

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, T Knagg, 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 13 February 2017 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
7 February 2017

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

A G E N D A

Reports

1 Apologies for absence

2 Declarations of interest

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

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

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

3 Public Participation Session

Members of the public may ask questions or make representations to the committee about items of business which are on the agenda.

Previously
circulated

Sandy Town Council

4 Minutes of previous meeting

To receive the minutes of the Policy, Finance and Resources Committee held on 9 January 2017 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 December 2016. Appendix I
- ii) To receive a budget overview report. Appendix II
- iii) To approve a schedule of payments made since previous meeting. Appendix III
- iv) The Chair to approve bank reconciliations and statements.

6 Action List

To receive Action Report and any update. Appendix IV

7 Earmarked Reserves

To receive a recommendation from the Town Clerk. Appendix V

8 Scale of Charges

To review and approve interment charges for the 2017/18 financial year. Appendix VI

9 Car Park Line Marking

- i) To receive a report from the Town Clerk on the relocation of the doctor's surgery and an associated request on alterations to the car park. Appendix VII
- ii) To receive and consider a request from a local business located within the Council's car park. Appendix VIII

10 Street Lighting

To receive a report from the Town Clerk on the cost implications of switching Town Council owned lights to LED. Appendix IX

11 War Memorial Refurbishment

To receive a report from the Town Clerk on grant funding and scheduling of refurbishment work. Appendix X

12 Memorial Bench Policy

To receive a report and draft policy by the Town Clerk for committee review and adoption. Appendix XI

Sandy Town Council

13 Complaints Policy

To review the Council's Complaints Policy.

Appendix XII

14 Freeman/woman of the Town Policy

To review the Town Council's Freeman/woman of the town policy.

Appendix
XIII

15 Chairman's Items

16 Date of Next Meeting: 27 March 2017

AGENDA ITEM 5

Sandy Town Council 2016-17

APPENDIX I

Time :- 15:36

Detailed Balance Sheet (Excluding Stock Movement)**Month No: 9 31st December 2016**

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
100	Debtors Control	1,226	
105	VAT Control	7,713	
200	Current Bank A/c	18,232	
201	Capital A/c	58	
205	Capital a/c Santander	216,456	
206	Barclays Active Saver	330,812	
208	Public Sector Deposit Fund	201,580	
210	Petty Cash	250	
	Total Current Assets		776,328
	<u>Current Liabilities</u>		
501	Creditors Control	3,664	
505	Deposits - Returnable	40	
	Total Current Liabilities		3,704
	Net Current Assets		772,623
	Total Assets less Current Liabilities		772,623
	<u>Represented By :-</u>		
300	Current Year Fund	176,796	
310	General Reserve	127,728	
315	Rolling Capital Fund	33,828	
320	Capital Receipts Reserve	57,712	
321	Earmarked Reserves	29,028	
322	EMR Fallowfied	347,532	
	Total Equity		772,623

15:31

Summary Income & Expenditure by Budget Heading 31st December 2017

Month No : 9

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	20,150	181,610	264,650	83,040		83,040	68.6 %
402 Administration-Office	Expenditure	3,335	51,551	80,950	29,399		29,399	63.7 %
	Income	-145	3,007	6,500	-3,493			46.3 %
403 Administration-Works	Expenditure	1,172	22,616	28,300	5,684		5,684	79.9 %
	Income	0	794	0	794			0.0 %
405 Footway Lighting	Expenditure	435	4,972	7,800	2,828		2,828	63.7 %
406 Cemetery & Churchyard	Expenditure	220	6,203	10,800	4,597		4,597	57.4 %
	Income	2,760	19,880	20,000	-120			99.4 %
3 Town Centre (Including Market)	Expenditure	0	18,868	34,958	16,090		16,090	54.0 %
	Income	500	638	2,253	-1,615			28.3 %
409 Public Toilets - Car Park	Expenditure	0	3,566	3,650	84		84	97.7 %
500 Play Areas and Open Spaces	Expenditure	543	3,112	-4,800	-7,912		-7,912	-64.8 %
	Income	0	1,195	1,530	-335			78.1 %
501 Sunderland Road Rec Ground	Expenditure	2,750	19,960	27,493	7,533		7,533	72.6 %
	Income	180	1,871	400	1,471			467.8 %
502 Nature Reserves	Expenditure	0	39	11,000	10,961		10,961	0.4 %
	Income	1,555	2,531	3,700	-1,169			68.4 %
505 Grass Cutting	Expenditure	0	0	10,000	10,000		10,000	0.0 %
506 Litter Bins, Seats & Shelters	Expenditure	0	150	500	350		350	30.0 %
Christmas Lights	Expenditure	5,039	16,569	18,000	1,431		1,431	92.0 %
	Income	1,247	2,330	5,500	-3,170			42.4 %
601 Precept and Interest	Income	1,102	520,318	521,647	-1,329			99.7 %
602 Democratic and Civic Costs	Expenditure	-169	6,553	11,750	5,197		5,197	55.8 %
700 Capital and Projects	Expenditure	0	41,764	316,107	274,343		274,343	13.2 %
	Income	0	1,764	267,005	-265,241			0.7 %
INCOME - EXPENDITURE TOTALS								
	Expenditure	33,475	377,533	821,158	443,625	0	443,625	46.0 %
	Income	7,199	554,329	828,535	-274,206			66.9 %
	Net Expenditure over Income	26,276	-176,796	-7,377	169,419			

Month No : 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
401 Staff							
4001 Gross Salaries - Admin	9,411	74,672	114,000	39,328		39,328	65.5 %
4002 Gross Salaries - Works	7,013	74,345	97,700	23,355		23,355	76.1 %
4003 Employers NIC	1,061	10,223	22,100	11,877		11,877	46.3 %
4004 Employers Superannuation	2,664	21,276	29,850	8,574		8,574	71.3 %
4010 Miscellaneous Staff Costs	0	1,094	1,000	-94		-94	109.4 %
Staff :- Expenditure	20,150	181,610	264,650	83,040	0	83,040	68.6 %
Net Expenditure over Income	20,150	181,610	264,650	83,040			
402 Administration-Office							
308 Training	0	645	2,500	1,855		1,855	25.8 %
4009 Travel & Subsistence	0	39	250	211		211	15.7 %
4011 General Rates	0	6,171	6,250	79		79	98.7 %
4012 Water Rates	0	183	400	217		217	45.8 %
4014 Electricity	0	2,008	2,500	492		492	80.3 %
4015 Gas	33	843	1,200	357		357	70.2 %
4016 Cleaning Materials etc	65	823	1,500	677		677	54.8 %
4020 Misc Establishment Costs	0	615	2,000	1,385		1,385	30.7 %
4021 Telephone & Fax	167	1,421	2,500	1,079		1,079	56.8 %
4022 Postage	0	913	1,700	787		787	53.7 %
4023 Printing & Stationery	-3	1,558	3,500	1,942		1,942	44.5 %
4024 Subscriptions	0	2,351	2,700	349		349	87.1 %
4025 Insurance (excl vehicles)	1,760	15,155	22,250	7,095		7,095	68.1 %
4026 Photocopy Costs	0	2,799	3,000	201		201	93.3 %
4027 IT Costs incl Support	273	2,485	6,000	3,515		3,515	41.4 %
4028 Service Agreements (Other)	0	6,729	5,500	-1,229		-1,229	122.4 %
335 Publications	0	30	100	70		70	30.3 %
4036 Property Maintenance/Security	0	2,052	3,000	948		948	68.4 %
4040 Equipment Purchases (Minor)	0	294	2,000	1,706		1,706	14.7 %
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	244	244	1,000	756		756	24.4 %
4057 Audit Fees - External	0	0	1,300	1,300		1,300	0.0 %
4058 Audit Fees - Internal	375	375	1,000	625		625	37.5 %
4059 Accountancy Fees	421	3,670	6,500	2,830		2,830	56.5 %
4070 Refreshments	0	84	200	116		116	42.0 %
Administration-Office :- Expenditure	3,335	51,551	80,950	29,399	0	29,399	63.7 %
1003 Tourism Income	-371	1,118	5,000	-3,882			22.4 %
1201 Rent Received Etc	227	1,749	1,500	249			116.6 %

Month No : 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1202 Photocopying Income	0	25	0	25			0.0 %
1205 Miscellaneous Income	0	19	0	19			0.0 %
1360 Ticket Sales Commission	0	97	0	97			0.0 %
Administration-Office :- Income	-145	3,007	6,500	-3,493			46.3 %
Net Expenditure over Income	3,479	48,544	74,450	25,906			
403 Administration-Works							
4005 Protective Clothing	87	769	1,000	231		231	76.9 %
4008 Training	0	170	500	330		330	34.0 %
4011 General Rates	0	2,009	2,050	41		41	98.0 %
*012 Water Rates	0	0	400	400		400	0.0 %
4014 Electricity	0	1,210	500	-710		-710	241.9 %
4016 Cleaning Materials etc	0	0	100	100		100	0.0 %
4017 Refuse Disposal	370	2,776	3,500	724		724	79.3 %
4036 Property Maintenance/Security	0	1,210	1,000	-210		-210	121.0 %
4038 Consumables/Small Tools	17	980	2,500	1,520		1,520	39.2 %
4039 Planting/Trees/Horticulture	0	5,211	5,000	-211		-211	104.2 %
4040 Equipment Purchases (Minor)	0	1,217	2,000	783		783	60.9 %
4042 Equipment/Vehicle Maintenance	291	3,013	5,500	2,487		2,487	54.8 %
4043 Equipment/Vehicle Fuel	178	1,931	2,000	69		69	96.5 %
4044 Vehicle Tax & Insurance	230	2,120	2,250	130		130	94.2 %
Administration-Works :- Expenditure	1,172	22,616	28,300	5,684	0	5,684	79.9 %
1212 Miscellaneous Works Income	0	794	0	794			0.0 %
Administration-Works :- Income	0	794	0	794			
Net Expenditure over Income	1,172	21,822	28,300	6,478			
405 Footway Lighting							
4014 Electricity	0	3,117	5,500	2,383		2,383	56.7 %
4042 Equipment/Vehicle Maintenance	435	1,855	2,300	445		445	80.7 %
Footway Lighting :- Expenditure	435	4,972	7,800	2,828	0	2,828	63.7 %
Net Expenditure over Income	435	4,972	7,800	2,828			
406 Cemetery & Churchyard							
4011 General Rates	0	2,226	2,250	24		24	99.0 %
4012 Water Rates	0	32	100	68		68	31.8 %
4036 Property Maintenance/Security	0	0	1,000	1,000		1,000	0.0 %
4037 Grounds Maintenance	0	0	900	900		900	0.0 %

Month No : 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4039 Planting/Trees/Horticulture	0	5	350	345		345	1.4 %
4101 Grave Digging Costs	220	3,940	6,200	2,260		2,260	63.5 %
Cemetery & Churchyard :- Expenditure	220	6,203	10,800	4,597	0	4,597	57.4 %
1226 Burials/Memorials Income	2,760	19,880	20,000	-120			99.4 %
Cemetery & Churchyard :- Income	2,760	19,880	20,000	-120			99.4 %
Net Expenditure over Income	-2,540	-13,677	-9,200	4,477			
408 Town Centre (Including Market)							
4011 General Rates	0	15,326	15,500	174		174	98.9 %
4036 Property Maintenance/Security	0	1,851	850	-1,001		-1,001	217.7 %
053 Loan Interest	0	159	313	154		154	50.8 %
4054 Loan Capital Repaid	0	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	0	18,868	34,958	16,090	0	16,090	54.0 %
1235 CCTV Monitoring	0	0	833	-833			0.0 %
1236 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 %
1309 Misc Contributions	500	500	0	500			0.0 %
Town Centre (Including Market) :- Income	500	638	2,253	-1,615			28.3 %
Net Expenditure over Income	-500	18,230	32,705	14,475			
409 Public Toilets - Car Park							
4011 General Rates	0	2,372	2,400	28		28	98.8 %
012 Water Rates	0	415	500	85		85	83.1 %
4014 Electricity	0	150	200	50		50	74.8 %
4036 Property Maintenance/Security	0	630	550	-80		-80	114.5 %
Public Toilets - Car Park :- Expenditure	0	3,566	3,650	84	0	84	97.7 %
Net Expenditure over Income	0	3,566	3,650	84			
500 Play Areas and Open Spaces							
4007 Health & Safety	0	399	400	1		1	99.8 %
4012 Water Rates	0	24	1,600	1,576		1,576	1.5 %
4014 Electricity	39	126	200	74		74	63.0 %
4036 Property Maintenance/Security	0	111	500	389		389	22.2 %
4037 Grounds Maintenance	504	1,173	2,500	1,327		1,327	46.9 %
4042 Equipment/Vehicle Maintenance	0	1,278	5,000	3,722		3,722	25.6 %

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4972 Transfer from EMR Fallowfield	0	0	-15,000	-15,000		-15,000	0.0 %
Play Areas and Open Spaces :- Expenditure	543	3,112	-4,800	-7,912	0	-7,912	-64.8 %
1201 Rent Received Etc	0	554	0	554			0.0 %
1241 Sandy FC Rent	0	100	600	-500			16.7 %
1242 Ice cream rent	0	0	330	-330			0.0 %
1251 Pitch Rental	0	541	600	-60			90.1 %
Play Areas and Open Spaces :- Income	0	1,195	1,530	-335			78.1 %
Net Expenditure over Income	543	1,917	-6,330	-8,247			
501 Sunderland Road Rec Ground							
J12 Water Rates	0	578	800	222		222	72.3 %
4014 Electricity	0	92	100	8		8	92.4 %
4036 Property Maintenance/Security	0	33	1,000	967		967	3.3 %
4046 Bowling Green - SBC	966	3,566	2,894	-672		-672	123.2 %
4047 Equipment Maintenance - SBC	351	567	2,352	1,785		1,785	24.1 %
4048 Cricket Square - SCC	0	2,011	2,328	317		317	86.4 %
4049 Equipment Maintenance - SCC	165	424	2,519	2,095		2,095	16.8 %
4060 Other Professional Fees	1,269	12,688	15,500	2,813		2,813	81.9 %
Sunderland Road Rec Ground :- Expenditure	2,750	19,960	27,493	7,533	0	7,533	72.6 %
1201 Rent Received Etc	180	180	0	180			0.0 %
1250 Grants Recieved - Bowls Club	0	465	0	465			0.0 %
1253 Bowls Club Rental	0	399	400	-1			99.8 %
1254 Grants Received - Cricket Club	0	560	0	560			0.0 %
1255 Cricket Club Rental	0	263	0	263			0.0 %
1256 Scouts ,ACF and SSLA	0	5	0	5			0.0 %
Sunderland Road Rec Ground :- Income	180	1,871	400	1,471			467.8 %
Net Expenditure over Income	2,570	18,089	27,093	9,004			
502 Nature Reserves							
4037 Grounds Maintenance	0	39	1,500	1,461		1,461	2.6 %
4060 Other Professional Fees	0	0	9,500	9,500		9,500	0.0 %
Nature Reserves :- Expenditure	0	39	11,000	10,961	0	10,961	0.4 %
1306 Countryside Stewardship Grant	1,555	2,034	3,200	-1,166			63.6 %
1307 Angling Licence Rent	0	496	500	-4			99.3 %
Nature Reserves :- Income	1,555	2,531	3,700	-1,169			68.4 %
Net Expenditure over Income	-1,555	-2,492	7,300	9,792			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
505 <u>Grass Cutting</u>							
4102 Grass Cutting	0	0	10,000	10,000		10,000	0.0 %
Grass Cutting :- Expenditure	<u>0</u>	<u>0</u>	<u>10,000</u>	<u>10,000</u>	<u>0</u>	<u>10,000</u>	<u>0.0 %</u>
Net Expenditure over Income	<u>0</u>	<u>0</u>	<u>10,000</u>	<u>10,000</u>			
506 <u>Litter Bins, Seats & Shelters</u>							
4042 Equipment/Vehicle Maintenance	0	150	500	350		350	30.0 %
Litter Bins, Seats & Shelters :- Expenditure	<u>0</u>	<u>150</u>	<u>500</u>	<u>350</u>	<u>0</u>	<u>350</u>	<u>30.0 %</u>
Net Expenditure over Income	<u>0</u>	<u>150</u>	<u>500</u>	<u>350</u>			
509 <u>Christmas Lights</u>							
4401 Christmas Illuminations	580	8,601	11,000	2,399		2,399	78.2 %
4402 Community Christmas Event	4,459	7,968	7,000	-968		-968	113.8 %
Christmas Lights :- Expenditure	<u>5,039</u>	<u>16,569</u>	<u>18,000</u>	<u>1,431</u>	<u>0</u>	<u>1,431</u>	<u>92.0 %</u>
1365 Christmas Lights	1,247	2,330	5,500	-3,170			42.4 %
Christmas Lights :- Income	<u>1,247</u>	<u>2,330</u>	<u>5,500</u>	<u>-3,170</u>			<u>42.4 %</u>
Net Expenditure over Income	<u>3,792</u>	<u>14,238</u>	<u>12,500</u>	<u>-1,738</u>			
601 <u>Precept and Interest</u>							
1101 Precept	0	517,647	517,647	0			100.0 %
1201 Rent Received Etc	0	60	0	60			0.0 %
1228 Interest on Investment	47	603	1,000	-397			60.3 %
1320 Interest Received - All account	1,055	2,008	3,000	-992			66.9 %
Precept and Interest :- Income	<u>1,102</u>	<u>520,318</u>	<u>521,647</u>	<u>-1,329</u>			<u>99.7 %</u>
Net Expenditure over Income	<u>-1,102</u>	<u>-520,318</u>	<u>-521,647</u>	<u>-1,329</u>			
602 <u>Democratic and Civic Costs</u>							
4020 Misc Establishment Costs	0	215	100	-115		-115	215.4 %
4033 Annual Report & Newsletter	0	2,142	3,000	858		858	71.4 %
4042 Equipment/Vehicle Maintenance	0	5	250	245		245	2.0 %
4200 Mayor's Allowance	-169	1,337	1,900	563		563	70.4 %
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	0	2,809	3,000	191		191	93.6 %
Democratic and Civic Costs :- Expenditure	<u>-169</u>	<u>6,553</u>	<u>11,750</u>	<u>5,197</u>	<u>0</u>	<u>5,197</u>	<u>55.8 %</u>
Net Expenditure over Income	<u>-169</u>	<u>6,553</u>	<u>11,750</u>	<u>5,197</u>			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
700 Capital and Projects							
4153 Loan Interest - INTERNAL	0	0	7,903	7,903		7,903	0.0 %
4154 Loan Capital - INTERNAL	0	0	9,102	9,102		9,102	0.0 %
4802 CAP - Cemetery Extension	0	0	295,000	295,000		295,000	0.0 %
4810 CAP - Goal Posts	0	1,764	0	-1,764		-1,764	0.0 %
4811 CAP - Village Hall Roof	0	8,656	0	-8,656		-8,656	0.0 %
4812 CAP - Bowls Equipment	0	387	0	-387		-387	0.0 %
4813 CAP - Cricket Equipment	0	466	0	-466		-466	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	-11,273	0	11,273		11,273	0.0 %
170 Transfer from C R R	0	0	-45,000	-45,000		-45,000	0.0 %
Capital and Projects :- Expenditure	0	41,764	316,107	274,343	0	274,343	13.2 %
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	0	1,764	267,005	-265,241			0.7 %
Net Expenditure over Income	0	40,000	49,102	9,102			

Sandy Town Council
Report to 30th November 2016

General Notes

Attached are the summary income & expenditure report for month 9 to 31st December 2016. This report shows a current year surplus of income over expenditure of £176,796 which includes the second half of the precept (£258,823) which was received on 8 September 2015.

The balance sheet shows that total funds available to the council are £772,623

This is made up of the following -

Current Year Surplus	£176,796
General Reserve Brought Forward	£127,728
Rolling Capital Fund	£33,828
Capital Receipts Reserve	£57,712
Fallowfield Reserve	£347,532
Other Earmarked Reserves	£29,028
Total	<u>£772,623</u>

The percentage of budget if analysed evenly over the year to date is 75% but members are reminded that income & expenditure rarely follows this pattern over the year.

Analysis by Cost Centre

401 Staff

Expenditure is 68.6% of the annual budget.

No concerns

402 Administration

79.9

Photocopy Costs and Service level Agreements are both overspent to date. New copier agreement due to be quoted for in April 2017. Expected savings. Service level agreement budget increased for 2017/18.

No further concerns.

403 Works

Expenditure is 79.9% of the annual budget.

There is a high spend on Property Maintenance due to annual contracts. Church clock required unexpected repair work as well as annual service work.

There is a large overspend on Electricity and small overspends on Refuse Disposal and Vehicle Fuel. Readings submitted for electricity review and refund.

No further concerns.

405 Footway Lighting

Expenditure is 63.7% of the annual budget. Upcoming work expected to incur overspend in budget.

No further concerns.

406 Cemetery & Churchyard

Expenditure is 57.4% of the annual budget.

Income expected to exceed budgeted £20,000.
No concerns.

408 Town Centre (Incl. Market)

Expenditure is 54.0% of the annual budget

Property Maintenance is overspent due to repairs to the car park barrier.
Further repair work to the barrier is required due to car accident. Insurance claim is being processed to cover repair works.

No further concerns.

409 Public Toilets - Car Park

Expenditure is 97.7% of the annual budget.

Further repairs to the car park barrier have pushed this cost centre over budget.

No further concerns.

500 Play Areas and Open Spaces

Expenditure is 64.8% 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 necessary.

No concerns.

501 Sunderland Road Rec.

Expenditure is 72.6% of the annual budget.

Electricity budget is spent already.

Bowling Club budget appears to be overspent but they have received S106 grants from Central Beds. Reimbursement has been issued to STC from CBC. following month.
An error in an invoice resulted in a large overpayment, which has been returned to the Council in the following month (January - month 10)

No further concerns.

502 Nature Reserves

Expenditure is 0.4% of the annual budget. Awaiting invoice from Wildlife trust for fencing work.
Will bring expenditure to 100%

Wildlife Trust have confirmed both invoices will be issued in February.

505 Grass Cutting

No spend to date.

Invoice from CBC due in March 2017.

506 Litter Bins, Seats & Shelters

£150 spent of £500 budget, no concerns

Sandy Town Council
Report to 30th November 2016

Analysis by Cost Centre [Continued]

509 Christmas Lights

Expenditure is 92% of the annual budget. More expenditure is to hit budget line in January accounts.

No concerns

601 Precept and Interest

All of the precept has now been received and interest is being earned behind budget at 33.1%

602 Democratic & Civic Costs

Expenditure is 55.8% of the annual budget.

There is £191 remaining in the grants/donations budget.

No concerns.

At : 15:32

Current Bank A/c

List of Payments made between 01/12/2016 and 31/12/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/2016	Aviva	Std Ord	1,760.47		Annual Insurance Premium
05/12/2016	UK Fuels Limited DDR	DDR	135.86		1673/Fuel Cards
07/12/2016	Marshall's Castles	111234	300.00		1737/Hire of Santas Grotto
07/12/2016	Post Office Ltd	111235	230.00		1738/FD07 HGU tax for 2017
09/12/2016	Central Bedfordshire Council R	DDR2	116.00		1268/Market Rates Apr16-Mar17
12/12/2016	Gazprom Energy	DDR3	131.53		1697/Gas 01.09.16-31.10.16
12/12/2016	UK Fuels Limited DDR	DDR4	63.72		1674/Fuel Cards
13/12/2016	Petty Cash Imprest	111236	182.46		Petty Cash Imprest
16/12/2016	Southern Electric DDR	DDR5	536.35		Purchase Ledger Payment
16/12/2016	Bedford Borough Council	DDR6	18,663.55		1707Salary Payments
21/12/2016	1st Choice Staff Recruitment L	30819	1,430.16		1695/R. Hooper w/e 26.11.16
21/12/2016	1st Response Fire Protection	30820	76.85		1696/Flood Light Fitting
21/12/2016	Sandy Town Bowling Club	30821	24.61		1730/Petrol for Machines
21/12/2016	Central Bedfordshire Council	30822	1,522.50		1708/Pav management to 31.12
21/12/2016	Colin Ross Workwear & Safety	30823	673.87		1692/Protective Clothing
21/12/2016	DCK Beavers Ltd	30824	500.94		1693/Contract Accounting
21/12/2016	D S Services Biggleswade Ltd	30825	15.00		1713/Xmas Stall Refund
21/12/2016	Dunstable Town Council	30826	47.00		1712/Dunstable TC Dinner
21/12/2016	Fire Safety Services (UK) Ltd	30827	162.36		1694/Alarm Maintenance
21/12/2016	Froods Autoservices	30828	338.92		1717/FD07HGU MOT and Repairs
21/12/2016	Haines Watts Ltd	30829	450.00		1726/Internal Audit Fee
21/12/2016	Hertfordshire County Council	30830	140.52		1698/Janitorial Supplies
21/12/2016	Martin Howlett Trading Company	30831	24.00		1721/Centre Feed White Rolls
21/12/2016	Arthur Ibbett Ltd	30832	1,214.00		1691/Stihl Hedgecutter
21/12/2016	Lamps & Tubes Illuminations Lt	30833	4,365.00		17347/Xmas lights 2016-17
21/12/2016	Tim Miles	30834	880.00		1699/Grave Digging Nov
21/12/2016	FD Odell & Sons Ltd	30835	36.00		1700/Skip Hire
21/12/2016	Colin Osborne	30836	133.83		1722/C. Osborne Travel
21/12/2016	Rosetta Publishing	30837	571.20		1702/The Bulletin Sep
21/12/2016	1st Sandy Scout Group	30838	81.00		1716/Scouts Food & Drink
21/12/2016	Sandy Football Club	30839	40.72		1728/Elec 09.09.16-13.12.16
21/12/2016	Agrovista UK Ltd	30840	1,159.18		1718/Seavolution Conditioner
21/12/2016	Shire Pest Control & Wildlife	30841	504.00		1732/Fumigation for Moles
21/12/2016	Smith of Derby Ltd	30842	262.80		1703/Church Clock Service
21/12/2016	Speedy Asset Services LTD	30843	386.50		1723/Pedestrian Barrier Hire
21/12/2016	K A Nichols	30844	495.00		1724/Sisis Autorake Service
21/12/2016	St. John Ambulance	30845	195.30		1731/Switch On First Aid
21/12/2016	Talk of the Town Community Tra	30846	6.00		1729/Minibus Hire
21/12/2016	Travis Perkins Trading Co Ltd	30847	212.88		1704/Heavy Duty Dustbin
21/12/2016	Verto (UK) Ltd	30848	900.00		1705/Maintenance Dec16-Jun17
21/12/2016	VFM Products Ltd	30849	79.02		1706/Grassline 10L Ultra
28/12/2016	UK Fuels Limited DDR	DDR7	131.48		1711/Fuel Cards
28/12/2016	Gazprom Energy	DDR8	34.88		1733/Gas 31.10.16-16.11.16
30/12/2016	Chess Ltd	DDR10	200.20		1719/Phone Bills to 30.11.16
30/12/2016	Chess Ltd	DDR11	300.00		Purchase Ledger Payment
30/12/2016	Chess Ltd	DDR9	27.00		Purchase Ledger Payment
	Total Payments		39,742.66		

Continued on Page 2

SANDY TOWN COUNCIL**COMMITTEE: POLICY FINANCE AND RESOURCES****DATE: 13 FEBRUARY 2017****REPORT BY: TOWN CLERK****SUBJECT: Earmarked Reserves****Summary**

The Town Council has earmarked reserves of £29,028 which have not been committed to individual projects or expenditure.

Over the last two years unspent funds under the 'Election costs' budget have been rolled into earmarked reserves at the end of each financial year. The purpose of this is to build up a sufficient fund of earmarked money over a Council term to fund an election in an election year.

At the end of the 2016/17 financial year a further £3,000 will be rolled into the Earmarked Reserves due to no election costs being incurred in this financial year. This will increase the level of Earmarked Reserves to £32,028.

Recommendation

- 1) That the Council commit £6,000 of the Earmarked Reserves to 'Election Costs'.
- 2) That the underspend in the current year's election cost budget be rolled into the Earmarked Election Costs at the end of the financial year.

Information

Underspend in the election budget line has been rolled into earmarked reserves for use in future years against the cost of holding an election, however it has not been specifically identified for that use within the earmarked reserves.

Financial implications

A 2013 by-election for the Pinnacle ward cost £2,418. The Town Council has four election wards and should look to allow £3,000 per ward for an election.

The recommendation would reduce the level of available earmarked funds for the Council to allocate to other expenditure or projects by £6,000. At the beginning of the 2017/18 financial year there would be earmarked funds of £9,000 to support election costs.

Proposed Earmarked Reserves at 1 st April 2017;	
Earmarked Reserves:	£23,028
Earmarked Reserves for election costs:	£9,000

SANDY TOWN COUNCIL

COMMITTEE: POLICY FINANCE AND RESOURCES

DATE: 13 FEBRUARY 2017

REPORT BY: TOWN CLERK

SUBJECT: SCALE OF CHARGES – INTERMENT FEES

Summary

At a meeting of the Town Council on 16 January 2017 Members agreed the Town Councils Scale of Charges for the 2017/18 financial year. Members were not able to agree the level of interment fees at the meeting and it was agreed that these would come back to the Policy, Finance and Resources Committee for further review.

The purpose of this report is to provide the Committee with information on interment fees so the Committee can agree the scale of charges for the next financial year.

Information

Sandy Town Council cemetery fees as agreed at a meeting of the Town Council on 16 January 2017;

Burials and Memorials		
Exclusive rights to Burial of cremated remains	2016/17 £	2017/18 £
Cremated remains in earthen grave 2 ft x 2 ft	100.00 (all sections)	Remain at 2016/17 Level
Cremated remains in earthen grave 4 ft x 2 ft	200.00 (all sections)	
Tablets are the only memorials permitted		
Treble fees for non-parishioners		
Interment Fees	2016/17 £	2017/18 £
Interment of a body of a non-viable foetus or a child whose age at the time of death did not exceed 12 months	30.00	Remain at 2016/17 Level
Interment of a body of a child whose age at the time of death exceeded 12 months but did not exceed 12 years	60.00	
Interment of a body of a person whose age at the time of death exceeded 12 years	425.00	Undecided
Cremated remains	125.00	Undecided
Scattering of cremated remains	25.00	25.00
<i>Fees above include the digging of the grave and apply only where the interment is made between the hours of 10 am and 4 pm Monday to Friday or on the certificate of a coroner or registered medical practitioner that immediate interment is necessary. In any other case an additional fee is payable available on application at the time of the interment</i>		

Extra charge per ft for excavations deeper than 7 ft	75.00	75.00
Treble fees for non-parishioners		
Burials and Memorials		
Memorial Fees	2016/17 £	2017/18 £
Any headstone, vase or tablet permitted under the regulations	140.00	145.00
Subsequent inscriptions	50.00	50.00
Treble fees for non-parishioners		
Maintenance Fees		
Maintenance of graves (per single grave not planted per annum)	55.00	Remain at 2016/17 Level
Maintenance of graves (per single grave planted x 2 per annum)	120.00	
New requests for maintenance of planted grave	150.00	
Maintenance in perpetuity	2,325.00	2,353.00

Financial Information

A financial overview of cemetery related expenditure and income for the last financial year can be found below. Costs of outdoor and admin staff working on the cemetery and cemetery related matters are purely estimates.

2015/16 Financial Year	
Expenditure	(£)
General Rates	2,208
Water Rates	83
Maintenance	66
Trees/Planting	180
Grave digging Costs	3,770
Outdoor Staffing (Estimated)	5,000
Admin Staff	2,500
Total	13,807
Income	(£)
Burials/Memorial	18,535

A financial overview of cemetery related estimated expenditure and income for the current financial year can be found below. Costs of outdoor and admin staff working on the cemetery and cemetery related matters are purely estimates.

2016/17 Financial Year Est.	
Expenditure	(£)
General Rates	2,226
Water Rates	32
Maintenance	685
Trees/Planting	1,145
Grave digging Costs	4,728
Outdoor Staffing (Estimated)	5,000
Admin (Estimated)	2,500
Total	16,316
Income	(£)
Burials/Memorial	19,880

- A review of 8 Council's interment fees gives an average fee of £395 for the interment of a body of a person whose age at the time of death exceeded 12 years.

Consideration

Members are asked to consider the appropriate fee for;

1) *Interment of a body of a person whose age at the time of death exceeded 12 years*

2) *Cremated remains*

- An RPI increase of 1.2% was applied and agreed to other charges in the Scale of Charges.
- An RPI increase on £425 would result in a 2017/18 fee of £430.10
- An RPI increase on £125 would result in a 2017/18 fee of £126.50

Recommendation

It is recommended that both fees increase by RPI for the next financial year.

SANDY TOWN COUNCIL

COMMITTEE: Full Council
DATE: 13 February 2017
OFFICER: Town Clerk
SUBJECT: Car Park Line Marking – Surgery Relocation

Summary

The Town Council was previously approached by Kings Road surgery and asked to consider a request to change line marking in the Town Council car park to help support the proposed relocation of Kings Road Surgery to Shannon Court.

Due to the time required for NHS to agree certain aspects of the move the surgery has been unable to continue to progress discussions on the matter.

The surgery has now approached the Clerk to restart discussions with a view to getting any agreed changes completed by late June 2017.

Consideration

Members have previously agreed in principle to carryout changes to the car park to support the relocation of the surgery.

Members are now asked to consider the surgery's updated request and approve or decline the requested changes.

Background

- At a meeting of the Development Scrutiny committee on 26 October 2015 it was resolved to make no objection and to welcome the application to relocate the Kings Road surgery to Shannon Court.
- Kings Road surgery approached the Council to request that some changes to the car park be made to help support the relocation of the surgery to Shannon Court. The surgery stated they did not want to disrupt arrangements for others coming to the centre of Sandy, but hoped it would be possible to revise the car park layout a little to help the disabled and provide a facility for emergency vehicles.
- Members noted that there were on-going discussions with the applicant regarding parking and agreed that a summary should be put before Town Council for ratification.
- The surgery stated that the most important thing was to have the Town Council's support for the scheme - which they believe will bring significant

benefits to the town. They do however hope it will be possible to find ways to make it easy for people to access the facility and minimise disruption for others.

- On 9 November 2015 Members reviewed a summary of the requested changes the Doctors surgery would like considered to support the relocation to Shannon Court.
- It was resolved that the Council agree to the proposed changes in principle and that the Clerk work with Dr Graffy to formalise and progress the matter.

Requested Changes

The Town Clerk met with the surgery’s Practice Manager on 7 February 2017 to review the requested changes and view the car park.

Following a discussion with the Practice Manager the requested changes can be summarised as follows;

- 1) Creation of an emergency vehicle space
One space reserved for ambulances close to the surgery entrance

There is a disabled bay adjacent to Shannon court which could be adapted for emergency vehicle use without needing to adjust the measurements of the space. See picture below.



- 2) Disabled
Increase the number of disabled bays to a total of five

There are currently three disabled bays; however one would be lost when converted to an emergency vehicle space. The surgery would like to see the number of disabled bays increased to total 5. This is a reduction from the previous request of 6.

The proposed bays would be for general use, not just patient use.



A disabled bay is approximately 1.5 times the width of a standard parking bay. The line of 6 standard parking bays in the picture below could be converted to include 3 disabled bays. This location would allow easy access for

wheelchair and mobility scooter users to Shannon Court and the High Street.

3) **Reserved Doctor's spaces**

Two to Four parking bays close to the entrance to the surgery to be reserved

The surgery are not seeking staff parking but would like two to four parking bays specifically for doctors. The purpose of these spaces are for doctors to have quick access to their vehicles should they be called out to see patients.

4) **Cross-hatching at the entrance to Shannon Court**

Cross-hatch the area in front of the entrance for pedestrian safety

The area behind the emergency bay and in front of the entrance to Shannon Court could be misused by people dropping patients off or collecting prescriptions. Cross hatching is proposed to prevent cars stopping in the area.



Proposed Cross hatching

Implications for Parking Spaces

As members are aware the car park is extremely busy and is full most days. A large proportion of people using the car park work in Sandy and park for more than six hours.

Should the changes above be approved the number of public parking spaces will be reduced.

Current number of public parking Spaces: 147 (inc. 3 disabled bays)

Proposed number of public parking spaces with 2 doctors spaces:
141 (inc 5 disabled bays)

Proposed number of public parking spaces with 4 doctors spaces:
139 (inc 5 disabled bays)

Financial Implications

The current line markings would need to be burnt off and new markings painted out, including 'Reserved' markings for the doctor's spaces.

A quote previously supplied estimated the proposed work will cost £1,050.

The NHS funding for the relocation will not support any work to the car park, it is for the building and its adaption only.

Additional Considerations

There is no proposal to change the operation times of the car park barrier.

The surgery employees approximately 20 members of staff. The surgery runs early morning surgeries which commence at 7am, members of staff working early morning surgeries will need to use barrier pass cards to enter the car park on early surgery days. Parking passes obtained by the surgery could be passed around employees dependant on who is working that day.

A pass will need to be kept available to allow emergency access for an ambulance.

SANDY TOWN COUNCIL

COMMITTEE: Full Council
DATE: 13 February 2017
OFFICER: Town Clerk
SUBJECT: Car Park Line Marking – Request for alterations

Summary

The Town Council has received a request from Ivel Funeral Services in relation to line marking and reserved parking bays.

Ivel Funeral Services are located within the promenade of businesses within the council car park.

Members are asked to consider the request from Ivel Funeral Services.

Correspondence

The following request was received from Ivel Funeral Services;

“Now that the Council are giving consideration to reserved parking for service providers situated on the councils town centre car park we ask that the council give consideration to the following:-

- 1) *That two parking places be reserved for “Ivel Funeral Service” we would suggest 3 Belfry Court and the other adjacent to our “Shed” and side entrance.*
- 2) *That a car-sized cross hatching with the wording “Keep Clear” be placed outside our side entrance. This is to allow us access at all times for loading/unloading as quite often a large van or a poorly parked vehicle in this area despite the singage on our door, which restricts our access. Please note there would be no loss of parking spaces. Any cost involved in carrying out any marking we would meet in full as we do not believe the council/people of Sandy should pay for this.”*

Information

- The Town Council has a sign reserving one space in the car park for use by the Councils work van. This space is used by Members of the public when the car park is busy.
- There are no other reserved spaces in the Town Councils car park.

- Allocating spaces to any business or individual will reduce the number of spaces available for use by the public.
- The promenade has three businesses, granting reserved parking to one business may result in further requests and a greater reduction in the number of available public spaces, unless there are specified special reasons for granting the request.
- If the request is approved any line marking required could be carried by the Council's contractor at the same time other work was carried out. An invoice for the proportion of costs relating to the above requested work could be invoiced to the applicant.

SANDY TOWN COUNCIL

COMMITTEE: POLICY FINANCE AND RESOURCES

DATE: 13 FEBRUARY 2017

REPORT BY: TOWN CLERK

SUBJECT: CONVERSION TO LED STREET LIGHTS

Summary

The following report is for Members information and follows on from discussion on the possibility of converting the Town Council's SOX street lights to new low energy LED lanterns. The report advises Members on the works and costs of converting lanterns.

Recommendation

- 1) That the street light Contractor installs an LED lantern on the next column to require work as a working example for the Council.
- 2) That the committee consider recommending a programme be drawn up for the of conversion of a set number of street lights to LED each year. That the programme starts in the 2018/19 financial year.
- 3) That the programme is accompanied by 'light by light' conversions as the current SOX lanterns fail and require replacing.

Information

- Sandy Town Council has a total stock of 218 street lights.
- There are 3 different types of column in the Council's stock;

Column Type	Locations	Amount
Concrete Columns	Western Avenue and All Saints Way	28
Cast Iron Swan Neck Columns	Various locations around town	20
Newer Octagonal or Tubular Aluminium or Steel Columns	Various locations around town	170

- The cheapest of the columns to work on and convert to LED are the newer steel and aluminium columns. New LED lanterns will fit directly onto the existing columns with minimal work and new isolation equipment can be installed into the column door compartments.
- The cast iron columns will require earth bonding upgrading and an additional reducing bracket fitted to the Swan Neck to accommodate the new lantern.

- The concrete columns will require an additional over sleeve fitted to the top of the Column and the existing concrete arms at the top of the column will need removing.
- Any conversions work will include electrically testing each column and providing the Council with the relevant test sheets.

Financial Implications

The cost of converting streetlights to LED is listed below for each column type;

Steel Columns

Disconnection and removal of the existing lanterns and associated wiring control gear from the Octagonal/tubular columns and the supply, wiring and fitting the new 16 LED lanterns complete with new internal wiring/isolation equipment and NEMA Photo Electric Cell for the lantern operation, will cost **£468.00 + VAT** per column.

Cast Iron Columns

To convert the cast iron columns to LED will require similar works to the steel and carrying out additional earth bonding and the fitting of a reducing bracket to the Swan Neck part of the columns. The cost will be **£573.00 + VAT** per column.

Concrete Columns

Converting concrete columns to LED will require the same work as the Steel and Cast Iron Columns with the addition of including new over sleeves. The cost will be **£697.00 + VAT**

- LED lanterns will consume 350mA of electricity. The current SOX lanterns use approximately 5 times that amount.
- The Cost of LED lanterns would be reduced if the Council were to carry out a bulk order of work. The current lights maintenance contractor deals with other Councils also looking switching to LED and savings could be made if these councils also started converting their streetlights.
- The current cost of a like for like replacement of an SOX lantern and the associated wiring work is approx. £375.

Options

Options for consideration;

- 1) To continue to maintain and replace the current SOX lanterns and re-visit a changeover to LED lighting at a later date.
- 2) Convert all Town Council owned streetlights to LED lanterns at once. Due to the extremely high cost of carrying out a complete changeover of all 218 lights this is not considered a workable option.

- 3) Draw up and agree a programme for the conversion of a set number of street lights to LED per year with an agreed cost factored into each year's budget.
- 4) Convert the current SOX lanterns to LED lanterns on a 'light by light' basis as they existing SOX lanterns need replacing.

SANDY TOWN COUNCIL**COMMITTEE: Policy, Finance and resources Committee****DATE: 13 February 2017****AUTHOR: Town Clerk****SUBJECT: War Memorial Work****Summary**

The Committee has been awaiting the outcome of an application to the War Memorial Trust to support the costs of refurbishing the Sandy War Memorial.

The War Memorial Trust have now confirmed Sandy Town Council will receive grant funding for 75% of the work.

Recommendation

- 1) That the Committee approve the work to the War Memorial is carried out in line with the attached quote.
- 2) That the Council agree that the work will be carried out in May/June 2017.
- 3) That the costs of the work be funded from the Rolling Capital Fund as previously agreed.

Information

The War Memorial Trust (WMT) has approved a grant to support works to the War Memorial. As part of the grant funding the WMT has approved a quote from a contractor which the Town Council can use to carry out the work. Three quotes were submitted to the WMT as part of the Council's grant application.

The earliest the contractor can carry out the work is May 2017. The contractor has advised that the Council should wait until the weather is better before the work is carried out.

The contractor has stated that work to War Memorials is usually carried out in August/September, so it is at its best for the Remembrance services.

The work to be carried out to the Memorial is;

- Clean the whole of the memorial including the steps
- Reblack lettering and cross
- The top side panel, the defective stone has a natural shake in it, over time water has got into the crack and frost has expanded to further the damage. Replacement of panel with matching Portland stone.
- Some of the joints are exceptionally wide, close up joints with Portland stone then repoint.
- Repoint steps

Financial Implications for the Council

The quote for the work to the War Memorial is attached to this document.

The total costs of the work will be £2,600. The War Memorial Trust will provide 75% funding, resulting in a cost of £650 to the Town Council for the remaining 25%.

There is no specific budget for the work and it was previously agreed that the costs for the work would come from the Council's Rolling Capital Fund.

SANDY TOWN COUNCIL

NON CONFIDENTIAL

COMMITTEE: POLICY FINANCE AND RESOURCES

DATE: 13 FEBRUARY 2017

REPORT BY: TOWN CLERK

SUBJECT: MEMORIAL POLICY

Summary

Sandy Town Council has recently dealt with a request to place a memorial bench in Sandy Cemetery and matters around the continued maintenance of memorial benches. The Council does not currently hold a formalised position and policy on memorial benches.

This report requests approval for the attached Memorial Policy, Memorial Application Form and Memorial applications internal checklist.

Recommendation

It is recommended that the attached Memorial Policy, Memorial Application Form and Memorial applications are adopted and made public.

Background

Historically Sandy Town Council has granted permission for families to install memorial benches in the Sandy cemetery. There has been no formal policy or written agreements in place to accompany these memorial benches. Some benches are maintained by the family members at their request, while other benches are maintained by Sandy Town Council as part of its general maintenance schedule.

Memorials can take the form of seats (with arms) or benches (without arms).

There are currently 12 benches in Sandy Cemetery, 8 of these are memorial benches. There is currently only room for one more bench.

All applications are currently considered and processed by the administration team on a case-by-case basis.

Financial implications

There are no financial implications associated with the Memorial Policy and Memorial Application Form documents. All memorials are paid for by the memorial applicant.

DRAFT MEMORIAL POLICY

February 2017

INTRODUCTION

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

LOCATIONS

- 2.1 This policy covers the Sandy Cemetery which is land owner/managed by Sandy Town Council.
- 2.2 Memorial benches will be allowed at the cemetery while there continues to be space for them and the Town Council will try to accommodate the preferences of families as to the location.
- 2.3 Requests for memorial benches on other areas within the town will require the permissions of the relevant landowner and will involve the Town Council in either permissions or any maintenance.

POLICY – Terms & Conditions

- 3.1 All applications for memorial benches should be completed on the official request form and be signed by the applicant.
- 3.2 All memorial benches and installation arrangements and costs should be paid for by the applicant. A maintenance fee of £100 per 10 year period is due to the Town Council prior to installation.
- 3.3 It is expected that any memorial seat will have a serviceable life of 10 years. After a period of 10 years the Town Council will contact the donors of the seat to ascertain the future of the bench.
 - a) Removal and the return of any plaque to the donor or their family
 - b) Renewal of the seat with a new seat
 - c) Retain the positioning of the seat whilst it remains in a serviceable condition and the maintenance fees are paid.

- 3.4 The Town Council will limit the number of memorial benches in particular areas.
- 3.5 The Town Council will notify the applicant in the event that the memorial bench is damaged. The applicant should ensure that the Town Council is in possession of current contact details.
- 3.6 The Town Council reserves the right to remove any memorial benches that have been damaged and are in the view of the Town Clerk or another member of staff beyond economical repair or have not been repaired within 4 weeks of the notification referred to in (3.4) above.
- 3.7 The Town Council accepts no liability for damage to any memorial bench from vandals, third parties or whilst the Town Council carries out routine maintenance.
- 3.8 In the unlikely event the seat is stolen, the Town Council shall not be responsible for providing a replacement.
- 3.9 The Council cannot guarantee the long-term safety or security of the bench and is not responsible for the replacement of benches resulting from damage or deterioration with age.
- 3.10 Benches will be in keeping with the intended location.
- 3.11 Memorial plaques fitted to benches to be a maximum size of 175mm wide x 75mm high or shall fit in the centre of the upper most lath of the back of the bench, or whichever is the greater.
- 3.12 The Town Council in line with the current maintenance regime for benches will maintain the plaque. The Town Council accepts no replacement liability for the plaque or the bench at the end of its useful life and will dispose of any such bench. Any replacements of benches or plaques will be the responsibility of the original applicant.
- 3.13 Any maintenance carried out by a third party will be in agreement with the Town Council.
- 3.14 No additional mementoes e.g. vases, statues, flowers, wreaths, balloons or other ornamentation etc., shall be permitted on or around the bench.

PERMITTED MEMORIAL TYPES

Seats and benches

- 4.1 Memorials may be in the form of a seat (with arms and back rest, with or without a plaque) or a bench (without arms or back rest).

MAINTENANCE AND REPAIR

Seats and benches

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

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

Application process

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

Please note that it is the responsibility of the owner to inform Sandy Town Council of any change in contact details once a memorial has been approved and put in place.

SANDY TOWN COUNCIL

APPLICATION REQUEST FOR A MEMORIAL BENCH

Full Name: _____

Address: _____

Postcode: _____

Telephone: _____

E-mail: _____

Please notify us of any change of name or address so we can contact you if we need to.

Name of person for dedication: _____

Style of bench:

Preferred location of bench: _____

Signed: _____

Date: _____

Please return to
Sandy Town Council, 10 Cambridge Road, Sandy, Bedfordshire SG19 1JE

TOWN COUNCIL USE ONLY	
Date of Installation	
Location	
Dedicated to	

SANDY TOWN COUNCIL

Complaints Policy

- 1 Definition of a complaint:
 "A complaint is an expression of dissatisfaction by one or more members of the public about the Council's action or lack of action or about the standard of a service, whether the action was taken or the service provided by the Council itself or a person or body acting on behalf of the Council." (Local Government Ombudsman)

- 2 This policy sets out Sandy Town Council's policy and procedures for dealing with complaints from Members of the public or organisations about its **administration and procedures**. In the first instance complaints should be made orally or in writing to: The Town Clerk Sandy Town Council, and 10 Cambridge Road Sandy SG19 1JE.

- 3 Different arrangements apply for the following types of complaint:

Type of conduct	Refer to
Financial irregularity	Local electors have a statutory right to object to the Council's audit of accounts pursuant to S16 of the Audit Commission Act 1998. Sandy Town Council's auditors are: BDO LLP Arcadia House Maritime Walk Ocean Village Southampton SO14 3TL and they should be contacted directly in the event of an objection to the accounts.
Criminal activity	Any complaints or allegations of criminal activity should be referred to the Police: Bedfordshire Police Biggleswade Police Station Station Road Biggleswade SG18 8AL

<p>Complaints about individuals</p>	<p>Member conduct Complaints relating to a council member’s failure to comply with Sandy Town Council’s code of conduct must be submitted to Central Bedfordshire Council:</p> <p><i>Central Bedfordshire Council Priory House Monks Walk Chicksands Shefford Bedfordshire SG17 5TQ</i></p> <p>Employee Conduct Complaints about the individual behaviour of members of staff will be addressed using the Council’s internal disciplinary procedure.</p> <p>Complaints should be made orally or in writing to:</p> <p>The Town Clerk Sandy Town Council 10 Cambridge Road Sandy SG19 1JE 01767 681491</p> <p><i>Or to</i></p> <p>The Town Mayor Sandy Town Council 10 Cambridge Road Sandy SG19 1JE 01767 681491</p> <p>if the complaint is about the behaviour of the Town Clerk</p>
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- 4 In the first instance, if an oral or written complaint is made to the Town Clerk, a Councillor or the whole Council then the Town Clerk shall investigate the matter on behalf of the Council and report back to the complainant as promptly as possible. If Councillors are notified of oral complaints they will inform the Town Clerk within 2 working days. The Town Clerk will respond fully to complaints within 10 working days or provide an update and a reasonable timescale for when a final report on

the complaint and any remedy shall be made available. The Council will first attempt to settle all complaints directly with the complainant.

- 5 If the complainant is not satisfied with the outcome of the attempt to settle the complaint directly, then a further formal written complaint should be made in writing to the Town Clerk and the matter will be dealt with by the Complaints Committee of Sandy Town Council.
- 6 If the complainant does not wish to put the complaint in writing to the Town Clerk it should be made in writing to the Town Mayor.
- 7 The Town Clerk or other nominated officer will acknowledge receipt of the complaint and advise the complainant when the matter will be considered by the committee established for the purposes of hearing complaints. This Complaints Committee will have five members and they will be elected at the annual meeting of the Town Council specifically for the purpose of hearing the complaint. If members of the committee elected at the annual meeting are unable to participate in the complaints hearing for any reason (eg conflict of interest, absence) the Town Council will appoint additional members to the committee.
- 8 Whenever possible the identity of the complainant will only be made known only to those who need to consider the complaint. However the general nature of the complaint may be published on an agenda. The complainant will be advised about what information is to be made public at this stage. The complainant shall be invited to attend the meeting to hear the complaint and to bring a representative with them if they wish.
- 9 Seven clear working days prior to the meeting, the complainant shall provide the Council with copies of any documentation or other evidence relied on. The Council shall provide the complainant with copies of any documentation upon which they wish to rely at the meeting and shall do so promptly, allowing the claimant the opportunity to read the material in good time for the meeting.
- 10 At the meeting the committee shall consider whether the circumstances of the meeting warrant the exclusion of the public and the press. Any decision on a complaint shall be announced at the meeting in public.
- 11 The chairman will introduce everyone and explain the procedure.
- 12 The complainant (or representative) should outline the grounds for complaint and thereafter, questions may be asked by (i) the Town Clerk or other nominated officer and then (ii) members. If the complainant (or representative) does not wish to speak the outline of the complaint provided in writing by the complainant will be used.

- 13 The Town Clerk or other nominated officer will have the opportunity to explain the Council's position and questions may be asked by (i) the complainant (or representative) and (ii) members.
- 14 The Town Clerk or other nominated officer and the complainant should be offered the opportunity to summarise their position.
- 15 The Town Clerk or other nominated officer and the complainant should be asked to leave the room while members decide whether or not the grounds for the complaint have been made. If a point of clarification is necessary, both parties shall be invited back into the room.
- 16 The Town Clerk or other nominated officer and the complainant should be given the opportunity to wait for the decision but if the decision is unlikely to be finalised on that day they should be advised when the decision is likely to be made and when it is likely to be communicated to them.
- 17 After the meeting the decision should be confirmed in writing within seven working days together with details of any action to be taken.
- 18 The Council has adopted a Vexatious Complaints and Unreasonable Behaviour policy and procedure which describes how the council deal with complaints which it believes falls into the category of vexatious or unreasonable.
- 19 Pursuant to the Local Government Act 1974 the Local Government Ombudsman (LGO) has no jurisdiction over parish and Town Councils in England consequently there are no statutory mechanisms in place for complaints against local Councils in England. Complainants who are dissatisfied with the outcome of the complaints procedure may consider the remedy of Judicial Review in the absence of any other appeal mechanism.

SANDY TOWN COUNCIL**Honorary Freeman or Honorary Freewoman of the Town
Policy**

By virtue of section 249(5) and (6) of the 1972 Local Government Act, as amended by the Local Democracy, Economic Development and Construction Act 2009, the Town Council is able to award a Title of Dignity to a person in recognition of significant contributions being made to the local community. Sandy Town Council may award an "Honorary Freeman of the Town" or "Honorary Freewoman of the Town".

The candidates must meet the following criteria:

- The nominee has been a Town Councillor but has now retired from this post and has made an outstanding contribution, or, rendered eminent service to the Council during their term of office.

or

- The nominee has made an outstanding contribution to the local community over a period of more than 25 years.

There is no limit to the number of nominations or holders of the title but the nature of the nomination criteria means that it is unlikely the honour will be bestowed frequently. It is intended that the award will confer distinction.

When a nomination has been received it will be considered by a Special Meeting of the Town Council. The motion must be approved by no less than two-thirds of the Members at the meeting.

Following the resolution that an award is to be made the title of "Honorary Freeman (or woman) of the Town" will be granted by the Town Mayor and the title holder presented with an address citing the grounds for the award. The presentation will be made at the Annual Town Meeting.