

# Sandy Town Council

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

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 10 October 2016 at 7.30pm for the purpose of transacting the items of business below.

Chris Robson

Chris Robson  
Town Clerk  
10 Cambridge Road  
Sandy SG19 1JE  
01767 681491  
4 October 2016

**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.

Previously  
circulated

# Sandy Town Council

## 4 Minutes of previous meeting

To receive the minutes of the Policy, Finance and Resources Committee held on 22 August 2016 and to approve them as a correct record of proceedings.

## 5 Financial Reports

- i) To consider a balance sheet and detailed financial report showing income and expenditure against the revenue budget for 31 July 2016. Appendix I
- ii) To consider a balance sheet and detailed financial report showing income and expenditure against the revenue budget for 31 August 2016. Appendix II
- iii) To receive a budget overview report. Appendix III
- iv) To approve a schedule of payments made since previous meeting. Appendix IV
- v) The Chair to approve bank reconciliations and statements.

## 6 Action List

To receive Action Report and any update. Appendix V

## 7 Grant Applications

To receive and hear from representatives on the following grant applications;

- i) To receive and consider a grant application from Biggles FM. Appendix VI
- ii) To receive and consider a grant application from the Sandy Carnival Committee Appendix VII
- iii) To receive correspondence from the Sandy & District Horticultural Association following a previously awarded grant of £400. Appendix VIII
- iii) To receive correspondence from the Ivel Sprinter Ltd following a previously awarded grant of £1,000. Appendix IX

## 8 External Audit

To receive a copy of the Town Council's External Audit report. Appendix X

## 9 Town Centre Benchmarking

To receive and consider a report from the Town Clerk on benchmarking methodology and training. Appendix XI

# Sandy Town Council

- 10 Section 106 Funding**  
To receive and note a report from the Town Clerk on Section 106 funds and applications. Appendix XII
- 11 Detailed Budget Report**  
To receive and consider a budget codes report from the Town Clerk in preparation for 2017/18 precept and budget setting. Appendix XIII
- 12 National Associations of Local Council's Consultation**  
To receive and respond to NALC's consultation document on the proposed extension of Council Tax increase referendum principles to Parish and Town Councils. Appendix XIV
- 13 Fireworks**  
To receive an update on the Scouts fireworks preparations for the 2016 display.
- 14 Chairman's Items**
- 15 Date of Next Meeting: 21 November 2016**

Date :- 09/09/2016

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## Detailed Balance Sheet (Excluding Stock Movement)

Month No: 4 31st July 2016

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>	
<b><u>Current Assets</u></b>			
100	Debtors Control	845	
105	VAT Control	2,545	
200	Current Bank A/c	14,389	
201	Capital A/c	229	
205	Capital a/c Santander	215,503	
206	Barclays Active Saver	248,419	
208	Public Sector Deposit Fund	201,296	
210	Petty Cash	72	
	<b>Total Current Assets</b>		<b>683,299</b>
<b><u>Current Liabilities</u></b>			
501	Creditors Control	18,821	
505	Deposits - Returnable	40	
	<b>Total Current Liabilities</b>		<b>18,861</b>
	<b>Net Current Assets</b>		<b>664,438</b>
	<b>Total Assets less Current Liabilities</b>		<b>664,438</b>
<b><u>Represented By :-</u></b>			
300	Current Year Fund	58,307	
310	General Reserve	127,728	
315	Rolling Capital Fund	44,131	
320	Capital Receipts Reserve	57,712	
321	Earmarked Reserves	29,028	
322	EMR Fallowfied	347,532	
	<b>Total Equity</b>		<b>664,438</b>

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## Summary Income &amp; Expenditure by Budget Heading 31st July 2016

Month No : 4

## Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
401 Staff	Expenditure	21,417	81,260	264,650	183,390		183,390	30.7 %
402 Administration-Office	Expenditure	7,670	29,858	80,950	51,092		51,092	36.9 %
	Income	579	2,071	6,500	-4,429			31.9 %
403 Administration-Works	Expenditure	1,584	15,182	28,300	13,118		13,118	53.6 %
405 Footway Lighting	Expenditure	428	1,667	7,800	6,133		6,133	21.4 %
406 Cemetery & Churchyard	Expenditure	916	3,980	10,800	6,820		6,820	36.9 %
	Income	1,210	9,050	20,000	-10,950			45.3 %
408 Town Centre (Including Market)	Expenditure	0	16,844	34,958	18,114		18,114	48.2 %
	Income	50	138	2,253	-2,115			6.1 %
409 Public Toilets - Car Park	Expenditure	252	3,307	3,650	343		343	90.6 %
500 Play Areas and Open Spaces	Expenditure	47	1,289	-4,800	-6,089		-6,089	-26.8 %
	Income	-705	630	1,530	-900			41.2 %
501 Sunderland Road Rec Ground	Expenditure	1,392	8,225	27,493	19,268		19,268	29.9 %
	Income	0	268	400	-132			66.9 %
502 Nature Reserves	Expenditure	0	39	11,000	10,961		10,961	0.4 %
	Income	0	0	3,700	-3,700			0.0 %
505 Grass Cutting	Expenditure	0	0	10,000	10,000		10,000	0.0 %
506 Litter Bins, Seats & Shelters	Expenditure	120	120	500	380		380	24.0 %
509 Christmas Lights	Expenditure	0	0	18,000	18,000		18,000	0.0 %
	Income	0	82	5,500	-5,418			1.5 %
601 Precept and Interest	Income	77	259,142	521,647	-262,505			49.7 %
602 Democratic and Civic Costs	Expenditure	738	2,648	11,750	9,102		9,102	22.5 %
700 Capital and Projects	Expenditure	8,656	50,420	316,107	265,687		265,687	16.0 %
	Income	0	1,764	267,005	-265,241			0.7 %
<b>INCOME - EXPENDITURE TOTALS</b>	Expenditure	<b>43,219</b>	<b>214,838</b>	<b>821,158</b>	<b>606,320</b>	<b>0</b>	<b>606,320</b>	<b>26.2 %</b>
	Income	<b>1,211</b>	<b>273,145</b>	<b>828,535</b>	<b>-555,390</b>			<b>33.0 %</b>
	Net Expenditure over Income	<b>42,008</b>	<b>-58,307</b>	<b>-7,377</b>	<b>50,930</b>			

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>401</b>	<b>Staff</b>							
4001	Gross Salaries - Admin	7,925	31,698	114,000	82,302		82,302	27.8 %
4002	Gross Salaries - Works	10,195	35,506	97,700	62,194		62,194	36.3 %
4003	Employers NIC	1,174	4,736	22,100	17,364		17,364	21.4 %
4004	Employers Superannuation	2,124	8,495	29,850	21,355		21,355	28.5 %
4010	Miscellaneous Staff Costs	0	824	1,000	176		176	82.4 %
	<b>Staff :- Expenditure</b>	<b>21,417</b>	<b>81,260</b>	<b>264,650</b>	<b>183,390</b>	<b>0</b>	<b>183,390</b>	<b>30.7 %</b>
	<b>Net Expenditure over Income</b>	<b>21,417</b>	<b>81,260</b>	<b>264,650</b>	<b>183,390</b>			
<b>402</b>	<b>Administration-Office</b>							
308	Training	175	345	2,500	2,155		2,155	13.8 %
4009	Travel & Subsistence	0	6	250	244		244	2.5 %
4011	General Rates	0	6,171	6,250	79		79	98.7 %
4012	Water Rates	88	98	400	302		302	24.4 %
4014	Electricity	0	1,290	2,500	1,210		1,210	51.6 %
4015	Gas	205	763	1,200	437		437	63.6 %
4016	Cleaning Materials etc	121	346	1,500	1,154		1,154	23.1 %
4020	Misc Establishment Costs	0	430	2,000	1,570		1,570	21.5 %
4021	Telephone & Fax	195	728	2,500	1,772		1,772	29.1 %
4022	Postage	7	48	1,700	1,652		1,652	2.8 %
4023	Printing & Stationery	244	473	3,500	3,027		3,027	13.5 %
4024	Subscriptions	35	2,091	2,700	609		609	77.4 %
4025	Insurance (excl vehicles)	1,760	6,876	22,250	15,374		15,374	30.9 %
4026	Photocopy Costs	0	1,326	3,000	1,674		1,674	44.2 %
4027	IT Costs incl Support	889	1,543	6,000	4,457		4,457	25.7 %
4028	Service Agreements (Other)	2,634	5,470	5,500	30		30	99.4 %
335	Publications	8	15	100	85		85	14.9 %
4036	Property Maintenance/Security	838	1,875	3,000	1,125		1,125	62.5 %
4038	Consumables/Small Tools	0	45	0	-45		-45	0.0 %
4040	Equipment Purchases (Minor)	30	136	2,000	1,864		1,864	6.8 %
4042	Equipment/Vehicle Maintenance	0	86	0	-86		-86	0.0 %
4050	Tourism Expenditure	0	35	2,000	1,966		1,966	1.7 %
4051	Bank Charges	0	30	100	70		70	30.3 %
4056	Legal Expenses	0	0	1,000	1,000		1,000	0.0 %
4057	Audit Fees - External	0	-1,300	1,300	2,600		2,600	-100.0
4058	Audit Fees - Internal	0	0	1,000	1,000		1,000	0.0 %
4059	Accountancy Fees	417	892	6,500	5,608		5,608	13.7 %
4070	Refreshments	24	40	200	160		160	19.9 %
	<b>Administration-Office :- Expenditure</b>	<b>7,670</b>	<b>29,858</b>	<b>80,950</b>	<b>51,092</b>	<b>0</b>	<b>51,092</b>	<b>36.9 %</b>

Month No : 4

## Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1003	Tourism Income	332	1,019	5,000	-3,981			20.4 %
1201	Rent Received Etc	247	1,036	1,500	-464			69.0 %
1202	Photocopying Income	0	16	0	16			0.0 %
	<b>Administration-Office :- Income</b>	<b>579</b>	<b>2,071</b>	<b>6,500</b>	<b>-4,429</b>			<b>31.9 %</b>
	<b>Net Expenditure over Income</b>	<b>7,091</b>	<b>27,787</b>	<b>74,450</b>	<b>46,663</b>			
<b>403</b>	<b>Administration-Works</b>							
4005	Protective Clothing	0	207	1,000	793		793	20.7 %
4008	Training	170	170	500	330		330	34.0 %
4011	General Rates	0	2,009	2,050	41		41	98.0 %
4012	Water Rates	0	0	400	400		400	0.0 %
4014	Electricity	809	809	500	-309		-309	161.8 %
4016	Cleaning Materials etc	0	0	100	100		100	0.0 %
4017	Refuse Disposal	370	1,547	3,500	1,953		1,953	44.2 %
4036	Property Maintenance/Security	-600	991	1,000	9		9	99.1 %
4038	Consumables/Small Tools	185	489	2,500	2,011		2,011	19.5 %
4039	Planting/Trees/Horticulture	0	4,048	5,000	952		952	81.0 %
4040	Equipment Purchases (Minor)	175	206	2,000	1,794		1,794	10.3 %
4042	Equipment/Vehicle Maintenance	260	1,810	5,500	3,690		3,690	32.9 %
4043	Equipment/Vehicle Fuel	215	1,006	2,000	994		994	50.3 %
4044	Vehicle Tax & Insurance	0	1,890	2,250	360		360	84.0 %
	<b>Administration-Works :- Expenditure</b>	<b>1,584</b>	<b>15,182</b>	<b>28,300</b>	<b>13,118</b>	<b>0</b>	<b>13,118</b>	<b>53.6 %</b>
	<b>Net Expenditure over Income</b>	<b>1,584</b>	<b>15,182</b>	<b>28,300</b>	<b>13,118</b>			
<b>405</b>	<b>Footway Lighting</b>							
4014	Electricity	428	1,297	5,500	4,203		4,203	23.6 %
4042	Equipment/Vehicle Maintenance	0	370	2,300	1,930		1,930	16.1 %
	<b>Footway Lighting :- Expenditure</b>	<b>428</b>	<b>1,667</b>	<b>7,800</b>	<b>6,133</b>	<b>0</b>	<b>6,133</b>	<b>21.4 %</b>
	<b>Net Expenditure over Income</b>	<b>428</b>	<b>1,667</b>	<b>7,800</b>	<b>6,133</b>			
<b>406</b>	<b>Cemetery &amp; Churchyard</b>							
4011	General Rates	0	2,226	2,250	24		24	99.0 %
4012	Water Rates	11	14	100	86		86	13.6 %
4036	Property Maintenance/Security	685	0	1,000	1,000		1,000	0.0 %
4037	Grounds Maintenance	0	0	900	900		900	0.0 %
4039	Planting/Trees/Horticulture	0	0	350	350		350	0.0 %
4101	Grave Digging Costs	220	1,740	6,200	4,460		4,460	28.1 %
	<b>Cemetery &amp; Churchyard :- Expenditure</b>	<b>916</b>	<b>3,980</b>	<b>10,800</b>	<b>6,820</b>	<b>0</b>	<b>6,820</b>	<b>36.9 %</b>

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1226 Burials/Memorials Income	1,210	9,050	20,000	-10,950			45.3 %
Cemetery & Churchyard :- Income	1,210	9,050	20,000	-10,950			45.2 %
<b>Net Expenditure over Income</b>	<b>-294</b>	<b>-5,070</b>	<b>-9,200</b>	<b>-4,130</b>			
<b>408 Town Centre (Including Market)</b>							
4011 General Rates	0	15,326	15,500	174		174	98.9 %
4036 Property Maintenance/Security	0	131	850	719		719	15.4 %
4053 Loan Interest	0	0	313	313		313	0.0 %
4054 Loan Capital Repaid	0	0	295	295		295	0.0 %
4100 CCTV Fees	0	1,387	18,000	16,613		16,613	7.7 %
Town Centre (Including Market) :- Expenditure	0	16,844	34,958	18,114	0	18,114	48.2 %
1235 CCTV Monitoring	0	0	833	-833			0.0 %
1236 Friday Market Fees	0	80	1,000	-920			8.0 %
1237 Saturday Market Fees	0	8	300	-292			2.7 %
1238 Other Income Car Park	50	50	120	-70			41.7 %
Town Centre (Including Market) :- Income	50	138	2,253	-2,115			6.1 %
<b>Net Expenditure over Income</b>	<b>-50</b>	<b>16,706</b>	<b>32,705</b>	<b>15,999</b>			
<b>409 Public Toilets - Car Park</b>							
4011 General Rates	0	2,372	2,400	28		28	98.8 %
4012 Water Rates	252	266	500	234		234	53.2 %
4014 Electricity	0	39	200	161		161	19.5 %
4036 Property Maintenance/Security	0	630	550	-80		-80	114.5 %
Public Toilets - Car Park :- Expenditure	252	3,307	3,650	343	0	343	90.6 %
<b>Net Expenditure over Income</b>	<b>252</b>	<b>3,307</b>	<b>3,650</b>	<b>343</b>			
<b>500 Play Areas and Open Spaces</b>							
4007 Health & Safety	0	399	400	1		1	99.8 %
4012 Water Rates	0	0	1,600	1,600		1,600	0.0 %
4014 Electricity	0	48	200	152		152	24.0 %
4036 Property Maintenance/Security	0	0	500	500		500	0.0 %
4037 Grounds Maintenance	47	669	2,500	1,831		1,831	26.8 %
4042 Equipment/Vehicle Maintenance	0	173	5,000	4,827		4,827	3.5 %
4972 Transfer from EMR Fallowfield	0	0	-15,000	-15,000		-15,000	0.0 %
Play Areas and Open Spaces :- Expenditure	47	1,289	-4,800	-6,089	0	-6,089	-26.8 %
1201 Rent Received Etc	0	530	0	530			0.0 %
1241 Sandy FC Rent	-705	100	600	-500			16.7 %



	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1242 Ice cream rent	0	0	330	-330			0.0 %
1251 Pitch Rental	0	0	600	-600			0.0 %
Play Areas and Open Spaces :- Income	<b>-705</b>	<b>630</b>	<b>1,530</b>	<b>-900</b>			<b>41.2 %</b>
<b>Net Expenditure over Income</b>	<b>752</b>	<b>659</b>	<b>-6,330</b>	<b>-6,989</b>			
<b>501 Sunderland Road Rec Ground</b>							
4012 Water Rates	83	293	800	507		507	36.6 %
4014 Electricity	10	28	100	72		72	27.8 %
4036 Property Maintenance/Security	0	4	1,000	996		996	0.4 %
4046 Bowling Green - SBC	0	1,163	2,894	1,731		1,731	40.2 %
4047 Equipment Maintenance - SBC	15	103	2,352	2,249		2,249	4.4 %
+048 Cricket Square - SCC	0	219	2,328	2,109		2,109	9.4 %
4049 Equipment Maintenance - SCC	15	72	2,519	2,447		2,447	2.8 %
4060 Other Professional Fees	1,269	6,344	15,500	9,156		9,156	40.9 %
Sunderland Road Rec Ground :- Expenditure	<b>1,392</b>	<b>8,225</b>	<b>27,493</b>	<b>19,268</b>	<b>0</b>	<b>19,268</b>	<b>29.9 %</b>
1201 Rent Received Etc	0	5	0	5			0.0 %
1253 Bowls Club Rental	0	0	400	-400			0.0 %
1255 Cricket Club Rental	0	263	0	263			0.0 %
Sunderland Road Rec Ground :- Income	<b>0</b>	<b>268</b>	<b>400</b>	<b>-132</b>			<b>66.9 %</b>
<b>Net Expenditure over Income</b>	<b>1,392</b>	<b>7,957</b>	<b>27,093</b>	<b>19,136</b>			
<b>502 Nature Reserves</b>							
4037 Grounds Maintenance	0	39	1,500	1,461		1,461	2.6 %
4060 Other Professional Fees	0	0	9,500	9,500		9,500	0.0 %
Nature Reserves :- Expenditure	<b>0</b>	<b>39</b>	<b>11,000</b>	<b>10,961</b>	<b>0</b>	<b>10,961</b>	<b>0.4 %</b>
1306 Countryside Stewardship Grant	0	0	3,200	-3,200			0.0 %
1307 Angling Licence Rent	0	0	500	-500			0.0 %
Nature Reserves :- Income	<b>0</b>	<b>0</b>	<b>3,700</b>	<b>-3,700</b>			<b>0.0 %</b>
<b>Net Expenditure over Income</b>	<b>0</b>	<b>39</b>	<b>7,300</b>	<b>7,261</b>			
<b>505 Grass Cutting</b>							
4102 Grass Cutting	0	0	10,000	10,000		10,000	0.0 %
Grass Cutting :- Expenditure	<b>0</b>	<b>0</b>	<b>10,000</b>	<b>10,000</b>	<b>0</b>	<b>10,000</b>	<b>0.0 %</b>
<b>Net Expenditure over Income</b>	<b>0</b>	<b>0</b>	<b>10,000</b>	<b>10,000</b>			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>506 Litter Bins, Seats &amp; Shelters</b>							
4042 Equipment/Vehicle Maintenance	120	120	500	380		380	24.0 %
Litter Bins, Seats & Shelters :- Expenditure	<u>120</u>	<u>120</u>	<u>500</u>	<u>380</u>	<u>0</u>	<u>380</u>	<u>24.0 %</u>
<b>Net Expenditure over Income</b>	<u>120</u>	<u>120</u>	<u>500</u>	<u>380</u>			
<b>509 Christmas Lights</b>							
4401 Christmas Illuminations	0	0	11,000	11,000		11,000	0.0 %
4402 Community Christmas Event	0	0	7,000	7,000		7,000	0.0 %
Christmas Lights :- Expenditure	<u>0</u>	<u>0</u>	<u>18,000</u>	<u>18,000</u>	<u>0</u>	<u>18,000</u>	<u>0.0 %</u>
1365 Christmas Lights	0	82	5,500	-5,418			1.5 %
Christmas Lights :- Income	<u>0</u>	<u>82</u>	<u>5,500</u>	<u>-5,418</u>			<u>1.5 %</u>
<b>Net Expenditure over Income</b>	<u>0</u>	<u>-82</u>	<u>12,500</u>	<u>12,582</u>			
<b>601 Precept and Interest</b>							
1101 Precept	0	258,824	517,647	-258,823			50.0 %
1228 Interest on Investment	77	318	1,000	-682			31.8 %
1320 Interest Received - All account	0	0	3,000	-3,000			0.0 %
Precept and Interest :- Income	<u>77</u>	<u>259,142</u>	<u>521,647</u>	<u>-262,505</u>			<u>49.7 %</u>
<b>Net Expenditure over Income</b>	<u>-77</u>	<u>-259,142</u>	<u>-521,647</u>	<u>-262,505</u>			
<b>602 Democratic and Civic Costs</b>							
4020 Misc Establishment Costs	0	172	100	-72		-72	172.0 %
4033 Annual Report & Newsletter	238	1,190	3,000	1,810		1,810	39.7 %
4042 Equipment/Vehicle Maintenance	0	5	250	245		245	2.0 %
-200 Mayor's Allowance	0	336	1,900	1,564		1,564	17.7 %
4202 Members' Expenses (Conf etc)	0	45	500	455		455	9.0 %
4210 Election Costs	0	0	3,000	3,000		3,000	0.0 %
4701 Grants/Donations Paid	500	900	3,000	2,100		2,100	30.0 %
Democratic and Civic Costs :- Expenditure	<u>738</u>	<u>2,648</u>	<u>11,750</u>	<u>9,102</u>	<u>0</u>	<u>9,102</u>	<u>22.5 %</u>
<b>Net Expenditure over Income</b>	<u>738</u>	<u>2,648</u>	<u>11,750</u>	<u>9,102</u>			
<b>700 Capital and Projects</b>							
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	0	0	295,000	295,000		295,000	0.0 %
4810 CAP - Goal Posts	0	970	0	-970		-970	0.0 %

Month No : 4

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4811 CAP - Village Hall Roof	8,656	8,656	0	-8,656		-8,656	0.0 %
4915 Transfer to Rolling Capital Fd	0	41,764	40,000	-1,764		-1,764	104.4 %
4923 Internal Loan repaid to F'ild	0	0	9,102	9,102		9,102	0.0 %
4965 Funded from Rolling Capital	0	-970	0	970		970	0.0 %
4970 Transfer from C R R	0	0	-45,000	-45,000		-45,000	0.0 %
Capital and Projects :- Expenditure	<b>8,656</b>	<b>50,420</b>	<b>316,107</b>	<b>265,687</b>	<b>0</b>	<b>265,687</b>	<b>16.0 %</b>
1103 Internal Loan from F'ild EMR	0	0	250,000	-250,000			0.0 %
1153 Loan Interest Rec'd - INTERNAL	0	0	7,903	-7,903			0.0 %
1154 Loan Capital Rec'd - INTERNAL	0	0	9,102	-9,102			0.0 %
1364 S106 Money Received	0	1,764	0	1,764			0.0 %
Capital and Projects :- Income	<b>0</b>	<b>1,764</b>	<b>267,005</b>	<b>-265,241</b>			<b>0.7 %</b>
<b>Net Expenditure over Income</b>	<b>8,656</b>	<b>48,656</b>	<b>49,102</b>	<b>446</b>			

Date :- 22/09/2016

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## Detailed Balance Sheet (Excluding Stock Movement)

Month No: 5 31st August 2016

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>	
<b><u>Current Assets</u></b>			
100	Debtors Control	1,523	
105	VAT Control	4,316	
120	Sundry Debtors	3,224	
200	Current Bank A/c	2,822	
201	Capital A/c	126	
205	Capital a/c Santander	216,456	
206	Barclays Active Saver	220,363	
208	Public Sector Deposit Fund	201,368	
210	Petty Cash	300	
	<b>Total Current Assets</b>		<b>650,498</b>
<b><u>Current Liabilities</u></b>			
501	Creditors Control	17,274	
505	Deposits - Returnable	40	
	<b>Total Current Liabilities</b>		<b>17,314</b>
	<b>Net Current Assets</b>		<b>633,184</b>
	<b>Total Assets less Current Liabilities</b>		<b>633,184</b>
<b><u>Represented By :-</u></b>			
300	Current Year Fund	27,054	
310	General Reserve	127,728	
315	Rolling Capital Fund	44,131	
320	Capital Receipts Reserve	57,712	
321	Earmarked Reserves	29,028	
322	EMR Fallowfied	347,532	
	<b>Total Equity</b>		<b>633,184</b>

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## Summary Income &amp; Expenditure by Budget Heading 31st August 2016

Month No : 5

## Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
401 Staff	Expenditure	20,948	102,209	264,650	162,441		162,441	38.6 %
402 Administration-Office	Expenditure	4,731	34,588	80,950	46,362		46,362	42.7 %
	Income	-524	1,546	6,500	-4,954			23.8 %
403 Administration-Works	Expenditure	838	16,020	28,300	12,280		12,280	56.6 %
405 Footway Lighting	Expenditure	442	2,108	7,800	5,692		5,692	27.0 %
406 Cemetery & Churchyard	Expenditure	440	4,420	10,800	6,380		6,380	40.9 %
	Income	1,175	10,225	20,000	-9,775			51.1 %
408 Town Centre (Including Market)	Expenditure	390	17,234	34,958	17,724		17,724	49.3 %
	Income	0	138	2,253	-2,115			6.1 %
409 Public Toilets - Car Park	Expenditure	801	4,108	3,650	-458		-458	112.5 %
500 Play Areas and Open Spaces	Expenditure	0	1,289	-4,800	-6,089		-6,089	-26.8 %
	Income	565	1,195	1,530	-335			78.1 %
501 Sunderland Road Rec Ground	Expenditure	1,382	9,607	27,493	17,886		17,886	34.9 %
	Income	0	268	400	-132			66.9 %
502 Nature Reserves	Expenditure	0	39	11,000	10,961		10,961	0.4 %
	Income	0	0	3,700	-3,700			0.0 %
505 Grass Cutting	Expenditure	0	0	10,000	10,000		10,000	0.0 %
506 Litter Bins, Seats & Shelters	Expenditure	0	120	500	380		380	24.0 %
509 Christmas Lights	Expenditure	1,946	1,946	18,000	16,054		16,054	10.8 %
	Income	0	82	5,500	-5,418			1.5 %
601 Precept and Interest	Income	1,026	260,168	521,647	-261,479			49.9 %
602 Democratic and Civic Costs	Expenditure	1,577	4,224	11,750	7,526		7,526	36.0 %
700 Capital and Projects	Expenditure	0	50,420	316,107	265,687		265,687	16.0 %
	Income	0	1,764	267,005	-265,241			0.7 %
<b>INCOME - EXPENDITURE TOTALS</b>	Expenditure	<b>33,495</b>	<b>248,332</b>	<b>821,158</b>	<b>572,826</b>	<b>0</b>	<b>572,826</b>	<b>30.2 %</b>
	Income	<b>2,241</b>	<b>275,386</b>	<b>828,535</b>	<b>-553,149</b>			<b>33.2 %</b>
	Net Expenditure over Income	<b>31,253</b>	<b>-27,054</b>	<b>-7,377</b>	<b>19,677</b>			

Month No : 5

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>401 Staff</b>							
4001 Gross Salaries - Admin	7,925	39,623	114,000	74,377		74,377	34.8 %
4002 Gross Salaries - Works	9,654	45,160	97,700	52,540		52,540	46.2 %
4003 Employers NIC	1,176	5,912	22,100	16,188		16,188	26.8 %
4004 Employers Superannuation	2,124	10,619	29,850	19,231		19,231	35.6 %
4010 Miscellaneous Staff Costs	70	894	1,000	106		106	89.4 %
Staff :- Expenditure	<b>20,948</b>	<b>102,209</b>	<b>264,650</b>	<b>162,441</b>	<b>0</b>	<b>162,441</b>	<b>38.6 %</b>
<b>Net Expenditure over Income</b>	<b>20,948</b>	<b>102,209</b>	<b>264,650</b>	<b>162,441</b>			
<b>402 Administration-Office</b>							
4008 Training	0	345	2,500	2,155		2,155	13.8 %
4009 Travel & Subsistence	0	6	250	244		244	2.5 %
4011 General Rates	0	6,171	6,250	79		79	98.7 %
4012 Water Rates	0	98	400	302		302	24.4 %
4014 Electricity	62	1,352	2,500	1,148		1,148	54.1 %
4015 Gas	0	763	1,200	437		437	63.6 %
4016 Cleaning Materials etc	129	475	1,500	1,025		1,025	31.7 %
4020 Misc Establishment Costs	45	475	2,000	1,525		1,525	23.8 %
4021 Telephone & Fax	163	891	2,500	1,609		1,609	35.6 %
4022 Postage	513	561	1,700	1,139		1,139	33.0 %
4023 Printing & Stationery	871	1,344	3,500	2,156		2,156	38.4 %
4024 Subscriptions	260	2,351	2,700	349		349	87.1 %
4025 Insurance (excl vehicles)	1,760	8,637	22,250	13,613		13,613	38.8 %
4026 Photocopy Costs	436	1,762	3,000	1,238		1,238	58.7 %
4027 IT Costs incl Support	23	1,566	6,000	4,434		4,434	26.1 %
4028 Service Agreements (Other)	113	5,582	5,500	-82		-82	101.5 %
4035 Publications	0	15	100	85		85	14.9 %
4036 Property Maintenance/Security	0	1,875	3,000	1,125		1,125	62.5 %
4038 Consumables/Small Tools	-45	0	0	0		0	0.0 %
4040 Equipment Purchases (Minor)	69	205	2,000	1,795		1,795	10.2 %
4042 Equipment/Vehicle Maintenance	-86	0	0	0		0	0.0 %
4050 Tourism Expenditure	0	35	2,000	1,966		1,966	1.7 %
4051 Bank Charges	0	30	100	70		70	30.3 %
4056 Legal Expenses	0	0	1,000	1,000		1,000	0.0 %
4057 Audit Fees - External	0	-1,300	1,300	2,600		2,600	-100.0
4058 Audit Fees - Internal	0	0	1,000	1,000		1,000	0.0 %
4059 Accountancy Fees	417	1,310	6,500	5,190		5,190	20.2 %
4070 Refreshments	0	40	200	160		160	19.9 %
Administration-Office :- Expenditure	<b>4,731</b>	<b>34,588</b>	<b>80,950</b>	<b>46,362</b>	<b>0</b>	<b>46,362</b>	<b>42.7 %</b>

Month No : 5

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1003 Tourism Income	-682	338	5,000	-4,662			6.8 %
1201 Rent Received Etc	60	1,096	1,500	-404			73.0 %
1202 Photocopying Income	0	16	0	16			0.0 %
1360 Ticket Sales Commission	97	97	0	97			0.0 %
Administration-Office :- Income	<b>-524</b>	<b>1,546</b>	<b>6,500</b>	<b>-4,954</b>			<b>23.8 %</b>
<b>Net Expenditure over Income</b>	<b>5,255</b>	<b>33,042</b>	<b>74,450</b>	<b>41,408</b>			
<b>403 Administration-Works</b>							
4005 Protective Clothing	0	207	1,000	793		793	20.7 %
4008 Training	0	170	500	330		330	34.0 %
4011 General Rates	0	2,009	2,050	41		41	98.0 %
4012 Water Rates	0	0	400	400		400	0.0 %
4014 Electricity	-444	365	500	135		135	73.0 %
4016 Cleaning Materials etc	0	0	100	100		100	0.0 %
4017 Refuse Disposal	429	1,976	3,500	1,524		1,524	56.5 %
4036 Property Maintenance/Security	0	991	1,000	9		9	99.1 %
4038 Consumables/Small Tools	220	708	2,500	1,792		1,792	28.3 %
4039 Planting/Trees/Horticulture	0	4,048	5,000	952		952	81.0 %
4040 Equipment Purchases (Minor)	0	206	2,000	1,794		1,794	10.3 %
4042 Equipment/Vehicle Maintenance	440	2,250	5,500	3,250		3,250	40.9 %
4043 Equipment/Vehicle Fuel	193	1,199	2,000	801		801	59.9 %
4044 Vehicle Tax & Insurance	0	1,890	2,250	360		360	84.0 %
Administration-Works :- Expenditure	<b>838</b>	<b>16,020</b>	<b>28,300</b>	<b>12,280</b>	<b>0</b>	<b>12,280</b>	<b>56.6 %</b>
<b>Net Expenditure over Income</b>	<b>838</b>	<b>16,020</b>	<b>28,300</b>	<b>12,280</b>			
<b>405 Footway Lighting</b>							
4014 Electricity	442	1,738	5,500	3,762		3,762	31.6 %
4042 Equipment/Vehicle Maintenance	0	370	2,300	1,930		1,930	16.1 %
Footway Lighting :- Expenditure	<b>442</b>	<b>2,108</b>	<b>7,800</b>	<b>5,692</b>	<b>0</b>	<b>5,692</b>	<b>27.0 %</b>
<b>Net Expenditure over Income</b>	<b>442</b>	<b>2,108</b>	<b>7,800</b>	<b>5,692</b>			
<b>406 Cemetery &amp; Churchyard</b>							
4011 General Rates	0	2,226	2,250	24		24	99.0 %
4012 Water Rates	0	14	100	86		86	13.6 %
4036 Property Maintenance/Security	0	0	1,000	1,000		1,000	0.0 %
4037 Grounds Maintenance	0	0	900	900		900	0.0 %
4039 Planting/Trees/Horticulture	0	0	350	350		350	0.0 %
4101 Grave Digging Costs	440	2,180	6,200	4,020		4,020	35.2 %
Cemetery & Churchyard :- Expenditure	<b>440</b>	<b>4,420</b>	<b>10,800</b>	<b>6,380</b>	<b>0</b>	<b>6,380</b>	<b>40.9 %</b>

Month No : 5

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1226 Burials/Memorials Income	1,175	10,225	20,000	-9,775			51.1 %
Cemetery & Churchyard :- Income	1,175	10,225	20,000	-9,775			51.1 %
<b>Net Expenditure over Income</b>	<b>-735</b>	<b>-5,805</b>	<b>-9,200</b>	<b>-3,395</b>			
<b>408 Town Centre (Including Market)</b>							
4011 General Rates	0	15,326	15,500	174		174	98.9 %
4036 Property Maintenance/Security	86	217	850	633		633	25.5 %
4053 Loan Interest	159	159	313	154		154	50.8 %
4054 Loan Capital Repaid	145	145	295	150		150	49.2 %
4100 CCTV Fees	0	1,387	18,000	16,613		16,613	7.7 %
Town Centre (Including Market) :- Expenditure	390	17,234	34,958	17,724	0	17,724	49.3 %
1235 CCTV Monitoring	0	0	833	-833			0.0 %
1236 Friday Market Fees	0	80	1,000	-920			8.0 %
1237 Saturday Market Fees	0	8	300	-292			2.7 %
1238 Other Income Car Park	0	50	120	-70			41.7 %
Town Centre (Including Market) :- Income	0	138	2,253	-2,115			6.1 %
<b>Net Expenditure over Income</b>	<b>390</b>	<b>17,096</b>	<b>32,705</b>	<b>15,609</b>			
<b>409 Public Toilets - Car Park</b>							
4011 General Rates	0	2,372	2,400	28		28	98.8 %
4012 Water Rates	0	266	500	234		234	53.2 %
4014 Electricity	38	77	200	123		123	38.4 %
4036 Property Maintenance/Security	764	1,394	550	-844		-844	253.4 %
Public Toilets - Car Park :- Expenditure	801	4,108	3,650	-458	0	-458	112.5 %
<b>Net Expenditure over Income</b>	<b>801</b>	<b>4,108</b>	<b>3,650</b>	<b>-458</b>			
<b>500 Play Areas and Open Spaces</b>							
4007 Health & Safety	0	399	400	1		1	99.8 %
4012 Water Rates	0	0	1,600	1,600		1,600	0.0 %
4014 Electricity	0	48	200	152		152	24.0 %
4036 Property Maintenance/Security	0	0	500	500		500	0.0 %
4037 Grounds Maintenance	0	669	2,500	1,831		1,831	26.8 %
4042 Equipment/Vehicle Maintenance	0	173	5,000	4,827		4,827	3.5 %
4972 Transfer from EMR Fallowfield	0	0	-15,000	-15,000		-15,000	0.0 %
Play Areas and Open Spaces :- Expenditure	0	1,289	-4,800	-6,089	0	-6,089	-26.8 %
1201 Rent Received Etc	24	554	0	554			0.0 %
1241 Sandy FC Rent	0	100	600	-500			16.7 %



Month No : 5

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1242 Ice cream rent	0	0	330	-330			0.0 %
1251 Pitch Rental	541	541	600	-60			90.1 %
Play Areas and Open Spaces :- Income	<b>565</b>	<b>1,195</b>	<b>1,530</b>	<b>-335</b>			<b>78.1 %</b>
<b>Net Expenditure over Income</b>	<b>-565</b>	<b>94</b>	<b>-6,330</b>	<b>-6,424</b>			
<b>501 Sunderland Road Rec Ground</b>							
4012 Water Rates	0	293	800	507		507	36.6 %
4014 Electricity	65	92	100	8		8	92.4 %
4036 Property Maintenance/Security	0	4	1,000	996		996	0.4 %
4046 Bowling Green - SBC	15	1,178	2,894	1,716		1,716	40.7 %
4047 Equipment Maintenance - SBC	19	122	2,352	2,230		2,230	5.2 %
4048 Cricket Square - SCC	15	234	2,328	2,094		2,094	10.1 %
4049 Equipment Maintenance - SCC	0	72	2,519	2,447		2,447	2.8 %
4060 Other Professional Fees	1,269	7,613	15,500	7,888		7,888	49.1 %
Sunderland Road Rec Ground :- Expenditure	<b>1,382</b>	<b>9,607</b>	<b>27,493</b>	<b>17,886</b>	<b>0</b>	<b>17,886</b>	<b>34.9 %</b>
1201 Rent Received Etc	0	5	0	5			0.0 %
1253 Bowls Club Rental	0	0	400	-400			0.0 %
1255 Cricket Club Rental	0	263	0	263			0.0 %
Sunderland Road Rec Ground :- Income	<b>0</b>	<b>268</b>	<b>400</b>	<b>-132</b>			<b>66.9 %</b>
<b>Net Expenditure over Income</b>	<b>1,382</b>	<b>9,340</b>	<b>27,093</b>	<b>17,753</b>			
<b>502 Nature Reserves</b>							
4037 Grounds Maintenance	0	39	1,500	1,461		1,461	2.6 %
4060 Other Professional Fees	0	0	9,500	9,500		9,500	0.0 %
Nature Reserves :- Expenditure	<b>0</b>	<b>39</b>	<b>11,000</b>	<b>10,961</b>	<b>0</b>	<b>10,961</b>	<b>0.4 %</b>
1306 Countryside Stewardship Grant	0	0	3,200	-3,200			0.0 %
1307 Angling Licence Rent	0	0	500	-500			0.0 %
Nature Reserves :- Income	<b>0</b>	<b>0</b>	<b>3,700</b>	<b>-3,700</b>			<b>0.0 %</b>
<b>Net Expenditure over Income</b>	<b>0</b>	<b>39</b>	<b>7,300</b>	<b>7,261</b>			
<b>505 Grass Cutting</b>							
4102 Grass Cutting	0	0	10,000	10,000		10,000	0.0 %
Grass Cutting :- Expenditure	<b>0</b>	<b>0</b>	<b>10,000</b>	<b>10,000</b>	<b>0</b>	<b>10,000</b>	<b>0.0 %</b>
<b>Net Expenditure over Income</b>	<b>0</b>	<b>0</b>	<b>10,000</b>	<b>10,000</b>			

Month No : 5

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>506 Litter Bins, Seats &amp; Shelters</b>							
4042 Equipment/Vehicle Maintenance	0	120	500	380		380	24.0 %
Litter Bins, Seats & Shelters :- Expenditure	<b>0</b>	<b>120</b>	<b>500</b>	<b>380</b>	<b>0</b>	<b>380</b>	<b>24.0 %</b>
<b>Net Expenditure over Income</b>	<b>0</b>	<b>120</b>	<b>500</b>	<b>380</b>			
<b>509 Christmas Lights</b>							
4401 Christmas Illuminations	0	0	11,000	11,000		11,000	0.0 %
4402 Community Christmas Event	1,946	1,946	7,000	5,054		5,054	27.8 %
Christmas Lights :- Expenditure	<b>1,946</b>	<b>1,946</b>	<b>18,000</b>	<b>16,054</b>	<b>0</b>	<b>16,054</b>	<b>10.8 %</b>
1365 Christmas Lights	0	82	5,500	-5,418			1.5 %
Christmas Lights :- Income	<b>0</b>	<b>82</b>	<b>5,500</b>	<b>-5,418</b>			<b>1.5 %</b>
<b>Net Expenditure over Income</b>	<b>1,946</b>	<b>1,864</b>	<b>12,500</b>	<b>10,636</b>			
<b>601 Precept and Interest</b>							
1101 Precept	0	258,824	517,647	-258,823			50.0 %
1228 Interest on Investment	72	391	1,000	-609			39.1 %
1320 Interest Received - All account	953	953	3,000	-2,047			31.8 %
Precept and Interest :- Income	<b>1,026</b>	<b>260,168</b>	<b>521,647</b>	<b>-261,479</b>			<b>49.9 %</b>
<b>Net Expenditure over Income</b>	<b>-1,026</b>	<b>-260,168</b>	<b>-521,647</b>	<b>-261,479</b>			
<b>602 Democratic and Civic Costs</b>							
4020 Misc Establishment Costs	0	172	100	-72		-72	172.0 %
4033 Annual Report & Newsletter	0	1,190	3,000	1,810		1,810	39.7 %
4042 Equipment/Vehicle Maintenance	0	5	250	245		245	2.0 %
4200 Mayor's Allowance	267	602	1,900	1,298		1,298	31.7 %
4202 Members' Expenses (Conf etc)	0	45	500	455		455	9.0 %
4210 Election Costs	0	0	3,000	3,000		3,000	0.0 %
4701 Grants/Donations Paid	1,310	2,210	3,000	790		790	73.7 %
Democratic and Civic Costs :- Expenditure	<b>1,577</b>	<b>4,224</b>	<b>11,750</b>	<b>7,526</b>	<b>0</b>	<b>7,526</b>	<b>36.0 %</b>
<b>Net Expenditure over Income</b>	<b>1,577</b>	<b>4,224</b>	<b>11,750</b>	<b>7,526</b>			
<b>700 Capital and Projects</b>							
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	0	0	295,000	295,000		295,000	0.0 %
4810 CAP - Goal Posts	0	970	0	-970		-970	0.0 %

Month No : 5

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4811 CAP - Village Hall Roof	0	8,656	0	-8,656		-8,656	0.0 %
4915 Transfer to Rolling Capital Fd	0	41,764	40,000	-1,764		-1,764	104.4 %
4923 Internal Loan repaid to F'ild	0	0	9,102	9,102		9,102	0.0 %
4965 Funded from Rolling Capital	0	-970	0	970		970	0.0 %
4970 Transfer from C R R	0	0	-45,000	-45,000		-45,000	0.0 %
Capital and Projects :- Expenditure	<b>0</b>	<b>50,420</b>	<b>316,107</b>	<b>265,687</b>	<b>0</b>	<b>265,687</b>	<b>16.0 %</b>
1103 Internal Loan from F'ild EMR	0	0	250,000	-250,000			0.0 %
1153 Loan Interest Rec'd - INTERNAL	0	0	7,903	-7,903			0.0 %
1154 Loan Capital Rec'd - INTERNAL	0	0	9,102	-9,102			0.0 %
1364 S106 Money Received	0	1,764	0	1,764			0.0 %
Capital and Projects :- Income	<b>0</b>	<b>1,764</b>	<b>267,005</b>	<b>-265,241</b>			<b>0.7 %</b>
<b>Net Expenditure over Income</b>	<b>0</b>	<b>48,656</b>	<b>49,102</b>	<b>446</b>			

**Sandy Town Council**  
**Report to 31 August 2016**

**General Notes**

Attached are the summary income & expenditure reports from 1st July to 31st August 2016. This report shows a current year surplus of income over expenditure of £27,054 which includes the first half of the precept (£258,824) which was received on 11th April 2016.

The balance sheet shows that total funds available to the council are £633,184

This is made up of the following -

Current Year Surplus	£27,054
General Reserve Brought Forward	£127,728
Rolling Capital Fund	£44,131
Capital Receipts Reserve	£57,712
Fallowfield Reserve	£347,532
Other Earmarked Reserves	£29,028
Total	£633,184

The percentage of budget if analysed evenly over the year to date is 42% but members are reminded that income & expenditure rarely follows this pattern over the year.

**Analysis by Cost Centre**

**401            Staff**

---

Expenditure is 38.6% of the annual budget. This is under what would be expected despite incurring agency worker costs. Agency fees have led to an overspend on grounds team salaries.

Underspend seems to be in NIC contributions. Clerk currently addressing with accountant and payroll to see if budget was over estimated.

No concerns

**402            Administration**

---

Expenditure is 42.7% of the annual budget and is on target.

Small over expenditure on service charges due to additional sanitary disposal.

No further concerns.

**403            Works**

---

Expenditure is 56.6% of the annual budget.

A large amount of expenditure here is incurred at the start of the year so percentage seems higher than it should be. Mainly rates charges which are at c.90%

No further concerns.

**Sandy Town Council**  
**Report to 31 August 2016**

**Analysis by Cost Centre [Continued]**

**405 Footway Lighting**

Expenditure is 27% of the annual budget

No concerns and no column work is currently expected.

**406 Cemetery & Churchyard**

Expenditure is 40.9% of the annual budget.

Income levels ahead of budget at 51%.

No concerns.

**408 Town Centre (Incl. Market)**

Expenditure is 49.3% of the annual budget

Half of the budget here is for rates which are incurred at the start of the year hence the high percentage.

No concerns.

**409 Public Toilets - Car Park**

Expenditure is 112.5% of the annual budet.

Two thirds of the budget here is for rates which are incurred at the start of the year hence the high percentage.

Overspend is due to unexpected repair work to ladies toliets and repair work to the barrier.

No concerns.

**500 Play Areas and Open Spaces**

Expenditure is 26.8% of the annual budget.

We have ignored budgeted transfers from reserves as at the moment they are not required. These can be implemented in the year end accounts if necesssary.

No concerns.

**501 Sunderland Road Rec.**

Expenditure is 34.9% of the annual budget.

No concerns.

**502 Nature Reserves**

Expenditure is 0.4% of the annual budget.

This code will be fully spent in the next financial month, due to reparaire work to riddy fencing.

**AGENDA ITEM 5**

**Sandy Town Council**  
**Report to 30th June 2016**

**Analysis by Cost Centre [Continued]**

**505 Grass Cutting**

No spend to date. Invoiced by CBC at end of financial year.

**506 Litter Bins, Seats & Shelters**

No Spend to Date

**509 Christmas Lights**

No concerns

**602 Democratic & Civic Costs**

Expenditure is 36.% of the annual budget.

Misc Establishment costs are over spent, due to repair work to mayors chain.

**AGENDA ITEM 5**

Printed on : 25/08/2016

Sandy Town Council 2016-17

APPENDIX IV

At : 15:01

Current Bank A/c

**List of Payments made between 01/07/2016 and 31/07/2016**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2016	Aviva	Std Ord	1,700.20		Annual Insurance Premium
01/07/2016	Aviva Insurance Premium	DDR	60.27		Aviva Insurance Premium
04/07/2016	UK Fuels Limited DDR	DDR	51.49		1426/Fuel Cards
11/07/2016	UK Fuels Limited DDR	DDR2	72.34		1425/Fuel Cards
11/07/2016	Central Bedfordshire Council R	DDR3	116.00		1268/Market Rates Apr16-Mar17
18/07/2016	UK Fuels Limited DDR	DDR4	45.31		1449/Fuel Cards
18/07/2016	Southern Electric DDR	DDR5	1,480.71		1482/Elec. 02.6.16-01.07.16
18/07/2016	Bedford Borough Council	DDR6	18,841.97		1467/ERs Superann
21/07/2016	1st Choice Staff Recruitment L	30682	1,854.15		1450/K. Green w/e 25.06.16
21/07/2016	1st Response Fire Protection	30683	285.00		1476/Emergency Lighting
21/07/2016	Anglian Water	30684	205.54		1444/water 31.03.16-28.06.16
21/07/2016	Anglian Water	30685	252.14		1489/Water 13.04.16-15.07.16
21/07/2016	Anglian Water	30686	87.69		1488/Water 12.04.16-15.07.16
21/07/2016	Anglian Water	30687	11.06		1490/Water 12.04.16-13.07.16
21/07/2016	Anglian Water	30688	83.35		1466/Water 06.04.16-07.07.16
21/07/2016	Sandy Army Cadets	30689	500.00		1480/Army Cadets Grant
21/07/2016	Sandy Town Bowling Club	30690	23.24		1461/Fuel for Machines
21/07/2016	Central Bedfordshire Council	30691	1,522.50		1469/Pavilion Management Fee
21/07/2016	Chess Ltd	30692	131.88		1334/ESET Antivirus Annual
21/07/2016	Colin Ross Workwear & Safety	30693	54.58		1447/Gloves
21/07/2016	Sandy Cricket Club	30694	23.03		1459/Fuel for Machines
21/07/2016	DCK Beavers Ltd	30695	500.94		1448/Contract Accounting
21/07/2016	Bedfordshire & River Ivel I D	30696	38.71		1445/Drainage Rates
21/07/2016	Frontier Agriculture Ltd	30697	222.12		1493/Roundup Blactive 40ltrs
21/07/2016	Haines Watts Ltd	30698	450.00		1451/Internal Audit 2015-16
21/07/2016	Hertfordshire County Council	30699	53.58		1452/Janitorial Supplies
21/07/2016	Martin Howlett Trading Company	30700	47.40		1478/Janitorial Supplies
21/07/2016	The Lion Press	30701	286.00		1453/Community Plan Leaflets
21/07/2016	Tim Miles	30702	1,540.00		1454/Grave Digging Apr-Jun
21/07/2016	FD Odell & Sons Ltd	30703	479.70		1455/Refuse Disposal
21/07/2016	Rosetta Publishing	30704	744.00		1458/The Bulletin July
21/07/2016	Sandye Place Academy	30705	34.50		1462/Sandye Place Letting
21/07/2016	A. J. & R. Scambler and Sons L	30706	312.29		1481/PTO Drive Shaft & Cover
21/07/2016	Sandy Football Club	30707	40.94		1460/Elec. 16.03.16-09.06.16
21/07/2016	Agrovista UK Ltd	30708	38.42		1464/Nozzles, Filters & Seals
21/07/2016	T&E Seymour Electrical Install	30709	444.00		1463/Streetlight Maint Apr-Jun
21/07/2016	The Health & Safety People Ltd	30710	3,900.00		1485/HR Service to 30.07.17
21/07/2016	Travis Perkins Trading Co Ltd	30711	134.98		1465/Topsoil
21/07/2016	Tutorcare ltd	30712	414.00		1486/Manual Handling Course
25/07/2016	Tarmac Ltd	111214	8,655.69		Tarmac Ltd
25/07/2016	UK Fuels Limited DDR	DDR7	63.26		1472/Fuel Cards
27/07/2016	Purchase Power	DDR8	50.22		Purchase Ledger Payment
29/07/2016	Chess Ltd	DDR10	212.39		1446/Telephones June
29/07/2016	Chess Ltd	DDR11	300.00		1470/IT Maintenance
29/07/2016	British Gas DDR	DDR12	10.03		1468/Elec. 10.06.16-09.07.16
29/07/2016	Chess Ltd	DDR9	27.00		1741/IT Telephone Support

<b>Total Payments</b>	<b>46,402.62</b>
-----------------------	------------------

## List of Payments made between 01/08/2016 and 31/08/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/08/2016	Aviva	Std Ord	1,760.47		Annual Insurance Premium
01/08/2016	CF Corporate Finance	Std Ord	523.67		Photocopier Rental
01/08/2016	UK Fuels Limited DDR	DDR	64.45		1473/Fuel Cards
03/08/2016	Petty Cash Imprest	111215	227.54		Petty Cash Imprest
08/08/2016	1st Sandy Scout Group	111218	3,223.94		1540/Sandy Scouts Fireworks
08/08/2016	Southern Electric	DDR2	215.49		1506/Gas 16.04.16-20.07.16
09/08/2016	Central Bedfordshire Council R	DDR3	116.00		1268/Market Rates Apr16-Mar17
12/08/2016	Information Commissioner	DDR4	35.00		1477/ICO Subs 2016-17
15/08/2016	UK Fuels Limited DDR	DDR5	129.77		1500/Fuel Cards
16/08/2016	Southern Electric DDR	DDR6	631.47		Purchase Ledger Payment
16/08/2016	Bedford Borough Council	DDR7	18,818.21		1511/ERs Pension
19/08/2016	British Gas DDR	DDR8	6.80		1513/Elec. 10.07.16-01.08.16
25/08/2016	1st Choice Staff Recruitment L	30713	3,708.30		1497/K. Green w/e 16.07.16
25/08/2016	Amphill Town Council	30714	24.00		1508/Amphill Tribute Concert
25/08/2016	Axiom B2	30715	144.00		1494/Bus Shelter Repairs
25/08/2016	Carol Baker-Smith	30716	70.00		1509/C. Baker-Smith Eye Test
25/08/2016	Bedford Borough Council	30717	71.29		1510/Waste Recycling
25/08/2016	Sandy Town Bowling Club	30718	22.72		1529/Fuel for Machines
25/08/2016	Central Bedfordshire Council	30719	1,522.50		1514/Pavilion Management Fee
25/08/2016	DCK Beavers Ltd	30720	500.94		1496/Contract Accounting
25/08/2016	DHE Productions Ltd	30721	1,925.00		1516/Xmas Lights Staging
25/08/2016	East Beds Community Bus Ltd	30722	1,000.00		1517/East Beds Comm. Bus
25/08/2016	Froods Autoservices	30723	91.92		1501/Heavy Duty Battery
25/08/2016	Hertfordshire County Council	30724	98.99		1502/Janitorial Supplies
25/08/2016	The Mayors Appeal Fund	30725	25.90		1522/Houghton Regis Curry Nigh
25/08/2016	Martin Howlett Trading Company	30726	16.00		1524/White Paper Towels
25/08/2016	Town Mayor's Charity Fund	30727	34.00		1523/Leighton Mayors Tea
25/08/2016	Tim Miles	30728	440.00		1525/Grave Digging
25/08/2016	FD Odell & Sons Ltd	30729	479.70		1504/Skip Hire
25/08/2016	Collin Osborne	30730	182.60		1526/C. Osborne Mileage
25/08/2016	Purchase Power	30731	513.00		1527/Postage Meter Reset
25/08/2016	Safford's Coaches Ltd	30732	1,342.93		1528/Saffords Ticket Sales
25/08/2016	Shire Pest Control & Wildlife	30733	822.00		1505/Pigeon Proofing Chapel
25/08/2016	SLCC Enterprises Ltd	30734	260.00		1531/SLCC Subs 2016-17
25/08/2016	Travis Perkins Trading Co Ltd	30735	56.04		1507/Cement & Postcrete
25/08/2016	Sandy Twinning Association	30736	250.00		1530/Sandy Twinning Assoc.
25/08/2016	VFM Products Ltd	30737	263.40		1542/Grassline Ultra
25/08/2016	Bedfordshire Walking Festival	30738	60.00		1512/Walking Festival Donation
25/08/2016	Walters Ltd	30739	957.02		1538/Copier 11.05.16-11.08.16
30/08/2016	UK Fuels Limited DDR	DDR10	166.85		1520/Fuel Cards
30/08/2016	Public Works Loan Board	DDR9	304.12		1541/PWLB Loan 269121 INT
31/08/2016	Chess Ltd	DDR11	27.00		1515/Telephony Support
31/08/2016	Chess Ltd	DDR12	209.86		1495/Telephone & Broadband
31/08/2016	Chess Ltd	DDR13	300.00		Purchase Ledger Payment
<b>Total Payments</b>			<b>41,642.89</b>		



## AGENDA NUMBER 6

Policy Finance and Resources Committee - Action list

Subject	Action to be taken		Response/ Status
	Minute	Action	
<b>Meeting 22/6/15</b>			
Renewal of Service Agreements	(11-2015/16)	The Town Clerk to review all outside contracts.	On going
<b>Meeting 16/11/15</b>			
War Memorial Restoration Work	(58-15/16)	Town Clerk to get quotes and submit the pre grant application	On going. Awaiting outcome of application.
<b>Meeting 18/4/16</b>			
Cemetery Extension	(86-15/16)	Company C is the preferred Archaeological Contract tender and that the tender bid be accepted	The chosen archaeologist has now submitted the required WSI to CBC. Awaiting feedback from CBC Archaeology.
<b>Meeting 22/8/16</b>			
Jenkins Contract	(42-16/17)	Working group to review initial contract and suggest changes/areas in need of attention.	The working group has reviewed and fed back to Full Council. Comments have been submitted with CBC legal.
Drone Policy	(46-16/17)	To continue to investigate a drone policy and how effective it may be. To liaise with CBC to see how they may be able to assist.	On going

**APPLICATION FOR GRANT AID FROM**  
**SANDY TOWN COUNCIL**

<b><u>Name of the Organisation/Group</u></b>	
<b>BigglesFM</b>	
Are you affiliated to a national organisation? If so, which one?	<b>None</b>
Local venue/meeting place	<b>We broadcast from our studio at Potton</b>
Are you a registered charity? If so, give your charity number?	<b>No</b>
What are the aims and activities of the organisation?	<b>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.</b>
How many members do you have?	<b>Volunteers/Leaders About 25 volunteer presenters</b>
Members:	<b>Junior No Members</b>
	<b>Senior No Members</b>
What is your annual subscription?	<b>Junior £ No Subscription</b>
	<b>Senior £ No Subscription</b>

<b>Project Information</b>	
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?	<b>The residents of Sandy benefit from our local broadcasts including information and guest slots, we promote the Sandy Carnival and Christmas Lights events. Organisers from voluntary organisations also come in and talk about their projects. The Police, Neighbourhood Watch, all take part in our broadcasts. Rev Beth Powney from Sandy Baptist Church has a monthly Thought for the Day slot. We give Sandy businesses the opportunity to advertise on local radio in our area. We promote the regular farmers' markets in the town and many other events on our on-air Events Diary and also on our web calendar.</b>
Approximately how many Sandy residents will benefit from this grant?	<b>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.</b>
Estimated total cost of project	<b>Annual running costs are estimated at £25,000 p/a.</b>
Please state clearly how much you are applying for from Sandy Town	<b>£1,850.00</b>

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

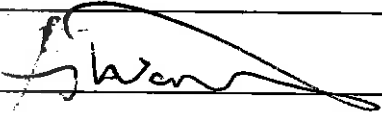
<b>Financial Details</b>	
Please specify how any income, particularly surplus, is spent.	<b>Income is used to cover our running costs such as OFCOM, PPL, PRS licences, purchase equipment, day to day running costs, publicity and part time staff. There will not be any surplus.</b>
Please attach accounts (audited/independently examined) for the last two years and your budget forecast for the forthcoming/current year.	<b>Enclosed unaudited accounts for years ended 30 November 2014 and 2015  Budget forecast for this year is: £25,000</b>

<b>Payment Details</b>	
Account Title	<b>BIGGLES FM</b>
Account Number	<b>65085957</b> <b>Sort code 60 02 29</b>
Bank/Building Society Name and Address	<b>Natwest Bank</b> <b>11 High Street</b> <b>Biggleswade</b> <b>Beds</b> <b>SG18 0JE</b>
<b>Contact Details</b>	
Please give details of the person with whom this application can be discussed and to whom any cheque should be sent:	<b>Alan Waring</b>
Position in organisation	<b>Station Manager</b>
Address	<b>36 Sutton Mill Road</b> <b>Potton</b> <b>Sandy</b> <b>Beds</b> <b>SG19 2QB</b>
Telephone Number	<b>Telephone 01767 260637</b>
E-mail address	<b>admin@bigglesfm.com</b>

## 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.

<b>Signed:</b>	
<b>Name:</b>	<b>Alan Waring</b>
<b>Position:</b>	<b>Station Manager</b>
<b>Date:</b>	<b>15<sup>th</sup> September 2016</b>

**Please enclose with your application copies of:**

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

REGISTERED NUMBER: 06740382 (England and Wales)

**Abbreviated Unaudited Accounts for the Year Ended 30 November 2015**

**for**

**BIGGLES FM**

**BIGGLES FM**

**Contents of the Abbreviated Accounts  
for the Year Ended 30 November 2015**

	<b>Page</b>
<b>Company Information</b>	<b>1</b>
<b>Abbreviated Balance Sheet</b>	<b>2</b>
<b>Notes to the Abbreviated Accounts</b>	<b>3</b>
<b>Certified Accountants' Report</b>	<b>4</b>



**BIGGLES FM**

**Company Information**  
**for the Year Ended 30 November 2015**

**DIRECTORS:**

A J Waring  
Mrs Waring  
R J Waring

**SECRETARY:**

**REGISTERED OFFICE:**

36 Sutton Mill Road  
Potton  
Sandy  
Bedfordshire  
SG19 2QB

**REGISTERED NUMBER:**

06740382 (England and Wales)

**ACCOUNTANTS:**

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

**Abbreviated Balance Sheet**  
**30 November 2015**

	2015	2014
	£	£
<b>CURRENT ASSETS</b>		
Debtors	-	851
Cash at bank and in hand	3,789	2,261
	<u>3,789</u>	<u>3,112</u>
<b>CREDITORS</b>		
Amounts falling due within one year	6,335	6,973
	<u>(2,546)</u>	<u>(3,861)</u>
<b>NET CURRENT LIABILITIES</b>		
	<u>(2,546)</u>	<u>(3,861)</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		
	<u>(2,546)</u>	<u>(3,861)</u>
<b>RESERVES</b>		
Income and expenditure account	(2,546)	(3,861)
	<u>(2,546)</u>	<u>(3,861)</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 November 2015.

The members have not required the company to obtain an audit of its financial statements for the year ended 30 November 2015 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

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

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

The financial statements were approved by the Board of Directors on 10/5/16 and were signed on its behalf by:

  
.....  
A J Waring - Director

**BIGGLES FM**

**Notes to the Abbreviated Accounts**  
**for the Year Ended 30 November 2015**

**1. ACCOUNTING POLICIES**

**Accounting convention**

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

**Turnover**

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

**Deferred tax**

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

**Hire purchase and leasing commitments**

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

**2. DIRECTORS' ADVANCES, CREDITS AND GUARANTEES**

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

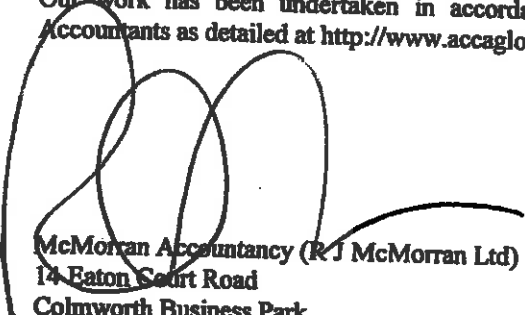
**Certified Accountants' Report to the Board of Directors**  
**on the Unaudited Financial Statements of**  
**Biggles FM**

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

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the financial statements of Biggles FM for the year ended 30 November 2015 on pages three to six from the company's accounting records and from information and explanations you have given us.

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

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



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

Date: .....

**REGISTERED NUMBER: 06740382 (England and Wales)**

**Abbreviated Unaudited Accounts for the Year Ended 30 November 2014**

**for**

**BIGGLES FM**

**BIGGLES FM**

**Contents of the Abbreviated Accounts  
for the Year Ended 30 November 2014**

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**BIGGLES FM**

**Company Information**  
**for the Year Ended 30 November 2014**

**DIRECTORS:**

A J Waring  
Mrs Waring  
R J Waring

**SECRETARY:**

**REGISTERED OFFICE:**

36 Sutton Mill Road  
Potton  
Sandy  
Bedfordshire  
SG19 2QB

**REGISTERED NUMBER:**

06740382 (England and Wales)

**ACCOUNTANTS:**

McMorrان Accountancy (R J McMorrان Ltd)  
The Old Bakery  
49 Post Street  
Godmanchester  
Cambridgeshire  
PE29 2AQ

**Abbreviated Balance Sheet**  
**30 November 2014**

	2014	2013
	£	£
<b>CURRENT ASSETS</b>		
Debtors	851	1,172
Cash at bank	<u>2,261</u>	<u>2,279</u>
	<b>3,112</b>	<b>3,451</b>
<b>CREDITORS</b>		
Amounts falling due within one year	<u>6,973</u>	<u>6,887</u>
<b>NET CURRENT LIABILITIES</b>	<u>(3,861)</u>	<u>(3,436)</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>	<u><u>(3,861)</u></u>	<u><u>(3,436)</u></u>
<b>RESERVES</b>		
Income and expenditure account	<u>(3,861)</u>	<u>(3,436)</u>
	<u><u>(3,861)</u></u>	<u><u>(3,436)</u></u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 November 2014.

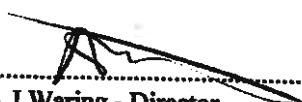
The members have not required the company to obtain an audit of its financial statements for the year ended 30 November 2014 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

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

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

The financial statements were approved by the Board of Directors on 24th March 2015 and were signed on its behalf by:

  
.....  
A J Waring - Director

The notes form part of these abbreviated accounts



**BIGGLES FM**

**Notes to the Abbreviated Accounts**  
**for the Year Ended 30 November 2014**

**1. ACCOUNTING POLICIES**

**Accounting convention**

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

**Turnover**

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

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

**Deferred tax**

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

**Hire purchase and leasing commitments**

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

**2. DIRECTORS' ADVANCES, CREDITS AND GUARANTEES**

The company rented the station premises from Alan Waring for £4000 in the period.

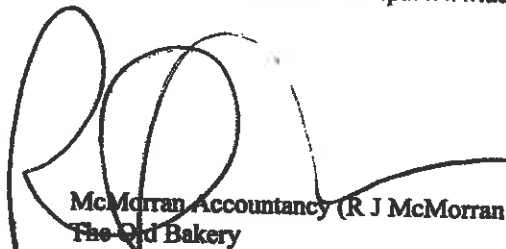
**Certified Accountants' Report to the Board of Directors**  
**on the Unaudited Financial Statements of**  
**Biggles FM**

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

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the financial statements of Biggles FM for the year ended 30 November 2014 on pages three to six from the company's accounting records and from information and explanations you have given us.

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

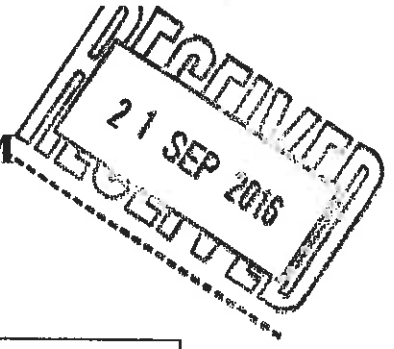
Our work has been undertaken in accordance with the requirements of the Association of Chartered Certified Accountants as detailed at <http://www.accaglobal.com/factsheet163>.



McMorran Accountancy (R J McMorran Ltd)  
The Old Bakery  
49 Post Street  
Godmanchester  
Cambridgeshire  
PE29 2AQ

Date: ..... 24.3.15 .....

**APPLICATION FOR GRANT AID FROM  
SANDY TOWN COUNCIL**



<b><u>Name of the Organisation/Group</u></b>	
Sandy CARNIVAL ASSOCIATION	
Are you affiliated to a national organisation? If so, which one?	No
Local venue/meeting place	King's Arms
Are you a registered charity? If so, give your charity number?	No
What are the aims and activities of the organisation?	Sandy Carnival is an event intended to be a celebration of community life. An occasion which will provide fun and entertainment for all, with a particular emphasis on making it a memorable day for the people, young and old, of Sandy
How many members do you have?	Volunteers/Leaders 10
Members:	Junior 0
	Senior 10
What is your annual subscription?	Junior £ 0
	Senior £ 0

### Project Information

What would the grant be used for?	<ul style="list-style-type: none"><li>- Replacement refuse bins</li><li>- Hoodies to identify committee members</li><li>- Replacement gazebos</li></ul>
In what manner will the residents of Sandy benefit?	The key benefit is that the whole community of Sandy can be included and have fun on the day itself and encourage community spirit.
Approximately how many Sandy residents will benefit from this grant?	2,500
Estimated total cost of project	£750
Please state clearly how much you are applying for from Sandy Town Council.	£500
What amount is being met from your own funds?	Remaining balance

What is the amount sought from other funding bodies? Please give details of other sources you have applied to or intend to apply to. *None*

Source	Amount	Confirmed/Pending/Unsuccessful
--------	--------	--------------------------------

**Financial Details**

Please specify how any income, particularly surplus, is spent.

*50% of any surplus is donated as grants to local community groups on application*

Please attach accounts (audited/independently examined) for the last two years and your budget forecast for the forthcoming/current year.


*Attached  
Income + expenditure is expected to be at the same level*

<b>Payment Details</b>	
Account Title	SANDY CARNIVAL ASSOCIATION
Account Number	20817457 20-74-81
Bank/Building Society Name and Address	BARCLAYS BIGGLESWADE
<b>Contact Details</b>	
Please give details of the person with whom this application can be discussed and to whom any cheque should be sent:	ROGER BURTON
Position in organisation	TREASURER
Address	6 COOPERS CLOSE SANDY BEDS SC19 1NQ
Telephone Number	01767 - 220508
E-mail address	rogerburton@quirinmedia.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 Town Council 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.

<b>Signed:</b>	
<b>Name:</b>	ROGER BURTON
<b>Position:</b>	TREASURER
<b>Date:</b>	20/9/16

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

**SANDY CARNIVAL 2016**

**INCOME**

**EXPENDITURE**

**Stalls**

**Cheque No**

Sandy Enhancement Group	16.C
Kingfisher Players	18.C
Lemon Tree	16.C
Soria Marjoram	18.C
Cart Beedle	18.C
Slimming World	18.C
Conservative Association	32.C
Purple Pre School	18.C
Sandy Horticultural	18.C
Nicholson	18.C
Patrena Kitchener	18.C
Kings Arms Angling	32.C
British Legion	18.C
Marie Curie Cancer	18.C
Sandy Football Club	18.C
Creative Fudge	18.C
Biggleswade & Sandy Lions	16.C
Lesley Malone	18.C
Sandy Collis	16.C
Manor Farm Day Nursery	18.C
SSAFA	16.C
Kelly Byrne	18.C
Sagecare	18.C
P D Sweats	18.C
Heidi's Massage	32.C
Elite Physique	16.C
4season's fitness	16.C

Subtotal 480.0

Subtotal

0.00

**Raffle**

100598 Lottery licence
100600 Dave Kirk
100607 1st prize donation

866.91

20.00  
48.00  
100.00

**Subtotal**

Subtotal

168.00

**Insurance**

100601 Event Insurance
------------------------

10.C

542.00



Mini Explorers 10.C  
 Kingfisher Players 10.C  
 Tesco 10.C  
 Laburnum Lower 10.C

Subtotal 50.C

Collection Buckets 423.£

Subtotal 423.£

**Donations**

D W Mouldings 50.C  
 All-Fill International 100.C  
 Howdens 75.C  
 Bondglass-Voss 50.C  
 Watkiss Group 50.C  
 Esso Service Station 20.C  
 Kier Ltd 100.C  
 Geajay Chemicals 50.C  
 Driveline 50.C  
 Sirzlers 400.C  
 Kypol 20.C  
 Furfair 330.C

Subtotal 1295.C

**Miscellaneous**

100581 Bunting 71.00  
 100598 Trophies 51.00  
 10059E Cloak 29.94  
 100602 Sandye Place Academy 134.10  
 10060E Tape for banners 6.99  
 10060K British Red Cross 120.00  
 100607 Cable ties and adhesive 13.98  
 10060E Police 305.33  
 10060E Sandy Horticultural 30.00  
 10061C Committee curry 133.65  
 10061E Cloaks 18.00

Subtotal 0.00

Subtotal 542.00

Subtotal 0.C

Total 3115.£

Subtotal 913.99

Total 1623.99

**SANDY CARNIVAL 2016**

**EXPENDITURE**

**INCOME**

**Stalls**

**Cheque No**

SSAFA	15.00		
Lesley Malone	30.00		
Mahe Currie	15.00		
Younique by Laura Jewellery	15.00		
Finger/Print Jewellery	15.00		
British Legion	15.00		
Biggleswade Sandy Lions	15.00		
Kings Arms Angling	30.00		
Sandy Helping Hands	15.00		
Purple pre-school	15.00		
Cats Protection League	15.00		
Sandy Football Club	15.00		
Sweetest Little Things	15.00		
Sagecans Ltd	15.00		
Lavender & Holistics	15.00		
Kingfisher Players	15.00		
Creative Inspiration	15.00		
Dance Beat	15.00		
Sandy Cricket Club	15.00		
Safari Stu	15.00		
Stimming World	15.00		
Miri Explorers	15.00		
John Dobb	15.00		
Sandy pre-school	15.00		
Lynn Brisco	15.00		
Sandy Enhancement	15.00		
Sweet creations	15.00		
Jakes	15.00		
Jo Pickering	15.00		
Petrena Kitchener	15.00		
Sandy Horticultural Association	15.00		
Sandy Conservatives	30.00		
Kevin Barton	15.00		
<b>Subtotal</b>	<b>540.00</b>	<b>Subtotal</b>	<b>0.00</b>

**Raffle**

	661.10	100570	Lottery licence	20.00
		100571	Dave Kirk (tickets)	49.00
		100578	Lynn Brisco (1st prize)	100.00

**Subtotal** 661.10

**Subtotal** 199.00

**Insurance**

Labournum Lower School	10.00	100573	Event Insurance	449.00
------------------------	-------	--------	-----------------	--------

St Swithuns Lower School  
 Tesco 10.00  
 Churches Together 10.00  
 Groundworks 10.00  
 Roundabout Club 10.00

Subtotal 60.00

Collection Buckets 530.50

Subtotal 530.50

**Donations**

Sandy Town Council 325.00  
 Kypol 50.00  
 Watkias 25.00  
 Allfill 100.00  
 Bondeglass-Vose 50.00  
 Drivaline Systems Ltd 100.00  
 Esso Service Station 20.00  
 Gaejay Chemicals 50.00  
 e Carperts ltd 25.00  
 Sizzlers 400.00  
 Kier Ltd 100.00  
 Funfair 300.00

Subtotal 1545.00

**Miscellaneous**

100570: Trophies 40.00  
 100572: P&P cappe cleaning 16.00  
 100574: Banners 405.60  
 100575: Polo shirts 122.40  
 100576: Gazabo 71.99  
 100576: Pole bags 76.94  
 100577: S Robertson (DJ) 200.00  
 Bunting 20.00  
 100578: Trophy 20.00  
 100578: Cable ties & screws 19.99  
 100580: Nexus 13.17  
 100581: Chinese 250.00  
 100582: Sandye Place Academy 98.60  
 100582: 134.10

Subtotal 0.00

Subtotal 449.00

Subtotal 0.00

Total 3336.60

Subtotal 1488.78

Total 2085.78



# Sandy & District Horticultural Association

*Founded 1965 (Formerly The Sandy Floral & Horticultural Society 1868-1954)*

*Please reply to:*

Chris Robson  
Town Clerk  
Sandy Town Council  
10 Cambridge Road  
Sandy  
SG19

Association Secretary  
c/o Nursery House  
121 St Neots Road  
Sandy  
Bedfordshire  
SG19 1BP

[assocsec@thesandyshow.org.uk](mailto:assocsec@thesandyshow.org.uk)

31 August 2016

Dear Chris,

**Re: Grant Aid for the Sandy Show 2016**

I would be grateful if you could pass on our great appreciation to the Mayor and Council, for the generous support given to the Association by way of the grant that covered our premises hire costs at this year's Sandy Show. Our overall budget has yet to be finally calculated but we are confident that with the Council's grant, we will end up with a small surplus that will be used in conjunction with running future annual Shows, thus ensuring a tradition that goes back to 1869.

Thanks again and best wishes,

Yours sincerely

Steve Purchase  
Association Secretary

**East Beds Community Bus Ltd**  
operating the

**Ivel Sprinter**

A Registered Charity  
Industrial & Provident Society No: 27804R  
VAT no 974 6777 53  
[www.ivalsprinter.org](http://www.ivalsprinter.org)



General Secretary:

Gery Arnsden  
28 High Street,  
Sutton,  
Sandy,  
Beds SG19 2NE

8<sup>th</sup> September 2016

Sandy Town Council  
10 Cambridge Road  
Sandy  
Beds. SG19 1JE

For the attention of Mr. C. Robson – Town Clerk

Dear Mr. Robson,

**Sandy Grant Application for Replacement Community  
Minibus - Ivel Sprinter**

Thank you for your letter dated 26<sup>th</sup> August 2016 which enclosed a cheque for £1,000 towards a replacement minibus. The Ivel Sprinter is very grateful for any contribution received, however small that might be.

Whilst your Committee felt it was unable to support the application for £7,000, perhaps it should be suggested that the Council put aside say £1,000 per year for the next 5 years. This will enable the Ivel Sprinter service to continue to support the Sandy residents in the future, as we will be requesting new funds in 2017 to replace our other vehicle which is now 8 years old.

You may be aware that we have had to order a minibus within this financial year to comply with other larger grant funders, so that the money allocated is used within this time period. Unfortunately, we did not manage to reach our intended target; consequently we were not able to purchase the minibus that was originally intended, with a flat floor for ease of access for passengers. We have however placed an order for another IVECO minibus, very similar to that which we have already and which should be available by the end of this year.

We would be pleased to be available for any discussions you feel are required with other bus services, regarding co-operation and look forward to your Committee organising such a meeting.

Registered Office: 26 Horslow Street, Pottton, Beds. SG19 2NX

Please find enclosed the Sandy Town Council Grant Receipt as requested and we will keep the Council up-dated on progress of the project.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Gerry Amsden'. The signature is fluid and cursive, with the first name 'Gerry' being more prominent than the last name 'Amsden'.

**Gerry Amsden – General Secretary – Ivel Sprinter**

ISSUES ARISING REPORT FOR  
Sandy Town Council  
Audit for the year ended 31 March 2016

## Introduction

The following matters have been raised to draw items to the attention of Sandy Town Council. These matters came to the attention of BDO LLP during the audit of the annual return for the year ended 31 March 2016. This report must be presented to a full meeting of the smaller authority for review.

The audit of the annual return may not disclose all shortcomings of the systems as some matters may not have come to the attention of the auditor. For this reason, the matters raised may not be the only ones that exist.

The matters listed below are explained in further detail on the page(s) that follow;

- Risk Assessment
  - Internal Auditor's recommendations
  - Minuting approval of the Annual Return
-



---

The following issue(s) have resulted in the annual return being qualified. They indicate a weakness in the council's procedures and require the council to take immediate action.

### **Risk Assessment**

#### *What is the issue?*

The internal auditor has noted that the smaller authority has not minuted its review of the effectiveness of internal control including arrangements for the management of risks during the year ended 31 March 2016.

#### *Why has this issue been raised?*

This is a breach of regulation 4 of the Accounts and Audit Regulations 2015 which requires smaller authorities to review the effectiveness of internal control which includes arrangements for the management of risk.

#### *What do we recommend you do?*

The smaller authority must ensure that the risk assessment is reviewed and this review is minuted at least once a year before the end of the financial year. This review is for the smaller authority to evidence as a whole that they are satisfied that all the risks facing the smaller authority have been identified and safeguards have been put in place to protect against those risks.

Further guidance on this matter can be obtained from the following source(s):

Governance and Accountability in Local Councils in England March 2016- A Practitioners Guide,  
NALC/SLCC/ADA  
Audit Briefing, Winter 2012 - BDO LLP  
Accounts and Audit Regulations 2015

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The following issue(s) have been raised to assist the council. The council is recommended to take action on the following issue(s) to ensure that the council acts within its statutory and regulatory framework.

#### **Internal Auditor's recommendations**

##### *What is the issue?*

The internal auditor has made a few recommendations in respect to the financial systems of the smaller authority.

##### *Why has this issue been raised?*

The smaller authority is exposed to the risks associated with these weaknesses.

##### *What do we recommend you do?*

The smaller authority must implement the recommendations made by the internal auditor to improve the financial systems of the smaller authority as soon as possible or in any event before the end of the current financial year.

If the smaller authority addresses all the issues raised by the internal auditor the smaller authority should improve internal controls which will help to prevent and detect error and fraud and assist the smaller authority to operate in an effective and efficient manner.

Further guidance on this matter can be obtained from the following source(s):

Governance and Accountability in Local Councils in England - A Practitioners' Guide, NALC/SLCC

#### **Minuting approval of the Annual Return**

##### *What is the issue?*

The minutes supplied did not specifically minute the smaller authority's approval of Section 1 - Annual Governance Statement and the yes/no answers to Section 1.

##### *Why has this issue been raised?*

Failure to minute the approval of the Annual Governance Statement has exposed the smaller authority to undue risk of non adoption of the Annual Return.

##### *What do we recommend you do?*

The smaller authority must ensure in future years that the minutes clearly state their acceptance of Section 1 - Annual Governance Statement and the minutes record the specific answers to Section 1. The accounts and Audit Regulation 2015 specify that the smaller authority must approve the annual governance statement and then approve the accounting statements.

It is essential that minutes clearly record the decisions of the smaller authority as they are the lawful record of the events of the its meetings.

Further guidance on this matter can be obtained from the following source(s):

Local Council Administration, 8th Edition, Charles Arnold-Baker; Chapter 7

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**No other matters came to our attention.**

For and on behalf of  
BDO LLP

Date: 20 September 2016

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# Section 3 – External auditor certificate and report 2015/16 Certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2016 in respect of:

Enter name of  
smaller authority here:

SANDY TOWN COUNCIL

## Respective responsibilities of the body and the auditor

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

- summarises the accounting records for the year ended 31 March 2016; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

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

## External auditor report

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

The Authority did not undertake and minute a full risk assessment during the year. The authority cannot evidence that it has assessed and taken appropriate steps to manage all the risks it faces. This is contrary to Regulations 3(c), 6(1)(a) & 6(3)(a) of the Accounts and Audit Regulations 2015.

(continue on a separate sheet if required)

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

Please see enclosed report

(continue on a separate sheet if required)

External auditor signature

BDO LLP

External auditor name

BDO LLP Southampton  
United Kingdom

Date

20/9/16

Note: The NAO issued guidance applicable to external auditors' work on 2015/16 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

BDO LLP is a limited liability partnership registered in England and Wales (with registered number OC305127).

**AGENDA ITEM 9**

**SANDY TOWN COUNCIL**

**COMMITTEE:** Policy, Finance and Resources

**DATE:** 10 October 2016

**AUTHOR:** Town Clerk

**SUBJECT:** Town Centre Benchmarking

**Summary**

As part of Central Bedfordshire Council's High Street Improvement Scheme the Town Council and any business granted funding will need to submit some data to CBC on footfall and customers. This is to help assess the benefit of investment and improve understanding of the town centre.

**Information**

Many councils across the country regularly collect town centre data or engage a company to collect data on their behalf as a way of understanding how town centres are used and providing a comparable level of data to assess where improvements can be made or projects targeted to get benefits for town centre businesses and users. Data collected can include footfall counts, unit vacancy rate counts, car parking audits, sales and income, and visitor surveys.

Training is available so towns can collect the data themselves, rather than bringing in a company. A training session and data gathering exercise is available at a cost of £300 and would last half a day. This could include up to 15 participants. The session would include footfall counts using benchmarking methodology in up to four locations, car parking audits, vacancy rates and a visitor survey.

Equipping staff, Councillors and members of local town centre based groups, such as the Chamber of Trade (COT), with the tools to gather such data would in the short term allow easier feedback to CBC and establish base level information to work from in the future. It would allow the Town Council or COT to repeat the exercise in following years to understand changes within the town and could prove a positive joint exercise.

**Recommendation**

It is recommended that the Clerk organises a bench marking and town centre audit training day to be held in the Council Chamber. That the training day be attended by members of staff and council, and that representatives of the Chamber of Trade be invited. That the cost be taken from the 2016/17 training budget.

**AGENDA ITEM 10****SANDY TOWN COUNCIL****COMMITTEE:** Policy, Finance and Resources**DATE:** 10 October 2016**AUTHOR:** Town Clerk**SUBJECT:** Section 106 Funding**Summary**

At a meeting of the PF&R committee on 22 August 2016 it was agreed that Section 106 funding would form a regular item on the agenda, so as to provide members with updates when appropriate. It was requested that the report include an overall schedule of uncommitted and committed Section 106 funds relating to Sandy.

**On-going Applications**

<b>Recipient</b>	<b>Purpose</b>	<b>Amount (£)</b>	<b>Status</b>
Sandy Village Hall	10% of the total costs to reroofing works	8,655.69	Approved by S106 STC have paid SVH Once work is completed STC will claim back sc106
Sandy Colts	Equipment including; posts, flags, barriers	793.35	Approved by S106. Order placed.
Sandy Bowls Club	Portable score boards	464.74	Approved by S106. Order Placed.
Sandy Cricket Club	Portable score board	559.74	Approved by S106. Order Placed.
Sandy Cricket Club	Refurbishing work to cricket pitch	975.00	Approved by S106. Work to be carried out April 2017.

**Successfully Completed Applications in 2016/17 Financial Year**

<b>Recipient</b>	<b>Purpose</b>	<b>Amount (£)</b>	<b>Completed</b>
Sandy Football Club	Purchase and installation of new football posts at Bedford Road recreation ground	1,764	August 2016

<b>Total Uncommitted Funds by Spend Category</b>	
<b>Category</b>	<b>Total Uncommitted Amount (£)</b>
Affordable Housing	5,826.00
Cemetery & Burial Grounds	227.85
Countryside Rec Space & Green Infrastructure	133,327.77
Cycle Network	22,344.11
Education - Children's Social Services	33,865.40
Education - Early Years	39,419.70
Education Contribution	49,360.54
Footpath Contribution	57,249.34
Footpaths and Cycleway	1,167.02
Healthcare Facilities	11,394.80
Informal Open Space	10,849.47
Mental Care	5,487.29
Outdoor Sport	91,749.32
Play Area Contribution	16,761.15
Police Force	23,962.51
Primary Care & Land Building	46,815.23
Primary Care Buildings	56,067.80
Public Art	2,274.09
Public Transport	13,925.58
Real Time Bus Information	745.00
Recreational Open Space (Children's Play)	142,797.60
Rights of Way	35,000.00
Secondary Care	86,365.53
Village and Community Halls	65,191.33
Waste Collection & Recycling Houses	2,863.07
Welcome Information Packs	2,604.12
<b>Total (£)</b>	<b>957,596.47</b>

<b>Total Committed and Spent Funds by Spend Category</b>		
<b>Category</b>	<b>Committed (£)</b>	<b>Spent (£)</b>
Bus Improvements	10,593.03	
Cemeteries & Burial	55.04	
Countryside Rec Space & Green Infrastructure	87,671.89	8,637.35
Cycle Network	1,552.33	195.08
Footpaths and Cycle ways		1,267.96
Indoor Sports & Leisure Centres	46,159.17	
Outdoor Sport	2,987.83	604.55
Real Time Bus Information	33,298.00	
Recreation and Open Space Children's Play	16,539.89	
Sports Contribution	1,162.45	2,538.29
Village and Community Halls	8,655.79	
<b>Total (£)</b>	<b>209,279.97</b>	<b>12,638.68</b>
		<b>£ 221,918.65</b>

## AGENDA ITEM 11

## SANDY TOWN COUNCIL

COMMITTEE: Policy, Finance and Resources

DATE: 10 October 2016

AUTHOR: Town Clerk

SUBJECT: Detailed Budget Overview

## Summary

The following report is intended to give Members an overview of the Council's budget codes and what they are used for, along with actual and past spend for each code. This report is not a precept report; its purpose is to allow Members to consider individual budgets ahead of the precept process by comparing spend to the previous years and considering if some budgets could be decreased or increased. The report also attempts to explain variances in year on year expenditure. This is also an opportunity to address whether any new codes are required for areas of spend not covered by existing codes.

The Clerk will feed the results of Members consideration into the budget and precept calculations for 2017/18 and the initial report that comes to Members for consideration.

Each budget code includes the actual spend in the last two financial years, the estimated final spend for this financial year, this years budgeted amount and a recommendation on next year's budget.

## Staff

Cost Centre	Account Code	Gross Salaries - Admin	2014/15 Actual	2015/16 Actual	2016/17 Est.	2016/17 Budget	2017/18 Officer Rec
401	4001		£80,716	£90,910	95,095	£114,000	£110,000
This covers salary of administration staff, including 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 was confirmed at 1%							

Cost Centre	Account Code	Gross Salaries - Works	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
401	4002		£89,825	£91,592	£96,446	£97,700	£97,700
This covers salary of works staff, including 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 was confirmed at 1%.							

Cost Centre	Account Code	Employers NIC	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
401	4003		£9,600	£10,191	£14,188	£22,100	£22,100
Employers NIC payable on all salaries. Accountants anticipated increase would be more significant during 2016/17 precept process. Currently investigating. Budget for 2017/18 left static, but could be the option of a reduced budget.							



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Cost Centre	Account Code	Employers Superannuation	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
401	4004			£25,135	£22,919	£25,465	£29,850
Employers pension contributions at 21% of salary. Budget kept to allow for auto enrolment increase.							

Cost Centre	Account Code	Miscellaneous Staff Costs	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
401	4010			£180	£20,645	£900	£1,000
To cover any unexpected staff expenditure and payment of Bedford Borough payroll							

Cost Centre	Account Code	Recruitment Advertising	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
401	4030			0	£265	0	0
Zero budget anticipated in past years as recruitment was not anticipated, this resulted in an overspend on a zero budget. Allowance of £200 in 2017/18 in case of unexpected recruitment need.							

**Administration – Office**

Cost Centre	Account Code	Training	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
402	4008			£1,660	£2,216	£2,500	£2,500
To cover training costs of administration staff and general training required of all personnel							

Cost Centre	Account Code	Travel & Subsistence	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
402	4009			£88	£150	£200	£250
To cover costs incurred by all staff for any travel							

Cost Centre	Account Code	General Rates	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
402	4011			£6,005	£6,120	6,250	£6,250
General rates for 10 Cambridge Road including Outdoor Mess Room. +2% allowance for 2017/18 in case of increase.							

Cost Centre	Account Code	Water Rates	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
402	4012			£332	£324	£380	£400
Water rates for 10 Cambridge Road including Outdoor Mess Room. +2% allowance for 2017/18 in case of increase.							

Cost Centre	Account Code	Electricity	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
402	4014			£813	£3,125	£3,244	£2,500
Electricity for 10 Cambridge Road including Outdoor Mess Room. Usage has increased due to occupation of mess room. There is also an increase in winter due to cost of heating chamber when it is rented out.							

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Cost Centre	Account Code	Gas	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
402	4015		£1,087	£432	£1,831	£1,200	
Gas for 10 Cambridge Road including Outdoor Mess Room. Refund received in 2015/16, which led to lower overall expenditure							

Cost Centre	Account Code	Cleaning Materials Etc	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
402	4016		£1,441	£1,037	£1,300	£1,500	1,500
For any cleaning materials for all Council premises an jobs							

Cost Centre	Account Code	Misc Establishment Costs	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
402	4020		£1,137	£1,235	£1,200	£2,000	£2,000
To cover any irregular cost associated with running Council premises, eg cost of Mayors Board & Council photos. Good to allow healthy contingency amount							

Cost Centre	Account Code	Telephone & Fax	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
402	4021		£2,711	£2,405	£2,138	£2,500	£2,500
To cover all phone bills including telephone lines							

Cost Centre	Account Code	Postage	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
402	4022		£1,527	£1,986	£1,500	£1,700	1,700
Any postage and the franking machine contract. Hard to estimate end of year costs, however all mail unless urgent is sent 2 <sup>nd</sup> class, where possible mail is hand delivered and it is hoped we shall see a reduction on the previous year. Hard to estimate price increases so would not want to reduce budget.							

Cost Centre	Account Code	Printing & Stationery	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
402	4023		£2,770	£1,188	£3,225	£3,500	£3,500
All printing and stationery supplies required and all printed copies.							

Cost Centre	Account Code	Subscriptions	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
402	4024		£2,682	£2,513	£2,500	£2,700	£2,600
To cover the Council subscriptions, including: BATPC, LCR, ICO, SLCC & Walkers Are Welcome							

Cost Centre	Account Code	Insurance (excl vehicles)	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
402	4025		£20,848	£19,399	£20,730	£22,250	22,250
Town Council insurance policy with Aviva (Premises, Public Liability, Employers Liability)							

Cost Centre	Account Code	Photocopy costs	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
402	4026			£2,585	£3,573	£3,500	£3,000

Cost of rental of photocopying contracts including toner, cartridges etc. Small reduction anticipated in 2017/18 due to removal of small former TIC copier. The contract will also be up for renewal on the main copier/printer. Suggest budget stays static until costs of new copier are better known.

Cost Centre	Account Code	IT Costs incl Support	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
402	4027			£5,433	£4,627	£5,500	£6,000

Payment of IT provider contract - paid on a monthly basis. Covers all computers, server Wifi and phone system

Cost Centre	Account Code	Service Agreements (Other)	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
402	4028			£5,001	£5,901	£5,582	£5,500

To cover service agreements including the following: Website Hosting, VERTO, THSP (Health&Safety), PHS & Power (PHS is variable and resulted in an overspend last year. Advisable to increase 2017/18 budget)

Cost Centre	Account Code	Publications	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
402	4035			£59	£41	£100	£100

To cover purchase of any learning or reference material

Cost Centre	Account Code	Property Maintenance/Security	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
402	4036			£3,363	£2,607	£3,000	£3,000

Covers property and maintenance at 10 Cambridge Road, also annual charge for Millennium Security. Overall year costs varies dependant on call outs as a result of break ins.

Cost Centre	Account Code	Equipment Purchases (Minor)	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
402	4040			NA	0	£1,000	£2,000

Any admin required equipment for 10 Cambridge Road, eg keyboards and projector. Good to keep healthy contingency for unanticipated costs.

Cost Centre	Account Code	Tourism Expenditure	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
402	4050			NA	£66	£500	£2,000

To cover cost of hosting Council run walks and talks and any publicity needed along with any other materials that might be need for the Council Information point. The Council no longer purchase the same goods as the TIC to sell. Therefore suggested reduced budget. Planned to run calendars again in 2017/18.

Cost Centre	Account Code	Bank Charges	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
402	4051		£65	£60	£80	£100	£100

Bank charges incurred

Cost Centre	Account Code	Legal Expenses	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
402	4056		£860	£350	£1,000	£1,000	£1,000

Any legal expenses for adhoc work incurred out by Town Council – not corporate projects. Dedication agreement with CBC over maintenance of land around Fallowfield is responsible for increase in spend this year.

Cost Centre	Account Code	Audit Fees – External	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
402	4057		£1,300	£1,335	£1,300	£1,300	£1,300

To cover annual external audit fees (BDO)

Cost Centre	Account Code	Audit Fees – Internal	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
402	4058		£750	£830	£1,000	£1,000	£1,000

To cover internal audit – two per year (Haines Watts). Should come in under £1,000 but good to keep contingency.

Cost Centre	Account Code	Accountancy Fees	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
402	4059		£7,373	£7,535	£6,500	£6,500	£6,500

DCK Beavers. Overspend in previous years due to addition visits by DCK in absence of Clerk.

Cost Centre	Account Code	Refreshments	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
402	4070		£179	£166	£200	£200	£200

To cover refreshment costs including hospitality for meetings

## Income

Cost Centre	Account Code	Tourism Income	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
402	1003		NA	£2,181	£1,000	£5,000	£2,000

Any income generated from Council events such as walks and talks. Unrealistic to keep as same as previous year. Consider dropping. Selling Sandy Calendars in 2017/18 should help maintain profit.

Cost Centre	Account Code	Rent Received Etc	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
402	1201		£3,789	£1,738	£2,500	£1,500	£2,500

Rent received from Chamber hire. Rent is well above expected. Considering 14/15 and 16/17 level an

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increase in income should be budgeted for.

Cost Centre	Account Code	Photocopying Income	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
402	1202		£51	£50	£20	0	0

Income from public use of the photocopier. Use has dropped off and there was no budget in 16/17. Suggest no budget for 17/18.

Cost Centre	Account Code	Miscellaneous Income	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
402	1205		£3,799	£190	£150	£0	£0

To cover any additional unanticipated income such as utility refunds.

Cost Centre	Account Code	Ticket Sales Commission	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
402	1360		£0	£0	£200	0	£200

Commission from Saffords bookings. £97 received in this financial year to date. In previous years the income had been allocated in Misc. income code.

**Administration - Works**

Cost Centre	Account Code	Protective Clothing	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
403	4005		£1,037	£736	£1,000	£1,000	£1,000

To cover legally required PPE equipment for the Outdoor Team

Cost Centre	Account Code	Training	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
403	4008		NA	0	£450	£500	£500

Ground maintenance specific training such as machinery training and play inspections. Increased focus on training in comparison with 15/16 so there is a higher spend.

Cost Centre	Account Code	General Rates	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
403	4011		£1,955	£1,992	2,009	£2,050	2,090

General rates for the Depot + 2% increase allowance for 2017/18

Cost Centre	Account Code	Water Rates	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
403	4012		£358	£102	£400	£400	£300

Water rates for the Depot. Rates had previously also included the allotments. No longer the case, suggest lowering for next year.

Cost Centre	Account Code	Electricity	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
403	4014		£275	£1,170	£900	£500	£900

Electricity for the Depot. With the move to 10 Cambridge Road Mess room we should begin to see a reduction in costs for the depot.

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Cost Centre	Account Code	Cleaning Materials Etc	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
403	4016		NA	0	0	£100	0
To cover any cleaning materials for the Depot – unused as supplies come from general cleaning budget, suggest removing budget.							

Cost Centre	Account Code	Refuse Disposal	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
403	4017		£2,612	£4,082	£3,500	£3,500	£3,500
To cover the cost of skip hire and disposal of waste from Council owned bins. In 2015/16 this include hire of a skip for SBC/SCC.							

Cost Centre	Account Code	Property Maintenance/Security	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
403	4036		£819	£2,643	£990	£1,000	£1,000
Property maintenance and security for the Depot including call out charges which explains higher costs in 2015/16. Call out fees are anticipated to be less in the current year.							

Cost Centre	Account Code	Consumables/Small Tools	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
403	4038		£2,675	£1,768	£2,500	£2,500	£2,500
To cover any tools required to carry out Council work							

Cost Centre	Account Code	Planting/Trees/horticulture	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
403	4039		£4,385	£4,825	£5,000	£5,000	£5,000
To cover hanging basket contract and the purchase of bedding plants							

Cost Centre	Account Code	Equipment Purchases (Minor)	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
403	4040		£1,508	£2,678	£2,000	£2,000	£2,000
To cover any equipment for the purpose of maintenance for the outdoor team. Over spend in 2015/16 was due to the purchase of strimmer to replace those that were stolen from the depot.							

Cost Centre	Account Code	Equipment/Vehicle Maintenance	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
403	4042		£8,673	£4,044	£5,000	£5,500	£5,500
To cover vehicle expenditure including maintenance and repairs, servicing and MOTs, including two pick-up trucks, a ride-on and a tractor. High costs in 2014/15 were for the purchase of a council truck.							

Cost Centre	Account Code	Equipment/Vehicle Fuel	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
403	4043		£2,385	£2,088	£2,100	£2,000	£2,100
Fuel for Council vehicles. Slight increase allowance suggested for 2017/18 due to historic overspend							

Cost Centre	Account Code	Vehicle Tax & Insurance	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
403	4044		£2,557	£1,950	£1,890	£2,050	£2,050
Vehicle tax and insurance for Council vehicles							

### Income

Cost Centre	Account Code	Insurance Claims Repayment	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
403	1258		0	£1,586	0	0	0
Income from any successful insurance payout relating to Council equipment and buildings/property. Zero budget as income not as anticipated							

### Footway Lighting

Cost Centre	Account Code	Electricity	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
405	4014		£4,973	£5,404	£4,175	£5,500	£5,000
Covers electricity for Town Council streetlights. Due to change in electricity supplier a reduction is anticipated in 2017/18, therefore slight reduction in budget suggested.							

Cost Centre	Account Code	Equipment/Vehicle Maintenance	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
405	4042		£1,890	£6,547	£1,000	£2,300	£2,300
Covers any repairs to Town Council streetlights – streetlighting contract. Good to keep healthy contingency for unexpected costs. Replacement of columns in 2015/16 led to a budget over spend.							

### Cemetery & Churchyard

Cost Centre	Account Code	General Rates	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
406	4011		£2,167	£2,208	£2,226	£2,250	£2,270
General rates for Sandy Cemetery Chapel + 2% increase allowance for 2017/18							

Cost Centre	Account Code	Water Rates	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
406	4012		£73	£83	£100	£100	£100
Water rates for Sandy Cemetery							

Cost Centre	Account Code	Property Maintenance/Security	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
406	4036		£164	£685	£1,000	£1,000	£1,000
Property maintenance and security for the Cemetery Chapel							

Cost Centre	Account Code	Grounds Maintenance	2014/15	2015/16	2016/17	2016/17	2017/18
			Actual	Actual	Est	Budget	Officer Rec
406	4037		£1,690	£66	£600	£900	£900
Any works incurred in Sandy Cemetery or Churchyard							

Cost Centre	Account Code	Planting/Trees/Horticulture	2014/15	2015/16	2016/17	2016/17	2017/18
			Actual	Actual	Est	Budget	Officer Rec
406	4039		£78	£180	£350	£350	£350
Any planting, trees or horticulture for Sandy Cemetery or Churchyard. Possible work to trees on property boundaries in Church Yard. Advice currently undertaken.							

Cost Centre	Account Code	Grave Digging Costs	2014/15	2015/16	2016/17	2016/17	2017/18
			Actual	Actual	Est	Budget	Officer Rec
406	4101		£5,075	£3,770	£5,240	£6,200	£6,200
For the cost of outsourcing grave digging at the Cemetery. Hard to estimate costs and number of burials each year. Suggested budget remains as is.							

## Income

Cost Centre	Account Code	Burials/Memorials Income	2014/15	2015/16	2016/17	2016/17	2017/18
			Actual	Actual	Est	Budget	Officer Rec
406	1226		£26,051	£18,535	£24,540	£20,000	£20,000
Income generated for burials and memorials. Hard to anticipate. Income for this year is based on the previous 5 months.							

## Town Centre (Including Market)

Cost Centre	Account Code	General Rates	2014/15	2015/16	2016/17	2016/17	2017/18
			Actual	Actual	Est	Budget	Officer Rec
408	4011		£14,867	£15,203	£15,326	£15,500	£15,500
General rates for the car park and markets (rebate for markets being pursued) May be possible to lower 2017/18 budget by £1,600.							

Cost Centre	Account Code	Property Maintenance/Security	2014/15	2015/16	2016/17	2016/17	2017/18
			Actual	Actual	Est	Budget	Officer Rec
408	4036		£2,749	£0	£500	£850	£850
To cover anything in the Town Centre car park including the barrier, toilets and line marking							

Cost Centre	Account Code	Loan Interest	2014/15	2015/16	2016/17	2016/17	2017/18
			Actual	Actual	Est	Budget	Officer Rec
408	4053		£350	£332	£300	£313	£313
Public works loan for purchase of car park							

Cost Centre	Account Code	Loan Capital Repaid	2014/15	2015/16	2016/17	2016/17	2017/18
			Actual	Actual	Est	Budget	Officer Rec
408	4054		£259	£276	£295	£295	£295
Public works loan for purchase of car park							



Cost Centre	Account Code	CCTV Fees	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
408	4100		£17,051	£17,255	£17,500	£18,000	£18,000
To cover the cost of 5 CCTV cameras monitoring							

## Income

Cost Centre	Account Code	CCTV Monitoring	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
408	1235		NA	£833	£833	£833	£833
Income generated from Aragon for siting of camera							

Cost Centre	Account Code	Friday Market Fees	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
408	1236		£820	£1,032	£80	£1,000	£0
Income generated from Friday Market (redundant)							

Cost Centre	Account Code	Saturday Market Fees	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
408	1237		£128	£190	£80	£300	£0
Income generated from Saturday Market (redundant) Suggested keep market code for possible profit from specialised markets.							

Cost Centre	Account Code	Other Income Car Park	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
408	1238		£530	£238	£50	£120	£120
Income from Barrier Pass cards							

## Public Toilets – Car Park

Cost Centre	Account Code	General Rates	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
409	4011		£2,308	£2,352	£2,372	£2,400	2,420
General rates for the car park public toilets + 2% allowance for 2017/18							

Cost Centre	Account Code	Water Rates	2014/15 Actual	2015/16 Actual	2014/15 Est	2016/17 Budget	2017/18 Officer Rec
409	4012		£1,221	£519	£550	£500	£550
Water rates for the car park public toilets							

Cost Centre	Account Code	Electricity	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
409	4014		£751	£439	£184	£200	£200
Electricity for the car park toilets							

Cost Centre	Account Code	Property Maintenance/Security	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
409	4036		£190	£206	£1,394	£550	£550

Property maintenance and security for the car park toilets including barrier. Unexpected work carried out on the barrier and repair works to the toilets in 2016/17. Previous years suggested average spend is low.

### Play areas and Open spaces

Cost Centre	Account Code	Health & Safety	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
500	4007		£390	£395	£399	£400	£410

Health and safety for all play areas – annual ROSPA checks and reports. Increase allowed for next financial year in case of increased cost.

Cost Centre	Account Code	Water Rates	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
500	4012		£237	£1,282	£1,300	£1,600	£1,600

Water rates for all play areas – Bedford Road toilets. Contingency allowed in budget level. Refund received in 2014/15 which resulted in lower overall cost for the year. Could possible reduce next year's budget by £200. (To £1,400)

Cost Centre	Account Code	Electricity	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
500	4014		£215	£264	£200	£200	£250

Electricity for all play areas – Bedford Road toilets (contribution paid by Bedford Road Football Club). Slight increase suggest for 2017/18.

Cost Centre	Account Code	Property Maintenance/Security	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
500	4036		0	£171	£500	£500	£500

Property maintenance and security for all play areas and all buildings including the football pavilion. Repair work to fence required in 2016/17, hence higher spend.

Cost Centre	Account Code	Grounds Maintenance	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
500	4037		£2,329	£1,076	£1,650	£2,500	£2,500

Grounds maintenance for all football pitches

Cost Centre	Account Code	Equipment/Vehicle Maintenance	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
500	4042		£4,604	£1,047	£3,000	£5,000	£5,000

For all play equipment in all play areas in Sandy Town Council's ownership. This is for the continued maintenance of play equipment, including replacement parts.

## INCOME

Cost Centre	Account Code	Transfer from EMR Fallowfield	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
500	4972		-£17,468	-£15,000	-£15,000	-£15,000	-£15,000
<b>Chris to clarify</b>							

Cost Centre	Account Code	Sandy FC Rent	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
500	1241		NA	£453	£450	£600	£600
<b>Rent Sandy Football Club for the use of the ground and pavillion</b>							

Cost Centre	Account Code	Ice Cream Rent	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
500	1242		NA	0	0	£330	£330
<b>For an ice cream van at Bedford Road. No ice cream van was present in this financial year. Will try again for the next.</b>							

Cost Centre	Account Code	Pitch Rental	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
500	1251		NA	£583	£541	£600	£600
<b>Rental payment from Sandy Football Club for Bedford Road</b>							

**Sunderland Road Rec Ground**

Cost Centre	Account Code	Water Rates	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
501	4012		£788	£1,119	£703	£800	£800
<b>Water rates for Banks Pavillion. Over charge in 2015/16.</b>							

Cost Centre	Account Code	Electricity	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
501	4014		£91	0	£92	£100	£100
<b>Electricity for Banks Pavillion 2015/16 changed to another code.</b>							

Cost Centre	Account Code	Property Maintenance/Security	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
501	4036		£2,129	£3,629	£1,000	£1,000	£1,000
<b>For property maintenance and security for Jenkins and Banks Pavilion. Low expenditure this year compared to previous. Unexpected replacement of sewage pumps in 2015/16 led to overspend.</b>							

Cost Centre	Account Code	Bowling Green - SBC	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
501	4046		£2,357	£2,822	£2,894	£2,894	£2,966
<b>Budget as per lease for the maintenance of the bowling green which is owned by STC. 2017/18 budget is based on RPI increase from last year and is meant as an estimate. Actual RPI from correct corresponding month (as laid out in lease) will need to be calculated</b>							

Cost Centre	Account Code	Equipment Maintenance – SBC	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
501	4047		£407	£1,237	£2,352	£2,352	£2,410

Budget as per lease for the maintenance of the machinery used to maintain bowling green which is owned by STC. 2017/18 budget is based on RPI increase from last year and is meant as an estimate. Actual RPI from correct corresponding month (as laid out in lease) will need to be calculated

Cost Centre	Account Code	Cricket Square – SCC	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
501	4048		£2,256	£1,938	£2,328	£2,328	2,386

Budget as per lease for the maintenance of the cricket pitch which is owned by STC. 2017/18 budget is based on RPI increase from last year and is meant as an estimate. Actual RPI from correct corresponding month will need to be calculated

Cost Centre	Account Code	Equipment Maintenance - SCC	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
501	4049		£328	£1,307	£2,519	£2,519	£2,582

Budget for the maintenance of the machinery used to maintain cricket pitch which is owned by STC. 2017/18 budget is based on RPI increase from last year and is meant as an estimate. Actual RPI from correct corresponding month will need to be calculated

Cost Centre	Account Code	Other Professional Fees	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
501	4060		£15,000	£13,956	£15,000	£15,500	£15,500

For payment to Stevenage Leisure Ltd for the Management of Jenkins. This is paid to CBC.

## INCOME

Cost Centre	Account Code	Bowls Club Rental	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
501	1253		£387	£396	£400	£400	£400

Rental income from the Bowls Club

Cost Centre	Account Code	Cricket Club Rental	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
501	1255		0	0	£263	0	£265

Rental income from the Cricket Club. Rent was previously paid directly to the Jenkins Pavilion for both pitch and use of the pavilion. It was requested that the pitch rental now be paid directly to STC.

Cost Centre	Account Code	Scouts, ACF & SSLA	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
501	1256		0	0	£190	£190	£190

Rental income for the Scout Hut

## Nature Reserves – Riddy &amp; Pinnacle

Cost Centre	Account Code	Grounds Maintenance	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
502	4037		£369	£150	£1,500	£1,500	£1,500
For any unexpected maintenance. Repair work to Riddy fencing in 2016/17 used full budget, with remaining cost taken from general reserves.							

Cost Centre	Account Code	Other Professional Fees	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
502	4060		£3,200	£15,498	£9,500	£9,500	£9,500
Management fee to the Wildlife Trust and BRCC. Overspend in 2016/17 due to an underspend in the previous year (missed invoice)							

## INCOME

Cost Centre	Account Code	Countryside Stewardship Grant	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
502	1306		£4,123	£2,268	£3,200	£3,200	£3,200
Grant income to support the management of The Riddy and The Pinnacle							

Cost Centre	Account Code	Angling Licence Rent	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
502	1307		£486	£491	£500	£500	£500
Income received from fishing licences							

## Grass Cutting

Cost Centre	Account Code	Grass Cutting	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
505	4102		£11,412	£7,580	£10,000	£10,000	£10,000
Contract payments to Central Bedfordshire Council							

## Litter Bins, Seats &amp; Shelters

Cost Centre	Account Code	Equipment/Vehicle Maintenance	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
506	4042		0	0	£300	£500	£500
Maintenance and replacement of Town Council litter bins and bus shelters							

## Christmas Lights

Cost Centre	Account Code	Christmas Illuminations	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
509	4401		£10,811	£9,481	£11,000	£11,000	£13,000
Cost of Christmas Lights rental with Lamps & Tubes							

Cost Centre	Account Code	Community Christmas Event	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
509	4402		£4,479	£4,267	£5,000	£7,000	£5,000
Cost of holding the Community Christmas Lights Switch on Event. Expenditure anticipated to be hire due to Children's Light Design competition.							

**INCOME**

Cost Centre	Account Code	Christmas Lights	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
509	1365		£5,660	£2,099	£2,000	£5,500	£3,500
Any income generated by the Friends of Sandy Christmas Lights							

**Democratic and Civic Costs**

Cost Centre	Account Code	Misc Establishment Costs	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
602	4020		£90	0	£172	£100	£100
To cover misc. expenses such as engraving the mayors chain. Overspend due to repair work on mayor chain.							

Cost Centre	Account Code	Annual Report & Newsletter	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
602	4033		£2,856	£2,618	£2,700	£3,000	£3,000
Annual Report is now done in house with no cost. Budget is for the Councils page in the Bulletin. We also receive 1 free advert for walks and talks.							

Cost Centre	Account Code	Equipment/Vehicle Maintenance	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
602	4042		0	0	£5	£250	£250
Code for any unexpected democratic or civic costs. E.g. mounting a Council picture for chamber. Suggest this is combined with mis. Establishment costs code.							

Cost Centre	Account Code	Mayor's Allowance	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
602	4200		£2,011	£1,956	£1,900	£1,900	£1,900
Annual allowance for the Mayor							

Cost Centre	Account Code	Members' Expenses (Conf etc)	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
602	4202		£104	£295	£300	£500	£500
To cover any expenses incurred by Members on Council business							

**APPENDIX XIII**

Cost Centre	Account Code	Election Costs	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
602	4210		0	£421	£0	£3,000	£3,000
To cover cost of holding an election in an election year. No election is anticipated, but contingency cost in case an election is required due to a Councillor vacancy. 2015/16 costs were due to an uncontested election.							

Cost Centre	Account Code	Grants/Donations Paid	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
602	4701		£1,400	£1,556	£3,000	£3,000	£3,000
For community grants award to groups/organisation within Sandy (Application based)							

**Possible New Codes**

Cost Centre	Account Code	Events Budget	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
XXX	XXXX		NA	NA	NA	NA	£2,000
To support both Council and community arrange events.							

Cost Centre	Account Code	Defibrillator	2014/15 Actual	2015/16 Actual	2016/17 Est	2016/17 Budget	2017/18 Officer Rec
XXX	XXXX		NA	£NA	£NA	£NA	£150
To cover annual checks of Council's defibrillators							



## *Policy Consultation*

PC15-16

15 September 2016

# Local Government Finance Settlement Technical Consultation – parishes and council tax referendums

### Summary

The Department for Communities and Local Government (DCLG) has published a technical consultation on the Local Government Finance Settlement including proposals regarding council tax referendum principles for local parish and town councils.

The link to the full consultation paper can be found at:

<https://www.gov.uk/government/consultations/local-government-finance-settlement-2017-to-2018-technical-consultation> .

The Government is proposing to subject principal councils to the same referendum principles as were set in 2016/17. This includes a core principle of 2% (or £5 – whichever is greater – in the case of lower-quartile police and crime commissioners and shire district councils), plus an adult social care precept worth an additional 2% for councils with adult social care responsibilities.

**However the consultation also says that the Government is minded to extend referendum principles – the 2% core principle or £5, whichever is greater – to the larger, higher spending local councils for the first time.**

The proposal is to cover only those parishes whose Band D precept is higher than that of the lowest charging district council in 2016/17 (Breckland - £75.46), and which had a total precept for 2016/17 of at least £500,000. It is proposed that there could be flexibility in the principles for local councils who have had responsibilities transferred to them from principal councils so that they are not unduly constrained. Based on these thresholds, the Government expects this principle will affect around 120 local councils (the full list is included at the end of this paper). Councils who may be caught by the proposed referendum principles may be ultimately required by the legislation to make their own determination of whether they are affected.

**The consultation also states the Government is aware that increases in precepts continue to concern local tax payers and is therefore prepared to consider extending referendums to ALL parishes.**

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National Association of Local Councils

Tel: 020 7637 1865 • Fax: 020 7436 7451 • e-mail: [nalc@nalc.gov.uk](mailto:nalc@nalc.gov.uk) • website: [www.nalc.gov.uk](http://www.nalc.gov.uk)



Referendum principles are voted on by the House of Commons at the end of the calendar year or the beginning of next year and, if approved, will apply to precepts set for 2017-18.

The consultation questions are set out below:

*Question 4: Do you agree that referendum principles should be extended to larger, higher-spending town and parish councils in 2017/18 as set out in paragraphs 3.3.3 to 3.3.4?*

*Question 5: Do you agree with the proposed approach to take account of the transfer of responsibilities to town and parish councils as outlined in paragraph 3.3.5?*

*Question 6: Do you agree with the suggestion that referendum principles may be extended to all local precepting authorities as set out in paragraph 3.3.6? If so what level of principle should be set?*

*Question 7: Do you have views on the practical implications of a possible extension of referendum principles to all local precepting authorities as set out in paragraph 3.3.7?*

### **Our initial response**

We will be responding to this consultation in the strongest possible terms, setting out our opposition to these proposals as well as calling for the removal of the Secretary of State's powers on council tax referendums in the Localism Act 2011.

We do not believe any local council (including higher spending councils) should be included within this regime, especially given the current financial climate and funding of public services coupled with local councils increasingly taking on more services from principal councils. [Our press release](#) published in advance of the consultation sets out in more detail our initial reaction to the proposals, points on which we will elaborate further in our final response to the Government.

The chairman of NALC Councillor Ken Browse has today written to the local government minister Marcus Jones MP seeking an urgent meeting with him to discuss the consultation proposals and related issues.



## Policy Consultation

PC15-16

15 September 2016

The DCLG consultation closes on 28 October 2016 but we would welcome feedback on the consultation questions to inform our own response – please send these to [Jessica.Lancod-frost@nalc.gov.uk](mailto:Jessica.Lancod-frost@nalc.gov.uk) by at the latest 17.00 on Tuesday 21 October 2016.

Recommended Circulation:	County Associations
	All Member Councils

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