,618)				
406 Cemetery & Churchyard								
1226 Burials/Memorials Income	1,929	29,705	25,000	(4,705)			118.8%	
Cemetery & Churchyard :- Income	1,929	29,705	25,000	(4,705)			118.8%	0

Detailed Income & Expenditure by Budget Heading 28 02 2021

Month No: 11

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	3,471	3,050	(421)		(421)	113.8%	
4012 Water Rates	13	58	200	142		142	28.8%	
4036 Property Maintenance/Security	1,560	3,026	1,000	(2,026)		(2,026)	302.6%	
4037 Grounds Maintenance	0	718	900	182		182	79.8%	
4039 Planting/Trees/Horticulture	0	5	350	345		345	1.4%	
4101 Grave Digging Costs	1,200	7,285	5,500	(1,785)		(1,785)	132.5%	
Cemetery & Churchyard :- Indirect Expenditure	2,773	14,563	11,000	(3,563)	0	(3,563)	132.4%	0
Net Income over Expenditure	(845)	15,141	14,000	(1,141)				
408 Town Centre (Including Market)								
1238 Other Income Car Park	0	171	428	257			40.0%	
Town Centre (Including Market) :- Income	0	171	428	257			40.0%	0
4011 General Rates	0	12,630	12,410	(220)		(220)	101.8%	
4036 Property Maintenance/Security	0	831	1,500	669		669	55.4%	
4053 Loan Interest	108	223	223	(0)		(0)	100.0%	
4054 Loan Capital Repaid	196	385	285	(100)		(100)	135.2%	
4100 CCTV Fees	0	1,976	4,000	2,024		2,024	49.4%	
Town Centre (Including Market) :- Indirect Expenditure	304	16,045	18,418	2,373	0	2,373	87.1%	0
Net Income over Expenditure	(304)	(15,874)	(17,990)	(2,116)				
409 Public Toilets - Car Park								
4011 General Rates	0	1,859	1,880	21		21	98.9%	
4012 Water Rates	0	1,032	1,200	168		168	86.0%	
4014 Electricity	0	137	300	163		163	45.8%	
4036 Property Maintenance/Security	0	240	1,000	760		760	24.0%	
Public Toilets - Car Park :- Indirect Expenditure	0	3,269	4,380	1,111	0	1,111	74.6%	0
Net Expenditure	0	(3,269)	(4,380)	(1,111)				
500 Play Areas and Open Spaces								
1241 Sandy FC Rent	0	0	500	500			0.0%	
1251 Pitch Rental	0	0	600	600			0.0%	
1364 S106 Money Received	0	647	0	(647)			0.0%	
Play Areas and Open Spaces :- Income	0	647	1,100	453			58.8%	0
4007 Health & Safety	0	520	400	(120)		(120)	129.9%	
4012 Water Rates	404	622	700	78		78	88.9%	
4014 Electricity	0	0	200	200		200	0.0%	

Detailed Income & Expenditure by Budget Heading 28 02 2021

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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	309	500	192		192	61.7%	
4037 Grounds Maintenance	0	1,026	2,500	1,474		1,474	41.0%	
4042 Equipment/Vehicle Maintenance	0	0	5,000	5,000		5,000	0.0%	
4971 Transfer from EMR	0	(311)	0	311		311	0.0%	
4972 Transfer from EMR Fallowfield	0	0	(7,500)	(7,500)		(7,500)	0.0%	
Play Areas and Open Spaces :- Indirect Expenditure	404	2,165	1,800	(365)	0	(365)	120.3%	0
Net Income over Expenditure	(404)	(1,518)	(700)	818				
<u>501 Sunderland Road Rec Ground</u>								
1201 Rent Received Etc	0	1,030	500	(530)			206.0%	
1253 Bowls Club Rental	0	224	447	223			50.1%	
1255 Cricket Club Rental	0	111	287	176			38.8%	
1256 Scouts ,ACF and SSLA	0	210	5	(205)			4200.0%	
Sunderland Road Rec Ground :- Income	0	1,575	1,239	(336)			127.1%	0
4012 Water Rates	733	2,781	1,500	(1,281)		(1,281)	185.4%	
4014 Electricity	36	148	200	52		52	73.9%	
4036 Property Maintenance/Security	0	1,614	1,750	136		136	92.3%	
4046 Bowling Green - SBC	15	2,822	3,248	426		426	86.9%	
4047 Equipment Maintenance - SBC	0	1,661	2,639	978		978	62.9%	
4048 Cricket Square - SCC	45	1,529	2,606	1,077		1,077	58.7%	
4049 Equipment Maintenance - SCC	(30)	778	2,819	2,041		2,041	27.6%	
4060 Other Professional Fees	1,354	14,890	15,225	335		335	97.8%	
Sunderland Road Rec Ground :- Indirect Expenditure	2,153	26,222	29,987	3,765	0	3,765	87.4%	0
Net Income over Expenditure	(2,153)	(24,647)	(28,748)	(4,101)				
<u>502 Nature Reserves</u>								
1306 Countryside Stewardship Grant	0	2,641	2,000	(641)			132.1%	
1307 Angling Licence Rent	0	669	650	(19)			103.0%	
Nature Reserves :- Income	0	3,311	2,650	(661)			124.9%	0
4037 Grounds Maintenance	0	1,744	1,500	(244)		(244)	116.2%	
4060 Other Professional Fees	7,211	7,211	10,400	3,189		3,189	69.3%	
4703 Sandy Green Wheel	0	2,000	2,000	0		0	100.0%	
Nature Reserves :- Indirect Expenditure	7,211	10,955	13,900	2,945	0	2,945	78.8%	0
Net Income over Expenditure	(7,211)	(7,644)	(11,250)	(3,606)				

Detailed Income & Expenditure by Budget Heading 28 02 2021

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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
505 Grass Cutting								
4102 Grass Cutting	0	0	10,000	10,000		10,000	0.0%	
Grass Cutting :- Indirect Expenditure	0	0	10,000	10,000	0	10,000	0.0%	0
Net Expenditure	0	0	(10,000)	(10,000)				
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	25	500	475			5.0%	
Christmas Lights :- Income	0	25	500	475			5.0%	0
4401 Christmas Illuminations	0	13,352	14,000	648		648	95.4%	
4402 Community Christmas Event	0	821	2,650	1,829		1,829	31.0%	
Christmas Lights :- Indirect Expenditure	0	14,173	16,650	2,477	0	2,477	85.1%	0
Net Income over Expenditure	0	(14,148)	(16,150)	(2,002)				
601 Precept and Interest								
1101 Precept	0	594,768	594,768	0			100.0%	
1320 Interest Received - All account	0	1,322	2,000	678			66.1%	
Precept and Interest :- Income	0	596,090	596,768	678			99.9%	0
Net Income	0	596,090	596,768	678				
602 Democratic and Civic Costs								
1245 Grants Received	0	1,200	0	(1,200)			0.0%	
1309 Misc Contributions	0	1,504	0	(1,504)			0.0%	
Democratic and Civic Costs :- Income	0	2,704	0	(2,704)				0
4020 Misc Establishment Costs	0	0	100	100		100	0.0%	
4033 Annual Report & Newsletter	0	1,694	3,000	1,306		1,306	56.5%	
4042 Equipment/Vehicle Maintenance	0	0	400	400		400	0.0%	
4200 Mayor's Allowance	0	128	2,200	2,072		2,072	5.8%	
4202 Members' Expenses (Conf etc)	60	60	500	440		440	12.0%	
4210 Election Costs	0	0	250	250		250	0.0%	
4701 Grants/Donations Paid	0	2,875	4,000	1,125		1,125	71.9%	
4702 Community Events Support	(15)	1,248	7,040	5,792		5,792	17.7%	

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4921 Transfer to EMR	0	1,200	0	(1,200)		(1,200)	0.0%	
4971 Transfer from EMR	0	(180)	0	180		180	0.0%	
Democratic and Civic Costs :- Indirect Expenditure	45	7,024	17,490	10,466	0	10,466	40.2%	0
Net Income over Expenditure	(45)	(4,321)	(17,490)	(13,169)				
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	3,000	0	(3,000)			0.0%	
1364 S106 Money Received	0	31,243	0	(31,243)			0.0%	
Capital and Projects :- Income	0	54,146	19,903	(34,243)			272.0%	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%	
4814 CAP - IT Equipment	0	1,989	0	(1,989)		(1,989)	0.0%	
4824 CAP - Play Equipment (Bedford)	0	3,001	0	(3,001)		(3,001)	0.0%	
4826 CAP - Play Equipment (S'land)	0	10,153	0	(10,153)		(10,153)	0.0%	
4834 CAP - Machinery & Equipment	0	911	0	(911)		(911)	0.0%	
4835 CAP - CCTV	0	12,233	0	(12,233)		(12,233)	0.0%	
4837 CAP - Outdoor Fitness Equipmen	0	17,433	0	(17,433)		(17,433)	0.0%	
4915 Transfer to Rolling Capital Fd	0	51,300	51,300	0		0	100.0%	
4921 Transfer to EMR	0	6,017	0	(6,017)		(6,017)	0.0%	
4923 Internal Loan repaid to F'ild	0	12,000	12,000	0		0	100.0%	
4965 Funded from Rolling Capital	0	(271)	0	271		271	0.0%	
4969 Transfer from Rolling Capital	0	(14,222)	0	14,222		14,222	0.0%	
4971 Transfer from EMR	0	(5,706)	0	5,706		5,706	0.0%	
Capital and Projects :- Indirect Expenditure	0	114,740	83,203	(31,537)	0	(31,537)	137.9%	0
Net Income over Expenditure	0	(60,594)	(63,300)	(2,706)				
Grand Totals:- Income	1,929	691,232	649,138	(42,094)			106.5%	
Expenditure	42,989	566,138	649,138	83,000	0	83,000	87.2%	
Net Income over Expenditure	(41,061)	125,094	0	(125,094)				
Movement to/(from) Gen Reserve	(41,061)	125,094						

Summary Income & Expenditure by Budget Heading 28 02 2021

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401	Staff	Expenditure	22,932	251,317	304,625	53,308	53,308	82.5%
402	Administration-Office	Income	0	1,159	1,550	391		74.8%
		Expenditure	3,656	64,258	79,130	14,872	14,872	81.2%
	Movement to/(from) Gen Reserve	<u>(3,656)</u>	<u>(63,099)</u>					
403	Administration-Works	Expenditure	2,876	29,574	41,805	12,231	12,231	70.7%
405	Footway Lighting	Income	0	1,700	0	(1,700)		0.0%
		Expenditure	636	11,832	15,750	3,918	3,918	75.1%
	Movement to/(from) Gen Reserve	<u>(636)</u>	<u>(10,132)</u>					
406	Cemetery & Churchyard	Income	1,929	29,705	25,000	(4,705)		118.8%
		Expenditure	2,773	14,563	11,000	(3,563)	(3,563)	132.4%
	Movement to/(from) Gen Reserve	<u>(845)</u>	<u>15,141</u>					
408	Town Centre (Including Market)	Income	0	171	428	257		40.0%
		Expenditure	304	16,045	18,418	2,373	2,373	87.1%
	Movement to/(from) Gen Reserve	<u>(304)</u>	<u>(15,874)</u>					
409	Public Toilets - Car Park	Expenditure	0	3,269	4,380	1,111	1,111	74.6%
500	Play Areas and Open Spaces	Income	0	647	1,100	453		58.8%
		Expenditure	404	2,165	1,800	(365)	(365)	120.3%
	Movement to/(from) Gen Reserve	<u>(404)</u>	<u>(1,518)</u>					
501	Sunderland Road Rec Ground	Income	0	1,575	1,239	(336)		127.1%
		Expenditure	2,153	26,222	29,987	3,765	3,765	87.4%
	Movement to/(from) Gen Reserve	<u>(2,153)</u>	<u>(24,647)</u>					
502	Nature Reserves	Income	0	3,311	2,650	(661)		124.9%
		Expenditure	7,211	10,955	13,900	2,945	2,945	78.8%
	Movement to/(from) Gen Reserve	<u>(7,211)</u>	<u>(7,644)</u>					
505	Grass Cutting	Expenditure	0	0	10,000	10,000	10,000	0.0%
506	Litter Bins, Seats & Shelters	Expenditure	0	0	1,000	1,000	1,000	0.0%
509	Christmas Lights	Income	0	25	500	475		5.0%
		Expenditure	0	14,173	16,650	2,477	2,477	85.1%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(14,148)</u>					
601	Precept and Interest	Income	0	596,090	596,768	678		99.9%
602	Democratic and Civic Costs	Income	0	2,704	0	(2,704)		0.0%
		Expenditure	45	7,024	17,490	10,466	10,466	40.2%
	Movement to/(from) Gen Reserve	<u>(45)</u>	<u>(4,321)</u>					
700	Capital and Projects	Income	0	54,146	19,903	(34,243)		272.0%
		Expenditure	0	114,740	83,203	(31,537)	(31,537)	137.9%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(60,594)</u>					

Summary Income & Expenditure by Budget Heading 28 02 2021

Month No: 11

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	1,929	691,232	649,138	(42,094)			106.5%
Expenditure	42,989	566,138	649,138	83,000	0	83,000	87.2%
Net Income over Expenditure	<u>(41,061)</u>	<u>125,094</u>	<u>0</u>	<u>(125,094)</u>			
Movement to/(from) Gen Reserve	<u>(41,061)</u>	<u>125,094</u>					

Sandy Town Council
Report to 28 February 2021

General Notes

Attached is the summary income & expenditure report for month 1st to 28th February 2021

This report shows a current year surplus of income over expenditure of £125,094

The balance sheet shows that total funds available to the council are £647,216

This is made up of the following -

Current Year Fund	£125,094
General Reserve Brought Forward	£234,043
Rolling Capital Fund	£178,400
Fallowfield Reserve	£63,632
Earmarked Community Funds	£7,000
Earmarked Elections	£15,000
Earmarked Mayors Donation to SAIT	£1,020
Cemetery Development Reserve	£23,028
Total	£647,216

The percentage of budget if analysed evenly over the year to date is 91.6% but Members are reminded that income & expenditure rarely follows this pattern over the year.

Balance Sheet Notes:

1) Income in advance refers to a grant of £150 received from the CBC Ward Cllr Fund for the purchase and installation of a community library box on Beeston Green. Expenditure not yet required, Beeston Working Group progressing project.

3) PAYE and Pension contributions outstanding refer to February payroll. Payments made to HMRC and LGPS in first week of March 2021.

Analysis by Cost Centre

401	Staff
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Expenditure is 82.5% of the annual budget.

4001 - Low due to lower than anticipated NALC salary increases (2.75% agreed by NALC and applied)

4002 - Low due to one member of staff on unpaid leave for four months, followed by a member of staff on reduced sick pay.

Overall cost centre underspend of approx. £26,000 at year end anticipated, due to lower than anticipated National Joint Council cost of living increase, an employee on unpaid leave for four months and an employee on reduced pay.

Sandy Town Council
Report to 28 February 2021

Analysis by Cost Centre [Continued]

402 Administration

Expenditure is 78.2% of the annual budget.

1205 - Income from previously agreed sale of old market stands and payment from SSLA towards legal fees for lease.

4010 - Underpayment to HMRC of £100 rectified. To be allocated to salary budget line.

4011 - High expenditure due to final installment of general rates for 10 Cambridge Road. Slight underspend.

4012/14 - Less office activity due to homeworking has potentially led to lower office utility costs over the year.

4015 - Credit from Gazprom for April 2020 has resulted in large underspend over the year.

4016 - High expenditure due to additional cleaning resources needed for COVID19 precautions.

4018 - Full expenditure due to payment of annual Data Protection Officer contract for 2020/21.

4021 - High expenditure at the start of year due to additional technical support needed in setting up homeworking phone system as a result of COVID-19 has put pressure on budget leading to an overspend. New contract entered in November 2020 will see lower costs to the budget line. New administration mobile phone increases costs by £22 per month. Allowed for in 2021/22 budget.

4022 - Top up of franking machine postage in Dec 2020 of £500 and final hire charge resulted in overspend. The current balance is sufficient for the remainder of the financial year and the start of the next.

4024 - Subscription expenditure always appears high at the start of the year as annual subscriptions are paid in advance for the remainder of the 2020/21 financial year.

4026 - High expenditure due to final payment of annual lease charge. Slight year end underspend anticipated.

4027 - Estimated overspend at year-end of £150 due to additional costs and supported incurred during setup of homeworking IT provision.

4056 - High due to legal expenses incurred for renewal of SSLA lease and the ATC HQ lease. Budget offset against £901 contribution from the SSLA for their share of legal costs (402-1205) Potential overspend due to work on Beeston Community Land lease.

4057 - Spend should be £1,600, with overspend due to increase in external audit fees. Invoice paid and accountant to clarify underspend. Accrual from 2019/20 has resulted in the lower expenditure.

4058 - spend should be £830. Both internal audit invoices have been paid and account to clarify underspend. total expenditure to £830. Accrual from 2019/20 has resulted in the lower expenditure.

4059 - Underspend anticipated at year-end due to reduced costs as a result of remote working at points over the last year. This has increased officer hours involved in the accounting process each month.

Sandy Town Council
Report to 28 February 2021

Analysis by Cost Centre [Continued]

403 Works

Expenditure is 70.7% of the annual budget.

4011 - High due to second installment of general rates bill. Slight overspend.

4014 - Includes charges up until 30 March 2020 (Underspend in 2019) Invoice not received until after 30/3/20 Large bill received for Jan/Feb 2021 leading to overspend in actual 2020/21 costs £624 charge questioned and readings submitted. Usually monthly charge is £70-£80. Use of electric heaters in winter may have led to an increase, but not to the extent of the bill received.

4038 - Expenditure to be applied to budget code in March 2021 which will result in full expenditure.

4039 - High due to payment for summer and autumn planting. No further expenditure anticipated.

4040 - Purchase of new strimmers will result in full expenditure of budget at year-end.

4042 - Additional £2,000 expenditure to be applied to budget in March 2021 for repair works to some play park entrance gates and two items of play equipment which required repairing/parts.

4044 - Payment of annual fleet insurance cover. Slight year-end underspend anticipated.

4045 - Awaiting invoices for tree works at Bedford Road.

405 Footway Lighting

Expenditure is 75.1% of the annual budget.

4014 - Increase in electricity costs, overspend will be incurred. Budget increased for 21/22 financial year. Reduction is anticipated as more LED lighting is taken into account by utility company.

4042- Full budget expenditure anticipated. Final quarter invoices received in March and a further 13 old SOX / SON lanterns burnt out and were replaced with new LED lanterns during the quarter.

406 Cemetery & Churchyard

Expenditure is 132.5% of the annual budget.

4011 - Overspend as higher than anticipated charge for general rates for cemetery and chapel.

4036 - High expenditure due to repair work chapel door lock and unanticipated repair works to the town clock organised by the church at a cost of £450. Cost of repairing Chapel roof has resulted in a large budget overspend. The over expenditure was approved by the committee at the time of agreeing the roof work.

4101 - Higher than anticipated burial costs during the year. Offset by income generated from additional burials and chapel fees (406 -1226)

408 Town Centre (Incl. Market)

Expenditure is 87.1% of the annual budget

4011 - High due to second installment of general rates, lower than anticipated increase overall.

Sandy Town Council
Report to 28th February 2021

Analysis by Cost Centre [Continued]

409 Public Toilets - Car Park

Expenditure is 83.9%

4011 - High due to second installment of general rates, higher than anticipated increase overall.

500 Play Areas and Open Spaces

Expenditure is 97.8% of the annual budget.

High cost centre level of expenditure as Fallowfield contribution still to be transferred to revenue from EMR.

1364 - Section 106 received for Beeston No Parking Signs.

4007 - Spend incurred for annual ROSPA inspection of play parks. Cost for inspection has increased.
Budget for 2021/22 increased.

501 Sunderland Road Rec.

Expenditure is 87.4% of the annual budget.

4012 - Exceptional water bills received for Sunderland Road. New Hunter wired rain stat to be fitted.
Alternative water supplier has suggested additional £300 saving could be achieved. Under review
Credit previously received, but large bill followed in February. Readings submitted again and bowls club
asked to provide schedule on water usage of sprinkler system (hours or use etc)

4036 - High expenditure due to £990 in roofing repair work at the Jenkins Pavilion early in 2020. Annual
maintenance expenditure complete and no further planned expenditure anticipated.

502 Nature Reserves

Expenditure is 78.8% of the annual budget.

1306/1307 - Higher than anticipated income received.

4037 - Overspend due to maintenance work carried out on knee rail fencing in The Riddy. Approved by PFR.

4703 - Annual payment to BRCC for Sandy Green Wheel contribution.

4060 - Professional fees for BRCC's Riddy wardening to be paid in March. This will bring cost centre to full
expenditure by year end.

505 Grass Cutting

Expenditure is 0.0% of the annual budget.

Expenditure of £7,800 to be incurred in March 2021 for grass cutting during 2021/22.

506 Litter Bins, Seats & Shelters

Expenditure is 0.0% of the annual budget.

Sandy Town Council
Report to 28th February 2021

Analysis by Cost Centre [Continued]

509 Christmas Lights

Expenditure is 85.1% of the annual budget.

4401 - Expenditure on Christmas light installation, testing and switch on. Final payment made in January following removal and storing of lights. Slight year-end underspend.

601 Precept and Interest

The second half of the precept was received on 3rd September 2020.

602 Democratic & Civic Costs

Expenditure is 40.2% of the annual budget.

1245 - £1,200 from Mayor's charity donated to SAIT. 4921 shows transfer to SAIT EMR.

1309 - Donations from Sandy Guild & CBC Cllr Stock for the purchase of litter picks for Sandy Wombles and community events. Litter pickers and litter hoops have been purchased.

4702 - Due to COVID19, planned events have not happened and as a result a large underspend is anticipated.

4921 - Transfer of Mayor's £1,200 donation to SAIT to EMR (See balance sheet)

4971 - £180 transferred from grants to SAIT EMR representing withdrawals made at that point.
Additional £120 to be transferred.

Sandy Town Council Current Year

Page 1

Current Bank A/c

List of Payments made between 01/02/2021 and 28/02/2021

<u>Date Paid</u>	<u>Payee name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
01/02/2021	Anglian Water Business Ltd.	DDR1	22.75	Water 14.10.20-13.01.21
01/02/2021	Premium Credit	DDR	1,654.43	Insurance Premium 20/21
04/02/2021	Barclays	DDR	33.93	Bank charges
05/02/2021	Ampower UK Ltd	DDR2	723.89	Elect Bill
05/02/2021	Ampower UK Ltd	DDR3	34.18	Elec Bill
09/02/2021	1st Response Fire Protection	32178	728.88	1860-Toilets & Depot repairs
09/02/2021	BATPC	32179	60.00	1827-Training Session
09/02/2021	Central Bedfordshire Council	32180	1,624.38	1858-Jenkins Pav Feb 21
09/02/2021	Certas Energy UK Ltd	32181	258.30	1828-Red Diesel
09/02/2021	DCK Accounting Solutions Ltd	32182	976.94	1831-Dec contract accounting
09/02/2021	Gilks Fencing Ltd	32183	1,768.99	1833-Riddy knee rail fence
09/02/2021	Glasdon UK Ltd	32184	126.32	1834-Spare metal liner
09/02/2021	Haines Watts Ltd	32185	516.00	1835-Interim audit 20/21
09/02/2021	Hertfordshire County Council	32186	142.29	1852-Stationary
09/02/2021	Lamps & Tubes Illuminations	32187	1,649.82	1854-Xmas lighting display
09/02/2021	Mazars LLP	32188	1,920.00	1836-External audit fee 20/21
09/02/2021	Tim Miles	32189	1,200.00	1862-Gravedigging Jan
09/02/2021	FD Odell & Sons Ltd	32190	108.00	1855-Monthly skip rental Jan
09/02/2021	PNC HR LTD	32191	816.00	1838-Annual DPO retianer Feb21
09/02/2021	Rosetta Publishing	32192	290.40	1856-Beds bulletin Feb 21
09/02/2021	Savin Nurseries	32193	447.00	1864-Bedding Flowers
09/02/2021	Shire Pest Control & Wildlife	32194	135.00	1839-Mole trapping-cem.
09/02/2021	S.J.S. Irrigation	32195	153.00	1841-Drain down irrigation
09/02/2021	Steve Dear Tree Services Ltd	32196	840.00	1840-Tree wk-Beeston Green
09/02/2021	Sutcliffe Play Ltd	32197	12,183.01	1847-Bedford Rd new swing
09/02/2021	Mrs S Sutton	32198	28.16	1829-ClIr Sutton Reimburse
09/02/2021	T&J Seymour Electrical Insta	32199	930.00	1843-Faulty column S11
09/02/2021	Travis Perkins Trading Co Ltd	32200	158.50	1857-Gravel shigle
09/02/2021	TTM Consultancy Services Ltd	32201	157.20	1861-Remove damaged barrier
09/02/2021	Verto (UK) Ltd	32202	238.80	1863-Web Hosting March 21/22
11/02/2021	Ampower UK Ltd	DDR4	22.30	INV-2102003142/1912/Ampower UK
11/02/2021	Ampower UK Ltd	DDR5	749.16	INV-2102004785/1913/Ampower UK
11/02/2021	Ampower UK Ltd	DDR6	412.76	INV-2102006196/1911/Ampower UK
11/02/2021	HMRC	BP	4,024.47	PAYE/NI Jan 21
11/02/2021	Beds Pension Fund	BP	5,082.28	Pensions Jan 21
12/02/2021	Anglian Water Business Ltd.	DDR7	219.20	1848-Water 14.10.20-21.01.21
15/02/2021	UK Fuels Limited DDR	DDR8	98.18	1851-Motor fuel - petrol
15/02/2021	Feb Salaries	DDR	14,018.58	Feb Salaries
18/02/2021	Ampower UK Ltd	DDR9	15.46	INV-2102003135/1909/Ampower UK
18/02/2021	Ampower UK Ltd	DDR10	165.18	2102006509/1910/Ampower UK Ltd
18/02/2021	Chess Ltd DDR	DDR11	315.49	1822-IT Monthly managed service
22/02/2021	UK Fuels Limited DDR	DDR12	64.13	1916 - Motor Fuel - petrol
22/02/2021	Anglian Water Business Ltd.	DDR13	99.33	8470334/1919/Anglian Water Bus

22/02/2021	Anglian Water Business Ltd.	DDR14	403.96	8479639/1921/Anglian Water Bus
23/02/2021	Anglian Water Business Ltd.	DDR15	67.94	8473499/1917/Anglian Water Bus
23/02/2021	Anglian Water Business Ltd.	DDR16	13.36	8474214/1918/Anglian Water Bus
25/02/2021	Chess Ltd DDR	DDR17	276.37	4223146/1915/Phone Service
25/02/2021	Anglian Water Business Ltd.	DDR18	16.03	8492375/1920/Anglian Water Bus
26/02/2021	Chess Ltd DDR	DDR19	245.29	1865-Replacement Server battery

Total Payments 56,235.64

Policy, Finance and Resources Committee

Date:	29th March 2021
Title:	Ivel Sprinter Grant
Contact Officer:	Chris Robson, Town Clerk

Purpose of the Report

1. To provide confirmation to the Committee on the payment of a £1,000 grant to the Ivel Sprinter community bus service.

Recommendation

2. That the Committee note the payment and the remaining 2020/21 community grant budget balance of £125.00 of the financial year.

Background

3. At the very end of the 2019/20 financial year the Council received and considered a grant application from the Ivel Sprinter community bus services for a grant towards building up funding towards a new bus for the service. It was resolved to include a £1,000.00 grant in the 2020/21 financial year by increasing the Council's Community Grants budget.
4. Due to the pandemic, the community bus's operation has been limited over the last year. No services were run in February or March 2021 due to COVID restrictions. However, the service expects to re-start on 1st April (with the exception of Cambridge which will start of 5th May)

Proposals/Information

5. That a grant of £1,000.00 is made to the Ivel Sprinter Community bus service to be used towards the purchase of a new bus as per the original application. That Sandy Town Council's contribution is included in all publicity materials issued by the community bus service.

Financial Implications

6. As mentioned in section 3 of this report, the Council increased its 2020/21 Community Grants budget by £1,000 to fund a grant donation to the Ivel Sprinter. The payment from budget line 602 4702 will result in a remaining budget of £125.00 for the financial year. No further grant applications have been received for the 2020/21 financial year.

Other Implications

N/A

Policy Implications

7. The payment is to be made in line with the Council's Grants Policy, which was reviewed and approved in December 2020.

Legal Powers

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

Risk Management

9. There are no direct risks to the Council from how the grant will be used. The Council has put procedures and policies in place to govern how grants will be awarded and financial payments made. The Council's Risk Assessment covers the making of such payments.

Policy, Finance and Resources Committee

Date:	29th March 2021
Title:	Cemetery Gates
Contact:	Chris Robson, Town Clerk

Purpose of the Report

1. To receive and consider a report and costs on the installation of gates at the Council cemetery extension and depot site.

Recommendation

2. That the Council approve the proposal from Company B for the installation of cemetery gates. Company B offered the most detailed proposal for substantial gates and accompanying fencing. Company B's proposed accompanying fencing follows the line of the site's road curbing and takes account of a slope so the fencing can nearly join the existing depot security fencing. This would produce a more joined up approach overall. Company B has a short lead time.

Background

3. Gates to the Council cemetery extension and depot site were not included in the Council's original tender price agreed for the development of the site. With the depot and works yard now developed and the car park installed, gates need to be installed so the temporary heras fencing can be removed.
4. The car park and turning circle have been used by undertakers when the chapel is in use. In addition, the car park was opened up to help reduce pressure on parking along Stratford Road which has become more of an issue over the last year as cars are parked there by walkers, which leaves the area congested when a funeral is taking place.
5. Four fencing companies have considered the site and provided recommendations and quotes for a gated entrance. The contractors were asked to include fencing panels either side of the gate to secure the entrance. The Working Group have considered the quotes submitted.
6. A later request for brick pillars around the gate posts was also made. The Working Groups preferred contractor and a second contractor were asked about the cost of brick pillars. This information is included later in the report.

Proposals/Information

7. The table circulated with the agenda summarises proposals and quotes received. All four companies are well established local fencing companies.
8. Company B, the Working Groups preferred company, provided costs for both an arched gate and a flat top gate upon request. The Working Group have expressed a preference for a flat top gate to echo those gates at the Potton Road entrance to the existing cemetery. The cost for a flat-top or an arched gate are the same.
9. Company B also provided additional costs of £3,940 plus VAT for brick pillars as an option. The company themselves do not build the piers but would bring in a contractor to work with them on the installation.

10. Company D was also asked about installing brick piers. The company stated they would not do this inhouse but could provide details of a bricklayer that could build piers to the contractor's specifications. They were not able to provide a cost for those pillars upon request.
11. If the Council did wish to include brick piers around the gate posts it could approach bricklayers for further costs once the gating contractor and the gate specifications are approved. This may lead to lower costs but could be more difficult logistically due to having two separate contractors working on the project and the need to ensure all work was compatible and measured up.
12. The addition of brick piers around the gate's posts would involve a builder carrying out the groundworks for the concrete foundations and to build 2no 700 x 700 x 1800mm high Brick Piers, a steel gate post will then be set into the concrete foundation and bricked around, a four-way weathered coping stone is to be set on top of the piers. The dimensions are based on Company B's gate specifications.

Financial Implications

13. The cost of the works was allowed for in the Council's Rolling Capital fund when reviewed in December 2020. The costs of the gates will need to come from the rolling capital fund, which currently stands at £178,400.
14. If the Council were to approve the proposal from Contractor B there would be a cost of £6,850 plus VAT.
15. If the Council were also to approve the brick pillars quoted by Contractor B there would be an additional cost of £3,940 plus VAT. This would make a total of £10,790 plus VAT for entrance gates, bow top fencing, brick piers and an additional panel of security fencing to join with the existing.

Other Implications

16. The proposed gates will provide security for the cemetery land site and additional security for the depot building. Pedestrians will of course always be able to access the site from the current cemetery site and the access at Stratford Road and Potton Road.
17. As the gates will be the entrance to the cemetery car park and cemetery extension site it is felt that they should be attractive in style and design.

Policy Implications

18. There are no implications for agreed policies. However, as with all contractual engagements for work, Standing Orders and Financial Regulations are adhered to.

Legal Powers

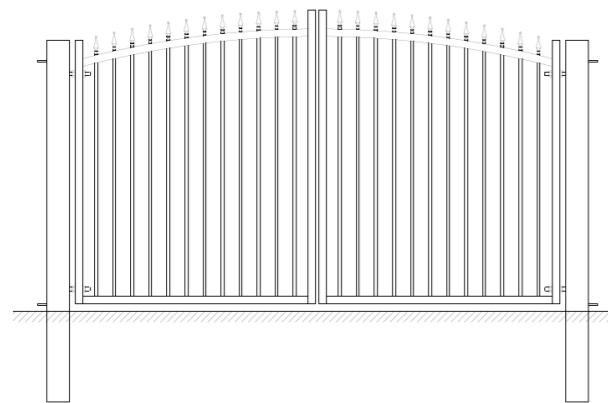
19. The action undertaken is covered by the Localism Act 2011, s.1 the General Power of Competence, for which Sandy Town Council is eligible and is a power of first resort allowing the Council to do anything an individual can do.

Author: C Robson
clerk@sandytowncouncil.gov.uk

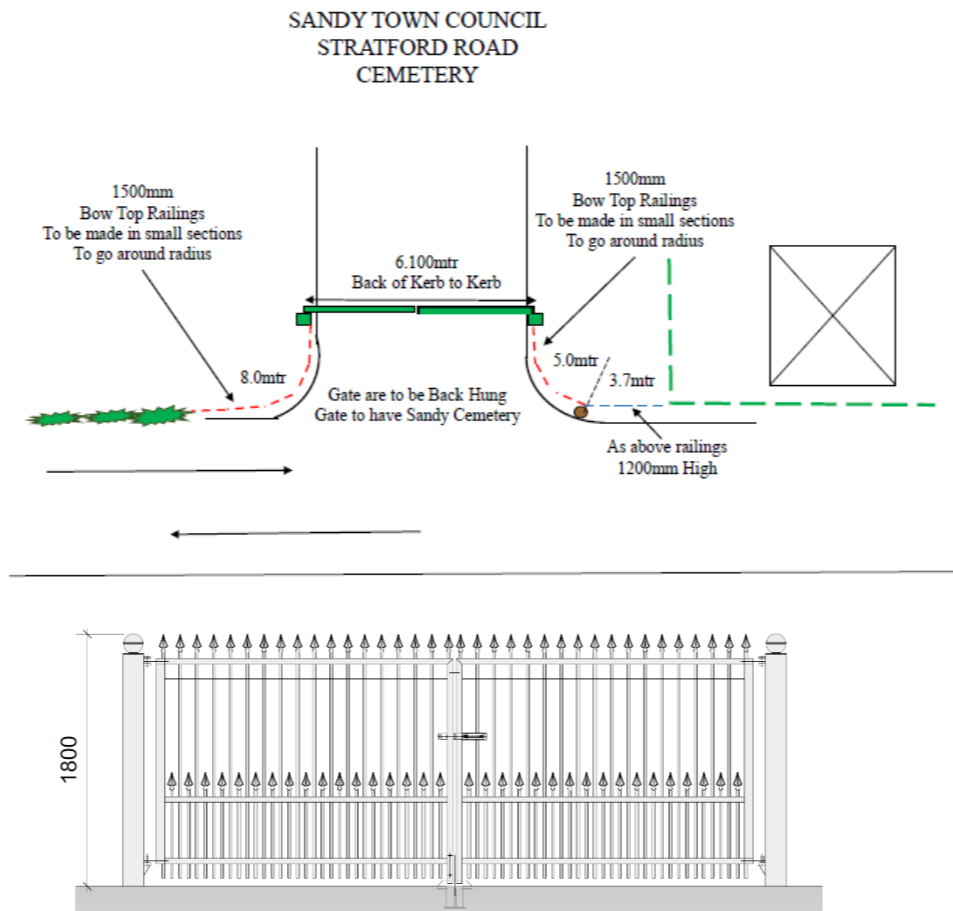
SANDY CEMETERY GATES – QUOTES SUMMARY

Company	Gate Width	Gate Height	Gate Shape	Gate Style	Lock	Side Railings	Price	Lead Time	Notes
A	6.4m	1.8m (centre) 1.5m (sides)	arched top	Verticle bars with finial heads. Galvanised and coated black.	lockable sliding latch & drop bolts with ground sockets	6m either side of gates in the same style as the gate.	£3,578.00	10 -12	Did not take up invitation to attend site with Clerk and grounds team leader. Unclear on proposed positioning.
B	6.1m	1.8m	Flat top with decorative tops to bars	50x50mm framework, 20mm full length vertical bars, with 16mm bottom dog bars, Fleur-de-Lis finials to the top and bottom bars, Sandy Cemetery Letters set within the gate leafs. Finished black	lockable sliding latch & drop bolts with ground sockets	8m (on left) & 5m (on right) of 1.5m high bow top, vertical bar railings, plus 3.7m of 1.2m high railing on right end for a level top over raised ground.	£6,850.00	2 -3	
C	6.1m	1.8m (centre) 1.5m (sides)	arched top	Decorative Vertical bar gates. Galvanised and powder coated black.	lockable sliding latch & drop bolts with ground sockets	3m either side of gates in the same style as the gate.	£7,972.00	6 - 8	No Image Provided
D	5.4m = 2x 0.4m infill panels	1.8m	Flat top with decorative scrolls above creating arch in the middle	Ornate railing gate with full length vertical bars and dog bars in lower third, circles and Fleur-de-Lis finials above dog bars and decorative scrolls on top of gates. Plus infill panels to match either side. Inline with gate, to span kerb. Galvanised and powder coated black.	lockable sliding latch & drop bolts with ground sockets	3m either side towards the road in the same style. Plus 1.8m high V-Mesh fencing along the road frontage to approx. 4m either side of new metal railing fencing.	£6,228.30	5 - 6	

COMPANY A



COMPANY B



COMPANY D



Policy, Finance and Resources Committee

Date:	29th March 2021
Title:	Land Registry Charges
Contact Officer:	Chris Robson, Town Clerk

Purpose of the Report

1. To receive and consider a report in incurring costs in relation to the registering of Council owned land with Land Registry.

Recommendation

2. That the Council instructs the solicitor dealing with its Berwick Way land transfer to extend its work to include registering three unregistered Council owned sites with Land Registry.

Background

3. A recent review of Council owned land has highlighted three sites which have not been registered with Land Registry. These are;
 - Town Centre Car Park
 - Bedford Road Recreation Grounds
 - Beeston Village Green/Willow island
4. Each site has been under the ownership of Sandy Town Council for a considerable time. Evidence of ownership exists for all sites, as do some historic maps. However, the process of registering the land does not appear to have been completed.

Proposals/Information

5. The solicitor engaged to carry out work on the Council's land transfer with Taylor Wimpey and the proposed lease for community land at Beeston has confirmed they can complete the process of registering the land at Land registry at a cost of £650 per site.
6. As well as undertaking work on two current legal matters for the Council, the solicitor has also completed work for the Council in the past – including the recently renewed SSLA Lease.
7. It is proposed to expand the current agreed legal work with this solicitor to include the registration of the sites detailed in section 3 of this report.

Financial Implications

8. The total cost of having a solicitor complete registration of the land would be £1,950 to be funded from its Legal Fee budget line. This would incur significant expenditure in the Council's legal budget at an early point in the year and further legal expenses are expected from other legal matters. The Council has increased its legal budget but would likely need to review this during 2021/22 to see if a revision is needed.

Other Implications

N/A

Policy Implications

9. There are no direct policy implications, but the registering of land will help the Council in protecting and maintaining community assets.

Legal Powers

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

Risk Management

11. Registration creates a clear record of ownership which clearly sets out any matters that affect the property, such as rights of way and restrictive covenants. Registration provides greater protection against claims for 'Adverse Possession' or fraud. It also provides certainty and evidence of ownership should the Council ever wish to sell or dispose of property.

Author: C Robson
clerk@sandytowncouncil.gov.uk

Policy, Finance and Resources Committee

Date:	29th March 2021
Title:	Recycle Bins
Contact Officer:	Chris Robson, Town Clerk

Purpose of the Report

1. To receive and consider a report from the Town Clerk on the installation of public waste bins.

Recommendation

2. The Council does not pursue recycling of waste from public bins at this time and the Environmental Working Group look at other feasible ways to undertake environmental and recycling initiatives.
3. That the Council consider replacing concrete bins within recreation grounds with new single bins, including advertising boards, as opposed to the higher costing dual bins.

Background

4. At a meeting of the Council on 28th September 2021 the Council agreed to replace 12 concrete bins in Council recreation areas with new dual 80L recycling bins at a cost of £4,788 plus an addition cost for advertising panels on the bins. The Council is to look at replacing other bins around the town during the 2021/22 financial years. The funding for the bins is to come from the Council's Rolling Capital Fund and the Environmental Working Group was to consider the practicalities of a recycle scheme further.
5. The Clerk has received feedback from other local authorities on public waste recycling and has received costs from waste handlers. The Environmental Working Group considered the matter and its feasibility further.

Proposals/Information

6. The authorities contacted have not been successful in recycling waste from public waste bins and while many have dual bins in place the recycled waste is not treated differently to the general waste. This is due to the difficulty and costs involved in the process. Feedback received suggests that Councils that have tried to recycle waste have struggled due to the amount of general waste which users put in the recycle bins, this makes it difficult to recycle waste. Authorities spoken to tried a number of advertising and educational information to reduce the amount of waste in the recycle bins, but ultimately have struggled to manage the process.
7. Waste carriers can provide the Town Council with 1100 litre bins in which recycled waste can be collected on an agreed schedule. The cost of this is not prohibitive and would cost approximately £600 a year in collection and disposal costs. The bins would need to be stored at the Council depot. However, if non-recyclable waste is included in the recycled collection the carrier will either refuse to take the waste or a fine/additional charges will be issued. This would therefore increase the costs involved.
8. At present emptying of waste is a relatively quick job, especially in the case of the open concrete bins which are to be replaced. Use of the dual bins and a recycling scheme will increase the time needed to carry out the job as both waste compartments in the dual bin will need to be accessed and emptied, with the recycled waste then sorted through to make sure it is not contaminated. Overall this will lead to

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a need to greatly increase resources. Based on the feedback from other authorities and the additional resources needed, the Environmental Working Group felt that efforts should instead be put into other recycling efforts.

9. If recycling of public waste is not to be undertaken the Council may want to consider installing single unit general waste bins rather than dual bins which would require less of a financial investment. One of these reasons dual bins were suggested was the inclusion of A3 advertising panels. These panels can also be included on a single bin.

Financial Implications

10. Funds are available in the Council's rolling capital fund to cover the costs of replacing the bins. If the Council were to install single compartment bins as opposed to dual bins suitable for separating recyclable waste, the cost would be £3,710 as opposed to £4,788. In both cases there would be an additional charge of XXX for including A3 advertising panels.

Other Implications

N/A

Policy Implications

11. Recycling and reviewing feasibility of recycling of waste from public bins forms part of the actions within the Council's Environmental Plan.

Legal Powers

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

Risk Management

13. Bins will need to be installed in line with a specific risk assessment for the tasks. This will be carried out by the Grounds Team Leader. As with other Council assets, the bins will need to be inspected regularly for defects or damage which may cause a safety hazard to users. All bins will be added to the Council's Asset register and included in insurance cover.



Dual bin priced



Single bin priced



Example of bin with advertising panels

Policy, Finance and Resources Committee

Date:	29th March 2021
Title:	Memorial Bench Policy
Contact Officer:	Chris Robson, Town Clerk

Purpose of the Report

1. To receive and consider a Memorial bench policy for adoption by the Council.

Recommendation

2. That the Council approve the draft Memorial Bench Policy.

Background

3. The Community, Services and Environment committee considered a request to install a memorial bench on The Pinnacle Hill. The Committee approved the request in principle and agreed that a formal policy/procedure should be adopted to help manage future requests.

Proposals/Information

4. A draft Memorial Bench Policy is attached to this report for Member's consideration.

Financial Implications

5. The capital costs of a bench and plaque will be paid for by the resident making the request. However, there will be revenue costs in the ongoing maintenance and repair of the 'donated' bench.

Policy Implications

6. There is no direct implication on an existing policy. The adoption of a Memorial Bench policy will help clarify for the public and Council officers how future requests will be dealt with and managed. Allowing for more benches throughout our town will help meet some of the aims of the Council's Recreation Area Investment Plan.

Legal Powers

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

Risk Management

8. Any bench will need to be installed in line with an agreed Risk Assessment. All benches will need to be added to the Council's Asset Register and insurance. Benches will need to be inspected and maintained to a safe standard and if a bench reaches a stage where it is considered a safety hazard it must be taken out of use. The adoption of a policy will help the Council manage risks involved.

Author: C Robson
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Policy, Finance and Resources Committee

Date:	29th March 2021
Title:	Memorial Bench Policy
Contact Officer:	Chris Robson, Town Clerk

DRAFT MEMORIAL BENCH POLICY

1. INTRODUCTION

- 1.1 Sandy Town Council understands and respects the wishes of its residents to remember loved ones through memorial seats and benches.
- 1.2 With a number of existing memorials throughout the town, it has become necessary for Sandy Town Council to put in place this policy as a guideline for new applicants to understand locations available for memorial benches, and the styles/types of memorials permitted.
- 1.3 This policy is intended to provide a guideline for applications for memorials in Sandy Town Council owned locations. It is not exhaustive and is subject to change.
- 1.4 The content of this policy will be revised as necessary to meet changing circumstances. The policy will be reviewed on a regular basis by the Town Clerk and proposed amendments will be submitted to the Policy, Finance and Resources Committee for approval.
- 1.5 The Town Council reserves the right to refuse any application which it deems unsuitable. The decision of the Town Council will be final.

2. LOCATIONS

- 2.1 This policy covers areas of land owned or managed by Sandy Town Council which may be appropriate for a memorial bench. This include;
 - The Sandy Cemetery, Potton Road
 - Beeston Village Green, Beeston
 - The Limes amenity area, Beeston
 - Sunderland Road recreation ground
 - Bedford Road recreation ground
 - The Riddy nature reserve
 - The Pinnacle (Subject to agreement from the lessor)
- 2.2 Memorial benches will be allowed at sites while there continues to be space for them, and the Town Council will try to accommodate the preferences of families as to the location. The siting of any bench must be assessed and considered safe.
- 2.3 Requests for memorial benches on other areas within the town will require the permissions of the relevant landowner and will involve the Town Council in either permissions or any maintenance.

3. POLICY – Terms & Conditions

- 3.1 All applications for memorial benches should be completed on the official request form and be signed by the applicant.

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- 3.2 The purchase of each bench seat and/or plaque and their installation will be carried out by the Council in line with its risk assessments. Following approval, all memorials must be paid for in full by the applicant.
- 3.3 All memorial benches and installation arrangements and costs should be paid for by the applicant. A maintenance fee of £100 per 10-year period is due to the Town Council prior to installation.
- 3.4 Once installed, the bench seat and plaque will become the property of the Council. It will be insured and maintained for an initial period of ten years.
- 3.5 New bench seats will be of a type, design and colour approved by the Council's Community, Services and Environment Committee. There is no standard bench to be installed as the Council are happy to consider various designs of benches which may be important to the resident and add to the ambiance of our town. The application form will invite the applicant to provide details of the desired bench.
- 3.6 Memorial plaques fitted to benches to be a maximum size of 175mm wide x 75mm high or shall fit in the centre of the upper most lath of the back of the bench, or whichever is the greater. The precise wording of any plaques or inscription must be approved by the Town Clerk. Further guidance can be given as to what may be acceptable.
- 3.7 The Town Council may limit the number of memorial benches in particular areas and applicants will be advised at the time of application if this is the case.
- 3.8 It is expected that any memorial seat will have a serviceable life of 10 years. After a period of 10 years the Town Council will contact the donors of the seat to ascertain the future of the bench.
 - a) Removal and the return of any plaque to the donor or their family
 - b) Renewal of the seat. Subject to the applicant purchasing a new bench and plaque (if required).
 - c) Retain the positioning of the seat whilst it remains in a serviceable condition and the maintenance fees are paid.

If the donor cannot be contacted for any reason, the Council may in its discretion remove the bench if it has deteriorated and become unserviceable.
- 3.9 The Town Council will notify the applicant in the event that the memorial bench is damaged and advise on what action the Council will be taking.
- 3.10 No additional mementoes eg. vases, statues, flowers, wreaths, balloons or other ornamentation etc, shall be permitted on or around the memorial bench.

4. MAINTENANCE AND REPAIR

- 5.1 All seats and benches and plaques will be maintained by Sandy Town Council for a period of up to 10 years (from the date of installation), after which the Council will contact the donor to agree options on the bench. See 3.8.
- 5.2 If a seat or bench reaches a state of disrepair due to wear and tear before a period of 10 years, the Council will attempt to contact the owner and ask if they would like to cover the cost of replacement, or whether the memorial should be removed.

6. Application process

1. Applicants must complete the Sandy Town Council memorials application form, to be returned to: admin@sandytowncouncil.gov.uk or in person/by post to Sandy Town Council, 10 Cambridge Road, Sandy, SG19 1JE.
2. Sandy Town Council will contact the applicant if further information is required.

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Please note: it will be the responsibility of the memorial owner to ensure that the Council is kept informed of any changes to contact details. If the Council is unable to make contact with a memorial owner should a seat/bench reach a state of disrepair before a period of 10 years is reached, the Council reserves the right to remove the memorial.

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clerk@sandytowncouncil.gov.uk

Policy, Finance and Resources Committee

Date:	29th March 2021
Title:	Drone (UVA) Policy
Contact Officer:	Chris Robson, Town Clerk

Purpose of the Report

1. To receive a report on changes to regulations on flying of drones and the amendments which will be required to the Council's Drone Policy, which is attached to this report.

Recommendation

2. That the Council approve the amended Drone Policy report.

Background

3. Drones or unmanned aerial vehicles are known as UAV. The Council previously adopted a policy governing the use of drones on Council owned land. The policy was based on similar policies put in place by other authorities and prohibited flying of drones on Council land due to concerns over safety to members of the public using the sites. Under the policy, any use of drones on Council sites, including for commercial use must first be granted permission by the Council.
4. In December 2020 amendments to the restrictions were introduced, which have been suggested 'lessen restrictions' in place over flying of drones in public spaces. The key differences between the Council's adopted policy and the new regulations are;
 - The permitted max weight of drones in flight
 - Which drones can be flown with 150m of residential, industrial, recreational or commercial areas depending on what they are doing
 - Which drones need to be registered with CAA
 - Competence testing and introduction of minimum age for pilots
 - The distance which must be maintained in flight from uninvolved people, crowds, and property
 - Permission from CAA for commercial use
5. The CAA regulations are complicated, ie the weight of a drone dictates how it can be flown and that affects whether it can be flown within 150m of residential, industrial, recreational or commercial areas.
6. The amended regulations are temporary and will be superseded by classes (based on weight and manufacturing specifications) from January 2023.
Proposals/Information
7. Any restriction on the operation of drones whilst airborne must be carried out using an airspace restriction. Local Authorities, like any landowner, may usually only impose restrictions on the taking off or landing of drones from their land, usually through byelaws. The airspace above a site remains a State asset to which the Local Authority cannot apply restrictions.

Proposals/Information

8. A draft amended Drone/UVA policy is attached for Members' consideration.

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Financial Implications

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9. There are no direct financial implications or resources associated with this policy.

Other Implications

N/A

Policy Implications

10. There are no direct policy implications, but the registering of land will help the Council in protecting and maintaining community assets. There will also need to be an amendment to the Beeston Village Green Management Plan to reflect the use of drones on the Village Green,

Legal Powers

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

Risk Management

12. There is a clear potential risk from the use of drones in the Council's recreation areas and this will need to be included within the proposed policy.

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SANDY TOWN COUNCIL**REMOVABLE MEDIA POLICY****1 Purpose**

- 1.1 This policy supports the controlled storage and transfer of information by Councillors of Sandy Town Council and all employees, temporary staff and agents (contractors, consultants and others working on behalf of the Council) who have access to and use of computing equipment that is owned or leased by Sandy Town Council.
- 1.2 Information is used throughout the Council and is sometimes shared with external organisations and applicants. The use of removable media may result in the loss of the ability to access information, or interference with the integrity of information, which could have a significant effect on the efficient operation of the Council and may result in financial loss and an inability to provide services to the public.
- 1.3 It is therefore essential for the continued operation of the Council that the availability, integrity and confidentiality of all storage devices are maintained at a level which is appropriate to the Council's needs.
- 1.4 The aims of the policy are to ensure that the use of removable storage devices is accomplished with due regard to:
 - 1.4.1 Enabling the correct data to be made available where it is required
 - 1.4.2 Maintaining the integrity of the data
 - 1.4.3 Preventing unintended consequences to the stability of the computer network
 - 1.4.4 Building confidence and trust in data that is being shared between systems
 - 1.4.5 Maintaining high standards of care towards data and information about individual citizens, staff or information that is exempt from disclosure
 - 1.4.6 Compliance with legislation, policies or good practice requirements

2 Scope

- 2.1 This policy sets out the principles that will be adopted by the Council in order for material to be safely stored on removable media so that the risk of loss or corruption to work data is low.
- 2.2 Removable media includes, but is not limited to:

USB memory sticks, memory cards, portable memory devices, CD / DVDs, diskettes and any other device that transfers data between systems, or stores electronic data separately from email or other applications.

2.3 Any person who intends to store Council data on removable media must abide by this Policy. This requirement devolves to Councillors, employees and agents of the Council, who may be held personally liable for any breach of the requirements of this policy.

2.4 Failure to comply with this policy could result in disciplinary action.

3 Advice and Assistance

3.1 The Town Clerk will ensure that everyone that is authorised to access the Authority's information systems is aware of their obligations arising from this policy.

3.2 The Council's ICT provider should be consulted over any hardware or system issues.

3.3 Should this policy appear to conflict with any other approved Council policy, then contact the Town Clerk for guidance.

4 Responsibilities

4.1 The Town Clerk is responsible for enforcing this policy and for having arrangements in place to identify the location of all data used in connection with Council business.

4.2 Users of removable media must take responsibility for the care and use of the removable media and Council information they have.

5 Incident Management

5.1 It is the duty of all employees and agents of the Council to not allow storage media to be compromised in any way whilst in their care or under their control. There must be immediate reporting of any misuse or irresponsible actions that affect work data or information, any loss of material, or actual, or suspected breaches in information security to the Town Clerk.

5.2 It is the duty of all Councillors and staff to report any actual or suspected breaches in information security to the Town Clerk.

6 Data Administration

6.1 Removable media should not be the only place where data created or obtained for work purposes is held, as data that is only held in one place and in one format is at much higher risk of being unavailable through loss, destruction or malfunction of equipment, than data which is routinely backed up.

6.2 Where removable media is used to transfer material between systems then copies of the data should also remain on the source system or computer, until the data is successfully transferred to another computer or system.

6.3 Where there is a business requirement to distribute information to third parties, then removable media must only be used when the file cannot be sent or is too large to be sent by email or other secure electronic means.

- 6.4 Transferring material to removable media is a snapshot of the data at the time it was saved to the media. Adequate labelling must be undertaken so as to easily identify the version of the data, as well as its content.
- 6.5 Files must be deleted from removable media, or the removable media destroyed, when the operational use of the material has been completed. The Council's retention and disposition schedule must be implemented by Councillors, employees, contractors and agents for all removable media.

7 Security

- 7.1 All storage media must be kept in an appropriately secure and safe environment that avoids physical risk, loss or electrical corruption of the business asset. Due to their small size, there is a high risk of the removable media being mislaid lost or damaged, therefore special care is required to physically protect the device and the data. Anyone using removable media to transfer data must consider the most appropriate way to transport the device and be able to demonstrate that they took reasonable care to avoid damage or loss.
- 7.2 Virus Infections must be prevented from damaging the Council's network and computers. Virus and malware checking software approved by the Council's ICT provider must be operational on Council machines.
- 7.3 Any memory stick used in connection with Council equipment or to store Council material should usually be Council owned. However, work related data from external sources can be transferred to the Council network using memory sticks that are from trusted sources and have been checked using current anti-virus software.
- 7.4 The Town Council has up to date anti-virus software on all its computers. The software is managed by the Council's external ICT provider.
- 7.5 All memory sticks and CD's used by the Council will be password protected.

8 Use of removable media

- 8.1 Care must be taken over what data or information is transferred onto removable media. Only the data that is authorised and necessary to be transferred should be saved on to the device.
- 8.2 Material that is classified as RESTRICTED or higher must not be stored on removable media at any time.
- 8.3 Council material belongs to the Council and any equipment on which it is held should be under the control of the Council and not available to be used for other purposes that may compromise the data.
- 8.4 The person arranging the transfer of data must be authorised to make use of, or process that particular data.

9 Requests to suspend this policy

9.1 This Policy is designed to protect Council business data and to accommodate the needs of users. However, should aspects of this policy interfere with a valid business requirement; an application can be made to the Town Clerk for an amendment to this policy. An outline risk assessment should be submitted with the application.

10 Breach procedures

10.1 Users who do not adhere to this policy will be dealt with through the Council's, disciplinary process.

10.2 Where external service providers, agents or contractors breach the policy, this should be addressed through contract arrangements.

11 Review and Revision

11.1 This policy will be reviewed annually by the Town Clerk and revised according to developments in legislation, guidance, accepted good practice and operational use.

12 Key Messages for Staff and Councillors

12.1 Data and information are valuable and must be protected.

12.2 Only transfer data onto removable media, if you have the authority to do so.

12.3 All transfer arrangements carry a risk to the data.

12.4 Only use approved products for Council data.

12.5 Data should be available for automatic back up and not solely saved to removable media.

12.6 Delete files from removable media, or destroy the media, after the material has been used for its purpose.

12.7 Ask the Town Clerk if you are unsure.

Adopted: April 2019 Review: April 2021

SANDY TOWN COUNCIL

SOCIAL MEDIA POLICY

1. STATEMENT OF PURPOSE

- 1.1 The widespread availability and use of social networking applications bring opportunities to understand, engage and communicate with our audiences in new ways. It is important that the Council is able to use these technologies and services effectively and flexibly. However, it is also important to ensure that the Council balance this with its duties to its service users and partners, its legal responsibilities and its reputation.

For example, the Council's use of social networking applications has implications for its duty to safeguard children, young people and vulnerable adults. There are also implications for employees, Councillors and the Council as a corporate body.

- 1.2 This policy is intended to help Councillors and Council staff make appropriate decisions about the use of social media and provide a framework of good practice.

- 1.3 The purpose of this policy is to ensure:

- that the Council is not exposed to legal and governance risks;
- that the reputation of the Council is not adversely affected;
- that our users are able to clearly distinguish where information provided via social networking applications is legitimately representative of the Council.
- Management of the Council's Facebook site

2. Scope of Policy

- 2.1 This policy covers all individuals working at all levels with the Council, including all elected and co-opted Councillors, the Clerk to the Council and all other employees and volunteers. These groups are referred to collectively as 'Council representatives' for brevity.

- 2.2 The requirements of this policy apply to all uses of social networking applications which are used for any Council-related purpose and regardless of whether the applications are hosted corporately or not. They must also be considered where Council representatives are contributing in an official capacity to social networking applications provided by external organisations.

- 2.3 The Council has a corporate presence on the web and by use of email, which it uses to communicate with people who live in, work in and visit the parish. Over time, the Town Council may add channels of communication that it uses as it seeks to improve and expand the services it delivers. When these

changes occur, this Social Media Policy will be updated to reflect the new arrangements.

- 2.4 All members and staff are expected to comply with this policy at all times to protect the reputation, privacy, confidentiality, and interests of the Council, its services, employees, partners and community.

3. Enforcement

- 3.1 Serious breaches of this policy by employees may be dealt with under the Employee Disciplinary Procedure. The Council may take disciplinary action in respect of unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented or racially offensive comments by an employee.
- 3.2 Behaviour required by the members' Code of Conduct shall apply to online activity in the same way it does to other written or verbal communication. Members will bear in mind that inappropriate conduct can still attract adverse publicity, even when the code does not apply. Online content should be objective, balanced, informative and accurate.

Members must be aware that their profile as a Councillor means the more likely it is that they will be seen as acting in an official capacity when networking or blogging.

- 3.3 Breach of the policy by volunteers will result in the Council no longer using their services and, if necessary, appropriate action will be taken.
- 3.4 Communications on the internet are permanent and public. When communicating in a 'private' group it should be ensured that the Council would be content with the statement, should it be made public.

4. SOCIAL MEDIA POLICY

- 4.1 Social networking applications include, but are not limited to:
- Blogs
 - Online discussion forums
 - Collaborative spaces
 - Media sharing services, for example YouTube
 - 'Micro-blogging' applications, for example Twitter.
- 4.2 All Council representatives should bear in mind that information they share through social networking applications, even if they are on private spaces, are still subject to copyright, data protection and Freedom of Information legislation, the Safeguarding Vulnerable Groups Act 2006 and other legislation. They must also operate in line with the Council's Equal Opportunities Policy.

4.3 This policy is based on the Civil Service Code: Principles for Participation Online and advice produced by the Chartered Institute of Public Relations and other sources of good practice.

5. Rules for using Social Media

5.1 Staff and Councillors must not allow their interaction on any website or blogs to damage their working relationships with others. They must not make any derogatory, discriminatory, defamatory or offensive comments about other staff, Councillors, the Council or about the people, businesses and agencies the Council works with and serves.

5.2 Posts must not contain anyone's personal information, other than necessary basic contact details.

5.3 If staff or Councillors blog, tweet or post personally they must not act, claim to act, or give the impression that they are acting as a representative of the Council. If in doubt, they should make it clear they are posting personally, especially when posting on subjects which are the concern of the Council.

5.4 All staff and councillors must ensure they use the council facilities appropriately. If using a council-provided website or social networking area, any posts made will be viewed as made in an official capacity. Council facilities cannot be used for personal or political blogs.

5.5 When participating in online communication on behalf of the Council, staff and Councillors must;

- Never make false or misleading statements
- Never name an individual third party unless you have written permission to do so.
- Never use language that may be deemed as offensive, relating in particular to sexuality, race, disability, gender, age or religion.

5.6 Discussions and documents which are part of Council meetings and are open to the public, may be freely referred to in online communications. However, e-mail communications, discussions of meetings or parts of a meeting which are not open to the public, and any other correspondence or communication should be regarded as confidential unless specifically agreed otherwise.

6. Managing the Council Facebook Page

6.1 The Council will appoint at least three nominated persons as editors and moderators. They will be responsible for posting and monitoring of the content on Council pages, ensuring it complies with the Social Media Policy. The moderators will have authority to immediately, without notice or comment, remove any posts from the Council's Facebook page if they are deemed to be inflammatory or of a defamatory or libellous nature. Such posts will be reported to the Clerk for Council records.

- 6.2 The Clerk reserves the right to require the removal of content published by Council representatives which may adversely affect the reputation of the Council or put it at risk of legal action.
- 6.3 The Facebook page will be used to;
- Post notices and minutes of meetings
 - Advertise events and activities
 - Post news stories about Council activities and decisions
 - Link to appropriate websites
 - Advertise vacancies
 - Share information from partners, i.e CBC, Police, Library
 - Announce new information appropriate to the Council
 - Post or share information promoting bodies for community benefit, such as sports clubs and community groups
 - Post information about Council services
 - Post contact information for the Council
 - Post other items as the Council sees fit
 - Facebook may be used to support the Town Council website and its information as above.
- 6.4 The site will be checked on a regular basis to ensure security settings are in place. Access passwords for the site will be given to the Clerk and appointed Council editors/moderators only.
- 6.5 The Council will only monitor the page during office work hours and an automatic message will alert any 'posters' to this.
- 6.6 If a matter is raised on the Facebook page which needs further consideration by the Council, it may be raised at either the public participation session or as an agenda item for consideration by a quorum of Councillors. The 'poster' shall be informed via the page or a direct message that this is the case and invited to contact the Clerk directly. Any response agreed by Council will be recorded in the minutes of the meeting.
- 6.7 Reports of any concerns regarding content on the Facebook page should be reported to the Clerk for referral to the moderators and/or Council as required.
- 6.8 The use of the Council's logo and other branding elements should be used where appropriate to indicate the Council's support. The logo should not be used on social networking applications which are unrelated to or are not representative of the Council's official position.

7. Friends of Sandy Green Wheel Facebook Page

- 7.1 The Council will host a Friends of Sandy Green Wheel (FOSGW) Facebook page via its account. The Clerk will be the administrator of the page. A Council administrator and a Councillor representative from the Green Wheel group will be assigned as editors of the page. They will be responsible for posting and monitoring of the content on the FOSGW page, ensuring it complies with this Social Media Policy. The moderators will have authority to immediately, without notice or comment, remove any posts from the FOSGW Facebook page if they are deemed to be inflammatory or of a defamatory or libellous nature. Such posts will be reported to the Clerk for Council records.
- 7.2 The Clerk reserves the right to require the removal of content published by Council representatives which may adversely affect the reputation of the Council or put it at risk of legal action.
- 7.3 The FOSGW Facebook page will be used to;
- Promote and advertise the Sandy Green Wheel
 - Advertise the route of the Green Wheel
 - Advertise events and activities related to the Green Wheel
 - Post news stories about activities and decisions made by the Council and/or the Green Wheel Working Group
 - Link to appropriate websites supporting the Green Wheel
 - Share information from partners, i.e CBC, BRCC, Greensands Country
 - Announce new information appropriate to the development and enhancement of the Green Wheel
 - Post or share information promoting bodies which benefit the Green Wheel or the wider remit of promoting and enhancing Sandy's green spaces
 - Post information on recruiting volunteers to become Friends of the Green Wheel
 - Posting updates pertinent to the route of the Green Wheel (street works, damaged gates etc)
 - Posting questions or gathering comments and feedback on the Green Wheel or any proposed projects related to it.
 - Promote Sandy to walking groups, such as Ivel Valley Walkers etc
- 7.4 The page will be checked on a regular basis to ensure security settings are in place. Access passwords for the site will be given to the Clerk and appointed Council editors/moderators only.
- 7.5 Reports of any concerns regarding content on the Facebook page should be reported to the Clerk for referral to the moderators and/or Council as required.

- 7.6 The Green Wheel logo will be used on the Page and the branding will be taken from the already developed and published marketing material.
- 7.7 The use of the Town Council's logo and BRCC logo may be used where appropriate to indicate the Council's support of the Green Wheel, Greensands Country or related activities.

Adopted:12.06.17

Re-adopted July 2019

Amended March 2020

Review due: March 2022

SANDY TOWN COUNCIL**Co-option Policy****Introduction**

Although the process for co-option is not prescribed in Law, County & District Councils and Local Council Associations provide best practice advice and guidelines. It is especially important that all applicants be treated alike so that the arrangements are seen as open, fair and transparent.

Whenever the need for co-option arises, Sandy Town Council will seek and encourage applications from anyone in the town who is eligible to stand as a Town Councillor. Councillors or parishioners can legally approach individuals to suggest that they might wish to consider putting their names forward for co-option.

The Town Council will advertise the vacancies in the local area via the Town Council noticeboards, the Town Council website, social media and a media release.

The co-option procedure will be reviewed every four years.

The co-option process to be employed by Sandy Town Council is as follows:

Co-option Policy

1. On receipt, of written confirmation, from the Electoral Services Office at Central Bedfordshire Council, the casual vacancy can be filled by means of Co-option, the Town Clerk will;
 - a. Advertise the vacancy for 4 weeks on the Council noticeboards, Council Website, Council Facebook page and via a press release.
 - b. Inform the Council that the Co-option Policy has been instigated.
2. The advertisement to co-opt will include:
 - a. the method by which applications can be made
 - b. the closing date for all applications
 - c. a contact point to obtain more information
 - d. show that further information is available electronically via the website, to include application forms, and information about the roles and responsibilities of the council.

3. Existing Members may point out the vacancies and the process to any qualifying candidate(s)
4. Any candidate(s) found to be offering inducements of any kind will be disqualified.
5. Eligibility of the candidate(s) will be confirmed by the Clerk.
6. All eligible candidates will be invited, by letter, to attend the next full Town Council meeting following the application deadline. If candidates are unable to attend, this meeting will not be rearranged. The co-option will still take place and voting on this vacancy will be subsequently based on this meeting and the candidate application form.
7. All Members will receive copies of candidate applications, along with the summons to attend the next full Town Council meeting following the application deadline. Candidate names will be displayed on the agenda of the meeting at which the co-option voting will occur. No other details apart from the candidates' names will be displayed. Candidate applications are strictly confidential.
8. An agenda item will be set aside for candidates to make a brief verbal presentation to members, outlining their relevant skills and experience. Each candidate will be allocated a maximum of three minutes. After presentations, members may ask candidates questions if considered necessary. These presentations and questions will be open to the public, but other candidates will be asked to step outside the meeting until they are due to present. During the temporary holding of virtual meetings, which have occurred as a result of Covid19, applicants will be placed in the meeting's 'waiting room' until it is their turn to present.
9. The Chair will then request those councillors present to nominate any or all of the candidates for co-option. As co-opting any person to the Town Council has to occur by resolution, candidates will require a proposer and seconder to progress to the voting stage.
10. The Chair will then place the names of nominated candidates in alphabetical order and proceed to vote.
11. When conducting a co-option process in a physical meeting the Town Council will appoint the co-opted member/s by voting according to Standing Orders. During the temporary holding of virtual meetings, which have occurred as a result of Covid19, voting on candidates will be conducted by a show of hands. Applicants will be placed in the meeting 'waiting room' while voting is conducted.
12. Only Town Councillors present at the meeting may vote upon a person to fill the vacancy. Councillors will have one vote per vacancy to be filled.
13. If a Candidate is a relative of a Councillor, that Councillor should declare a prejudicial interest and withdraw from the meeting.
14. A successful candidate must have received an absolute majority vote by those Councillors present.

15. It follows that if there are more than two candidates for one vacancy and not one of them at the first count receives a majority over the aggregate votes given to the rest, steps must be taken to strike off the candidate with the least number of votes and the remainder must then be put to the vote again.
16. This process must, if necessary, be repeated until an absolute majority is obtained.
17. The Chair has the casting vote.
18. If there is more than one vacancy and the number of candidates equals the number of vacancies, all the vacancies may be filled by a single composite resolution, but if the number of candidates exceeds the number of vacancies each vacancy must be filled by a separate vote or series of votes.
19. The Council is not obliged to fill all vacancies, but must take steps to advertise for further co-options or hold an election to fill vacancies.
20. Successfully co-opted candidates become Councillors in their own right, with immediate effect, and are no different to any other member once their Declaration of Acceptance of Office Form has been signed.
21. At a physical meeting the co-opted members will be asked to sign a Declaration of Acceptance of Office to agree to be bound by the Local Government Code of Conduct. This will then be signed and dated by the Clerk and they may then take their seat at Council and will be appointed to a committee and as a representative to local organisations. If Co-option is conducted at a virtual meeting of the Council, the co-opted Member will be invited to stay in the meeting, but may not take their seat with the Council until the Declaration of Acceptance is signed and dated by both the co-opted Member and the Clerk.
22. Any application can be considered in the candidate(s) absence, but if successful, members would need to agree for him/her to sign the Declaration of Office either before or at the next meeting.
23. As soon as practicable following their co-option, members will be invited to attend an Induction and Training session with the Town Clerk.

This Policy will be reviewed in six months from the date of its adoption, or at a time when Government COVID19 guidelines change to allow the holding of physical Council meetings.

Adopted: November 2016 Amended: September 2020 Review Due: March 2021 or sooner
