

Sandy Town Council

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

You are hereby summoned to attend a meeting of Sandy Town Council to be held in the Council Chamber at 10 Cambridge Road, Sandy on Monday 26th June 2023 at 7.30pm for the purpose of transacting the items of business below.



Nicola Sewell
Town Clerk
10 Cambridge Road
Sandy
SG19 1JE
01767 681491
21st June 2023

A G E N D A

1 Apologies for Absence

To receive any 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) Disclosable Pecuniary Interests*
- ii) Non Pecuniary Interests*
- iii) Dispensations*

3 Public Participation Session

To receive questions and representations from members of the public. Members must raise their hand to indicate they wish to speak and the Chairman will advise them when it is time to do so.

Sandy Town Council

4 Co-option for Vacancies in Fallowfield, Ivel and Pinnacle Wards

Members are asked to consider applications for co-option to Town Council to fill the vacant seats for Fallowfield Ward (1 vacancy), Ivel Ward (2 vacancies) and Pinnacle Ward (1 vacancy). Each candidate will give a brief presentation on why they have applied for co-option. Members will be given the opportunity to ask questions of the candidates following their presentations. Three applications have been received.

- 1)
- 2)
- 3)

Confidential

5 Minutes of Town Council Annual meeting

To consider the Minutes of the Annual Meeting of Sandy Town Council held at 7.30pm on Monday 22nd May 2023 and to approve them as a correct record of proceedings.

6 Minutes of Committees and recommendations therein

To receive and note the minutes of the meetings of the following committees and sub-committees and (if applicable) to approve recommendations therein which do not arise elsewhere.

- i) Development Scrutiny Committees held on 5th June 2023.
- ii) Policy, Finance and Resource Committee held on 12th June 2023.
RESOLVED to recommend:
 - The Council adopt the 2022/23 Unaudited Financial Statements for the year ended 31st March 2023 (see item 10i).
 - Full Council tick boxes 1-9 in Section 1 of the AGAR (see item 9) as yes.
 - Full Council agree the figures set out in Section 2 of the AGAR (see item 10ii) as an accurate record.
 - To note the approved payment of an additional £480 to contractors for the installation of a boundary fence at Potton Road will be honoured by the Town Council.
- iii) Community Services and Environment Committee on 5th June 2023
RESOLVED to recommend:
 - That the Council welcomes the opportunity to celebrate the eightieth anniversary of the D Day landings – 6th June 2024

Sandy Town Council

- That the Council consider taking on the responsibility to stage the Christmas Lights Switch-on event subject to representatives of the former Friends of Sandy Christmas Lights being invited to join the Working Group.
- That the Council seeks Football Foundation Funding to carry out the recommendations in its report regarding the improving the pitch conditions at Sunderland Road Recreation Ground.
- That the Council adopt the Community Safety Charter.

7 Year-End Accounts 2022-2023

To receive a report briefly outlining the year end accounting process. Appendix I

8 Annual Governance & Accountability Return 2022/2023 **ANNUAL INTERNAL AUDIT REPORT 2022/2023**

To receive and note the Internal Auditor's Year End report for the year ending 31st March 2023, together with the completed Annual Internal Audit Report 2022-2023 of the Annual Governance & Accountability Return (AGAR) Part 3. Appendix II

9 Annual Governance & Accountability Return 2022/2023 **SECTION 1 - ANNUAL GOVERNANCE STATEMENT**

To confirm and approve the statements on the Annual Governance Statement (Section 1) of the 2022-2023 Annual Governance & Accountability Return (AGAR) Part 3. The Clerk and the Chairman of the Council are to sign once approved. Appendix III

10 Annual Governance & Accountability Return 2022/2023 **SECTION 2 – ANNUAL ACCOUNTING STATEMENT**

i) To receive and approve the year-end unaudited financial statements for the year ending 31st March 2023. Appendix IV

ii) To confirm and approve the Accounting Statement (Section 2) of the 2022-2023 Annual Governance & Accountability Return (AGAR) Part 3. The Clerk, as Responsible Financial Officer, has signed to certify that the Accounting Statement has been prepared following guidance in Governance & Accountability for smaller Authorities. The Chairman of the Council is to sign following approval by the Council. Appendix V

11 Annual Governance & Accountability Return 2022/2023 **EXERCISE OF PUBLIC RIGHTS**

Following the Council's approval of Sections 1 and 2 of the AGAR, the Clerk will confirm the commencement date for the exercise of public rights. The Annual Return will be published on the council's website on Tuesday 27th June 2023, and the period of public rights Appendix VI

Sandy Town Council

will commence on Wednesday 28th June 2023 for a period of 30 working days

12 Reports from Central Bedfordshire

To receive reports from Ward Councillors.

13 Action Plan

To review and agree Full Council Action Plan for 2023/24.

Appendix VII

14 Defibrillator

To receive a report from the Clerk regarding a resident's request to provide funds for a defibrillator to be installed near/on the resident's property. The report outlines guidance from the Community Heartbeat Trust, who manage Sandy's other defibrillators and considers the necessary power supply and housing for the equipment.

Appendix VIII

15 Insurance Renewal

To receive details and consider renewal quote acquired by James Hallam and consider undertaking a 3-year term on the recommended insurance quote. The date of renewal is 1st July 2023.

Appendix IX

16 Internal Auditor's Charges

To note that the Internal Auditors charges have increased to:

- Annual internal Audit Fee £1,500 + VAT
 - Interim Audit £750.00 + VAT
 - End of year internal Audit £750.00 + VAT

This sees an increase from £430 + VAT for the two audits, however the Auditors have not raised their fees for several years.

17 Christmas Lights Switch On Event

To receive a report from the Community, Services & Environment Committee regarding the disbanding of the Friends of Sandy Christmas Lights Group and recommendation by CS&E Committee for the Town Council to take on the running of the event.

Appendix X

18 Clerk's Report

To receive a report from the Clerk regarding works and priorities for the Administrative Team.

Appendix XI

19 Reports from Councillors on Outside Bodies

To receive the following reports from Council representatives on outside bodies;

- Cllr M Pettitt – Sandy Twinning Association
- Cllr M Pettitt – SSLA

To come
To come

Sandy Town Council

- Cllr R Lock – Sandy Community Children’s Centre. I have contacted the Centre who were pleased to hear from me. The lady in charge will be contacting me and I hope to make a visit in the next week or so.

20 Planning Applications

To consider the following application submitted for comment by Central Bedfordshire Council.

CB/23/01835/FUL L 2-6 High Street, Sandy, SG19 1AH	Six self-contained flats. https://cbc.aifusion.io/planning/publicViewer.html?caseID=CB/23/01835/FULL This link will allow access to all the plans associated with this application
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22 Cemetery Extension – water monitoring training

To receive a quote from CDS for £740 to train members of Sandy Town Council’s outdoor team to undertake water monitoring requirements for the cemetery extension project as laid out in the planning conditions.

23 Vehicle repair costs

To receive a report on the current condition of the Council’s diesel vehicles with cost options for repair.

Appendix
XII

24 Correspondence

To note correspondence received by the Town Council since the last meeting of Full Council and any actions arising from such items. All correspondence circulated to Members separately. *For information only:*

- A428 Black Cat to Caxton Gibbet – Update – rcvd 22nd May 2023
- NALC Events – rcvd 23rd May 2023
- NALC Chief Executives Bulletin – rcvd 8th June 2023
- Volunteer Recognition Awards 2023 – rcvd 8th June 2023
- Loneliness Awareness Week – 12 to 18 June 2023 rcvd 13th June 2023.

25 Mayoral Engagements

Mayors Engagements for STC Agenda for Meeting on 22nd May 2023

6th June - The Mayor was interviewed on Biggs FM to promote the role of the Council and our Co Option process.

10th June - The Mayor attended the Sandy Carnival, including judging the parade floats, taking part in the parade and presented the parade prizes together with the Carnival Stars and Max McMurdo

Sandy Town Council

15th June - The Mayor visited Maple Tree School along with Ward Cllr Ford to talk to Year 6 about the role of the Council, both CBC and Town Council. Following this they will be undertaking a field trip to the Town Centre with a visit to the Library and The Council Chamber on the 7th July.

19th - The Mayor attended the Monday evening session of the Youth Club to meet with the Leaders and young people to learn about their concerns relating to the future of Sandye Place and youth provision in the town.

26 Press Releases

27 Chairmans Items

28 Date of Next Meeting

7th August 2023

Sandy Town Council

Date:	26th June 2023
Title:	Year End Accounts Process
Contact Officer:	Town Clerk

Purpose of the Report

1. To receive and note a brief outline of the year-end accounts process. This report is provided for information only.

Recommendation

2. This report is provided for information only.

Background

3. This report is provided to advise Members of the year end accounting processes.

There are 3 elements to the Council's accounts:

1. Day to day accounts information
2. Year-end close down
3. Preparation of Annual Governance & Accountability Return

This report provides guidance on the above elements.

Day to Day Accounts

4. The administration of the Council's invoicing, purchasing and payments is undertaken by the Administration Team Leader, with oversight and overall responsibility by the Town Clerk. DCK Beavers, the Council's accountant, provide support. The Council's accountant carries out monthly end accounting, management/administration of the accounts system and monthly reporting. Analysis of monthly expenditure is provided by the Town Clerk to the finance committee.

Year End Close Down

5. The RFO specifies a date for the year and close down to DCK Beavers for mid-May. This is to enable March invoices to be received and processed and for journals of corrections, adjustments, accruals, and prepayments to be completed.

DCK Beavers then undertake the following:

1. Check prepayment, accrual, and adjustments journals
2. Complete any outstanding journals over which there was a query
3. Make recommendations as appropriate to RFO & Accounts Officer
4. Check the proposed EMR transfers, make necessary amendments and input the appropriate journal entries
5. Print journal report for HRTC officer to check
6. Close down for the month of March and complete back-up
7. Close the year and complete year end back-up.
8. Open new live company for the subsequent year's accounts.

Preparation of the Annual Governance & Accountability Return

6. The Annual Governance & Accountability Return comprises:

- Completion of the Annual Governance & Accountability Return form;
- Bank Reconciliation Statement for year-end;
- Explanation of Differences to figures contained within the Annual Return form;
- Reconciliation of Boxes 7 & 8 of the Annual Return form;
- Statement of Accounts for the Year;
- Completion of Intermediate Audit Questionnaire supported by evidence specified by the external auditors.

7. DCK Beavers assist in the completion of the Annual Return. In preparation they require a Questionnaire to be completed in January which provides them with information on the Council's pension scheme, recruitment, advertising, publicity, asset purchases and disposals to date, leases and tenancies, and agency work. This information is provided to assist with the preparation of the Notes to the Statement of Accounts.

8. In addition, the RFO specifies a date for the completion of the Statement of Accounts to DCK Beavers for early June dependent on the date of the Town Council meeting.

9. DCK Beavers provide a draft of Section 2 Statement of Accounts Notes to the Accounts by the date specified. Officers check information provided.

10. DCK Beavers do not prepare the following for submission with the Annual Return:

- Bank Reconciliation Statement for year-end;
- Explanation of Differences to figures contained within the Annual Return form;
- Reconciliation of Boxes 7 & 8 of the Annual Return form;
- Completion of Intermediate Audit Questionnaire with evidence required

These are completed by the RFO.



**SANDY TOWN COUNCIL INTERNAL
FINAL AUDIT REPORT FOR THE
YEAR ENDED 31 MARCH 2023**
Conducted 17th May 2023

**SANDY TOWN COUNCIL INTERNAL
AUDIT REPORT FOR THE YEAR ENDED
31 MARCH 2023**

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**SANDY TOWN COUNCIL INTERNAL
AUDIT REPORT FOR THE YEAR ENDED
31 MARCH 2023**

Introduction

The final internal audit was carried out on the 17th May 2023. The audit was conducted at the offices of the Council.

Summary of Work Completed

The work completed is identified in the following table below:

AREA OF WORK	WORK COMPLETED
Bank and Cash Reconciliations	<ul style="list-style-type: none">a) Bank reconciliations were reviewed and agreed each month to ensure that controls were working effectively throughout the period.b) The reconciliation for the period to 31/03/2023 was verified to the accounting data as entered to Rialtas software.c) Cash reconciliations were reviewed to the period up to 31/03/2023
VAT Returns	<ul style="list-style-type: none">a) VAT returns for the year were reviewed and the debtor as at 31/03/2023 was verified to the trial balance as at that date.
Substantive Income and Expenditure Testing	<ul style="list-style-type: none">a) A sample of income and expenditure was confirmed to supporting documentation. Receipts and payments were confirmed to the bank statements respectively.b) Internal authorisation procedures were checked for the council's expenditure for the period under review.
Risk Assessments	<ul style="list-style-type: none">a) The council's risk assessments were reviewed to ensure that due consideration has been given to identify the key and significant risks.c) To ensure that sufficient safeguards and controls are in place to mitigate identified risks.
Fixed Asset Register	<ul style="list-style-type: none">a) The fixed asset register was reviewed to ensure that assets owned by the council are correctly recorded.
Minutes of Meetings	<ul style="list-style-type: none">a) The minutes of meetings since the last internal audit were reviewed and any relevant information was noted.

**SANDY TOWN COUNCIL INTERNAL
AUDIT REPORT FOR THE YEAR ENDED
31 MARCH 2023**

Review of Trial Balance	a) The trial balance was reviewed for reasonableness b) The trial balance was confirmed to the accounts and annual return respectively to ensure financial results agree to source material.
Insurance	a) A review of insurance policies was conducted to ensure that sufficient cover is in place and is reasonable.
Payroll	a) Payroll was verified to the annual return and calculations for PAYE, National Insurance and Pension contributions were checked.
PWLB Loans	a) PWLB balance was agreed to the annual return and supporting loan statement

**SANDY TOWN COUNCIL INTERNAL
AUDIT REPORT FOR THE YEAR ENDED
31 MARCH 2023**

Results

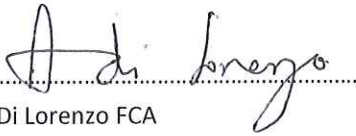
The work completed is identified in the following table below:

AREA OF WORK	OBSERVATIONS/POINTS
Bank and cash Reconciliations	Bank and reconciliations were reviewed and confirmed to be done on a monthly basis with due care and attention. Bank balances were confirmed to statements as at 31 March 2023.
VAT Returns	The balance as at 31/03/2023 was reconciled to the financial statements. No further observations were made.
Substantive Income and Expenditure Testing	No issues were identified with income and expenditure testing. A sample of transactions were reviewed to supporting evidence and checked to ensure payments cleared the bank and receipts received. Authorisation procedures were confirmed to be working effectively. Accounting entries were correctly recorded and posted to the correct nominal code.
Risk Assessments	The Council's risk assessments were confirmed to be reasonable and safeguards are considered to be appropriate and reasonably implemented.
Fixed Asset Register	The fixed asset register looks to be maintained with assets owned by the Council.
Minutes of Meetings	Minutes were reviewed and no pertinent issues were identified for the period under review.
Insurance	Documentation was reviewed and is expected to be sufficient to cover the requirements of the Council.
Other Observations	We were informed that cash was stolen during the financial year. Please ensure that sufficient safeguards are implemented to mitigate risk. For example, having a checking system in place to confirm the value held at the start and end of the day. Also, ensure that updates are made to the financial regulations for any new changes.

**SANDY TOWN COUNCIL INTERNAL
AUDIT REPORT FOR THE YEAR ENDED
31 MARCH 2023**

Conclusion

In our opinion the Council is keeping their books and records in order and is following internal control procedures that have been established.



A Di Lorenzo FCA
Partner

*Haines Watts
First Floor, Woburn Court
2 Railton Road
Woburn Road Industrial Estate
Kempston
Bedfordshire
MK42 7PN*

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

ENTER NAME OF AUTHORITY
Sandy Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		'Yes' means that this authority:	
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>	
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

www.sandytowncouncil.gov.uk ICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Sandy Town Council

Unaudited Financial Statements

For the year ended 31 March 2023

Sandy Town Council

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31 March 2023

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Sandy Town Council

Council Information

31 March 2023

(Information current at 12th June 2023)

Mayor

Cllr J. Hewitt

Councillors

Cllr P. Sharman (Deputy Mayor)

Cllr P. N. Aldis

Cllr R. Lacey

Cllr A. Lock

Cllr R. Lock

Cllr C. Osborne MBE JP

Cllr M Pettitt

Cllr M. Scott

Cllr S Sutton

Cllr N. Thompson

Town Clerk

Mrs N. Sewell

Auditors

Mazars LLP

Salvus House

Aykley Heads

Durham

DH1 5TS

Internal Auditors

Haines Watts

Woburn Court

2 Railton Road

Kempston

Bedford

MK42 7PN

Sandy Town Council
Statement of Accounting Policies
31 March 2023

Auditors

The name and address of the External Auditors is provided for information only.

These Statements are not subject to audit and the External Auditors have no responsibility for them.

Accounting Convention

The accounts have been prepared in accordance with the Accounting Guidance Notes for Local Councils (the Guide) issued by The Chartered Institute of Public Finance and Accountancy (CIPFA) as applicable to a medium sized council.

These accounts have been prepared having regard to the fundamental accounting concepts of: Going Concern, Prudence, Accruals, Relevance, Consistency, Reliability, Comparability, Understandability and Materiality.

The accounts have been prepared under the historical cost convention.

Fixed Assets

All expenditure on the acquisition, creation or enhancement of fixed assets is reported in the notes to the accounts, provided that the fixed asset yields benefits to the authority and the services it provides for a period of more than one year. Fixed assets are valued on the basis recommended by CIPFA. The year end values are stated on the following basis:

land, operational properties and other operational assets are reported in notes to the accounts cost (where known) or at insurance values current when first reported as approximating to the lower of net replacement cost and net realisable value at that time (previous years at current insurance values).

all other assets are included at historical cost except that certain community assets are the subject of restrictive covenants as to their use and/or future disposal. Such assets are therefore considered to have no appreciable realisable value and are included at a nominal value only.

Revenue Grants

Revenue grants are credited to income when conditions attached thereto have been fulfilled and/or equivalent expenditure has been incurred. Grants received in respect of which the conditions have not been fulfilled, or expenditure incurred, are carried forward as deferred revenue grants.

Debtors and Creditors

The council reviews the level of its commercial debtors on a regular basis and provisions are made, as required, where the likelihood of amounts proving ultimately collectable is in doubt.

Value Added Tax

Income and Expenditure excludes any amounts related to VAT, as all VAT suffered/collected is recoverable from or payable to HM Revenue and Customs. Any amounts not so recoverable are treated as a separate expense.

External Loan Repayments

The council is not required by the Guide to incorporate external borrowings in its Balance Sheet. Details are shown at note 12.

Sandy Town Council
Statement of Accounting Policies
31 March 2023

Leases

The council is not required by the Guide to incorporate Hire Purchase and/or Finance Lease obligations in its Balance Sheet. Details are shown at note 11.

Reserves

The council maintains certain reserves to meet general and specific future expenditure. The purpose of the council's reserves is explained in note 13.

Interest Income

All interest receipts are credited initially to general funds.

Pensions

The pension costs that are charged against precept in the council's accounts, in respect of its employees, are equal to the contributions paid to the funded pension scheme for those employees.

These contributions are determined by the fund's actuary on a triennial basis and are set to meet 100% of the liabilities of the pension fund, in accordance with relevant government regulations.

The next actuarial valuation is due at 31st March 2025 and any change in contribution rates as a result of that valuation will take effect from 1st April 2026.

Sandy Town Council
Income and Expenditure Account
31 March 2023

	Notes	2023 £	2022 £
INCOME			
Precept on Principal Authority		628,120	599,356
Capital Grants and Sale of Assets		156,670	20,772
Interest and Investment Income	1	5,004	215
Recreation Grounds and Open Spaces		15,309	6,378
Cemetery		31,990	23,966
Tourist Information		644	338
Car Park and Market		1,125	354
Establishment/General Administration		5,211	815
Civic and Democratic		1,250	1,259
Christmas Lights		2,500	1,172
		847,823	654,625
 EXPENDITURE			
Establishment/General Administration		404,308	375,114
Capital Expenditure	8	251,732	92,539
Loan Interest and Capital Repayments		608	609
Operational Expenditure:			
Recreation Grounds and Open Spaces		55,700	76,545
Cemetery		11,915	9,587
Tourist Information		458	344
Public Toilets		2,826	919
Car Park and Market		13,558	15,602
Lighting and Street Furniture		26,481	35,387
Planning & Development		25,220	-
Civic and Democratic Costs		2,202	2,991
Grants and Donations		13,363	12,483
Christmas Lights		18,541	16,058
CCTV Fees		2,010	1,832
Outside Services		22,887	33,922
		851,809	673,932
 General Fund			
Balance at 01 April 2022		234,042	234,042
Add: Total Income		847,823	654,625
		1,081,865	888,667
Deduct: Total Expenditure		851,809	673,932
		230,056	214,735
Transfer from Earmarked Reserves	13	4,602	19,307
General Reserve Balance at 31 March 2023		234,658	234,042

The notes on pages 8 to 13 form part of these unaudited statements.

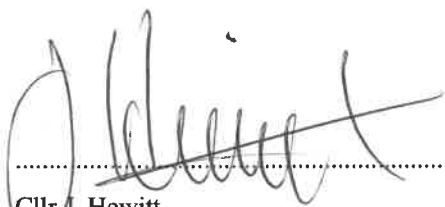
Sandy Town Council


Balance Sheet

31 March 2023

	Notes	2023 £	2023 £	2022 £
Current Assets				
Debtors and prepayments	9	19,905		29,341
Cash at bank and in hand		600,453		607,496
		<u>620,358</u>		<u>636,837</u>
Current Liabilities				
Creditors and income in advance	10	<u>(61,163)</u>		<u>(73,656)</u>
Net Current Assets			559,195	563,181
Total Assets Less Current Liabilities			559,195	563,181
Total Assets Less Liabilities			<u>559,195</u>	<u>563,181</u>
Capital and Reserves				
Earmarked Reserves	13		324,537	329,139
General Reserve			234,658	234,042
			<u>559,195</u>	<u>563,181</u>

Signed:


Cllr J. Hewitt
Mayor


Mrs N. Sewell
Responsible Financial Officer

Date:

12 JUNE 2023.

12th June 2023.

The notes on pages 8 to 13 form part of these unaudited statements.

Sandy Town Council

Notes to the Accounts

31 March 2023

1 Interest and Investment Income

	2023	2022
	£	£
Interest Income - General Funds	5,004	215
	<u>5,004</u>	<u>215</u>

2 Agency Work

During the year the Council undertook no agency work on behalf of other authorities.

During the year the Council commissioned no agency work to be performed by other authorities.

3 General Power of Competence

With effect from 13th May 2019 Sandy Town Council acquired the right to exercise the General Power of Competence extended to Town and Parish Councils under the Localism Act 2011 by S.I. 2012 No 965 (The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012). Therefore, with effect from 13th May 2019 the council no longer exercises the powers conveyed by Section 137 of the Local Government Act 1972 (as amended).

4 Publicity

Section 5 of the Local Government Act 1986 requires the council to disclose expenditure on publicity. Details are shown under the following broad categories:

	2023	2022
	£	£
Recruitment Advertising	2,256	399
Annual Report & Newsletter	2,178	2,904
	<u>4,434</u>	<u>3,303</u>

Sandy Town Council

Notes to the Accounts

31 March 2023

5 Tenancies

During the year the following tenancies were held:

Council as landlord

Tenant	Property	Rent p.a. £	Repairing / Non-Repairing
Sandy Sports & Leisure Association	Land For Artificial Pitch – Sunderland Rd Rec	Peppercorn	N/A
Sandy Football Club	Pitch & Pavilion – Bedford Rd Rec. Ground	535	Repairing
Sandy Village Hall Mgmt C'ttee	Land for Sandy Village Hall	5	N/A
Sandy Bowling Club	Bowling Green, Sunderland Road	471	N/A
Sandy Air Cadets 22 Squadron	Land for Army Cadet HQ at Berwick Way	229	N/A
Sandy Cricket Club	Cricket Pitch, Sunderland Road	236	N/A
Biggleswade & Hitchin Angling	Angling Rights	610	N/A
Scout Hut	Scout Hut – Sunderland Rd Rec	Peppercorn	N/A

Council as tenant

Landlord	Property	Rent p.a. £	Repairing / Non-Repairing
Everton Estate	Recreation Land	-	Non-Repairing

6 Pensions

For the year of account the council's contributions equal 26.80% of employees' pensionable pay.

These contributions will remain at 26.80% in future years, in order to provide adequately for future liabilities.

Sandy Town Council

Notes to the Accounts

31 March 2023

7 Fixed Assets

	2023	2022
	£	£
	Value	Value
At 31 March the following assets were held:		
<u>Freehold Land and Buildings</u>		
Council Offices	215,000	215,000
Car Park & Market Storage Passageway	325,000	325,000
Public Toilets	150,000	150,000
Bedford Rd Recreation Ground and Buildings	240,500	240,500
Sunderland Rd Recreation Ground and Buildings	742,000	742,000
Cemetery incl Chapel and Shed	176,000	176,000
Cemetery Extension (under development)	334,352	289,387
Cemetery Extension Land	19,000	19,000
Scout Hut and ATC HQ Land	4,500	4,500
The Riddy Nature Reserve	63,000	63,000
Stratford Road Depot & Assos Yard	208,687	208,687
	<u>2,478,039</u>	<u>2,433,074</u>
<u>Vehicles and Equipment</u>		
John Deere Tractor	18,250	18,250
Rotamec Triple Deck Mower	11,150	11,150
Protea 12 Blade Mower	2,845	2,845
Grounds Maintenance & Depot Equipment	39,912	45,963
Play Equipment	443,219	443,219
Sunderland Rd Skatepark	150,000	-
Furniture and Equipment	138,241	138,241
Display Cabinets	15,000	15,000
Market Stalls (10) Boards & Covers	-	3,500
Market Storage Container	1,600	1,600
Chamber Hearing Loop	1,474	1,474
Gazebos (25)	2,494	2,494
Toyota Van FD07 HGU	8,370	8,370
Toyota Van AK12 WLJ	15,000	15,000
ET Lander Electric Van KX72 DGF	42,784	-
Defibrillator and Cabinet	631	631
Goal Posts	4,605	4,605
Goal Post - Static	4,265	4,265
Roberine Flail Mower	29,500	29,500
War Memorial Plaque	540	540
Bowls Club Irrigation Pump	1,594	1,594
Beeston Green Defibrillator	660	660
Scoreboard	3,809	3,809
Depot CCTV	13,699	13,699
Outdoor Fitness Equipment	17,433	17,433
Ideal Logic Boiler	2,000	2,000
Lampost Banners	2,382	2,382
	<u>971,457</u>	<u>788,224</u>

Sandy Town Council

Notes to the Accounts

31 March 2023

7 Fixed Assets (cont'd)

Infrastructure Assets

Street Lighting Columns	127,688	127,688
Noticeboards (10)	7,800	8,400
Car Park Barriers	11,500	11,500
Seats and Benches (85)	35,115	32,775
Bins and other street furniture	1,159	1,159
Anti Climb Fence Panels (49)	1,192	1,490
World War I Board	1,215	1,215
Railings	5,002	5,002
Bedford Road Fencing	3,041	3,041
Flagpole	677	677
Litter Bins	4,553	4,553
RBL Memorial Bench	1	1
Easygate Unit	1,650	-
	<u>200,593</u>	<u>197,501</u>

Community Assets

Beeston Green	1	1
War Memorial	1	1
Disused Railway Embankment	1	1
Rose Garden	1	1
The Limes play area	1	1
Fallowfield open space and play area	1	1
Civic Regalia	1,000	-
	<u>1,006</u>	<u>6</u>
	<u>3,651,095</u>	<u>3,418,805</u>

The basis of valuation of the above assets is set out in the Statement of Accounting Policies.

8 Fixed Assets - Additions and Disposals

	2023	2022
	£	£
	Cost	Cost
During the year the following assets were purchased:		
Operational Land and Buildings	44,965	54,505
Vehicles and Equipment	202,777	29,552
Infrastructure Assets	3,990	8,482
	<u>251,732</u>	<u>92,539</u>

No assets were disposed of during the year.

Sandy Town Council

Notes to the Accounts

31 March 2023

9 Debtors

	2023 £	2022 £
VAT Recoverable	13,028	23,684
Other Debtors	746	-
Prepayments	5,436	5,657
Accrued Interest Income	695	-
	<u>19,905</u>	<u>29,341</u>

10 Creditors and Accrued Expenses

	2023 £	2022 £
Trade Creditors	36,529	56,646
Other Creditors	50	-
Superannuation Payable	5,931	6,249
Payroll Taxes and Social Security	5,613	5,692
Accruals	8,853	5,069
Income in Advance	437	-
Capital Creditors	3,750	-
	<u>61,163</u>	<u>73,656</u>

11 Hire Purchase and Lease Obligations

At 31 March the following hire purchase agreement(s) and lease(s) were in operation:

Hire/Lessor	Purpose	Annual Lease/Hire Payable £	Year of Expiry
Control Print Solutions	Service/Prints for Photocopier	1,154	2023
Pitney Bowes	Franking Machine	332	Ongoing
Grenke Leasing	Photocopier	2,552	2023

12 Loans

At the close of business on 31 March 2023 the following loans to the council were outstanding:

Lender	Loan Period	Amount £	Years Remaining
Public Works Loan Board	Repayable to 27 th August 2025	538	2.5
Public Works Loan Board	Repayable to 27 th February 2028	1,539	5

Sandy Town Council

Notes to the Accounts

31 March 2023

13 Earmarked Reserves

	Balance at 01/04/2022	Contribution to reserve	Contribution from reserve	Balance at 31/03/2023
	£	£	£	£
Capital Projects Reserves	214,649	91,785	(92,006)	214,428
Other Earmarked Reserves	114,490	39,612	(43,993)	110,109
Total Earmarked Reserves	329,139	131,397	(135,999)	324,537

The Capital Projects Reserves are credited with amounts set aside from revenue to part finance specific projects which are part of the council's capital programme.

The Other Earmarked Reserves are credited with amounts set aside from revenue to fund specific known commitments of the council.

The Other Earmarked Reserves at 31 March 2023 are set out in detail at Appendix A.

14 Capital Commitments

The council had no other capital commitments at 31 March 2023 not otherwise provided for in these accounts.

15 Contingent Liabilities

The council is not aware of any contingent liabilities at the date of these accounts.

Sandy Town Council

Appendices

31 March 2023

Appendix A

	<u>Balance at</u> <u>01/04/2022</u> £	<u>Contribution</u> <u>to reserve</u> £	<u>Contribution</u> <u>from reserve</u> £	<u>Balance at</u> <u>31/03/2023</u> £
<u>Capital Projects Reserves</u>				
Rolling Capital Fund	214,649	91,785	(92,006)	214,428
	<u>214,649</u>	<u>91,785</u>	<u>(92,006)</u>	<u>214,428</u>
<u>Other Earmarked Reserves</u>				
Fallowfield	60,217	12,000		72,217
Cemetery Development Reserve	23,028		(23,028)	0
Skatepark Projects	12,155	4,500	(16,655)	0
Elections	15,000			15,000
Neighbourhood Plan	0	18,112	(220)	17,892
Anglian Water	0	5,000		5,000
S106 Fallowfield	4,090		(4,090)	0
				0
	<u>114,490</u>	<u>39,612</u>	<u>(43,993)</u>	<u>110,109</u>
TOTAL EARMARKED RESERVES	<u>329,139</u>	<u>£131,397</u>	<u>(£135,999)</u>	<u>£324,537</u>

Section 2 – Accounting Statements 2022/23 for

Sandy Town Council

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	582,488	563,181	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	599,356	628,120	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	55,269	219,703	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	-227,751	-310,877	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	-608	-608	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	-395,573	-540,324	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	563,181	559,195	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	607,496	600,453	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	3,418,805	3,651,095	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	2,517	2,077	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	✓			The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

 **SIGNATURE REQUIRED**

Date

17/06/2023

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED



Attachment 3.2

Local council name: Sandy Town Council

Notice of appointment of date for the exercise of public rights

Accounts for the year ended 31st March 2023

The Local Audit and Accountability Act 2014, and
The Accounts and Audit (England) Regulations 2015 (SI 234)

<p>1. Date of announcement: a) 27th June 2023</p> <p>2. Any person interested has the right to inspect and make copies of the accounts to be audited and all books, deeds, contracts, bills, vouchers and receipts relating to them. For the year ended 31 March 2023 these documents will be available on reasonable notice on application to:</p> <p>(c) Nicola Sewell, Town Clerk, 10 Cambridge Road, Sandy, Bedfordshire SG19 1JE. clerk@sandytowncouncil.gov.uk</p> <p>commencing on (c) 28th June 2023</p> <p>and ending on (d) 8th August 2023</p> <p>3. Local Government Electors and their representatives also have:</p> <ul style="list-style-type: none"> the opportunity to question the auditor about the accounts; and the right to make objections to the accounts or any item in them. Written notice of an objection must first be given to the auditor and a copy sent to the Authority (f). <p>The auditor can be contacted at the address in paragraph 4 below for this purpose during the inspection period at 2 above.</p> <p>4. The auditor's limited assurance review is being conducted under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit (England) Regulations 2015 and the National Audit Office' Code of Audit Practice. Your review is being carried out by:</p> <p>Mazars LLP, The Corner, Bank Chambers, 26 Mosley Street, Newcastle upon Tyne, NE1 1DF Email: local.councils@mazars.co.uk</p> <p>5. This announcement is made by <i>Nicola Sewell, Town Clerk</i></p>	<p>(a) Insert date of placing of this notice on your website.</p> <p>(b) Insert name, position and contact details of the Clerk or other person to whom any person may apply to inspect the accounts.</p> <p>(c) And</p> <p>(d) The inspection period must be 30 working days in total and commence no later than 3 July 2023.</p> <p>(e) Insert name and position of person placing the notice</p>
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SANDY
Town Council

SANDY TOWN COUNCIL 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 remainder of the 2023/24 financial year. The action plan is mainly project based and does not take into account 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).

Town Council Projects			
Project Title	Actions	Responsibility	Timescales
2023/24 Activities			
Cemetery Extension	1) Agree cemetery final design with CDS and get costs for landscaping. 2) Research quotes for ground levelling works 3) Tender document for ground levelling work 4) Ground levelling works completed 5) Landscaping to start 6) Update for burial regulations to incorporate extended area	1) Cem Wrk Group / Clerk / CDS 2) Cem. Wrk Group 3) Clerk/Cem. Wrk Grp 4) Clerk/Cem Wrk. Grp 5) Contractor/Outdoor Team 6) Admin Team Lead/Cem Wrk Grp/PFR	4 th July 2023 Jul -August 2023 TBD TBD TBD TBD
Jenkins Pavilion Development	1) Construction Phase 2) Agree terms of lease 3) Agree management terms	1) CBC/Penatco/STC 2) STC/CBC/Solicitors 3) STC/CBC/Everyone Active	Ongoing Ongoing Ongoing

<p>Sandye Place Academy</p>	<p>1) Ongoing liaison with parties who have decision making power over the future of the facility and joint work with CBC Ward Councillors 2) Continue to communicate STC’s vision via the Neighbourhood Plan of how Sandye Place could benefit the community and help build a sustainable and well-planned town.</p>	<p>1) STC/Clerk/CBC 2) STC/Clerk/NHP</p>	<p>Ongoing Ongoing</p>
<p>Allotments Beeston Village site</p>	<p>1) Pursue lease with CBC regarding allotment land at Beeston (Village Site) 2) Undertake survey of land to understand it’s suitability for allotments 3) Engage National Allotment Society to create a map/plan of the site 4) Work starts on allotment development</p>	<p>1) Clerk/Solicitor/CBC 2) Deputy Clerk 3) STC/NAA/Clerk/BWG 4) Contractor/STC</p>	<p>On hold Sept 2023 Oct/Nov 2023 TBD</p>
<p>Provision of Allotments</p>	<p>1) Engage with 3rd parties to identify appropriate land for lease</p>	<p>1) Clerk/STC/CBC</p>	<p>Ongoing</p>
<p>Community Emergency Action Plan</p>	<p>1) Update the current plan and check all contacts are still relevant 2) Undertake emergency equipment audit</p>	<p>1) Clerk/Admin 2) Outdoor Team Leader/ Deputy Clerk</p>	<p>July 2023 August 2023</p>
<p>EastWest Rail & A1</p>	<p>1) Representatives to attend meetings of neighbouring parishes and with local MP to consider areas of joint concern and priority for STC.</p>	<p>1) STC Reps/Mayor</p>	<p>Ongoing</p>
<p>Sunderland Road Recreation Ground and Bedford Road Recreation Ground Pitch Improvements</p>	<p>1) Engage with Football Foundation regarding funding and surveys of the area 2) Apply for grant 3) Create project plan and schedule for works together with training in conjunction with contractor.</p>	<p>1) Deputy Clerk/Outdoor Team Leader 2) Deputy Clerk/Clerk 3) Deputy Clerk/Clerk/Outdoor team Leader/PitchPower.</p>	<p>Ongoing TBD TBD</p>

Christmas Lights Event	<ol style="list-style-type: none"> 1) Determine Project Plan 2) Create event plan and timetable and undertake RA 3) Apply for road closures 4) Engage with stall holders 5) Book entertainment and stage (including Father Christmas) 6) Book First Aid Cover 7) Publicity 	<ol style="list-style-type: none"> 1) Event Working Group 2) Clerk/Event WG 3) Admin 4) Admin/Event WG 5) Admin/Event WG 6) Admin 7) Admin/Event WG 	<p>July 2023</p> <p>July/Aug 2023</p> <p>Aug/Sept 2023</p> <p>June/Jul 2023</p> <p>July/Aug 2023</p> <p>July/Aug 2023</p> <p>Aug/Sept 2023</p>
Sandy Green Wheel	<ol style="list-style-type: none"> 1) Agree dates for Green Wheel Walks 2) Mayors Green Wheel Walk 3) Attendance at Friends of Sandy Green Wheel Meetings 	<ol style="list-style-type: none"> 1) Event WG 2) Event WG 3) STC Reps/Clerk/Deputy Clerk. 	<p>Sept 2023</p> <p>Sept/Oct 2023</p> <p>TBD</p>
Office Space Re-organisation	<ol style="list-style-type: none"> 1) Agree new office layout for Admin Team making best use of available space. 2) Agree any costs with PF&R 3) Undertake move of furniture 	<ol style="list-style-type: none"> 1) Clerk/Mayor/Admin Team 2) Clerk/PF&R <p>2) Clerk/Admin Team</p>	<p>July 2023</p> <p>July 2023</p> <p>Aug 2023</p>

Town Council	
2023/24 Activities	
On-Going Activities/Business as usual	
Council meetings	Agendas, attendance at and minutes of, reports, administration
Council Administration	Administration, printing, stationery orders, cleaning supplies, chamber bookings
Actions	Taking forward actions as agreed in meetings including procurement of equipment and undertaking surveys
Customer/Resident Queries	Administration and response to all queries that come into the Office via post, email, telephone, web enquiries and office walk-ins.
Public Engagement	Creating stories and posts for the website and social media, sending out press releases and proactively seeking opportunities to promote the council and its services. Seasonal Newsletter. Designing and undertaking public consultations.

Cemetery Management	Undertaking all aspects of cemetery management from liaising with families, undertakers and stone masons, to the administration of legal documentation and ensuring all burial and memorial records are completed to required standards. Ongoing maintenance of the cemetery area and chapel.
Council Website	Continued maintenance and update
Civic Matters	Honorary Freeman & the Mayor's Award
IT & Office Equipment	Administration and supply
Buildings Maintenance	Maintenance of Council owned estate including 10, Cambridge Road, Public Toilets, Car Park and Depot.
Utilities	Administration and Supply
Vehicles	Administration and Maintenance
Fishing Licences	Administration and Supply
Tourist Bookings	Administration
Human Resources	Payroll, administration of staff annual leave and sick leave, staff recruitment and training, appraisals, and personal development
Museum	Administration of visits to the museum and conducting tours as and when required
Events	Organising and running two seasonal markets, event planning and organisation for larger national events and any other STC Annual Events including Christmas Lights Event and Remembrance Sunday Parade. Other events organised as and when required
Open spaces	Maintenance and upkeep of all open spaces and recreation grounds owned by STC. Administration of land use requests such as fairs, community events, Sandy 10 etc

Sandy Town Council

Date:	12th June 2023
Title:	Defibrillator Offer by Resident
Author:	Cllr Nigel Aldis/Town Clerk

Purpose of the Report

To provide Members with information about an offer from a resident to fund a defibrillator in the Town.

Recommendation

- 1.1 To note the report.
- 1.2 To accept the offer from a resident to pay for the cost of a defibrillator for the Berwick Way area of Sandy, the installation charge and running costs.
- 1.3 To make provision in the 2024-2025 budget process for the provision of a machine at the Town Council offices and an additional piece of kit to be available at events where there is no on-site provision of a defoliator.
- 1.4 To encourage members and residents to undertake training in the use of the equipment.

Background/Information

2.0 Since they were first available the Council has encouraged the installation of defibrillator at key parts of the Town. The library wall in the town centre, the Bedford Road pavilion and the Jenkins all have one installed. One is also at the ticket office door at the railway station.

Proposal

- 3.0 A Berwick Way area resident has offered to pay for a defibrillator to be installed in an appropriate place near to where he lives. He would pay all costs for purchase, installation and electricity costs which are minimal.
- 3.1 The electricity costs to provide power to a heated cabinet will depend upon cabinet style. Metal cabinets are around £30-£75 per year. Polyethylene/polycarbonate cabinets around £5 per year and are recommended as they have better insulation properties.
- 3.2 The resident has proposed/agreed for the equipment to be installed where he lives, however it is thought it would be better to place the equipment on an STC owned property such as the Scout Hut to reduce potential problems in the future; e.g. if the current resident moved.
- 3.3 A clear location is important so that its presence is known to local people who may need to use it in an emergency. All sites must have internationally recognised signage in compliance with Health and Safety Signage regulations. Many companies supply ILCOR signage kits with every project.
- 3.4 The defibrillator be insured as a Town Council Asset.
- 3.5 There are a number of models and companies offering CPADs (Community Public Access Defibrillators). It is suggested that the machine and cabinet are sourced through the Community

Agenda Item 14

Appendix VIII

Heartbeat Trust, who have supplied our current machines, and offer a comprehensive monitoring service through the WebNos Governance system. A representative from CHT has offered to meet on site to agree our needs.

Financial Implications

4.4 The cost of the defibrillator and cabinet will be covered by the resident, other costs to consider include power to the cabinet and installation by an electrician, as well as ongoing costs for replacement pads/batteries etc. Cost for the defibrillator and cabinet as supplied by **CHT** to follow.

4.5 FYI each additional unit will cost in the region of £1,500 and an extra £ 589 plus VAT for a cabinet (costs taken from the British Heart Foundation).

Sandy Town Council

Date:	26th June 2023
Title:	Council Insurance Policy
Contact Officer:	Town Clerk

Purpose of the Report

1. To receive an update on the Council's insurance renewal and change of Insurance provider for the forthcoming year.

Recommendation

2. That the Council agree to the brokers recommendation to continue with our current insurers Aviva Insurance Limited who carry the A+ rating.
 - 2.1 To consider undertaking a 3 year term on the insurance.

Background

3. The Council uses James Hallam Council Guard to source its insurance cover. James Hallam Council Guard is an independent council insurance broker which acts for Councils across the country. They tender and broker for an agreement with an insurer for all the Councils they represent. James Hallam Council Guard carry out administration related to the insurance policy and any updates, claims or insurance advice. They act as the Council's point of contact on insurance matters and ensure the Council is adequately covered.
 - 3.1 The Clerk met with Stephen Packer to discuss the renewal and he stated that for many Councils insurance was increasing significantly, he felt that this renewal quote from Aviva was a very good deal.
 - 3.2 James Hallam Council Guard states: "*Following a review of your requirements and based upon our knowledge of insurance markets we have not sought alternatives and have only considered your current insurer.*"

Financial Implications

4. The Council has a budget of £19,000 plus £3,000 for fleet cover. The new policy's total premiums come to £18,364.21 including fleet cover.

Policy Implications

5. The Council's adopted Council Risk Assessment sets out the Council responsibility to ensure it has sufficient insurance in place to cover all its activities, assets and risks. The Council's risk assessment and audit documents will need to be amended to correctly reflect a changed insurance provider and the relevant cover.

Legal Powers

6. The action undertaken is 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.

Sandy Town Council

Date: 26th June 2023

Title: Christmas Lights Switch On Event

Contact Officer: Deputy Clerk

Purpose of the Report

1. To consider a report from the Events Working Group/ Community Services and Environment Committee on the possibility of the Town Council staging the Christmas Lights Switch On Event 2023.

Recommendation

2.0 Given the cross over of tasks and the continuity we have on Council with Cllrs Sharman and R Lock together with a potentially extended Events Working Group including former FSCL volunteers it is recommended that the Council take on the task of Sandy Christmas Lights in house for 2023 whilst actively looking for new community volunteers for support.

2.1 If the Council was to hold the event the Council would have to provide a budget that would cover all the costs required.

Background

3. The Council has for a number of years supported Friends of Sandy Christmas Lights Switch On event in organizing this popular event.

3.1 The Council has learnt this year that the FSCL will not be holding the event this year, following the resignation of its key members.

3.2 In the past there has been considerable crossover between the Office and the FSCL group in setting up the event. See below;

TASK	STC	FSCL	COST	INCOME
Christmas Tree	√		STC	
Lights	√		STC	
Road Closure	√		STC	
Stage / PA booking	√		STC	
Grotto - booking		√	FSCL	
Publicity-design		√		
printing	√		STC	
Booking Stalls		√		FSCL

AGENDA ITEM: 17**APPENDIX X**

Stage Acts /Street Entertainers		√	FSCL	
Grotto – activity/gifts		√		FSCL
Tombola		√	FSCL	FSCL
Raffle – license/prizes		√		FSCL
Fun Fair		√		STC
Set up on day	√	√ / Air Cadets		

Financial Implications

4. The Council has a budget of £4,000 for the event. This was identified as the sum required to purchase the following:
- Christmas Tree
 - PA and Stage
 - Road Closure
 - Printing of publicity materials and signs.

4.1 With the requirement to now fund the entire event, the Council is advised a sum of £8,000 has been identified and is held by the former Friends. This would be transferred to a designated reserve to cover Christmas Lights Event costs.

Legal Powers

5. The action undertaken is 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.

Clerk's Report

The following data has been collated in order to demonstrate the work that the admin office has undertaken over the past six months, the team's focus and priorities.

Staffing levels

It is fantastic that we now have a full team in place. The Deputy Clerk and Community Engagement Officer have now passed their six-month probationary periods and our Civic Officer has now been with us for two months. In February our Admin Team Leader returned to work, on reduced hours, following a 6-month absence due to an operation. On the 9th May the Admin team leader underwent a further operation resulting in a further 4-week absence. I am pleased to report that she is now back in the office and continues working reduced hours of 29 hours a week, which will be reviewed at the end of the June. While we are benefitting from having more resource in the office, there is a substantial amount of catch-up taking place and of course the new staff are still bedding in, so are not quite up to speed with all procedures and projects.

We hired Philip Truppin on a part-time basis (3 days a week) in March which reduced to 1 day a week in April. This helped us move forward with some of the legal and financial enquires we had as we came to the Financial end of year. This also helped with some of the financial admin backlog. During the Admin Team Leader's absence her work had fallen to me and I had struggled to keep afloat both hers and my own roles.

Largely the past six months have seen the team focus on the essential requirements to keep the council functioning and we are aware there are several actions that have not yet been taken forward. This is not due to lack of effort but due to having to prioritise the workload to enable the office day-to-day functions to continue.

General enquiries

The following data shows the amount and type of queries that the admin team has dealt with over this period, to give you a perspective on what draws on our time.

Across the 6 months leading up to the 20th June 2023 the administrative team dealt with:

650 telephone enquiries

1,090 email enquiries - (from the admin email?)

33 telephone answerphone messages

83 enquiries through the website

314 enquiries from visitors to the office.

This averages as 361 enquiries a month or 18 enquiries a day.

These figures do not include separate email enquiries that team members received direct to their email addresses.

From 3rd January 2023 to 31st January 2023 I independently received 485 emails through my Clerk's email address. 14% of these were made up of newsletters, partnership comms and general sales and offers. The remaining 86% all related to Sandy Town Council business.

On average this works out at 19 emails a day regarding Council business through the Clerk's email alone.

Meeting administration

Over the past 6 months the Clerk and Deputy Clerk have created:

22 Agendas

128 Reports

22 sets of Minutes.

Cemetery

1. We managed 23 interments and 19 Memorial applications.
2. Applied for and installed new signs to show Commonwealth War Graves.

Events

The team organised and run the Spring Market in April and Big Lunch Coronation Event in May. As well as contacting stall holders and booking entertainment for these events full Health & Safety assessments had to be undertaken, road closures applied for, publicity written and created and the events themselves attended.

We are now working on the organisation of the following events, preparation for which starts now:

- SkateJam anniversary
- Autumn Market
- Remembrance Sunday Parade
- Christmas Lights Switch on.

Community Engagement

1. We sent out 19 Press Releases
2. Posted 35 stories on the Council website
3. Posted 105 times through social media
4. Created 18 posters to publicise Council events and activities.
5. We also organised a radio interview with the Mayor to discuss co-option on Biggles FM.
6. High Street banners were installed in time to celebrate the Coronation and for the Summer are now depicting general information about Sandy. These will be changed again for Remembrance Tide.
7. Published our first seasonal newsletter

Financial Administration

We have undertaken the year end accounts with accounting partners DCK, including undertaking an internal audit.

I have just completed the Annual Governance & Accountability Return (due to be submitted before 30th June), which as well as the requisite reports includes full details on financial spends, where the variance from last year is more than 15%, as well as evidence to show the Council has fulfilled its legal obligations to looking after its finances as well as proper reporting across the year.

S106 funds have been applied for to pay towards various enhancements across our open spaces and recreation parks as identified by the Town Council.

Building Maintenance

There have been several issues regarding the maintenance of the office building and estate including:

- Replacement of radiator valves
- Plumbing works in the public toilets
- Dealing with vandalism at the public toilets and skatepark
- Replacement light fittings
- Installation of a cash safe
- Replacement of locks for Council office gates
- Installed a new notice board in the market square
- Benches have been purchased and await installation.

Projects

The team is focusing on the following key projects which are taking priority.

Cemetery Extension Project

1. Installation of boundary fence complete – although some issues have arisen around this.
2. Survey of council land around neighbours cesspit and soakaway has been booked.
3. The outdoor team have had instructions to procure a slab to replace the broken one on top of the cess pit owned by the Council's neighbours on Potton Road.
4. AOC and CBC Planning have been contacted asked to provide an update on the archaeological finds and planning report.
5. Solicitors have been contacted regarding the transfer of land adjacent to Holly Lodge.

Jenkins Pavilion Development

1. Ongoing correspondence between STC and CBC to organise permissions for utilities and contractors to undertake construction on the development.
2. Liaising with Solicitors to ensure that all agreements and permissions work within the Town Council's jurisdiction.

3. Working with Solicitors to provide information for building lease.
4. Replying to daily queries from the project team.

Allotments Land at Beeston (Village Site)

1. Liaising with solicitors regarding the terms of the lease.
2. Engaging with the National Allotment Society to understand the best way to plan and map out allotment gardens
3. Organising a survey for the land to understand any issues with its suitability for growing.

Allotment Land

1. Engaging with third parties to try and identify suitable land for lease.

Welcome Signs

1. Signs have been fabricated.
2. Currently liaising with Cadent to ensure the sites agreed are suitable and do not cross any gas pipes etc.

Town Centre Signs and Maps

1. Organising a meeting with the main stakeholders to pick this project up. CS&E have asked for an update in September.

Sandye Place

1. Initial meeting with new Ward Councillors has taken place.

Land Registry

1. Solicitors have been instructed to continue with work on registering a number of areas of land to Town Council ownership, including Taylor Wimpey Land by Berwick Way.

Actions from meetings

We are tracking the progress of actions that come from meetings in a spreadsheet, these actions are spread across the team. Currently we have 15 actions in progress and 19 that are waiting to get started. This list grows on a weekly basis.

Town Council

Date:	26th June 2023
Title:	Vehicle Equipment Repair Costs (Flatbed Van)
Contact Officer:	Town Clerk

Purpose of the Report

1. To provide Members with details regarding repairs required to the Council's Flatbed Diesel Vans' which are likely to exceed the Clerk's delegated expenditure.

Recommendation

2.0 To consider quotes for the repairs and agree the best option or

2.1 To consider the future of both diesel vehicles and what options they would like explored in terms of replacement.

Background

3.0 The Flatbeds on both diesel vehicles have disintegrated, one is now unsafe for use and the other is in urgent need of repair before it also becomes too dangerous to use.

Proposals/Information

4.0 Two quotes have been received:

- Company A quoted on one vehicle at a cost of £4,614.33 + VAT for the following repairs;
 - A GEN x 8 @ £125.00 (labour)
 - M TPZ465-YSG21-02 N/Stock Cabin Protec @ £953.46 (parts)
 - M TPZ465-YSG21-01 N/Stock Flat Bed FLO @ £2660.87 (parts)
- Company B Quoted £4,040 + VAT per vehicle if both repaired or £4,260 + VAT for just one repair
 - Remove factory bodies and environmentally dispose. £240.00 each
 - Construction and Fit New Drop Side body. Body Dimensions: 3200mm OAL. 3070mm IDL. 2000mm OAW. 2030mm IDW.
Body Construction:
 - Subframe: 150mm alloy channel runners, 100x50 alloy cross bearers.
 - Headboard: Cab high alloy, 75x50x6 angle centre uprights and top rail. Radiused outer corner pillars, corrugated plank lower panels, steel 25x25x3 mesh infill to top, galvanised after manufacture.
 - Side Raves: V groove alloy.
 - Floor: 18mm phenolic mesh floor sheets.
 - Rear Corner Pillars: Removable radiused alloy.
 - Drop Sides/Tailboard: 400mm alloy hollow plank with recessed over centre catches.
 - Load Restraint: 4-pairs of integral lashing links to V groove side rave. Sheet hooks to underside.

- Wings: Plastic wheel arches.
- Access Step: Fit heavy-duty fold down access step to inside N/S of tailboard
- Body Finish: Mill finish alloy.

Financial Implications

5. The costs for repairs would come out of the Council's revenue budget for works equipment/vehicle maintenance. The budget is £5,000.00. Any costs over and above this would need to come from the Rolling Capital Fund.

Policy Implications

6. Ensuring the Council's equipment is well maintained, efficient and effectively helps the Council fulfil its service requirements. Providing the outdoor team with the tools needed to carry out their role is critical to the Council meeting its responsibilities. Repairs to the machinery help the Council meet objectives set out in its recreational spaces plan.

Legal Powers

7. The action undertaken is 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.