

Sandy Town Council

To: Cllrs P Blaine, T Cole, A M Hill, W Jackson, C Osborne (Chair),
M Pettitt, M Scott, P Sharman and J Sparrow
c.c. N Aldis, T Knagg, G Leach, 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 15 October 2018 at 7.30pm for the purpose of transacting the items of business below.

C J Robson
Chris Robson
Town Clerk
10 Cambridge Road
Sandy SG19 1JE
01767 681491
10 October 2018

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 3 September 2018 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 2018. Appendix I
 - ii) To receive a budget overview report. To Follow
 - iii) To approve a schedule of payments made since previous meeting. To Follow
 - iv) The Chair to approve bank reconciliations and statements.
- 6 Grant Applications**
To receive and consider a grant application from Biggles FM. Appendix IV
- 7 Action List**
To receive and note copy of the action list. Appendix V
- 8 External Audit Completion**
To receive notice that the external audit for the year ending 31st March 2018 has been completed. Appendix VI
- 9 Sandy Town Bowls Club Pump**
To receive and consider quotes for the repair of the bowling Green water pump. Appendix VII
- 10 Sandy Calendar**
To consider a proposal on producing a Sandy Calendar. Appendix VIII
- 11 Car Park General Rates**
To receive a brief report from the Clerk on a reduction in rates for the Council's car park. Appendix IX
- 12 2018/19 Budget Preparation**
To receive and consider a report from the Town Clerk on the 2018/19 revenue budgets. Appendix X
- 13 Flag Pole**
To receive an update quote and information on the installation of a flag pole at Faynes Corner. Appendix XI
- 14 Lone Working Policy**
To review and approve the Town Council's Lone Working Policy. Appendix XII
- 15 Health & Safety Policy**
To review and approve the Town Council's Health & Sandy Policy. Appendix XIII
- 16 Chairman's Items**
- 17 Date of Next Meeting: 26 November 2018**

10/10/2018

Sandy Town Council 2018-19

Page 1

16:19

Detailed Balance Sheet - Excluding Stock Movement

Month 7 Date 30/09/2018

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
100	Debtors Control	12,837	
105	VAT Control	25,534	
122	Scout Firework Loan	3,385	
200	Current Bank A/c	(144)	
201	Clerks Imprest A/c	100	
205	Capital a/c Santander	217,287	
206	Barclays Active Saver	532,908	
208	Public Sector Deposit Fund	202,774	
210	Petty Cash	250	
	Total Current Assets		994,931
	<u>Current Liabilities</u>		
501	Creditors Control	97,176	
508	Ticket Control Account	114	
	Total Current Liabilities		97,290
	Net Current Assets		897,640
	Total Assets less Current Liabilities		897,640
	<u>Represented by :-</u>		
300	Current Year Fund	230,644	
310	General Reserve	227,395	
315	Rolling Capital Fund	32,545	
320	Capital Receipts Reserve	54,934	
321	Earmarked Reserves	23,028	
322	EMR Fallowfield	306,915	
323	EMR Community Funds	7,000	
324	EMR Elections	12,000	
325	EMR Christmas Activities	3,180	
	Total Equity		897,640

Summary Income & Expenditure by Budget Heading 30/09/2018

Month No: 6

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
401 Staff	Income	0	190	0	(190)			0.0%
	Expenditure	249,609	130,050	274,250	144,200		144,200	47.4%
	Movement to/(from) Gen Reserve	<u>(249,609)</u>	<u>(129,860)</u>					
402 Administration-Office	Income	2,335	751	1,750	999			42.9%
	Expenditure	72,977	35,604	81,000	45,396		45,396	44.0%
	Movement to/(from) Gen Reserve	<u>(70,642)</u>	<u>(34,854)</u>					
403 Administration-Works	Income	10,540	60	0	(60)			0.0%
	Expenditure	34,227	16,507	39,968	23,460		23,460	41.3%
	Movement to/(from) Gen Reserve	<u>(23,687)</u>	<u>(16,447)</u>					
405 Footway Lighting	Expenditure	22,827	10,610	13,300	2,690		2,690	79.8%
406 Cemetery & Churchyard	Income	19,323	13,002	20,000	6,998			65.0%
	Expenditure	6,917	4,722	9,810	5,088		5,088	48.1%
	Movement to/(from) Gen Reserve	<u>12,406</u>	<u>8,280</u>					
408 Town Centre (Including Market)	Income	2,325	380	135	(245)			281.5%
	Expenditure	31,870	8,353	32,918	24,565		24,565	25.4%
	Movement to/(from) Gen Reserve	<u>(29,545)</u>	<u>(7,973)</u>					
409 Public Toilets - Car Park	Expenditure	3,644	(611)	4,200	4,811		4,811	(14.5%)
500 Play Areas and Open Spaces	Income	1,003	1,089	1,550	461			70.3%
	Expenditure	(12,537)	2,960	(5,700)	(8,660)		(8,660)	(51.9%)
	Movement to/(from) Gen Reserve	<u>13,540</u>	<u>(1,871)</u>					
501 Sunderland Road Rec Ground	Income	1,243	423	685	262			61.8%
	Expenditure	27,041	15,044	28,129	13,085		13,085	53.5%
	Movement to/(from) Gen Reserve	<u>(25,798)</u>	<u>(14,620)</u>					
502 Nature Reserves	Income	3,374	530	2,500	1,970			21.2%
	Expenditure	11,934	2,039	13,350	11,311		11,311	15.3%
	Movement to/(from) Gen Reserve	<u>(8,559)</u>	<u>(1,509)</u>					
505 Grass Cutting	Expenditure	7,580	0	10,000	10,000		10,000	0.0%
506 Litter Bins, Seats & Shelters	Expenditure	417	191	650	459		459	29.3%
509 Christmas Lights	Income	5,180	176	2,500	2,324			7.0%
	Expenditure	21,319	1,379	19,000	17,621		17,621	7.3%
	Movement to/(from) Gen Reserve	<u>(16,139)</u>	<u>(1,203)</u>					
601 Precept and Interest	Income	540,352	563,642	563,407	(235)			100.0%
602 Democratic and Civic Costs	Income	0	387	0	(387)			0.0%
	Expenditure	12,165	5,167	14,050	8,883		8,883	36.8%
	Movement to/(from) Gen Reserve	<u>(12,165)</u>	<u>(4,780)</u>					
700 Capital and Projects	Income	4,973	20,252	267,005	246,753			7.6%
	Expenditure	58,927	138,224	324,607	186,383		186,383	42.6%
	Movement to/(from) Gen Reserve	<u>(53,954)</u>	<u>(117,972)</u>					

Summary Income & Expenditure by Budget Heading 30/09/2018

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	590,650	600,881	859,532	258,651			69.9%
Expenditure	548,918	370,237	859,532	489,294	0	489,294	43.1%
Net Income over Expenditure	<u>41,731</u>	<u>230,644</u>	<u>1</u>	<u>(230,643)</u>			
Movement to/(from) Gen Reserve	<u>41,731</u>	<u>230,644</u>					

Detailed Income & Expenditure by Budget Heading 30/09/2018

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
401 Staff								
1245 Grants Received	0	190	0	(190)			0.0%	
Staff :- Income	<u>0</u>	<u>190</u>	<u>0</u>	<u>(190)</u>				<u>0</u>
4001 Gross Salaries - Admin	104,195	53,552	114,000	60,448		60,448	47.0%	
4002 Gross Salaries - Works	92,366	47,181	97,250	50,069		50,069	48.5%	
4003 Employers NIC	14,216	7,875	16,900	9,025		9,025	46.6%	
4004 Employers Superannuation	37,170	20,956	44,350	23,394		23,394	47.3%	
4006 H&S Costs/Consultancy	0	0	500	500		500	0.0%	
4010 Miscellaneous Staff Costs	1,433	486	1,000	514		514	48.6%	
4030 Recruitment Advertising	229	0	250	250		250	0.0%	
Staff :- Indirect Expenditure	<u>249,609</u>	<u>130,050</u>	<u>274,250</u>	<u>144,200</u>	<u>0</u>	<u>144,200</u>	<u>47.4%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(249,609)</u>	<u>(129,860)</u>						
402 Administration-Office								
1003 Tourism Income	161	260	200	(60)			129.8%	
1201 Rent Received Etc	1,077	360	1,500	1,140			24.0%	
1202 Photocopying Income	102	46	50	4			91.7%	
1205 Miscellaneous Income	13	86	0	(86)			0.0%	
1206 Wayleaves	24	0	0	0			0.0%	
1245 Grants Received	958	0	0	0			0.0%	
Administration-Office :- Income	<u>2,335</u>	<u>751</u>	<u>1,750</u>	<u>999</u>			<u>42.9%</u>	<u>0</u>
4008 Training	565	814	2,000	1,186		1,186	40.7%	
4009 Travel & Subsistence	13	54	50	(4)		(4)	108.9%	
4011 General Rates	6,291	3,240	6,500	3,260		3,260	49.8%	
4012 Water Rates	1,303	(101)	600	701		701	(16.8%)	
4014 Electricity	2,210	1,636	2,500	864		864	65.4%	
4015 Gas	993	138	1,500	1,362		1,362	9.2%	
4016 Cleaning Materials etc	990	526	1,250	724		724	42.1%	
4018 General Data Protection Regs	0	500	2,000	1,500		1,500	25.0%	
4020 Misc Establishment Costs	1,316	66	2,000	1,934		1,934	3.3%	
4021 Telephone & Fax	2,369	1,458	2,500	1,042		1,042	58.3%	
4022 Postage	1,105	670	1,200	530		530	55.8%	
4023 Printing & Stationery	2,455	428	3,000	2,572		2,572	14.3%	
4024 Subscriptions	2,760	2,256	2,700	444		444	83.6%	
4025 Insurance (excl vehicles)	20,677	10,719	21,500	10,781		10,781	49.9%	
4026 Photocopy Costs	3,552	1,617	3,500	1,883		1,883	46.2%	
4027 IT Costs incl Support	5,674	2,209	6,000	3,791		3,791	36.8%	
4028 Service Agreements (Other)	5,851	2,809	6,500	3,691		3,691	43.2%	
4035 Publications	45	20	100	80		80	20.3%	

Detailed Income & Expenditure by Budget Heading 30/09/2018

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4036 Property Maintenance/Security	3,826	2,281	3,000	719		719	76.0%	
4040 Equipment Purchases (Minor)	1,799	547	2,000	1,453		1,453	27.4%	
4050 Tourism Expenditure	0	32	250	219		219	12.6%	
4051 Bank Charges	16	14	100	86		86	13.6%	
4056 Legal Expenses	403	1,250	1,500	250		250	83.3%	
4057 Audit Fees - External	1,300	0	1,300	1,300		1,300	0.0%	
4058 Audit Fees - Internal	800	0	750	750		750	0.0%	
4059 Accountancy Fees	6,531	2,329	6,500	4,172		4,172	35.8%	
4070 Refreshments	132	94	200	106		106	46.8%	
Administration-Office :- Indirect Expenditure	72,977	35,604	81,000	45,396	0	45,396	44.0%	0
Movement to/(from) Gen Reserve	(70,642)	(34,854)						
403 Administration-Works								
1212 Miscellaneous Works Income	0	60	0	(60)			0.0%	
1258 Insurance Claims Repayment	10,540	0	0	0			0.0%	
Administration-Works :- Income	10,540	60	0	(60)				0
4005 Protective Clothing	1,207	552	1,150	598		598	48.0%	
4008 Training	578	0	1,000	1,000		1,000	0.0%	
4011 General Rates	1,724	888	1,800	912		912	49.3%	
4012 Water Rates	117	160	200	40		40	79.8%	
4014 Electricity	(1,071)	0	1,000	1,000		1,000	0.0%	
4017 Refuse Disposal	6,743	1,999	5,500	3,501		3,501	36.3%	
4036 Property Maintenance/Security	2,289	578	2,000	1,422		1,422	28.9%	
4038 Consumables/Small Tools	2,439	592	2,500	1,908		1,908	23.7%	
4039 Planting/Trees/Horticulture	4,461	3,678	6,250	2,572		2,572	58.8%	
4040 Equipment Purchases (Minor)	8,008	48	2,000	1,952		1,952	2.4%	
4042 Equipment/Vehicle Maintenance	2,471	2,100	5,000	2,900		2,900	42.0%	
4043 Equipment/Vehicle Fuel	2,957	1,928	3,000	1,072		1,072	64.3%	
4044 Vehicle Tax & Insurance	2,306	2,359	2,500	141		141	94.4%	
4045 Arboriculture	0	1,625	6,068	4,443		4,443	26.8%	
Administration-Works :- Indirect Expenditure	34,227	16,507	39,968	23,460	0	23,460	41.3%	0
Movement to/(from) Gen Reserve	(23,687)	(16,447)						
405 Footway Lighting								
4014 Electricity	5,549	2,230	5,500	3,270		3,270	40.5%	
4042 Equipment/Vehicle Maintenance	17,278	8,380	7,800	(580)		(580)	107.4%	
Footway Lighting :- Indirect Expenditure	22,827	10,610	13,300	2,690	0	2,690	79.8%	0
Movement to/(from) Gen Reserve	(22,827)	(10,610)						

Detailed Income & Expenditure by Budget Heading 30/09/2018

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
406 Cemetery & Churchyard								
1226 Burials/Memorials Income	19,323	13,002	20,000	6,998			65.0%	
Cemetery & Churchyard :- Income	19,323	13,002	20,000	6,998			65.0%	0
4011 General Rates	2,384	1,320	2,460	1,140		1,140	53.7%	
4012 Water Rates	153	(77)	100	177		177	(76.9%)	
4036 Property Maintenance/Security	498	528	1,000	472		472	52.8%	
4037 Grounds Maintenance	128	0	900	900		900	0.0%	
4039 Planting/Trees/Horticulture	13	0	350	350		350	0.0%	
4101 Grave Digging Costs	3,740	2,950	5,000	2,050		2,050	59.0%	
Cemetery & Churchyard :- Indirect Expenditure	6,917	4,722	9,810	5,088	0	5,088	48.1%	0
Movement to/(from) Gen Reserve	12,406	8,280						
408 Town Centre (Including Market)								
1238 Other Income Car Park	2,325	380	135	(245)			281.5%	
Town Centre (Including Market) :- Income	2,325	380	135	(245)			281.5%	0
4007 Health & Safety	0	0	150	150		150	0.0%	
4011 General Rates	14,229	7,181	14,660	7,479		7,479	49.0%	
4036 Property Maintenance/Security	1,320	867	1,500	633		633	57.8%	
4053 Loan Interest	293	138	273	135		135	50.7%	
4054 Loan Capital Repaid	316	166	335	169		169	49.5%	
4100 CCTV Fees	15,713	0	16,000	16,000		16,000	0.0%	
Town Centre (Including Market) :- Indirect Expenditure	31,870	8,353	32,918	24,565	0	24,565	25.4%	0
Movement to/(from) Gen Reserve	(29,545)	(7,973)						
409 Public Toilets - Car Park								
4011 General Rates	1,935	(848)	2,000	2,848		2,848	(42.4%)	
4012 Water Rates	535	41	1,000	959		959	4.1%	
4014 Electricity	141	145	200	55		55	72.5%	
4036 Property Maintenance/Security	1,032	51	1,000	950		950	5.0%	
Public Toilets - Car Park :- Indirect Expenditure	3,644	(611)	4,200	4,811	0	4,811	(14.5%)	0
Movement to/(from) Gen Reserve	(3,644)	611						
500 Play Areas and Open Spaces								
1201 Rent Received Etc	500	0	500	500			0.0%	
1241 Sandy FC Rent	0	479	500	21			95.8%	
1251 Pitch Rental	503	610	550	(60)			111.0%	
Play Areas and Open Spaces :- Income	1,003	1,089	1,550	461			70.3%	0

Detailed Income & Expenditure by Budget Heading 30/09/2018

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4007 Health & Safety	399	399	400	1		1	99.8%	
4012 Water Rates	662	487	700	213		213	69.6%	
4014 Electricity	151	49	200	151		151	24.5%	
4036 Property Maintenance/Security	19	1,429	500	(929)		(929)	285.9%	
4037 Grounds Maintenance	1,233	332	2,500	2,168		2,168	13.3%	
4042 Equipment/Vehicle Maintenance	0	263	5,000	4,737		4,737	5.3%	
4972 Transfer from EMR Fallowfield	(15,000)	0	(15,000)	(15,000)		(15,000)	0.0%	
Play Areas and Open Spaces :- Indirect Expenditure	(12,537)	2,960	(5,700)	(8,660)	0	(8,660)	(51.9%)	0
Movement to/(from) Gen Reserve	13,540	(1,871)						
501 Sunderland Road Rec Ground								
1201 Rent Received Etc	646	0	0	0			0.0%	
1253 Bowls Club Rental	407	423	410	(13)			103.2%	
1255 Cricket Club Rental	0	0	270	270			0.0%	
1256 Scouts ,ACF and SSLA	190	0	5	5			0.0%	
Sunderland Road Rec Ground :- Income	1,243	423	685	262			61.8%	0
4012 Water Rates	733	7	800	793		793	0.9%	
4014 Electricity	160	129	200	71		71	64.3%	
4036 Property Maintenance/Security	1,192	1,432	1,250	(182)		(182)	114.6%	
4046 Bowling Green - SBC	3,411	1,422	3,058	1,636		1,636	46.5%	
4047 Equipment Maintenance - SBC	2,076	2,404	2,485	81		81	96.7%	
4048 Cricket Square - SCC	2,294	1,799	2,455	656		656	73.3%	
4049 Equipment Maintenance - SCC	2,077	303	2,656	2,353		2,353	11.4%	
4060 Other Professional Fees	15,098	7,548	15,225	7,677		7,677	49.6%	
Sunderland Road Rec Ground :- Indirect Expenditure	27,041	15,044	28,129	13,085	0	13,085	53.5%	0
Movement to/(from) Gen Reserve	(25,798)	(14,620)						
502 Nature Reserves								
1306 Countryside Stewardship Grant	2,865	0	2,000	2,000			0.0%	
1307 Angling Licence Rent	509	530	500	(30)			106.0%	
Nature Reserves :- Income	3,374	530	2,500	1,970			21.2%	0
4037 Grounds Maintenance	39	39	1,500	1,461		1,461	2.6%	
4060 Other Professional Fees	9,895	0	9,850	9,850		9,850	0.0%	
4703 Sandy Green Wheel	2,000	2,000	2,000	0		0	100.0%	
Nature Reserves :- Indirect Expenditure	11,934	2,039	13,350	11,311	0	11,311	15.3%	0
Movement to/(from) Gen Reserve	(8,559)	(1,509)						

Detailed Income & Expenditure by Budget Heading 30/09/2018

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
505 Grass Cutting								
4102 Grass Cutting	7,580	0	10,000	10,000		10,000	0.0%	
Grass Cutting :- Indirect Expenditure	<u>7,580</u>	<u>0</u>	<u>10,000</u>	<u>10,000</u>	<u>0</u>	<u>10,000</u>	<u>0.0%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(7,580)</u>	<u>0</u>						
506 Litter Bins, Seats & Shelters								
4042 Equipment/Vehicle Maintenance	417	191	650	459		459	29.3%	
Litter Bins, Seats & Shelters :- Indirect Expenditure	<u>417</u>	<u>191</u>	<u>650</u>	<u>459</u>	<u>0</u>	<u>459</u>	<u>29.3%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(417)</u>	<u>(191)</u>						
509 Christmas Lights								
1365 Christmas Lights	5,180	176	2,500	2,324			7.0%	
Christmas Lights :- Income	<u>5,180</u>	<u>176</u>	<u>2,500</u>	<u>2,324</u>			<u>7.0%</u>	<u>0</u>
4401 Christmas Illuminations	12,882	0	14,000	14,000		14,000	0.0%	
4402 Community Christmas Event	5,257	1,379	5,000	3,621		3,621	27.6%	
4921 Transfer to EMR	3,180	0	0	0		0	0.0%	
Christmas Lights :- Indirect Expenditure	<u>21,319</u>	<u>1,379</u>	<u>19,000</u>	<u>17,621</u>	<u>0</u>	<u>17,621</u>	<u>7.3%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(16,139)</u>	<u>(1,203)</u>						
601 Precept and Interest								
1101 Precept	538,809	562,607	562,607	0			100.0%	
1320 Interest Received - All account	1,543	1,035	800	(235)			129.3%	
Precept and Interest :- Income	<u>540,352</u>	<u>563,642</u>	<u>563,407</u>	<u>(235)</u>			<u>100.0%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>540,352</u>	<u>563,642</u>						
602 Democratic and Civic Costs								
1309 Misc Contributions	0	387	0	(387)			0.0%	
Democratic and Civic Costs :- Income	<u>0</u>	<u>387</u>	<u>0</u>	<u>(387)</u>				<u>0</u>
4007 Health & Safety	73	0	0	0		0	0.0%	
4020 Misc Establishment Costs	0	59	100	41		41	59.2%	
4033 Annual Report & Newsletter	2,857	1,666	3,000	1,334		1,334	55.5%	
4042 Equipment/Vehicle Maintenance	170	168	250	82		82	67.2%	
4200 Mayor's Allowance	2,044	889	2,200	1,311		1,311	40.4%	
4202 Members' Expenses (Conf etc)	270	99	500	401		401	19.8%	
4210 Election Costs	0	0	3,000	3,000		3,000	0.0%	
4701 Grants/Donations Paid	2,751	1,165	3,000	1,835		1,835	38.8%	
4702 Community Events Support	1,000	1,120	2,000	880		880	56.0%	

Detailed Income & Expenditure by Budget Heading 30/09/2018

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4921 Transfer to EMR	3,000	0	0	0		0	0.0%	
Democratic and Civic Costs :- Indirect Expenditure	12,165	5,167	14,050	8,883	0	8,883	36.8%	0
Movement to/(from) Gen Reserve	(12,165)	(4,780)						
700 Capital and Projects								
1103 Internal Loan from F'fld EMR	0	5,615	250,000	244,385			2.2%	
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%	
1210 Sale of Assets	2,000	2,250	0	(2,250)			0.0%	
1364 S106 Money Received	2,973	12,387	0	(12,387)			0.0%	
Capital and Projects :- Income	4,973	20,252	267,005	246,753			7.6%	0
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	4,709	67,248	293,220	225,972		225,972	22.9%	
4810 CAP - Goal Posts	2,841	0	0	0		0	0.0%	
4815 CAP - Tree Works	8,650	0	0	0		0	0.0%	
4816 CAP - Benchmarking	150	0	0	0		0	0.0%	
4817 CAP - War Memorial	3,440	0	0	0		0	0.0%	
4818 CAP - Fallowfield	5,002	0	0	0		0	0.0%	
4819 CAP - Vehicle	29,500	0	0	0		0	0.0%	
4820 CAP - Bandstand	918	0	0	0		0	0.0%	
4821 CAP - Fencing Bedford Rd	0	2,481	0	(2,481)		(2,481)	0.0%	
4822 CAP - Play Equipment (Limes)	0	3,833	0	(3,833)		(3,833)	0.0%	
4823 CAP - Play Equipment (Beeston)	0	8,554	0	(8,554)		(8,554)	0.0%	
4824 CAP - Play Equipment (Bedford)	0	53,703	0	(53,703)		(53,703)	0.0%	
4825 CAP - Play Equipment (F/Field)	0	15,479	0	(15,479)		(15,479)	0.0%	
4915 Transfer to Rolling Capital Fd	48,277	48,500	48,500	0		0	100.0%	
4920 Transfer to C R R	0	2,250	0	(2,250)		(2,250)	0.0%	
4923 Internal Loan repaid to F'fld	0	0	9,102	9,102		9,102	0.0%	
4965 Funded from Rolling Capital	(34,849)	(63,504)	0	63,504		63,504	0.0%	
4970 Transfer from C R R	(4,709)	0	(43,220)	(43,220)		(43,220)	0.0%	
4971 Transfer from EMR	0	(320)	0	320		320	0.0%	
4972 Transfer from EMR Fallowfield	(5,002)	0	0	0		0	0.0%	
Capital and Projects :- Indirect Expenditure	58,927	138,224	324,607	186,383	0	186,383	42.6%	0
Movement to/(from) Gen Reserve	(53,954)	(117,972)						

Detailed Income & Expenditure by Budget Heading 30/09/2018

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	590,650	600,881	859,532	258,651			69.9%	
Expenditure	548,918	370,237	859,532	489,294	0	489,294	43.1%	
Net Income over Expenditure	<u>41,731</u>	<u>230,644</u>	<u>1</u>	<u>(230,643)</u>				
Movement to/(from) Gen Reserve	<u>41,731</u>	<u>230,644</u>						

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 20 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.		
<u>Source</u>	<u>Amount</u>	<u>Confirmed/Pending/Unsuccessful</u>
Biggleswade Town Council (Biggleswade have donated for several years)	£1,850.00	Confirmed £1,850
Potton Town Council		Confirmed £100

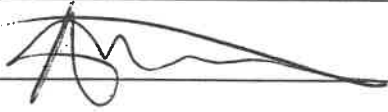
Financial Details	
Please specify how any income, particularly surplus, is spent.	Income is used to cover our running costs such as OFCOM, PPL, PRS licences, purchase equipment, day to day running costs, publicity and part time staff. There will not be any surplus.
Please attach accounts (audited/independently examined) for the last two years and your budget forecast for the forthcoming/current year.	Enclosed unaudited accounts for years ended 30 November 2016 and 2017 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:	13th September 2018

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

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)	Archaeological Excavation and Depot Build	Archaeologists due to finish work on the third section of the site by mid-October. Contractors carrying out the build will then begin foundation works on the new depot building in late October. A report on the archaeological excavation along with final costs is expected by the end of October.
Meeting 9/4/18			
Fallowfield Lighting and CCTV	(110-17/18)	RESOLVED that the Clerk include mobile and static CCTV options within the Fallowfield lighting scheme to be brought forward to a future meeting of the Policy, Finance and Resources committee.	Installation of electricity and lighting scheme of four lights confirmed at £13,945 and CCTV camera at £5,500. Awaiting figure from BT for installation of fibre cabling connections. BT have confirmed relevant links and are to provide a cost.



Mr C Robson
 Sandy Town Council
 10 Cambridge Road
 Sandy
 Bedfordshire

Direct line +44 (0)191 383 6348
 Email local.councils@mazars.co.uk

24 September 2018

Dear Mr Robson

Completion of the audit for the year ended 31 March 2018

We have completed our audit for the year ended 31 March 2018 and I have pleasure in enclosing the certified Annual Governance and Accountability Return. The External Auditor's Certificate and Report is given in Section 3.

If there are any significant matters arising from the audit, they are summarised in the External Auditor's certificate in Section 3. If we have identified minor scope for improvement we have recorded this on page 2 of this letter. The Council must consider these matters and decide what action is required. In most cases this will be self-evident. In some instances we have referred to further guidance available, in particular, in the publication "*Governance and Accountability for Local Councils – A Practitioners' Guide (England) 2010*". This can be obtained via your NALC or SLCC branch, or downloaded free of charge.

Action you are required to take

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

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

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

The Accounts and Audit (England) Regulations 2015 do not specify the period the signed off accounts need to be on the council's website but this period must be reasonable.

PTO

Mazars LLP – Salvus House - Aykley Heads - Durham - DH1 5TS
 Tel: +44 (0) 191 383 6300 – Fax: +44 (0) 191 383 6350 – www.mazars.co.uk

Mazars LLP is the UK firm of Mazars, an integrated international advisory and accountancy organisation. Mazars LLP is a limited liability partnership registered in England and Wales with registered number OC308289 and with its registered office at Tower Bridge House, St Katharine's Way, London E1W 1DD.

We are registered to carry on audit work in the UK and Ireland by the Institute of Chartered Accountants in England and Wales. Details about our audit registration can be viewed at www.auditregister.org.uk under reference number C001139861.

Minor scope for improvement in 2018/19

The Council has left the name of the Council blank. Although the answer could be inferred from other answers on the AGAR the Council should ensure all boxes are filled in, marking nil or not applicable where appropriate.

Audit fee

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

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

Yours sincerely



Cameron Waddell
Partner

Local Councils, Internal Drainage Boards and other Smaller Authorities in England Annual Governance and Accountability Return 2017/18 Part 3

To be completed by:

- all smaller authorities* where either the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; and
- any other smaller authorities that either:
 - are unable to certify themselves as exempt; or
 - have requested a limited assurance review.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2017/18

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 must complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with Proper Practices.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
 - The annual internal audit report is completed by the authority's internal auditor.
 - Sections 1 and 2 are to be completed and approved by the authority.
 - Section 3 is completed by the external auditor and will be returned to the authority.
3. The authority must approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both must be approved before 2 July 2018.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or requesting a limited assurance review, must send to the external auditor:
 - the Annual Governance and Accountability Return Sections 1, 2 and 3, together with
 - a bank reconciliation as at 31 March 2018
 - 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

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

Once the external auditor has completed and is able to give an opinion on the limited assurance review, the Annual Governance and Accountability Return including Section 3 – External Auditor Report and Certificate will be returned to the authority.

Publication Requirements

Smaller authorities with either income or expenditure exceeding £25,000 must publish on a public website, under the Accounts and Audit Regulations 2015, the Annual Governance and Accountability Return:

- Section 1 – Annual Governance Statement 2017/18, page 4
- Section 2 – Accounting Statements 2017/18, page 5
- Section 3 – The External Auditor Report and Certificate 2017/18, page 6
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

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

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

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

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2017/18

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed Annual Governance and Accountability Return. Any amendments must be approved by the authority, properly initialled and accompanied by an explanation. If the Annual Governance and Accountability Return contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report prior to approving the annual governance statement and before approving the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before sending it to the external auditor.
- Do not send the external auditor any information not specifically requested. However, you **must** inform your external auditor about any change of Clerk, Responsible Finance Officer or Chairman, and provide relevant email addresses and telephone numbers.
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the explanation.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs will be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2017) equals the balance brought forward in the current year (Box 1 of 2018).
- Please enter the authority's name **only** in Section 3 on Page 6. **Do not complete the remainder of that section**, which is reserved for the external auditor.
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights, been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes have been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', is an explanation provided?	✓	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations from last year to this year been provided?		
	The bank reconciliation as at 31 March 2018 is agreed to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority is a sole managing trustee? NB: do not send trust accounting statements unless requested or instructed.	✓	

*More guidance on completing this annual return is available in *Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, which can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk or from www.ada.org.uk

Annual Internal Audit Report 2017/18

ENTER NAME OF AUTHORITY COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2018.

The internal audit for 2017/18 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This 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 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.	✓		Not applicable

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

Date(s) internal audit undertaken

23/05/18

Name of person who carried out the internal audit

HANES WAITS OF ACCOUNTANTS

Signature of person who carried out the internal audit

HANES WAITS

Date

21/06/2018

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

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

Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

SANDY TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

	Agreed		Yes* means that this authority.
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		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 authority to conduct its business or manage 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 authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and 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 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	N/A
	✓		

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

This Annual Governance Statement is approved by this authority and recorded as minute reference:

TC 45 - 2018/19

dated 25/06/2018

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

Chairman SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

Other information required by the Transparency Codes (not part of Annual Governance Statement)
 Authority web address

WWW.SANDYTOWNCOUNCIL.GOV.UK

Section 2 – Accounting Statements 2017/18 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	565,337	649,056	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	517,647	538,809	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	66,251	51,841	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	-245,115	-247,948	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 authority's borrowings (if any).
6. (-) All other payments	-254,456	-305,463	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	649,056	685,687	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	641,954	676,136	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	2,831,637	2,848,430	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	4,327	4,011	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	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.
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

SIGNATURE REQUIRED

Date

25/06/2018

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

25/06/2018

and recorded as minute reference:

46-2018/19CE

Signed by Chairman of the meeting where approval of the Accounting Statements is given

SIGNATURE REQUIRED

Section 3 – External Auditor Report and Certificate 2017/18

In respect of

Sandy Town Council ENTER NAME OF AUTHORITY

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability 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 External auditor report 2017/18

~~(Except for the matters reported below)~~* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2017/18

We certify/~~do not certify~~* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018.

*We do not certify completion because:

External Auditor Name

Mazars LLP, Durham, DH1 5TS TOR

External Auditor Signature

Mazars LLP REQUIRED

Date

24 September 2018

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

AGENDA ITEM 9

SANDY TOWN COUNCIL

COMMITTEE: Policy, Finance and Resources

DATE: 15 October 2018

AUTHOR: Town Clerk

SUBJECT: Sandy Bowls Club Pump

1. Summary

- 1.1 The Sandy Bowls Club have reported problems with water coverage of the Bowls Green from the sprinkler system. Contractors attended the Bowls Green and identified an underlying problem with the poor coverage of sprinkler heads.
- 1.2 During the prolonged dry weather, some areas of the Green were receiving little water and went pale and hard, while other areas were well watered and green. Contractors have advised that this was caused by lack of pressure from the pump not creating the correct arc trajectory and that the pump is underperforming. The pressure gauge showed a reading of 3.5 bar when 5 bar is required. Contractors also identified a leak from the top seal.
- 1.3 Contractors recommended that the pump be replaced with a new pump, unfortunately the existing Caprari pump is 20 years old and is now obsolete. This would make servicing uneconomical and costly as no spare parts will be available.
- 1.4 The Bowling Green is owned by Sandy Town Council and is leased to the Sandy Bowls Club. The lease with the Club limits the tenant's responsibilities for repairs to maintenance of the green (grass), proper cultivation of trees and shrubs and ensuring they are trimmed and free from weeds. The tenant must also maintain benches around the Green, and treat the enclosing fence.

2. Quotes

- 2.1 The following quotes have been received from contractors.

Quote A	
Lowara Pump	<ol style="list-style-type: none"> 1. Supply and install a new Lowara multi stage 2.2Kw single phase irrigation pump 2. Modification to existing pipework 3. Check system then set-up and test 4. All materials, labour and specialist equipment to carry out the above work
Cost	£1,798.53 + VAT

APPENDIX VII

Quote B	
Caprari Pump	<ol style="list-style-type: none">1. Supply and install a new Caprari multi stage 2.2Kw single phase irrigation pump2. Modification to existing pipework3. Check system then set-up and test4. All materials, labour and specialist equipment to carry out the above work
Cost	£1,594.32 + VAT

Quote C	
Caprari Pump	<ol style="list-style-type: none">1. Supply and fit a new Caprari multi stage 2.2Kw single phase stainless steel pump2. All fittings required to change existing pipework3. Install and test4. All materials, labour and specialist equipment to carry out the above work
Cost	£1,995 + VAT

3. Recommendation

- 3.1 That the Council approve the installation of a new Caprari pump and agree to Quote B at a cost of £1,594.32. That funds for the replacement of the pump be taken from the Council's rolling capital fund.

AGENDA ITEM 10

SANDY TOWN COUNCIL

COMMITTEE: Policy, Finance and Resources

DATE: 15 October 2018

AUTHOR: Liz Fuller

SUBJECT: Sandy Calendars

1. Summary

In the past, calendars have been produced for local residents to purchase from Sandy Town Council. Councillor Max Hill requested a quote be obtained for calendars to be produced for 2019. Members are asked to consider if they wish to continue with the production of a Calendar for 2019.

2. Information

The calendars will contain photographs of Sandy for 10 months of the year with the other 2 months having photographs from our link towns in France and Poland. The calendar will also contain the Council meetings and event dates, as well as local groups' diary events.

3. Quote

Lion Press Sandy, have quoted 3 prices, as follows:

- For a quantity of 200 - £640
- For a quantity of 300 - £780
- For a quantity of 400 - £920

The higher the quantity, the cheaper the cost, because the expensive part is producing the original printing plates for the press.

4. Turnaround for the calendars to be produced

Before Lion Press can produce the calendars, **they will need all the photographs for the calendar and the meeting/event dates.** The turnaround for the calendars to be printed is 2 weeks from receipt of the photographs. It is estimated to be produced for November to be put up for sale, which will be in time to sell at the Christmas Lights Event and for people to buy as Christmas presents.

If there is a delay in sending over the photographs, the calendars will not be produced until December, which would be too late for our Christmas lights Event and for Christmas shoppers.

5. Potential profit

If based on the quote for 200, this is a cost of £3.20 for each calendar and if we sold them for £5.00 each, we would make a profit of £1.80 per calendar.

AGENDA ITEM 11**SANDY TOWN COUNCIL****COMMITTEE:** Policy, Finance and Resources**DATE:** 15 October 2018**AUTHOR:** Town Clerk**SUBJECT:** Car Park General Rates**1. Summary**

- 1.1 A local resident, Mr Alan Watson acts as a consultant with property and planning consultancy, Rapleys LLP. Mr Watson has carried out a rate review for the Council's Car Park on behalf of the Council. Mr. Watson offered to carry out this service free of charge and has obtained a lower revised rateable value for the Car Park and as a result a reduction in rates payable.

2. Savings Report

- 2.1 Rapleys LLP have confirmed that the following savings will be made over a four-year period;

Original Rateable Value		Revised Rateable Value	
Rateable Value	Effective Date	Rateable Value	Effective Date
£28,500	01/04/2017	£24,750	01/04/2017
Saving			
Year	Original Liability	Revised Liability	Rates Saving
2017/18	£13,281.00	£11,533.50	£1,747.50
2018/19	£13,680.00	£11,880.00	£1,800.00
2019/20	£14,079.00	£12,226.50	£1,852.50
2020/21	<u>£14,506.50</u>	<u>£12,597.75</u>	<u>£1,908.75</u>
	£55,546.50	£48,237.75	£7,308.75

- 2.2 The Council has now received a £1,747.50 rebate for the last financial year and the current financial year's bill has been adjusted accordingly by Central Bedfordshire Council.

3. Recommendation

That the Council consider making a one-off payment to Mr Watson (Rapleys) for his work in securing an annual saving for the Town Council.

SANDY TOWN COUNCIL

TOWN COUNCIL BUDGET REVIEW

Officer: Christopher Robson Town Clerk

Summary

The following report reviews revenue budget expenditure and recommends budget levels for the next financial year. The purpose of the report is to allow the committee to begin the process of planning for the 2019/20 budget and precept.

The revenue budget includes income and expenditure for the year that will be incurred regularly in the running of the council. Capital expenditure, including matters for 2019/20 budget consideration will come to the next meeting of the P, F&R committee along with a calculated precept figure for the 2019/20 financial year.

Staffing

Cost Centre	Account Code	Gross Salaries - Admin	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
401	4001		£102,492	£104,195	108,640	£114,000	114,000
This covers salary of administration staff, excluding pension and national insurance contributions. Budget is based on the current staffing levels and allows potential 2.5% increase in line with contracts and the cost of living.							

Cost Centre	Account Code	Gross Salaries - Works	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
401	4002		£99,777	£92,366	97,671	£97,250	99,500
This covers salary of works and cleaning staff, excluding pension and national insurance contributions. Budget is based on the current staffing levels and the increase in line with contracts and the cost of living increase, which is estimated at 2.5%. Final 2018/19 expenditure expected to be slightly lower than it would have been due to period with reduced staffing. Increase advised based on combined salary of fully complimented team.							

Cost Centre	Account Code	Employers NIC	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
401	4003		£13,428	£14,216	£16,086	£16,900	£16,900
Employers NIC payable on all salaries. A review of NIC paid in previous years suggests budget is at correct level. It should be noted that figures for the 2019/20 NIC are not yet available.							

Cost Centre	Account Code	Employers Superannuation	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
401	4004		£29,419	£37,170	£42,762	£44,350	£44,350
Employers pension contributions at 22.8% of salary during 2018/19. This will increase to 23.8% in 2019/20. Budget is sufficient to take 1% increase.							

Cost Centre	Account Code	Miscellaneous Staff Costs	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
401	4010		£1,644	£1,433	878	£1,000	£1,000
To cover any unexpected staff expenditure and payment of Bedford Borough payroll.							

AGENDA ITEM: 12

APPENDIX X

Cost Centre	Account Code	Gas	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
402	4015		£1,342	£993	£1,365	£1,500	£1,500
Gas for 10 Cambridge Road including Outdoor Mess Room. 2017/18 charge low due to charge for last quarter rolling into 2018/19. Current expenditure appears low, however increase expected in winter.							

Cost Centre	Account Code	Cleaning Materials Etc	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
402	4016		£1,085	£990	£1,200	£1,250	£1,250
For any cleaning materials for all Council premises and cleaning resources for outdoor team (public toilets etc)							

Cost Centre	Account Code	General Data Protection Regs	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
402	4018		£0	£0	£1,000	£2,000	£1,500
Allowance for continued costs in next financial year. Scope for reduction.							

Cost Centre	Account Code	Misc Establishment Costs	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
402	4020		£719	£1,316	£1,000	£2,000	£2,000
To cover any irregular cost associated with running Council premises, e.g. cost of Mayors Board & Council photos, minor repairs. Minimum expenditure to date. Recommended budget remains at £2,000 to ensure cover for unexpected costs related to Council premises.							

Cost Centre	Account Code	Telephone & Fax	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
402	4021		£2,113	£2,369	£2,533	£2,500	£2,500
To cover all phone bills including telephone lines Wifi and phone system. Overspend due to charge for ceased lines. Credit anticipated which would bring account under budget by year end.							

Cost Centre	Account Code	Postage	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
402	4022		£1,470	£1,105	£1,200	£1,200	£1,200
Any postage and payment of the franking machine contract. Budget was lowered in 2018/19. Recommended remains at current level for 2019/20.							

Cost Centre	Account Code	Printing & Stationery	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
402	4023		£2,126	£2,455	£1,140	£3,000	£2,500
This code previously covered all stationary costs and copier charges. Recommended that copier charges are now charged to 402 4026 'photocopier'. Rename budget to 'stationary'							
Reduce budget to reflect reallocation of copier charge costs.							

AGENDA ITEM: 12**APPENDIX X**

Cost Centre	Account Code	Subscriptions	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
402	4024		£2,351	£2,760	£2,674	£2,700	£2,850

To cover the following subscriptions: BATPC, LCR, ICO, SLCC, IOG, Parish Online. Slight increase recommended to cover any inflation costs.

Cost Centre	Account Code	Insurance (excl vehicles)	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
402	4025		£20,387	£20,677	£21,069	£21,500	£21,500

Insurance policy with Aviva. Reduction made in agreeing new contract in 2018/19. Keep budget in place for 2019/20.

Cost Centre	Account Code	Photocopy costs	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
402	4026		£2,126	£2,455	£2,590	£3,000	£3,000

Cost of rental of photocopying contracts including toner, cartridges etc. To include rental, network support and copier charges. Rental at £1,196, Network Support £360 and estimated copier charges of £1,030. Recommended but remains in place to cover any unexpected costs.

Renegotiation of contract means a lower rental and copier charge rate allows for copier charges to be allocated to this budget instead of 402 4023 without increasing the budget.

Cost Centre	Account Code	IT Costs incl Support	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
402	4027		£4,263	£5,674	£3,631	£6,000	£5,500

IT provider contract - paid on a monthly basis. Covers all computers and server. Due to reductions made by a new contract savings will be made in the current financial year. Scope for reduction in 2019/20 budget. Recommended that budget remains higher than estimated expenditure to allow for gradual replacement of older computers.

Cost Centre	Account Code	Service Agreements (Other)	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
402	4028		£6,258	£5,851	£3,370	£6,500	£6,500

To cover service agreements including the following: Accounts package, Website Hosting, VERTO, PNC (HR and Health & Safety), PHS & Power. Lower expenditure than previous years due to renegotiation of PHS contract and lower retainer for HR/Health & Safety. Recommended that budget remains in place to cover unexpected HR costs (charged per hour) and confirmed £30 increase in RBS accounts package costs.

Cost Centre	Account Code	Publications	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
402	4035		£119	£45	£50	£100	£100

To cover purchase of any learning or reference material

Cost Centre	Account Code	Property Maintenance/ Security	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
402	4036		£2,110	£3,826	£2,191	£3,000	£3,000

Covers property and maintenance at 10 Cambridge Road, also annual charge for Millennium Security

AGENDA ITEM: 12

APPENDIX X

Cost Centre	Account Code	Equipment Purchases (Minor)	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
402	4040		£307	£1,799	£900	£2,000	£2,000

Any admin required equipment for 10 Cambridge Road, eg keyboards and projector, camera etc.

Cost Centre	Account Code	Tourism Expenditure	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
402	4050		£39	£0	£32	£250	£250

To cover cost of running council talks or purchasing tourism related literature, items. Low expenditure in 2018/19 due to use of Council Chamber for talk series and free speaker.

Cost Centre	Account Code	Bank Charges	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
402	4051		£30	£16	£170	£100	£450

Bank charges incurred. Due to the level of income into the Council account Barclays are no longer able to offer a free banking service. Charges will be incurred per month. Banking with alternative banks to be looked into ahead of 2019/20 financial year. Allowance for Barclays charges included in budget.

Cost Centre	Account Code	Legal Expenses	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
402	4056		£1,264	£403	£1,284	£1,500	£1,500

Any legal expenses for adhoc work incurred out by Town Council – not corporate projects. 2018/19 expenditure high due to Village Green legal advice.

Cost Centre	Account Code	Audit Fees – External	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
402	4057		£1,300	£1,300	£1,300	£1,300	£1,300

To cover annual external audit fees (Mazars). Fee should remain the same.

Cost Centre	Account Code	Audit Fees – Internal	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
402	4058		£750	£800	£800	£750	£800

To cover internal audit – two per year (Haines Watts)

Cost Centre	Account Code	Accountancy Fees	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
402	4059		£6,259	£6,531	£6,500	£6,500	£6,750

DCK Beavers have advised that after 4 years of keeping rates the same an increase will be applied for 2019/20 (appox. £210)

Cost Centre	Account Code	Refreshments	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
402	4070		£125	£132	£160	£200	£200

To cover refreshment costs including hospitality meetings.

AGENDA ITEM: 12
Income

APPENDIX X

Cost Centre	Account Code	Tourism Income	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
402	1003		£1,163	£161	£580	£200	£500
Any income generated from Council events such as talks. 2018/19 income is high due to success of Council WW1 talk series.							

Cost Centre	Account Code	Rent Received Etc	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
402	1201		£2,372	£1,077	£906	£1,500	£1,000
Rent received from Chamber hire. Reduction in number of bookings by RSPB.							

Cost Centre	Account Code	Photocopying Income	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
402	1202		£70	£102	£54	£50	£50
Income from public use of the photocopier.							

Cost Centre	Account Code	Miscellaneous Income	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
402	1205		£59	£13	£50	£0	£0
To cover any additional unanticipated income such as utility refunds. 2018/19 income is for hire of a gazebo and eastern power overhead line rental.							

Cost Centre	Account Code	Wayleaves	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
402	1205		£0	£24	£0	£0	£0
Eastern power overhead line rental. Allocate to 402 1205 to reduce budget headings.							

Cost Centre	Account Code	Grants Received	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
402	1205		£0	£958	£190	£0	£0
In 2018/19 a grant was received from DWP to support work place adjustments for a Member of staff.							

Cost Centre	Account Code	Ticket Sales Commission	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
402	1360		£0	£24	£60	£100	£100
Commission from Saffords or any ticket events for which the Council sells tickets on behalf of a vendor							

2017/18 Actual	£70,641	2018/19 Estimate	£65,949
2018/19 Budget	£79,250	2019/20 Officer Rec	£78,260

Difference in 2018/19 Budget and 2019/20 Officer Recommendation is decrease of £990 or 1.25%

AGENDA ITEM: 12
Administration - Works

APPENDIX X

Cost Centre	Account Code	Protective Clothing	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
403	4005			£769	£1,207	£1,200	£1,150
To cover legally required PPE equipment for the Outdoor Team. High expenditure anticipated in 2018/19 to cover PPE for new starter.							

Cost Centre	Account Code	Training	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
403	4008			£419	£578	£600	£1,000
Ground maintenance specific training such as machinery training and play inspections.							

Cost Centre	Account Code	General Rates	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
403	4011			£2,009	£1,724	£1,776	£1,800
General rates for the Depot area. Request for review submitted due to time without depot building/use. 2% increase allowed for 2019/20.							

Cost Centre	Account Code	Water Rates	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
403	4012			£139	£117	£180	£200
Water rates for the Depot. Water to be cut off during demolishing of depot and archaeological excavation. 2018/19 expenditure expected to be lower.							

Cost Centre	Account Code	Electricity	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
403	4014			£1,371	£1,071	£500	£1,000
Electricity for the Depot. A Credit for over charge was received in 2017/18. Still no charge for current year due to existing credit and lack of depot. Allowance made for expenditure following build. Budget to be reviewed following build of new depot.							

Cost Centre	Account Code	Refuse Disposal	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
403	4017			£3,294	£6,713	£3,597	£5,500
To cover the cost of skip hire and disposal of waste from Council owned bins and land. Estimate for 2018/19 based on first 4 months usage and extrapolated over 12 months. However, costs may be lower during winter months. High expenditure in 2017/18 was due to more fly tipping and unauthorised site occupation clearance. Lower expenditure anticipated for the current financial year.							

Cost Centre	Account Code	Property Maintenance/Security	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
403	4036			£1,210	£2,289	£2,000	£2,000
Property maintenance and security for the Depot including call out charges. Increased costs in 2017/18 due to break ins and removal of alarm system and electricity supply in preparation for demolition. Low expenditure in current year due to archaeological excavation and lack of new depot. Full expenditure assumed to support works to new depot later in the year.							

AGENDA ITEM: 12
APPENDIX X

Cost Centre	Account Code	Consumables/Small Tools	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
403	4038		£1,545	£2,439	£1,000	£2,500	£2,500

To cover any tools required to carry out Council work. Low expenditure to date. Expenditure expected to be incurred when depot is complete and storage allows for new equipment purchase.

Cost Centre	Account Code	Planting/Trees/Horticulture	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
403	4039		£5,211	£4,461	£6,250	£6,250	£6,250

To cover hanging basket contract and the purchase of seasonal bedding plants at a cost of approximately £5,100. Remaining budget to be used to purchase grass seed for new cemetery land to ensure it is easy to maintain.

Cost Centre	Account Code	Equipment Purchases (Minor)	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
403	4040		£1,682	£8,008	£1,000	£2,000	£2,000

To cover any equipment for the purpose of maintenance for the outdoor team. 2016/17 expenditure was high due to break in and replacement of stolen equipment. 2018/19 expenditure low to date. Expenditure expected to be incurred when depot is complete, and storage allows for new equipment purchase.

Cost Centre	Account Code	Equipment/Vehicle Maintenance	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
403	4042		£4,304	£2,471	£4,389	£5,000	£5,000

To cover vehicle expenditure including maintenance and repairs, servicing and MOTs, including two pick-up trucks, a ride-on and a tractor. Budget is high compared to expenditure, but vehicles are starting to incur more problems as they age and a contingency should be allowed for. High estimated allowed for current financial year due to number of problems the Toyota pick up has incurred.

Cost Centre	Account Code	Equipment/Vehicle Fuel	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
403	4043		£2,498	£2,957	£3,250	£3,000	£3,250

Fuel for Council vehicles. Increases in fuel costs have resulted in higher expenditure in previous years and an estimated overspend in the current financial year. Increase recommended.

Cost Centre	Account Code	Vehicle Tax & Insurance	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
403	4044		£2,120	£2,306	£2,284	£2,500	£2,500

Vehicle tax and insurance for Council vehicles.

Cost Centre	Account Code	Trees Works	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
403	4039		£0	£0	£6,000	£6,068	£6,000

Budget for works to council trees. The council has a large stock of trees and an ongoing budget for tree maintenance should be kept. Work to trees at Beeston Green, including pollarding of Willows means the Council's budget will have been fully spent by the end of the financial year. The bulk of urgent tree works will have been completed by year end, however it is recommended that the budget remains in place to ensure further works which have a lower priority level can go ahead.

AGENDA ITEM: 12**APPENDIX X**

2017/18 Actual £34,199

2018/19 Estimate £33,976

2018/19 Budget £39,968

2019/20 Officer Rec £40,315

Difference in 2018/19 Budget and 2019/20 Officer Recommendation is an increase of £347 or 0.87%

Income

Cost Centre	Account Code	Insurance Claims Repayment	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
403	1258		£0	£10,540	£0	£0	£0
Income from any successful insurance pay-out relating to Council equipment and buildings/property. Zero budget as income not anticipated. 20/17/18 income relates to insurance cover for stolen equipment.							

Footway Lighting

Cost Centre	Account Code	Electricity	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
405	4014		£5,367	£5,549	£5,350	£5,500	£5,500
Covers electricity for Town Council streetlights. Estimate based on charges of the first five months of the financial year. Electricity rates are due to go up and the estimate may need to increase.							
Should the Council pursue LED conversion revenue expenditure would decrease. However, the savings would be used to pay a Salix loan and therefore the budget has been left in place for 2019/20.							

Cost Centre	Account Code	Equipment/Vehicle Maintenance	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
405	4042		£2,955	£17,278	£8,300	£7,800	£7,800
Covers any repairs to Town Council streetlights. High expenditure as SOX lanterns are failing and are now replaced with LED lanterns. 10 lanterns have been replaced to date in 2018/19. In additional two street light columns have required replacement.							

2017/18 Actual £12,827

2018/19 Estimate £13,650

2018/19 Budget £13,300

2019/20 Officer Rec £13,300

No difference in 2018/19 Budget and Officer Recommendation

Cemetery & Churchyard

Cost Centre	Account Code	General Rates	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
406	4011		£2,226	£2,384	£2,460	£2,460	£2,510
General rates for Sandy Cemetery Chapel. 2% increase allowed.							

Cost Centre	Account Code	Water Rates	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
406	4012		£89	£153	£65	£100	£100
Water rates for Sandy Cemetery. Estimate based on water rates for the year to date extrapolated over a 12 month period.							

AGENDA ITEM: 12**APPENDIX X**

Cost Centre	Account Code	Property Maintenance/ Security	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
406	4036		£1,210	£498	£600	£1,000	£1,000

Property maintenance and security for the Cemetery Chapel. 2018/19 includes service and repair costs for St Swithun's Church Clock. Suggested a separate is budget is created for St Swithun's Clock.

Cost Centre	Account Code	New Code Church Clock Maintenance	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
406			£0	£0	£300	£0	£350

Service and repair costs for St Swithun's Church Clock. In 2018/19 this came to £300.

Cost Centre	Account Code	Grounds Maintenance	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
406	4037		£0	£128	£100	£900	£900

Any works incurred in Sandy Cemetery or Churchyard.

Cost Centre	Account Code	Planting/Trees/ Horticulture	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
406	4039		£5	£13	£300	£350	£450

Any planting, trees or horticulture for Sandy Cemetery or Churchyard.

Cost Centre	Account Code	Grave Digging Costs	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
406	4101		£4,875	£3,740	£5,040	£5,000	£5,500

For the cost of outsourcing grave digging at the Cemetery. Estimate is based on costs to date extrapolated over 12 months. Allowance for possible increase in costs.

2017/18 Actual	£6,916	2018/19 Estimate	£9,165
2018/19 Budget	£9,810	2019/20 Officer Rec	£10,810

Difference in 2018/19 Budget and 2019/20 Officer Recommendation is an increase of £1,000 or 10.19%

Income

Cost Centre	Account Code	Burials/Memorials Income	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
406	1226		£27,236	£19,323	£27,606	£20,000	£20,000

Income generated for burials and memorials. Fewer burials during 2017/18 resulted in lower than anticipated income. The first six months of 2018/19 have seen an increase in the number of burials and estimated income as a result. Income budget left the same but scope for increase.

Town Centre

Cost Centre	Account Code	Health and Safety	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
408	4007		£0	£0	£150	£150	£150

To cover the defibrillator checks/testing.

AGENDA ITEM: 12**APPENDIX X**

Cost Centre	Account Code	General Rates	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
408	4011		£15,326	£14,229	£10,133	£14,660	£12,227

General rates for the car park. Reduction in 2018/19 following review requests. New rates bill for the current financial year is £11,880. Rebate of £1,747.50 was also received in 2018/19 for 2017/18 overcharge. Budget lowered for 2019/20 to represent new lower rate.

Cost Centre	Account Code	Property Maintenance/ Security	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
408	4036		£4,057	£1,320	£1,000	£1,500	£1,500

To cover anything in the Town Centre car park including the barrier, toilets and line marking. High in 2016/17 due to repair works to the barrier and ladies' toilets.

Cost Centre	Account Code	Loan Interest	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
408	4036		£313	£293	£273	£273	£255

Public works loan for purchase of car park. Reduced payment by 6.8% as in previous years. Loan amount outstanding is £4,171.59.

Cost Centre	Account Code	Loan Capital Repaid	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
408	4036		£295	£316	£335	£335	£358

Public works loan for purchase of car park. Loan amount outstanding is £4,171.59.

Cost Centre	Account Code	CCTV Fees	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
408	4100		£15,680	£15,713	£15,713	£16,000	£16,000

To cover the cost of 5 CCTV cameras monitoring. The Council is invoiced at the end of the financial year.

Income

Cost Centre	Account Code	Other Income Car Park	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
408	1238		-£120	-£2,325	-£190	-£135	-£270

Income from Barrier Pass cards

2017/18 Actual £29,546
2018/19 Budget £32,783

2018/19 Estimate £27,414
2019/20 Officer Rec £29,993

Difference in 2018/19 Budget and 2019/20 Officer Recommendation is a decrease of £2,790 or 8.51%

Public Toilets – Car Park

Cost Centre	Account Code	General Rates	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
409	4011		£2,372	£1,935	£1,800	£2,000	£1,850

General rates for the car park public toilets. Reduced rates for public toilets. Recommended slight reduction in 2019/20.

AGENDA ITEM: 12**APPENDIX X**

Cost Centre	Account Code	Water Rates	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
409	4012		£1,198	£535	£1,138	£1,000	£1,200

Water rates for the car park public toilets. 2017/18 had low expenditure to do a credit from the previous year. First quarter of 2018/19 incurred high expenditure based on estimates. Possible need to increase budget.

Cost Centre	Account Code	Electricity	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
409	4014		£228	£141	£155	£200	£200

Electricity for the car park toilets. "018/19 estimate based on quarterly charges to date.

Cost Centre	Account Code	Property Maintenance/ Security	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
409	4036		£761	£1,032	£500	£1,000	£1,000

Property maintenance and security for the car park toilets including barrier.

2017/18 Actual	£3,643	2018/19 Estimate	£3,593
2018/19 Budget	£4,200	2019/20 Officer Rec	£4,250

Difference in 2018/19 Budget and 2019/20 Officer Recommendation is an increase of £50 or 1.19%

Play areas and Open spaces

Cost Centre	Account Code	Health & Safety	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
500	4007		£399	£399	£399	£400	£400

Health and safety for all play areas – annual ROSPA checks and reports

Cost Centre	Account Code	Water Rates	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
500	4012		£301	£662	£525	£700	£700

Water rates for all play areas – Bedford Road toilets. An over charge in 2015/16 was refunded in 2016/17 which resulted in low actual spend. 2018/19 estimate is based on charges received for first quarter. Recommended budget remains at same level.

Cost Centre	Account Code	Electricity	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
500	4014		£160	£151	£166	£200	£200

Electricity for all play areas – Bedford Road toilets (contribution paid by Bedford Road Football Club)

Cost Centre	Account Code	Property Maintenance/ Security	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
500	4036		£492	£19	£1,411	£500	£1,000

Property maintenance and security for all play areas and all buildings including the football pavilion. Expenditure overspent in 2018/19 due to charges related to eviction of unauthorised encampment and security measures put in place.

AGENDA ITEM: 12

APPENDIX X

Cost Centre	Account Code	Electricity	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
501	4014		£200	£160	£200	£200	£200
Electricity for Banks Pavillion.							

Cost Centre	Account Code	Property Maintenance/ Security	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
501	4036		£1,226	£1,192	1,432	£1,250	£1,750
For property maintenance and security for Jenkins and Banks Pavilion. 2015/16 expenditure was high due to a new Jenkins boiler. £2018/19 expenditure high due to a new Jenkins sewage pump.							

Cost Centre	Account Code	Bowling Green - SBC	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
501	4046		£6,129	£3,411	£3,058	£3,058	£3,014
Maintenance of bowling green as per lease agreement. 2019/20 allowance for 1.5% RPI increase. Actual RPI will be calculated per the lease when figures are available							

Cost Centre	Account Code	Equipment Maintenance – SBC	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
501	4047		£567	£2,076	£2,485	£2,485	£2,522
Maintenance of bowling green equipment as per lease agreement. Spend varies dependant on work required to machines following servicing. 2019/20 allowance for 1.5% RPI increase. Actual RPI will be calculated per the lease when figures are available.							

Cost Centre	Account Code	Cricket Square – SCC	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
501	4048		£3,639	£2,264	£2,455	£2,455	£2,492
Maintenance of cricket pitch as per lease agreement. 2016/17 figures high due to section 106 expenditure which was later refunded by CBC. 2019/120 allowance for 1.5% RPI increase. Actual RPI will be calculated per the lease when figures are available.							

Cost Centre	Account Code	Equipment Maintenance - SCC	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
501	4049		£4,002	£2,077	£2,656	£2,656	£2,709
Maintenance of cricket pitch equipment as per lease agreement. 2016/17 figures high due to section 106 expenditure which was later refunded by CBC. 2018/19 allowance for 1.5% RPI increase. Actual RPI will be calculated per the lease when figures are available.							

Cost Centre	Account Code	Other Professional Fees	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
501	4060		£15,225	£15,098	£15,225	£15,225	£15,255
For payment to Stevenage Leisure Ltd for the Management of Jenkins.							

AGENDA ITEM: 12
INCOME

APPENDIX X

Cost Centre	Account Code	Rent Received Etc	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
501	1201		-£190	£646	£0	£0	£0
2017/18 income covers misallocated cricket club income and income from two circuses. No circus has approached the Council this financial year.							

Cost Centre	Account Code	Bowls Club Rental	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
501	1253		-£399	-£407	-£410	-£410	-£416
Rental income from the Bowls Club. RPI increase of 1.5% allowed for.							

Cost Centre	Account Code	Cricket Club Rental	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
501	1255		-£263	£0	-£270	-£270	-£274
Rental income from the Cricket Club for pitch. RPI increase of 1.5% allowed for. 2017/18 income of £264 was received but allocated to 501 1201.							

Cost Centre	Account Code	Scouts, ACF & SSLA	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
501	1256		-£5	-£190	-£5	-£5	-£5
Rental income for the Scout Hut and from the SSLA. 2017/18 income for ACF HQ Rent.							

2017/18 Actual	£25,768	2018/19 Estimate	£27,219
2018/19 Budget	£27,444	2019/20 Officer Rec	£28,742

Difference in 2018/19 Budget and 2019/20 Officer Recommendation is an increase of £1,298 or 4.73%

Nature Reserves – Riddy & Pinnacle

Cost Centre	Account Code	Grounds Maintenance	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
502	4037		£2,921	£39	£39	£1,500	£1,500
For any unexpected maintenance. High in 2017/18 due to fencing repair work. £39 to cover agricultural drainage rate.							

Cost Centre	Account Code	Other Professional Fees	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
502	4060		£9,607	£9,895	£9,900	£9,850	£10,000
Management fees paid to the Wildlife Trust and BRCC.							

Cost Centre	Account Code	Sandy Green Wheel	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
502	4703		£0	£2,000	£2,000	£2,000	£0
Contribution paid to BRCC towards development of the Sandy Green Wheel. Walking route launched in 2018 and a contribution towards further development has not been asked for in 2019/20							

INCOME

AGENDA ITEM: 12**APPENDIX X**

Cost Centre	Account Code	Countryside Stewardship Grant	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
502	1306		-£2,034	-£2,865	-£2,000	-£2,000	-£2,000
Grant income to support the management of The Riddy and The Pinnacle. Grant income is not received/awarded until later in the year. Budget income anticipated.							

Cost Centre	Account Code	Angling Licence Rent	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
502	1307		-£496	-£509	-£500	-£500	-£500
Income received from fishing licences.							

2017/18 Actual	£8,560	2018/19 Estimate	£9,900
2018/19 Budget	£10,850	2019/20 Officer Rec	£9,000

Difference in 2018/19 Budget and Officer Recommendation is a decrease of £1,850 or 17.05%

Grass Cutting

Cost Centre	Account Code	Grass Cutting	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
505	4102		£7,580	£7,580	£7,580	£10,000	£10,000
Contract payments to Central Bedfordshire Council for cutting of grass in Sandy. Recommended that budget remains the same to cover any additional cuts, spraying or strimming work the Council may wish to look at having carried out.							

2017/18 Actual	£7,580	2018/19 Estimate	£7,580
2018/19 Budget	£10,000	2019/20 Officer Rec	£10,000

No difference in 2018/19 Budget and 2019/20 Officer Recommendation

Litter Bins, Seats & Shelters

Cost Centre	Account Code	Equipment/Vehicle Maintenance	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
506	4042		£500	£417	£650	£650	£1,000
Maintenance and replacement of Town Council litter bins and bus shelters. Increase to allow for possible installation of new picnic benches at Fallowfield and Sunderland Road, to compliment play park improvements.							

2017/18 Actual	£417	2018/19 Estimate	£650
2018/19 Budget	£650	2019/20 Officer Rec	£1,000

Difference in 2018/19 Budget and 2019/20 Officer Recommendation is an increase of £350 or 53.85%

Christmas Lights

Cost Centre	Account Code	Christmas Illuminations	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
509	4401		£13,569	£12,882	£13,000	£14,000	£14,000
Cost of Christmas Lights rental with Lamps & Tubes. 2016/17 expenditure was higher due to need for new brackets. Contact to go out for renewal in 2019/20. Recommended £14,000 budget remains to allow for additional motifs of possible increase in contract prices.							

Cost Centre	Account Code	Community Christmas Event	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
509	4402		£4,938	£5,257	£3,100	£5,000	£3,000

In previous years this budget has covered the cost of holding the Community Christmas Lights Switch on Event, Christmas tree and children’s light design competition. In 2018 the FOSCL set up as an independent group and will take over much of the running and financing of the event. The Council will continue to fund the Staging, PA, First Aid, Road Closure and Christmas tree purchase and delivery. Recommended reduced budget to reflect agreed costs for 2019’s event. Expenditure incurred for the 2018 event which should be the future responsibility of the FOSCL will be taken from EMR set aside to support the event. The remaining balance of EMR will be donated to the FOSCL.

INCOME

Cost Centre	Account Code	Christmas Lights	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
509	1365		-£2,354	-£5,180	-£700	-£2,500	-£500

Any income generated by the Friends of Sandy Christmas Lights. This was very high in 2017/18 due to the success of fundraisers. As the FOSCL are now an independent group they will fundraise to finance the event and keep monies raised. The Council will receive funds from the rent paid by the fun fair.

2017/18 Actual	£12,959	2018/19 Estimate	£15,400
2018/19 Budget	£16,500	2019/20 Officer Rec	£16,500

No difference in 2018/19 Budget and 2019/20 Officer Recommendation.

Democratic and Civic Costs

Cost Centre	Account Code	Health and Safety	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
602	4007		£0	£73	£0	£0	£0

2017/18 expenditure incurred for new defib pads.

Cost Centre	Account Code	Misc Establishment Costs	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
602	4020		£215	£0	£59	£100	£100

2016/17 expenditure was for repair works to the Mayors Chain of office. 2018/19 expenditure for room bookings for consultations (Beeston Plan)

Cost Centre	Account Code	Annual Report & Newsletter	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
602	4033		£2,856	£2,857	£2,860	£3,000	£3,000

Cost of a page in the bulletin each month.

Cost Centre	Account Code	Equipment/Vehicle Maintenance	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
602	4042		£5	£170	£100	£250	£250

2018/19 expenditure relates to defibrillator installation and checks.

AGENDA ITEM: 12

APPENDIX X

Cost Centre	Account Code	Mayor's Allowance	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
602	4200		£1,921	£2,044	£2,200	£2,200	£2,200
Annual allowance for the Mayor.							

Cost Centre	Account Code	Members' Expenses (Conf etc)	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
602	4202		£66	£270	£250	£500	£500
To cover any expenses incurred by Members on Council business.							

Cost Centre	Account Code	Election Costs	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
602	4210		£0	£0	£3,000	£3,000	£3,000
To cover cost of holding an election in case of an unexpected councillor vacancy or in an election year. Actual costs for a full election would be approximately £12,000. To offset the impact on the budget in an election year the council sets aside £3,000 each year to build a fund for elections.							

Cost Centre	Account Code	Grants/Donations Paid	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
602	4701		£3,000	£2,751	£3,000	£3,000	£3,000
For community grants. Members may wish to consider increasing the budget given the number of grant applications received over previous years.							

Cost Centre	Account Code	Community Event Support	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
602	4702		£0	£1,000	£1,410	£2,000	£2,000
Newly created (2018/19) grants budget to support community events. 2018/19 expenditure includes support for Sandy Show, Twinning event, lamppost poppies, silhouette soldiers, lest we forget flags and St John's for the Beacon Lighting Event.							

Cost Centre	Account Code	Transfer to EMR	2016/17 Actual	2017/18 Actual	2018/19 Est.	2018/19 Budget	2019/20 Officer Rec
602	4971		£3000	£3,000	£0	£0	£0
Unspent election costs transferred to earmarked reserves. As this is an election year the £3,000 revenue would likely be spent.							

2017/18 Actual	£12,165	2018/19 Estimate	£12,879
2018/19 Budget	£14,050	2019/20 Officer Rec	£14,050

No difference in 2018/19 Budget and 2019/20 Officer Recommendation

Based on the initial revenue review no increase in revenue budget is recommended for 2019/20.

AGENDA ITEM 13

SANDY TOWN COUNCIL

COMMITTEE: Policy, Finance and Resources

DATE: 15 October 2018

AUTHOR: Town Clerk

SUBJECT: Flag Pole

1. Summary

1.1 At a meeting of the Community Services and Environment Committee 1 October 2018 the Committee wished to pursue the installation of a more visible flag pole at Faynes Corner. The Clerk was asked to seek further quotes as the original cost of £900 labour to install the new flag pole was considered too high.

2. Quotation

2.1 A further quotation has been received for the supply and installation of a 6m flag pole.

£292.14	6m Heavy duty commercial glass fibre flagpole tapering from 120mm-65mm Complete with hinged base, ground rods, internal roping system with plastic door, looped weight and gold effect onion finial
£385.00	Installation
£677.14 + VAT	

2.2 The Clerk and Mayor are currently speaking with external groups to look at achieving funding to cover the installation of the new flag pole. It is hoped that the flag pole could be installed in time for November 11th, 2018 if funding can be secured. It is anticipated that funding may be secured ahead of the meeting of the Policy, Finance and Resources Committee on Monday 15th October and the Clerk will update accordingly.

SANDY TOWN COUNCIL**Lone Working Policy****1. Introduction**

- 1.1 People who work by themselves, either on a regular, permanent or occasional basis can be at greater risk from assaults and accidents than other workers. This guidance is to assist managers and staff, to reduce the risk of harm occurring to lone workers.
- 1.2 With proper management and control, the risks to those who work alone can be as safe as everyone else at work.

2. Who is a lone worker?

- 2.1 Lone workers are simply those people who work by themselves, without close or direct supervision. This situation can occur in fixed establishments, where one person works in an area separate from others or worked outside of the normal office hours. More frequently it is staff working away from the fixed base e.g. maintenance workers.
- 2.2 People will generally know when they are working alone, but there are situations where even when an office is normally crowded, people can be working in isolation, eg in a meeting or interview room.

3. Risk assessment

- 3.1 The need to assess the risks associated with any work activity applies to staff who work alone. The risk assessment process is the responsibility of managers and this will ensure that the hazards and level of risks are identified and if necessary, action taken to avoid and/or control the risks.
- 3.2 Control measures may include: issuing safe working instructions, training, supervision, issuing personal protective equipment. Managers should ensure that control measures are implemented. The risk assessment should be reviewed regularly to ensure that it is always kept up-to-date if situations change.
- 3.3 It is important that employees are consulted on the risk assessment, as they can provide valuable information and advice. Where risk assessments identify that it is not possible for the work to be done

safely by a lone worker, arrangements for providing help or backup should be put in place.

- 3.4 If a lone worker carries out their work at another employer's site, information should be provided about any risks for the manager to carry out the risk assessment and guarantee that the right action is taken to ensure the safety of the lone worker.

Lone worker advice

It is impossible to identify all the hazards that a lone worker may face, many may be transient in nature. It is important to protect staff against all known risks and to equip them with adequate training and information, to assist them in dealing with any risky situations that they may encounter, ranging from dealing with aggressive clients to entering an unsafe building. Specific safe working arrangements should be implemented and developed.

The following may be drawn from for local guidance.

Lone working in premises

- Ensure that you know relevant emergency procedures and can act appropriately when an alarm is raised.
- Be aware of any other procedures intended for your safety and use them.
- If dealing with clients/the public, find out if there have been problems that may affect your safety and use this knowledge to assist you. If in doubt, have another member of staff available.
- Know where and how to obtain help if needed, e.g. first aid assistance.
- Know the security measures for your workplace and use them correctly.

Note working in the community

- Ensure that your Line Manager knows your intended movements and inform them if they change.
- Ensure that any communication device, such as a telephone or alarm works properly and is checked regularly.
- Plan your route to avoid quiet streets, dark areas and possible dangerous areas.

- Use well frequented streets on your route.
- When travelling at night, stay in well-lit areas.
- If travelling by car, park as close to the site you are visiting as possible.
- Do not leave items within clear sight in the vehicle.
- If you feel threatened in any way, do not continue to your destination.

Visiting other people and unknown premises

- Ensure that your Line Manager/colleague is aware of your intended visit and inform them if there is any problem or changes.
- Follow the procedures for maintaining contact with your Manager.
- If you have doubts about potential risk, from the place or person you are planning to visit, check if it is safe to visit alone.
- Try not to visit alone for the first time and especially not after dark.
- Do not allow any doors to be locked behind you.
- Always follow other people into a room and make sure your exit is clear.
- Be aware of dogs, other animals or other people at the site.
- Suggest that dogs and other animals be kept in a separate room if possible.
- If you are in any doubt about your safety, do not enter the premises.
- Be aware of your surroundings and look out for unstable or slippery surfaces.
- Do not under any circumstances enter confined spaces or dangerous structures.
- Report incidents or hazardous conditions.

Manual handling

- Avoid manual handling, if possible, by using mechanical aids.

- Always assess the situation and if there is any doubt about the safety of carrying out a manual handling task, do not do it.
- Follow good practice handling techniques as you have been advised in your training and safe working instructions.
- If the task requires more than one person, do not do it until assistance is provided.

Working at home

- Develop a routine; this will help to avoid stress.
- Communicate regularly with your Line Manager.
- Be aware of any hazards around and inside the house.
- Know what to do in an emergency situation.
- Check the equipment is safe to use.
- Follow the good practice as advised and safe working instructions.

Other risks

It is not always possible to be prepared for every eventuality, but you need to be aware and judge the risks and take appropriate action. If you are unsure what to do, talk to your Manager. **Above all, do not put yourself at risk, if there is any danger, stop your work or leave the location.**

What to do if an incident occurs:

- Try to remain calm.
- In a potentially violent situation, talk quietly, as your training advises.
- Whenever possible, remove yourself from the scene as soon as possible.
- Do not attack a potential assailant, instead run away if possible towards a friendly group or busy and well populated area.
- If you witness an incident, try to remember as much as you can to help in any investigation.
- Report the incident immediately to your Manager.
- Complete an incident report form and follow reporting procedures.
- Report the incident to the police, if necessary.

SANDY TOWN COUNCIL

HEALTH AND SAFETY POLICY

1. The Council recognises that it has a legal duty of care towards protecting the Health and Safety of its employees and others who may be affected by the Council's activities.
- 1.2 In order to discharge its responsibilities the management will:
 - 1.2.1 provide an organisational structure that defines the responsibilities for health and safety
 - 1.2.2 ensure that the systems and procedures relating to this Policy Statement are rigorously applied
 - 1.2.3 provide adequate control of the health and safety risks arising from our work activities
 - 1.2.4 consult with our employees on matters affecting their health and safety
 - 1.2.5 provide and maintain safe plant and equipment
 - 1.2.6 ensure the safe handling and use of hazardous substances
 - 1.2.7 provide information, instruction and supervision for employees
 - 1.2.8 provide adequate training and ensure that all employees are competent to do their tasks
 - 1.2.9 maintain safe and healthy working conditions
 - 1.2.10 satisfy itself that any organisation who is contracted to carry out work for the Council is able to demonstrate that it pays due regard to health and safety matters
 - 1.2.11 bring this Policy Statement to the attention of all employees and seek their co-operation in supporting the management in its efforts to establish and maintain a safe and healthy working environment.
- 1.3 This Health and Safety Policy Statement and its associated organisational arrangements, systems and procedures, will be reviewed at least annually and revised as necessary to reflect changes to the business activities. Any changes to the Policy will be brought to the attention of all employees.

- 1.4 It is the responsibility of all employees to co-operate in the implementation of this Health and Safety Policy within their areas of influence. All employees have a legal duty to ensure their own safety and the safety of others (for example, colleagues, visitors, contractors) under the Health and Safety at Work etc Act 1974. Employees must therefore:
 - 1.4.1 Comply with any safety instructions and directions issued by the Council.
 - 1.4.2 Take reasonable care for your health and safety and the health and safety of other persons (e.g. other employees, contractors, customers, workmen, etc.) who may be affected by your acts or omissions at work, by observing safety rules which are applicable to you.
 - 1.4.3 Co-operate with the Council to ensure that the aims of the Health and Safety policy are achieved and any duty or requirement on the Council by or under any of the relevant statutory provisions is complied with.
 - 1.4.4 Report and co-operate in the investigation of all accidents or incidents that have led to or may lead to injury.
 - 1.4.5 Use equipment or protective clothing provided in accordance with the training you have received.
 - 1.4.6 Report any potential risk or hazard or malfunction of equipment to the appropriate authority.
- 1.5 Any failure by an employee to comply with any aspect of the Council's health and safety procedures, rules or duties will be treated by the Council as serious or gross misconduct.
- 1.6 You have a responsibility to observe all safety rules and to co-operate with the manager charged with responsibility for the implementation of the Council's health and safety policy to achieve a healthy and safe workplace and to take reasonable care of yourself and others.