

Sandy Town Council

To: Cllrs S Baker, A Effiong, J Hewitt, A Lock, R Lock, C Osborne (Chair),
M Pettitt, M Scott, and P Sharman
c.c. N Aldis, B Blackley, R Lacey, S Sutton, and N Thompson

You are hereby summoned to attend a meeting of the Policy, Finance and Resources Committee of Sandy Town Council to be held in the Council Chamber at 10, Cambridge Road, Sandy, Bedfordshire on Monday 8th April 2024 commencing at 7.30pm.



Nicola Sewell
Town Clerk
10 Cambridge Road
Sandy, SG19 1JE
01767 681491
3rd April 2024

A G E N D A

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) Disclosable Pecuniary Interests*
- ii) Non-disclosable Interests*
- iii) Dispensations*

3 Minutes of Previous Meeting

To consider the minutes of the Policy, Finance and Resources Committee held on Monday 19th February 2024 and to approve them as a correct record of proceedings.

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4 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.

5 Financial Reports

- i) To consider a balance sheet and detailed financial report showing income and expenditure against the revenue budget for 29th February 2024. Appendix I
- ii) To receive and note a budget overview report. Appendix II
- iii) To approve schedules of payments to 29th February 2024 made since previous meeting. Appendix III
- iv) The Chair to approve bank reconciliations and statements.

6 CCTV Monitoring and Compliance Costs

To receive a report from the Town Clerk regarding costs for monitoring and compliance costs for the new CCTV system being installed in May. Appendix IV

7 Grant Applications

To receive a grant application from The Sandy Garden and Craft Show for £500 to cover the costs of Hall Hire for the Sandy Gardening & Craft Show on 31st August and 1st September 2024. Appendix V

8 Payments made under Delegated Authority

To receive and note the following payments made under delegated authority:

- Desk for Reception Area £262.80
- IT/Telephony Support for Reception Area £631.25
- Surveyor's Report for Gas Pipeline at New Cemetery site £1,125
- Civil works for Town Centre Welcome Signs/replacement of six posts - £1,020
- Tree Root Survey at the Cemetery as required by CDS - £600

Total £3,638.85

9 Unpaid Utility Bills at Jenkins Pavilion

To receive a report from the Town Clerk, updating Members of the status of unpaid utility bills for the Jenkins Pavilion. Appendix VI

10 Internal Auditor Appointment

Following an unsuccessful bid to secure quotes from an alternative Internal Auditor, Members are asked to agree to continue to engage Haines Watts as its Internal Auditor for financial year

Sandy Town Council

2024/2025 at a cost of £1,500 which includes two audits. The Bedfordshire Branch of the Society of Local Council Clerks supplied ten contacts. The Admin Team Leader contacted those on the list but none were looking to accept new clients at this time.

11 Advance Notice of Meeting date Change

To note the following changes to the Meeting Calendar in order to comply with the Annual Governance and Accountability Return (AGAR) deadlines:

- A PF&R committee meeting to be held on 17th June 2024 (original meeting was set for 24th June).
- To call an EOM of Full Council for 24th June 2024 to sign off the AGAR, in order to meet submission date of 30th June 2024.

12 Play Equipment Repair Works

To receive a report from the CS&E Committee regarding urgent repairs to play equipment at Fallowfield and Bedford Road.

Appendix VII

13 Gazebo Purchase

To receive a quote of £2,286.00 for two new gazebos from House of Flags. The Town Council undertook an audit of its current stock after the last event in December, the remaining gazebos all had to be disposed of as they were damaged beyond repair. The gazebos offered by House of Flags are of a more robust design than those previously held by the Town Council and it is expected they will have a longer life cycle and be safer to use. The Events Working Group requires two gazebos for its Spring Market later this month. Purchase of further gazebos is to be discussed at a future meeting although a decision has been made to no longer offer gazebo hire to community groups. Potentially the Events Working Group will be looking to purchase a further three gazebos at a future date.

Appendix VIII

14 Milk Delivery Report

Since a decision by CS&E that as part of the Council's Environmental Plan milk should be supplied to the office from a local dairy, the Clerk has been monitoring the arrangement. Since 20th February, the office has received 18 pints of milk. Of those only 10 pints of milk have been used as 8 pints had to be disposed of due to turning sour. The dairy only delivers to Sandy on two days of the week, Tuesday, and Friday, which is not compatible with the office's usage. This results in wastage at the end of the week and the need to top up stocks from the local shop at the beginning of the week. It is therefore not sustainable, or cost effective, to continue to purchase milk in this way. (see also Appendix II).

Sandy Town Council

15 Keyholder Contract

To receive and consider a quote of £550.00 + VAT for the provision of keyholder and alarm call out services from the Town Council's current provider across 2024/25. The quote shows no increase in cost from services in 2023/24. The Admin Team Leader approached two other companies for quotations, but none were forthcoming.

16 Action Plan

To receive updates to the PF&R Action Plan for 2023/24. Updates highlighted by blue text.

Appendix IX

17 COMMITTEE IN PRIVATE SESSION

RECOMMENDED In terms of Schedule 12a of the Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, RECOMMENDED that pursuant to the provisions of the Public Bodies (admissions to Meetings) Act 1960 the public and press be excluded.

18 Air Cadets HQ Lease Review

To review the Lease for the Air Cadets HQ at Berwick Way and consider tenancy fees.

Appendix X

19 Bowls Club Lease

To receive a verbal report from Cllr Pettitt regarding the renewal of the Bowls Club lease due in 2026.

20 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

READMITTANCE OF THE PRESS AND THE PUBLIC To resolve that the confidential business having been concluded, the Press and Public be re-admitted to the meeting.

21 Chairman's Items

22 Date of Next Meeting

17th June 2024 (TBC)

05/03/2024

Sandy Town Council Current Year

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Detailed Balance Sheet - Excluding Stock Movement**Month 11 Date 29/02/2024**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
105	VAT Control	5,665	
110	Prepayments	5,262	
200	Current Bank A/c	49,981	
201	Clerks Imprest A/c	500	
205	Capital a/c Santander	219,895	
206	Barclays Active Saver	186,326	
208	Public Sector Deposit Fund	218,008	
210	Petty Cash	284	
	Total Current Assets		685,922
	<u>Current Liabilities</u>		
501	Creditors Control	18,215	
510	Accruals	25	
515	PAYE/NI Control AC	5,705	
516	Superannuation Due	5,815	
520	Net Wages Control AC	(601)	
530	Mayor Charity	120	
	Total Current Liabilities		29,279
	Net Current Assets		656,643
	Total Assets less Current Liabilities		656,643
	<u>Represented by :-</u>		
300	Current Year Fund	86,147	
310	General Reserve	234,659	
315	Rolling Capital Fund	204,937	
322	EMR Fallowfield	84,217	
324	EMR Elections	14,585	
325	EMR Christmas Activities	8,428	
328	EMR Neighbourhood Plan	18,671	
329	EMR Anglian Water	5,000	
	Total Equity		656,643

Summary Income & Expenditure by Budget Heading 29/02/2024

Month No: 11

February 2024

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Full Council								
401 Staff	Expenditure	29,752	330,129	380,200	50,071	109	49,962	86.9%
402 Administration-Office	Income	0	387	800	413			48.3%
	Expenditure	2,734	76,316	82,980	6,664		6,664	92.0%
	Movement to/(from) Gen Reserve	<u>(2,734)</u>	<u>(75,930)</u>					
403 Administration-Works	Expenditure	3,447	31,133	38,300	7,167		7,167	81.3%
405 Footway Lighting	Expenditure	1,086	10,968	20,000	9,032		9,032	54.8%
406 Cemetery & Churchyard	Income	954	26,561	34,000	7,439			78.1%
	Expenditure	609	8,904	12,500	3,596		3,596	71.2%
	Movement to/(from) Gen Reserve	<u>345</u>	<u>17,658</u>					
408 Town Centre (Including Market)	Income	0	1,190	500	(690)			237.9%
	Expenditure	331	18,652	16,158	(2,494)		(2,494)	115.4%
	Movement to/(from) Gen Reserve	<u>(331)</u>	<u>(17,463)</u>					
409 Public Toilets - Car Park	Expenditure	455	4,621	2,850	(1,771)		(1,771)	162.1%
500 Play Areas and Open Spaces	Income	0	1,563	2,800	1,237			55.8%
	Expenditure	880	3,502	1,250	(2,252)		(2,252)	280.2%
	Movement to/(from) Gen Reserve	<u>(880)</u>	<u>(1,939)</u>					
501 Sunderland Road Rec Ground	Income	0	809	2,020	1,211			40.1%
	Expenditure	5,992	36,133	34,500	(1,633)		(1,633)	104.7%
	Movement to/(from) Gen Reserve	<u>(5,992)</u>	<u>(35,324)</u>					
502 Nature Reserves	Income	0	2,053	3,185	1,132			64.5%
	Expenditure	0	2,757	14,550	11,793		11,793	18.9%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(704)</u>					
505 Grass Cutting	Expenditure	0	0	9,000	9,000		9,000	0.0%
506 Litter Bins, Seats & Shelters	Expenditure	0	10	1,000	990		990	1.0%
509 Christmas Lights	Income	0	11,739	1,000	(10,739)			1173.9%
	Expenditure	110	32,219	18,400	(13,819)		(13,819)	175.1%
	Movement to/(from) Gen Reserve	<u>(110)</u>	<u>(20,480)</u>					
601 Precept and Interest	Income	0	645,015	638,459	(6,556)			101.0%
602 Democratic and Civic Costs	Income	0	6,088	0	(6,088)			0.0%
	Expenditure	1,131	18,787	15,950	(2,837)		(2,837)	117.8%
	Movement to/(from) Gen Reserve	<u>(1,131)</u>	<u>(12,699)</u>					
700 Capital and Projects	Income	0	38,576	19,903	(18,673)			193.8%
	Expenditure	0	73,703	55,029	(18,674)		(18,674)	133.9%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(35,127)</u>					
	Full Council Income	954	733,981	702,667	(31,314)			104.5%
	Expenditure	46,526	647,834	702,667	54,833	109	54,724	92.2%
	Movement to/(from) Gen Reserve	<u>(45,572)</u>	<u>86,147</u>					

Summary Income & Expenditure by Budget Heading 29/02/2024

Month No: 11

February 2024

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	954	733,981	702,667	(31,314)			104.5%
Expenditure	46,526	647,834	702,667	54,833	109	54,724	92.2%
Net Income over Expenditure	<u>(45,572)</u>	<u>86,147</u>	<u>0</u>	<u>(86,147)</u>			
Movement to/(from) Gen Reserve	<u>(45,572)</u>	<u>86,147</u>					

05/03/2024

Sandy Town Council Current Year

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Detailed Income & Expenditure by Budget Heading 29/02/2024

Month No: 11

February 2024

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>401 Staff</u>								
4001 Gross Salaries - Admin	11,903	129,061	152,050	22,989	109	22,880	85.0%	
4002 Gross Salaries - Works	10,359	117,245	129,400	12,155		12,155	90.6%	
4003 Employers NIC	1,975	22,239	26,000	3,761		3,761	85.5%	
4004 Employers Superannuation	4,716	59,139	70,100	10,961		10,961	84.4%	
4006 H&S Costs/Consultancy	800	1,175	1,300	125		125	90.4%	
4010 Miscellaneous Staff Costs	0	473	1,000	527		527	47.3%	
4030 Recruitment Advertising	0	798	350	(448)		(448)	228.0%	
Staff :- Indirect Expenditure	<u>29,752</u>	<u>330,129</u>	<u>380,200</u>	<u>50,071</u>	<u>109</u>	<u>49,962</u>	<u>86.9%</u>	<u>0</u>
Net Expenditure	<u>(29,752)</u>	<u>(330,129)</u>	<u>(380,200)</u>	<u>(50,071)</u>				

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Detailed Income & Expenditure by Budget Heading 29/02/2024

Month No: 11

February 2024

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
402 Administration-Office								
1003 Tourism Income	0	0	500	500			0.0%	
1201 Rent Received Etc	0	318	300	(18)			106.0%	
1202 Photocopying Income	0	26	0	(26)			0.0%	
1205 Miscellaneous Income	0	43	0	(43)			0.0%	
Administration-Office :- Income	0	387	800	413			48.3%	0
4008 Training	33	767	2,000	1,233		1,233	38.4%	
4009 Travel & Subsistence	0	52	150	98		98	34.7%	
4011 General Rates	0	7,073	7,450	377		377	94.9%	
4012 Water Rates	254	637	500	(137)		(137)	127.5%	
4014 Electricity	0	1,850	4,900	3,050		3,050	37.7%	
4015 Gas	356	1,011	2,350	1,339		1,339	43.0%	
4016 Cleaning Materials etc	51	1,611	1,250	(361)		(361)	128.9%	
4018 General Data Protection Regs	0	0	500	500		500	0.0%	
4020 Misc Establishment Costs	13	445	1,000	555		555	44.5%	
4021 Telephone & Fax	700	3,448	3,600	152		152	95.8%	
4022 Postage	83	955	1,800	845		845	53.1%	
4023 Stationery	76	970	700	(270)		(270)	138.6%	
4024 Subscriptions	0	3,305	3,250	(55)		(55)	101.7%	
4025 Insurance (excl vehicles)	0	19,228	19,000	(228)		(228)	101.2%	
4026 Photocopy Costs	0	4,379	5,000	621		621	87.6%	
4027 IT Costs incl Support	70	7,365	3,600	(3,765)		(3,765)	204.6%	
4028 Service Agreements (Other)	0	4,989	5,500	511		511	90.7%	
4035 Publications	0	79	100	21		21	78.8%	
4036 Property Maintenance/Security	442	5,053	4,000	(1,053)		(1,053)	126.3%	
4040 Equipment Purchases (Minor)	83	1,048	2,000	952		952	52.4%	
4041 Equipment/Vehicle Hire	0	57	0	(57)		(57)	0.0%	
4050 Tourism Expenditure	0	0	400	400		400	0.0%	
4051 Bank Charges	45	457	800	343		343	57.2%	
4056 Legal Expenses	0	4,890	3,000	(1,890)		(1,890)	163.0%	
4057 Audit Fees - External	0	40	1,680	1,640		1,640	2.4%	
4058 Audit Fees - Internal	0	0	900	900		900	0.0%	
4059 Accountancy Fees	523	6,326	7,350	1,024		1,024	86.1%	
4070 Refreshments	7	280	200	(80)		(80)	140.2%	
Administration-Office :- Indirect Expenditure	2,734	76,316	82,980	6,664	0	6,664	92.0%	0
Net Income over Expenditure	(2,734)	(75,930)	(82,180)	(6,250)				

Detailed Income & Expenditure by Budget Heading 29/02/2024

Month No: 11

February 2024

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>403 Administration-Works</u>								
4005 Protective Clothing	0	1,465	1,300	(165)		(165)	112.7%	
4008 Training	0	768	1,500	732		732	51.2%	
4011 General Rates	0	1,939	2,050	111		111	94.6%	
4012 Water Rates	43	230	200	(30)		(30)	115.1%	
4014 Electricity	688	1,492	2,000	508		508	74.6%	
4017 Refuse Disposal	437	4,457	5,500	1,043		1,043	81.0%	
4036 Property Maintenance/Security	0	795	1,500	705		705	53.0%	
4038 Consumables/Small Tools	0	251	2,000	1,749		1,749	12.6%	
4039 Planting/Trees/Horticulture	0	4,507	6,250	1,743		1,743	72.1%	
4040 Equipment Purchases (Minor)	0	172	2,000	1,828		1,828	8.6%	
4042 Equipment/Vehicle Maintenance	2,197	8,106	4,000	(4,106)		(4,106)	202.6%	
4043 Equipment/Vehicle Fuel	81	2,608	3,000	392		392	86.9%	
4044 Vehicle Tax & Insurance	0	3,702	3,000	(702)		(702)	123.4%	
4045 Arboriculture	0	640	4,000	3,360		3,360	16.0%	
Administration-Works :- Indirect Expenditure	<u>3,447</u>	<u>31,133</u>	<u>38,300</u>	<u>7,167</u>	<u>0</u>	<u>7,167</u>	<u>81.3%</u>	<u>0</u>
Net Expenditure	<u>(3,447)</u>	<u>(31,133)</u>	<u>(38,300)</u>	<u>(7,167)</u>				

Detailed Income & Expenditure by Budget Heading 29/02/2024

Month No: 11

February 2024

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>405 Footway Lighting</u>								
4014 Electricity	1,086	8,553	10,000	1,447		1,447	85.5%	
4042 Equipment/Vehicle Maintenance	0	2,415	10,000	7,585		7,585	24.1%	
Footway Lighting :- Indirect Expenditure	1,086	10,968	20,000	9,032	0	9,032	54.8%	0
Net Expenditure	(1,086)	(10,968)	(20,000)	(9,032)				

Detailed Income & Expenditure by Budget Heading 29/02/2024

Month No: 11

February 2024

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
406 Cemetery & Churchyard								
1226 Burials/Memorials Income	954	26,561	34,000	7,439			78.1%	
Cemetery & Churchyard :- Income	954	26,561	34,000	7,439			78.1%	0
4011 General Rates	0	2,146	4,350	2,204		2,204	49.3%	
4012 Water Rates	9	91	100	9		9	91.0%	
4036 Property Maintenance/Security	0	301	1,000	699		699	30.1%	
4037 Grounds Maintenance	0	958	700	(258)		(258)	136.9%	
4039 Planting/Trees/Horticulture	0	8	350	342		342	2.3%	
4101 Grave Digging Costs	600	5,400	6,000	600		600	90.0%	
Cemetery & Churchyard :- Indirect Expenditure	609	8,904	12,500	3,596	0	3,596	71.2%	0
Net Income over Expenditure	345	17,658	21,500	3,842				

Detailed Income & Expenditure by Budget Heading 29/02/2024

Month No: 11

February 2024

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
408 Town Centre (Including Market)								
1236 Market Fees	0	20	300	280			6.7%	
1238 Other Income Car Park	0	1,170	200	(970)			584.8%	
Town Centre (Including Market) :- Income	0	1,190	500	(690)			237.9%	0
4011 General Rates	0	11,315	11,700	385		385	96.7%	
4029 Lamppost Banners	0	1,150	850	(300)		(300)	135.3%	
4036 Property Maintenance/Security	0	796	1,000	204		204	79.6%	
4053 Loan Interest	0	138	138	0		0	99.9%	
4054 Loan Capital Repaid	0	470	470	(0)		(0)	100.1%	
4100 CCTV Fees	331	4,784	2,000	(2,784)		(2,784)	239.2%	
Town Centre (Including Market) :- Indirect Expenditure	331	18,652	16,158	(2,494)	0	(2,494)	115.4%	0
Net Income over Expenditure	(331)	(17,463)	(15,658)	1,805				

Detailed Income & Expenditure by Budget Heading 29/02/2024

Month No: 11

February 2024

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>409 Public Toilets - Car Park</u>								
4012 Water Rates	0	2,717	1,500	(1,217)		(1,217)	181.1%	
4014 Electricity	45	326	350	24		24	93.2%	
4036 Property Maintenance/Security	410	1,578	1,000	(578)		(578)	157.8%	
Public Toilets - Car Park :- Indirect Expenditure	<u>455</u>	<u>4,621</u>	<u>2,850</u>	<u>(1,771)</u>	<u>0</u>	<u>(1,771)</u>	<u>162.1%</u>	<u>0</u>
Net Expenditure	<u>(455)</u>	<u>(4,621)</u>	<u>(2,850)</u>	<u>1,771</u>				

Detailed Income & Expenditure by Budget Heading 29/02/2024

Month No: 11

February 2024

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
500 Play Areas and Open Spaces								
1201 Rent Received Etc	0	962	1,550	588			62.1%	
1241 Sandy FC Rent	0	0	550	550			0.0%	
1251 Pitch Rental	0	601	700	99			85.9%	
Play Areas and Open Spaces :- Income	0	1,563	2,800	1,237			55.8%	0
4007 Health & Safety	0	0	300	300		300	0.0%	
4012 Water Rates	0	817	500	(317)		(317)	163.3%	
4014 Electricity	0	56	200	144		144	28.2%	
4036 Property Maintenance/Security	532	1,386	500	(886)		(886)	277.2%	
4037 Grounds Maintenance	348	1,196	2,250	1,054		1,054	53.1%	
4042 Equipment/Vehicle Maintenance	0	47	5,000	4,953		4,953	0.9%	
4972 Transfer from EMR Fallowfield	0	0	(7,500)	(7,500)		(7,500)	0.0%	
Play Areas and Open Spaces :- Indirect Expenditure	880	3,502	1,250	(2,252)	0	(2,252)	280.2%	0
Net Income over Expenditure	(880)	(1,939)	1,550	3,489				

Detailed Income & Expenditure by Budget Heading 29/02/2024

Month No: 11

February 2024

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
501 Sunderland Road Rec Ground								
1201 Rent Received Etc	0	0	1,000	1,000			0.0%	
1253 Bowls Club Rental	0	544	500	(44)			108.9%	
1255 Cricket Club Rental	0	265	320	55			82.8%	
1256 Scouts ,ACF and SSLA	0	0	200	200			0.0%	
Sunderland Road Rec Ground :- Income	0	809	2,020	1,211			40.1%	0
4012 Water Rates	3,490	6,296	2,000	(4,296)		(4,296)	314.8%	
4014 Electricity	12	111	200	89		89	55.5%	
4036 Property Maintenance/Security	92	2,607	2,000	(607)		(607)	130.3%	
4046 Bowling Green - SBC	40	3,842	3,850	8		8	99.8%	
4047 Equipment Maintenance - SBC	757	3,293	3,100	(193)		(193)	106.2%	
4048 Cricket Square - SCC	40	1,634	3,050	1,416		1,416	53.6%	
4049 Equipment Maintenance - SCC	24	1,442	3,300	1,858		1,858	43.7%	
4060 Other Professional Fees	1,537	16,909	17,000	91		91	99.5%	
Sunderland Road Rec Ground :- Indirect Expenditure	5,992	36,133	34,500	(1,633)	0	(1,633)	104.7%	0
Net Income over Expenditure	(5,992)	(35,324)	(32,480)	2,844				

Detailed Income & Expenditure by Budget Heading 29/02/2024

Month No: 11

February 2024

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>502 Nature Reserves</u>								
1306 Countryside Stewardship Grant	0	2,053	2,500	447			82.1%	
1307 Angling Licence Rent	0	0	685	685			0.0%	
Nature Reserves :- Income	0	2,053	3,185	1,132			64.5%	0
4037 Grounds Maintenance	0	757	1,500	743		743	50.5%	
4060 Other Professional Fees	0	0	11,050	11,050		11,050	0.0%	
4703 Sandy Green Wheel	0	2,000	2,000	0		0	100.0%	
Nature Reserves :- Indirect Expenditure	0	2,757	14,550	11,793	0	11,793	18.9%	0
Net Income over Expenditure	0	(704)	(11,365)	(10,661)				

Detailed Income & Expenditure by Budget Heading 29/02/2024

Month No: 11

February 2024

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>505</u> <u>Grass Cutting</u>								
4102 Grass Cutting	0	0	9,000	9,000		9,000	0.0%	
Grass Cutting :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>9,000</u>	<u>9,000</u>	<u>0</u>	<u>9,000</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(9,000)</u>	<u>(9,000)</u>				

Detailed Income & Expenditure by Budget Heading 29/02/2024

Month No: 11

February 2024

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>506 Litter Bins, Seats & Shelters</u>								
4042 Equipment/Vehicle Maintenance	0	10	1,000	990		990	1.0%	
Litter Bins, Seats & Shelters :- Indirect Expenditure	0	10	1,000	990	0	990	1.0%	0
Net Expenditure	0	(10)	(1,000)	(990)				

Detailed Income & Expenditure by Budget Heading 29/02/2024

Month No: 11

February 2024

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>509 Christmas Lights</u>								
1365 Christmas Lights	0	11,739	1,000	(10,739)			1173.9%	
Christmas Lights :- Income	0	11,739	1,000	(10,739)			1173.9%	0
4401 Christmas Illuminations	0	14,578	14,400	(178)		(178)	101.2%	
4402 Community Christmas Event	110	9,213	4,000	(5,213)		(5,213)	230.3%	
4921 Transfer to EMR	0	8,428	0	(8,428)		(8,428)	0.0%	
Christmas Lights :- Indirect Expenditure	110	32,219	18,400	(13,819)	0	(13,819)	175.1%	0
Net Income over Expenditure	(110)	(20,480)	(17,400)	3,080				

Detailed Income & Expenditure by Budget Heading 29/02/2024

Month No: 11

February 2024

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>601 Precept and Interest</u>								
1101 Precept	0	633,459	633,459	0			100.0%	
1320 Interest Received - All account	0	11,556	5,000	(6,556)			231.1%	
Precept and Interest :- Income	<u>0</u>	<u>645,015</u>	<u>638,459</u>	<u>(6,556)</u>			<u>101.0%</u>	<u>0</u>
Net Income	<u>0</u>	<u>645,015</u>	<u>638,459</u>	<u>(6,556)</u>				

Detailed Income & Expenditure by Budget Heading 29/02/2024

Month No: 11

February 2024

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
602 Democratic and Civic Costs								
1246 Donations Received	0	3,981	0	(3,981)			0.0%	
1309 Misc Contributions	0	18	0	(18)			0.0%	
1310 Events Income	0	2,090	0	(2,090)			0.0%	
Democratic and Civic Costs :- Income	0	6,088	0	(6,088)				0
4002 Gross Salaries - Works	0	552	0	(552)		(552)	0.0%	
4020 Misc Establishment Costs	0	0	50	50		50	0.0%	
4042 Equipment/Vehicle Maintenance	874	2,121	2,000	(121)		(121)	106.0%	
4103 Sandy Town Sign Refurbishment	0	1,060	0	(1,060)		(1,060)	0.0%	
4200 Mayor's Allowance	7	278	2,200	1,922		1,922	12.7%	
4202 Members' Expenses (Conf etc)	0	270	500	230		230	54.0%	
4203 Mayor's Allowance 22/23	0	897	0	(897)		(897)	0.0%	
4210 Election Costs	0	415	0	(415)		(415)	0.0%	
4701 Grants/Donations Paid	250	2,670	4,000	1,330		1,330	66.8%	
4702 Community Events Support	0	10,898	7,000	(3,898)		(3,898)	155.7%	
4704 Remembrance Parade	0	42	200	158		158	20.8%	
4971 Transfer from EMR	0	(415)	0	415		415	0.0%	
Democratic and Civic Costs :- Indirect Expenditure	1,131	18,787	15,950	(2,837)	0	(2,837)	117.8%	0
Net Income over Expenditure	(1,131)	(12,699)	(15,950)	(3,251)				

Detailed Income & Expenditure by Budget Heading 29/02/2024

Month No: 11

February 2024

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
700 Capital and Projects								
1153 Loan Interest Rec'd - INTERNAL	0	7,903	7,903	0			100.0%	
1154 Loan Capital Rec'd - INTERNAL	0	12,000	12,000	0			100.0%	
1245 Grants Received	0	9,673	0	(9,673)			0.0%	
1364 S106 Money Received	0	9,000	0	(9,000)			0.0%	
Capital and Projects :- Income	0	38,576	19,903	(18,673)			193.8%	0
4153 Loan Interest - INTERNAL	0	7,903	7,903	0	0	0	100.0%	
4154 Loan Capital - INTERNAL	0	12,000	12,000	0	0	0	100.0%	
4802 CAP - Cemetery Extension	4,700	14,908	0	(14,908)	(14,908)	(14,908)	0.0%	
4814 CAP - IT Equipment	0	1,597	0	(1,597)	(1,597)	(1,597)	0.0%	
4819 CAP - Vehicle	0	4,500	0	(4,500)	(4,500)	(4,500)	0.0%	
4834 CAP - Machinery & Equipment	0	6,895	0	(6,895)	(6,895)	(6,895)	0.0%	
4836 CAP - Neighbourhood Plan	4,637	8,894	0	(8,894)	(8,894)	(8,894)	0.0%	
4852 CAP - Skatepark	0	175	0	(175)	(175)	(175)	0.0%	
4855 CAP-Scout Building Fencing	0	1,312	0	(1,312)	(1,312)	(1,312)	0.0%	
4856 CAP - Teen Shelter	0	7,324	0	(7,324)	(7,324)	(7,324)	0.0%	
4857 CAP - Town Signs	0	4,906	0	(4,906)	(4,906)	(4,906)	0.0%	
4915 Transfer to Rolling Capital Fd	0	23,126	23,126	0	0	0	100.0%	
4921 Transfer to EMR	0	9,923	0	(9,923)	(9,923)	(9,923)	0.0%	
4923 Internal Loan repaid to F'ild	0	12,000	12,000	0	0	0	100.0%	
4965 Funded from Rolling Capital	(4,700)	(32,617)	0	32,617	32,617	32,617	0.0%	
4971 Transfer from EMR	(4,637)	(9,144)	0	9,144	9,144	9,144	0.0%	
Capital and Projects :- Indirect Expenditure	0	73,703	55,029	(18,674)	0	(18,674)	133.9%	0
Net Income over Expenditure	0	(35,127)	(35,126)	0				
Grand Totals:- Income	954	733,981	702,667	(31,314)			104.5%	
Expenditure	46,526	647,834	702,667	54,833	109	54,724	92.2%	
Net Income over Expenditure	(45,572)	86,147	0	(86,147)				
Movement to/(from) Gen Reserve	(45,572)	86,147						

Sandy Town Council
Report to 29th February 2024

General Notes

Attached is the summary income & expenditure report for the year 1st April 2023 to 29th February 2024

This report shows a current year surplus of income over expenditure of £86,147

The balance sheet shows that total funds available to the Council are £656,643

This is made up of the following -

Current Year Fund	£86,147
General Reserve Brought Forward	£234,659
Rolling Capital Fund	£204,937
Fallowfield Reserve	£84,217
Earmarked Elections	£14,585
EMR Christmas Activities	£8,428
EMR Neighbourhood Plan	£18,671
EMR Anglian Water	£5,000
Total	£656,644

The percentage of budget if analysed evenly over the year to date is 92% but Members are reminded that income & expenditure rarely follows this pattern over the year.

Balance Sheet Notes:

Analysis by Cost Centre

401 - Staff

Expenditure is 86.9% the annual budget.

4030 - Recruitment costs. Budget set for £350. Total cost for basic online advertising has risen to £399. We recruited for two roles this year hence the overspend

402 - Administrative Office

Expenditure is 92% the annual budget.

4011 - Office rates paid incrementally

4012 - Paid in quarterly amounts, four payments made. Rise in water rates

4016 - cost of cleaning materials has increased and the Outdoor Team are using more refuse sacks which has pushed up the costs. Cost of toilet paper for anti vandal dispensers has also increased costs

4021 - Includes new subscription to Microsoft Azure and other telephony support from Chess

4023 - Much of the costs here have come from extra support for events including posters, banners and photographic display materials and paper. Further costs were incurred with new Councillor induction packs and this also covers printing costs at LION Press for monograph binding

4024 - Subscriptions increased charges created after budgeting process 2023/24

4025 - Annual one off payment which includes cover to 30th June 2024

4027 - IT Costs were higher due to support costs to fix issues with Civic Officers phone and print connections Includes purchase of two PCs. Also includes architect change over from server to cloud based support.

4036 - Includes plumbing fees to fix the kitchen tap, blinds fitted in offices, steam clean of carpets and velux windows clean

4056 - Legal expenses for Land registry enquiries, Taylor Wimpey land expenses and charges for work done on transfer of land West of Potton Road and allotments lease

4070 - Blunham Dairies milk is double the cost of a pint from nearest shop.

403 - Administrative Works

Expenditure is 81.3% of the annual budget.

4005 - Staff uniforms includes purchase of safety boots and gloves

4011- general rates paid in May and October

4012 - Water rates paid in May, August, October and February

4042 - includes two vehicles services, two MOTs, and breakdown and recovery for diesel AK12 WLJ

4044 - includes vehicle insurance until 30th June 2024

405 Footway Lighting

Expenditure is 54.8% of the annual budget.

406 Cemetery & Churchyard

Expenditure is 71.2% of the annual budget.

4037 - Grounds Maintenance includes Mole control costs and purchase of gravel/shingle and Church clock repair

408 Town Centre

Income is 237.9% of annual budget - most of the income is generated through sale of carpark passes

Expenditure is 115.4% of the annual budget.

4011 - General Rates for Market and Car Park for May, July and two payments in October

4029 - lamppost banner installation for the summer period and agreed overspend for Remembrance banners

4053 - PWLB Interest

4054 - PWLB Loan repayments

4100 - includes repairs to three faulty CCTV cameras and alarm at Depot repairs

409 Public Toilets - Car Park

Expenditure is 162.1% of the annual budget.

4012 - Includes extra charges due to a water leak in the summer

4036 - Includes annual service charge for barrier management, repairs to ladies toilets caused by vandalism and and works to unblock a drain.

500 Play Areas and Open Spaces

Income is 55.8% budget

Expenditure is 280.2% of the annual budget.

4012 - water rates paid quarterly, four payments made

4036 - Includes annual play inspection and repair costs for drains at Bedford Road

501 Sunderland Road Recreation Ground

Income is 40.1% of budget

Expenditure is 104.7% of the annual budget.

4012 - Water rates, paid quarterly, includes 7 bills - Team has invoiced Everyone Active for most recent bill and Clerk is seeking reimbursement from Stevenage Leisure for unpaid bills dating back to 2017

4036 - Includes tree works and fencing at the scout hut

4046 - Bowling Green included high cost for weedkiller in April and June and Grass seed in September annual irrigation works and £300 to aerate the bowls green.

4047 - Includes Aerator and Rota rake repairs in February and two machinery services

4060 - Pavilion Management Fee over 12 months

502 Nature Reserves

Income is 64.5% of annual budget

Expenditure is 18.9% of the annual budget.

4703 Sandy Green Wheel Annual Contribution

505 Grass Cutting

Expenditure is 0% of the annual budget.

506 Litter Bins, Seats & Shelters

Expenditure is 1% of the annual budget.

509 Christmas Lights

Income is 1173.9% due to donation from Friends of Sandy Christmas Lights fundraising activities towards event and donation from Britannia Pharmacy of £1,500 towards the Christmas Tree. Includes market fees, raffle money and income from Santa's grotto.

Expenditure is 175.1% of the annual budget.

4401- Annual Charge for Christmas Lights illuminations

4402 - Christmas Lights Switch-on Event includes costs of Event Management from BBB Group for £5,188.40

601 Precept and Interest

Income is 101 % of the annual budget.

1320 - Interest received

602 Democratic and Civic Costs

Expenditure is 117.8% of the annual budget.

4042 - Replacement Defibrillator costs for Library and Middleham Close defibrillator installation and Community Heartbeat Trust support costs. Also replacement windows for vandalised noticeboard

4702 - Costs towards Big Lunch and Skate Jam (grant funding of £2,500 raised by Cllr Hewitt to cover costs of event)

700 Capital and Projects

Income is 193.8% annual budget

Expenditure is 133.9% of the annual budget.

Sandy Town Council
Report to 29th February 2024

Analysis by Cost Centre [Continued]

4153 - (Internal) Loan interest

4154 - (Internal) Loan interest

4915 - Transfer to Rolling Capital Funds

4923 - Internal loan repayment

Date: 05/03/2024

Sandy Town Council Current Year

Page 1

Time: 12:38

Current Bank A/c**List of Payments made between 01/02/2024 and 29/02/2024**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/02/2024	Barclays	DDR	47.88		Bank charges
05/02/2024	UK Fuels Limited	DDR	109.22		791-Fuel a/c
06/02/2024	Bedford Borough Council	FP1	29.94		769-Trade refuse
06/02/2024	Blunham Dairy	FP2	16.95		764-Milk
06/02/2024	Central Bedfordshire Council	FP3	1,844.65		765-Pavilion Man fee Feb 24
06/02/2024	The Community Heartbeat Trust	FP4	815.00		753-Defibrillator support Year
06/02/2024	CPRE Bedfordshire	FP5	30.00		770-SB Planning training
06/02/2024	DCK Accounting Solutions Ltd	FP6	627.00		771-Accounts Dec 23
06/02/2024	Paul Groom	FP7	15.00		773-Groom deposit refund
06/02/2024	Groundcare Machinery Services	FP8	2,903.77		758-Allet Tournament service
06/02/2024	Hertfordshire County Council	FP9	348.21		767-Stationery
06/02/2024	Arthur Ibbett Ltd	FP10	181.27		768-Stihl RMA 765V Repairs
06/02/2024	Tim Miles	FP11	300.00		772-Grave digging
06/02/2024	FD Odell & Sons Ltd	FP12	96.00		759-Skip hire
06/02/2024	T&J Seymour Electrical Install	FP13	900.00		776-S/Lights maint
06/02/2024	Time Assured Limited	FP14	420.00		777-Church clock repair
06/02/2024	Viking	FP15	28.68		766-Hand gel
06/02/2024	Bedford Borough Council	FP1	-29.94		Purchase Ledger Payment
06/02/2024	Central Bedfordshire Council	FP3	-1,844.65		Purchase Ledger Payment
08/02/2024	Yu Energy	DDR2	92.74		804-Depot electricity
08/02/2024	Yu Energy	DDR3	720.16		803-Depot electricity
08/02/2024	Yu Energy	DDR4	12.52		802-SRRG Electricity
08/02/2024	Yu Energy	DDR5	1,204.00		800-S/Lighte electricity
08/02/2024	Yu Energy	DDR6	86.61		799-S/lights electricity
08/02/2024	Yu Energy	DDR7	46.87		801-Public toilets electricity
09/02/2024	HMRC	FP	5,548.04		PAYE/NI Jan 24
09/02/2024	Beds Pension Fund	FP	5,757.36		Pensions Jan 24
12/02/2024	Yu Energy	DDR8	334.80		Purchase Ledger Payment
15/02/2024	Feb Salaries	DDR	17,474.78		Feb Salaries
15/02/2024	Chess Ltd	DDR	503.78		789-IT Support
19/02/2024	UK Fuels Limited	DDR	3.60		787-Fuel a/c
19/02/2024	Anglian Water Business Ltd. (N	DDR11	3,490.06		796-SRRG water charges
20/02/2024	Anglian Water Business Ltd. (N	DDR12	9.44		823-Cemetery water charges
20/02/2024	Anglian Water Business Ltd. (N	DDR13	253.53		797-Office water charges
21/02/2024	Anglian Water Business (Nation	DDR14	1,179.38		Purchase Ledger Payment
26/02/2024	Anglian Water Business Ltd. (N	DDR15	51.92		822-Depot water
26/02/2024	Laura Dove	FP	600.71		LD Dec Salary Adj
27/02/2024	Public Works Loan Board	DDR16	304.12		792-PWLB Loan Interest
28/02/2024	Chess Ltd	DDR	725.11		827-Telephone
Total Payments			45,238.51		

Policy, Finance and Resources Committee

Date:	8th April 2024
Title:	CCTV Monitoring and Compliance Costs
Contact Officer:	Town Clerk

Purpose of the Report

1.0 To receive costs from Central Bedfordshire Council to monitor 7 cameras across Sandy for £2,000 (excluding VAT) per annum with a yearly RPI increase from 2025 onwards and a one off charge of £2,080 from Global MSC Security to ensure compliance with, and documentation required by, the Surveillance Camera Code of Practice.

Recommendation

2.0 That the Council approves the annual costs for the monitoring provision and the one off costs for compliance documentation.

Background

3.0 In November 2023 it was agreed that the Town Council would replace its existing CCTV system with DSSL live feed cameras at a project cost of £22,214.49 to be paid from the Capital Fund and annual charge of £3,717 for camera maintenance costs included in the 2024/25 budget.

3.1 Central Bedfordshire Council has since submitted annual costs of £2,000 (excluding VAT) to monitor cameras at Sunderland Road Recreation, Bedford Road Recreation Ground, the Town Council Car Park, and Town Council Depot. CBC's monitoring service means that any anti-social behaviour or criminal activity will be picked up in real time, they have a direct connection to the police and will report on any suspicious behaviour noticed during monitoring, as well as search footage when requested by the police. Any faults with cameras will be picked up quickly, enabling a faster resolution time for problems.

3.2 Global MSC Security would supply Level One – Compilation of Operational Requirements Documents (OR), requiring a full day's site visit and once the OR meets the threshold for the Level 1 OR would undertake Level Two OR. To provide this service and Data Protection Impact Assessment will cost £2,080.00 (excluding VAT). Global MSC Security are the same contractor that CBC uses for its camera compliance documentation.

3.3 In the financial year 2023/24 STC has paid ADT £7,438.69 in maintenance and repair costs for its current camera system (£2,285 of this was for its annual maintenance charge). Problems have been experienced with both camera operation and connection at three of the four sites across the period. ADT's system did not incur any charges for monitoring costs as this was undertaken in-house.

3.4 In recent months Sandy has seen a rise in both anti-social behaviour and vandalism, including hate speech/racist graffiti across the town. The monitored system will complement the recently launched shop/radio system and other CBC-owned cameras sited on Sandy High Street, enabling the police to gather more intelligence and evidence to better tackle local issues.

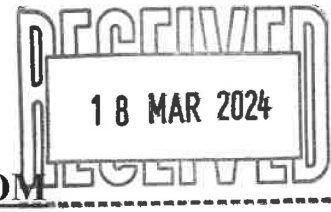
Financial Implications

4.0 The annual maintenance scheme of £3,717 has been provisioned for in the budget. The £2,000 annual monitoring charge and £2,080 compliance costs will need to be paid from Rolling Capital, or vired from another budget line.

4.1 Ongoing work is being undertaken by the Clerk and officers who are actively seeking grant funds to pay towards the cost of this project.

Legal Powers

5.0 Under s 17 of the Crime and Disorder Act 1998 a Parish Council has a **duty** 'to exercise its various functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can, to prevent crime and disorder in its area'. It is hard to quantify CCTV as a tool to secure convictions it is seen as a major measure in the prevention of crime and anti-social behaviour.



APPLICATION FOR GRANT AID FROM

SANDY TOWN COUNCIL

<u>Name of the Organisation/Group</u>	
The Sandy Garden & Craft Show	
Are you affiliated to a national organisation? If so, which one?	Royal Horticultural Society & National Dahila Society
Local venue/meeting place	Bowls Pavillion, Sandy Conservative Club.
Are you a registered charity? If so, give your charity number?	No
What are the aims and activities of the organisation?	To Promote and organise The Sandy Garden & Craft show, and other events i.e. Willow Gin tasting evening and Quiz night, with hopefully more events to follow.
How many members do you have?	Volunteers/Leaders 3 Officers 6 Committee members
Members:	Junior
	Senior 20
What is your annual subscription?	Junior £
	Senior £ £10.00

Project Information

What would the grant be used for?	To cover costs of hall hire from Midday Friday 30th August, all day Saturday 31st August and Sunday morning 1st September (The Sandy Gardening & Craft Show event, held at Sandy Conservative Club)
In what manner will the residents of Sandy benefit?	All show classes open for entry to residents of Sandy and surrounding area.
Approximately how many Sandy residents will benefit from this grant?	525 entries for last years show from 95 exhibitors.
Estimated total cost of project	£2500.00
Please state clearly how much you are applying for from Sandy Town Council.	£500.00
What amount is being met from your own funds?	£1450.00

What is the amount sought from other funding bodies? Please give details of other sources you have applied to or intend to apply to.

Source	Amount	Confirmed/Pending/Unsuccessful
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<p>Currently have £550.00 commitment from local industries for show schedule adverts / sponsorship.</p>		
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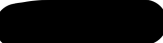
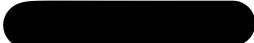



Financial Details

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

Surplus funds to go into bank to ensure future shows can be funded / held.

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



See attached sandy show spread cost sheets for 2022 & 2023 and audited accounts presented at AGM

Payment Details	
Account Title	Sandy Horticultural Society
Account Number	Sort code :  Account No : 
Bank/Building Society Name and Address	Barclays Bank Leicester LE87 2BB
Contact Details	
Please give details of the person with whom this application can be discussed and to whom any cheque should be sent:	
Position in organisation	Treasurer
Address	
Telephone Number	
E-mail address	

Declaration

Please sign this form to confirm that:

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

Signed:	
Name:	
Position:	Treasurer
Date:	14 March 2024

Please enclose with your application copies of:

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

Policy, Finance and Resources Committee

Date:	8th April 2024
Title:	Unpaid Utility Bills at Jenkins Pavilion
Contact Officer:	Town Clerk

Purpose of the Report

1.0 To receive an update regarding unpaid water bills at the Jenkins Pavilion.

Recommendation

2.0 To note the update.

Background

3.0 Following a verbal report by the Town Clerk at the PF&R Committee meeting held on 19th February 2024 (111-2023/24), where it was highlighted that water bills for the Jenkins Pavilion, which should have been paid by the management company, Everyone Active and prior to that Stevenage Leisure Limited (SLL), the Town Clerk had undertaken an investigation to understand how much, if any, of the payments could be recouped from the management companies.

3.1 Everyone Active (EA) have now received the relevant invoices for water bills accrued since they took over management of the Jenkins Pavilion facility and STC will continue to invoice EA accordingly. The first payment has been processed and should be received by STC shortly.

3.2 Investigation shows STC paid £3,122.55 for water use at the Jenkins Pavilion between 12.01.2017 and 03.02.2023. A copy of the water bills along with an email requesting SSL reimburse STC was sent to the Managing Director of the company Natalie Palmer on 12th March 2023 with a follow up email sent on 21st March. To date the Clerk has received no reply. A hard copy of the letter was posted on 2nd April 2024 and follow-up telephone calls will be made.

Financial Implications

4.0 If SLL do not enter into conversation with STC on the matter, then the £3,122.55 will not be recoverable. No further financial implications are foreseen in the future unless Members wish to pursue a more formal non-payment route.

Legal Powers

5.0 The actions undertaken are covered by the Localism Act 2011, s.1 the General Power of Competence, for which Sandy Town Council is eligible and is a power of first resort, allowing the Council to do anything an individual can do.

Policy, Finance and Resources Committee

Date:	8th April 2024
Title:	Repair of Play Equipment and Safety checking of Equipment
Contact Officer:	Deputy Town Clerk

Purpose of the Report

1.0 To consider a referral from Community Services and Environment Committee regarding the repair, and safety checking, of play equipment owned by the Town Council.

Recommendation

2.0 That the Committee considers the request from Community Services and Environment Committee and discusses its response and notes that the annual inspection will be carried out in May 2024.

Background

3.0 The C,S and E Committee at its meeting on 25th March 2024 recommended that this Committee considers a report on the physical condition of the play equipment at Fallowfield and Bedford Road Recreation Grounds and the work listed in the report be funded from the Rolling Capital Fund. The total cost of the work at the two recreation grounds is £29,215.

3.1 The Committee is advised that the works listed have been inspected by the Outdoor Team and are not repairable by them. If the works are not carried out equipment will have to be taken out of service. There will be costs of fencing it off or equipment removed.

The Committee is also advised that the annual inspection of play equipment is required. The current contractor **Inspection on Line** has advised that the inspection of six play areas will cost £348.

Financial Implications

5.0 The financial implications are significant as the existing repair budgets limit the work that can be done and the work needed for urgent repairs/ replacement is large. If further funding is not provided in the current financial year the limited budgets would have to be used to close off playground equipment.

Legal Powers

6.0 The actions undertaken are covered by the Localism Act 2011, s.1 the General Power of Competence, for which Sandy Town Council is eligible and is a power of first resort, allowing the Council to do anything an individual can do.

Price Quotation: PQ24001819

Agenda Item 13

Appendix VIII

To:
 Ian Reed
 Sandy Town Council

Quote Date: 13/03/24
 Expiration Date: 12/04/24

Thank you for allowing me the opportunity to provide you with the following quote today.

If you have any questions or require any further information, please feel free to contact me and I will be happy to discuss this further with you. Equally, if you are happy with this quotation please sign and date where appropriate and return for my attention.

Part Description	Qty	Unit Price	Extended Price
Gazebo Leg Weight	8.00 ea	GBP 18.50	GBP 148.00
Std UK delivery not inc Highlands and Islands	1.00 ea	GBP 35.00	GBP 35.00
3x3 Gazebo Frame, incl Bag	2.00 ea	GBP 305.00	GBP 610.00
3x3 Printed Gazebo Wall	6.00 ea	GBP 117.00	GBP 702.00
3x3 Printed Gazebo Roof	2.00 ea	GBP 205.00	GBP 410.00
Special shop goods	2.00 ea	GBP 0.00	GBP 0.00
Total Price			1,905.00
VAT			381.00
TOTAL			GBP 2,286.00

Delivery time is **X** days from confirmation of payment and approved artwork.

Payment Terms:

See next page for full terms and conditions.

Company Reg No: 2213723

VAT Reg No: GB705861825

Price Quotation: PQ24001819

Special Notes:

House of Flags uses courier services for our deliveries. All deliveries are on a Next Day Service, However, this cannot be guaranteed by the courier. Should you require a guaranteed service please ask for more details on a guaranteed or same day service.

Payment Terms:

If no terms specified or agreed with House of Flags, payment with order will be required. Please note that the above prices do not include VAT. An artwork cost will apply to each design of your first order but will be waived for subsequent identical orders; the cost of the flag will remain as quoted.

Details of our artwork requirements can be found in our "Artwork Guide" at the link below. Should you have any questions or require us to send over the relevant template please do not hesitate to ask. <https://www.flags.co.uk/help-guide/>

Due to the nature of the product, an invoice will be raised at commencement of production and payment will be expected according to your payment terms as specified above.

A charge of 10% of the quoted price will apply to cancelled orders. Cancellation of bespoke products after production has commenced will incur charges of the full invoiced amount.

Our full terms and conditions of sale are available for viewing on our website at www.flags.co.uk

Confirmation of order

Customer's PO:

Name	
Title	
Signature	

Many Thanks,
Steve Butler
stevebutler@flags.co.uk
03300 536181

Price Quotation: PQ24001819

HOUSE
of FLAGS

Company Reg No: 2213723

VAT Reg No: GB705861825

House of Flags, Bicton Industrial Park, Kimbolton Cambridgeshire, PE28 0LQ, United Kingdom
www.flags.co.uk



SANDY
Town Council

SANDY TOWN COUNCIL POLICY, FINANCE & RESOURCES ACTION PLAN 2023/24

The following Action Plan summarises and prioritises the Council's activities and projects that will continue to be worked on over the 2023/24 financial year. The action plan is mostly project based and does not consider the daily business of the Council, such as routine maintenance and administration, dealing with and carrying out actions resulting from public enquiries, completing training and statutory activities (e.g., internal audit).

POLICY, FINANCE AND RESOURCES COMMITTEE				
Est. Cost	Objective	Actions	Responsibility	Timescale
2023/24 Activities				
Services and Contracts				
£19,000 Budget	Current insurance agreement runs until 2023 but annual review is conducted and agreed with insurer.	1) Review of existing policy and drawing up any amendments or additions that are required. 2) Meeting with insurers to review and update policy. 3) Confirmation of any amendments made and copy of 2023/24 policy documents to be presented to PFR committee.	1) Clerk/Admin Lead 2) Clerk/Admin Lead/Insurer 3) Clerk/Admin Lead	Complete Complete Complete
£550 service contract currently paid	Review keyholder and alarm callout service provision by current provider and consider alternative quotations for 2024/25.	1) Review of provision and research into alternative providers. 2) Quotes to be obtained by current and alternative providers for consideration. 3) Report to PFR with purpose, review, and costs of service provision over the last three years. Quotes and recommendation to be considered. 4) New contractor to be started.	1) Admin Lead 2) Admin Lead 3) Admin Lead/PFR 4) PFR/Admin Lead	Complete Complete April 2024 April 2024

AGENDA ITEM 16

APPENDIX IX

<p>Current budget of £1,500 retainer</p>	<p>Review and renew HR and health and safety advisor contract.</p>	<ol style="list-style-type: none"> 1) Review of existing provision to be conducted. 2) Quotations for new contract to be obtained from current and alternative providers. 3) Report, with quotes and recommendation to be considered. 4) Contractor to be appointed. 	<ol style="list-style-type: none"> 1) Clerk/HR Committee 2) Clerk/Admin Lead 3) Clerk/HR Committee 4) Clerk/PFR 	<p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p>
<p>Budgeting and Accounting</p>				
	<p>Agreement of 2024/25 budget and precept</p>	<ol style="list-style-type: none"> 1) Produce Year on Year budget/expenditure report for review 2) Review of 2023/24 revenue budget report & 2024/25 recommendation 3) Review and amendment of 2024/25 revenue and capital budget 4) Review and amendment of 2024/25 budget and precept level 5) Recommend of budget and precept to Full Council 6) Approval of 2024/25 budget and precept 	<ol style="list-style-type: none"> 1) Clerk 2) PFR 3) PFR 4) PFR 5) PFR 6) Full Council 	<p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p>
	<p>Agreement of 2024/25 Scale of Charges</p>	<ol style="list-style-type: none"> 1) Apply RPI increases to 2024/25 Scale of Charges 2) Review and approve 2024/25 Scale of Charges 3) Amend 2024/25 budget to reflect Scale of Charges 	<ol style="list-style-type: none"> 1) Admin Lead 2) PFR 3) Admin Lead 	<p>Complete</p> <p>Complete</p> <p>Complete</p>
<p>Large Capital Equipment Investment (beyond standard equipment covered within revenue budget)</p>				
<p>TBC</p>	<p>Research and develop proposals for the replacement of the older of the Council's works trucks.</p>	<ol style="list-style-type: none"> 1) Review of vehicle requirements and understand what form of new vehicle would be appropriate 2) Research of vehicles and options available to the Council, along with costings and options such as leasing. 3) Report to committee with recommendations of preferred replacement vehicle, costs, and funding options. 4) Factor proposed new vehicle costs into the 2024/25 budget. 	<ol style="list-style-type: none"> 1) Cllrs/Outdoor Lead 2) Cllrs/Outdoor Lead /Deputy Clerk 3) Cllrs/Outdoor Lead 4) Clerk/PFR 	<p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p>
<p>Projects</p>				

AGENDA ITEM 16

APPENDIX IX

TBC	Progress development of the cemetery burial site landscaping and pathways	<ol style="list-style-type: none"> 1) Agree cemetery final design with CDS and get costs for next stage of project. 2) Tender document for landscape contractors goes out 3) Landscaping to start 4) Update for burial regulations to incorporate extended area 5) Resolution to apply for PWLB 6) Public Consultation regarding Public Works Loan Board (PWLB) 7) Application to PWLB to NALC 8) Landscape work completed 9) Defect Period RIBA 7 10) Site Opening 	<ol style="list-style-type: none"> 1) CWG 2) Clerk/CWG 3) Clerk/CWG 4) CWG/Admin Team 5) Town Council 6) Clerk 7) Clerk 8) Contractor 9) Contractor/CDS 10) STC 	<p>Complete</p> <p>May 2024</p> <p>Aug 2024</p> <p>Oct 2024</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Feb 2025</p> <p>Feb 2025</p> <p>May 2025</p>
£67,000	Archaeological work at the cemetery extension site as per the planning permission granted	<ol style="list-style-type: none"> 1) Agree revised cost for work with archaeological contractor following further discussion with CBC. 2) Committee to approve expenditure on second stage of post excavation work and instruct archaeologist to commence. 3) Archaeologist to complete post excavation analysis stage and report back to the Council. 4) Agreement of final reporting stage commencement 5) Archaeologist to report back to CBC when reporting stage complete 6) Archaeologists to conduct an event to present findings to Members of the public and Historical Society 	<ol style="list-style-type: none"> 1) Clerk/Cem Wrk Grp 2) PFR 3) Contractor 4) PFR 5) Contractor 6) AOC/Community Engagement Officer 	<p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p>
	Allotments at Beeston Green (village site)	<ol style="list-style-type: none"> 1) Agree terms of lease with CBC 2) Organise survey of the land to understand its condition 3) Determine design and layout of plots/utilities/parking and 	<ol style="list-style-type: none"> 1) Beeston WG/PF&R and Clerk 2) Deputy Clerk/Beeston WG 3) Beeston WG/FC 	<p>TBD</p> <p>TBD</p> <p>TBD</p>

AGENDA ITEM 16

APPENDIX IX

		<p>storage areas</p> <p>4) Tender document for landscape works</p> <p>5) Landscape works undertaken</p> <p>6) Allotment Policy Updated</p>	<p>4) PFR/FC</p> <p>5) Contractor</p> <p>6) Admin Team Leader/PF&R/Dep uty Clerk</p>	<p>TBD</p> <p>TBD</p> <p>TBD</p>
Policy and Administration				
£2,500 legal costs approved	Complete registration of all Council owned land with the Land registry	<p>1) Committee to approve expenditure on appointing a solicitor to undertake land registry work.</p> <p>2) Documents to support registration of land to be catalogued and provided to solicitor.</p> <p>3) Solicitor to undertake and complete registration process (committee to be advised on completion)</p>	<p>1) Clerk/PFR</p> <p>2) Admin</p> <p>3) Solicitor</p>	<p>Complete</p> <p>Complete</p> <p>Ongoing</p>
£3,000 legal costs approved	Adoption of 'Berwick Way' amenity land from Taylor Wimpey	<p>1) Council requested adoption of only two parcels of land.</p> <p>2) Solicitor to liaise with TW to agree to new proposal from STC</p>	<p>1) Full Council</p> <p>2) Solicitor</p>	<p>Complete</p> <p>Ongoing</p>
TBC	Completion of Army Cadets HQ lease / land matter (Berwick Way)	<p>1) Seek agreement from landowner Taylor Wimpey to transfer a small parcel of land at the site of the Cadet HQ to STC and progress accordingly.</p> <p>2) Alternatively, that TW join a lease with STC and the Army Cadets for the HQ building.</p> <p>3) Further actions will be dependent on responses from TW.</p>	<p>1) Clerk/PFR</p> <p>2) Clerk/PFR</p> <p>3) Clerk/PFR</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
Peppercorn rent	Renewal of Lease between STC and Sandy Bowls Club	<p>1) Working Group to review the current lease and make recommendations to PF&R for amends.</p> <p>2) PF&R Review recommendation</p> <p>3) Draft lease created</p> <p>4) Draft lease share with Bowls Club</p>	<p>1) Cllrs Pettitt and Effiong</p> <p>2) PF&R</p> <p>3) Solicitors</p> <p>4) STC/BC</p>	<p>Jan 2024</p> <p>April 2024</p> <p>TBC</p> <p>TBC</p>

AGENDA ITEM 16

APPENDIX IX

		5) Final lease drafted 6) Lease signed	5) Solicitors 6) STC/BC	2025 2026
Ongoing Activities				
Business as Usual	Running the Committee	Agendas, minutes, reports, finance, administration		
	Council Administration	Administration		
	Council finances, yearend accounts, payroll, and audit	Administration, monthly account review and monitoring, recommendations for decisions or action to Full Council. Review and consideration of internal audit reports, Council risk assessments and associated documents/actions.		
	Annual Report	Preparation and publication		
	Action Plan	Annual review and publication		
	Council Policies	Ongoing review and administration		
	Burial Regulations	Review and consideration of Burial Regulations.		
Business as Usual	Grants	Administration, finance, and agreement		
	External Contractors	Administration, management, and monitoring		
	Council Website	Continued maintenance and update		
	Procurement	Review, management and scrutiny of quotations and purchase recommendations		
	Civic Matters	Honorary Freeman & Friend of Sandy Award		
	IT & Office Equipment	Administration and supply		
Any other matters within the committee's remit				