

Sandy Town Council

To: Cllrs P N Aldis, C Butterfield, C Osborne, M Pettitt, M Runchman, M Scott, D Sharman, R Smith, S Walsh and G White

Cc Cllrs J Ali, W Jackson, K Lynch, A Maycock, 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 25 November 2013 at 7.30pm for the purpose of transacting the items of business below.



Delia Shephard, Town Clerk
10 Cambridge Road
Sandy
SG19 1JE
01767 681491
18 November 2013

A G E N D A

1 Apologies for absence

2 Declarations of interest and requests for dispensations

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

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

- i) Declarable Pecuniary Interests*
- ii) Personal Interests*

3 Minutes of previous meeting

To receive the minutes of the Policy, Finance and Resources Committee held on 14 October 2013 and to approve them as a correct record of proceedings.

4 Financial Reports

- i) To consider a report of performance against budget for the year 2013/14.

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- ii) To note the mid-year visit of the internal auditor and to receive a written report if available.

5 Policy Matters

- i) To note the publication of new Model Standing Orders and to make arrangements for review of Sandy Town Council's Standing Orders.
- ii) To set up a working group to revise Sandy Town Council's Environmental Policy which is due for review.
- iii) To note progress with revision of the Council's Community Engagement Statement.
- iv) To consider further amendments to the committee structure and scheme of delegations of Sandy Town Council.

6 First Draft of Revenue Budget

To consider a first draft of the revenue budget for Sandy Town Council for the year 2014/15 including recommendations from committees and to suggest amendments before the first draft is submitted to Sandy Town Council for consideration on 2 December 2013.

7 Future Capital Expenditure

To discuss likely future capital expenditure for Sandy Town Council together with medium term financial planning objectives.

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R E P O R T S

**Policy, Finance and Resources Committee of Sandy Town Council Monday
25 November 2013**

4 Financial Reports

- i) Report to be attached when October accounts completed
- ii) The mid-year internal audit visit to Sandy Town Council was conducted on Tuesday 12 November 2013. At the time of writing the report from the internal auditors has not yet been received.

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5 Policy Matters

- i) NALC has produced a new publication "Local councils explained" by Meera Tharmarajah which has been purchased for the Council and is available to borrow from the Clerk. The publication includes revised model Standing Orders which take account of recent legislative changes. The new orders are not radically different from those most recently adopted by Sandy Town Council which were scrutinized by a working group set up for that purpose. In view of this it is suggested that the Clerk prepares a draft of the new model orders based on council's wishes as expressed at the time of the last review and brings this back to the committee in the new year. An alternative is for a further working group to be set up to review the orders.
- ii) Sandy Town Council's Environmental Policy is due for review and a working group needs to be set up.
- iii) It was previously agreed to review the Council's Community Engagement Statement following adoption of the Council's strategic plan. This review has been outstanding for some time and the committee is asked to set up a new task and finish group to consider this or to delegate the production of a draft to the Clerk.
- iv) During budget discussions and during the course of the year several members have passed comments about the efficiency or otherwise of the current committee structure and delegation arrangements. The number of meetings has been reduced during the current financial year but it is nevertheless anticipated that there will be at least 50 town council meetings this year (including committees and the HR Advisory Group but excluding others eg working groups). As cost saving remains an important issue for the council it may be that reduction of the number of meetings should be considered further because meetings have a large impact on staff time, stationery, postage, utilities and very importantly on member time. The limited delegated powers of the main committees mean that many recommendations come back to Town Council and there is still duplication of work. If the committee is minded to consider this further and any related proposals should be considered before the annual meeting in the new financial year.

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6 First Draft of Revenue Budget

A first draft of the revenue budget for Sandy Town Council for the year 2014/15 has been prepared and is attached. The following notes should be taken into consideration:

- Inflation assumed at 3% where figures unknown.
- Staff headcount does not yet incorporate any changes which may be made by the Town Council on 2 December 2013 following review of the staffing structure, the figures are based on the current headcount with a 1% increase on all salary scales and no increments.
- At this stage it has been assumed that the council will wish to continue on an "as is" basis with no reduction of services except the loss of the allotments.
- The only new elements built into the budget are those already recommended to Town Council by PF&R Committee or CS&E Committee.
- It has been assumed that no Council Tax Support Grant (CTSG) will be made available by Central Bedfordshire Council.
- It has been assumed that STC will wish to raise the same amount of income from tax payers as shown last year ie the precept amount for last year and an equivalent amount equating to the CTSG handed over in 2013/14.
- Bank interest rates were not predicted correctly for the year 2013/14.

As members will note this draft does not yield a balanced budget and is a working document to facilitate further discussions and instructions for officers.

One option considered by some members for cost reduction in the future has been the removal of CCTV monitoring in the town. Following meetings with relevant officers the Clerk has written to Central Bedfordshire Council indicating the Town Council's wish to explore this option (copy letter attached). As members will recall the contract with Hertfordshire CCTV Partnership is a shared one. CBC is Herts CCTVP's client and Sandy, Biggleswade and Shefford Town Councils are clients of CBC. At the time of writing Biggleswade and Shefford Town Councils have indicated that they wish to continue to provide CCTV coverage at least for the next financial year. CBC has not determined its position on provision of CCTV for the future but executive members will be considering a report in December. The contract requires Sandy to give 6 months' notice. Indicative costs for the contract for 2014/15 should Sandy Town Council decide to continue with the contract are not yet known. Billing takes place at the end of the financial year and the variables to be considered are Herts CCTVP's annual RPI increases and

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the switch/line costs from BT and Virgin who are also involved in the contract.

In addition to the contract with CBC Sandy has an independent contract with Herts CCTVP for the redeployable camera in the Engayne Avenue area. This camera costs £1200 per annum to monitor and service and an additional £600 has been charged this year for a new SIM card. The Clerk is currently investigating how practical it will be to withdraw from this contract.

The Clerk has discussed with officers from CBC and the Clerks of Biggleswade and Shefford TCs the possibility of securing a different shared monitoring/maintenance contract from a different provider or using alternative technology. No options have been ruled out but it seems likely that the timescale for securing alternative options will not match Sandy Town Council's need to cut costs from the annual budget.

As removal of CCTV provision would be an emotive issue for some residents the Clerk would recommend that a public consultation exercise should be undertaken if the Town Council wishes to pursue this option.

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

Budget Detail - By Centre

Note : First Draft Budget 2014/15 - Services and staff "as is" and no change to CT Income

	2012/13		2013/14				2014/15
	Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget	Projected Actual
401 Staff							
4101 Gross Salaries	106,073	102,411	107,134	0	0	107,134	103,000
4102 Gross Wages	74,508	77,644	75,254	0	0	75,254	86,300
4113 Employers NI	12,188	10,847	12,730	0	0	12,730	11,000
4114 Employers Pension Contrib.	21,000	20,717	21,630	0	0	21,630	24,300
4116 Miscellaneous Staff Costs	650	644	1,000	0	0	1,000	1,000
			217,748	0	0	217,748	225,600
OverHead Expenditure	214,421	212,063	217,748	0	0	217,748	225,600
401 Net Expenditure	214,421	212,063	217,748	0	0	217,748	225,600
402 Administration-Office							
4203 General Rates	5,220	5,684	5,355	0	0	5,355	5,892
4204 Water Charges	320	401	360	0	0	360	360
4205 Electricity	1,400	1,247	1,440	0	0	1,440	3,600
4206 Gas	1,200	1,583	1,645	0	0	1,645	1,645
4207 Insurance (Excluding Vehicles)	16,500	18,171	19,673	0	0	19,673	20,600
4217 Office Maintenance/Security	3,200	3,608	3,430	0	0	3,430	3,430
4218 Cleaning Materials	820	1,169	1,200	0	0	1,200	1,200
4219 Telephone	1,800	3,145	2,600	0	0	2,600	3,200
4220 Print & Stationery etc	2,200	4,408	4,000	0	0	4,000	4,000
4221 Postage Incl Members Delivery	1,300	1,136	1,000	0	0	1,000	1,600

Budget Detail - By Centre

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Note : First Draft Budget 2014/15 - Services and staff "as is" and no change to CT Income

	2012/13			2013/14			Projected Actual	Next Year Budget	
	Budget	Actual		Agreed Budget	Fwd/Rev Budget	Net Virement			Revised Budget
4223 Refreshments	150	219		150	0	0	150	99	200
4225 Equipment Maintenance/Purchase	4,105	3,676		2,000	0	0	2,000	1,111	3,000
4226 Audit & Accounts Fees	3,200	3,170		3,250	0	0	3,250	2,693	2,350
4227 Legal & Land Agents Costs	0	1,379		0	0	0	0	708	2,000
4228 Subscriptions	2,500	2,812		2,575	0	0	2,575	590	1,000
4229 Publications	400	85		300	0	0	300	150	300
4230 Mayors Allowance	1,900	1,267		1,900	0	0	1,900	1,165	1,900
4232 Members Conference Fees/Exp.	2,000	474		500	0	0	500	303	500
4233 Council Grants/Donations	3,500	3,485		1,500	0	0	1,500	1,281	1,500
4234 Photocopying	1,200	1,550		1,400	0	0	1,400	1,135	2,270
4235 Service Agreements	8,500	11,330		8,800	0	0	8,800	7,849	9,500
4236 Election Costs	1,000	6,090		2,000	0	0	2,000	4,418	4,000
4237 Training/Conferences Staff	3,500	3,128		3,000	0	1,000	4,000	734	3,500
4238 Miscellaneous Admin Costs	2,000	7,170		2,000	0	0	2,000	769	2,000
4239 Other pay (Mileage etc) Admin	1,000	0		500	0	0	500	389	500
4260 Contingency	4,876	7,269		5,000	0	-2,484	2,516	115	0
OverHead Expenditure	73,781	93,637		75,578	0	-1,484	74,094	51,246	83,670
7101 Precept	412,412	412,412		398,491	0	0	398,491	398,491	440,869
7102 Precept Support Grant	0	0		42,378	0	0	42,378	42,378	0
7201 Rent Received Etc	1,800	3,998		2,500	0	0	2,500	1,816	2,575

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Note : Fire Draft Budget 2014/15 - Services and staff "as is" and no change to CT Income

	2012/13		2013/14				2014/15		
	Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget		Actual YTD	Projected Actual
7202 Photocopying Income	0	66	50	0	0	50	37	52	52
7204 Sale of Council Minutes	178	0	182	0	0	182	0	182	185
7205 Miscellaneous Income	0	363,242	0	0	0	0	6,696	7,000	0
Total Income	414,360	799,136	443,601	0	0	443,601	449,418	450,603	443,691
402 Net Expenditure	-340,599	-705,501	-366,023	0	-1,484	-369,507	-396,172	-361,788	-360,021
403 Administration-Works									
4303 General Rates	1,900	1,866	1,950	0	0	1,950	1,917	1,917	2,010
4304 Water Charges	300	9	300	0	0	300	38	300	310
4305 Electricity	700	873	1,200	0	0	1,200	273	370	750
4307 Vehicle Insurance & Licences	2,250	2,103	2,500	0	0	2,500	1,708	2,200	2,500
4308 Vehicle Maintenance	1,500	946	1,500	0	0	1,500	856	1,300	1,500
4337 Maintenance of Buildings	1,600	1,822	1,600	0	0	1,600	1,405	1,600	1,650
4338 Equipment Maintenance	4,000	4,229	4,000	0	0	4,000	1,699	4,000	4,000
4339 New Purchases	2,250	1,972	1,900	0	0	1,600	0	1,600	2,000
4340 Fuel	3,000	2,746	3,500	0	0	3,500	1,499	2,600	3,000
4341 Planting Contract Etc.	5,800	5,628	5,450	0	0	5,450	3,764	5,450	5,700
4342 Consumables & Small Tools	1,200	1,160	1,200	0	0	1,200	794	0	1,200
4343 Protective/Corporate Clothing	1,600	1,262	1,400	0	0	1,400	392	1,000	1,400
4344 Disposal of Rubbish	2,200	3,334	3,500	0	0	3,500	1,924	3,400	3,500

Budget Detail - By Centre

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	2012/13		2013/14			2014/15			
	Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement		Revised Budget	Actual YTD	Projected Actual
4345 Health/Safety & Environmental	1,000	760	1,000	0	0	1,000	35	800	1,000
OverHead Expenditure	29,300	28,712	30,700	0	0	30,700	16,323	26,537	30,520
7211 Sale of Machinery	0	800	0	0	0	0	0	0	0
Total Income	0	800	0	0	0	0	0	0	0
403 Net Expenditure	29,300	27,912	30,700	0	0	30,700	16,323	26,537	30,520
404 Allotments									
4404 Allotment Water Charges	350	240	500	0	0	500	273	300	300
OverHead Expenditure	350	240	500	0	0	500	273	300	300
7216 Allotment Rents	1,000	283	0	0	0	0	0	0	0
Total Income	1,000	283	0	0	0	0	0	0	0
404 Net Expenditure	-650	-44	600	0	0	500	273	300	300
405 Footway Lighting									
4545 Energy Charges (Lighting)	5,750	4,112	6,750	0	0	6,750	2,802	5,750	5,750
4546 Lighting Maintenance	3,200	2,940	3,200	605	0	3,805	1,805	3,200	4,500
OverHead Expenditure	8,950	7,052	8,950	605	0	9,555	4,407	8,950	10,250
405 Net Expenditure	8,950	7,052	8,950	605	0	9,555	4,407	8,950	10,250

Budget Detail - By Centre

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	2012/13		2013/14			2014/15			
	Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement		Revised Budget	Actual YTD	Projected Actual
406 Cemetery									
4603 Cemetery Rates	2,100	2,070	2,200	0	0	2,200	2,125	2,125	2,300
4604 Cemetery Water Charges	180	35	180	0	0	180	55	0	180
4650 Cemetery Maintenance	100	93	300	0	0	300	0	0	300
4651 Chapel Maintenance	500	92	500	0	0	500	0	0	1,000
4652 Cemetery Footpaths & Mtca	1,100	511	0	0	0	0	0	0	1,000
4654 Plants/Bulbs Etc.	200	184	200	0	0	200	200	200	200
4656 Grave Digging	6,200	5,685	6,200	0	0	6,200	5,200	6,200	6,200
OverHead Expenditure	10,360	8,670	9,580	0	0	9,580	7,380	8,525	11,180
7226 Burials/Memorials Income	16,000	17,227	17,600	0	0	17,600	16,075	19,000	20,000
7228 Interest on Investment	53	26	53	0	0	53	26	26	26
Total Income	16,053	17,253	17,653	0	0	17,653	16,101	19,026	20,026
406 Net Expenditure	-6,693	-8,583	-8,073	0	0	-8,073	-8,721	-10,501	-6,846
407 Churchyard									
4756 Churchyard Maintenance	0	0	0	0	0	0	0	0	300
4757 Churchyard Paths & Walls	0	0	0	0	0	0	0	0	300
4758 Churchyard Plants	150	0	150	0	0	150	150	150	150
OverHead Expenditure	150	0	150	0	0	150	0	150	750
407 Net Expenditure	150	0	150	0	0	150	0	150	750

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Budget Detail - By Centre

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	2012/13		2013/14				Projected Actual	2014/15 Next Year Budget
	Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget		
408 Car Park (Including Market)								
4803 Car Park Rates	14,400	13,053	14,400	0	0	14,400	13,424	14,200
4806 Loan Repayments	608	608	608	0	0	608	608	608
4844 Market waste collections	225	563	0	0	0	0	0	0
4880 Car Park Maintenance	840	1,154	840	0	0	840	840	850
4882 Car Park (Market) Rates	1,200	1,080	1,250	0	0	1,250	1,110	1,170
Overhead Expenditure	17,273	16,459	17,098	0	0	17,098	15,982	16,828
7236 Friday Market Fees	2,800	2,902	1,800	0	0	1,800	3,000	3,000
7237 Saturday Market Fees	400	416	450	0	0	450	300	300
7238 Other Income Car Park	300	250	300	0	0	300	200	200
Total Income	3,500	3,468	2,550	0	0	2,550	3,500	3,500
408 Net Expenditure	13,773	12,991	14,548	0	0	14,548	12,482	13,328
408 Public Tolls - Car Park								
4903 General Rates	2,100	2,205	2,264	0	0	2,264	2,400	2,400
4904 AWA Charges	525	1,371	1,200	0	0	1,200	1,200	1,400
4905 Electricity	220	391	320	0	0	320	250	390
4984 Maintenance	500	436	515	0	0	515	515	550
Overhead Expenditure	3,345	4,403	4,289	0	0	4,289	4,365	4,730
Total Income	0	0	0	0	0	0	0	0
408 Net Expenditure	3,345	4,403	4,289	0	0	4,289	4,365	4,730

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	2012/13		2013/14				Projected Actual	Next Year Budget
	Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Variance	Revised Budget		
500 Bedford Road Open Space								
5004 Water Charges	570	769	620	0	0	620	1,037	1,100
5005 Electricity	1,000	596	1,224	404	0	1,628	375	750
5063 Bedford Rd Pavilion Maintenance	0	0	0	0	0	0	0	500
5064 Maintenance Public Convenience	525	55	525	0	0	525	168	300
5086 Maintenance Play Area	4,000	2,975	4,000	0	0	4,000	4,000	4,000
5067 General Maintenance	300	0	310	0	0	310	310	320
OverHead Expenditure	6,395	4,395	6,679	404	0	7,083	6,022	6,970
7241 Sandy FC Rent	800	425	800	0	0	800	450	450
7242 ice cream rent	269	314	270	0	0	270	315	330
7244 Miscellaneous Income	0	464	0	0	0	0	0	0
Total Income	1,069	1,202	1,070	0	0	1,070	765	780
500 Net Expenditure	5,326	3,192	5,609	404	0	6,013	5,218	6,190
501 Sund.Rd Open Space & Pavilion								
5103 General Rates	4,725	0	0	0	0	0	0	0
5104 Water Charges	2,200	1,114	2,000	0	0	2,000	452	1,000
5105 Electricity	2,000	1,573	2,000	0	0	2,000	1,047	0
5106 Pavilion Gas	3,000	4,056	3,100	0	0	3,100	1,721	0

Budget Detail - By Centre

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	2012/13		2013/14				2014/15		
	Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
5166 Management Fee	0	19,500	19,500	0	0	19,500	0	19,500	15,000
5167 Building Maintenance	8,000	1,836	1,000	0	0	1,000	236	1,000	1,000
5168 Play Area Maintenance	3,050	5,783	3,200	0	0	3,200	1,545	3,200	3,200
5171 Bowling Green	2,767	2,486	2,850	0	0	2,850	1,694	2,850	2,950
5172 Cricket Square	2,000	1,907	2,070	0	0	2,070	1,505	2,070	2,140
5173 Fertiliser	400	0	0	0	0	0	0	0	0
OverHead Expenditure	26,142	38,254	35,720	0	0	35,720	8,200	35,060	25,290
7251 Pitch Rental	0	86	0	0	0	0	564	0	0
7252 Pavilion Rental	2,100	6,027	5,000	0	0	5,000	-8,000	4,000	0
7253 Bowls Club Rental	368	368	378	0	0	378	378	378	388
7255 Cricket Club Rental	247	0	253	0	0	253	0	253	260
7256 Scouts ,ACF and SSLA	155	175	175	0	0	175	169	169	170
7260 Misc Sunderland Road	0	0	0	0	0	0	400	150	0
Total Income	2,670	6,656	6,806	0	0	5,806	-4,489	4,950	619
501 Net Expenditure	25,272	31,599	29,914	0	0	29,914	12,680	30,110	24,471
502 Beeston Green									
5273 General Maintenance	500	281	1,000	0	0	1,000	40	650	1,000
5274 Miscellaneous Beeston Green	0	0	0	0	0	0	0	0	1,000
OverHead Expenditure	500	281	1,000	0	0	1,000	40	650	2,000
502 Net Expenditure	500	281	1,000	0	0	1,000	40	650	2,000

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	2012/13		2013/14			2014/15			
	Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement		Revised Budget	Actual YTD	Projected Actual
503 The Pinnacle									
5375 Pinnacle Maintenance	3,650	3,000	3,700	0	0	3,700	0	3,700	3,700
OverHead Expenditure	3,650	3,000	3,700	0	0	3,700	0	3,700	3,700
503 Net Expenditure	3,650	3,000	3,700	0	0	3,700	0	3,700	3,700
504 Tourist Information Centre									
5401 Staff Costs Salaries	27,000	24,269	25,500	0	0	25,500	14,846	25,450	25,750
5402 Staff Uniforms	250	246	200	0	0	200	0	100	200
5405 Services	660	37	0	0	0	0	50	0	0
5419 Communications	262	119	270	0	0	270	82	150	270
5420 Printing & Stationery	1,200	1,267	1,235	0	0	1,235	316	500	1,235
5421 Postage	200	105	175	0	0	175	0	0	0
5422 Petty Cash	100	78	0	0	0	0	0	0	0
5424 Ticket Sales/Merchandise	13,500	9,460	7,500	0	0	7,500	4,027	6,500	5,550
5425 Stock Movement	0	737	0	0	0	0	0	0	0
5428 Membership Fees	100	0	100	0	0	100	0	50	100
5430 Transfer Costs (Contingency)	0	71	0	0	0	0	0	0	0
OverHead Expenditure	43,272	36,413	34,980	0	0	34,980	19,302	32,750	33,105
7402 Sales	21,000	11,413	12,325	0	0	12,325	7,440	11,700	12,000
Total Income	21,000	11,413	12,325	0	0	12,325	7,440	11,700	12,000
504 Net Expenditure	22,272	25,000	22,656	0	0	22,656	11,862	21,050	21,105

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	2012/13		2013/14				2014/15		
	Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
505 <u>Grass Cutting</u>									
5584 Grass Cutting	5,250	3,749	9,650	0	0	9,650	0	9,650	10,000
Overhead Expenditure	5,250	3,749	9,650	0	0	9,650	0	9,650	10,000
Total Income	0	0	0	0	0	0	0	0	0
505 <u>Net Expenditure</u>	5,250	3,749	9,650	0	0	9,650	0	9,650	10,000
506 <u>Litter Bins, Seats & Shelters</u>									
5690 Maintenance Street Furniture	300	508	310	0	0	310	313	313	500
Overhead Expenditure	300	508	310	0	0	310	313	313	500
Total Income	0	0	0	0	0	0	0	0	0
506 <u>Net Expenditure</u>	300	508	310	0	0	310	313	313	500
507 <u>Annual Report & Newsletter</u>									
5785 Printing Costs	4,000	2,618	3,500	0	0	3,500	952	2,870	3,500
Overhead Expenditure	4,000	2,618	3,500	0	0	3,500	952	2,870	3,500
7281 Annual Report Advertising	1,500	0	0	0	0	0	0	0	0
Total Income	1,500	0	0	0	0	0	0	0	0
507 <u>Net Expenditure</u>	2,500	2,618	3,500	0	0	3,500	952	2,870	3,500

Budget Detail - By Centre

Note : First Draft Budget 2014/15 - Services and staff "as is" and no change to CT Income

	2012/13		2013/14				Projected Actual	2014/15 Next Year Budget
	Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget		
508 S.E.G.								
5886 Council Contribution (SEG)	1,000	224	500	776	0	1,276	284	500
OverHead Expenditure	1,000	224	500	776	0	1,276	284	500
7296 SEG Sponsorships	0	0	0	0	0	0	121	0
Total Income	0	0	0	0	0	0	121	0
509 Christmas Lights	1,000	224	500	776	0	1,276	163	500
5967 Christmas Illuminations	9,000	8,483	8,949	0	1,484	10,433	1,160	11,000
5986 Community Christmas Event	0	0	5,000	0	0	5,000	703	5,000
OverHead Expenditure	9,000	8,483	13,949	0	1,484	15,433	1,863	16,000
7365 Christmas Lights	2,000	3,627	4,000	0	0	4,000	1,133	3,000
Total Income	2,000	3,627	4,000	0	0	4,000	1,133	4,000
510 Fallowfield	7,000	4,857	9,849	0	1,484	11,433	731	3,000
5176 Maintenance	0	770	3,000	0	0	3,000	1,800	3,000
OverHead Expenditure	0	770	3,000	0	0	3,000	1,800	3,000
510 Net Expenditure	0	770	3,000	0	0	3,000	1,800	3,000

Budget Detail - By Centre

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

Note : First Draft Budget 2014/15 - Services and staff "as is" and no change to CT Income

	2012/13		2013/14				Projected Actual	Next Year Budget
	Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget		
600 The Riddy								
6001 Drainage Costs	50	38	50	0	0	50	39	50
6002 Riddy Maintenance	500	25	500	0	0	500	25	500
6003 Riddy Management Fee	6,165	5,865	5,863	0	0	5,863	0	6,040
OverHead Expenditure	6,715	5,728	6,413	0	0	6,413	64	6,590
7306 Countryside Stewardship Grant	1,300	1,712	1,000	0	0	1,000	479	1,000
7307 Angling Licence Rent	482	482	474	0	0	474	477	475
Total Income	1,762	2,174	1,474	0	0	1,474	958	1,475
600 Net Expenditure	4,853	3,555	4,939	0	0	4,939	-892	5,115
601 Miscellaneous (incl Interest)								
6177 Parish Clock	190	195	200	0	0	200	0	200
6178 Village Hall Loan	0	2,500	0	0	0	0	0	0
6184 CCTV Fees	21,420	20,114	22,000	0	0	22,000	575	25,000
6185 Asset Valuation	0	0	0	0	0	0	0	500
OverHead Expenditure	21,610	22,809	22,200	0	0	22,200	575	25,700
7319 Interest Precept A.c	80	41	4,500	0	0	4,500	0	2,000
7320 Interest Santander Ac	3,165	3,769	3,000	0	0	3,000	0	2,800

Budget Detail - By Centre

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

Note : First Draft Budget 2014/15 - Services and staff "as is" and no change to CT Income

	2012/13		2013/14			2014/15			
	Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement		Revised Budget	Actual YTD	Projected Actual
7321 Interest Barclays Active Saver	0	203	0	0	0	0	0	200	0
7351 Miscellaneous	12,300	792	0	0	0	0	0	0	0
Total Income	15,525	4,806	7,500	0	0	7,500	0	4,000	4,800
601 Net Expenditure	6,085	18,004	14,700	0	0	14,700	575	20,200	20,900
700 Capital A/c									
6188 Capital a/c Expenditure	30,210	32,426	0	0	0	0	2,244	0	0
6191 S106 Expenditure	0	1,681	0	0	0	0	6,857	0	0
6501 CAP - Hearing Loop System	0	0	0	0	0	0	1,474	0	0
OverHead Expenditure	30,210	34,107	0	0	0	0	10,575	0	0
7364 S106 Money Received	0	9,426	0	0	0	0	-4,760	0	0
Total Income	0	9,426	0	0	0	0	-4,760	0	0
700 Net Expenditure	30,210	24,681	0	0	0	0	15,335	0	0
702 Reserve A/c									
6189 Reserve Fund	0	4,417	0	0	0	0	3,143	0	0
OverHead Expenditure	0	4,417	0	0	0	0	3,143	0	0
7363 Reserve fund income	0	0	7	0	0	7	0	0	0
Total Income	0	0	7	0	0	7	0	0	0
702 Net Expenditure	0	4,417	-7	0	0	-7	3,143	0	0

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

Note : First Draft Budget 2014/15 - Services and staff "as is" and no change to CT Income

	2012/13		2013/14				Projected Actual	2014/15 Next Year Budget	
	Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget			Actual YTD
Total Budget Expenditure	517,984	536,994	506,204	1,785	0	507,989	281,406	519,774	511,583
Income	480,669	560,245	485,986	0	0	495,986	489,285	500,100	490,091
Net Expenditure	37,315	-323,251	10,218	1,785	0	12,003	-187,879	19,674	21,493



Town Clerk: Delia Shephard

13 November 2013

Central Bedfordshire Council
Priory House
Monks Walk
Chicksands
Shefford
Bedfordshire

Dear Sirs

Sandy Town Council – CCTV Contract

Sandy Town Council is currently reviewing all its services in the light of a change to its tax base which will have a long term impact on its capacity to raise revenue. My members have been considering the cost of our current CCTV provision and there is strong support from some councillors for withdrawal from our contract with your council for the monitoring and maintenance of our cameras by Herts CCTV Partnership. The reasons for this are partly the prevailing economic conditions for all public authorities but also a perception amongst members that the effectiveness of the existing service may not be commensurate with the expenditure it demands.

It is my understanding that 6 months' notice is required from my council if it wishes to withdraw from the current contract with you. I would be very grateful if Central Bedfordshire Council could now advise my council about all the procedures, practical and financial implications of withdrawal from our contract with you. I am mindful that the existing contract is based on a joint agreement for the management, monitoring and maintenance of 16 cameras which are severally owned by CBC, Biggleswade, Shefford and Sandy Town Councils and so there may be consequences for all parties if Sandy elects to withdraw from the contract.

I appreciate that given the problems experienced with the contract this year it may take some time to provide this information. From my council's point of view time is short as a decision on our 2014/15 budget must be made before mid-January 2014.

I would stress that at this stage no firm decisions have been made but to allow my council to make an informed choice I would like to explore as many options as possible for future CCTV provision in the community of Sandy as well as collecting as much evidence as is available to evaluate the benefits of the existing service. It also follows that it would be helpful for Sandy Town Council if more information was known about CBC's future plans for CCTV provision in our area since we both have cameras in the town.

Yours faithfully

Delia Shephard
Town Clerk

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Sandy Town Council

7 **Future Capital Expenditure and Financial Planning Clerk's Report**

Sandy Town Council may wish to consider allocating an annual sum from precept income to be added to reserves which may accumulate interest and be used in the future to fund such capital projects as arise from time to time. It is not suggested that large reserves should be accumulated to no purpose which would be a misuse of taxpayers money but it is self-evident that such items as replacement of vehicles and significant repairs to buildings will arise on a regular basis and an earmarked rolling capital project fund would allow the council to be prepared for anticipated capital expenditure now that its un-earmarked reserves are at a modest level. Meanwhile members may wish to think about the following known projects and prioritise spending plans accordingly.

Cemetery

An update on the cemetery project is awaited from Cemetery Developments on progress with the contamination testing. The Town Council has considered borrowing from the PWLB for this project but detailed costings are not yet available as the council has not yet reached the design stage. Capital requirements are not confined to the cemetery extension, the paths in the existing cemetery need attention, the chapel tower requires attention and the interior which has been used this year also needs attention. The tool shed in the cemetery is not in good condition.

Depot and Vehicle

The Town Council's Skoda has needed replacement for some time but cannot be replaced until a new garage is built at Stratford Road to store a replacement vehicle. There are earmarked reserves set aside for the purpose of refurbishing the yard and this is a matter of some urgency but to an extent depends on the plans for the cemetery. The Town Council has purchased various pieces in the last few years (For example vertidrain machine purchased November 2009, tractor box September 2010, eight crowd barriers for round the Christmas Tree purchased November 2012 and twenty five gazebos purchased November 2013) storage is a problem for the council and a container(s) for storing of items the Town Council uses on a frequent and in-frequent basis would mean that various items could be stored more effectively and that various component(s) do not have to be moved to gain access to the equipment required in particular on a frequent basis.

Allotments

There have been difficulties in contacting the tenant of the land currently being considered for allotments but CBC has now obtained a

Sandy Town Council

price for soil analysis (still not yet communicated to STC) and it is hoped to progress this in the next week when further contact has been made with the tenant. Central Bedfordshire Council will require a fully worked out business case once it has been established whether the land is suitable and the costings for this project have not been embarked upon as it is still not clear whether the site is suitable.

Office Space/Reception

Alterations to the Town Council's premises at 10 Cambridge Road have been considered and ball park figures obtained but these depend on the staff restructure which is to be discussed at Town Council on 2 December 2013.