

Sandy Town Council

To: Cllrs N Aldis, P Blaine, T Cole, A M Hill, W Jackson, C Osborne, M Pettitt, M Scott (Chair), D Sharman and P Sharman
c.c. T Knagg, G Leach, J Sparrow, S Sutton, N Thompson

You are hereby summoned to attend a meeting of the Policy, Finance and Resources Committee of Sandy Town Council which will be held in the Council Chamber at 10 Cambridge Road, Sandy, Bedfordshire on Monday 23 October 2017 at 7.30pm for the purpose of transacting the items of business below.

Chris Robson
Town Clerk
10 Cambridge Road
Sandy SG19 1JE
01767 681491
17th October 2017

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

A G E N D A

Reports

1 Apologies for absence

2 Declarations of interest

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

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

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

3 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.

4 Minutes of previous meeting

To receive the minutes of the Policy, Finance and Resources Committee held on 11 September 2017 and to approve them as a correct record of proceedings.

Sandy Town Council

- 5 Financial Reports**
- i) To consider a balance sheet and detailed financial report showing income and expenditure against the revenue budget for 31 August 2017. Appendix I
 - ii) To receive a budget overview report. Appendix II
 - iii) To approve a schedule of payments made since previous meeting. Appendix III
 - iv) The Chair to approve bank reconciliations and statements.
- 6 External Audit Report**
To receive and note a report from the external auditor following the 2016/17 financial year audit. The report must go to Full Council to be formally accepted. Appendix IV
- 7 Building Insurance**
To receive and consider a valuations report on Council owned buildings from Barret Corp and Harrington Limited. Appendix V
- 8 Action List**
To receive Action Report and any update. Appendix VI
- 9 Grant Application**
To receive and consider a community grant application. Appendix VII
- 10 Council Community Grants Procedure**
To receive a report on the Council's community grants procedure and grants awarded over the past four years. Appendix VIII
- 11 2018/19 Budget and Precept Request**
- i) To receive and consider a summary of 2018/19 capital expenditure requirements. Appendix IX
 - ii) To receive and consider a draft 2018/19 budget report as prepared by the Council's accountant. Appendix X
- 12 Calendar of Meetings**
To receive and review the proposed 2018/19 calendar of Council meetings. Appendix XI
- 13 Chairman's Items**
- 14 Date of Next Meeting: 27 November 2017**

Date :- 20/09/2017

Time :- 15:34

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Detailed Balance Sheet (Excluding Stock Movement)

Month No: 5 31st August 2017

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>	
<u>Current Assets</u>			
100	Debtors Control	4,299	
105	VAT Control	5,991	
120	Sundry Debtors	3,479	
121	Mosaic Heritage Trail	6,203	
200	Current Bank A/c	10,803	
201	Clerks Imprest A/c	291	
205	Capital a/c Santander	216,794	
206	Barclays Active Saver	307,398	
208	Public Sector Deposit Fund	201,899	
210	Petty Cash	250	
	Total Current Assets		757,407
<u>Current Liabilities</u>			
501	Creditors Control	25,555	
	Total Current Liabilities		25,555
	Net Current Assets		731,852
	Total Assets less Current Liabilities		731,852
<u>Represented By :-</u>			
300	Current Year Fund	94,229	
310	General Reserve	185,664	
315	Rolling Capital Fund	27,689	
320	Capital Receipts Reserve	57,712	
321	Earmarked Reserves	23,028	
322	EMR Fallowfied	327,530	
323	EMR Community Funds	7,000	
324	EMR Elections	9,000	
	Total Equity		731,852

Summary Income & Expenditure by Budget Heading 31st August 2017

Month No : 5

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	20,602	102,359	276,450	174,091		174,091	37.0 %
402 Administration-Office	Expenditure	4,602	33,990	81,455	47,465		47,465	41.7 %
	Income	1,001	2,542	4,700	-2,158			54.1 %
403 Administration-Works	Expenditure	1,865	16,224	31,429	15,205		15,205	51.6 %
	Income	0	9,090	0	9,090			0.0 %
405 Footway Lighting	Expenditure	1,036	1,480	9,500	8,020		8,020	15.6 %
406 Cemetery & Churchyard	Expenditure	185	3,424	11,129	7,705		7,705	30.8 %
	Income	1,042	5,249	25,000	-19,751			21.0 %
408 Town Centre (Including Market)	Expenditure	304	16,264	34,513	18,249		18,249	47.1 %
	Income	0	0	620	-620			0.0 %
409 Public Toilets - Car Park	Expenditure	812	2,933	4,131	1,198		1,198	71.0 %
500 Play Areas and Open Spaces	Expenditure	206	1,618	-5,700	-7,318		-7,318	-28.4 %
	Income	0	1,003	1,115	-112			90.0 %
501 Sunderland Road Rec Ground	Expenditure	2,255	10,498	27,510	17,012		17,012	38.2 %
	Income	0	380	679	-299			56.0 %
502 Nature Reserves	Expenditure	0	2,039	13,000	10,961		10,961	15.7 %
	Income	480	480	3,700	-3,220			13.0 %
505 Grass Cutting	Expenditure	0	0	10,000	10,000		10,000	0.0 %
506 Litter Bins, Seats & Shelters	Expenditure	0	0	500	500		500	0.0 %
509 Christmas Lights	Expenditure	0	0	18,000	18,000		18,000	0.0 %
	Income	0	0	2,000	-2,000			0.0 %
601 Precept and Interest	Income	371	269,931	542,309	-272,378			49.8 %
602 Democratic and Civic Costs	Expenditure	379	5,451	13,800	8,349		8,349	39.5 %
700 Capital and Projects	Expenditure	320	1,140	321,411	320,271		320,271	0.4 %
	Income	2,973	2,973	267,005	-264,032			1.1 %
INCOME - EXPENDITURE TOTALS								
	Expenditure	32,566	197,420	847,128	649,708	0	649,708	23.3 %
	Income	5,867	291,649	847,128	-555,479			34.4 %
	Net Expenditure over Income	26,699	-94,229	0	94,229			

Month No : 5

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
401	Staff							
4001	Gross Salaries - Admin	8,655	43,363	114,000	70,637		70,637	38.0 %
4002	Gross Salaries - Works	7,654	37,256	97,700	60,444		60,444	38.1 %
4003	Employers NIC	1,148	5,610	22,100	16,490		16,490	25.4 %
4004	Employers Superannuation	3,145	15,379	41,450	26,071		26,071	37.1 %
4010	Miscellaneous Staff Costs	0	750	1,000	250		250	75.0 %
4030	Recruitment Advertising	0	0	200	200		200	0.0 %
	Staff :- Expenditure	20,602	102,359	276,450	174,091	0	174,091	37.0 %
	Net Expenditure over Income	20,602	102,359	276,450	174,091			
402	Administration-Office							
4008	Training	0	175	2,500	2,325		2,325	7.0 %
4009	Travel & Subsistence	0	4	250	246		246	1.6 %
4011	General Rates	0	6,291	6,305	14		14	99.8 %
4012	Water Rates	425	325	400	75		75	81.3 %
4014	Electricity	0	490	3,500	3,010		3,010	14.0 %
4015	Gas	29	263	1,800	1,537		1,537	14.6 %
4016	Cleaning Materials etc	91	583	1,250	667		667	46.7 %
4020	Misc Establishment Costs	198	198	2,000	1,803		1,803	9.9 %
4021	Telephone & Fax	221	759	2,500	1,741		1,741	30.4 %
4022	Postage	3	88	1,700	1,612		1,612	5.2 %
4023	Printing & Stationery	925	1,679	3,000	1,321		1,321	56.0 %
4024	Subscriptions	203	2,342	2,700	358		358	86.7 %
4025	Insurance (excl vehicles)	1,829	8,905	22,250	13,345		13,345	40.0 %
4026	Photocopy Costs	-439	738	3,500	2,762		2,762	21.1 %
4027	IT Costs incl Support	367	2,270	6,000	3,730		3,730	37.8 %
28	Service Agreements (Other)	0	5,277	6,000	723		723	88.0 %
4035	Publications	6	18	100	82		82	18.0 %
4036	Property Maintenance/Security	0	1,568	3,000	1,432		1,432	52.3 %
4040	Equipment Purchases (Minor)	304	1,134	2,000	866		866	56.7 %
4050	Tourism Expenditure	0	0	750	750		750	0.0 %
4051	Bank Charges	0	0	100	100		100	0.0 %
4056	Legal Expenses	0	403	1,000	597		597	40.3 %
4057	Audit Fees - External	0	-1,300	1,300	2,600		2,600	-100.0
4058	Audit Fees - Internal	0	0	850	850		850	0.0 %
4059	Accountancy Fees	421	1,721	6,500	4,780		4,780	26.5 %
4070	Refreshments	19	59	200	141		141	29.6 %
	Administration-Office :- Expenditure	4,602	33,990	81,455	47,465	0	47,465	41.7 %
1003	Tourism Income	159	999	2,000	-1,001			50.0 %

Month No : 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1201 Rent Received Etc	55	715	2,500	-1,785			
1202 Photocopying Income	5	33	0	33			28.6 %
1205 Miscellaneous Income	0	13	0	13			0.0 %
1206 Wayleaves	24	24	0	24			0.0 %
1245 Grants Received	758	758	0	758			0.0 %
1360 Ticket Sales Commission	0	0	200	-200			0.0 %
Administration-Office :- Income	1,001	2,542	4,700	-2,158			54.1 %
Net Expenditure over Income	3,601	31,447	76,755	45,308			
403 Administration-Works							
4005 Protective Clothing	61	814	1,000	186			
4008 Training	0	228	500	272	186	186	81.4 %
4011 General Rates	0	1,724	2,279	555	272	272	45.6 %
4012 Water Rates	0	32	200	168	555	555	75.7 %
4014 Electricity	0	-1,177	1,000	2,177	168	168	15.8 %
4017 Refuse Disposal	430	2,339	3,500	1,162	2,177	2,177	-117.7
4036 Property Maintenance/Security	210	1,672	2,000	328	1,162	1,162	66.8 %
4038 Consumables/Small Tools	67	1,124	2,500	1,376	328	328	83.6 %
4039 Planting/Trees/Horticulture	0	3,424	6,500	3,077	1,376	1,376	44.9 %
4040 Equipment Purchases (Minor)	940	1,335	2,000	665	3,077	3,077	52.7 %
4042 Equipment/Vehicle Maintenance	0	1,340	5,500	4,160	665	665	66.8 %
4043 Equipment/Vehicle Fuel	157	1,368	2,200	832	4,160	4,160	24.4 %
4044 Vehicle Tax & Insurance	0	2,002	2,250	248	832	832	62.2 %
Administration-Works :- Expenditure	1,865	16,224	31,429	15,205	0	15,205	51.6 %
1258 Insurance Claims Repayment	0	9,090	0	9,090			0.0 %
Administration-Works :- Income	0	9,090	0	9,090			
Net Expenditure over Income	1,865	7,134	31,429	24,295			
405 Footway Lighting							
4014 Electricity	0	44	5,500	5,456			
4042 Equipment/Vehicle Maintenance	1,036	1,436	4,000	2,564	5,456	5,456	0.8 %
Footway Lighting :- Expenditure	1,036	1,480	9,500	8,020	0	8,020	15.6 %
Net Expenditure over Income	1,036	1,480	9,500	8,020			
406 Cemetery & Churchyard							
4011 General Rates	0	2,384	2,579	195			
4012 Water Rates	35	10	100	90	195	195	92.5 %
					90	90	9.7 %

Month No : 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4036 Property Maintenance/Security	150	150	1,000	850		850	15.0 %
4037 Grounds Maintenance	0	0	900	900		900	0.0 %
4039 Planting/Trees/Horticulture	0	0	350	350		350	0.0 %
4101 Grave Digging Costs	0	880	6,200	5,320		5,320	14.2 %
Cemetery & Churchyard :- Expenditure	185	3,424	11,129	7,705	0	7,705	30.8 %
1226 Burials/Memorials Income	1,042	5,249	25,000	-19,751			21.0 %
Cemetery & Churchyard :- Income	1,042	5,249	25,000	-19,751			21.0 %
Net Expenditure over Income	-857	-1,825	-13,871	-12,046			
408 Town Centre (Including Market)							
007 Health & Safety	0	0	150	150		150	0.0 %
4011 General Rates	0	14,229	14,255	26		26	99.8 %
4036 Property Maintenance/Security	0	311	1,500	1,189		1,189	20.7 %
4053 Loan Interest	149	149	293	144		144	50.8 %
4054 Loan Capital Repaid	155	155	315	160		160	49.3 %
4100 CCTV Fees	0	1,420	18,000	16,580		16,580	7.9 %
Town Centre (Including Market) :- Expenditure	304	16,264	34,513	18,249	0	18,249	47.1 %
1236 Market Fees	0	0	500	-500			0.0 %
1238 Other Income Car Park	0	0	120	-120			0.0 %
Town Centre (Including Market) :- Income	0	0	620	-620			0.0 %
Net Expenditure over Income	304	16,264	33,893	17,629			
409 Public Toilets - Car Park							
4011 General Rates	0	1,935	1,931	-4		-4	100.2 %
4012 Water Rates	262	361	1,000	639		639	36.1 %
4014 Electricity	0	-3	200	203		203	-1.3 %
4036 Property Maintenance/Security	550	640	1,000	360		360	64.0 %
Public Toilets - Car Park :- Expenditure	812	2,933	4,131	1,198	0	1,198	71.0 %
Net Expenditure over Income	812	2,933	4,131	1,198			
500 Play Areas and Open Spaces							
4007 Health & Safety	0	399	400	1		1	99.8 %
4012 Water Rates	206	579	700	121		121	82.8 %
4014 Electricity	0	43	200	157		157	21.4 %
4036 Property Maintenance/Security	0	19	500	481		481	3.8 %
4037 Grounds Maintenance	0	578	2,500	1,923		1,923	23.1 %
4042 Equipment/Vehicle Maintenance	0	0	5,000	5,000		5,000	0.0 %

Month No : 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4972 Transfer from EMR Fallowfield	0	0	-15,000	-15,000		-15,000	0.0 %
Play Areas and Open Spaces :- Expenditure	206	1,618	-5,700	-7,318	0	-7,318	-28.4 %
1201 Rent Received Etc	0	500	0	500			0.0 %
1241 Sandy FC Rent	0	0	565	-565			0.0 %
1251 Pitch Rental	0	503	550	-47			91.5 %
Play Areas and Open Spaces :- Income	0	1,003	1,115	-112			90.0 %
Net Expenditure over Income	206	615	-6,815	-7,430			
501 Sunderland Road Rec Ground							
4012 Water Rates	0	-140	800	940		940	-17.6 %
4014 Electricity	15	58	200	142		142	29.1 %
4036 Property Maintenance/Security	731	750	1,000	250		250	75.0 %
4046 Bowling Green - SBC	110	1,589	2,952	1,363		1,363	53.8 %
4047 Equipment Maintenance - SBC	40	505	2,399	1,894		1,894	21.0 %
4048 Cricket Square - SCC	85	986	2,370	1,384		1,384	41.6 %
4049 Equipment Maintenance - SCC	17	461	2,564	2,103		2,103	18.0 %
4060 Other Professional Fees	1,258	6,291	15,225	8,934		8,934	41.3 %
Sunderland Road Rec Ground :- Expenditure	2,255	10,498	27,510	17,012	0	17,012	38.2 %
1201 Rent Received Etc	0	380	0	380			0.0 %
1253 Bowls Club Rental	0	0	407	-407			0.0 %
1255 Cricket Club Rental	0	0	267	-267			0.0 %
1256 Scouts ,ACF and SSLA	0	0	5	-5			0.0 %
Sunderland Road Rec Ground :- Income	0	380	679	-299			56.0 %
Net Expenditure over Income	2,255	10,118	26,831	16,713			
502 Nature Reserves							
4037 Grounds Maintenance	0	39	1,500	1,461		1,461	2.6 %
4060 Other Professional Fees	0	0	9,500	9,500		9,500	0.0 %
4703 Sandy Green Wheel	0	2,000	2,000	0		0	100.0 %
Nature Reserves :- Expenditure	0	2,039	13,000	10,961	0	10,961	15.7 %
1306 Countryside Stewardship Grant	480	480	3,200	-2,720			15.0 %
1307 Angling Licence Rent	0	0	500	-500			0.0 %
Nature Reserves :- Income	480	480	3,700	-3,220			13.0 %
Net Expenditure over Income	-480	1,559	9,300	7,741			

Month No : 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
505 <u>Grass Cutting</u>							
4102 Grass Cutting	0	0	10,000	10,000		10,000	0.0 %
Grass Cutting :- Expenditure	0	0	10,000	10,000	0	10,000	0.0 %
Net Expenditure over Income	0	0	10,000	10,000			
506 <u>Litter Bins, Seats & Shelters</u>							
4042 Equipment/Vehicle Maintenance	0	0	500	500		500	0.0 %
Litter Bins, Seats & Shelters :- Expenditure	0	0	500	500	0	500	0.0 %
Net Expenditure over Income	0	0	500	500			
509 <u>Christmas Lights</u>							
4401 Christmas Illuminations	0	0	13,000	13,000		13,000	0.0 %
4402 Community Christmas Event	0	0	5,000	5,000		5,000	0.0 %
Christmas Lights :- Expenditure	0	0	18,000	18,000	0	18,000	0.0 %
1365 Christmas Lights	0	0	2,000	-2,000			0.0 %
Christmas Lights :- Income	0	0	2,000	-2,000			0.0 %
Net Expenditure over Income	0	0	16,000	16,000			
601 <u>Precept and Interest</u>							
1101 Precept	0	269,405	538,809	-269,404			50.0 %
1320 Interest Received - All account	371	526	3,500	-2,974			15.0 %
Precept and Interest :- Income	371	269,931	542,309	-272,378			49.8 %
Net Expenditure over Income	-371	-269,931	-542,309	-272,378			
602 <u>Democratic and Civic Costs</u>							
4007 Health & Safety	0	73	0	-73		-73	0.0 %
4020 Misc Establishment Costs	0	0	100	100		100	0.0 %
4033 Annual Report & Newsletter	238	1,191	3,000	1,809		1,809	39.7 %
4042 Equipment/Vehicle Maintenance	0	170	250	80		80	67.9 %
4200 Mayor's Allowance	141	927	1,950	1,023		1,023	47.6 %
4202 Members' Expenses (Conf etc)	0	138	500	362		362	27.6 %
4210 Election Costs	0	0	3,000	3,000		3,000	0.0 %
4701 Grants/Donations Paid	0	1,951	3,000	1,049		1,049	65.0 %
4702 Community Events Support	0	1,000	2,000	1,000		1,000	50.0 %
Democratic and Civic Costs :- Expenditure	379	5,451	13,800	8,349	0	8,349	39.5 %
Net Expenditure over Income	379	5,451	13,800	8,349			

Month No : 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
700 Capital and Projects							
4153 Loan Interest - INTERNAL	0	0	7,903	7,903		7,903	0.0 %
4154 Loan Capital - INTERNAL	0	0	9,102	9,102		9,102	0.0 %
4802 CAP - Cemetery Extension	320	1,010	295,000	293,990		293,990	0.3 %
4810 CAP - Goal Posts	0	2,841	0	-2,841		-2,841	0.0 %
4815 CAP - Tree Works	0	130	0	-130		-130	0.0 %
4816 CAP - Benchmarking	0	150	0	-150		-150	0.0 %
4817 CAP - War Memorial	540	3,440	0	-3,440		-3,440	0.0 %
4818 CAP - Fallowfield	5,002	5,002	0	-5,002		-5,002	0.0 %
4915 Transfer to Rolling Capital Fd	0	0	45,304	45,304		45,304	0.0 %
4923 Internal Loan repaid to F'fld	0	0	9,102	9,102		9,102	0.0 %
4965 Funded from Rolling Capital	-540	-6,431	0	6,431		6,431	0.0 %
4970 Transfer from C R R	0	0	-45,000	-45,000		-45,000	0.0 %
4972 Transfer from EMR Fallowfield	-5,002	-5,002	0	5,002		5,002	0.0 %
Capital and Projects :- Expenditure	320	1,140	321,411	320,271	0	320,271	0.4 %
1103 Internal Loan from F'fld EMR	0	0	250,000	-250,000			0.0 %
1153 Loan Interest Rec'd - INTERNAL	0	0	7,903	-7,903			0.0 %
1154 Loan Capital Rec'd - INTERNAL	0	0	9,102	-9,102			0.0 %
1364 S106 Money Received	2,973	2,973	0	2,973			0.0 %
Capital and Projects :- Income	2,973	2,973	267,005	-264,032			1.1 %
Net Expenditure over Income	-2,653	-1,833	54,406	56,239			

Sandy Town Council
Report to 31st August 2017

General Notes

Attached are the summary income & expenditure report for month 5 to 31st August 2017. This report shows a current year surplus of income over expenditure of £94,229 which includes only the first half of the precept (£269,405) which was received on 1st April 2017

The balance sheet shows that total funds available to the council are £731,852

This is made up of the following -

Current Year Surplus	£94,229
General Reserve Brought Forward	£185,664
Rolling Capital Fund	£27,689
Capital Receipts Reserve	£57,712
Fallowfield Reserve	£327,530
Earmarked Community Funds	£7,000
Earmarked Elections	£9,000
Other Earmarked Reserves	£23,028
Total	<u>£731,852</u>

The percentage of budget if analysed evenly over the year to date is 41.66% but members are reminded that income & expenditure rarely follows this pattern over the year.

Analysis by Cost Centre

401 Staff

Expenditure is 37% of the annual budget.

Expenditure on 4010 is high due to one off annual service fee to Bedford Borough Payroll.

No concerns

402 Administration

Expenditure is 41.7% of the annual budget.

4011 - General Rates are at 100% due to one of payment due at beginning of financial year.

4012 - Water Rates are high due to charge for leak in water pipe. Refund confirmed as leak on public highway.

4023 - Printing and stationary high due to printing charges related to previous contract.

4024 - Subscriptions are paid at the start of the financial year, so expenditure appears high

4028 - Most service agreements are paid at the start of the financial year, so expenditure appears high

4036 - Expenditure high due to annual bills for alarm cover, alarm phone line, security call out cover and boiler service.

4040 - High expenditure due to purchase and installation of new defib.
To be refunded by Mayors charity and SFC

4057 - Credit due to accrual for audit costs incurred.

Sandy Town Council
Report to 31st August 2017

Analysis by Cost Centre [Continued]

403 Works

Expenditure is 51.6% of the annual budget.

4005 - PPE and kit renewed at beginning of year. New kit required for new member of staff

4008 - High expenditure due to staff play ground inspection and pesticide training

4011 - General Rates are at 75.5% due to one of payment due at beginning of financial year.

4017 - Refuse costs high, possibly due to time of year. Spring/summer more waste is collected. Additional waste from Pinnacle clearing. Increase in budget for 2018/19.

4036 - High expenditure due to alarm company annual service costs and call outs. Emptying of septic tank in preparation for demolition increased expenditure.

4038/4040 - Expenditure high due to replacement of items stolen from depot. Expenditure offset by insurance refund in budget line 1258

4039 - High due to time of year. Provision of planters and summer bedding. Expenditure £642.50 less on summer planting compared to the last financial year.

4043 - Fuel costs expected to be high during spring/summer due to trimmer and ride on mower usage. To be monitored carefully going forward.

4044 - Expenditure high due to annual insurance cost and road tax for vehicles

405 Footway Lighting

Expenditure is 15.6% of the annual budget.

4042 committed to repair works and replacement lights. Budget is at 100% expenditure.

406 Cemetery & Churchyard

Expenditure is 30.8% of the annual budget.

4011 - General Rates are at 92.5% due to one of payment due at beginning of financial year.

No concerns.

408 Town Centre (Incl. Market)

Expenditure is 47.1% of the annual budget

4011 - General Rates are at 99.8% due to one of payment due at beginning of financial year.

No concerns.

409 Public Toilets - Car Park

Expenditure is 71.0% of the annual budget.

4011 - General Rates are at 100.2% due to one of payment due at beginning of financial year.

4036 - High expenditure due to annual charge for car park barrier maintenance contract.

No concerns.

500 Play Areas and Open Spaces

Expenditure is -28.4% of the annual budget.

4007 - Expenditure on annual ROSPA inspections

4012 - Water rate to be reviewed with supplier.

No concerns.

501 Sunderland Road Rec.

Expenditure is 38.2% of the annual budget.

4012 - Water rate credit due to refund.

4046 - High expenditure due to time of year and purchase of green care provisions

4048 - High expenditure due to time of year and purchase of pitch care provisions

No concerns.

502 Nature Reserves

Expenditure is 15.7% of the annual budget.

4703 - One off annual payment to BRCC for Sandy Green Wheel development

No concerns.

505 Grass Cutting

No spend to date.

Invoice from CBC due in March 2018.

506 Litter Bins, Seats & Shelters

No spend to date.

509 Christmas Lights

No spend to date.

601 Precept and Interest

The first half of the precept has been received. Second half received in September 2017.

602 Democratic & Civic Costs

Expenditure is 39.5% of the annual budget.

4042 - Cost of relocating Defib from COOP to Jenkins (Electrician)

4701 - 65% of the Councils grant budget has already been award due to high number of applications in April.

4200 - High due to increased unexpected civi costs, such as rededication agreement.

No further concerns.

Printed on : 20/09/2017

Sandy Town Council 2017-18

Page No 1

At : 15:37

Current Bank A/c

List of Payments made between 01/08/2017 and 31/08/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/08/2017	Aviva	Std Ord	1,829.19		Annual Insurance Premium
07/08/2017	Mr T Munns	111271	320.00		2208/Storage Unit Rent Aug
07/08/2017	WPS Insurance Brokers	111272	15.00		2159/Insurance Admin Fee
07/08/2017	Chess Ltd	DDR3	300.00		Purchase Ledger Payment
09/08/2017	Workflow Imaging Systems Ltd	DDR	362.62		Purchase Ledger Payment
09/08/2017	Central Bedfordshire Council R	DDR2	95.00		1929/ Market Rates 2017-18
11/08/2017	ICO	DDR	35.00		ICO - Subs 2017/18
14/08/2017	UK Fuels Limited DDR	DDR4	80.05		2134/Fuel Cards
16/08/2017	Southern Electric DDR	DDR6	621.82		Purchase Ledger Payment
16/08/2017	Bedford Borough Council	DDR7	18,976.98		2166/ERs Pension
21/08/2017	Gazprom Energy	DDR8	30.96		2173/Gas 30.06.17-31.07.17
21/08/2017	Southern Electric DDR	DDR9	15.40		2183/Elec 02.07.17-01.08.17
23/08/2017	1st Choice Staff Recruitment L	31042	2,413.80		2135/L. Tabb hrs to 15.07.17
23/08/2017	Anglian Water Business Ltd. (N	31043	42.73		2124/Water 06.01.17-30.04.17
23/08/2017	Anglian Water Business Ltd. (N	31044	143.06		2122/Water 12.01.17-14.05.17
23/08/2017	Anglian Water Business Ltd. (N	31045	3.03		2123/Water 17.01.17-14.05.17
23/08/2017	AOC Holdings Ltd	31046	828.00		2127/Scheme of Investigation
23/08/2017	Bedford Borough Council	31047	72.00		2165/Recycling 05.06-03.09.17
23/08/2017	Sandy Town Bowls Club	31048	23.58		2151/Fuel for Machines
23/08/2017	Ben Burgess & Co Ltd	31049	45.60		2129/MAG Light Set
23/08/2017	Cash	31050	156.13		2179/Petty Cash Imprest
23/08/2017	Central Bedfordshire Council	31051	1,509.76		2167/Pavilion management Aug
23/08/2017	Cooks Blinds & Shutters Ltd	31052	877.20		2170/works to Pavilion Doors
23/08/2017	A M Gerard	31053	3,480.00		2131/War Memorial Clean
23/08/2017	Sandy Cricket Club	31054	19.80		2182/Fuel for Machinery
23/08/2017	DCK Accounting Solutions Ltd	31055	505.20		2133/Contract Accounting
23/08/2017	Bedfordshire & River Ivel I D	31056	38.71		2128/Agri Drainage Rates
23/08/2017	Frontier Agriculture Ltd	31057	222.12		2138/Weedkiller
23/08/2017	Froods Autoservices	31058	215.94		2139/FD07 HGU Maintenance
23/08/2017	The Mayor of Godmanchester's C	31059	60.00		2144/Godmanchester Supper
23/08/2017	Hertfordshire County Council	31060	66.00		2141/Stationery Supplies
23/08/2017	Hire or Buy Group Ltd	31061	76.99		2142/Strimmer line
23/08/2017	The Mayor's Appeals Fund	31062	25.90		2176/Houghton Curry night
23/08/2017	Martin Howlett Trading Company	31063	62.80		2143/Refuse Sacks
23/08/2017	Millenium Security Services	31064	180.00		2145/Manned Guarding
23/08/2017	FD Odell & Sons Ltd	31065	479.70		2147/Refuse Disposal 25.07.17
23/08/2017	Colin Osborne	31066	163.16		2148/C. Osborne Travel
23/08/2017	The Peterborough Mayor's Chari	31067	40.00		2149/Peterborough Supper
23/08/2017	I. R . Quince Monumental Mason	31068	648.00		2177/War Memorial Plaque
23/08/2017	Rosetta Publishing	31069	285.60		2180/The Bulletin Sep
23/08/2017	1st Sandy Scout Group	31070	3,479.19		2187/Loan to Scouts Fireworks
23/08/2017	Agrovista UK Ltd	31071	84.43		2181/Evolution Micro
23/08/2017	T&J Seymour Electrical Install	31072	1,243.20		2184/Pav Lighting Repairs
23/08/2017	Travis Perkins Trading Co Ltd	31073	136.51		2155/Hardwood & Door
23/08/2017	Sandy Twinning Association	31074	250.00		2152/Twinning Assoc. Grant
23/08/2017	VFM Products Ltd	31075	263.40		2156/Grassline Ultra
23/08/2017	Walters Ltd	31076	1,015.01		2189/Copy Charges to 08.05.17

Continued on Page 2

At : 15:37

Current Bank A/c

List of Payments made between 01/08/2017 and 31/08/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
24/08/2017	Dunstable Town Council	111273	20.00		2201/Dunstable Race Night
24/08/2017	Mr T Munns	111274	320.00		Purchase Ledger Payment
24/08/2017	Chess Ltd	DDR10	112.80		2130/Office 365 Monthly Licenc
29/08/2017	Public Works Loan Board	DDR11	304.12		2178/PWLB Loan 269121 CAP
29/08/2017	UK Fuels Limited DDR	DDR12	103.51		2172/Fuel Cards
31/08/2017	Anglian Water Business Ltd. (N	111275	425.30		2192/Water 01.04.17-14.05.17
31/08/2017	Chess Ltd	DDR13	27.00		2168/Telephony Support Aug
31/08/2017	Chess Ltd	DDR14	206.53		Purchase Ledger Payment
Total Payments			43,357.83		



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 www.bdo.co.uk

Arcadia House
 Maritime Walk
 Ocean Village
 Southampton
 SO14 3TL

Mr C Robson
 10 Cambridge Road
 SANDY
 Bedfordshire
 SG19 1JE



19 September 2017

our ref: 2017/F1/SAND27/FINAL

Dial: 023 8088 1737

Email: councilaudits@bdo.co.uk

Dear Mr Robson

Sandy Town Council - Audit for the year ended 31 March 2017

We have now completed the above audit. Please find enclosed the following documents;

- Fee Note
- Notice of Conclusion of Audit
- Notes regarding the advertisement of the Conclusion of the Audit
- Contact details
- Annual Return

There were no matters which came to our attention which required the issuing of a separate additional issues arising report.

The enclosed annual return should be presented to the smaller authority, now that our audit opinion has been given, and a minute should be made to show that the annual return including our certificate has been approved and accepted by the smaller authority. The annual return and notice of conclusion of audit must be published for at least 14 days (including on the smaller authority's website*) as soon as reasonably possible before the 30 September 2017 and must be made available for public access for a period of not less than five years.

BDO LLP are not your appointed auditor for the year ended 31 March 2018 onwards. Smaller Authorities' Audit Appointments (localaudits.co.uk) will be able to advise who your new auditor is, if you have not yet been notified. We thank you for all your assistance over the years we have worked with you and wish you a smooth transition to your new auditor.

Yours sincerely

Mrs Emma Prince
 For and on behalf of BDO LLP

Enc.

*In the case of a parish meeting and where the meeting has displayed the information in a conspicuous place for at least 14 days, publication on a website does not apply.





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 remittances@bdo.co.uk
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Arcadia House
 Maritime Walk
 Ocean Village
 Southampton
 SO14 3TL

INVOICE

Sandy Town Council
10 Cambridge Road
SANDY, Bedfordshire
SG19 1JE

Invoice Number: 1654050
Invoice Date: 19-September-2017
Tax Point Date: 19-September-2017
Client Number: 0283066
Project Number:
Payment Terms: 14 Days

Review of the annual return for the year ended 31 March 2017	£
Standard fee for income/expenditure band £500,001 - £750,000	1,300.00
<hr/>	
SUBTOTAL:	1,300.00
VAT @ 20.00%:	260.00
TOTAL AMOUNT DUE:	£ 1,560.00

If you disagree with, or have queries on, an invoice we request that you notify us in writing within 7 days from the invoice date, after which time we will assume that you have agreed its content.

We welcome payments by BACS - please see footer for details. If paying by cheque, please make payable to BDO LLP.

BDO LLP, a UK limited liability partnership registered in England and Wales under number OC305127, is a member of BDO International Limited, a UK company limited by guarantee, and forms part of the international BDO network of independent member firms. A list of members' names is open to inspection at our registered office, 55 Baker Street, London W1U 7EU. BDO LLP is authorised and regulated by the Financial Conduct Authority to conduct investment business.

BDO is the brand name for the BDO network and for each of the BDO Member Firms.

Please refer overleaf for our "Ways To Pay Your Account".



Please detach this remittance advice and return together with your payment.

Remittance Advice

Client Number: 0283066
Invoice Number: 1654050

Client Name: Sandy Town Council
Project Number:

Ways To Pay Your Account

By Bank Transfer: National Westminster Bank Plc, St James's & Piccadilly
 Sort Code: 56-00-03 | Account No: 00065013 | IBAN: GB76NWBK56000300065013 | SWIFT BIC: NWBKGB2L

By Credit/Debit Card: Please contact our Central Finance Team on 01293 848991 to provide the card details

By Cheque: to BDO LLP | Central Finance Team | 2 City Place | Beehive Ring Road | Gatwick
 West Sussex | RH6 0PA



40-3/7

Local Councils, Internal Drainage Boards and other Smaller Authorities in England Annual return for the year ended 31 March 2017

Every smaller authority in England with an annual turnover of £6.5 million or less must complete an annual return at the end of each financial year in accordance with proper practices summarising its activities. In this annual return the term 'smaller authority' includes a Parish Meeting, a Parish Council, a Town Council and an Internal Drainage Board.

The annual return on pages 2 to 4 is made up of three sections:

- Sections 1 and 2 are completed by the smaller authority. **Smaller authorities must approve Section 1 before Section 2.**
- Section 3 is completed by the external auditor.

In addition, the internal audit report is completed by the smaller authority's internal audit provider.

Each smaller authority must approve Section 1 and Section 2 in order and in accordance with the requirements of the Accounts and Audit Regulations 2015.

Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all highlighted sections. Do not leave any highlighted box blank. Incomplete or incorrect returns require additional external auditor work and may incur additional costs.

Send the annual return, together with the bank reconciliation as at 31 March 2017, an explanation of any significant year on year variances in the accounting statements, **your notification of the commencement date of the period for the exercise of public rights** and any additional information requested, to your external auditor by the due date.

Your external auditor will ask for any additional documents needed for their work. Unless requested, do not send any original financial records to the external auditor.

Once the external auditor has completed their work, certified annual returns will be returned to the smaller authority for publication and public display of Sections 1, 2 and 3. You must publish and display the annual return, including the external auditor's report, by 30 September 2017.

It should not be necessary for you to contact the external auditor for guidance.

More guidance on completing this annual return is available in the Practitioners' Guide that can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk or from www.ada.org.uk

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

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of
smaller authority here:

SANDY TOWN COUNCIL

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 2017, that:

	Agreed		'Yes' means that this smaller authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		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 this smaller authority to conduct its business or on its finances.	✓		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.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		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 accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		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 this smaller authority and, where appropriate have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.
		NA	

This annual governance statement is approved by this smaller authority on:

22 05 2017

and recorded as minute reference:

10 - 2017/18

Signed by Chair at meeting where approval is given:

[Signature]

Clerk:

[Signature]

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

Section 2 – Accounting statements 2016/17 for

Enter name of smaller authority here:

SANDY TOWN COUNCIL

	Year ending		Notes and guidance				
	31 March 2016 £	31 March 2017 £					
1. Balances brought forward	544,461	565,337	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.				
2. (+) Precept or Rates and Levies	479,098	517,647	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.				
3. (+) Total other receipts	40,918	66,251	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.				
4. (-) Staff costs	-215,611	-245,115	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 smaller authority's borrowings (if any).				
6. (-) All other payments	-282,921	-257,456	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	565,337	649,056	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)				
8. Total value of cash and short term investments	573,976	641,954	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.				
9. Total fixed assets plus long term investments and assets	2,822,154	2,831,637	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.				
10. Total borrowings	4,623	4,327	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).				
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td></td> <td>✓</td> </tr> </table>		Yes	No		✓	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
Yes	No						
	✓						

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:



Date

12 06 2017

I confirm that these accounting statements were approved by this smaller authority on:

12 06 2017

and recorded as minute reference:

33 - 2017 / 18

Signed by Chair at meeting where approval is given:



Section 3 – External auditor report and certificate

In respect of:

Enter name of
smaller authority here:

SANDY TOWN COUNCIL

1. Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2017; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

2. 2016/17 External auditor report

~~(Except for the matters reported below)*~~ on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislative and regulatory requirements have not been met. ~~(*delete as appropriate).~~

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3. 2016/17 External auditor certificate

We certify/~~do not certify~~* that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2017.

* We do not certify completion because:

External auditor signature: BDO LLP
External auditor name: BDO LLP Southampton United Kingdom Date: 18/4/17

Note: The NAO issued guidance applicable to external auditors' work on 2016/17 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Annual internal audit report 2016/17 to

Enter name of smaller authority here:

SANDY TOWN COUNCIL

This smaller authority'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 2017.

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

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.	✓		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		

K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
	✓		

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

Name of person who carried out the internal audit HAINES WATTS BOGARD

Signature of person who carried out the internal audit Haines Watts. Date 14/06/2017

*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).

Guidance notes on completing the 2016/17 annual return

1. You must apply proper practices for preparing this annual return. Proper practices are found in the Practitioners' Guide* which is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent work by the auditor. NALC, SLCC and ADA have helplines if you want to talk through any problem you encounter.
2. Make sure that your annual return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed return. Any amendments must be approved by the smaller authority, properly initialled and explanation provided. Annual returns containing unexplained or unapproved amendments may be returned and incur additional costs.
3. **Smaller authorities must approve Section 1 on page 2 before approving Section 2 on page 3.**
4. Use the checklist provided below. Use a second pair of eyes, perhaps a Councillor or Board Member, to review the annual return for completeness and accuracy before sending it to the external auditor.
5. Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must tell the external auditor about any change of Clerk, Responsible Finance Officer or Chair.
6. Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers all your bank accounts. If your smaller authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the accounting statements (Section 2 on page 3). You must provide an explanation for any difference between Box 7 and Box 8. More help on bank reconciliation is available in the Practitioners' Guide*.
7. Explain fully significant variances in the accounting statements on page 3. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include a complete numerical and narrative analysis to support your explanation. There are a number of examples provided in the Practitioners' Guide* to assist you.
8. If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge.
9. **You must inform the external auditor of the date set for the commencement of the period for the exercise of public rights.**
10. Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2016) equals the balance brought forward in the current year (Box 1 of 2017).
11. Do not complete Section 3 which is reserved for the external auditor.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All highlighted boxes have been completed?	✓
	All additional information requested, including the dates set for the period for the exercise of public rights, has been provided for the external auditor?	✓
Section 1	For any statement to which the response is 'no', an explanation is provided?	NA
Section 2	Smaller authority approval of the accounting statements is confirmed by the signature of the Chair of the approval meeting?	✓
	An explanation of significant variations from last year to this year is provided?	✓
	Bank reconciliation as at 31 March 2017 agreed to Box 8?	✓
	An explanation of any difference between Box 7 and Box 8 is provided?	✓
Sections 1 and 2	Trust funds – all disclosures made if a Council is a sole managing trustee? NB: Do not send trust accounting statements unless requested.	NA
Internal Audit report	All highlighted boxes completed by internal audit and explanations provided?	✓

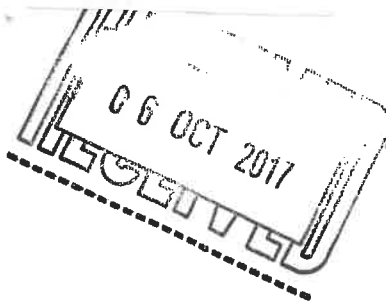
*Note: The Practitioners' Guide is available from your local NALC, SLCC or ADA representatives or from www.nalc.gov.uk or www.slcc.co.uk or www.ada.org.uk.

AGENDA NUMBER 8

APPENDIX VI

Policy Finance and Resources Committee - Action list

Subject	Action to be taken		Response/ Status
	Minute	Action	
Meeting 18/4/16			
Cemetery Extension	(86-15/16)	Company C is the preferred Archaeological Contract tender and that the tender bid be accepted	Preparation for demolition continuing. Cess pit emptied, alarm removal. Electricity disconnection was rearranged by electric company Amended plans for depot approved by working group and submitted to LPA. LPA confirmed receipt. Awaiting approval of amended plan
Town Council Meeting 26/6/17			
Jenkins Contract	(39-17/18)	RESOLVED to approve the contract for the management of the Jenkins Pavilion.	Contract agreed by Full Council. Awaiting CBC/SLL feedback and signing date. CBC advise all parties are comfortable with each relevant agreement. CBC is awaiting some plans and leases to tie agreements up. Once received all parties can sign into the updated agreements
Meeting 11/9/17			
Community Engagement Strategy	(45-17/18)	Clerk to amend proposed policy and bring back to committee for further review	Partially drafted. To be brought to next committee meeting for review



APPLICATION FOR GRANT AID FROM
SANDY TOWN COUNCIL

<u>Name of the Organisation/Group</u>	
BigglesFM	
Are you affiliated to a national organisation? If so, which one?	None
Local venue/meeting place	We broadcast from our studio at Potton
Are you a registered charity? If so, give your charity number?	No
What are the aims and activities of the organisation?	Providing a full time local community radio station involving all sectors of our local community. With local and national news and information relevant to the local area. To provide a local radio service not provided by any other broadcaster.
How many members do you have?	Volunteers/Leaders About 25 volunteer presenters
Members:	Junior No Members
	Senior No Members
What is your annual subscription?	Junior £ No Subscription
	Senior £ No Subscription

Project Information	
What would the grant be used for?	To help us continue to run the radio station full time. We are only allowed under our full time licence conditions to obtain 50% of our running costs from advertising, the other 50% has to come from grants and donations.
In what manner will the residents of Sandy benefit?	The residents of Sandy benefit from our local broadcasts including information and guest slots. We promote all Sandy events that are notified to us - we do this on our on-air Events Diary and also on our web calendar. Organisations that want to come into the studio to talk about (live on-air) their work or forthcoming events are welcome. We promote Sandy Carnival and Christmas Lights events. We give Sandy businesses the opportunity to advertise on local radio in our area.
Approximately how many Sandy residents will benefit from this grant?	All Sandy residents can benefit from our broadcasts if they tune in ! Either on our FM frequency or the internet broadcast. We have a good regular listener base in Sandy who make contact with us.
Estimated total cost of project	Annual running costs are estimated at £25,000 p/a.
Please state clearly how much you are applying for from Sandy Town Council.	£1,850.00

What amount is being met from your own funds?	We will be aiming to raise £12,500 the 50% allowed from advertising	
What is the amount sought from other funding bodies? Please give details of other sources you have applied to or intend to apply to.		
Source	Amount	Confirmed/Pending/Unsuccessful
Biggleswade Town Council (Biggleswade have donated for several years)	£1,850.00	Confirmed £1,000
Potton Town Council		Confirmed £100


Financial Details	
Please specify how any income, particularly surplus, is spent.	Income is used to cover our running costs such as OFCOM, PPL, PRS licences, purchase equipment, day to day running costs, publicity and part time staff. There will not be any surplus.
Please attach accounts (audited/independently examined) for the last two years and your budget forecast for the forthcoming/current year.	Enclosed unaudited accounts for years ended 30 November 2015 and 2016 Budget forecast for this year is: £25,000

Payment Details	
Account Title	BIGGLES FM
Account Number	65085957 Sort code 60 02 29
Bank/Building Society Name and Address	Natwest Bank
Contact Details	
Please give details of the person with whom this application can be discussed and to whom any cheque should be sent:	Alan Waring
Position in organisation	Station Manager
Address	36 Sutton Mill Road Potton Sandy Beds SG19 2QB
Telephone Number	Telephone 01767 260637
E-mail address	admin@bigglesfm.com

Declaration

Please sign this form to confirm that:

The information supplied is full and correct to the best of your knowledge; you have read, understood and complied with the conditions of funding; understand that Sandy Community Liaison Forum reserve the right to reclaim the grant in the event of it being used for purposes other than specified, or the organisation ceasing to operate.

Signed:	
Name:	Alan Waring
Position:	Station Manager
Date:	25th September 2017

Please enclose with your application copies of:

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

REGISTERED NUMBER: 06740382 (England and Wales)

Abbreviated Unaudited Accounts for the Year Ended 30 November 2016

for

BIGGLES FM

BIGGLES FM

**Contents of the Abbreviated Accounts
for the Year Ended 30 November 2016**

	Page
Company Information	1
Abbreviated Balance Sheet	2
Notes to the Abbreviated Accounts	3

BIGGLES FM

Company Information
for the Year Ended 30 November 2016

DIRECTORS:

A J Waring
Mrs Waring
R J Waring

SECRETARY:

REGISTERED OFFICE:

36 Sutton Mill Road
Potton
Sandy
Bedfordshire
SG19 2QB

REGISTERED NUMBER:

06740382 (England and Wales)

ACCOUNTANTS:

Whiting & Partners Ltd
Chartered Accountants & Business Advisers
14 Eaton Court Road
Colmworth Business Park
Eaton Socon
St Neots
Cambridgeshire
PE19 8ER

Abbreviated Balance Sheet
30 November 2016

	2016	2015
	£	£
CURRENT ASSETS		
Cash at bank and in hand	1,944	3,789
CREDITORS		
Amounts falling due within one year	<u>6,335</u>	<u>6,335</u>
NET CURRENT LIABILITIES	<u>(4,391)</u>	<u>(2,546)</u>
TOTAL ASSETS LESS CURRENT LIABILITIES	<u>(4,391)</u>	<u>(2,546)</u>
RESERVES		
Income and expenditure account	<u>(4,391)</u>	<u>(2,546)</u>
	<u>(4,391)</u>	<u>(2,546)</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 November 2016.

The members have not required the company to obtain an audit of its financial statements for the year ended 30 November 2016 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- (a) ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The abbreviated accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

The financial statements were approved by the Board of Directors on 14th April 2017 and were signed on its behalf by:


.....
A J Waring - Director

BIGGLES FM

Notes to the Abbreviated Accounts
for the Year Ended 30 November 2016

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015).

Turnover

Turnover represents net invoiced sales of goods, excluding value added tax.

Deferred tax

Deferred tax is recognised in respect of all timing differences that have originated but not reversed at the balance sheet date.

Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the income and expenditure account on a straight line basis over the period of the lease.

2. DIRECTORS' ADVANCES, CREDITS AND GUARANTEES

The company rented the station premises from Alan Waring for £4800 in the period.

Certified Accountants' Report to the Board of Directors
on the Unaudited Financial Statements of
Biggles FM

The following reproduces the text of the report prepared for the directors in respect of the company's annual unaudited financial statements, from which the unaudited abbreviated accounts (set out on pages two to three) have been prepared.

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the financial statements of Biggles FM for the year ended 30 November 2016 on pages three to five from the company's accounting records and from information and explanations you have given us.

As a practising member firm of the Association of Chartered Certified Accountants, we are subject to its ethical and other professional requirements which are detailed at <http://www.accaglobal.com/rulebook>.

Our work has been undertaken in accordance with the requirements of the Association of Chartered Certified Accountants as detailed at <http://www.accaglobal.com/factsheet163>.

McMorran Accountancy (R J McMorran Ltd)
14 Eaton Court Road
Colmworth Business Park
Eaton Socon
St Neots
Cambridgeshire
PE19 8ER

Date:

AGENDA ITEM 10

SANDY TOWN COUNCIL

COMMITTEE: Policy, Finance and Resources
DATE: 23 October 2017
AUTHOR: Anne Elliott-Flockhart and the Town Clerk
SUBJECT: Grants Procedure

1. Summary

- 1.1 Councillors requested a report be brought to the Policy, Finance and Resources committee with a review of the Council's current grant process.
- 1.2 The following report summarises the Council's grant procedure and provides details of grants awarded over the last five years, including the current financial year. A review of other local Town Councils' grant procedures was carried out and alternative options are detailed for Members' consideration.
- 1.3 The report is for Members' information and does not include a recommendation on a specific grant procedure.

2. Sandy Town Council Grant Process

- 2.1 The Town Council currently has a budget of £3,000 for small community grants and a £2,000 budget for community event support. The community event support budget was created to support applications from organisations which are putting on a specific event within the parish boundaries of Sandy, which will be of benefit to a large number of residents. It was intended to take some pressure off the community grants budget.
- 2.2 The grants application process is open for applications throughout the year and there is no deadline for applicants. Local community groups and organisations can apply for a grant once during any financial year. Applicants must complete a standardised application form and submit evidence of 'a need for the grant' along with accounting information.
- 2.3 When an enquiry about STC grants is received, a Grant Application Form which details the criteria for the grant and any accompanying paperwork that is required, is sent out. Applicants are informed of the deadline for returning the form for the next meeting of the Policy, Finance and Resources committee.

Once an application is received, the original is kept on file and a copy is given to the Admin Team Leader/Clerk for the next Policy Finance & Resources Committee agenda. The applications are received at the Policy, Finance &

Resources Committee meetings during the year (approximately every six weeks).

After the meeting applicants are contacted advising them as to whether their application has been granted or not. If they have been awarded a grant, a letter is sent to them with a cheque and a receipt form which they would sign and return to the office. The award is then recorded by the office and placed in the filing system.

2.4 Applicants must meet the following criteria;

1. The organisation is based, or has significant local activity in Sandy.
2. The work of the organisation directly benefits a number of residents of Sandy.
3. The organisation has a written Constitution with clearly defined aims and objectives.
4. The local organisation has a clear financial need. (Account will be taken of how much money the organisation has, including any special reserves set aside for particular projects and local fund raising efforts. Additionally, if the balance is high in relation to spending, then an explanation is required justifying the reasons why the organisation is still applying for a grant.)
5. The organisation has its own bank account with at least two authorised signatories.
6. The organisation is non-party political and non-profit making.
7. Individuals will not be funded.

3. Grants Awarded

3.1 In the past four years Council has approved the following grants:

Year	Granted to	Reason	Amount Applied for	Amount Granted
2013/14	Beds Regimental Memorial Association	Monument	N/A	£50.00
	Sandy Twinning Association	Remembrance Day	£250.00	£250.00
	CAB	Outreach	£2,000.00	£500.00
	Sandy Upper School	Audrey Boothby Award	£25.00	£25.00
	Sandy Children's Ukulele Group	Equipment	£850.00	£675.00
2014/15	Biggles FM	Running Costs	£250.00	£250.00
	Sandy Twinning Association	Remembrance Day	£250.00	£250.00
	Sandy Upper School	Audrey Boothby Award	£20.00	£20.00

APPENDIX VIII

	Sandy Good Neighbours	Running Costs	£500.00	£500.00
	Sandy Carnival Association	Gazebo, storage boxes & banners	500.00	£325.00
2015/16	Biggles FM	Running Costs	£1,850.00	£250.00
	Mid Beds CAB	Outreach	£1,500.00	£250.00
	Sandy Twinning Association	Remembrance Service	£250.00	£250.00
	Sandy Community First Responders	Uniform	£446.31	£446.31
	Sandy Upper School	Audrey Boothby Award	£25.00	£25.00
	Sandy Enhancement Group	Queen's 90 th birthday themed garden outside the Post Office	£250.00	£250.00
2016/17	Sandy & District Horticultural Association	50 th Anniversary running costs	£400.00	£400.00
	Sandy Army Cadets	Equipment	£450-£550	£500.00
	Ivel Sprinter	Minibus replacement	£7,000.00	£1,000.00
	Sandy Twinning Association	Costs towards Remembrance weekend	£250.00	£250.00
	Sandy Walkers Are Welcome	Refreshments for walking festival in Sandy	£60.00	£60.00
	Sandy Upper School	Audrey Boothby Award	£25.00	£25.00
	Biggles FM	Running Costs	£1,850.00	£500.00
2017/18	Sandy Carnival Association	Cost of holding event	£500.00	£500.00
	Mid Bedfordshire CAB	Home visiting for outreach project	£500.00	£250.00
	The Need Project Central Bedfordshire	Van for project leader	£1,000.00	£500.00
	Sandy Fire Cadet Unit	Purchase of equipment	£1,000.00	£500.00
	Autism Bedfordshire	Loads of Autistic Fun (LOAF) group	£200.00	£200.00
	Sandy & District Horticultural Association	Hire of Sandye Place for weekend of show	£500.00	£500.00
	Bedfordshire Geology Group	Developing walking trail in Sandy Warren	£1,000.00	£200.00
	Magpas Air Ambulance	Sofa for charity shop	£250.00	£150.00

	Sandy Twinning Association	November Remembrance Day	£250.00	£250.00
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- 3.2 Over the past four years several organisations have received more than one grant from the Council on an annual basis. Regular applicants are summarised below;

Applicant	2013/14	2014/15	2015/16	2016/17	2017/18
Sandy Twinning Association	£250	£250	£250	£250	£250
Citizens Advice Bureau	£500	-	£250	-	£250
Sandy Upper School	£25	£25	£25	£25	£25
Biggles FM	-	£250	£250	£500	TBD
Sandy Carnival Committee	-	£325	-	-	£500
Sandy & District Horticultural Association	-	-	-	£400	£500

4. Alternative Procedures

- 4.1 The way in which each Town Council operates its grant procedure is down to individual councils. Some councils operate alternative procedures, elements of which Sandy Town Council may want to consider;

4.2 Alternative 1

Grants are considered on a one off annual basis. A well-publicised deadline for the submission of all grant application forms is made and the deadline is in the same month each year. All applications received are taken to the finance committee meeting following the deadline, and the entire grant budget is distributed by the committee based on those applications received.

4.3 Alternative 2

Grants are considered twice a year. Well publicised deadlines for the submission of grant application forms are made and the same deadline months are used each year. All applications received are taken to the finance committee meetings following the deadlines, and 50% of the grant budget is distributed by the committee following each deadline.

4.4 Alternative 3

Grants are considered on an annual basis. A well-publicised deadline for the submission of all grant application forms is made and the deadline is in the same month each year. All applications received are taken to the finance committee meeting following the deadline, and the grant budget is distributed by the committee based on those applications received. A budget of £250 is held back for any emergency grants that occur during the remainder of the financial year.

4.5 Alternative 4

Large grants over £500 are considered once a year and a well published deadline for applications is made. Smaller grants are dealt with by the finance committee more frequently as and when received, on a year-round basis.

5. Guaranteed Grants

- 5.1 The Council could create a separate budget for guaranteed grants. This budget would be based on fixed amounts agreed by Council for organisations that Council wished to support on a regular basis. This approach has been adopted by some other local councils.

AGENDA ITEM 11**SANDY TOWN COUNCIL****COMMITTEE:** Policy, Finance and Resources**DATE:** 23 October 2017**AUTHOR:** Town Clerk**SUBJECT:** Capital Expenditure**1. Summary**

- 1.1 At a previous meeting of the Policy, Finance and Resources Committee on 11 September 2017 the committee reviewed and agreed a draft revenue budget for the next financial year.
- 1.2 A draft budget for the next financial year is presented later in this agenda. The proposed budget requires a revenue budget of £497,694. The rolling capital fund has been left at the same £45,000 level as the current financial year. A budget of £9,102 is also required to repay an internal loan for the development of the cemetery site.
- 1.3 The purpose of this report is to highlight some possible 2018/19 capital expenditure for Members to consider.

2. Information

- 2.1 Members may wish to consider the following possible expenditure when reviewing the 2018/19 capital expenditure budget.

Expenditure	Reason	Estimated Cost
LED Street Light conversion	Council previously agreed to look at setting aside a fixed amount for the conversion of street lights.	£10,000
CCTV Camera	The Council's mobile CCTV camera is broken. A mobile camera is currently on loan from CCTV company. Council may wish to purchase a replacement camera in the future.	£5,000
8ft – Caged Harrow trailed 3 way	Recommend for use on sports areas.	£800

APPENDIX IX

Diesel storage and dispenser	Storage tank for red diesel. Current storage tank	£1,000
Midi Tractor Mounted Standard Sprayer	To allow the council to carryout spraying in house. A contractor fee of approx. £500 is paid annually at present.	£3,500
Play park refurbishments to 5 parks	<p>Addition of missing play elements to parks in Sandy and the replacement of Sunderland Rd park.</p> <p>Section 106 for Play Equipment in Sandy approx. £145,000</p>	Estimated at £148,000 (Based on quotations received)
Allotments	<p>Creation of an allotment site and community orchard at Beeston. Dependant on outcome of CBC planning application and discussions on funding available to BRCC in relation to the Orchard on the site. Cost also dependant on getting water connection and site clearance from development.</p>	Estimated at £10,000

Sandy Town Council

(Prepared 9.10.17)

Budget Summary

Year Ended 31st March 2019

	2017-18		2018-19	<i>Budget</i>
	Projected	<i>Budgeted</i> (Revised)	Proposed	<i>Incr/Decr</i>
REVENUE EXPENDITURE				
Staffing & Admin	374088	403134	404550	1416
Services	123229	121975	124849	2874
	<u>497317</u>	<u>525109</u>	<u>529399</u>	<u>4290</u>
INCOME				
Staffing & Admin	14235	8200	4350	-3850
Services	27729	33114	27355	-5759
	<u>41964</u>	<u>41314</u>	<u>31705</u>	<u>-9609</u>
NET REVENUE EXPENDITURE	<u>455353</u>	<u>483795</u>	<u>497694</u>	<u>13899</u>
Capital Expenditure (Net)				
Rolling Capital Fund Allocation	45304	45304	45000	-304
Capital & Projects (net)	0	0	0	0
Loans	608	608	608	
Loan - Internal Repayment	0	9102	9102	0
	<u>45912</u>	<u>55014</u>	<u>54710</u>	<u>-304</u>
TOTAL NET EXPENDITURE	<u>501265</u>	<u>538809</u>	<u>552404</u>	<u>304</u>
Financed as follows				
Reserves at 1st April	185664	179530	223208	
Reserves at 31st March	<u>223208</u>	<u>179530</u>	<u>223208</u> **	
Used to Fund Expenditure	-37544	0	0 ***	
PRECEPT FUNDING REQUIRED	<u>538809</u>	<u>538809</u>	<u>552404</u>	<u>13595</u> 2.52%
	<u>501265</u>	<u>538809</u>	<u>552404</u>	

Precept information

ADJUSTED BASIS

Band D Equivalents		<u>3949</u>	<u>3949</u>	(NYA)	0.00%
Precept per Band D Equivalent (£/annum)		<u>£ 136.44</u>	<u>£139.88</u>	£3.44	2.52%
Precept per Band D Equivalent (p/week)		<u>261.67</u>	<u>268.26</u>	6.59 p	

Note: Recommended **minimum reserve equal to

3 months net revenue expenditure	113838	120949	124424
General Reserve Shortfall/Surplus	109370	58581	98784 ***

Earmarked Reserve	<u>31/03/2017</u> (Actual)	<u>31/03/2018</u> (Projected)	<u>31/03/2019</u> (Available)
Rolling Capital Fund	34120	75966	120966
Earmarked Reserves	39028	42028	45028
Fallowfield	332532	312530	56632
Fallowfield Internal Loan			240898
Revenue Earmarked Funds	405680	430524	463524
Capital Receipts Reserve	57712	55932	12712
TOTAL Earmarked Funds	<u>463392</u>	<u>486456</u>	<u>476236</u>
General Reserve (see above)	185664	223208	223208
Total Reserves	<u>649056</u>	<u>709664</u>	<u>699444</u>

Sandy Town Council

(Prepared 9.10.17)

Budget Summary**Year Ended 31st March 2019**

	2017-18		2018-19	<i>Budget</i>	
	Projected	<i>Budgeted</i>	Proposed	<i>Incr/Decr</i>	
		(Revised)			
Expenditure Budgets					
Staffing & Admin					
Staff	401	247750	276450	274250	-2200
Admin - Office	402	78691	81455	79500	-1955
Admin - Works	403	33774	31429	36750	5321
Precept and Interest	601	0	0	0	0
Democratic & Civic	602	13873	13800	14050	250
		<u>374088</u>	<u>403134</u>	<u>404550</u>	<u>1416</u>
Services					
Footway Lighting	405	13300	9500	13300	3800
Cemetery & Churchyard	406	9734	11129	9810	-1319
Town Centre (incl Market) (excl Loans)	408	31879	33905	32310	-1595
Public Toilets - Car Park	409	4135	4131	4200	69
Play Areas & Open Spaces	500	-5700	-5700 A	-5700	0
Sunderland Rd Rec Ground	501	27381	27510	28129	619
Nature Reserves	502	13000	13000	13150	150
Grass Cutting	505	10000	10000	10000	0
Litter Bins Seats and Shelters	506	500	500	650	150
Christmas Lights	509	19000	18000	19000	1000
		<u>123229</u>	<u>121975</u>	<u>124849</u>	<u>2874</u>
TOTAL EXPENDITURE		<u>497317</u>	<u>525109</u>	<u>529399</u>	<u>4290</u>

NOTES

A Funding from Fallowfield EMR £15K p.a.

Sandy Town Council*(Updated 18-1-16)***Budget Summary****Year Ended 31st March 2019**

	<u>2017-18</u>		<u>2018-19</u>	<i>Budget</i>
	Projected	Budgeted	Proposed	<i>Incr/Decr</i>
		(Revised)		
<u>Income Budgets</u>				
<u>Staffing & Admin</u>				
Staff	401	0	0	0
Admin - Office	402	4345	4700	-1150
Admin - Works	403	9090	0	0
Precept and Interest	601	800	3500	-2700
Democratic & Civic	602	0	0	0
		<u>14235</u>	<u>8200</u>	<u>-3850</u>
<u>Services</u>				
Footway Lighting	405	0	0	0
Cemetery & Churchyard	406	20000	25000	-5000
Town Centre (incl Market	408	120	620	-500
Public Toilets - Car Park	409	0	0	0
Play Areas & Open Spaces	500	1550	1115	435
Sunderland Rd Rec Ground	501	1059	679	6
Nature Reserves	502	2500	3700	-1200
Grass Cutting	505	0	0	0
Litter Bins Seats and Shelters	506	0	0	0
S.E.G (not is use 14/15)	508	0	0	0
Christmas Lights	509	2500	2000	500
		<u>27729</u>	<u>33114</u>	<u>-5759</u>
<u>TOTAL INCOME</u>		<u>41964</u>	<u>41314</u>	<u>-9609</u>

**Sandy Town Council 2017-18
Budget Summary - By Centre**

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

Note : Sandy Town Council Preliminary Budget 2018/19

	<u>2016/17</u>		<u>2017/18</u>			<u>2018/19</u>
	Budget	Agreed Budget	Net Virement	Revised Budget	Projected Actual	Next Year Budget
<u>401</u> Staff						
OverHead Expenditure	264,650	276,450	0	276,450	247,750	274,250
401 Net Expenditure	264,650	276,450	0	276,450	247,750	274,250
<u>402</u> Administration-Office						
OverHead Expenditure	80,950	81,455	0	81,455	78,691	79,500
Total Income	6,500	4,700	0	4,700	4,345	3,550
402 Net Expenditure	74,450	76,755	0	76,755	74,346	75,950
<u>403</u> Administration-Works						
OverHead Expenditure	28,300	31,429	0	31,429	33,774	36,750
Total Income	0	0	0	0	9,090	0
403 Net Expenditure	28,300	31,429	0	31,429	24,684	36,750
<u>405</u> Footway Lighting						
OverHead Expenditure	7,800	9,500	0	9,500	13,300	13,300
405 Net Expenditure	7,800	9,500	0	9,500	13,300	13,300
<u>406</u> Cemetery & Churchyard						
OverHead Expenditure	10,800	11,129	0	11,129	9,734	9,810
Total Income	20,000	25,000	0	25,000	20,000	20,000
406 Net Expenditure	-9,200	-13,871	0	-13,871	-10,266	-10,190

Note : Sandy Town Council Preliminary Budget 2018/19

	2016/17		2017/18			2018/19		
	Budget		Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
408								
<u>Town Centre (Including Market)</u>								
OverHead Expenditure	34,958		34,513	0	16,264	32,487	32,918	
Total Income	2,253		620	0	0	120	120	
408 Net Expenditure	32,705		33,893	0	16,264	32,367	32,798	
409								
<u>Public Toilets - Car Park</u>								
OverHead Expenditure	3,650		4,131	0	2,933	4,135	4,200	
409 Net Expenditure	3,650		4,131	0	2,933	4,135	4,200	
500								
<u>Play Areas and Open Spaces</u>								
OverHead Expenditure	-4,800		-5,700	0	1,652	-5,700	-5,700	
Total Income	1,530		1,115	0	1,003	1,550	1,550	
500 Net Expenditure	-6,330		-6,815	0	649	-7,250	-7,250	
501								
<u>Sunderland Road Rec Ground</u>								
OverHead Expenditure	27,493		27,510	0	12,818	27,381	28,129	
Total Income	400		679	0	380	1,059	685	
501 Net Expenditure	27,093		26,831	0	12,438	26,322	27,444	
502								
<u>Nature Reserves</u>								
OverHead Expenditure	11,000		13,000	0	2,039	13,000	13,150	

Note : Sandy Town Council Preliminary Budget 2018/19

	2016/17		2017/18			2018/19		
	Budget		Agreed Budget	Net Virement	Revised Budget		Actual YTD	Projected Actual
505								
	Total Income	3,700	3,700	0	3,700	480	2,500	2,500
502	Net Expenditure	7,300	9,300	0	9,300	1,559	10,500	10,650
	Grass Cutting							
	OverHead Expenditure	10,000	10,000	0	10,000	0	10,000	10,000
505	Net Expenditure	10,000	10,000	0	10,000	0	10,000	10,000
506	Litter Bins, Seats & Shelters							
	OverHead Expenditure	500	500	0	500	0	500	650
506	Net Expenditure	500	500	0	500	0	500	650
509	Christmas Lights							
	OverHead Expenditure	18,000	18,000	0	18,000	1,965	19,000	19,000
	Total Income	5,500	2,000	0	2,000	0	2,500	2,500
509	Net Expenditure	12,500	16,000	0	16,000	1,965	16,500	16,500
601	Precept and Interest							
	Total Income	521,647	542,309	0	542,309	269,931	539,609	550,804
601	Net Expenditure	-521,647	-542,309	0	-542,309	-269,931	-539,609	-550,804
602	Democratic and Civic Costs							
	OverHead Expenditure	11,750	13,800	0	13,800	5,481	13,873	14,050
602	Net Expenditure	11,750	13,800	0	13,800	5,481	13,873	14,050

Note : Sandy Town Council Preliminary Budget 2018/19

	<u>2016/17</u>			<u>2017/18</u>			<u>2018/19</u>
	Budget	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
<u>700 Capital and Projects</u>							
Overhead Expenditure	316,107	321,411	0	321,411	48,277	48,277	321,107
Total Income	267,005	267,005	0	267,005	2,973	2,973	267,005
700 Net Expenditure	49,102	54,406	0	54,406	45,304	45,304	54,102
Total Budget Expenditure	821,158	847,128	0	847,128	273,140	546,202	851,114
Income	828,535	847,128	0	847,128	291,649	583,746	848,714
Net Expenditure	-7,377	0	0	0	-18,509	-37,544	2,400

Note : Sandy Town Council Preliminary Budget 2018/19

	2016/17			2017/18			2018/19
	Budget	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
401 Staff							
4001 Gross Salaries - Admin	114,000	114,000	0	114,000	51,146	104,000	114,000
4002 Gross Salaries - Works	97,700	97,700	0	97,700	44,963	90,000	97,250
4003 Employers NIC	22,100	22,100	0	22,100	6,760	14,000	16,900
4004 Employers Superannuation	29,850	41,450	0	41,450	18,524	38,000	44,350
4006 H&S Costs/Consultancy	0	0	0	0	0	500	500
4010 Miscellaneous Staff Costs	1,000	1,000	0	1,000	750	1,000	1,000
4030 Recruitment Advertising	0	200	0	200	0	250	250
OverHead Expenditure	264,650	276,450	0	276,450	122,143	247,750	274,250
401 Net Expenditure	264,650	276,450	0	276,450	122,143	247,750	274,250
402 Administration-Office							
4008 Training	2,500	2,500	0	2,500	175	2,000	2,000
4009 Travel & Subsistence	250	250	0	250	4	50	50
4011 General Rates	6,250	6,305	0	6,305	6,291	6,291	6,500
4012 Water Rates	400	400	0	400	325	600	600
4014 Electricity	2,500	3,500	0	3,500	490	2,500	2,500
4015 Gas	1,200	1,800	0	1,800	292	1,500	1,500
4016 Cleaning Materials etc	1,500	1,250	0	1,250	583	1,250	1,250
4020 Misc Establishment Costs	2,000	2,000	0	2,000	198	2,000	2,000

Note : Sandy Town Council Preliminary Budget 2018/19

	2016/17			2017/18			2018/19	
	Budget	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget	
4021 Telephone & Fax	2,500	2,500	0	2,500	759	2,500	2,500	
4022 Postage	1,700	1,700	0	1,700	88	1,700	1,700	
4023 Printing & Stationery	3,500	3,000	0	3,000	1,679	3,000	3,000	
4024 Subscriptions	2,700	2,700	0	2,700	2,342	2,700	2,700	
4025 Insurance (excl vehicles)	22,250	22,250	0	22,250	8,905	21,500	21,500	
4026 Photocopy Costs	3,000	3,500	0	3,500	828	3,500	3,500	
4027 IT Costs incl Support	6,000	6,000	0	6,000	2,548	6,000	6,000	
4028 Service Agreements (Other)	5,500	6,000	0	6,000	5,277	6,500	6,500	
4035 Publications	100	100	0	100	18	100	100	
4036 Property Maintenance/Security	3,000	3,000	0	3,000	1,568	3,000	3,000	
4040 Equipment Purchases (Minor)	2,000	2,000	0	2,000	1,484	2,000	2,000	
4050 Tourism Expenditure	2,000	750	0	750	0	250	250	
4051 Bank Charges	100	100	0	100	0	0	100	
4056 Legal Expenses	1,000	1,000	0	1,000	403	1,000	1,500	
4057 Audit Fees - External	1,300	1,300	0	1,300	-1,300	1,300	1,300	
4058 Audit Fees - Internal	1,000	850	0	850	0	750	750	
4059 Accountancy Fees	6,500	6,500	0	6,500	1,721	6,500	6,500	
4070 Refreshments	200	200	0	200	59	200	200	
OverHead Expenditure	80,950	81,455	0	81,455	34,737	78,691	79,500	
1003 Tourism Income	5,000	2,000	0	2,000	999	2,000	2,000	

Note : Sandy Town Council Preliminary Budget 2018/19

	<u>2016/17</u>			<u>2017/18</u>			<u>2018/19</u>	
	Budget	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget	
1201 Rent Received Etc	1,500	2,500	0	2,500	715	1,500	1,500	
1202 Photocopying Income	0	0	0	0	33	50	50	
1205 Miscellaneous Income	0	0	0	0	13	13	0	
1206 Wayleaves	0	0	0	0	24	24	0	
1245 Grants Received	0	0	0	0	758	758	0	
1360 Ticket Sales Commission	0	200	0	200	0	0	0	
Total Income	6,500	4,700	0	4,700	2,542	4,345	3,550	
402 Net Expenditure	74,450	76,755	0	76,755	32,194	74,346	75,950	
403 Administration-Works								
4005 Protective Clothing	1,000	1,000	0	1,000	814	1,000	1,000	
4008 Training	500	500	0	500	228	1,000	1,000	
4011 General Rates	2,050	2,279	0	2,279	1,724	1,724	1,800	
4012 Water Rates	400	200	0	200	32	200	200	
4014 Electricity	500	1,000	0	1,000	-1,177	1,000	1,000	
4016 Cleaning Materials etc	100	0	0	0	0	0	0	
4017 Refuse Disposal	3,500	3,500	0	3,500	2,339	5,500	5,500	
4036 Property Maintenance/Security	1,000	2,000	0	2,000	1,672	2,000	2,000	
4038 Consumables/Small Tools	2,500	2,500	0	2,500	1,124	2,500	2,500	
4039 Planting/Trees/Horticulture	5,000	6,500	0	6,500	3,424	6,500	5,250	

Note : Sandy Town Council Preliminary Budget 2018/19

	2016/17		2017/18			2018/19
	Budget	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual
4040 Equipment Purchases (Minor)	2,000	2,000	0	2,000	1,335	2,000
4042 Equipment/Vehicle Maintenance	5,500	5,500	0	5,500	1,340	5,000
4043 Equipment/Vehicle Fuel	2,000	2,200	0	2,200	1,483	3,000
4044 Vehicle Tax & Insurance	2,250	2,250	0	2,250	2,002	2,350
4045 Arboriculture	0	0	0	0	0	2,500
		31,429	0	31,429	16,339	33,774
OverHead Expenditure	28,300					36,750
1212 Miscellaneous Works Income	0	0	0	0	0	0
1258 Insurance Claims Repayment	0	0	0	0	9,090	0
		0	0	0	9,090	0
Total Income	0					0
403 Net Expenditure	28,300	31,429	0	31,429	7,250	24,684
405 Footway Lighting						
4014 Electricity	5,500	5,500	0	5,500	509	5,500
4042 Equipment/Vehicle Maintenance	2,300	4,000	0	4,000	4,118	7,800
		9,500	0	9,500	4,627	13,300
OverHead Expenditure	7,800					13,300
405 Net Expenditure	7,800	9,500	0	9,500	4,627	13,300
406 Cemetery & Churchyard						
4011 General Rates	2,250	2,579	0	2,579	2,384	2,460

**Sandy Town Council 2017-18
Budget Detail - By Centre**

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

Note : Sandy Town Council Preliminary Budget 2018/19

	<u>2016/17</u>			<u>2017/18</u>			<u>2018/19</u>
	Budget	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
4012 Water Rates	100	100	0	100	10	100	100
4036 Property Maintenance/Security	1,000	1,000	0	1,000	150	1,000	1,000
4037 Grounds Maintenance	900	900	0	900	0	900	900
4039 Planting/Trees/Horticulture	350	350	0	350	0	350	350
4101 Grave Digging Costs	6,200	6,200	0	6,200	1,320	5,000	5,000
OverHead Expenditure	10,800	11,129	0	11,129	3,864	9,734	9,810
1226 Burials/Memorials Income	20,000	25,000	0	25,000	5,249	20,000	20,000
Total Income	20,000	25,000	0	25,000	5,249	20,000	20,000
406 Net Expenditure	-9,200	-13,871	0	-13,871	-1,385	-10,266	-10,190
408 Town Centre (Including Market)							
4007 Health & Safety	0	150	0	150	0	150	150
4011 General Rates	15,500	14,255	0	14,255	14,229	14,229	14,660
4036 Property Maintenance/Security	850	1,500	0	1,500	311	1,500	1,500
4053 Loan Interest	313	293	0	293	149	293	273
4054 Loan Capital Repaid	295	315	0	315	155	315	335
4100 CCTV Fees	18,000	18,000	0	18,000	1,420	16,000	16,000
OverHead Expenditure	34,958	34,513	0	34,513	16,264	32,487	32,918
1235 CCTV Monitoring	833	0	0	0	0	0	0

Note : Sandy Town Council Preliminary Budget 2018/19

	2016/17		2017/18			2018/19		
	Budget		Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
1236 Market Fees	1,000		500	0	500	0	0	0
1237 Saturday Market Fees	300		0	0	0	0	0	0
1238 Other Income Car Park	120		120	0	120	0	120	120
1258 Insurance Claims Repayment	0		0	0	0	0	0	0
1309 Misc Contributions	0		0	0	0	0	0	0
Total Income	2,253		620	0	620	0	120	120
408 Net Expenditure	32,705		33,893	0	33,893	16,264	32,367	32,798
409 Public Toilets - Car Park								
4011 General Rates	2,400		1,931	0	1,931	1,935	1,935	2,000
4012 Water Rates	500		1,000	0	1,000	361	1,000	1,000
4014 Electricity	200		200	0	200	-3	200	200
4036 Property Maintenance/Security	550		1,000	0	1,000	640	1,000	1,000
OverHead Expenditure	3,650		4,131	0	4,131	2,933	4,135	4,200
409 Net Expenditure	3,650		4,131	0	4,131	2,933	4,135	4,200
500 Play Areas and Open Spaces								
4007 Health & Safety	400		400	0	400	399	400	400
4012 Water Rates	1,600		700	0	700	579	700	700
4014 Electricity	200		200	0	200	77	200	200

Note : Sandy Town Council Preliminary Budget 2018/19

	2016/17			2017/18			2018/19	
	Budget	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget	
4036	Property Maintenance/Security	500	0	500	19	500	500	
4037	Grounds Maintenance	2,500	0	2,500	578	2,500	2,500	
4042	Equipment/Vehicle Maintenance	5,000	0	5,000	0	5,000	5,000	
4972	Transfer from EMR Fallowfield	-15,000	0	-15,000	0	-15,000	-15,000	
	OverHead Expenditure	-4,800	0	-5,700	1,652	-5,700	-5,700	
1201	Rent Received Etc	0	0	0	500	500	500	
1241	Sandy FC Rent	600	0	565	0	500	500	
1242	Ice cream rent	330	0	0	0	0	0	
1251	Pitch Rental	600	0	550	503	550	550	
	Total Income	1,530	0	1,115	1,003	1,550	1,550	
	Net Expenditure	-6,330	0	-6,815	649	-7,250	-7,250	
501	Sunderland Road Rec Ground							
4012	Water Rates	800	0	800	-140	800	800	
4014	Electricity	100	0	200	73	200	200	
4036	Property Maintenance/Security	1,000	0	1,000	750	1,000	1,250	
4046	Bowling Green - SBC	2,894	0	2,952	1,589	2,952	3,058	
4047	Equipment Maintenance - SBC	2,352	0	2,399	505	2,399	2,485	
4048	Cricket Square - SCC	2,328	0	2,370	2,033	2,370	2,455	
4049	Equipment Maintenance - SCC	2,519	0	2,564	461	2,564	2,656	

Note : Sandy Town Council Preliminary Budget 2018/19

	2016/17		2017/18		Projected Actual	Next Year Budget
	Budget	OverHead Expenditure	Net Virement	Revised Budget Actual YTD		
4060 Other Professional Fees	15,500		0	15,225	15,096	15,225
		27,493	0	27,510	27,381	28,129
1201 Rent Received Etc	0		0	0	380	0
1250 Grants Received - Bowls Club	0		0	0	0	0
1253 Bowls Club Rental	400		0	407	407	410
1254 Grants Received - Cricket Club	0		0	0	0	0
1255 Cricket Club Rental	0		0	267	267	270
1256 Scouts ,ACF and SSLA	0		0	5	5	5
Total Income	400		0	679	1,059	685
501 Net Expenditure	27,093		0	26,831	26,322	27,444
502 Nature Reserves						
4037 Grounds Maintenance	1,500		0	1,500	1,500	1,500
4060 Other Professional Fees	9,500		0	9,500	9,500	9,650
4703 Sandy Green Wheel	0		0	2,000	2,000	2,000
4965 Funded from Rolling Capital	0		0	0	0	0
OverHead Expenditure	11,000		0	13,000	13,000	13,150
1306 Countryside Stewardship Grant	3,200		0	3,200	2,000	2,000
1307 Angling Licence Rent	500		0	500	500	500
Total Income	3,700		0	3,700	2,500	2,500
502 Net Expenditure	7,300		0	9,300	10,500	10,650

Note : Sandy Town Council Preliminary Budget 2018/19

	2016/17			2017/18			2018/19	
	Budget	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget	
505 <u>Grass Cutting</u>								
4102 Grass Cutting	10,000	10,000	0	10,000	0	10,000	10,000	
	OverHead Expenditure	10,000	0	10,000	0	10,000	10,000	
505 Net Expenditure	10,000	10,000	0	10,000	0	10,000	10,000	
506 <u>Litter Bins, Seats & Shelters</u>								
4042 Equipment/Vehicle Maintenance	500	500	0	500	0	500	650	
	OverHead Expenditure	500	0	500	0	500	650	
506 Net Expenditure	500	500	0	500	0	500	650	
509 <u>Christmas Lights</u>								
4401 Christmas Illuminations	11,000	13,000	0	13,000	0	14,000	14,000	
4402 Community Christmas Event	7,000	5,000	0	5,000	1,965	5,000	5,000	
	OverHead Expenditure	18,000	0	18,000	1,965	19,000	19,000	
1365 Christmas Lights	5,500	2,000	0	2,000	0	2,500	2,500	
	Total Income	5,500	0	2,000	0	2,500	2,500	
509 Net Expenditure	12,500	16,000	0	16,000	1,965	16,500	16,500	

**Sandy Town Council 2017-18
Budget Detail - By Centre**

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

Note : Sandy Town Council Preliminary Budget 2018/19

	<u>2016/17</u>		<u>2017/18</u>		Projected Actual	Next Year Budget
	Budget	Agreed Budget	Net Virement	Revised Budget		
601	Precept and Interest					
1101	Precept	517,647	0	538,809	538,809	550,004
1228	Interest on Investment	1,000	-1,000	0	0	0
1320	Interest Received - All account	3,000	1,000	3,500	800	800
	Total Income	521,647	0	542,309	539,609	550,804
601	Net Expenditure	-521,647	0	-542,309	-539,609	-550,804
602	Democratic and Civic Costs					
4007	Health & Safety	0	0	0	73	0
4020	Misc Establishment Costs	100	0	100	100	100
4033	Annual Report & Newsletter	3,000	0	3,000	3,000	3,000
4042	Equipment/Vehicle Maintenance	250	0	250	250	250
4200	Mayor's Allowance	1,900	0	1,950	1,950	2,200
4202	Members' Expenses (Conf etc)	500	0	500	500	500
4210	Election Costs	3,000	0	3,000	3,000	3,000
4701	Grants/Donations Paid	3,000	0	3,000	3,000	3,000
4702	Community Events Support	0	0	2,000	2,000	2,000
4921	Transfer to EMR	0	0	0	0	0
	OverHead Expenditure	11,750	0	13,800	13,873	14,050
602	Net Expenditure	11,750	0	13,800	13,873	14,050

Budget Detail - By Centre

Note : Sandy Town Council Preliminary Budget 2018/19

	2016/17			2017/18			2018/19	
	Budget	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget	
700 Capital and Projects								
4153 Loan Interest - INTERNAL	7,903	7,903	0	7,903	0	0	7,903	
4154 Loan Capital - INTERNAL	9,102	9,102	0	9,102	0	0	9,102	
4802 CAP - Cemetary Extension	295,000	295,000	0	295,000	1,780	1,780	293,220	
4810 CAP - Goal Posts	0	0	0	0	2,841	2,841	0	
4811 CAP - Village Hall Roof	0	0	0	0	0	0	0	
4814 CAP - IT Equipment	0	0	0	0	0	0	0	
4815 CAP - Tree Works	0	0	0	0	0	0	0	
4816 CAP - Benchmarking	0	0	0	0	150	150	0	
4817 CAP - War Memorial	0	0	0	0	3,440	3,440	0	
4818 CAP - Fallowfield	0	0	0	0	5,002	5,002	0	
4915 Transfer to Rolling Capital Fd	40,000	45,304	0	45,304	48,277	48,277	45,000	
4921 Transfer to EMR	0	0	0	0	0	0	0	
4923 Internal Loan repaid to Ffld	9,102	9,102	0	9,102	0	0	9,102	
4965 Funded from Rolling Capital	0	0	0	0	-6,431	-6,431	0	
4970 Transfer from C R R	-45,000	-45,000	0	-45,000	-1,780	-1,780	-43,220	
4971 Transfer from EMR	0	0	0	0	0	0	0	
4972 Transfer from EMR Fallowfield	0	0	0	0	-5,002	-5,002	0	
OverHead Expenditure	316,107	321,411	0	321,411	48,277	48,277	321,107	

Note : Sandy Town Council Preliminary Budget 2018/19

	2016/17				2017/18			2018/19
	Budget	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget	
1103 Internal Loan from F'ild EMIR	250,000	250,000	0	250,000	0	0	250,000	
1153 Loan Interest Rec'd - INTERNAL	7,903	7,903	0	7,903	0	0	7,903	
1154 Loan Capital Rec'd - INTERNAL	9,102	9,102	0	9,102	0	0	9,102	
1309 Misc Contributions	0	0	0	0	0	0	0	
1364 S106 Money Received	0	0	0	0	2,973	2,973	0	
Total Income	267,005	267,005	0	267,005	2,973	2,973	267,005	
700 Net Expenditure	49,102	54,406	0	54,406	45,304	45,304	54,102	
Total Budget Expenditure	821,158	847,128	0	847,128	273,140	546,202	851,114	
Income	828,535	847,128	0	847,128	291,649	583,746	848,714	
Net Expenditure	-7,377	0	0	0	-18,509	-37,544	2,400	

**SANDY TOWN COUNCIL
CALENDAR OF MEETINGS
2018-2019**

2018		
21.05.18	Development Scrutiny	Town Council (Annual Meeting) (1)
28.05.18	Spring Bank Holiday	
04.06.18	Human Resources	Policy Finance & Resources (1)
11.06.18	Development Scrutiny	
18.06.18		
25.06.18	Town Council (2)	
02.07.18	Development Scrutiny	Community Services & Environment (1)
09.07.18		
16.07.18		
23.07.18	Development Scrutiny	Policy, Finance & Resources (2)
30.07.18		
06.08.18	Town Council (3)	
13.08.18	Development Scrutiny	Community Services & Environment (2)
20.08.18		
27.08.18	Summer Bank Holiday	
03.09.18	Development Scrutiny	Policy Finance & Resources (3)
10.09.18		
17.09.18	Town Council (4)	
24.09.18	Development Scrutiny	Human Resources
01.10.18	Community Services & Environment (3)	
08.10.18		
15.10.18	Development Scrutiny	Policy Finance & Resources (4)
22.10.18		
29.10.18	Town Council (5)	
05.11.18	Development Scrutiny	
12.11.18		
19.11.18	Community Services & Environment (4)	
26.11.18	Development Scrutiny	Policy Finance & Resources (5)
03.12.18		
10.12.18	Town Council (6)	
17.12.18	Development Scrutiny	Human Resources
24.12.18	Christmas Eve	
31.12.18	New Years Eve	
2019		
07.01.19	Development Scrutiny	Community Services & Environment (5)
14.01.19	Policy Finance & Resources (for the purpose of any outstanding Budget matters) (6)	
21.01.19	Town Council (7)	
28.01.19	Development Scrutiny	Policy Finance & Resources (7)

04.02.19		
11.02.19		
18.02.19	Development Scrutiny	Community Services & Environment (6)
25.02.19		
04.03.19	Town Council (8)	
11.03.19	Development Scrutiny	Policy Finance & Resources (8)
18.03.19	Human Resources	
25.03.19		
01.04.19	Development Scrutiny	Community Services & Environment (7)
08.04.19		
15.04.19	Town Council (9)	
22.04.19	Easter Monday	
29.04.19	Development Scrutiny	Policy Finance & Resources (9)
06.05.19	May Day Holiday	
13.05.19	Annual Town Meeting	
20.05.19	Development Scrutiny	Town Council Annual Meeting
27.05.19	Spring Bank Holiday	