

Sandy Town Council

To: Cllrs N Aldis, P Blaine, J Hewitt, R Lacey, A Lock, R Lock, C Osborne (Chair),
M Pettitt, M Scott and P Sharman
c.c. J Ivanciu-Wilkinson, L Ivanciu-Wilkinson, 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 31st October 2022 commencing at 7.30pm.



Nicola Sewell
Town Clerk
10 Cambridge Road
Sandy, SG19 1JE
01767 681491
26th October 2022

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 26th September 2022 and to approve them as a correct record of proceedings.

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

Sandy Town Council

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|-----------|--|---------------|
| i) | To consider a balance sheet and detailed financial report showing income and expenditure against the revenue budget for 30 th September 2022. | Appendix I |
| ii) | To receive and note a budget overview report. | Appendix II |
| iii) | To approve schedules of payments made since previous meeting. | Appendix III |
| iv) | The Chair to approve bank reconciliations and statements. | |
| 6 | Unpaid Invoice Update
To receive a verbal report from the Clerk regarding the resolution to an unpaid invoice query relating to costs for repairs to shutters on the Cricket Score Board. | Appendix IV |
| 7 | Hornbeam Tree
To receive a report and agree expenditure on works to be carried out on a potentially dangerous tree at Bedford Road recreation park. | Appendix V |
| 8 | 2023/24 Budget Review
To receive the latest 2022/23 budget report following the committee's initial revenue review. | To come |
| 9 | 2023/24 Capital Expenditure
To consider a report on capital expenditure as part of the 2022/23 budget setting and precept process. | To come |
| 10 | Freedom of Information and Model Publication
To review and re-adopt the Council's Freedom of Information and Model Publication. | Appendix VI |
| 11 | Cemetery Working Group
To receive a report from the Cemetery Working Group and consider expenditure for upcoming works. | Appendix VII |
| 12 | Burial Regulations Temporary Memorials
To receive a report regarding suggested updates to the Burial Regulations following several complaints from cemetery users about temporary memorials. | Appendix VIII |
| 13 | Payments made under delegated authority
To note the following payments made under delegated authority <ul style="list-style-type: none">• £252 for HR Support PNC for recruitment and staff management• £ 1,370 for 25ft Norway Spruce Christmas Tree | |
| 14 | Grant Application
To receive and consider a grant application received from BigglesFM. | Appendix IX |

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**15 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960
EXCLUSION OF THE PRESS AND THE PUBLIC**

To resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the Meeting.

16 HR Consultancy Retainer

To receive and agree the Terms of Conditions for ongoing support from HR Consultant.

Confidential

**17 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960
RE-ADMITTANCE 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.

18 Chairman's Items

19 Date of Next Meeting

Monday 12th December 2022

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Detailed Balance Sheet - Excluding Stock Movement**Month 6 Date 30/09/2022**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
105	VAT Control	36,709	
110	Prepayments	4,478	
123	S106 Debtor	67,058	
124	Capital Grant Debtors	25,000	
200	Current Bank A/c	54,306	
201	Clerks Imprest A/c	264	
205	Capital a/c Santander	218,871	
206	Barclays Active Saver	416,548	
208	Public Sector Deposit Fund	206,252	
210	Petty Cash	250	
	Total Current Assets		1,029,736
	<u>Current Liabilities</u>		
501	Creditors Control	28,247	
506	Retentions Payable	3,750	
515	PAYE/NI Control AC	3,814	
516	Superannuation Due	5,106	
	Total Current Liabilities		40,917
	Net Current Assets		988,819
	Total Assets less Current Liabilities		988,819
	<u>Represented by :-</u>		
300	Current Year Fund	345,023	
310	General Reserve	234,786	
315	Rolling Capital Fund	294,675	
321	Cemetery Development Reserve	23,028	
322	EMR Fallowfield	72,217	
324	EMR Elections	15,000	
331	S106 FField	4,090	
	Total Equity		988,819

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Summary Income & Expenditure by Budget Heading 30/09/2022

Month No: 6

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
401 Staff	Expenditure	25,061	146,927	330,000	183,073		183,073	44.5%
402 Administration-Office	Income	5,000	5,568	2,100	(3,468)			265.1%
	Expenditure	1,702	41,641	81,550	39,909		39,909	51.1%
	Movement to/(from) Gen Reserve	<u>3,298</u>	<u>(36,073)</u>					
403 Administration-Works	Expenditure	3,510	13,153	41,050	27,897		27,897	32.0%
405 Footway Lighting	Expenditure	720	4,975	23,000	18,025		18,025	21.6%
406 Cemetery & Churchyard	Income	1,103	16,850	28,160	11,310			59.8%
	Expenditure	390	5,922	12,300	6,378		6,378	48.1%
	Movement to/(from) Gen Reserve	<u>713</u>	<u>10,928</u>					
408 Town Centre (Including Market)	Income	0	830	0	(830)			0.0%
	Expenditure	0	8,827	17,508	8,681		8,681	50.4%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(7,996)</u>					
409 Public Toilets - Car Park	Expenditure	599	1,485	2,650	1,165		1,165	56.0%
500 Play Areas and Open Spaces	Income	0	8,725	2,313	(6,412)			377.2%
	Expenditure	42	1,165	1,250	85		85	93.2%
	Movement to/(from) Gen Reserve	<u>(42)</u>	<u>7,560</u>					
501 Sunderland Road Rec Ground	Income	0	714	1,959	1,245			36.4%
	Expenditure	3,695	15,286	33,821	18,535		18,535	45.2%
	Movement to/(from) Gen Reserve	<u>(3,695)</u>	<u>(14,572)</u>					
502 Nature Reserves	Income	0	673	2,685	2,012			25.1%
	Expenditure	0	42	14,550	14,508		14,508	0.3%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>631</u>					
505 Grass Cutting	Expenditure	0	0	9,000	9,000		9,000	0.0%
506 Litter Bins, Seats & Shelters	Expenditure	0	0	1,000	1,000		1,000	0.0%
509 Christmas Lights	Income	0	0	1,000	1,000			0.0%
	Expenditure	0	902	17,250	16,348		16,348	5.2%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(902)</u>					
601 Precept and Interest	Income	314,154	628,908	628,012	(896)			100.1%
602 Democratic and Civic Costs	Income	0	300	0	(300)			0.0%
	Expenditure	1,646	5,660	18,000	12,340		12,340	31.4%
	Movement to/(from) Gen Reserve	<u>(1,646)</u>	<u>(5,360)</u>					
700 Capital and Projects	Income	67,058	241,519	19,903	(221,616)			1213.5%
	Expenditure	67,286	313,080	83,203	(229,877)		(229,877)	376.3%
	Movement to/(from) Gen Reserve	<u>(228)</u>	<u>(71,561)</u>					

Summary Income & Expenditure by Budget Heading 30/09/2022

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	387,315	904,087	686,132	(217,955)			131.8%
Expenditure	104,650	559,063	686,132	127,069	0	127,069	81.5%
Net Income over Expenditure	<u>282,665</u>	<u>345,023</u>	<u>0</u>	<u>(345,023)</u>			
Movement to/(from) Gen Reserve	<u>282,665</u>	<u>345,023</u>					

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Detailed Income & Expenditure by Budget Heading 30/09/2022

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
401 Staff								
4001 Gross Salaries - Admin	8,159	54,918	129,250	74,332		74,332	42.5%	
4002 Gross Salaries - Works	9,061	53,259	115,250	61,991		61,991	46.2%	
4003 Employers NIC	1,480	8,912	23,000	14,088		14,088	38.7%	
4004 Employers Superannuation	4,144	25,299	60,750	35,451		35,451	41.6%	
4006 H&S Costs/Consultancy	0	600	600	0		0	100.0%	
4010 Miscellaneous Staff Costs	89	716	800	84		84	89.5%	
4019 Agency Staff	1,377	1,692	0	(1,692)		(1,692)	0.0%	
4030 Recruitment Advertising	750	1,530	350	(1,180)		(1,180)	437.1%	
Staff :- Indirect Expenditure	25,061	146,927	330,000	183,073	0	183,073	44.5%	0
Net Expenditure	(25,061)	(146,927)	(330,000)	(183,073)				
402 Administration-Office								
1003 Tourism Income	0	413	300	(113)			137.8%	
1201 Rent Received Etc	0	0	500	500			0.0%	
1202 Photocopying Income	0	14	0	(14)			0.0%	
1205 Miscellaneous Income	5,000	5,140	0	(5,140)			0.0%	
1259 Expenses Recovered	0	0	1,300	1,300			0.0%	
Administration-Office :- Income	5,000	5,568	2,100	(3,468)			265.1%	0
4008 Training	30	30	1,800	1,770		1,770	1.7%	
4009 Travel & Subsistence	0	0	150	150		150	0.0%	
4010 Miscellaneous Staff Costs	0	62	0	(62)		(62)	0.0%	
4011 General Rates	0	3,369	6,950	3,582		3,582	48.5%	
4012 Water Rates	0	166	800	634		634	20.7%	
4014 Electricity	0	1,149	4,900	3,751		3,751	23.5%	
4015 Gas	15	61	2,350	2,289		2,289	2.6%	
4016 Cleaning Materials etc	7	654	1,250	596		596	52.3%	
4018 General Data Protection Regs	0	0	500	500		500	0.0%	
4020 Misc Establishment Costs	12	166	2,000	1,835		1,835	8.3%	
4021 Telephone & Fax	304	1,175	3,200	2,025		2,025	36.7%	
4022 Postage	83	692	1,300	608		608	53.2%	
4023 Printing & Stationery	90	1,070	700	(370)		(370)	152.8%	
4024 Subscriptions	(5)	2,780	3,150	370		370	88.3%	
4025 Insurance (excl vehicles)	129	17,884	18,600	716		716	96.2%	
4026 Photocopy Costs	0	1,853	5,000	3,147		3,147	37.1%	
4027 IT Costs incl Support	281	2,240	3,000	760		760	74.7%	
4028 Service Agreements (Other)	494	3,781	5,500	1,719		1,719	68.7%	
4035 Publications	0	15	100	85		85	15.1%	
4036 Property Maintenance/Security	0	1,539	3,600	2,061		2,061	42.8%	

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Detailed Income & Expenditure by Budget Heading 30/09/2022

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4040 Equipment Purchases (Minor)	0	171	2,000	1,829		1,829	8.5%	
4050 Tourism Expenditure	0	304	100	(204)		(204)	304.4%	
4051 Bank Charges	66	298	550	252		252	54.2%	
4056 Legal Expenses	0	0	4,300	4,300		4,300	0.0%	
4057 Audit Fees - External	0	0	1,300	1,300		1,300	0.0%	
4058 Audit Fees - Internal	0	0	900	900		900	0.0%	
4059 Accountancy Fees	195	2,145	7,350	5,205		5,205	29.2%	
4070 Refreshments	0	38	200	162		162	18.9%	
Administration-Office :- Indirect Expenditure	1,702	41,641	81,550	39,909	0	39,909	51.1%	0
Net Income over Expenditure	3,298	(36,073)	(79,450)	(43,377)				
<u>403 Administration-Works</u>								
4005 Protective Clothing	44	510	1,300	790		790	39.2%	
4008 Training	0	0	1,500	1,500		1,500	0.0%	
4011 General Rates	0	923	1,900	977		977	48.6%	
4012 Water Rates	0	(3)	200	203		203	(1.6%)	
4014 Electricity	431	575	2,000	1,425		1,425	28.8%	
4017 Refuse Disposal	22	1,661	4,500	2,839		2,839	36.9%	
4036 Property Maintenance/Security	0	74	1,400	1,326		1,326	5.3%	
4038 Consumables/Small Tools	299	741	2,000	1,259		1,259	37.1%	
4039 Planting/Trees/Horticulture	149	3,219	6,250	3,031		3,031	51.5%	
4040 Equipment Purchases (Minor)	0	18	2,000	1,982		1,982	0.9%	
4042 Equipment/Vehicle Maintenance	66	750	5,000	4,250		4,250	15.0%	
4043 Equipment/Vehicle Fuel	85	1,998	4,000	2,002		2,002	49.9%	
4044 Vehicle Tax & Insurance	2,413	2,688	3,000	312		312	89.6%	
4045 Arboriculture	0	0	6,000	6,000		6,000	0.0%	
Administration-Works :- Indirect Expenditure	3,510	13,153	41,050	27,897	0	27,897	32.0%	0
Net Expenditure	(3,510)	(13,153)	(41,050)	(27,897)				
<u>405 Footway Lighting</u>								
4014 Electricity	720	3,825	13,000	9,175		9,175	29.4%	
4042 Equipment/Vehicle Maintenance	0	1,150	10,000	8,850		8,850	11.5%	
Footway Lighting :- Indirect Expenditure	720	4,975	23,000	18,025	0	18,025	21.6%	0
Net Expenditure	(720)	(4,975)	(23,000)	(18,025)				
<u>406 Cemetery & Churchyard</u>								
1226 Burials/Memorials Income	1,103	16,850	27,500	10,650			61.3%	
1227 Chapel Rental	0	0	660	660			0.0%	
Cemetery & Churchyard :- Income	1,103	16,850	28,160	11,310			59.8%	0

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Detailed Income & Expenditure by Budget Heading 30/09/2022

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4011 General Rates	0	1,971	4,100	2,129		2,129	48.1%	
4012 Water Rates	0	12	150	138		138	7.7%	
4036 Property Maintenance/Security	0	0	1,000	1,000		1,000	0.0%	
4037 Grounds Maintenance	390	1,120	700	(420)		(420)	159.9%	
4039 Planting/Trees/Horticulture	0	0	350	350		350	0.0%	
4101 Grave Digging Costs	0	2,820	6,000	3,180		3,180	47.0%	
Cemetery & Churchyard :- Indirect Expenditure	390	5,922	12,300	6,378	0	6,378	48.1%	0
Net Income over Expenditure	713	10,928	15,860	4,932				
408 Town Centre (Including Market)								
1238 Other Income Car Park	0	830	0	(830)			0.0%	
Town Centre (Including Market) :- Income	0	830	0	(830)				0
4011 General Rates	0	6,315	13,050	6,735		6,735	48.4%	
4029 Lamppost Banners	0	0	850	850		850	0.0%	
4036 Property Maintenance/Security	0	538	1,000	463		463	53.8%	
4053 Loan Interest	0	88	168	80		80	52.2%	
4054 Loan Capital Repaid	0	216	440	224		224	49.2%	
4100 CCTV Fees	0	1,670	2,000	330		330	83.5%	
Town Centre (Including Market) :- Indirect Expenditure	0	8,827	17,508	8,681	0	8,681	50.4%	0
Net Income over Expenditure	0	(7,996)	(17,508)	(9,512)				
409 Public Toilets - Car Park								
4012 Water Rates	0	749	1,300	551		551	57.6%	
4014 Electricity	(6)	131	350	219		219	37.4%	
4036 Property Maintenance/Security	605	605	1,000	395		395	60.5%	
Public Toilets - Car Park :- Indirect Expenditure	599	1,485	2,650	1,165	0	1,165	56.0%	0
Net Expenditure	(599)	(1,485)	(2,650)	(1,165)				
500 Play Areas and Open Spaces								
1201 Rent Received Etc	0	0	1,200	1,200			0.0%	
1241 Sandy FC Rent	0	535	513	(22)			104.4%	
1251 Pitch Rental	0	689	600	(89)			114.9%	
1258 Insurance Claims Repayment	0	7,500	0	(7,500)			0.0%	
Play Areas and Open Spaces :- Income	0	8,725	2,313	(6,412)			377.2%	0
4007 Health & Safety	0	284	300	16		16	94.7%	
4012 Water Rates	0	303	500	197		197	60.7%	

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Detailed Income & Expenditure by Budget Heading 30/09/2022

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4014 Electricity	(63)	(63)	200	263		263	(31.4%)	
4036 Property Maintenance/Security	0	250	500	250		250	50.0%	
4037 Grounds Maintenance	0	286	2,250	1,964		1,964	12.7%	
4042 Equipment/Vehicle Maintenance	104	104	5,000	4,896		4,896	2.1%	
4972 Transfer from EMR Fallowfield	0	0	(7,500)	(7,500)		(7,500)	0.0%	
Play Areas and Open Spaces :- Indirect Expenditure	42	1,165	1,250	85	0	85	93.2%	0
Net Income over Expenditure	(42)	7,560	1,063	(6,497)				
<u>501 Sunderland Road Rec Ground</u>								
1201 Rent Received Etc	0	714	1,000	286			71.4%	
1253 Bowls Club Rental	0	0	462	462			0.0%	
1255 Cricket Club Rental	0	0	297	297			0.0%	
1256 Scouts ,ACF and SSLA	0	0	200	200			0.0%	
Sunderland Road Rec Ground :- Income	0	714	1,959	1,245			36.4%	0
4012 Water Rates	0	831	2,500	1,669		1,669	33.2%	
4014 Electricity	20	76	200	124		124	38.1%	
4036 Property Maintenance/Security	0	514	2,000	1,486		1,486	25.7%	
4046 Bowling Green - SBC	1,378	2,386	3,489	1,103		1,103	68.4%	
4047 Equipment Maintenance - SBC	28	1,267	2,808	1,541		1,541	45.1%	
4048 Cricket Square - SCC	869	1,271	2,772	1,501		1,501	45.9%	
4049 Equipment Maintenance - SCC	0	542	3,000	2,458		2,458	18.1%	
4060 Other Professional Fees	1,400	8,399	17,052	8,653		8,653	49.3%	
Sunderland Road Rec Ground :- Indirect Expenditure	3,695	15,286	33,821	18,535	0	18,535	45.2%	0
Net Income over Expenditure	(3,695)	(14,572)	(31,862)	(17,290)				
<u>502 Nature Reserves</u>								
1306 Countryside Stewardship Grant	0	0	2,000	2,000			0.0%	
1307 Angling Licence Rent	0	673	685	12			98.2%	
Nature Reserves :- Income	0	673	2,685	2,012			25.1%	0
4037 Grounds Maintenance	0	42	1,500	1,458		1,458	2.8%	
4060 Other Professional Fees	0	0	11,050	11,050		11,050	0.0%	
4703 Sandy Green Wheel	0	0	2,000	2,000		2,000	0.0%	
Nature Reserves :- Indirect Expenditure	0	42	14,550	14,508	0	14,508	0.3%	0
Net Income over Expenditure	0	631	(11,865)	(12,496)				

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Detailed Income & Expenditure by Budget Heading 30/09/2022

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
505 Grass Cutting								
4102 Grass Cutting	0	0	9,000	9,000		9,000	0.0%	
Grass Cutting :- Indirect Expenditure	0	0	9,000	9,000	0	9,000	0.0%	0
Net Expenditure	0	0	(9,000)	(9,000)				
506 Litter Bins, Seats & Shelters								
4042 Equipment/Vehicle Maintenance	0	0	1,000	1,000		1,000	0.0%	
Litter Bins, Seats & Shelters :- Indirect Expenditure	0	0	1,000	1,000	0	1,000	0.0%	0
Net Expenditure	0	0	(1,000)	(1,000)				
509 Christmas Lights								
1365 Christmas Lights	0	0	1,000	1,000			0.0%	
Christmas Lights :- Income	0	0	1,000	1,000			0.0%	0
4401 Christmas Illuminations	0	21	14,000	13,979		13,979	0.1%	
4402 Community Christmas Event	0	881	3,250	2,369		2,369	27.1%	
Christmas Lights :- Indirect Expenditure	0	902	17,250	16,348	0	16,348	5.2%	0
Net Income over Expenditure	0	(902)	(16,250)	(15,348)				
601 Precept and Interest								
1101 Precept	314,060	628,120	627,512	(608)			100.1%	
1320 Interest Received - All account	94	788	500	(288)			157.7%	
Precept and Interest :- Income	314,154	628,908	628,012	(896)			100.1%	0
Net Income	314,154	628,908	628,012	(896)				
602 Democratic and Civic Costs								
1309 Misc Contributions	0	300	0	(300)			0.0%	
Democratic and Civic Costs :- Income	0	300	0	(300)				0
4020 Misc Establishment Costs	0	8	100	92		92	8.5%	
4033 Annual Report & Newsletter	242	1,694	3,000	1,306		1,306	56.5%	
4042 Equipment/Vehicle Maintenance	845	1,002	1,000	(2)		(2)	100.2%	
4200 Mayor's Allowance	(12)	231	2,200	1,969		1,969	10.5%	
4202 Members' Expenses (Conf etc)	0	30	500	470		470	6.0%	
4701 Grants/Donations Paid	0	1,998	4,000	2,002		2,002	50.0%	
4702 Community Events Support	571	696	7,000	6,304		6,304	9.9%	
4704 Remembrance Parade	0	0	200	200		200	0.0%	
Democratic and Civic Costs :- Indirect Expenditure	1,646	5,660	18,000	12,340	0	12,340	31.4%	0
Net Income over Expenditure	(1,646)	(5,360)	(18,000)	(12,640)				

10/10/2022

Sandy Town Council Current Year

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Detailed Income & Expenditure by Budget Heading 30/09/2022

Month No: 6

Cost Centre Report

	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	67,058	87,103	0	(87,103)			0.0%	
1309 Misc Contributions	0	1,000	0	(1,000)			0.0%	
1364 S106 Money Received	0	66,513	0	(66,513)			0.0%	
1366 CBC Community Asset Grant	0	25,000	0	(25,000)			0.0%	
1367 Tarmac Landfill Grant	0	42,000	0	(42,000)			0.0%	
Capital and Projects :- Income	67,058	241,519	19,903	(221,616)			1213.5%	0
4153 Loan Interest - INTERNAL	0	7,903	7,903	0		0	100.0%	
4154 Loan Capital - INTERNAL	0	12,000	12,000	0		0	100.0%	
4802 CAP - Cemetery Extension	10,920	37,395	0	(37,395)		(37,395)	0.0%	
4836 CAP - Neighbourhood Plan	3,618	15,230	0	(15,230)		(15,230)	0.0%	
4849 CAP - Queen Platinum Jubilee	(2)	9,031	0	(9,031)		(9,031)	0.0%	
4852 CAP - Skatepark	0	150,000	0	(150,000)		(150,000)	0.0%	
4853 CAP - Easygate Unit	0	1,650	0	(1,650)		(1,650)	0.0%	
4915 Transfer to Rolling Capital Fd	67,058	119,071	51,300	(67,771)		(67,771)	232.1%	
4921 Transfer to EMR	0	19,500	0	(19,500)		(19,500)	0.0%	
4923 Internal Loan repaid to F'ild	0	12,000	12,000	0		0	100.0%	
4965 Funded from Rolling Capital	(10,920)	(26,245)	0	26,245		26,245	0.0%	
4969 Transfer from Rolling Capital	0	(12,800)	0	12,800		12,800	0.0%	
4971 Transfer from EMR	(3,388)	(31,655)	0	31,655		31,655	0.0%	
Capital and Projects :- Indirect Expenditure	67,286	313,080	83,203	(229,877)	0	(229,877)	376.3%	0
Net Income over Expenditure	(228)	(71,561)	(63,300)	8,261				
Grand Totals:- Income	387,315	904,087	686,132	(217,955)			131.8%	
Expenditure	104,650	559,063	686,132	127,069	0	127,069	81.5%	
Net Income over Expenditure	282,665	345,023	0	(345,023)				
Movement to/(from) Gen Reserve	282,665	345,023						

Sandy Town Council
Report to 30th September 2022

General Notes

Attached is the summary income & expenditure report for the year 1st April 2022 to 30th September 2022

This report shows a current year surplus of income over expenditure of £345,023

The balance sheet shows that total funds available to the Council are £988,819

This is made up of the following -

Current Year Fund	£345,023
General Reserve Brought Forward	£234,786
Rolling Capital Fund	£294,675
Fallowfield Reserve	£72,217
Earmarked Elections	£15,000
S106 FField	£4,090
Cemetery Development Reserve	£23,028
Total	£988,819

The percentage of budget if analysed evenly over the year to date is 50% 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 44.5% of the annual budget.

4006 - Unexpected expenditure for HR consultancy due to long term staff absence issues.

4030 - Large expenditure at start of financial year due to advertising costs for recruitment at end of 2021/22 and in 2022/23

4010 - Annual Cost for Pay roll services

402 Administration

Expenditure is 51.1% of the annual budget.

4023 - Postage and printing price cost rises, also some printing undertaken in advance of staff leaving for events such as Christmas Lights and Remembrance Parade

4024 - The majority of the Council's annual subscriptions are paid at the start of the financial year. Therefore expenditure appears high.

4025 - Vehicle Insurance annual cost

4028 - Annual Service charge

4050 - Tourism Expenditure is up as bookings have increased, the income from this stream will be up

Sandy Town Council
Report to 30th September 2022

Analysis by Cost Centre [Continued]

403 Works

Expenditure is 32.% of the annual budget.

4044 - Vehicle Tax and Insurance paid annually

405 Footway Lighting

Expenditure is 21.6% of the annual budget.

406 Cemetery & Churchyard

Expenditure is 48.1% of the annual budget.

4037 - Grounds Maintenance Grave Digging Fees £600.00

Sandy Town Council
Report to 30th September 2022

Analysis by Cost Centre [Continued]

408 Town Centre

Expenditure is 50.4% of the annual budget.

4036 - Call out charge for car park barrier and new cards

4053 and 4054 - Capital Loan Interest paid annually

4100 - CCTV Annual Charge

409 Public Toilets - Car Park

Expenditure is 56% of the annual budget.

4012 - Water rates have increased

4036 - Property Maintenance and Security Annual Charge (Barriers)

500 Play Areas and Open Spaces

Expenditure is 93.2% of the annual budget.

4007 - Play Ground Inspection costs - annual charge

4012 - Expenditure due to water rates

4972 - £7,500 funds received from insurance to cover vandalised play equipment

501 Sunderland Road Recreation Ground

Expenditure is 45.2% of the annual budget.

4046 - Bowl Club grounds maintenance costs (£1,183.00 on supplies in September)

4047 - Bowls club equipment costs to replace bearings £992.00

502 Nature Reserves

Expenditure is 0.3% of the annual budget.

505 Grass Cutting

Expenditure is 0% of the annual budget.

506 Litter Bins, Seats & Shelters

Expenditure is 0% of the annual budget.

509 Christmas Lights

Expenditure is 5.2% of the annual budget.

601 Precept and Interest

Income is 100.1% of the annual budget.

602 Democratic and Civic Costs

Expenditure is 31.4% of the annual budget.

700 Capital and Projects

Expenditure is 376.3% of the annual budget.

4153 and 4154 Loan interest annual charge

Sandy Town Council
Report to 30th September 2022

700 Capital and Projects

Analysis by Cost Centre [Continued]

4915 Transfer from Rolling Capital Funds to cover payment until grants received (Skatepark)

4923 Internal Loan Fallowfield repaid

Date: 10/10/2022

Sandy Town Council Current Year

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Time: 16:55

Current Bank A/c**List of Payments made between 01/09/2022 and 10/10/2022**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
06/09/2022	Commission Charge Payable	CHRG	57.06		Commission Charge Payable
07/09/2022	4Tune Performance	32605	79.67		382-AK12 WLJ tyre
07/09/2022	Beds Bulletin Ltd	32606	242.00		361-Beds Bulletin advert
07/09/2022	Sandy Town Bowls Club	32607	35.66		376-Fuel
07/09/2022	The CDS Group	32608	450.00		383-Cemetery extension
07/09/2022	Colin Ross Workwear & Safety	32609	424.56		362-Staff uniforms
07/09/2022	DCK Accounting Solutions Ltd	32610	1,126.56		364-Accounts July 22
07/09/2022	Hertfordshire County Council	32611	484.73		365-Cleaning materials
07/09/2022	Arthur Ibbett Ltd	32612	49.42		360-Equipment repairs
07/09/2022	Maverick Industries	32613	41,920.50		368-Skatepark retention (2.5%)
07/09/2022	Tim Miles	32614	600.00		369-Grave digging
07/09/2022	National World Publishing Ltd	32615	142.80		370-Notice licence application
07/09/2022	FD Odell & Sons Ltd	32616	1,241.90		373-Waste disposal
07/09/2022	Safford's Coaches Ltd	32617	304.40		375-Excursion tickets
07/09/2022	T&J Seymour Electrical Install	32618	900.00		378-Streetlight repairs
07/09/2022	Travis Perkins Trading Co Ltd	32619	86.40		380-Postcrete
07/09/2022	The Transportation Consultancy	32620	5,011.20		379-Town Centre study
07/09/2022	James Hallam Ltd	32621	522.08		366-Insurance 10.8-31.3.22
07/09/2022	HMRC PAYE/NI Due	BACS	3,342.44		HMRC PAYE/NI Due
07/09/2022	Pension Due	BACS	4,431.99		Pension Due
07/09/2022	Mr S Gregory	BACS01	130.00		296-Protea hand mower
07/09/2022	Mr S Gregory	BACS02	160.00		353-Ronsome mower repairs
07/09/2022	1st Choice Staff Recruitmnet L	BACS03	377.06		352-G Satterthwaite temp staf
07/09/2022	1st Choice Staff Recruitmnet L	BACS04	510.71		381-G Satterthwaite Temp staff
08/09/2022	Yu Energy	DD01	79.41		385-Depot electricity
08/09/2022	Yu Energy	DD02	294.76		384-Depot electricity
08/09/2022	Yu Energy	DD03	24.50		386-S/Lights electricity
08/09/2022	Yu Energy	DD04	796.81		388-S/Lights electricity
08/09/2022	Yu Energy	DD05	59.06		387-S/Lights electricity
09/09/2022	Barclays Active Saver	Tfr	250,000.00		Bank Transfer
09/09/2022	Beds Pension Fund	BACS	4,818.76		Beds Pension Fund
09/09/2022	Yu Energy	DD06	15.55		430-Gas Office Aug 22
12/09/2022	UK Fuels Limited DDR	DD07	194.10		339-Fuel a/c
12/09/2022	Royal Images	BACS05	93.60		453-Codolence print - Queen
13/09/2022	James Hallam Ltd	111396	2,412.84		452-Vehicle insurance Jul22/23
13/09/2022	James Hallam Ltd	111397	128.89		451-Skatepark Aug22/Jun 23
14/09/2022	Staff Salaries - Sept 22	BACS	13,925.01		Staff Salaries - Sept 22
15/09/2022	Barclays Active Saver	Tfr	100,000.00		Bank Transfer
15/09/2022	Chess Ltd DDR	DD08	78.96		419-Microsoft 365 subs
15/09/2022	Chess Ltd DDR	DD09	258.52		418-Chess managed service 12mt
20/09/2022	UK Fuels Limited DDR	DD10	3.60		338-Fuel A/C
22/09/2022	Purchase Power	DD11	99.63		422-Qtrly franking rental
23/09/2022	1st Choice Staff Recruitmnet L	BACS06	286.38		454-SG wc. 04.09.22

Continued on Page 2

Date: 10/10/2022

Sandy Town Council Current Year

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Time: 16:55

Current Bank A/c

List of Payments made between 01/09/2022 and 10/10/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
23/09/2022	1st Choice Staff Recruitmnet L	BACS07	579.06		455-SG w.c. 11.09.22
29/09/2022	Chess Ltd DDR	DD01	266.68		P/Ledger Electronic Payment
29/09/2022	Chess Ltd DDR	DD02	264.00		336-Remote support
29/09/2022	Barclays Active Saver	Tfr	250.00		Bank trasnfer Top-Up
30/09/2022	Control Print Solutions Ltd	DD03	712.92		337-Copier charges
05/10/2022	Acute Ambulance & Medical Serv	32622	500.00		440-Paramedic ambulance-SkateP
05/10/2022	AOC Holdings Ltd	32623	12,654.00		439-Proj mgmt & quality assura
05/10/2022	BATPC	32624	30.00		441-Finance for Cllrs-Training
05/10/2022	Beds Bulletin Ltd	32625	242.00		442-Beds bulletin Advert-Oct22
05/10/2022	Binder Loams Ltd	32626	638.69		443-Ongar loam, wickets
05/10/2022	Sandy Town Bowls Club	32627	33.73		469-Fuel claim
05/10/2022	The CDS Group	32628	450.00		446-Sandy Cemetery Extension
05/10/2022	Central Bedfordshire Council	32629	1,679.82		445-Jenkins Pav Sandy-Sept
05/10/2022	The Community Heartbeat Trust	32630	1,014.00		447-G5 Battery 4 year life
05/10/2022	DCK Accounting Solutions Ltd	32631	233.70		448-VAT partial exemption calc
05/10/2022	George Browns Ltd	32632	456.00		444-Turfco Mete-R-Matic
05/10/2022	Hertfordshire County Council	32633	108.24		450-Stationery items
05/10/2022	Arthur Ibbett Ltd	32634	222.71		476-Stihl drive shaft, guard
05/10/2022	The Lion Press	32635	129.60		456-N'hood plan x 6 poster
05/10/2022	Mazars LLP	32636	1,560.00		457-External audit fee 21/22
05/10/2022	N D Broadwith	32637	900.00		459-Bowls club works
05/10/2022	FD Odell & Sons Ltd	32638	515.70		4611-Monthly skip rental
05/10/2022	Mr M Pettitt	32639	160.40		462-Mileage claim-Mayors recep
05/10/2022	PHS Group	32640	418.32		467-Sanitaru disposal Oct 22/2
05/10/2022	Proludic Ltd	32641	125.37		468-Locking nuts, black cap
05/10/2022	Agrovista UK Ltd	32642	1,630.18		437-Ground maint
05/10/2022	SLCC Enterprises Ltd	32643	327.00		471-Membership fee-NS
05/10/2022	The Transportation Consultancy	32644	4,176.00		472-Sandy town improvement
05/10/2022	TTM Consultancy Services Ltd	32645	726.00		473-Annual -Vehicle barriers
05/10/2022	Verto (UK) Ltd	32646	174.00		475-Google analytic
05/10/2022	VFM Products Ltd	32647	347.88		474-Grassline 10ltr ultra
Total Payments			467,727.52		



Address and Registered Office:

Burnet Road, Sweet Briar Industrial Estate, Norwich, NR3 2BS

Tel: 01603 410304 Fax: 01603 467078

[E-mail: accounts@cooksblinds.co.uk](mailto:accounts@cooksblinds.co.uk)

Registered No. 2022652

Sandy Town Council
10 Cambridge Road
Sandy
Beds
SG19 1JE

Credit Note

Credit No	147745
Credit Date	25/10/2022
Order No	
Job No	J166011
Account Ref	SANDYTC

Site Address

Sandy Cricket Club
Jenkins Pavillion
Sunderland Rd
Sandy
SG19 1RP

Description:

Credit note for invoice 146055

-£548.60

I apologise for the mistake on Cooks' behalf

Net	-£548.60
Vat	-£109.72
Gross	-£658.32

VAT Reg. No: 426 4145 66

Date:	31st October 2022
Title:	Hornbeam Tree
Contact:	Nicola Sewell, Town Clerk

Purpose of the Report

1. To receive a report from the Clerk regarding works that need to be carried out on a tree in Bedford Road.

Recommendation

2. Members consider report and agrees for the Town Council's contractor to undertake work at the earliest convenience.

Information

3.0. The Head of the Outdoor team reported a potentially dangerous Hornbeam tree at Bedford Road Park. The tree has a cavity in trunk and has been set alight. This action has burned out the fungal infection that existed in tree and weakened the structure.

3.1 The Outdoor Team leader is concerned that the large cavity will act as a flue if lit again posing a danger to the park and road. He believes that the tree cannot be saved please see photographs below

3.2 A quote for the necessary work has been received from the Town Council's Tree Work Contractors (see attached)

Financial Implications

4. The quote received is for £900 + VAT and there is currently **£1,964.00** in cost centre 500 (Play Areas and Open Spaces) Budget line 4037 (Grounds maintenance).

Policy Implications

5. For the safety of Recreation Ground and Road users the Council has a duty of care to ensure any potential hazards are removed or diminished.

Legal Powers

6. Council holds the General Power of Competence, for which Sandy Town Council is eligible and is a power of first resort (Localism Act 2011, s.1)



Top Farm, Beadlow, Shefford, SG17 5PL

Telephone 01525 862000

e-mail : info@stevedeartreeservices.co.uk

www: SteveDearTreeServicesLtd.co.uk

QUOTATION

Tel No: 01767 681491

Email: admin@sandytowncouncil.gov.uk

October 21st 2022

Ms Katy Barker
Sandy Town Council

Dear Ms Barker

RE: TREE WORK – SANDY RECREATION GROUND, BEDFORD ROAD, SANDY SG19 1EY

I am very pleased to submit a quotation for tree works to be carried out at the above address/site:

- ◆ HORNBEAM – Sectional fell close to ground level
- ◆ Remove all arisings from site

SUB TOTAL	£ 900.00
+ 20% VAT	£ 180.00
TOTAL	£ <u>1080.00</u>

Yours sincerely

Steve Dear

S R Dear

Seasoned logs available, please call for delivery



**This quotation has been compiled on the basis that payment will be
30 days from the date of invoice**

SANDY TOWN COUNCIL**Freedom of Information Policy**

Under the Freedom of Information Act 2000 there is a duty on public authorities generally to provide information to members of the public on request. This requirement is additional to any other statutory right to obtain information which members of the public or electors have.

Sandy Town Council will comply with the provisions of the Data Protection Act 2000, (and its successors) and the principles contained therein.

These include:

- A general right of access to information held by public authorities subject to certain conditions and exemptions.
- A requirement for public authorities to consider the exercise of any discretion which they may have to disclose information.
- A duty on every public authority to adopt and maintain a scheme which relates to the publication of information by the authority and is approved by the Information Commissioner and to publish information in accordance with the scheme.

To satisfy the requirements of Information Commissioner arising from the Freedom of Information Act 2000, Sandy Town Council has formally adopted a Model Publication Scheme in accordance with the advice of the National Association of Local Councils. This is explained in detail in the Town Council's Model Publication Scheme.

Adopted: October 2019
Review: October 2022

A

Notes of a site meeting of the Cemetery Working Group held at 6.30pm -7.30pm on Monday 3rd October 2022, at the Council Chamber, 10 Cambridge Road, Sandy SG19 1JE.

In Attendance: Cllrs J Ivanciu-Wilkinson, M Pettitt, P Sharman, S Sutton,

Present: N Sewell, Town Clerk and Cllr J Hewitt

1. Apologies

Cllr Scott

2. Election of Chairman

Councillor M. Scott was elected Chairman of the Working Group.

3. CEMETERY DEVELOPMENT – Next Phase

The Clerk reported that no update report had been received from CDS as requested but that work had started to install 3 water monitoring wells with the new cemetery boundary, as part of the next phase of the projects, these were due to be completed w/e 30th September, but this had not been possible and an extension had been requested.

Members requested a Zoom meeting be set up with CDS to look at next steps and agree the best solution for the pathways, so that costs could be considered.

Members also queried how the land would need to be levelled as reported would need to take place before any landscaping for the area could start.

Members raised questions in regard to the placing of 26 children's plots on the design and whether this had been dictated by area size or the projected need for child burials?

Members requested full costs from CDS to take all the works forward, stating that it was important to get the hard standing in place and green screening as soon as was possible to enable that to thicken and grow before the first burials would take place.

4. PLANTING

Members agreed that a green screen around the Depot was needed to hide it from view of Cemetery visitors. Ideally an evergreen that would be robust and grow quickly. Suggestions were made for laurel, pyracantha, hawthorn and ivy, with honey suckles and clematis to provide a wildlife habitat for bees and butterflies. Pyracantha and Hawthorn would also act as extra security/deterrent from unwanted visitors.

Clerk to seek Cllr Scott's advice on the best solution here.

Clerk to confirm budget for the project and if it extended to additional planting. Outdoor team to carry out the planting.

5 DEPOT FENCING

Recent visits to site had show that there is an area to the side and rear of the Depot that is secured by temporary heras fencing as the permanent rail fence seems to stop short of the rear corner of the Depot. The area has become messy and insecure as the heras fencing has started to fail, due to neglect and not being fixed properly.

There are a number of items that are currently being stored on site including a set of cemetery gates, disused concrete bins and a gate destined for Fallowfield Park.

The outdoor team has confirmed that the cemetery gates are surplus to requirement and that the gates for Fallowfield is to be installed.

There is also a skip on the land across the drive from the Depot which is surrounded by empty plastic containers, tree branches and traffic cones. The rubbish is accumulating here and making the area look messy.

Clerk to find out what the skip is used for and whether another skip could be hired to get rid of the surplus rubbish.

Is there enough room for the skip to be housed within the Depot yard?

Questions were raised about the Outdoor team's composting and whether this was being undertaken as per the Council's environmental plan. Are we able to conduct regular shredding/chipping to keep surplus organic matter down.

Clerk to investigate the above with the Outdoor team to see what can be done to improve things.

Clerk asked to investigate if the Council has a bonfire policy. Members reported evidence of items being burnt at the back of the depot that had caused some warping and damage to cladding on the rear of the depot building. Clerk to investigate.

6. FENCING

Cllr Sharman to get quotes for the extension of the green rail fencing to go up and around the rear of the Depot and ensure it's security. Quotes to include gates to allow the electric vehicle access to the rear of the Depot building.

Quotes to be used at budget setting for work to be undertaken next year.

7. ELECTRIC VEHICLE

Clerk reported that the Vehicle is currently being registered. Scott from RT Machinery had confirmed that a three-pin plug was all that was necessary for charging and that a dedicated charging point would not be necessary. Clerk to confirm further details of this.

8. CEMETERY CHAPEL

To discuss and review any developments and consider future use of the chapel. *This item was not discussed at the meeting ran out of time*

9. ISSUES OF CONCERN IN THE EXISTING CEMETERY. To consider and agree a realistic timetable for review of the present Cemetery Regulations also taking account of the likely phased opening of the new section. *This item was not discussed at the meeting ran out of time*

10. DATES OF FUTURE MEETINGS TBC

Date:	31st October 2022
Title:	Burial Regulation Temporary Memorials
Contact:	Nicola Sewell, Town Clerk

Purpose of the Report

1. To receive a report from the Clerk regarding Temporary Memorials

Recommendation

2. To agree updates to the Burial Regulations to make the Town Council's rules around temporary memorials clearer and less open to interpretation.

Information

3.0 The office has received several complaints regarding the type of temporary memorial being placed to remember loved-ones in Sandy Cemetery.

3.1 The Town Council's burial regulations currently state:

'A temporary marker may be retained on the grave for a maximum of two years after the interment or until replaced by the headstone or vase, whichever is soonest. No planting or fencing is permitted in sections where the cemetery is laid to lawn.'

3.2 In recent years the Town Council, as with most other burial authorities, has seen an increase in the amount of individual temporary items being left on graves as a mark of respect. These temporary items include, but are not limited to: Photoframes, lanterns, beer cans and bottles, balloons, teddy bears and other garden ornaments.

3.3 A more prescriptive rule would make it easier for families with loved ones interred in the cemetery to understand what is and isn't allowed and make it easier for Town Council officers to manage the situation.

3.4 Suggested new wording to be included in the Burial Regulations would be:

The placing of temporary memorials is not permitted within the Cemetery Grounds, this includes, but is not restricted to, lanterns, beer cans and bottles, balloons, teddy bears and other garden ornaments. The Town Council reserves the right to remove any such items from graves on sight. Please refer to the Town Council before placing items on a grave to ensure that it adheres to these Burial Regulations. Details of permitted Memorials are laid out in the section above.

Financial Implications

4. None

Policy Implications

5. Continuing to review and update our Burial Regulations enables the Council to have clear guidelines for users of the facility and support officers in the management of that facility. There are some health and safety implications with temporary memorials as they could cause a hazard to ground staff working in the area.

AGENDA ITEM: 12
Legal Powers

APPENDIX VIII

6. Council holds the General Power of Competence, for which Sandy Town Council is eligible and is a power of first resort (Localism Act 2011, s.1)

APPLICATION FOR GRANT AID FROM
SANDY TOWN COUNCIL

<u>Name of the Organisation/Group</u>	
BigglesFM	
Are you affiliated to a national organisation? If so, which one?	None
Local venue/meeting place	We broadcast from our studio in Potton
Are you a registered charity? If so, give your charity number?	No
What are the aims and activities of the organisation?	Providing a full time local community radio station involving all sectors of our local community. With local and national news and information relevant to the local area. To provide a local radio service not provided by any other broadcaster.
How many members do you have?	Volunteers/Leaders About 20 volunteer presenters
Members:	Junior No Members
	Senior No Members
What is your annual subscription?	Junior £ No Subscription
	Senior £ No Subscription

Project Information	
What would the grant be used for?	To help us continue to run the radio station full time. OFCOM require community radio to generate income from on-air advertising, grants and donations.
In what manner will the residents of Sandy benefit?	The residents of Sandy benefit from our local broadcasts including information and guest slots. We promote all Sandy events that are notified to us - we do this via our on-air Events Diary and also on our web calendar. Organisations that would like to promote their work or forthcoming events live on-air are welcome by a pre-arranged telephone chat. We promote Sandy Carnival and Christmas Lights events. We give Sandy businesses the opportunity to advertise on local radio in our area.
Approximately how many Sandy residents will benefit from this grant?	All Sandy residents can benefit from our broadcasts if they tune in ! Either on our FM frequency or the internet broadcast. We have a good regular listener base in Sandy who make contact with us.
Estimated total cost of project	Annual running costs are estimated at £20,000 p/a. for BigglesFM
Please state clearly how much you are applying for from Sandy Town Council.	£1,850.00

What amount is being met from your own funds?	We will be aiming to raise £10,000 the 50% allowed from advertising	
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
Biggleswade Town Council (Biggleswade have donated for several years)	£1,850.00	Confirmed £1,850
Financial Details		
Please specify how any income, particularly surplus, is spent.	Income is used to cover our running costs such as OFCOM, PPL and PRS licences, purchase equipment, day to day running costs, publicity and part time staff. There will not be any surplus.	
Please attach accounts (audited/independently examined) for the last two years and your budget forecast for the forthcoming/current year.	Enclosed unaudited accounts for year ended 30 November 2021. You already have accounts for the year ended 30 November 2020 from our application last year. Budget forecast for this year is: £20,000	

Payment Details

Account Title	BIGGLES FM
Account Number	[REDACTED]
Bank/Building Society Name and Address	[REDACTED]

Contact Details

Please give details of the person with whom this application can be discussed and to whom any cheque should be sent:	[REDACTED]
Position in organisation	Station Manager
Address	[REDACTED] Potton Sandy [REDACTED]
Telephone Number	Telephone [REDACTED]
E-mail address	[REDACTED]

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:	Station Manager
Date:	14th October 2022

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

BIGGLES FM
Company limited by guarantee

Balance sheet

As at 30 November 2021

	2021	2020
	£	£
Fixed Assets:	5,962	4,380
Current assets:	9,331	12,297
Prepayments and accrued income:	0	0
Creditors: amounts falling due within one year:		(109)
Net current assets (liabilities):	9,331	12,188
Total assets less current liabilities:	15,293	16,568
Creditors: amounts falling due after more than one year:	(0)	(0)
Provision for liabilities:	(0)	(0)
Accruals and deferred income:	(0)	(0)
Total net assets (liabilities):	15,293	16,568
Reserves:	15,293	16,568