

# Sandy Town Council

To: All members of Sandy Town Council

**You are hereby summoned to attend a meeting of Sandy Town Council which will be held in the Council Chamber at 10 Cambridge Road, Sandy, Bedfordshire on Monday 30 June 2014 at 7.30pm for the purpose of transacting the items of business below.**

*Delia Shephard*

Delia Shephard, Town Clerk  
10 Cambridge Road  
Sandy  
SG19 1JE  
01767 681491  
23 June 2014

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

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

### **Reports**

- 1 Apologies for Absence**  
To receive any apologies for absence x
  
- 2 Declarations of interest and requests for dispensations**  
*Under the Localism Act 2011 members of Council are not required to make oral declarations of interest at meetings but may not participate in discussion or voting on any items of business in which they have a Declarable Pecuniary Interest (DPI) and under Sandy Town Council's Standing Orders must leave the room for the duration of all discussion on such items. (All members' register of interests are available on the Sandy Town Council website or on application to the Clerk.)*  
*This item is included on the agenda to enable members to declare new DPIs and also **those who wish to do so** may draw attention to their stated DPIs and also any non-declarable personal interests which they have declared under Sandy Town Council's adopted Code of Conduct and which may be relevant to items on the agenda.*
  - i) Disclosable Pecuniary Interests*
  - ii) Non Disclosable Interests*
  - iii) Dispensations*
  
- 3 Public Participation Session**  
To receive questions and representations from members of the public x

# Sandy Town Council

(A maximum time of 15 minutes is allotted for this item)

## **4 Minutes of previous Town Council meeting**

To consider the minutes of a meeting of Sandy Town Council held at 7.30 pm on Monday 19 May 2014 and to approve them as a correct record of proceedings x

## **5 Minutes of committees and recommendations therein**

To note the minutes of the following committees and sub-committees and (if applicable) to approve recommendations therein which do not arise elsewhere x

- i) Development Scrutiny Committee on 2 June 2014 and 23 June 2014
- ii) Community Services and Environment Committee on 23 June 2014
- iii) Policy, Finance and Resources Committee on 2 June 2014
- iv) Human Resources Committee on 16 June 2014

## **6 Governance and Annual Return**

- i) To note the final internal audit report for the year 2013/14 and the internal audit section of the annual return
- ii) To review the effectiveness of the council's internal controls
- iii) To approve the annual accounts and the accounting statement on the annual return
- iv) To approve the statement of governance on the annual return

## **7 Financial matters**

- i) To note a summary statement of income and expenditure against budget for the year to date.
- ii) To approve the list of payments made
- iii) To confirm arrangements for insurance cover in respect of all insured risks for the year ahead.

## **8 News Release**

# Sandy Town Council

To: All members of Sandy Town Council

**You are hereby summoned to attend a meeting of Sandy Town Council which will be held in the Council Chamber at 10 Cambridge Road, Sandy, Bedfordshire on Monday 30 June 2014 at 7.30pm for the purpose of transacting the items of business below.**



Delia Shephard, Town Clerk  
10 Cambridge Road  
Sandy  
SG19 1JE  
01767 681491  
25 June 2014

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

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

**Reports**

### **Additional Items**

- 9 Highways Matters**  
To receive a briefing from Martin Freeman, Customer Services Manager,  
Central Bedfordshire Highways on matters relevant to Sandy x
- 10 Adoption of Public Open Space near Berwick Way**  
To confirm adoption of public open space near Berwick Way, Sandy  
as previously approved by Sandy Town Council in 2008 To follow

# Sandy Town Council

**Sandy Town Council Monday 30 June 2014**

## **R E P O R T S**

### **6 Governance and Annual Return**

Please note two of these four items arise under the draft minutes of the PF&R committee meeting held on 2 May 2014. Members are reminded that the whole council is responsible for approval of the accounts and the annual return.

- i) Copies of the internal audit report for the year 2013/14 and the internal audit section of the annual return are attached and the PF&R Committee recommended approval of the report on 2 June 2014.
- ii) A draft review of the effectiveness of the council's internal controls has been prepared and is attached. It was not possible to produce this draft review in time for the last meeting of PF&R and members should be aware that this draft has not been considered by the committee.
- iii) Copy annual accounts and the accounting statement on the annual return attached. PF&R Committee recommended approval of these accounts on 2 June 2014
- iv) A draft copy of the statement of governance on the annual return is attached for approval by members.

**SANDY TOWN COUNCIL**  
**INTERNAL AUDIT REPORT YEAR ENDING 31/03/2014**

The final internal audit was carried out on 22<sup>nd</sup> May 2014 at the offices of Sandy Town Council.

**Work Done**

**Bank Reconciliations**

The year-end bank reconciliations were reviewed and agreed to ensure that they had been prepared correctly. In addition the reconciliation file was reviewed to ensure completeness as per interim internal audit report. Cheque book & pay-in book cut off was confirmed to ensure that all transactions were entered in the correct accounting period.

**Trade Debtors & Creditors**

Trade debtor and creditor balances were reviewed for reasonableness and to ensure that there were no outstanding balances that require doubtful debt provisions.

**Review of VAT returns**

VAT returns for the year were reviewed and the closing balance was reconciled to the financial statements.

**Stock**

Stock balance was reviewed for reasonableness and controls over stock reviewed to ensure adequate.

**Accruals**

Accruals were reviewed and compared to the previous year to ensure they are reasonable.

**Accounting for Income & Expenditure**

Sample testing of the council's income and expenditure was carried out during the first internal audit visit. Results of this testing were satisfactory and no further testing of this area was considered necessary during this visit.

**Review of Risk Assessment**

The council's risk assessment was reviewed to ensure that significant risks have been identified and that adequate arrangements and controls are in place to minimise these risks.

**Fixed Asset Register**

The fixed asset register was reviewed to ensure that it was complete, accurate and properly maintained.

**SANDY TOWN COUNCIL**  
**INTERNAL AUDIT REPORT YEAR ENDING 31/03/2014**

**Insurance**

The insurance policies and schedules were reviewed to ensure the cover is sufficient.

**Meeting Minutes**

Minutes of the council meetings were reviewed to ensure that expenditure is approved and monitored and that decisions regarding the council's finances are documented.

**Review of Accounts**

A review of the accounts was required to ensure that they had been correctly prepared and to ensure agreement to the underlying accounting records.

**Results**

**Bank Reconciliations**

All year-end bank reconciliations were agreed and found to be correctly prepared subject to the comments below regarding cheque payments.

The un-presented payments at the year end were agreed to after date bank statements. However there was only 18% clearance on the cheques written in March 2014. The reason for this was that a single cheque for £4,498.82, dated 20<sup>th</sup> March 2014, cheque number 110949, paid to Central Bedford Council, remained outstanding. This is expected to clear.

The Barclays Treasury Deposit matured on 14th February 2014 and was transferred to Barclays Base Rate Reward account. The transfer has been agreed to bank statements.

The Santander Bank account receives interest paid annually in July each year. No interest was accrued for 2013/14, interest of £4,123 was received in July 2013 & is recorded in the 2013/14 accounts in full. On discussion with the Clerk, no interest has been accrued again this year we but accrual of £2,846 should be adjusted for in the accounts.

Following this adjustment, we can conclude that the amount recorded in the accounts for cash & bank is reasonable and reflects the underlying books & records of the Council.

**Trade Debtors & Creditors**

The year-end trade debtor balance of £584.80 and trade creditors' balance of £43,190.08 is considered reasonable and collectable.

Other debtors relates to an invoice which was paid twice during the year concerning Stevenage Leisure for £19,500. The company has been informed and is investigating and a refund is expected once confirmed. There is an outstanding issue as to how a charge for this amount could be paid twice without it being noticed before payment was made.

**SANDY TOWN COUNCIL**  
**INTERNAL AUDIT REPORT YEAR ENDING 31/03/2014**

We can conclude that the amount recorded in the accounts for debtors and creditors is reasonable and reflects the underlying books & records of the Council.

**VAT**

The closing VAT balance was checked to VAT returns & a VAT control completed. The council receives repayment of VAT as there is only a small amount of taxable supplies made. The majority of the council's supplies are zero rated. There was no VAT visit during the year, and there has not been a VAT inspection since at least 2004.

We can conclude that the amount recorded in the accounts as VAT debtor is reasonable and reflects the underlying books & records of the Council.

**Stock**

Stock relates to items held in the Visitor Centre and is valued at lower of cost and net realisable value. A stock take was carried out by the Centre staff at the year end, which was reviewed.

We can conclude that the amount recorded in the accounts as stock is reasonable and reflects the underlying books & records of the Council.

**Accruals**

Accruals are lower than in 2013 as prior year accruals included an accrual for the management fee for Jenkins Pavilion of £19,500. Accruals reviewed for reasonableness and April invoices reviewed for completeness.

We can conclude that the amount recorded in the accounts as accruals is reasonable and reflects the underlying books & records of the Council.

**Risk Assessment**

The risk assessment identifies the individual risks faced by the organisation, the threat levels of these risks and the controls that have been put in place. The risk assessment is produced by a third party, Ellis Whittam Ltd. An updated risk assessment was approved and implemented during the year.

We can therefore conclude that the council has assessed the significant risks to achieving its objectives and that adequate control procedures are in place to mitigate these risks.

**Fixed Assets**

The council keeps and maintains an asset register, which has been reviewed during the year to verify all assets held. Items are included at cost, and are not updated to reflect current valuations. There have been a small number of purchases in the year. Material asset additions were agreed to the invoices.

**SANDY TOWN COUNCIL**  
**INTERNAL AUDIT REPORT YEAR ENDING 31/03/2014**

We can conclude that the amount recorded in the accounts as fixed assets reflects the original cost of assets purchased.

**Insurance**

Two separate policies are held, one for the fleet (Equity Insurance) and one to cover buildings, contents, public liability, employers liability etc (Aviva). The council considers the insurance adequate for their needs.

We conclude that the council has assessed the insurance requirements and adequate controls are in place to ensure the cover is sufficient.

**Meeting Minutes**

The council meets regularly & follows regular agenda items including Council finance. Council expenditure is approved on a monthly basis and accounts are reviewed and approved by the council. The budget is also reviewed monthly. Meeting notes are numbered using a stamp system and initialled each month.

We can conclude that a complete and accurate record of all the Council meetings is being prepared by the Council.

**Review of Accounts & Budgetary Process**

The accounts of the council and the figures on the annual return were agreed to the underlying records. The accounts show a general reserve balance of £20,764, a fall of £9,761 from 2013. The budget for 2014/15 shows a deficit and a reduction in the reserve fund of an additional £15,000.

The accounts function has now been outsourced to DCK Beavers and the year-end accounts have been prepared by them. The Omega system generates all the annual return and supporting workings, which were agreed to the financial statements that will be made available for viewing by the public. As part of our review we identified a journal had been posted twice into the trial balance and so does not agree to the accounts provided. The Town Clerk has been informed and will ensure it is corrected.

The council regularly reviews performance during the year and monitors this against the council's budgets.

The budget for 2014/15 has been prepared and agreed by the Council. The precept applied for amounts to £455,704 (2013: £440,864). This is to cover increases in utility costs and the Council are reviewing income sources to identify how these costs can be covered within the budget.



**SANDY TOWN COUNCIL  
INTERNAL AUDIT REPORT YEAR ENDING 31/03/2014**

**Conclusion**

In our opinion, books and records are being kept in order. Appropriate risk assessment procedures and internal controls are in place and these are being adhered to by the council.

Haines Watts.

Haines Watts  
Chartered Accountants  
136-140 Bedford Road  
Kempston  
Beds. MK42 8BH

28/5/14.

# Section 4 – Annual internal audit report 2013/14 to

Council/Meeting

The council's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2014.

Internal audit has been carried out in accordance with the council'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 the council.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A Appropriate accounting records have been kept properly throughout the year.	Yes		
B The council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	Yes		
C The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	Yes		
D The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	Yes		
E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	Yes		
F Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	Yes		
G Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.	Yes		
H Asset and investments registers were complete and accurate and properly maintained.	Yes		
I Periodic and year-end bank account reconciliations were properly carried out.	Yes		
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, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.	Yes		

K Trust funds (including charitable) The council met its responsibilities as a trustee. Yes No Not applicable  
N/A.

For any other risk areas identified by the council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

Name of person who carried out the internal audit HANES WATTS CHARtered ACCOUNTANTS  
 Signature of person who carried out the internal audit HANES WATTS Date 28/03/2014

\*Note: 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, internal audit must explain why not (add separate sheets if needed).

## Sandy Town Council

### Review of Effectiveness of Internal Audit/Internal Controls

#### Review undertaken in 2014-15

#### Standards

<b>Expected Standard</b>	<b>Evidence of Achievement</b>	<b>Areas for Development</b>
Scope of internal audit	<p>Terms of reference and audit plan were reviewed at a meeting of the Policy, Finance and Resources Committee of Sandy Town Council on 31 March 2014. It was agreed that internal audit arrangements for the previous year were satisfactory but the relationship with Haines Watts was of some duration and it was felt important to reconsider the provision of the internal audit service for the council.</p> <p>The committee was satisfied that two audit visits in October/November and immediately after the year end were still appropriate.</p>	<p>Alternative quotations to be reviewed.</p> <p>Potential auditors will be asked to provide their own proposed 3 year audit plan prior to council instructing them and confirming the audit plan.</p>
Independence	<p>The Council has reviewed its relationship with its internal auditor HW Chartered Accountants and has considered alternative provision. The member of staff who undertook the year end audit for 2013/14 did so for the second time only and the Council is confident that the individual and the firm</p>	<p>See above.</p> <p>Council will review the independence of all those invited to quote for future internal audit business.</p>

	<p>undertaking the audit are both fully independent. It has been agreed to include Haines Watts in those invited to quote for the internal audit contract for 2014/15.</p> <p>The internal auditor had direct access to the RFO, all staff and members. The Council outsourced some book-keeping and accounts work to DCK Beavers during 2013/2014. There are no known connections between DCK Beavers and Haines Watts.</p> <p>Two written reports were made in the auditor's own name and reported to Council. There are no known connections between the council members/staff and Haines Watts Accountants.</p>	
Competence	<p>Haines Watts has undertaken previous internal audits for the Council which have been conducted by appropriately qualified staff. Audit reports have been detailed and helpful.</p>	All those invited to quote for future internal audit business will be required to provide evidence of competency.
Relationships	<p>The RFO was consulted on the internal audit plan for 2013/14 and on the scope of each audit and the work arising from each visit was recorded on the audit file.</p> <p>The auditors were made aware of job descriptions of RFO and other staff and working practices,</p>	

	<p>financial regulations and risk management procedures.</p> <p>Responsibilities of council members have been explained to them by the RFO through previous training. Four new members have been elected/co-opted since the last review of the effectiveness of internal controls and the RFO has provided new councillor induction training which included financial and risk management content. All councillors have been provided with the Good Councillor Guide (4<sup>th</sup> edition).</p>	
<p>Audit Planning and reporting</p>	<p>Audit visits took place in November 2013 and in May 2014.</p>	<p>A 3 year audit plan is to be developed with 2 visits scheduled per year.</p>

**Effectiveness**

<b>Characteristics of Effectiveness</b>	<b>Evidence of Achievement</b>	<b>Areas for Development</b>
<p>Internal audit work is planned</p>	<p>See above, audit work is based on corporate risk assessment and designed to assist members and RFO to complete the annual statement of governance with confidence.</p> <p>During 2013/14 members and officers were more proactive in encouraging scrutiny of specific areas of concern.</p>	<p>The 3 year audit plan will assist with planning.</p>

<p>Understanding the whole organisation its needs and objectives</p>	<p>The Council has outsourced some book-keeping and accounts work to a specialist company which is familiar with the accounting requirements of the sector and understands the needs and requirements for internal controls within Sandy Town Council. Haines Watts were fully apprised of these changes and communicated direct with DCK Beavers during the second audit visit of the financial year 2013/14.</p>	
<p>Add value and assist the organisation in achieving its objectives.</p>	<p>Internal audit recommendations have been specific and have been reported to Town Council and implemented.</p>	
<p>Be forward looking</p>	<p>Changes and potential changes in practice and day to day activity have been communicated to the internal auditor and audit implications of any new procedures have been reviewed on an on-going basis. Financial regulations last changed in June 2013 are under review at the time of writing (June 2014) in order to comply with the new NALC model</p>	<p>New financial regulations to be adopted during 2014/15.</p> <p>The Council is working towards longer term forecasting and planning in maintaining its assets and services.</p>
<p>Be challenging</p>	<p>The Policy, Finance and Resources Committee has scrutinized financial reports in detail and taken the greater role in evaluating risk management whilst the Council retained overall responsibility for governance and risk management. Council will</p>	

	<p>continue to approve all accounts and financial transactions. Summary financial reports are scrutinized at every Council meeting.</p> <p>The current financial climate is also encouraging greater public scrutiny of expenditure and value for money.</p>	
<p>Ensure CPD training is made available for the RFO including risk management and accounting topics.</p> <p>A review of cost codes and hence the simplification of financial management information output from the system has been agreed and is to be undertaken during early August 2014.</p>	<p>Adequate staff time has been made available for internal audit to complete its work. The internal auditor has experience in the local council sector and has knowledge of Sandy Town Council.</p> <p>Enhancements to the existing accounts management software were introduced at the end of 2013/14. Specialist accounts support has been introduced via the outsourcing contract with DCK Beavers.</p>	<p>Ensure the right resources are available</p>



# Section 1 – Accounting statements 2013/14 for

Enter name of

reporting body here:

**SANDY TOWN**

Council/Meeting

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

	Year ending		Notes and guidance		
	31 March 2013 £	31 March 2014 £			
1 Balances brought forward	206,777	530,211	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 (+) Annual precept	447,412	398,491	Total amount of precept received or receivable in the year.		
3 (+) Total other receipts	447,833	124,563	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.		
4 (-) Staff costs	255,188	228,493	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.		
5 (-) Loan interest/capital repayments	608	608	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).		
6 (-) All other payments	281,015	306,605	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	530,211	517,559	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)		
8 Total cash and short term investments	527,450	526,057	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 other long term investments and assets	2,767,369	2,778,486	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the council as at 31 March		
10 Total borrowings	5,319	5,157	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).		
11 Disclosure note Trust funds (including charitable)	yes	no	yes	no	The council acts as sole trustee for and is responsible for managing trust funds or assets. The figures in the accounting statements above do not include any trust transactions.

I certify that for the year ended 31 March 2014 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

*Dale M Shepherd*

Date 22/05/2014

I confirm that these accounting statements were approved by the council on this date:

30/06/2014

and recorded as minute reference:

Signed by Chair of the meeting approving these accounting statements.

Date 30/06/2014



# Sandy Town Council



## Financial Statements For the year ended 31 March 2014

**Sandy Town Council**

**Table of Contents**

**31 March 2014**

	<b>Page</b>
<b>Table of Contents.....</b>	<b>2</b>
<b>Council Information.....</b>	<b>3</b>
<b>Statement of Accounting Policies.....</b>	<b>4</b>
<b>Income and Expenditure Account.....</b>	<b>6</b>
<b>Balance Sheet.....</b>	<b>7</b>
<b>Notes to the Accounts.....</b>	<b>8</b>
1 Interest and Investment Income.....	8
2 Agency Work.....	8
3 Publicity.....	8
4 Power of General Competence.....	8
5 Tenancies.....	9
6 Pensions.....	9
7 Fixed Assets.....	10
7 Fixed Assets (cont'd0.....	11
8 Debtors.....	11
9 Creditors and Accrued Expenses.....	11
10 Loans.....	11
11 Usable Capital Receipts Reserve.....	12
12 Earmarked Reserves.....	12
13 Capital Commitments.....	12
14 Contingent Liabilities.....	12

**Sandy Town Council**

**Council Information**

**31 March 2014**

**( Information current at 9th June 2014 )**

**Mayor**

Cllr Will Jackson

**Councillors**

Cllr David Sharman (Deputy Mayor)

Cllr Nigel Aldis

Cllr Jafor Ali

Cllr Chris Butterfield

Cllr Teresa Cole

Cllr Michael Groom

Cllr Colin Osborne

Cllr Martin Pettitt

Cllr Marion Runchman

Cllr Michael Scott

Cllr Keith Sharp

Cllr Bob Smith

Cllr Susan Sutton

Cllr Sharon Walsh

**Town Clerk**

Delia Shephard BA (Hons) BSc (Hons) MiLCM

**Auditors**

BDO LLP

Arcadia House

Maritime Walk

Ocean Village

Southampton

SO14 3TL

**Internal Auditors**

Haines Watts

136/140 Bedford Road

Kempston

Bedford

MK42 8BH

**Sandy Town Council**  
**Statement of Accounting Policies**  
**31 March 2014**

**Accounting Convention**

The accounts have been prepared in accordance with the Accounting Guidance Notes for Local Councils (the Guide) issued by The Chartered Institute of Public Finance and Accountancy (CIPFA) as applicable to a medium sized council.

These accounts have been prepared having regard to the fundamental accounting concepts of: Going Concern, Prudence, Accruals, Relevance, Consistency, Reliability, Comparability, Understandability and Materiality.

The accounts have been prepared under the historical cost convention.

**Fixed Assets**

All expenditure on the acquisition, creation or enhancement of fixed assets is reported in the notes to the accounts, provided that the fixed asset yields benefits to the authority and the services it provides for a period of more than one year. Fixed assets are valued on the basis recommended by CIPFA. The year end values are stated on the following basis:

land, operational properties and other operational assets are reported in notes to the accounts cost (where known) or at insurance values current when first reported as approximating to the lower of net replacement cost and net realisable value at that time (previous years at current insurance values)

all other assets are included at historical cost except that certain community assets are the subject of restrictive covenants as to their; use and /or future disposal. Such assets are therefore considered to have no appreciable realisable value and are included at a nominal value only.

**Revenue Grants**

Revenue grants are credited to income when conditions attached thereto have been fulfilled and/or equivalent expenditure has been incurred. Grants received in respect of which the conditions have not been fulfilled, or expenditure incurred, are carried forward as deferred revenue grants.

**Stocks and Work in Progress**

Stocks held for resale, where significant (generally in excess of £1,000), are valued at the lower of cost or net realisable value. Consumable stocks have been treated as an expense when purchased because their value was not material.

**Debtors and Creditors**

The council reviews the level of its commercial debtors on a regular basis and provisions are made, as required, where the likelihood of amounts proving ultimately collectable is in doubt.

**Value Added Tax**

Income and Expenditure excludes any amounts related to VAT, as all VAT suffered/collected is recoverable from or payable to HM Revenue and Customs. Any amounts not so recoverable are treated as a separate expense.

**External Loan Repayments**

The council is not required by the Guide to incorporate external borrowings in its Balance Sheet. Details are shown at note 10.

**Reserves**

The council maintains certain reserves to meet general and specific future expenditure. The purpose of the council's reserves is explained in notes 11 to 12

**Interest Income**

All interest receipts are credited initially to general funds.

**Sandy Town Council**  
**Statement of Accounting Policies**  
**31 March 2014**

**Pensions**

The pension costs that are charged against precept in the council's accounts, in respect of its employees, are equal to the contributions paid to the funded pension scheme for those employees.

These contributions are determined by the fund's actuary on a triennial basis and are set to meet 100% of the liabilities of the pension fund, in accordance with relevant government regulations.

The next actuarial valuation is due at 31st March 2016 and any change in contribution rates as a result of that valuation will take effect from 1st April 2017.

**Sandy Town Council**  
**Income and Expenditure Account**  
**31 March 2014**

	Notes	2014 £	2013 £
<b>INCOME</b>			
Precept		398,491	412,412
Council Tax Benefit Support Grant		42,378	-
Capital Grants rec'd not deferred		2,159	389,426
Interest and Investment Income	1	7,101	4,039
Recreation Grounds and Open Spaces		6,647	10,033
Allotments		-	283
Cemetery		25,995	17,226
Tourist Information Centre		12,010	11,413
Car Park and Market		4,446	3,468
Establishment/General Administration		17,478	6,726
Miscellaneous		-	800
Christmas Lights		6,349	3,627
		523,054	859,453
<b>EXPENDITURE</b>			
Establishment/General Administration		301,252	296,212
Capital Expenditure		12,066	36,607
Loan Interest and Capital Repayments		608	608
Operational Expenditure:			
Recreation Grounds and Open Spaces		72,322	60,595
Allotments		800	240
Cemetery		11,175	8,670
Tourist Information Centre		32,387	36,411
Public Toilets		4,358	4,403
Car Park and Market		14,815	15,850
Lighting and Street Furniture		9,968	7,755
Civic and Democratic Costs		6,710	7,649
Grants and Donations		2,192	3,709
Christmas Lights		16,285	8,483
CCTV Fees		22,947	20,114
Outside Services		27,821	28,714
		535,706	536,020
<b>General Fund</b>			
Balance at 01 April 2013		30,525	128,656
Add: Total Income		523,054	859,453
		553,579	988,109
Deduct: Total Expenditure		535,706	536,020
		17,873	452,089
Transfer from Capital Receipts Reserve	11	2,891	-
Transfer (to) Earmarked Reserves	12	-	(421,564)
		20,764	30,525
General Reserve Balance at 31 March 2014		20,764	30,525

*The notes on pages 8 to 12 form part of these statements.*

**Sandy Town Council**

**Balance Sheet**

**31 March 2014**

	Notes	2014 £	2014 £	2013 £
<b>Current Assets</b>				
Stock		4,435		1,744
Debtors and prepayments	8	35,385		23,100
Cash at bank and in hand		<u>526,057</u>		<u>527,451</u>
		565,877		552,295
<b>Current Liabilities</b>				
Creditors and income in advance	9	<u>(48,318)</u>		<u>(22,084)</u>
<b>Net Current Assets</b>			517,559	530,211
<b>Total Assets Less Current Liabilities</b>			517,559	530,211
<b>Total Assets Less Liabilities</b>			<u>517,559</u>	<u>530,211</u>
<b>Capital and Reserves</b>				
Usable Capital Receipts Reserve	11		72,795	75,686
Earmarked Reserves	12		424,000	424,000
General Reserve			<u>20,764</u>	<u>30,525</u>
			<u>517,559</u>	<u>530,211</u>

Signed: .....

Clr Will Jackson

Town Mayor

.....

Delia Shephard BA (Hons) BSc (Hons) MiLCM

Responsible Financial Officer

Date: .....

.....

---

*The notes on pages 8 to 12 form part of these statements.*

**Sandy Town Council**

**Notes to the Accounts**

**31 March 2014**

**1 Interest and Investment Income**

	<b>2014</b>	<b>2013</b>
	<b>£</b>	<b>£</b>
Interest Income - General Funds	7,048	4,013
Interest Income - Earmarked Funds	53	26
Discount in Year	-	-
	<u>7,101</u>	<u>4,039</u>

**2 Agency Work**

During the year the Council undertook no agency work on behalf of other authorities.

During the year the Council commissioned no agency work to be performed by other authorities.

**3 Publicity**

Section 5 of the Local Government Act 1986 requires the council to disclose expenditure on publicity. Details are shown under the following broad categories:

	<b>2014</b>	<b>2013</b>
	<b>£</b>	<b>£</b>
Annual Report & Newsletter	<u>2,142</u>	<u>2,618</u>
	<u>2,142</u>	<u>2,618</u>

**4 Power of General Competence**

With effect from 10th September 2012 Sandy Town Council acquired the right to exercise the Power of General Competence extended to Town and Parish Councils under the Localism Act 2011 by S.I. 2012 No 965 (The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012). Therefore, with effect from 10th September 2012 the council no longer exercises the powers conveyed by Section 137 of the Local Government Act 1972 (as amended).



**Sandy Town Council**

**Notes to the Accounts**

**31 March 2014**

**5 Tenancies**

During the year the following tenancies were held:

**Council as landlord**

<b>Tenant</b>	<b>Property</b>	<b>Rent p.a. £</b>	<b>Repairing / Non-Repairing</b>
Territorial Auxiliary & Volunteer Reserve Association	Land for Army Cadet HQ at Berwick Way	Peppercorn	N/A
Sandy Sports & Leisure Association	Land For Artificial Pitch – Sunderland Rd Rec	Peppercorn	N/A
Sandy Skating Association	Land For Skating Eqpt – Sunderland Rd Rec	Peppercorn	N/A
Sandy Football Club	Pitch & Pavilion – Bedford Rd Rec. Ground	440	Repairing
Scout Association Trust	Land for Scout HQ – Sunderland Rd	Peppercorn	N/A
Sandy Village Hall Mgmt C'ttee	Land for Sandy Village Hall	Peppercorn	N/A
Sandy Bowling Club	Bowling Green, Sunderland Road	378	N/A
Central Bedfordshire Council	Land for Signpost at Sunderland Road	Peppercorn	N/A

**Council as tenant**

<b>Landlord</b>	<b>Property</b>	<b>Rent p.a. £</b>	<b>Repairing / Non-Repairing</b>
Pym Estate	The Pinnacle Recreation Park	Peppercorn	N/A

**6 Pensions**

For the year of account the council's contributions equal 19.30% of employees' pensionable pay, plus a lump sum of £0. These contributions will increase to 19.80% in future years in order to provide adequately for known liabilities.

Approved by: **Watson Wyatt**  
(Actuaries to the Pensions Fund)

**Sandy Town Council**

**Notes to the Accounts**

**31 March 2014**

**7 Fixed Assets**

	<b>2014</b>	<b>2013</b>
	<b>£</b>	<b>£</b>
	<b>Value</b>	<b>Value</b>
At 31 March the following assets were held:		
<b><u>Freehold Land and Buildings</u></b>		
Council Offices	215,000	215,000
Car Park & Market Storage Passageway	325,000	325,000
Public Toilets	150,000	150,000
Bedford St Recreation Ground and Buildings	240,500	240,500
Sunderland Rd Recreation Ground and Buildings	742,000	742,000
Cemetery incl Chapel and Shed	176,000	176,000
Cemetery Extension (under development)	1,400	-
DSO Depot	78,000	78,000
Allotments	19,000	19,000
Scout Hut and ATC HQ Land	4,500	4,500
The Riddy Nature Reserve	63,000	63,000
	<b>2,014,400</b>	<b>2,013,000</b>
<b><u>Vehicles and Equipment</u></b>		
John Deere Tractor	18,250	18,250
Rotamec Triple Deck Mower	11,150	11,150
John Deere 900 Ride-on Mower	21,090	21,090
Skoda Felicia Pick-up	4,900	4,900
Toyota Dyna MWB	15,000	15,000
Grounds Maintenance & Depot Equipment	41,863	39,808
Play Equipment	306,500	306,500
Furniture and Equipment	130,170	130,070
Display Cabinets	15,000	15,000
Portakabin at DSO Depot	9,000	9,000
Market Stalls (10) Boards & Covers	3,500	3,500
Market Storage Container	1,600	1,600
Chamber Hearing Loop	1,474	-
Gazebos (25)	2,494	-
Father Christmas Sleigh	150	-
	<b>582,141</b>	<b>575,868</b>
<b><u>Infrastructure Assets</u></b>		
Street Lighting Columns (158)	126,084	126,084
Noticeboards (11)	8,400	8,400
Car Park Barriers	11,500	11,500
Seats and Benches (84)	32,775	32,000
Bins and other street furniture	1,159	-
Anti Climb Fence Panels (50)	1,490	-
	<b>181,408</b>	<b>177,984</b>

**Sandy Town Council**

**Notes to the Accounts**

**31 March 2014**

**7 Fixed Assets (cont'd)**

	2014	2013
<b><u>Community Assets</u></b>		
Beeston Green	1	1
War Memorial	1	1
Disused Railway Embankment	1	1
Rose Garden	1	1
The Limes play area	1	1
Fallowfield open space and play area	1	1
	<u>6</u>	<u>6</u>
	<u>2,777,955</u>	<u>2,766,858</u>

The basis of valuation of the above assets is set out in the Statement of Accounting Policies.  
In certain instances current insurance values have been used as approximate current replacement cost.

**8 Debtors**

	2014	2013
	£	£
Trade Debtors	585	4,779
VAT Recoverable	11,320	11,971
Other Debtors	23,400	-
Prepayments	-	350
Accrued Income	-	6,000
Accrued Interest Income	80	-
	<u>35,385</u>	<u>23,100</u>

**9 Creditors and Accrued Expenses**

	2014	2013
	£	£
Trade Creditors	43,192	22,084
Accruals	4,626	-
Income in Advance	500	-
	<u>48,318</u>	<u>22,084</u>

**10 Loans**

At the close of business on 31 March 2014 the following loans to the council were outstanding:

Lender	Loan Period	Amount £	Years Remaining
Public Works Loan Board	Repayable to 27 <sup>th</sup> August 2025	2,044	12.5
Public Works Loan Board	Repayable to 27 <sup>th</sup> February 2028	3,355	15

**Sandy Town Council**

**Notes to the Accounts**

**31 March 2014**

**11 Usable Capital Receipts Reserve**

	2014	2013
	£	£
Balance at 01 April	72,795	75,686
Balance at 31 March	<u>72,795</u>	<u>75,686</u>

The Usable Capital Receipts Reserve represents capital receipts available to finance capital expenditure in future years.

**12 Earmarked Reserves**

	Balance at 01/04/2013	Contribution to reserve	Contribution from reserve	Balance at 31/03/2014
	£	£	£	£
Other Earmarked Reserves	426,891	-	(2,891)	424,000
Total Earmarked Reserves	<u>426,891</u>	<u>-</u>	<u>(2,891)</u>	<u>424,000</u>

The Other Earmarked Reserves are credited with amounts set aside from revenue to fund specific known commitments of the council.

**13 Capital Commitments**

The council had no other capital commitments at 31 March 2014 not otherwise provided for in these accounts.

**14 Contingent Liabilities**

The council is not aware of any contingent liabilities at the date of these accounts.

## Section 2 – Annual governance statement 2013/14

We acknowledge as the members of:

**SANDY TOWN**

Council/Meeting

our responsibility for ensuring that there is a sound system of internal control, including 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 2014, that:

	Agreed –		'Yes' means that the council:
	Yes	No	
1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	YES		prepared its accounting statements in the way prescribed by law.
2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	YES		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
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 the council to conduct its business or on its finances.	YES		has only done what it has the legal power to do and has complied with proper practices in doing so.
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.	YES		during the year has given all persons interested the opportunity to inspect and ask questions about the council's accounts.
5 We carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	YES		considered the financial and other risks it faces and has dealt with them properly.
6 We maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.	YES		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 the council.
7 We took appropriate action on all matters raised in reports from internal and external audit.	YES		responded to matters brought to its attention by internal and external audit.
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 the council and, where appropriate have included them in the accounting statements.	YES		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9 Trust funds (including charitable) – in our capacity as the sole managing trustee we discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	yes	no N/A	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by the council and recorded as minute reference

dated 30/06/2014

Signed by:

Chair

dated 30/06/2014

Signed by:

Clerk

dated 30/06/2014

\*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the council will address the weaknesses identified.

# Sandy Town Council

## **7 Financial matters**

- i) summary statement of income and expenditure against budget for the year to the end of May is attached for information
- ii) list of payments for May is attached
- iii) A report on arrangements for insurance cover in respect of all insured risks for the year ahead will follow

## Summary Income &amp; Expenditure by Budget Heading 31st May 2014

Month No : 2

## Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
401 Staff	Expenditure	16,732	36,136	216,500	180,364		180,364	16.7 %
402 Administration-Office	Expenditure	5,358	14,659	82,670	68,011		68,011	17.7 %
	Income	446	229,112	458,526	-229,414			50.0 %
403 Administration-Works	Expenditure	1,301	6,858	30,520	23,662		23,662	22.5 %
404 Allotments	Expenditure	0	0	300	300		300	0.0 %
405 Footway Lighting	Expenditure	409	409	10,855	10,446		10,446	3.8 %
406 Cemetery	Expenditure	200	3,167	10,180	7,013		7,013	31.1 %
	Income	1,729	4,237	20,026	-15,789			21.2 %
407 Churchyard	Expenditure	0	78	750	673		673	10.3 %
408 Car Park (Including Market)	Expenditure	0	14,986	16,828	1,842		1,842	89.1 %
	Income	180	312	3,500	-3,188			8.9 %
409 Public Toilets - Car Park	Expenditure	50	2,398	4,730	2,332		2,332	50.7 %
500 Bedford Road Open Space	Expenditure	67	151	7,374	7,223		7,223	2.1 %
	Income	0	0	780	-780			0.0 %
501 Sund.Rd Open Space & Pavilion	Expenditure	4,982	5,816	25,290	19,474		19,474	23.0 %
	Income	0	0	819	-819			0.0 %
502 Beeston Green	Expenditure	67	589	2,000	1,411		1,411	29.4 %
503 The Pinnacle	Expenditure	0	0	3,700	3,700		3,700	0.0 %
504 Tourist Information Centre	Expenditure	1,981	3,654	33,105	29,451		29,451	11.0 %
	Income	855	2,055	12,000	-9,945			17.1 %
505 Grass Cutting	Expenditure	3,831	3,831	10,000	6,169		6,169	38.3 %
506 Litter Bins, Seats & Shelters	Expenditure	0	0	500	500		500	0.0 %
507 Annual Report & Newsletter	Expenditure	238	476	3,500	3,024		3,024	13.6 %
508 S.E.G.	Expenditure	0	0	1,276	1,276		1,276	0.0 %
509 Christmas Lights	Expenditure	15	15	16,000	15,985		15,985	0.1 %
	Income	55	55	4,000	-3,945			1.4 %
510 Fallowfield	Expenditure	67	109	3,000	2,891		2,891	3.6 %

## Summary Income &amp; Expenditure by Budget Heading 31st May 2014

Month No : 2

## Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
600 The Riddy	Expenditure	39	39	6,590	6,551		6,551	0.6 %
	Income	0	1,077	1,475	-398			73.0 %
601 Miscellaneous (Incl Interest)	Expenditure	0	0	15,700	15,700		15,700	0.0 %
	Income	83	83	5,500	-5,417			1.5 %
700 Capital A/c	Income	106	106	0	106			0.0 %
702 Reserve A/c	Expenditure	0	0	-15,000	-15,000		-15,000	0.0 %
<b><u>L. OME - EXPENDITURE TOTALS</u></b>								
	Expenditure	<b>35,336</b>	<b>93,371</b>	<b>486,368</b>	<b>392,997</b>	<b>0</b>	<b>392,997</b>	<b>19.2 %</b>
	Income	<b>3,453</b>	<b>237,036</b>	<b>506,626</b>	<b>-269,589</b>			<b>46.8 %</b>
	Net Expenditure over Income	<b>31,883</b>	<b>-143,666</b>	<b>-20,258</b>	<b>123,408</b>			



At : 16:13

Current Bank A/c

## List of Payments made between 01/05/2014 and 31/05/2014

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/05/2014	Powerc IT Business Solutions	DDR	300.00		133/IT Support
01/05/2014	Aviva Insurance	DDR1	1,650.01		Purchase Ledger Payment
01/05/2014	CF Corporate Finance	DDR	523.67		CF Corporate Finance
06/05/2014	UK Fuels Limited	DDR2	115.22		100/Fuel Cards
09/05/2014	Central Bedfordshire Council R	DDR3	3,002.25		93/Annual Rates 14/15
09/05/2014	Central Bedfordshire Council R	DDR4	1,083.60		96/Annual Rates 14/15
09/05/2014	Central Bedfordshire Council R	DDR5	977.65		94/Annual Rates 14/15
09/05/2014	Central Bedfordshire Council R	DDR6	6,868.00		97/Annual Rates 14/15
09/05/2014	Central Bedfordshire Council R	DDR7	1,153.90		95/Annual Rates 14/15
09/05/2014	Central Bedfordshire Council R	DDR8	113.00		92/Annual Rates 14/15
09/05/2014	Barclays New Treasury	tfr	82.98		
12/05/2014	Southern Electric	DDR10	2,156.05		99/Supply 22.01.14-23.04.14
12/05/2014	Southern Electric	DDR9	41.89		103/Supply 07.01.14-16.04.14
15/05/2014	Powerc IT Business Solutions	DDR11	265.94		134/Phone Service Apr 2014
16/05/2014	Southern Electric	DDR12	487.63		135/Street Lighting to 01.05.14
16/05/2014	Bedford Borough Council	DDR13	16,685.54		137/May Salaries ERs Pens
19/05/2014	Colin Eaton	111010	85.00		140/Windscreen Repair
19/05/2014	Will Jackson	111011	24.30		121/Deputy Mayor Travel
19/05/2014	Susan Sutton	111012	88.00		141/S.sutton Expense Claim
19/05/2014	Tim Miles	111013	400.00		120/Grave Digging - April
19/05/2014	ABF The Soldiers Charity	111014	45.00		142/Jackson attend reception
19/05/2014	The Mayors Appeal Fund	111015	10.00		143/Sutton - HR Afternoon Tea
19/05/2014	Sandy Historical Research Group	111016	73.71		144/TIC Stock
19/05/2014	Sandy Place Academy	111017	34.50		145/TIC Stock
19/05/2014	Mrs Bates	111018	20.50		146/Refunded Ticket
19/05/2014	Mayfield Books & Gifts	111019	32.24		147/TIC Stock
19/05/2014	Mrs J Thrale	111020	41.40		119/Honey Stock
19/05/2014	Sandy Baptist Church	111021	50.00		148/Hall Booking Sandy Baptist
19/05/2014	Cash	111022	157.46		149/Petty Cash Imprest
19/05/2014	Gilbys of Sandy	111023	117.20		Purchase Ledger Payment
19/05/2014	Hertfordshire County Council	111024	116.45		116/Janitorial Supplies
19/05/2014	1st Choice Staff Recruitment L	111025	1,228.60		115/R. Loake 13.04-19.04
19/05/2014	Spaldings Ltd	111026	1,593.95		113/New Weed Sprayer
19/05/2014	Central Bedfordshire Council	111027	4,428.00		152/Operational Training
19/05/2014	FD Odell & Sons Ltd	111028	729.20		109/Refuse Disposal
19/05/2014	Martin Howlett Trading Company	111029	10.00		153/Hand Towels
19/05/2014	Playsafety Limited	111030	468.00		154/Play Inspections
19/05/2014	National Allotment Society	111031	66.00		155/Allotment Subscription
19/05/2014	Collier Turf Care Ltd	111032	371.75		108/LawnCare & Pitch Marking
19/05/2014	Viking	111033	32.11		107/Postal Tubes
19/05/2014	Dutton Engineering	111034	212.51		106/Strimmer Rack
19/05/2014	Hedges Direct Ltd	111035	93.00		105/Rabbit Guards
19/05/2014	Purchase Power	111036	578.78		156/Frinking machine Reset
19/05/2014	Christy Plumbing & Heating	111037	936.00		157/Water Heater Repairs
19/05/2014	Levitt Partnership Limited	111038	11.88		158/A3 office drawings
19/05/2014	Millenium Security Services	111039	90.00		159/Alarm Callouts
19/05/2014	Agrovista UK Ltd	111040	483.14		104/Hose Equipment

At: 16:13

Current Bank A/c

## List of Payments made between 01/05/2014 and 31/05/2014

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
19/05/2014	P Tuckwell Ltd	111041	113.28		122/Mower Repair
19/05/2014	TTM Consultancy Ltd	111042	142.80		123/Car Park Barrier
19/05/2014	Frontier Agriculture Ltd	111043	45.16		132/Weedkiller
19/05/2014	Froods Autoservices	111045	471.16		124/Skoda Felicia Maintenance
19/05/2014	DCK Beavers Ltd	111046	465.30		125/Accounting Services
19/05/2014	PHS Group	111047	614.95		126/Sanitary Services
19/05/2014	Bannold Supplies & Services Lt	111048	253.80		127/Top Dressing
19/05/2014	Rosetta Publishing	111049	285.60		131/The Bulletin May 14
19/05/2014	1st Choice Staff Recruitment L	111050	147.83		130/R. Loake 04.05-10.05
19/05/2014	Delia Shepherd	111051	20.52		129/Business Cards
19/05/2014	Central Bedfordshire Council	111052	4,597.56		128/13/14 Grass Cutting
19/05/2014	UK Fuels Limited DDR	DDR14	36.52		101/Fuel Cards
17/05/2014	Corona Energy Retail 2 Ltd	DDR15	221.93		166/Supply to 01.04.14
29/05/2014	Southern Electric DDR	DDR16	612.90		138/Pavillion Elec to 09.05.14
<b>Total Payments</b>			<b>56,165.32</b>		

## Detailed Balance Sheet (Excluding Stock Movement)

Month No: 2      31st May 2014

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
100	Debtors Control	787	
101	Stock	4,435	
105	VAT Control	6,004	
106	Vat Suspense	-3,900	
120	Sundry Debtors	23,400	
200	Current Bank A/c	-3,456	
205	Capital a/c Santander	210,266	
206	Barclays Active Saver	239,456	
207	Barclays New Treasury	201,994	
210	Petty Cash	250	
	<b>Total Current Assets</b>		<b>679,236</b>
	<u>Current Liabilities</u>		
501	Creditors Control	17,510	
505	Deposits - Returnable	500	
	<b>Total Current Liabilities</b>		<b>18,010</b>
	<b>Net Current Assets</b>		<b>661,226</b>
	<b>Total Assets less Current Liabilities</b>		<b>661,226</b>
	<u>Represented By :-</u>		
300	Current Year Fund	143,666	
310	General Reserve	20,765	
320	Capital Receipts Reserve	72,795	
321	Earmarked Reserves	44,000	
322	EMR Fallowfied	380,000	
	<b>Total Equity</b>		<b>661,226</b>

# Sandy Town Council

**Sandy Town Council Monday 30 June 2014**

## **A D D I T I O N A L   R E P O R T**

### **5.2 Skate Park Resolution from CS&E Minutes Clerk's Notes**

Diana Hedley will attend the Town Council meeting to answer questions about the proposed feasibility study.

Groundwork advise it is difficult to put a value on any skate park project as each is different but cite two examples to give members an idea of what likely costs may be:

**Skate Park at Houghton Regis** completed in 2009 value **£105,000** with funds coming from South Beds District Council, Bedfordshire County Council's Youth Opportunity Fund (Street Cred), Houghton Regis Town Council and a number of other small donations.

**Skate Park under construction in Hatfield** has a value of **£162,000** and funding for this has been sourced from Sports England Inspired Facilities, Lafarge-Tarmac Landfill Communities Fund and Veolia Environmental Trust.

Both of these parks are constructed of concrete and sunk into the ground. Skate parks constructed of differing materials and located above ground level will attract different values.

Effective from 1<sup>st</sup> July 2014

Long Term Agreement expires at 1<sup>st</sup> July 2016

## SANDY TOWN COUNCIL

### SUMMARY OF CURRENT SUMS INSURED

MATERIAL DAMAGE / PROPERTY DAMAGE SECTION	
<b>Cover:</b>	
Commercial All Risks (i.e. Fire & Perils + Accidental Damage)	YES/NO
Theft	YES/NO
Subsidence	YES/NO
Glass	YES/NO
Terrorism	YES/NO

#### COUNCIL OFFICES, 10 CAMBRIDGE ROAD

Sums Insured	Current
Buildings (Risk 1)	£734,865
Contents (Risk 4) (excluding art/artefacts with individual values exceeding £5,000)	£198,850
Art/Artefacts with individual values exceeding £5,000	£
Excesses	Nil - Fire, Aircraft, Explosion, Earthquake, Riot & civil commotion, Impact £250 - All others

#### STORAGE BUILDING/REST ROOM, STRATFORD ROAD (This is used as a depot for Town Council)

Sums Insured	Current
Buildings (Risk 1)	£105,944
Contents (Risk 4) (excluding art/artefacts with individual values exceeding £5,000)	£ 6,981
Art/Artefacts with individual values exceeding £5,000	£
Excesses	Nil - Fire, Aircraft, Explosion, Earthquake, Riot & civil commotion, Impact £250 - All others

**NB: Storage building also includes "container building"**

AR/KT

**TOURIST INFORMATION CENTRE (Located in same building as Council offices)**

<b>Sums Insured</b>	<b>Current</b>
Buildings	£
Contents (Risk 4) (excluding art/artefacts with individual values exceeding £5,000)	£20,000
Art/Artefacts with individual values exceeding £5,000	£
Excesses	Nil - Fire, Aircraft, Explosion, Earthquake, Riot & civil commotion, Impact £250 - All others

**NEW PAVILION, SUNDERLAND ROAD (This building is used as a Football Pavilion with Changing Rooms and Education Facilities and Managed by a Third Party Operating Company)**

<b>Sums Insured</b>	<b>Current</b>
Buildings (Risk 2)	£811,783
Contents (Risk 5) (excluding art/artefacts with individual values exceeding £5,000)	£10,649
Art/Artefacts with individual values exceeding £5,000	£
Excesses	Nil - Fire, Aircraft, Explosion, Earthquake, Riot & civil commotion, Impact £250 - All others

**CEMETERY CHAPEL, POTTON ROAD (This building is not listed and is used for storage and Funerals) – includes brick built shed**

<b>Sums Insured</b>	<b>Current</b>
Buildings (Risk 3)	£179,680
Contents (Risk 5) (excluding art/artefacts with individual values exceeding £5,000)	£ 6,995
Art/Artefacts with individual values exceeding £5,000	£
Excesses	Nil - Fire, Aircraft, Explosion, Earthquake, Riot & civil commotion, Impact £250 - All other

**PAVILION & PUBLIC CONVENIENCES, BEDFORD ROAD (This is used weekly and let to the local Football Club) – on long term lease**

<b>Sums Insured</b>	<b>Current</b>
Buildings (Risk 2)	£245,953
Contents (excluding art/artefacts with individual values exceeding £5,000)	£
Art/Artefacts with individual values exceeding £5,000	£
Excesses	Nil - Fire, Aircraft, Explosion, Earthquake, Riot & civil commotion, Impact £250 - All others

**PUBLIC CONVENIENCES, HIGH STREET**

<b>Sums Insured</b>	<b>Current</b>
Buildings (Risk 2)	£72,441
Contents (excluding art/artefacts with individual values exceeding £5,000)	£
Art/Artefacts with individual values exceeding £5,000	£
Excesses	Nil - Fire, Aircraft, Explosion, Earthquake, Riot & civil commotion, Impact £250 - All others

**PAVILION & GARAGE, SUNDERLAND ROAD (This is used as a store for Town Council and the Cricket Club)**

<b>Sums Insured</b>	<b>Current</b>
Buildings (Risk 2)	£181,712
Contents (Risk 5) (excluding art/artefacts with individual values exceeding £5,000)	£ 2,795
Art/Artefacts with individual values exceeding £5,000	£
Excesses	Nil - Fire, Aircraft, Explosion, Earthquake, Riot & civil commotion, Impact £250 - All others

**MISCELLANEOUS**

<b>Sums Insured</b>	<b>Current</b>
Street Furniture	Self insured
Street Lighting (Risk 6)	£326,332
War Memorials / Monuments	£ 65,377
Play Equipment & Surfaces Includes Fallowfield (Risk 3)	£433,913
Gates, Fences & Benches @ Fallowfield & St Ivel Park	£ 25,352
Other (provide details) Market Stalls (Risk 3) Skate Park Equipment (Risk 3)	£ 5,872 £25,145
Excesses	Nil - Fire, Aircraft, Explosion, Earthquake, Riot & civil commotion, Impact £250 - All others



**Notable Conditions, Exclusions, Warranties applicable to this section:**

'Contents' excludes.

- Theft of works of art, rare books or gold and silver articles over £5,000 individual value, or more than £10,000 in total.
- Computers/audio/visual equip over £50,000
- Wines/spirits/tobacco over £1,000
- Theft of furs, jewellery and precious stones

**Unless specifically noted.**

Excludes theft from Buildings unless involving violent or forced entry or exit, (but does include Theft of Buildings, e.g. lead, plaques etc without this stipulation)

Reasonable precautions condition including maintenance of any fire extinguishers and implementation of security when closed.

**Checked: YES/NO**

**BUSINESS ALL RISK (Anywhere in UK)**

<b>Sums Insured</b>	<b>Current</b>
Regalia	£ 8,638 (cover extended to Worldwide for 90 days a year)
Garden Machinery	£46,757
CCTV	£18,622
Laptops + visual aid equipment	£ 1,023
Christmas lights	Added temporarily whilst hired October - January
Wooden Sleigh	£2,000
Gazebos	£2,500
Beacon	£ 307
Market Stalls	£2,600
Excesses	Nil – Fire, Lightning, Explosion £50 – all others

**Notable Conditions, Exclusions, Warranties applicable:**

Excludes theft from vehicles not involving forced entry

**Checked: Yes/No**

<b>MONEY</b>	
<b>Sums Insured</b>	<b>Current</b>
Estimated Annual Carrying	£12,132
Non-negotiable money	£250,000
Cash on the premises in working hours, or in transit, or in bank night safe	£1,000
Cash on the premises out of working hours, in a safe	£1,000
Cash on the premises out of working hours, not in a safe	£250
Cash in the private homes of authorised employees	£500
Personal Injury (Assault) Benefits	Capital benefits - £10,000 Weekly benefits - £100 TTD / £50 TPD
Cash Carrying Limits	Up to £2,000 – 1 person Over £2,000 up to £5,000 – a minimum of 2 persons Over £5,000 up to £8,000 – a minimum of 3 persons Over £8,000 – a minimum of 4 persons
<p><b>Notable Conditions, Exclusions, Warranties applicable:</b></p> <p>Private transport is to be used for amounts greater than £2,000 over distances 0.5 miles or more</p> <p>Excludes loss from unattended vehicles or from vending machines</p> <p>Excludes assault benefits for persons under 16 or over 80 years of age</p> <p>Record keeping condition applies</p> <p>Keys warranty applies (removal from premises)</p> <p>Excludes acts of dishonesty unless discovered within 7 days</p> <p><b>Checked: Yes/No</b></p>	

<b>EMPLOYEE DISHONESTY (FIDELITY GUARANTEE)</b>	
	<b>Current</b>
Persons covered	Employees & Council Members
Limit of Indemnity	£800,000
Excess	£1,000
<b>Notable Conditions, Exclusions, Warranties applicable:</b>	
References condition – You must obtain & maintain a record of satisfactory references (Limit of liability will be restricted to 10% of sum insured/claim (max £50,000) where references are not available to the Insurer at the time of the claim).	
Controls condition (procedures)	
<b>Checked: Yes/No</b>	

<b>BUSINESS INTERRUPTION</b> (Financial loss following damage to item/s under Material Damage section)	
<b>Sum Insured</b>	<b>Current</b>
Loss of Gross Profit (including Payroll)	Sum Insured: £ Maximum Indemnity period: months
Loss of Rent	Sum Insured: £18,000 Maximum Indemnity period: 24 months
Loss of Revenue	Sum Insured: £ Maximum Indemnity period: months
Increased Cost of Working	Sum Insured: £50,000 (included automatically) Maximum Indemnity period: 12 months
<b>Notable Extensions applicable:</b>	
Denial of Access	
Full Failure of Public Utilities (the failure must last at least 4hrs in respect of water/gas/electricity and at least 24hrs for phones, £10,000 limit)	
Notifiable Diseases (3 months max period, £10,000 limit)	
<b>Checked: Yes/No</b>	

<b>LIABILITIES</b>	
<b>Indemnity Limits / Estimates</b>	<b>Current</b>
Employers' Liability Limit of Indemnity	£10 million
Public/Products Liability Limit of Indemnity	£10 million Includes: Libel & Slander - £100,000 Hirers' Liability – £2 million
Estimates:	
Annual Income (including Precept)	£495,000
Clerical wage-roll	£144,000
Manual wage-roll	£ 96,000
Payments to Bona Fide Sub Contractors	£ 20,000
Max number of volunteers	20
Max number of volunteers on duty at any one time	20
Annual Events included under the liability insurance, (additional events should be notified to us prior to occurrence)	List included events Civic Service Charity events – quiz/dinners etc. Monthly Farmers market & small weekly town market Christmas light switch on
Excess	£250 re Public/Products Liability in respect of work away Nil – all others
<b>Notable Conditions, Exclusions, Warranties applicable:</b>	
Terrorism limit restricted to £5 million for Employers Liability and £2 million for Public Liability Excludes asbestos (Public Liability) Skatepark & playground & amusement devices conditions apply	
<b>Checked: Yes/No</b>	

#### Employers' Liability Tracing Office (ELTO)

The Employers' Liability Tracing Office (ELTO) is an insurance industry wide initiative that has been set up to help those who have suffered injury or disease in the workplace identify the relevant Employers Liability insurer quickly and efficiently via a centralised database of records.

All insurer members of ELTO will be required to submit details of each policy they write that provides employers' liability cover for inclusion on the database that incepts or renews on or after 1<sup>st</sup> April 2011.

From 1<sup>st</sup> April 2012 this information will be supplemented by inclusion of the Employers Reference Number (ERN) for all policyholders and any subsidiary companies insured under the same contract.

**Your Employers Reference Number(s) is/are recorded as:- 419/B3**

**LEGAL PROTECTION – included automatically**

<b>Indemnity Limits</b>	<b>Current</b>
Standard cover: <u>Includes:</u> Employment disputes Compensation awards Service occupancy Legal defence Property Protection Bodily Injury Tax Protection	£100,000 limit
Optional extra covers:  Contract disputes Tenancy disputes Statutory licence Debt recover	- <del>YES</del> /NO - <del>YES</del> /NO - <del>YES</del> /NO - <del>YES</del> /NO
Excess	£200 for tax aspect enquiries
<p><b>Notable Conditions, Exclusions, Warranties applicable:</b></p> <p>Excludes cases not involving a reasonable chance of success</p> <p>Client must take Insurer advice before taking any actions and follow Insurer advice.</p> <p>Excludes claims in excess of £2000 for tax aspect enquiries</p> <p><b>Checked: Yes</b></p> <p><b><u>IMPORTANT NOTE</u></b></p> <p>Cover under the compensation award section of this section of the policy is dependant upon certain terms and conditions being met often including the need to take and follow advice from the Legal Advice Helpline.</p> <p>The main circumstances that would give rise to the need to contact the advice line would be the following scenarios:</p> <ol style="list-style-type: none"> <li>1. You are considering disciplining and giving an employee at least a written warning.</li> <li>2. The employee has submitted a grievance or complaint which should be properly treated as a grievance.</li> <li>3. You are proposing to terminate a fixed term contract.</li> <li>4. You are proposing to make a person redundant.</li> <li>5. When you receive a discrimination questionnaire, or equal pay questionnaire.</li> </ol> <p>Under the terms of the policy it is important to note that in cases involving breach of statutory duty, i.e. discrimination and public interest disclosure matters the compensation awards cover will not be applicable if legal advice was not sought and followed from the advice line.</p>	

<b>MANAGEMENT LIABILITY – included automatically</b>	
<b>Indemnity Limits</b>	<b>Current</b>
Persons Covered	Any employee or council member
Limit	£250,000
Excess	Nil
<p><b>Notable Conditions, Exclusions, Warranties applicable:</b></p> <p>Excludes Professional services, pensions or savings schemes.</p> <p>Excludes claims where there are no prospects of success.</p> <p><b>Checked: Yes/No</b></p>	

<b>PERSONAL ACCIDENT</b>	
<b>Indemnity Limits / Estimates</b>	<b>Current</b>
<b>Persons Covered</b>	Employees: YES Council Members: YES Volunteers: YES
<b>Operative period</b>	Employees: 24 hours a day, every day Council Members: Whilst performing Council duties Volunteers: Whilst performing Council duties
<b>Benefits Payable</b>	<b>Employees:</b> Capital benefits (e.g. Death) - £20,000 Weekly benefits - £200 TTD / £100 TPD  <b>Council Members</b> Capital benefits (e.g. Death) - £20,000 Weekly benefits - £200 TTD / £100 TPD  <b>Volunteers</b> Capital benefits (e.g. Death) - £20,000 Weekly benefits - £ 200 TTD / £100 TPD
<b>No. of Council members</b>	15
<b>Deferment Period</b>	None
<b>Maximum payment period</b>	104 weeks

**Notable Conditions, Exclusions, Warranties applicable:**

Age limit – 80 years of age, (unless specifically extended for individuals)

Cover extended to include D W J Sharman, up to age of 85.

Furthermore, we will not pay any compensation for Accidental Bodily Injury in respect of the following contingencies:

- a) Total and permanent loss of sight in one or both eyes and/or total and permanent loss of hearing in one or both ears.
- b) Loss of one or more limbs.
- c) Any other total and permanent disablement which lasts without interruption for more than 12 months from the date of the accident and prevents the insured person from pursuing any occupation.
- d) Temporary total disablement which prevents the insured person from pursuing their normal occupation
- e) Temporary partial disablement which prevents the insured person from pursuing a substantial part of their normal occupation.

Subject otherwise to the terms and conditions of the policy.

Excludes terrorism

Excludes hazardous sports & pursuits

**Checked: Yes/No**



<b>BUSINESS TRAVEL – included automatically</b>	
<b>Indemnity Limits</b>	<b>Current</b>
Person covered	All Employees, Council Members, and their accompanying spouses
Type of trips covered	Any authorised journey in connection with the Business including any ancillary holiday
UK cover	Yes, if overnight or by flight
EU cover	Yes – 21 days
Worldwide (including USA)	Yes – 14 days
Cover limits	Medical - £1 million Personal property - £2,000 (£750 any one item) Money/cheques - £1,000 (money restricted to £750) Disruption/Cancellation - £2,000 Travel delay - £20/£50 1st/Subs 12 hrs - £500 max Personal Liability - £2 million
Excess	£25 medical expenses, personal property or money
<b>Notable Conditions, Exclusions, Warranties applicable:</b>	
Age limit – 80 years of age	
Excludes UK Medical expenses (as NHS available)	
Excludes Travel against medical advice	
Excludes Theft from unattended vehicles unless secured and items out of sight	
Cancellation costs from the death, injury or sickness of persons over 75.	
<b>Checked: Yes/No</b>	

**Avoid Under Insurance**

Why not use our insurance building valuation service **exclusively** for Town Councils

**barrett • corp • harrington**

When were the Council's Buildings last valued?

Were all of your buildings valued or specific buildings only?

Who carried out the rebuild valuations?

Have the Council been provided with details of our scheme valuation service provided by Barratt Corp Harrington? YES/NO

Is this something that you would be interested in hearing more about? YES/NO

**Taking Control of your Liability Risks**

A risk review service **exclusively** for Town Councils



**Risk Services Advisor**

**Jim Nicholson** Grad IOSH, MIIRSM, Dip Env NEBOSH

Email [jim.n@wpsinsurance.co.uk](mailto:jim.n@wpsinsurance.co.uk)

When did the Council last carry out a liability audit and who carried this out?

Were you aware that as part of our scheme we can arrange for a Health & Safety consultant to review the Council's risks? YES/NO

We can assist you in the following areas, please select those that you are interested in learning more about:

- An audit facility of your current liability risk management arrangements
- Practical advice on areas of improvement, paying specific attention to the areas where we are seeing the highest volume of claims
- Advice on the documentation required to form an effective claim defence, e.g. playground inspection, tree management, open space safety assessment
- Event assessment advice

Please discuss this with your usual WPS contact or detach this page and return it to WPS Ltd, Spargo House, 10 Budshead Way, Plymouth, PL6 5FE or [mail@wpsinsurance.co.uk](mailto:mail@wpsinsurance.co.uk) or telephone us on 01752 670440 for more information.

Please complete if returning by post:

Name of Council & person to contact .....

# Sandy Town Council

Sandy Town Council Monday 30 June 2014

## ADDITIONAL REPORT

### 7.iii Insurance

#### Clerk's Notes

Sandy Town Council's insurance is due for renewal on 1 July 2014.

#### Motor Fleet Insurance

Renewal of the existing motor fleet insurance policy with ERS is recommended by WPS at a renewal premium of **£1,713.52** including policy administration fee and insurance premium tax. In making this recommendation WPS has taken into account:

- Pricing/Competitiveness
- Insurer Service
- Ability of insurer to meet STC's requirements
- Scope of cover provided
- Insurer financial stability
- Fair and efficient claims settlement

The premium for 2013/14 was £1,667.25.

#### Commercial Combined General Insurance

In 2013 Sandy Town Council entered into a three year agreement for all other insured risks with Aviva and this is due to expire on 1 July 2016. The premium for the year 2013/14 was agreed at £21,090 but during the year additional premiums were paid as new risks were added to the policy. Following an extensive review of insured risks undertaken by the Town Clerk in association with WPS and Aviva revisions have been made to the summary of current sums insured on the basis of which the premium for coming year will be **£21,426.51** including policy administration fee and insurance premium tax. The change in the premium level is as a consequence to changes in the sums insured.

A copy of the summary of sums insured for 2014/15 is attached for information and approval.

The clerk requested a breakdown of some of the elements of cover which could be considered by council for self-insurance. These can be detailed as follows:

Play equipment & surfaces	£365.89
Gates, Fences, Benches	£52.28
Market Stalls (located in council offices)	£12.04

# Sandy Town Council

Market stalls (anywhere in the UK)	£19.22
Skate Park Equipment	£51.56

Please also note the total sum insured for Market stalls of £8,472 situated at the Council offices and anywhere in the UK. It is arguable whether this is a correct sum insured. The correct location for this cover would be within the Business All Risks section if they were being frequently taken from a building as this would provide cover for them anywhere in the UK including in transit and they would only be subject to an excess of £50 rather than the standard policy excess of £250.00 in the event of their damage. However, the stalls are used very infrequently.

**Members are asked to approve the insurance cover arrangements made or otherwise instruct the Town Clerk.**

# Sandy Town Council

**Sandy Town Council Monday 30 June 2014**

## **A D D I T I O N A L   R E P O R T**

### **10   Adoption of Public Open Space near Berwick Way**

In 2008 Sandy Town Council agreed to adopt public open space near Berwick Way for a commuted sum of £23,904.52. Since that time there have been delays in completing the adoption from Taylor Wimpey not least because of the economic recession. Taylor Wimpey is now ready to complete the adoption and a new commuted sum of £28,849.21 has been agreed based on RPI increases for the period from 2008 to the present. The transfer document and plan are attached for information. The former Deputy Clerk has worked on this adoption and stipulated remedial works which needed to be done prior to the adoption, this work is now almost complete.

**Members are asked to approve the transfer document and plan and to authorise the Town Clerk to complete the adoption once she is satisfied that all necessary works have been concluded.**

Land Registry  
Transfer of part of registered title(s)

TP1

If you need more room than is provided for in a panel, and your software allows, you can expand any panel in the form. Alternatively use continuation sheet CS and attach it to this form.

1	<p>Title number(s) out of which the property is transferred:</p> <p>BD182762</p>
2	<p>Other title number(s) against which matters contained in this transfer are to be registered or noted, if any:</p>
3	<p>Property:</p> <p><b>Public Open Space at West Side of Sunderland Road Sandy</b></p> <p>The property is identified</p> <p><input checked="" type="checkbox"/> on the attached the Plan and shown: <b>edged red</b></p> <p><input type="checkbox"/> on the title plan(s) of the above titles and shown:</p>
4	<p>Date:</p>
5	<p>Transferor:</p> <p><b>George Wimpey North London Limited (Company Registration No. 1160327) by the direction of Taylor Wimpey UK Limited (Company Registration No 1392762) whose registered office is at Gate House Turnpike Road High Wycombe Buckinghamshire HP12 3NR</b></p> <p><u>For UK incorporated companies/LLPs</u> Registered number of company or limited liability partnership including any prefix:</p> <p><u>For overseas companies</u> (a) Territory of incorporation:</p> <p>(b) Registered number in England and Wales including any prefix:</p>
6	<p>Transferee for entry in the register:</p> <p>Sandy Town Council</p> <p><u>For UK incorporated companies/LLPs</u> Registered number of company or limited liability partnership including any prefix:</p> <p><u>For overseas companies</u> (a) Territory of incorporation:</p> <p>(b) Registered number in England and Wales including any prefix:</p>
7	<p>Transferee's intended address(es) for service for entry in the register:</p> <p>[ ]</p>
8	<p>The transferor transfers the property to the transferee</p>

9	<p><b>Consideration</b></p> <p><input type="checkbox"/> The transferor has received from the transferee for the property the following sum (in words and figures):</p> <p><input type="checkbox"/> The transfer is not for money or anything that has a monetary value</p> <p><input checked="" type="checkbox"/> Insert other receipt as appropriate:  <b>The Transferor has paid to the Transferee the commuted sum of [                    ] (£            )</b></p>
10	<p><b>The transferor transfers with</b></p> <p><input checked="" type="checkbox"/> full title guarantee</p> <p><input type="checkbox"/> limited title guarantee</p>
11	<p><b>Declaration of trust. The transferee is more than one person and</b></p> <p><input type="checkbox"/> they are to hold the property on trust for themselves as joint tenants</p> <p><input type="checkbox"/> they are to hold the property on trust for themselves as tenants in common in equal shares</p> <p><input type="checkbox"/> they are to hold the property on trust:</p>
12	<p><b>Additional provisions</b></p> <p><b>Definitions</b></p> <p>12.1 In this Transfer the following words and expressions shall have the following meanings:-  <b>“Estate”</b> means the Transferors development being the land now or formerly comprised in the title number referred to at Panel 1 other than the Property</p> <p>12.2 Unless otherwise stated or the context otherwise requires a reference to a clause, sub-clause or schedule is a reference to a clause, sub-clause or a schedule to this transfer and reference in a schedule to a paragraph or a sub-paragraph are to a paragraph or sub-paragraph of that schedule</p> <p>12.3 Reference to “Transferor” and “Transferee” include reference to their respective successors in title and those deriving title under them save where expressly varied by this Transfer</p> <p>12.4 <b>Rights Granted</b>  The Transfer of the Property includes the rights set out in Schedule 1</p> <p>12.5 <b>Exceptions and Reservations</b>  There are excepted and reserved from the Transfer of the Property the matters set out in Schedule 2</p> <p>12.6 <b>Restrictive Covenants by the Transferee</b>  Not to use or permit to be used the Property or any part thereof other than as public open space amenity land and the provisions of the Open Spaces Act 1906 shall apply accordingly and not to exclude any person or persons from the same (save temporarily in the event of safety pending any necessary maintenance) who have rights to use and enjoy the same</p> <p>12.7 <b>Indemnity Covenant</b>  With the object and intent of affording to the Transferor a full and sufficient indemnity but not further or otherwise the Transferee hereby covenants with the Transferor that the Transferee</p>

will at all times hereafter observe and perform the restrictive covenants conditions and stipulations (if any) contained or referred to in the Charges Register of the Title Number above referred to so far as the same relate to the Property and are still subsisting and capable of being enforced and that it will keep the Transferor indemnified against all actions claims demands and liabilities whatsoever in respect of any future breach non-observance or non-performance thereof

**12.8 Agreements and Declarations**

The Property does not include any walls fences hedges or other structural boundary which forms the boundary with any plots on the Estate

**SCHEDULE 1**

1. There shall be granted over the Estate (and each and every part thereof) for the benefit of the Property (and each and every part thereof) in fee simple the following rights, liberties and easements provided that such rights, liberties and easements shall where applicable be in such positions as shall be approved by the Transferor (such approval not to be unreasonably withheld or delayed) but shall not (subject to the proviso as aforesaid) interfere with the development of the Estate:-

- (a) A right of way for all purposes by day or night with or without vehicles over and along the roads and a right of way for all purposes by day or night but on foot only over and along the footpaths to the roads which are now or may hereafter be constructed or laid on the Estate and the like rights over and along the sites of any roads and footpaths intended to be constructed or laid on the Estate and giving access to the Property but the rights of way herein granted over any road or footpath shall terminate upon that road or footpath becoming (and to the extent that such road or footpath becomes) a public right of way. A road or footpath shall be regarded as an intended road or footpath when the latest planning permission for the construction thereof shall have been granted and is being implemented and for so long as it shall remain effective
- (b) The full right of passage and running of the service facilities which are now or may hereafter be constructed or laid in or over or under the Estate and used in common by the Property and the Estate or by the Property alone with the right to enter upon the Estate to make connections with, inspect, repair, renew, cleanse and maintain the service facilities or any of them

In exercising the said rights, liberties and easements the Transferee will cause as little inconvenience to the Transferor and as little damage as practicable to the Estate and shall make good any damage caused to the Estate to the reasonable satisfaction of the Transferor and shall take into account the Transferor's development proposals for the Estate and shall not exercise such rights over the sites of buildings or intended buildings

2. There shall be granted over the Estate (and each and every part thereof) for the benefit of the Property (and each and every part thereof) all such other rights, easements and quasi-easements as are necessary for the better use, occupation and development of the Property provided that such rights, liberties and easements shall where applicable be in such position as shall be approved by the Transferor (such approval not to be unreasonably withheld or delayed) and shall not (subject to the proviso as aforesaid) interfere with the development of the land over which they are granted

**SCHEDULE 2**

1. There shall be excepted and reserved out of the Property (and each and every part thereof) for the benefit of the Estate (and each and every part thereof) in fee simple the following rights, liberties and easements provided that such rights, liberties and easements shall, where applicable, be in such positions as shall be approved by the Transferee (such approval not to be unreasonably withheld or delayed) and shall not interfere with the use of the Property as public open space:-



- (a) A right of way for all purposes by day or night with or without vehicles over and along any roadways and a right of way for all purposes by day or night but on foot only over and along any footpaths which are now or may hereafter be constructed or laid on the Property and the like rights over and along the sites of any roads and/or footpaths intended to be constructed or laid on the Property and giving access to the Estate but the rights of way herein granted over any road or footpath shall terminate upon the road or footpath becoming a public right of way. A road or footpath shall be regarded as an intended road or footpath when the latest planning permission for the construction thereof shall have been granted and is being implemented and for so long as it shall remain effective
- (b) The full right of passage and running of water, soil, gas and electricity and other services from and to the Estate in and through all drains, channels, sewers, pipes, watercourses, gutters, electric wires, cables and other service conduits ("service facilities") which are now or may hereafter be constructed or laid in, on, over or under the Property and used in common by the Property and the Estate or by the Estate alone with the right to enter upon the Property upon giving prior written notice to the Transferee (except in the case of emergency) to make connections with, inspect, repair, renew, cleanse and maintain the service facilities or any of them or to lay down and construct any new service facility in, on, over or under such part or parts of the Property

In exercising the said rights, liberties and easements the Transferor will cause as little inconvenience to the Transferee and as little damage as practicable to the Property and shall make good any damage caused to the Property to the reasonable satisfaction of the Transferee

- 2. There shall be excepted and reserved out of the Property (and each and every part thereof) for the benefit of the Estate (and each and every part thereof) all such other rights, easements and quasi-easements as are necessary for the better use, occupation and development of the Estate by the Transferor provided that such rights, liberties and easements shall where applicable be in such position as shall be approved by the Transferee (such approval not to be unreasonably withheld or delayed)

Signed as a deed by  
**GEORGE WIMPEY**  
**NORTH LONDON LIMITED**  
the Transferor  
Acting by its Attorney

Attorney

in the presence of:-

Signature of witness.....

Name (in BLOCK CAPITALS).....

Occupation.....

Address:  
.....

Signed as a deed by  
**TAYLOR WIMPEY UK LIMITED**  
the Transferor  
Acting by its Attorney

Attorney

in the presence of:-

Signature of witness.....

Name (in BLOCK CAPITALS).....

Occupation.....

Address:  
.....

Signed as a deed by the Transferee

**SANDY TOWN COUNCIL**

in the presence of:-

Sign here

Authorised Signatory

Authorised Signatory

**WARNING**

If you dishonestly enter information or make a statement that you know is, or might be, untrue or misleading, and intend by doing so to make a gain for yourself or another person, or to cause loss or the risk of loss to another person, you may commit the offence of fraud under section 1 of the Fraud Act 2006, the maximum penalty for which is 10 years' imprisonment or an unlimited fine, or both.

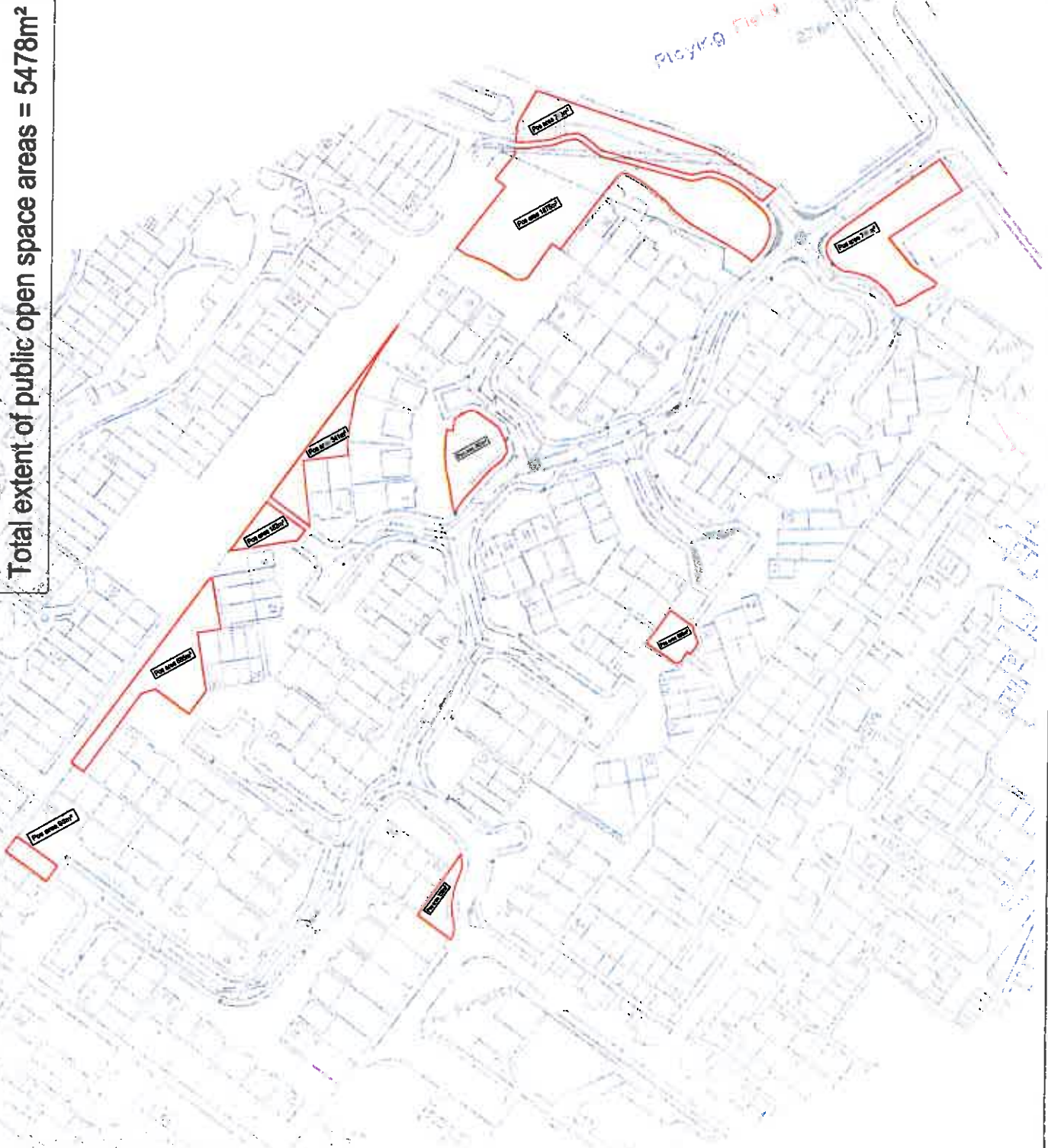
Failure to complete this form with proper care may result in a loss of protection under the Land Registration Act 2002 if, as a result, a mistake is made in the register.

Under section 66 of the Land Registration Act 2002 most documents (including this form) kept by the registrar relating to an application to the registrar or referred to in the register are open to public inspection and copying. If you believe a document contains prejudicial information, you may apply for that part of the document to be made exempt using Form EX1, under rule 136 of the Land Registration Rules 2003.

© Crown copyright (ref: LR/HO) 07/08

**NOTES:**

Total extent of public open space areas = 5478m<sup>2</sup>



Copyright Barter Hill Partnership. This drawing shall not be copied in whole or part without the written permission of The Barter Hill Partnership.

Rev.	Description	By	Date
A	Detail added to Workbooks/Slipstream Chase. Area adjacent to 28 Berwick Way.	jr	01.07.13

**barter hill**  
 Wynters Farm Barn  
 Magdalen Layer  
 Ongar  
 Essex CM5 0EW  
 t: 01279 430888  
 f: 01279 429007  
 e: mail@barterhill.co.uk

**Barter Hill Partnership Limited**  
 15 Meridian Way  
 Meridian Business Park  
 Norwich NR7 0TA  
 t: 01603 300360  
 f: 01603 438854  
 e: mail@barterhill.co.uk

Client  
**Taylor Wimpey**

Project  
**Meadow Croft, Sandy**

Drawing Title  
**Public Open Space Transfer Plan**

Designed by JR	Drawn by NV	Checked by
Scale @ A3 1:1250	Date July 2007	

Drawing No. <b>11122_101</b>	Revision <b>A</b>	Job Ref 2856
---------------------------------	----------------------	-----------------

Status  
**AS BUILT**

Cad file  
 P:\2856\Civil

Contact Office  
 Magdalen Layer

## Sandy Town Council Police Report 16/05/14-26/06/14.

I will be attending the meeting to give our Police report.

There has been 5 **Domestic Burglary** recorded in this period. These were in varies locations in the town. Access was gained through windows in three properties, one front door and 1; the flat door. Items including; jewellery, a laptop, a kindle and money where taken from the properties. One person arrested for one of the Burglary.

**Violence against the person**, 15 was recorded in this period; this includes domestic incidents, harassment/stalking, family dog bite, argument/assault in the travel lodge, threats to a driver, one youth hitting another, and one male hitting another in a restaurant. None of these incidents were related.

There has been 6 **Burglary other**, this included 2 garages, an office cabin, diesel syphoned from vehicles in a compound, a generator from a barn, 3 cycles and a lawnmower from a garden.

**Vehicle Crime**, 11 have been recorded including theft of a scooter and a vehicle from a storage compound, wallets and cash from 3 vehicles , an airbag from a BMW(BMW,s are often targeted) and diesel from lorries on their premises in Beamish Close and Mogerhanger Road.

**Other Theft** is shoplifting, making off without payment, flowers from graves at the cemetery, 3 cycles, a tree and pot, school box containing money and trying to take a caravan.

There were 5 **Criminal Damage** reports which includes; a domestic, damage to a fence, 2 x damage to car and a car fuel tank damaged.

.There was 3 Cannabis cautions issued in this period.

As you are aware as in Burglaries; all vehicle victims are contacted and House to House carried out by your local neighbourhood team to establish any CCTV, further information.

The Sandy Speedwatch team are now active and have been out with the device in Sunderland Road, 28 offenders were recorded. The first letters have gone out.

Please don't hesitate to contact me if you have any concerns

### **PCSO 4763 Ann Jeeves**

Sandy and Biggleswade Local Policing Team.

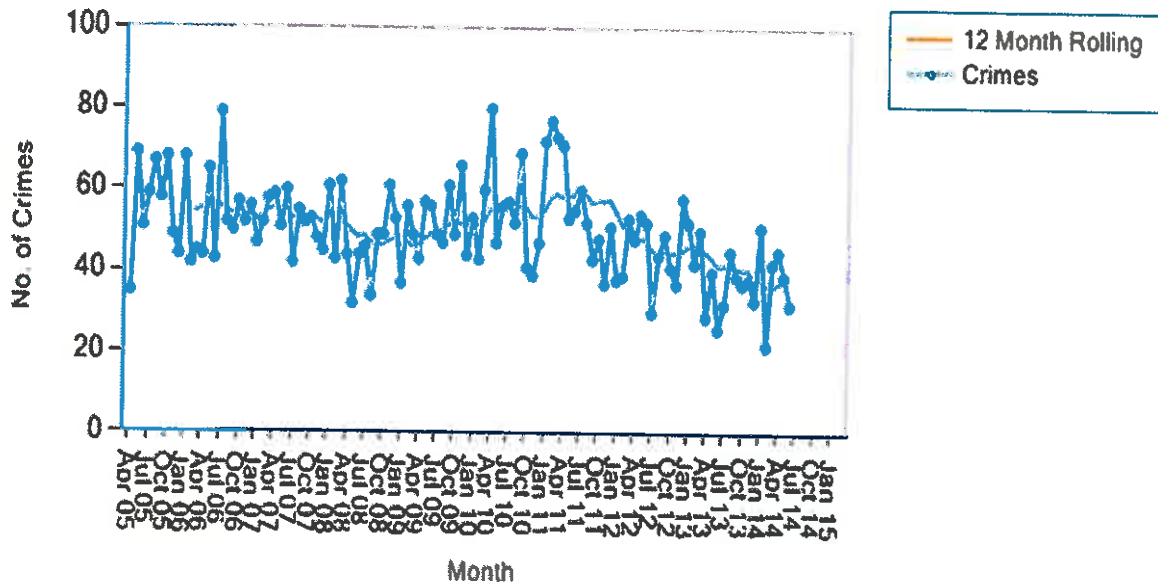
Biggleswade Police Station,

Station Road, Biggleswade, SG18 8AL

Tel :101. Email; [Jeeves.ann@bedfordshire.pnn.police.uk](mailto:Jeeves.ann@bedfordshire.pnn.police.uk)

# Sandy Town Council Police Report 16/05/14-26/06/14.

## Long Term Trend



## Crime Type Breakdown in last 12 months

Financial Year	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Avg
Current Financial Year: 2014/2015	45	39											84	42.00
Financial Year: 2013/2014	29	40	26	32	45	39	37	38	33	51	22	42	434	36.17
Financial Year: 2012/2013	48	54	52	30	44	49	41	37	58	52	42	50	557	46.42
Financial Year: 2011/2012	71	53	55	60	52	43	48	37	51	38	39	53	600	50.00
Financial Year: 2010/2011	80	47	56	57	52	69	41	39	47	72	77	73	710	59.17
Financial Year: 2009/2010	43	57	56	49	47	61	49	66	44	53	43	60	628	52.33
Financial Year: 2008/2009	44	32	44	46	34	49	49	61	53	37	56	49	554	46.17
Financial Year: 2007/2008	59	51	60	42	55	52	53	48	45	61	43	62	631	52.58
Financial Year: 2006/2007	44	65	43	79	52	50	57	52	56	47	52	58	655	54.58
Financial Year: 2005/2006	35	69	51	59	67	58	68	49	44	68	42	45	655	54.58

Crime Type	16/05/14 to 26/06/14
Violence against the Person	15
Sexual Offences	2
Robbery	1
Domestic Burglary	5
Burglary Other	6
Vehicle Crime	11
Other Theft	11
Criminal Damage	5
Drugs	3
Other Notifiable Offences	1
Total	60