

Sandy Town Council

To: Cllrs N Aldis, P Blaine, A M Hill, W Jackson, C Osborne (Chair),
M Pettitt, M Scott, and P Sharman
c.c. T Knagg, S Sutton and N Thompson

You are hereby summoned to attend a meeting of the Policy, Finance and Resources Committee of Sandy Town Council which will be held in the Council Chamber at 10 Cambridge Road, Sandy, Bedfordshire on Monday 10 June 2019 at 7.30pm for the purpose of transacting the items of business below.

C J Robson
Chris Robson
Town Clerk
10 Cambridge Road
Sandy SG19 1JE
01767 681491
4 June 2019

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

A G E N D A

Reports

1 Apologies for absence

2 Declarations of interest

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

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

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

3 Election of Vice Chairman

To receive nominations and elect the Vice Chairman of the Policy, Finance and Resources Committee for the 2019/20 year.

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.

Sandy Town Council

5 Minutes of previous meeting

To receive the minutes of the Policy, Finance and Resources Committee held on 29 April 2019 and to approve them as a correct record of proceedings.

6 Annual Accounts for the Year Ending 31 March 2019

To receive and consider the draft accounts for the 2018/19 financial year and recommend to Full Council for approval.

Appendix I

7 Financial Reports

i) To consider a balance sheet and detailed financial report showing income and expenditure against the revenue budget for April 2019.

Appendix II

ii) To receive a budget overview report.

Appendix III

iii) To approve a schedule of payments made since previous meeting.

Appendix IV

iv) The Chair to approve bank reconciliations and statements.

8 Grant Applications

i) To receive and consider an application from Sandy & District Horticultural Association.

Appendix V

ii) To receive and consider an application from Autism Bedfordshire.

Appendix VI

iii) To receive and consider an application from The Need Project.

Appendix VII

9 Action List

To receive and note copy of the action list.

Appendix VIII

10 2019/20 Committee Action Plan

To receive, consider and develop a draft action plan for the 2019/20 Council year.

Appendix IX

11 Annual Report

To receive, consider and recommend the Council's 2018/19 Annual Report for adoption by Town Council.

Appendix X

12 Car Parking Access Car Request

To receive and consider a request for additional car park access cards from Shannon Court Surgery/Saffron Health Partnership.

Appendix XI

13 Christmas Lights Tender

To receive quotations and agree a Christmas Lights Contractor for the next three years' lights provision.

Appendix XII

Sandy Town Council

- 14 Car Park Line Marking**
To receive and consider a report from the Town Clerk on line marking work in the car park. Appendix XIII
- 15 St Swithun's Church Clock**
To receive and consider quotations for work required to St Swithun's Church Clock. Appendix XIV
- 16 Jenkins Pavilion Management Contract**
To review the Jenkins Management Contract and recommendation for signing by Council. Appendix XV
- 17 Death in Service Policy**
To read and consider the Council's Death in Service Policy. Appendix XVI
- 18 Complaints Policy**
To read and consider the Council's Complaints Policy Appendix XVII
- 19 Chairman's Items**
- 20 Date of Next Meeting: 22 July 2019**

Sandy Town Council

Unaudited Financial Statements

For the year ended 31 March 2019

Sandy Town Council

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31 March 2019

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Sandy Town Council

Council Information

31 March 2019

(Information current at 24th June 2019)

Chairperson

Cllr M. Scott

Councillors

Cllr P. N. Aldis
Cllr P. Blaine
Cllr Mrs T. Cole
Cllr Mrs A Gibson
Cllr A. M. Hill
Cllr A. W. Jackson
Cllr T Knagg
Cllr Mrs G. Leach
Cllr C. Osborne MBE JP
Cllr M. Pettitt
Cllr P. Sharman
Cllr Mrs J. Sparrow
Cllr Mrs S Sutton
Cllr N. Thompson

Town Clerk

Chris Robson

Auditors

Mazars LLP
Salvus House
Aykley Heads
Durham
DH1 5TS

Internal Auditors

Haines Watts
136/140 Bedford Road
Kempston
Bedford
MK42 8BH

Sandy Town Council
Statement of Accounting Policies
31 March 2019

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 2019

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 notes 13 to 14.

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 was due at 31st March 2019 and any change in contribution rates as a result of that valuation will take effect from 1st April 2020.

Sandy Town Council
Income and Expenditure Account
31 March 2019

	Notes	2019 £	2018 £
INCOME			
Precept on Principal Authority		562,607	538,809
Capital Grants and Sale of Assets		90,433	4,973
Interest and Investment Income	1	3,260	1,543
Recreation Grounds and Open Spaces Cemetery		5,074	5,621
Tourist Information		27,672	19,323
Car Park and Market		980	186
Establishment/General Administration		380	2,325
Civic and Democratic		1,723	2,150
Christmas Lights		1,026	-
Outside Services		1,236	5,180
		737	10,540
		695,128	590,650
EXPENDITURE			
Establishment/General Administration		322,596	325,443
S137 Expenditure	3	1,775	2,509
Capital Expenditure	8	220,558	37,883
Loan Interest and Capital Repayments		608	609
HP/Lease Interest and Capital Repayments			
Operational Expenditure:			
Recreation Grounds and Open Spaces		54,677	57,668
Cemetery		9,847	11,625
Tourist Information		415	-
Public Toilets		3,430	3,643
Car Park and Market		11,683	15,549
Lighting and Street Furniture		21,988	23,244
Civic and Democratic Costs		5,670	2,557
Grants and Donations		2,216	1,000
Christmas Lights		19,811	18,139
CCTV Fees		14,293	15,713
Other Grants		-	242
Outside Services		34,960	38,195
		724,527	554,019
General Fund			
Balance at 01 April 2018		227,396	185,664
Add: Total Income		695,128	590,650
		922,524	776,314
Deduct: Total Expenditure		724,527	554,019
		197,997	222,295
Transfer (to)/from Capital Receipts Reserve	13	(2,320)	4,708
Transfer from Earmarked Reserves	14	88,366	393
General Reserve Balance at 31 March 2019		284,043	227,396

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

Sandy Town Council

Balance Sheet

31 March 2019

	Notes	2019 £	2019 £	2018 £
Current Assets				
Debtors and prepayments	9	22,355		17,994
Cash at bank and in hand		660,653		676,136
		<u>683,008</u>		<u>694,130</u>
Current Liabilities				
Creditors and income in advance	10	<u>(26,720)</u>		<u>(8,443)</u>
Net Current Assets			656,288	685,687
Total Assets Less Current Liabilities			656,288	685,687
Total Assets Less Liabilities			<u>656,288</u>	<u>685,687</u>
Capital and Reserves				
Usable Capital Receipts Reserve	13		55,324	53,004
Earmarked Reserves	14		316,921	405,287
General Reserve			284,043	227,396
			<u>656,288</u>	<u>685,687</u>

Signed:

Cllr M. Scott

Chairperson

.....

Chris Robson

Responsible Financial Officer

Date:

.....

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

Sandy Town Council

Notes to the Accounts

31 March 2019

1 Interest and Investment Income

	2019	2018
	£	£
Interest Income - General Funds	3,260	1,543
	<u>3,260</u>	<u>1,543</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 S.137 Expenditure

Section 137 of the Local Government Act 1972 (as amended) enabled the council to spend up to the product of £7.86 (year ended 31 March 2018 - £7.57) per head on the electoral roll in any one year for the benefit of people in its area on activities or projects not specifically authorised by other powers.

	2019	2018
	£	£
The total amount of available for this purpose was	72,870	74,557
Expenditure was incurred for the following purposes:		
The Poppy Appeal	560	75
Bedfordshire Geology Group	-	200
Keech Hospice Care	200	-
Link-a-Ride Transport	200	-
St Johns Hospice	100	-
Sandy Good Neighbours	390	-
Sandy Lower School	25	-
Sandy Twinning Association	-	250
Biggles FM	300	250
Sandy Upper School	-	25
Autism Bedfordshire	-	309
The Need Project Central Bedfordshire	-	750
Bedfordshire Fire & Rescue Service	-	500
Magpas	-	150
	<u>1,775</u>	<u>2,509</u>

It should be noted that grants to bodies such as the Citizens Advice Bureau are made under other specific legal powers and so are not included in the above figures.

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:

	2019	2018
	£	£
Recruitment Advertising	366	-
Annual Report & Newsletter	2,856	2,857
	<u>3,222</u>	<u>2,857</u>

Sandy Town Council

Notes to the Accounts

31 March 2019

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	610	Repairing
Sandy Village Hall Mgmt C'ttee	Land for Sandy Village Hall	5	N/A
Sandy Bowling Club	Bowling Green, Sunderland Road	423	N/A
Sandy Air Cadets 22 Squadron	Land for Army Cadet HQ at Berwick Way	190	N/A
Sandy Cricket Club	Cricket Pitch, Sunderland Road	212	N/A
Biggleswade & Hitchin Angling	Angling Rights	530	N/A
Scout Hut	Scout Hut – Sunderland Rd Rec	Peppercorn	N/A

Council as tenant

Landlord	Property	Rent p.a. £	Repairing / Non-Repairing
NONE			

6 Pensions

For the year of account the council's contributions equal 22.80% of employees' pensionable pay.

These contributions will increase to 23.80% in future years, in order to provide adequately for future liabilities.

Sandy Town Council

Notes to the Accounts

31 March 2019

7 Fixed Assets

	2019	2018
	£	£
	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)	108,086	38,118
DSO Depot	-	78,000
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
Fallowfields Depot & Assos Yard	56,745	-
	<u>2,099,831</u>	<u>2,051,118</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	42,424	42,424
Play Equipment	369,933	306,500
Furniture and Equipment	135,044	135,044
Display Cabinets	15,000	15,000
Portakabin at DSO Depot	-	9,000
Market Stalls (10) Boards & Covers	3,500	3,500
Market Storage Container	1,600	1,600
Chamber Hearing Loop	1,474	1,474
Gazebos (25)	2,494	2,494
Father Christmas Sleigh	-	150
Toyota Van FD07 HGU	8,370	8,370
Toyota Van AK12 WLJ	15,000	15,000
Defibrillator and Cabinet	631	631
Goal Posts	4,605	4,605
Roberine Flail Mower	29,500	29,500
War Memorial Plaque	540	540
Bowls Club Irrigation Pump	1,594	-
Beeston Green Defibrillator	660	-
	<u>664,614</u>	<u>608,077</u>

Sandy Town Council

Notes to the Accounts

31 March 2019

7 Fixed Assets (cont'd)

	2019	2018
	£	£
	Value	Value
<u>Infrastructure Assets</u>		
Street Lighting Columns	127,688	127,688
Noticeboards (11)	8,400	8,400
Car Park Barriers	11,500	11,500
Seats and Benches (84)	32,775	32,775
Bins and other street furniture	1,159	1,159
Anti Climb Fence Panels (50)	1,490	1,490
World War I Board	1,215	1,215
Railings	5,002	5,002
Bedford Road Fencing	2,481	-
Flagpole	677	-
	<hr/> <hr/>	<hr/> <hr/>
	192,387	189,229
<u>Community Assets</u>		
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
	<hr/> <hr/>	<hr/> <hr/>
	6	6
	<hr/> <hr/>	<hr/> <hr/>
	2,956,838	2,848,430

The basis of valuation of the above assets is set out in the Statement of Accounting Policies.
In certain instances current insurance values have been used as approximate current replacement cost.

8 Fixed Assets - Additions and Disposals

	2019	2018
	£	£
	Cost	Cost
During the year the following assets were purchased:		
Operational Land and Buildings	126,713	-
Vehicles and Equipment	90,687	32,881
Infrastructure Assets	3,158	5,002
	<hr/> <hr/>	<hr/> <hr/>
	220,558	37,883
During the year the following assets were disposed of:		
Vehicles and Equipment	2,000	2,000
	<hr/> <hr/>	<hr/> <hr/>
	2,000	2,000

Sandy Town Council

Notes to the Accounts

31 March 2019

9 Debtors

	2019	2018
	£	£
Trade Debtors	342	2,986
VAT Recoverable	12,598	12,548
Prepayments	2,030	2,460
Accrued Interest Income	521	-
Capital Grant Debtors	6,864	-
	<u>22,355</u>	<u>17,994</u>

10 Creditors and Accrued Expenses

	2019	2018
	£	£
Trade Creditors	22,659	3,606
Accruals	4,061	4,837
	<u>26,720</u>	<u>8,443</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
		£	
BNP Paribas	Photocopier	1,196	2022
Pitney Bowes	Franking Machine	247	2022

Sandy Town Council

Notes to the Accounts

31 March 2019

12 Loans

At the close of business on 31 March 2019 the following loans to the council were outstanding:

Lender	Loan Period	Amount £	Years Remaining
Public Works Loan Board	Repayable to 27 th August 2025	1,249	6.5
Public Works Loan Board	Repayable to 27 th February 2028	2,425	9

13 Usable Capital Receipts Reserve

	2019 £	2018 £
Balance at 01 April	53,004	57,712
Capital receipts (asset sales) during the year	2,320	-
<i>Less:</i>		
Capital used to fund expenditure	-	(4,708)
Balance at 31 March	<u>55,324</u>	<u>53,004</u>

The Usable Capital Receipts Reserve represents capital receipts available to finance capital expenditure in future years.

14 Earmarked Reserves

	Balance at 01/04/2018 £	Contribution to reserve £	Contribution from reserve £	Balance at 31/03/2019 £
Capital Projects Reserves	47,549	48,500	(4,075)	91,974
Other Earmarked Reserves	357,738	12,102	(144,893)	224,947
Total Earmarked Reserves	<u>405,287</u>	<u>60,602</u>	<u>(148,968)</u>	<u>316,921</u>

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 2019 are set out in detail at Appendix A.

15 Capital Commitments

The council had no other capital commitments at 31 March 2019 not otherwise provided for in these accounts.

16 Contingent Liabilities

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

Sandy Town Council

Annual Return Statement of Accounts

	2017/18 £	2018/2019 £
1 Balances brought forward	649,056	685,687
2 (+) Annual Precept	538,809	562,607
3 (+) Total other receipts	51,841	132,521
4 (-) Staff costs	-247,948	-250,656
5 (-) Loan interest/capital repayments	-608	-608
6 (-) Total other payments	-305,463	-473,263
7 (=) Balances carried forward	685,687	656,288
8 Total Cash & Investments	676,136	660,653
9 Total Fixed assets	2,848,430	2,956,838
10 Total Borrowings	4,011	3,674

Reconciliation of Boxes 7 and 8

Box 7 as above	685,687	656,288
Add: Creditors	8,443	26,720
Deduct: Debtors and Stock	-17,994	-22,355
Box 8 as above	676,136	660,653

09/05/2019

Sandy Town Council 2019-2020

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Detailed Balance Sheet - Excluding Stock Movement

Month 1 Date 30/04/2019

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
100	Debtors Control	342	
102	Accrued Interest	521	
105	VAT Control	19,730	
123	S106 Debtor	6,864	
200	Current Bank A/c	17,695	
201	Clerks Imprest A/c	500	
205	Capital a/c Santander	217,287	
206	Barclays Active Saver	372,193	
208	Public Sector Deposit Fund	203,513	
210	Petty Cash	250	
	Total Current Assets		838,895
	<u>Current Liabilities</u>		
501	Creditors Control	9,985	
510	Accruals	4,061	
516	Superannuation Due	4,855	
	Total Current Liabilities		18,901
	Net Current Assets		819,994
	Total Assets less Current Liabilities		819,994
	<u>Represented by :-</u>		
300	Current Year Fund	112,407	
310	General Reserve	284,043	
315	Rolling Capital Fund	143,274	
320	Capital Receipts Reserve	55,324	
321	Cemetery Development Reserve	23,028	
322	EMR Fallowfield	179,919	
323	EMR Community Funds	7,000	
324	EMR Elections	15,000	
	Total Equity		819,994

Summary Income & Expenditure by Budget Heading 30/04/2019

Month No: 1

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
401 Staff	Expenditure	24,015	24,015	282,075	258,060		258,060	8.5%
402 Administration-Office	Income	908	908	1,300	392			69.9%
	Expenditure	8,608	8,608	80,900	72,292		72,292	10.6%
	Movement to/(from) Gen Reserve	<u>(7,699)</u>	<u>(7,699)</u>					
403 Administration-Works	Expenditure	1,533	1,533	41,100	39,567		39,567	3.7%
405 Footway Lighting	Expenditure	568	568	15,750	15,182		15,182	3.6%
406 Cemetery & Churchyard	Income	2,164	2,164	20,450	18,286			10.6%
	Expenditure	0	0	10,100	10,100		10,100	0.0%
	Movement to/(from) Gen Reserve	<u>2,164</u>	<u>2,164</u>					
408 Town Centre (Including Market)	Income	0	0	300	300			0.0%
	Expenditure	0	0	33,435	33,435		33,435	0.0%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					
409 Public Toilets - Car Park	Expenditure	22	22	4,150	4,128		4,128	0.5%
500 Play Areas and Open Spaces	Income	0	0	1,550	1,550			0.0%
	Expenditure	668	668	(5,700)	(6,368)		(6,368)	(11.7%)
	Movement to/(from) Gen Reserve	<u>(668)</u>	<u>(668)</u>					
501 Sunderland Road Rec Ground	Income	514	514	720	206			71.4%
	Expenditure	2,970	2,970	29,000	26,030		26,030	10.2%
	Movement to/(from) Gen Reserve	<u>(2,456)</u>	<u>(2,456)</u>					
502 Nature Reserves	Income	0	0	2,550	2,550			0.0%
	Expenditure	0	0	13,500	13,500		13,500	0.0%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					
505 Grass Cutting	Expenditure	0	0	10,000	10,000		10,000	0.0%
506 Litter Bins, Seats & Shelters	Expenditure	304	304	650	346		346	46.8%
509 Christmas Lights	Income	0	0	500	500			0.0%
	Expenditure	674	674	16,500	15,826		15,826	4.1%
	Movement to/(from) Gen Reserve	<u>(674)</u>	<u>(674)</u>					
601 Precept and Interest	Income	290,111	290,111	581,198	291,087			49.9%
602 Democratic and Civic Costs	Expenditure	531	531	15,200	14,669		14,669	3.5%
700 Capital and Projects	Income	0	0	17,903	17,903			0.0%
	Expenditure	141,397	141,397	79,203	(62,194)		(62,194)	178.5%
	Movement to/(from) Gen Reserve	<u>(141,397)</u>	<u>(141,397)</u>					
Grand Totals:- Income		293,697	293,697	626,471	332,774			46.9%
Expenditure		181,290	181,290	625,863	444,573	0	444,573	29.0%
Net Income over Expenditure		112,407	112,407	608	(111,799)			
Movement to/(from) Gen Reserve		112,407	112,407					

Detailed Income & Expenditure by Budget Heading 30/04/2019

Month No: 1

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	9,291	9,291	113,000	103,709		103,709	8.2%	
4002 Gross Salaries - Works	9,015	9,015	102,500	93,485		93,485	8.8%	
4003 Employers NIC	1,378	1,378	17,300	15,922		15,922	8.0%	
4004 Employers Superannuation	3,851	3,851	47,500	43,649		43,649	8.1%	
4006 H&S Costs/Consultancy	0	0	500	500		500	0.0%	
4010 Miscellaneous Staff Costs	480	480	1,000	520		520	48.0%	
4030 Recruitment Advertising	0	0	275	275		275	0.0%	
Staff :- Indirect Expenditure	24,015	24,015	282,075	258,060	0	258,060	8.5%	0
Movement to/(from) Gen Reserve	(24,015)	(24,015)						
402 Administration-Office								
1003 Tourism Income	109	109	500	391			21.8%	
1201 Rent Received Etc	0	0	750	750			0.0%	
1202 Photocopying Income	7	7	50	43			14.8%	
1205 Miscellaneous Income	792	792	0	(792)			0.0%	
Administration-Office :- Income	908	908	1,300	392			69.9%	0
4008 Training	0	0	2,000	2,000		2,000	0.0%	
4009 Travel & Subsistence	45	45	200	155		155	22.5%	
4011 General Rates	0	0	6,700	6,700		6,700	0.0%	
4012 Water Rates	0	0	600	600		600	0.0%	
4014 Electricity	204	204	2,500	2,296		2,296	8.2%	
4015 Gas	249	249	1,500	1,251		1,251	16.6%	
4016 Cleaning Materials etc	68	68	1,250	1,182		1,182	5.4%	
4018 General Data Protection Regs	0	0	1,000	1,000		1,000	0.0%	
4020 Misc Establishment Costs	0	0	2,000	2,000		2,000	0.0%	
4021 Telephone & Fax	0	0	2,500	2,500		2,500	0.0%	
4022 Postage	72	72	1,200	1,128		1,128	6.0%	
4023 Printing & Stationery	268	268	2,000	1,732		1,732	13.4%	
4024 Subscriptions	2,341	2,341	2,850	509		509	82.1%	
4025 Insurance (excl vehicles)	1,848	1,848	21,500	19,652		19,652	8.6%	
4026 Photocopy Costs	429	429	3,500	3,071		3,071	12.3%	
4027 IT Costs incl Support	335	335	4,500	4,165		4,165	7.4%	
4028 Service Agreements (Other)	574	574	6,500	5,926		5,926	8.8%	
4035 Publications	0	0	100	100		100	0.0%	
4036 Property Maintenance/Security	1,670	1,670	4,000	2,330		2,330	41.8%	
4040 Equipment Purchases (Minor)	8	8	2,000	1,992		1,992	0.4%	
4050 Tourism Expenditure	0	0	250	250		250	0.0%	
4051 Bank Charges	39	39	500	461		461	7.9%	

Detailed Income & Expenditure by Budget Heading 30/04/2019

Month No: 1

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
4056 Legal Expenses	0	0	2,500	2,500		2,500	0.0%	
4057 Audit Fees - External	0	0	1,300	1,300		1,300	0.0%	
4058 Audit Fees - Internal	0	0	750	750		750	0.0%	
4059 Accountancy Fees	458	458	7,000	6,543		6,543	6.5%	
4070 Refreshments	0	0	200	200		200	0.0%	
Administration-Office :- Indirect Expenditure	8,608	8,608	80,900	72,292	0	72,292	10.6%	0
Movement to/(from) Gen Reserve	(7,699)	(7,699)						
403 Administration-Works								
4005 Protective Clothing	0	0	1,300	1,300		1,300	0.0%	
4008 Training	0	0	1,000	1,000		1,000	0.0%	
4011 General Rates	0	0	1,850	1,850		1,850	0.0%	
4012 Water Rates	0	0	200	200		200	0.0%	
4014 Electricity	0	0	1,000	1,000		1,000	0.0%	
4017 Refuse Disposal	430	430	5,500	5,070		5,070	7.8%	
4036 Property Maintenance/Security	95	95	2,000	1,905		1,905	4.7%	
4038 Consumables/Small Tools	13	13	2,500	2,487		2,487	0.5%	
4039 Planting/Trees/Horticulture	0	0	6,250	6,250		6,250	0.0%	
4040 Equipment Purchases (Minor)	0	0	2,000	2,000		2,000	0.0%	
4042 Equipment/Vehicle Maintenance	436	436	5,000	4,564		4,564	8.7%	
4043 Equipment/Vehicle Fuel	310	310	3,500	3,190		3,190	8.9%	
4044 Vehicle Tax & Insurance	250	250	3,000	2,750		2,750	8.3%	
4045 Arboriculture	0	0	6,000	6,000		6,000	0.0%	
Administration-Works :- Indirect Expenditure	1,533	1,533	41,100	39,567	0	39,567	3.7%	0
Movement to/(from) Gen Reserve	(1,533)	(1,533)						
405 Footway Lighting								
4014 Electricity	568	568	5,750	5,182		5,182	9.9%	
4042 Equipment/Vehicle Maintenance	0	0	10,000	10,000		10,000	0.0%	
Footway Lighting :- Indirect Expenditure	568	568	15,750	15,182	0	15,182	3.6%	0
Movement to/(from) Gen Reserve	(568)	(568)						
406 Cemetery & Churchyard								
1226 Burials/Memorials Income	2,164	2,164	20,450	18,286			10.6%	
Cemetery & Churchyard :- Income	2,164	2,164	20,450	18,286			10.6%	0
4011 General Rates	0	0	2,750	2,750		2,750	0.0%	
4012 Water Rates	0	0	100	100		100	0.0%	
4036 Property Maintenance/Security	0	0	1,000	1,000		1,000	0.0%	

Detailed Income & Expenditure by Budget Heading 30/04/2019

Month No: 1

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
4037 Grounds Maintenance	0	0	900	900		900	0.0%	
4039 Planting/Trees/Horticulture	0	0	350	350		350	0.0%	
4101 Grave Digging Costs	0	0	5,000	5,000		5,000	0.0%	
Cemetery & Churchyard :- Indirect Expenditure	0	0	10,100	10,100	0	10,100	0.0%	0
Movement to/(from) Gen Reserve	2,164	2,164						
408 Town Centre (Including Market)								
1238 Other Income Car Park	0	0	300	300			0.0%	
Town Centre (Including Market) :- Income	0	0	300	300			0.0%	0
4011 General Rates	0	0	12,227	12,227		12,227	0.0%	
4036 Property Maintenance/Security	0	0	1,500	1,500		1,500	0.0%	
4053 Loan Interest	0	0	253	253		253	0.0%	
4054 Loan Capital Repaid	0	0	355	355		355	0.0%	
4100 CCTV Fees	0	0	19,100	19,100		19,100	0.0%	
Town Centre (Including Market) :- Indirect Expenditure	0	0	33,435	33,435	0	33,435	0.0%	0
Movement to/(from) Gen Reserve	0	0						
409 Public Toilets - Car Park								
4011 General Rates	0	0	1,850	1,850		1,850	0.0%	
4012 Water Rates	0	0	1,000	1,000		1,000	0.0%	
4014 Electricity	22	22	300	278		278	7.3%	
4036 Property Maintenance/Security	0	0	1,000	1,000		1,000	0.0%	
Public Toilets - Car Park :- Indirect Expenditure	22	22	4,150	4,128	0	4,128	0.5%	0
Movement to/(from) Gen Reserve	(22)	(22)						
500 Play Areas and Open Spaces								
1201 Rent Received Etc	0	0	500	500			0.0%	
1241 Sandy FC Rent	0	0	500	500			0.0%	
1251 Pitch Rental	0	0	550	550			0.0%	
Play Areas and Open Spaces :- Income	0	0	1,550	1,550			0.0%	0
4007 Health & Safety	0	0	400	400		400	0.0%	
4012 Water Rates	118	118	700	582		582	16.9%	
4014 Electricity	0	0	200	200		200	0.0%	
4036 Property Maintenance/Security	549	549	500	(49)		(49)	109.9%	
4037 Grounds Maintenance	0	0	2,500	2,500		2,500	0.0%	
4042 Equipment/Vehicle Maintenance	0	0	5,000	5,000		5,000	0.0%	
4972 Transfer from EMR Fallowfield	0	0	(15,000)	(15,000)		(15,000)	0.0%	
Play Areas and Open Spaces :- Indirect Expenditure	668	668	(5,700)	(6,368)	0	(6,368)	(11.7%)	0
Movement to/(from) Gen Reserve	(668)	(668)						

Detailed Income & Expenditure by Budget Heading 30/04/2019

Month No: 1

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
501 Sunderland Road Rec Ground								
1201 Rent Received Etc	514	514	0	(514)			0.0%	
1253 Bowls Club Rental	0	0	435	435			0.0%	
1255 Cricket Club Rental	0	0	280	280			0.0%	
1256 Scouts ,ACF and SSLA	0	0	5	5			0.0%	
Sunderland Road Rec Ground :- Income	514	514	720	206			71.4%	0
4012 Water Rates	42	42	800	758		758	5.2%	
4014 Electricity	10	10	200	190		190	5.2%	
4036 Property Maintenance/Security	0	0	1,750	1,750		1,750	0.0%	
4046 Bowling Green - SBC	449	449	3,165	2,716		2,716	14.2%	
4047 Equipment Maintenance - SBC	680	680	2,572	1,892		1,892	26.4%	
4048 Cricket Square - SCC	429	429	2,540	2,111		2,111	16.9%	
4049 Equipment Maintenance - SCC	21	21	2,748	2,727		2,727	0.8%	
4060 Other Professional Fees	1,338	1,338	15,225	13,887		13,887	8.8%	
Sunderland Road Rec Ground :- Indirect Expenditure	2,970	2,970	29,000	26,030	0	26,030	10.2%	0
Movement to/(from) Gen Reserve	(2,456)	(2,456)						
502 Nature Reserves								
1306 Countryside Stewardship Grant	0	0	2,000	2,000			0.0%	
1307 Angling Licence Rent	0	0	550	550			0.0%	
Nature Reserves :- Income	0	0	2,550	2,550			0.0%	0
4037 Grounds Maintenance	0	0	1,500	1,500		1,500	0.0%	
4060 Other Professional Fees	0	0	10,000	10,000		10,000	0.0%	
4703 Sandy Green Wheel	0	0	2,000	2,000		2,000	0.0%	
Nature Reserves :- Indirect Expenditure	0	0	13,500	13,500	0	13,500	0.0%	0
Movement to/(from) Gen Reserve	0	0						
505 Grass Cutting								
4102 Grass Cutting	0	0	10,000	10,000		10,000	0.0%	
Grass Cutting :- Indirect Expenditure	0	0	10,000	10,000	0	10,000	0.0%	0
Movement to/(from) Gen Reserve	0	0						
506 Litter Bins, Seats & Shelters								
4042 Equipment/Vehicle Maintenance	304	304	650	346		346	46.8%	
Litter Bins, Seats & Shelters :- Indirect Expenditure	304	304	650	346	0	346	46.8%	0
Movement to/(from) Gen Reserve	(304)	(304)						

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Detailed Income & Expenditure by Budget Heading 30/04/2019

Month No: 1

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
509 Christmas Lights								
1365 Christmas Lights	0	0	500	500			0.0%	
Christmas Lights :- Income	0	0	500	500			0.0%	0
4401 Christmas Illuminations	0	0	14,000	14,000		14,000	0.0%	
4402 Community Christmas Event	674	674	2,500	1,826		1,826	26.9%	
Christmas Lights :- Indirect Expenditure	674	674	16,500	15,826	0	15,826	4.1%	0
Movement to/(from) Gen Reserve	(674)	(674)						
601 Precept and Interest								
1101 Precept	290,099	290,099	580,198	290,099			50.0%	
1320 Interest Received - All account	12	12	1,000	988			1.2%	
Precept and Interest :- Income	290,111	290,111	581,198	291,087			49.9%	0
Movement to/(from) Gen Reserve	290,111	290,111						
602 Democratic and Civic Costs								
4020 Misc Establishment Costs	0	0	100	100		100	0.0%	
4033 Annual Report & Newsletter	476	476	3,000	2,524		2,524	15.9%	
4042 Equipment/Vehicle Maintenance	0	0	400	400		400	0.0%	
4200 Mayor's Allowance	55	55	2,200	2,145		2,145	2.5%	
4202 Members' Expenses (Conf etc)	0	0	500	500		500	0.0%	
4210 Election Costs	0	0	3,000	3,000		3,000	0.0%	
4701 Grants/Donations Paid	0	0	3,000	3,000		3,000	0.0%	
4702 Community Events Support	0	0	3,000	3,000		3,000	0.0%	
Democratic and Civic Costs :- Indirect Expenditure	531	531	15,200	14,669	0	14,669	3.5%	0
Movement to/(from) Gen Reserve	(531)	(531)						
700 Capital and Projects								
1153 Loan Interest Rec'd - INTERNAL	0	0	7,903	7,903			0.0%	
1154 Loan Capital Rec'd - INTERNAL	0	0	10,000	10,000			0.0%	
Capital and Projects :- Income	0	0	17,903	17,903			0.0%	0
4153 Loan Interest - INTERNAL	0	0	7,903	7,903		7,903	0.0%	
4154 Loan Capital - INTERNAL	0	0	10,000	10,000		10,000	0.0%	
4802 CAP - Cemetery Extension	87,171	87,171	0	(87,171)		(87,171)	0.0%	
4826 CAP - Play Equipment (S'land)	2,926	2,926	0	(2,926)		(2,926)	0.0%	
4915 Transfer to Rolling Capital Fd	51,300	51,300	51,300	0		0	100.0%	
4923 Internal Loan repaid to F'fild	0	0	10,000	10,000		10,000	0.0%	
Capital and Projects :- Indirect Expenditure	141,397	141,397	79,203	(62,194)	0	(62,194)	178.5%	0
Movement to/(from) Gen Reserve	(141,397)	(141,397)						

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Detailed Income & Expenditure by Budget Heading 30/04/2019

Month No: 1

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
Grand Totals:- Income	293,697	293,697	626,471	332,774			46.9%	
Expenditure	181,290	181,290	625,863	444,573	0	444,573	29.0%	
Net Income over Expenditure	112,407	112,407	608	(111,799)				
Movement to/(from) Gen Reserve	112,407	112,407						

Sandy Town Council
Report to 30th April 2019

General Notes

Attached are the summary income & expenditure report for month 1 to 30th April 2019. This report shows a current year surplus of income over expenditure of £112,407.

The balance sheet shows that total funds available to the council are £819,994

This is made up of the following -

Current Year Surplus	£112,407
General Reserve Brought Forward	£284,043
Rolling Capital Fund	£143,274
Capital Receipts Reserve	£55,324
Fallowfield Reserve	£179,919
Earmarked Community Funds	£7,000
Earmarked Elections	£15,000
Other Earmarked Reserves	£23,028
Total	£819,994

The percentage of budget if analysed evenly over the year to date is 8.33% but members are reminded that income & expenditure rarely follows this pattern over the year.

Analysis by Cost Centre

401 Staff

Expenditure is 8.5% of the annual budget.

Expenditure on 4010 is high due to one off annual payroll service charge.

402 Administration

Expenditure is 10.6% of the annual budget.

4009 - High due to Clerks travel to Luton for meetings with the FA and on CCTV.

4015 - Includes charges for previous financial year following £1,800 refund and recalculation of charges based on a lower contract rate.

4023 - Printing and stationary high due to quarterly charge covering rental for the period April to June.

4024 - Subscriptions are paid at the start of the financial year, so expenditure appears high

4026 - High expenditure due to quarterly rental charge for the period 24th April to 24th July 2019.

4036 - Expenditure high due to annual bills for alarm cover, security call out cover and £270 for new emergency lighting following failure of old lighting and recommendation from fire service.

403 Works

Expenditure is 3.7% of the annual budget.

No Concerns

405 Footway Lighting

Expenditure is 3.6% of the annual budget.

4014 - Electricity charge includes charges from previous financial year. Budget increased from 2018/19 to allow for increase in electricity charges.

Sandy Town Council
Report to 30th April 2019

Analysis by Cost Centre [Continued]

406 Cemetery & Churchyard

Expenditure is 0.0% of the annual budget.

No concerns.

408 Town Centre (Incl. Market)

Expenditure is 0.0% of the annual budget

No concerns.

409 Public Toilets - Car Park

Expenditure is 0.5% of the annual budget.

No concerns.

500 Play Areas and Open Spaces

Expenditure is -11.7% of the annual budget.

4012 - Includes charges for previous financial year (January, February and March 2019)

4036 - High expenditure due to requirement to drain down and service pump for bowling green.

501 Sunderland Road Rec.

Expenditure is 10.2% of the annual budget.

No concerns.

502 Nature Reserves

Expenditure is 0.0% of the annual budget.

No concerns.

505 Grass Cutting

No spend to date.

Invoice from CBC due in March 2018.

506 Litter Bins, Seats & Shelters

Expenditure is 46.8% of the annual budget.

4042 - High expenditure to to purchase of new bin for Sunderland Road play park.

509 Christmas Lights

Expenditure is 4.1% of the annual budget.

4402 - High expenditure due to deposit for switch on event staging.

601 Precept and Interest

The first half of the precept has been received.

602 Democratic & Civic Costs

Expenditure is 3.5% of the annual budget.

4033 - High as payments for April and May's Bulletin page have been paid.

Date: 09/05/2019

Sandy Town Council 2019-2020

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Time: 11:47

Current Bank A/c

List of Payments made between 01/04/2019 and 30/04/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2019	UK Fuels Limited DDR	DD01	93.12		1415591/3650/UK Fuels Limited
01/04/2019	Aviva	DD	1,848.12		Aviva Insurance
03/04/2019	Cartridgesave.co.uk	DC02	18.26		Compatible Ink Cartridge
03/04/2019	Revese Cartridgesave	DC02REV	-18.26		Revese Cartridgesave
04/04/2019	UK Fuels Limited DDR	DD02	58.57		1416816/3651/UK Fuels Limited
04/04/2019	Bank charge payable	CHRG	31.95		Bank charge payable
08/04/2019	Ampower UK Ltd	DD03	22.84		INV-20190401419/2/Ampower UK L
08/04/2019	Ampower UK Ltd	DD04	244.60		INV-20190401418/3/Ampower UK L
08/04/2019	Barclays Active Saver	TFR	145,049.50		Precept transfer to savings account
08/04/2019	Barclays Active Saver	TFR	145,049.50		Precept transfer to savings account
09/04/2019	1st Response Fire Protection &	31652	477.51		Purchase Ledger Payment
09/04/2019	ADT Fire & Security Plc	31653	1,359.47		41152205-15/1/ADT Fire & Secur
09/04/2019	Amphill Town Council	31654	55.00		1419/4/Amphill Town Council
09/04/2019	Beds Associat. of Town & Paris	31655	2,101.00		1419/5/Beds Associat. of Town
09/04/2019	Bedfordshire Fire & Rescue Ser	31656	791.94		INV0005975/3637/Bedfordshire F
09/04/2019	Ben Burgess & Co Ltd	31657	1,022.49		924439/3639/Ben Burgess & Co L
09/04/2019	Central Bedfordshire Council	31658	9,096.38		7010341478/3641/Central Bedfor
09/04/2019	CHRISTOPHER ROBSON	31659	45.00		4419/9/ Travel Expenses
09/04/2019	The Community Heartbeat Trust	31660	282.00		3571/3647/The Community Heartb
09/04/2019	DCK Accounting Solutions Ltd	31661	505.20		TPC8457/3648/DCK Accounting So
09/04/2019	Post Office Ltd	31662	250.00		30419/6/Post Office Ltd
09/04/2019	Harrisons Accountancy Ltd	31663	576.00		12910/7/Harrisons Accountancy
09/04/2019	Hertfordshire County Council	31664	233.03		H031906253/3653/Hertfordshire
09/04/2019	Arthur Ibbett Ltd	31665	302.71		148664/3635/Arthur Ibbett Ltd
09/04/2019	Tim Miles	31666	480.00		27319/3654/Tim Miles
09/04/2019	Mr T Munns	31667	320.00		1419/8/Mr T Munns - Storage
09/04/2019	NALC	31668	60.00		1 Local Council Award Scheme
09/04/2019	FD Odell & Sons Ltd	31669	479.70		OUT-24305/3657/FD Odell & Sons
09/04/2019	Rosetta Publishing	31670	285.60		BFB2986/3658/Rosetta Publishin
09/04/2019	Mr M Scott	31671	335.22		25319/3660/Mr M Scott Mayor's Allowance
09/04/2019	Seddington Nursery	31672	89.00		3424/3661/Seddington Nursery
09/04/2019	S.J.S. Irrigation	31673	659.35		16010/11/S.J.S. Irrigation
09/04/2019	SLCC Enterprises Ltd	31674	118.80		128540/12/SLCC Enterprises Ltd
09/04/2019	Sutcliffe Play Ltd	31675	885.60		OP/L113037/3663/Sutcliffe Play
09/04/2019	Brian Taylor	31676	24.88		5419/10/Brian Taylor Sandy Cricket
09/04/2019	T&J Seymour Electrical Install	31677	2,400.00		S10944/3668/T&J Seymour Electr
09/04/2019	Travis Perkins Trading Co Ltd	31678	628.85		1342XAA796/3669/Travis Perkins
09/04/2019	Turfcare Leisure Services Ltd	31679	929.14		14348/3672/Turfcare Leisure Se
09/04/2019	Tutorcare ltd	31680	961.20		100026/3673/Tutorcare ltd
09/04/2019	VFM Products Ltd	31681	263.40		29504/3674/VFM Products Ltd
09/04/2019	Whitakers Machine Maintenance	31682	408.00		1688/3675/Whitakers Machine Ma
09/04/2019	Woolmer Pest Control Ltd	31683	200.00		1081/3676/Woolmer Pest Control
09/04/2019	Brian Taylor	CNXL031676	-24.88		Reverse CHQ

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List of Payments made between 01/04/2019 and 30/04/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
09/04/2019	Sandy Cricket Club	111330	24.88		103-Fuel claim form
12/04/2019	Chess Ltd DDR	DD05	1,272.00		1000343848/3645/Chess Ltd DDR
15/04/2019	Staff salaries April 2019	BACS	14,064.83		Staff salaries April 2019
17/04/2019	Ampower UK Ltd	DD06	10.83		INV-20190401500/14/Ampower UK
17/04/2019	Ampower UK Ltd	DD07	32.20		INV-20190401421/13/Ampower UK
17/04/2019	Ampower UK Ltd	DD08	564.08		20190401422/15/Ampower UK Ltd
17/04/2019	Gazprom Energy DDR	DD09	261.23		82-Gas March 2019
18/04/2019	HMRC PAYE/NI Apr 19	BACS	4,166.13		HMRC PAYE/NI Apr 19
18/04/2019	Anglian Water Business Ltd. (N	11331	118.47		104-Water 16.01.19-15.04.19
18/04/2019	Anglian Water Business Ltd. (N	111331	41.86		105-Water16.01.19-15.04.19
23/04/2019	UK Fuels Limited DDR	DD10	242.11		1419562/3649/UK Fuels Limited
23/04/2019	Chess Ltd DDR	DD11	117.60		1000344178/3644/Chess Ltd DDR
25/04/2019	Chess Ltd DDR	DD12	216.54		1000344237/3642/Chess Ltd DDR
25/04/2019	Aspects Special Projects Ltd	111332	104,221.42		P/Ledger Electronic Payment Depot Build
26/04/2019	BNP Paribas Leasing Solutions	DD13	406.80		FLGA7277523/3640/BNP Paribas L
29/04/2019	Chess Ltd DDR	DD14	67.68		1000344412/3643/Chess Ltd DDR
29/04/2019	Chess Ltd DDR	DD15	298.96		P/Ledger Electronic Payment
Total Payments			445,127.41		

APPLICATION FOR GRANT AID FROM
SANDY TOWN COUNCIL

<u>Name of the Organisation/Group</u>	
Sandy & District Horticultural Association	
Are you affiliated to a national organisation? If so, which one?	Royal Horticultural Society National Dahali Association
Local venue/meeting place	The Gowans, Seddington Sandy Conservative Club
Are you a registered charity? If so, give your charity number?	Charity status applied for, awaiting decision
What are the aims and activities of the organisation?	To hold monthly meetings and to organise and promote the Sandy Show
How many members do you have? 40	Volunteers/Leaders 10 officers, 2 committee members
Members: 28	Junior N/A
	Senior N/A
What is your annual subscription? £6.00	Junior £ N/A
	Senior £ N/A

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
--------	--------	--------------------------------

Sandy carnival committee donation £100.00 received

No other donations / funds currently received however expected monies if as per 2018 show as follows: -

Show Schedule adverts £368.00

Show class sponsorship £484.00

Donations £270.00

Stall Donations £105.00

Stall payments £135.00

Scarecrow competition sponsorship £75.00

Financial Details

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

No Surplus 2017
2018 Surplus held in funds for 2019 show

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

Account sheets for 2017 & 2018 attached.

Budget for 2019 show in the region of £4800.00


Project Information	
What would the grant be used for?	To cover hire charges of Sandye Place Academy and associated show expenses.
In what manner will the residents of Sandy benefit?	All open classes for exhibitors, at the Sandy show, association membership not needed. Sandy show opened to all members of the public.
Approximately how many Sandy residents will benefit from this grant?	Just short of 500 visitors for the 2018 show, hopefully higher attendance this year.
Estimated total cost of project	£4,800.00 Four thousand eight hundred pounds
Please state clearly how much you are applying for from Sandy Town Council.	£600.00 Six hundred pounds
What amount is being met from your own funds?	£4,200.00 Four thousand two hundred pounds

Payment Details	
Account Title	Sandy Horticultural Society
Account Number	Sort Code 20:74:81 Account No: -30815780
Bank/Building Society Name and Address	Barclays Bank Biggleswade (Ex Sandy branch)
Contact Details	
Please give details of the person with whom this application can be discussed and to whom any cheque should be sent:	Mr Andrew Havergal
Position in organisation	Chairman
Address	7 Swan Lane Sandy
Telephone Number	01767 682 796 07860 226 162
E-mail address	andrew.margaret.havergal@gmail.com

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:	John S Bray
Position:	Treasurer
Date:	18th February 2019

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



Sandy & District Horticultural Association

Financial Summary - Year 2017/2018

<u>Event</u>	<u>Expenditure</u>	<u>Income</u>	<u>Profit/(Loss)</u>	<u>Total</u>
Harvest Supper	£34.56	£168.30	£133.74 ✓	
Sandy Show 2017 late payments	£34.77	£151.00	£116.23 ✓	
AGM	£23.62	£0.00	-£23.62 ✓	
Miscellaneous	£445.88	£264.00	-£181.88 ✓	
Church Christmas Tree & Decorations	£53.98	£0.00	-£53.98 ✓	
Christmas Dinner	£698.75	£801.00	£102.25 ✓	
Christmas Lights & Mulled Wine	£37.50	£37.50	£0.00	
Talk Shire Horses	£172.79	£217.00	£44.21 ✓	
Quiz Night	£0.00	£152.00	£152.00 ✓	
Talk Raptor Foundation	£194.54	£200.00	£5.46 ✓	
Talk Astronomy	£156.04	£182.50	£26.46 ✓	
Talk murder	£162.79	£207.70	£44.91 ✓	
Sandy Carnival	£45.00	£87.00	£42.00 ✓	
Sandy Show 2017	£4,287.25	£4,954.10	£666.85 ✓	
TOTAL :-	£6,347.47	£7,422.10	£1,074.63	
Assets at start of financial year :-		CASH £20.13	BANK £4,264.39	TOTAL £4,284.52
Assets at end of financial year :-		£47.38 ✓	£5,311.77 ✓	£5,359.15
Surplus / loss 2017 / 2018				£1,074.63

6th Oct 2018

Examined and found correct

RB & *(L.S. Blowing)*



Sandy & District Horticultural Association

Sandy Show 2018 Accounts Spread Sheet

Account Number	Date	Description	Payments	Receipts
13	07-Oct-18	Show schedule advert deposit Jade Gardens		
16	07-Oct-18	Sandy Carnival committee donation		£ 10.00
65	12-Apr-18	Class sponsorship P Messenger		£ 100.00
66	12-Apr-18	Punch & Judy Deposit		£ 20.00
72	02-May-18	Sandy Town Council Grant	£ 50.00	
74	09-May-18	Sandy Greetings & Stationary Donation		£ 600.00
75	09-May-18	Scarecrow Sponsorship TopThat Sugarcraft		£ 20.00
76	09-May-18	Show Stall Booking Sandy WI		£ 50.00
77	19-May-18	Show schedule advert Jade Gardens		£ 15.00
78	09-Jun-18	Class sponsorship Jane Lincoln		£ 50.00
82	09-Jun-18	Advert Bulltin Sandy Show		£ 20.00
83	09-Jun-18	Alchol License Sandy Show	£ 168.00	
85	14-Jun-18	Show schedule printing	£ 21.00	
86	29-Jun-18	Lanyard purchase	£ 870.00	
87	29-Jun-18	Donation Frontier Agricultural Ltd	£ 43.80	
88	29-Jun-18	Class sponsorship via Sandy Carnival		£ 200.00
89	29-Jun-18	Class sponsorship Andrew & Margaret Havergal		£ 30.00
90	29-Jun-18	Class sponsorship John & Jeanette Bray		£ 54.00
91	4th Jul-18	Labels Re A Havergal		£ 24.00
92	07-Jul-18	Show stall Booking (Mr G Mayes)	£ 13.06	
93	07-Jul-18	Class sponsorship Rosemary & Tony Munns		£ 20.00
94	07-Jul-18	Class sponsorship R P Gates		£ 24.00
97	07-Jul-18	Show stall booking G Pettengell		£ 18.00
98	07-Jul-18	Show Schedule advert Highwash		£ 15.00
99	07-Jul-18	Show stall booking SA Townsend		£ 40.00
100	07-Jul-18	Class sponsorship the flower room		£ 20.00
101	07-Jul-18	Show schedule advert Inskip & Davie		£ 15.00
102	07-Jul-18	Show schedule advert Mary Lansley Nursey		£ 100.00
103	15-Jul-18	Show stall booking Alan Dansey		£ 40.00
104	15-Jul-18	Show stall booking Alan Dansey		£ 15.00
105	21-Jul-18	Show stall booking Sandy Historical		£ 15.00
106	21-Jul-18	Class sponsorship Kay Eldred		£ 20.00
107	21-Jul-18	Class sponsorship High Street Crafts		£ 12.00
108	28-Jul-18	Banner mods Brite Signs Ltd		£ 39.00
109	01-Aug-18	Class sponsorship S Purchase	£ 155.00	
110	01-Aug-18	Class sponsorship SCB Holdings		£ 30.00
112	04-Aug-18	Scarecrow Sponsorship Beds Clock Company		£ 51.00
113	08-Aug-18	MPRC Web Services Invoice 180801001		£ 25.00
114	08-Aug-18	MPRC Web Services Invoice 180801003	£ 148.52	
115	08-Aug-18	MPRC Web Services Invoice 180801004	£ 36.00	
117	08-Aug-18	MPRC Web Services Invoice 180801002	£ 9.78	
118	11-Aug-18	Class sponsorship Top That Sugar Craft	£ 25.00	
119	11-Aug-18	Show Stall booking Sue Sutton		£ 12.00
120	16-Aug-18	Diplomas / certificates re A Havergal		£ 15.00
121	17-Aug-18	Class sponsorship Burtenshaw Decortating Services	£ 12.95	
122	17-Aug-18	Class sponsorship David Gunn		£ 57.00
123	17-Aug-18	Show schedule advert David Gunn		£ 42.00
124	17-Aug-18	Class entry fees		£ 88.00
				£ 9.60

Promoters & Organisers of the Sandy Show

Affiliated to: Royal Horticultural Society & National Dahlia Society

127	18-Aug-18	Class sponsorship Richard Barker		£	18.00
128	18-Aug-18	Class sponsorship Mick & Val Gordine		£	12.00
129	18-Aug-18	Class sponsorship Ivy Dockerill		£	6.00
130	18-Aug-18	Prize winner payment envelopes	£	5.85	
131	18-Aug-18	bin bags tea tent rubbish	£	4.00	
132	18-Aug-18	Exhibitors entrance fees		£	246.50
133	18-Aug-18	Exhibitors prize money	£	346.50	
134	18-Aug-18	Exhibitors prize money donated back		£	46.00
135	18-Aug-18	Gate entrance Money		£	370.00
136	18-Aug-18	Class car trophy sponsorship M Willmott		£	60.00
137	18-Aug-18	PA System hire	£	115.00	
138	18-Aug-18	Raptor Foundation	£	50.00	
139	18-Aug-18	Animal Encounters	£	50.00	
140	18-Aug-18	Punch & Judy	£	220.00	
141	18-Aug-18	Raffle first prize	£	150.00	
142	18-Aug-18	Scarecrow first prize	£	50.00	
143	18-Aug-18	Scarecrow second prize	£	25.00	
144	18-Aug-18	Kids zone & raffle expenditure	£	274.06	
145	18-Aug-18	Kids Zone takings		£	192.50
146	18-Aug-18	Tea tent takings		£	380.55
147	18-Aug-18	BBQ takings		£	356.00
148	18-Aug-18	Franklins Burgers & Sausages	£	292.50	
149	18-Aug-18	BBQ Hire	£	75.00	
150	18-Aug-18	Raffle Takings		£	996.00
151	18-Aug-18	Surplus burgers sold to ice cream van		£	80.00
152	18-Aug-18	Ice cream van donation		£	50.00
153	18-Aug-18	Fair ground rides donation		£	35.00
154	18-Aug-18	Pony rides donation		£	20.00
155	18-Aug-18	Ivy's Stall		£	21.45
156	18-Aug-18	Rasio aftershow meal drinks	£	69.85	
157	19-Aug-18	Table hire	£	90.00	
158	19-Aug-18	Trophy purchase scarecrow / classic cars	£	72.50	
161	26-Aug-18	Tea tent & Kid Zone purchases	£	264.52	
162	26-Aug-18	Sale of Surplus burgers & presseco Lynda S		£	39.00
163	08-Sep-18	Sale of Surplus burgers JB		£	6.50
164	08-Sep-18	Flower & Wine Jim Knight	£	19.98	
165	12-Sep-18	MPRC web services invoice 180907002	£	17.10	
166	12-Sep-18	MPRC web services invoice 180907003	£	3.72	
167	12-Sep-18	Rosetta Publishing Ltd (bulletin advert)	£	96.00	
169	12-Sep-18	Postage Stamps	£	6.96	
170	12-Sep-18	School Hall Hire	£	360.60	
172	15-Sep-18	Sale of Surplus burgers LS & SP		£	13.00
176	28-Sep-18	Show schedule advert J&C Carpets		£	40.00
180	16-Sep-18	Donation to ATC show help	£	75.00	
181	29-Sep-18	Donation NFU		£	50.00 ✓
				£	4,287.25
				£	4,954.10 ✓

Profit / Loss £ 666.85 ✓

Financial Summary


- Year 2016/2017

<u>Event</u>	<u>Expenditure</u>	<u>Income</u>	<u>Profit/(Loss)</u>	<u>Total</u>
Harvest Supper	£138.59	£322.60	£184.01	
Sandy Show 2016 late payments	£8.00	£100.00	£92.00	
AGM	£45.40	£37.00	-£8.40	
Astronomy Talk	£117.90	£157.00	£39.10	
Miscellaneous	£535.32	£234.00	-£301.32	
Christmas Dinner	£650.00	£770.00	£120.00	
Death in the Garden Talk	£201.40	£143.50	-£57.90	
Quiz Night	£0.00	£150.50	£150.50	
History of Sandy Fire Station Talk	£125.40	£193.00	£67.60	
Sandy Carnival	£56.80	£65.25	£8.45	
Garden Visit The Gowans Seddington	£0.00	£86.50	£86.50	
St John's Hospice County fayre	£30.00	£0.00	-£30.00	
Sandy Show 2017	£3,470.51	£3,463.82	-£6.69	
Sandy Street Name Talk	£151.20	£197.00	£45.80	
TOTAL :-	£5,530.52	£5,920.17	£389.65	

Surplus / Loss on activities 2016 / 2017

Assets at start of financial year :-	CASH £36.81	BANK £4,002.06	TOTAL £4,038.87
Assets at end of financial year :-	£20.13	£4,264.39	£4,284.52
Surplus / loss 2016 / 2017			£245.65
presented cheques from 2015/6			£144.00
		Total =	£389.65

EXAMINED BY R.T. BROWNING


3/10/17

Sandy Show 2017 Accounts Spread Sheet

Account Number	Date	Description	Payments	Receipts
52	01-Jan-17	Show Cards	£ 95.82	
67	23-Mar-17	Show Stall Hardy Perinnials		£ 15.00
68	23-Mar-17	Half page colour advert Hardy Plant Society		£ 50.00
69	23-Mar-17	Show Stall Miss G Pettengal		£ 15.00
70	29-Mar-17	Show Stall Townsend SA		£ 20.00
71	05-Apr-17	Show Stall Ivor Mayes		£ 20.00
72	05-Apr-17	Just Punch (bacs payment S Purchase)	£ 50.00	
74	05-Apr-17	Stationary & Postage	£ 8.96	
77	26-Apr-17	Show Stall Sandy Historical Research Group		£ 20.00
78	27-Apr-17	Sandy Town Council Grant		£ 500.00
81	04-May-17	Show Stall Sandy Womans Institute		£ 15.00
82	04-May-17	Show Stall Simply Susie		£ 20.00
83	06-May-17	Show bunting Re A Havergal	£ 44.08	
84	16-May-17	Labels for Show Cards	£ 14.36	
86	16-May-17	Donation Sandy Greetings & Stationary		£ 30.00
87	16-May-17	Show Class sponsorship S Purchase		£ 30.00
88	22-May-17	Show Class sponsorship A Havergal		£ 54.00
89	22-May-17	Show Class sponsorship J Bray		£ 18.00
91	06-Jun-17	Show Class sponsorship Ivy Dockree		£ 6.00
92	06-Jun-17	Show Class sponsorship Mr & Mrs A Munns		£ 24.00
94	17-Jun-17	Show Class sponsorship Michael Scott		£ 36.00
95	17-Jun-17	Show Class sponsorship Lynda Scott		£ 12.00
96	17-Jun-17	Postage	£ 12.34	
98	17-Jun-17	Show Schedule Printing	£ 880.00	
99	19-Jun-17	Show Class sponsorship Jayne Lincoln		£ 15.00
100	26-Jun-17	Show Class sponsorship SCB Holdings		£ 51.00
101	26-Jun-17	Show Schedule Advert Highwash		£ 40.00
102	26-Jun-17	Show Class sponsorship R.P Gates & Sons		£ 18.00
103	29-Jun-17	Show Schedule advert B S Motors		£ 40.00
104	29-Jun-17	Show Class sponsorship Burtenshaw decorating		£ 57.00
105	30-Jun-17	Show Class sponsorship M & V Gordine		£ 12.00
106	30-Jun-17	Show Schedule advert M Lansley (rockery centre)		£ 40.00
107	03-Jul-17	Show Class sponsorship Kay Eldred		£ 12.00
108	03-Jul-17	Show Class sponsorship The Flower Room		£ 15.00
109	03-Jul-17	Show Schedule Advert Inskip & Davey		£ 100.00
110	11-Jul-17	Show Class sponsorship High Street Crafts		£ 39.00
113	13-Jul-17	Postage show guides	£ 8.96	
114	13-Jul-17	Printing A4 posters	£ 6.00	
115	17-Jul-17	Show Schedule advert J C Carpets		£ 40.00
116	18-Jul-17	2 new Banners & modifications to existing	£ 100.00	
119	24-Jul-17	Show Stall charms & nails Phebe & Kim		£ 15.00
120	24-Jul-17	Hall Hire & Tap fitment Sandy academy	£ 495.60	
122	04-Aug-17	Show class sponsorship Sandy Carnival		£ 30.00
123	05-Aug-17	Show Stall Cakes & Crafts Donna Newman		£ 15.00
126	11-Aug-17	Printing posters & laminating	£ 32.50	
127	11-Aug-17	Show class sponsorship Peter Messenger		£ 18.00
128	11-Aug-17	National Dahlia society medals	£ 27.00	
129	11-Aug-17	Prize money envelopes	£ 6.87	
130	17-Aug-17	Donation		£ 250.00
133	18-Aug-17	Show Stall Mrs E Barford		£ 15.00
134	18-Aug-17	Animal Encounters	£ 50.00	
135	18-Aug-17	Savins ballons & gas	£ 41.04	
136	18-Aug-17	Exhibitors entry fees		£ 36.50
137	19-Aug-17	Ivy,s Stall		£ 20.95
138	19-Aug-17	Fair ground stall donation		£ 20.00
139	19-Aug-17	Ice Cream donation		£ 10.00
140	19-Aug-17	Face paint		£ 7.00

Sandy Show 2017 Accounts Spread Sheet

141	19-Aug-17	Childrens craft stall		£	10.00	
142	19-Aug-17	Punch & Judy	£	210.00		
143	19-Aug-17	Music Man	£	150.00		
144	19-Aug-17	Raptor Foundation	£	50.00		
145	19-Aug-17	Banquet roll & plate	£	15.75		
146	19-Aug-17	Judges sandwiches	£	36.66		
147	19-Aug-17	Table Hire	£	75.00		
148	19-Aug-17	Drinks donation		£	60.00	
149	19-Aug-17	drinks bill	£	115.30		
150	19-Aug-17	Raffle prize	£	50.00		
151	19-Aug-17	raffle receipts		£	482.50	
152	19-Aug-17	PA System Hire	£	100.00		
153	19-Aug-17	Show Exhibitors fees		£	218.40	
154	19-Aug-17	Show exhibitor prize Money	£	383.50		
155	19-Aug-17	Gate money		£	673.00	
156	22-Aug-17	Show Exhibitors fees		£	2.70	
159	22-Aug-17	Burger van (bacon rolls committee members)	£	40.00		
160	22-Aug-17	Show class sponsorship Richard Barker		£	20.00	
161	23-Aug-17	Show Stall Sandy allotments		£	15.00	
162	23-Aug-17	Flowers (apologies for No 11 Kings Road)	£	8.00		
163	24-Aug-17	Donated show class prize money		£	6.00	
164	24-Aug-17	NFU Donation		£	50.00	
165	01-Sep-17	Show schedule advert Old Red Barbers		£	40.00	
175	20-Sep-17	Miscellaneous items (Val Gordine)	£	34.77		
176	20-Sep-17	Show schedule advert Mamas Coffee Shop		£	50.00	
177	20-Sep-17	Show Trophy Engraving	£	328.00		
180	29-Sep-17	unpresent cheque		£	34.77	
			<u>£</u>	<u>3,470.51</u>	<u>£</u>	<u>3,463.82</u>
Profit / Loss				-£	6.69	

APPLICATION FOR GRANT AID FROM
SANDY TOWN COUNCIL

<u>Name of the Organisation/Group</u>	
Autism Bedfordshire	
Are you affiliated to a national organisation? If so, which one?	No
Local venue/meeting place	Head Office is based on Elms Farm Estate in Bedford but we offer services throughout Bedfordshire
Are you a registered charity? If so, give your charity number?	1100722
What are the aims and activities of the organisation?	<p>Autism Bedfordshire is an independent charity that provides emotional and practical support for children, young people and adults with Autistic Spectrum Conditions and their families across Bedfordshire.</p> <p>Our aim is to reduce social isolation and improve the quality of life for these people and to raise awareness and acceptance in the community.</p> <p>Our objectives are to provide:</p> <ul style="list-style-type: none"> - places where autistic children, young people and adults can go and feel comfortable, valued and not judged by society. - experiences for these individuals that will build their confidence and self-esteem and develop their social, communication and practical skills in order to open up opportunities and help them achieve their potential. - short breaks for the parents/carers and families to alleviate the stress that they endure in looking after the person with autism. - support, information and guidance for parents to give them the confidence and skills to manage the complex difficulties of their autistic children. - training for professionals to help them better

from this grant?	parents and 20 siblings.
Estimated total cost of project	Total costs for services which are attended by children & families from Sandy: £34,705
Please state clearly how much you are applying for from Sandy Town Council.	£300, this could cover the equivalent costs for:- - all materials & equipment purchases for Biggleswade L.O.A.F. for 2019/2020 OR - 3 quarters of our venue hire for Biggleswade Wanted Fun for 2019/2020
What amount is being met from your own funds?	£3,000 (fee income)
What is the amount sought from other funding bodies? Please give details of other sources you have applied to or intend to apply to.	
<u>Source</u>	<u>Amount</u> <u>Confirmed/Pending/Unsuccessful</u>
Central Bedfordshire Council	£15,000 Confirmed for 2019/2010
Children in Need	£8,000 Confirmed for 2019/2020
Three Guineas Trust	£5,000 Confirmed for 2019/2020
We have £3,705 to find, and have applications going out now to complete the funding for these services. We anticipate hearing back in summer.	


Financial Details	
Please specify how any income, particularly surplus, is spent.	Most of our income is in the form of restricted grants for our services and, as such, has to be spent on those services. Our unrestricted income comes from fees, donations, charity shop & merchandise profits and fundraising, and is usually used to cover any shortfall we have in grant income for our services. Any surplus income is used towards building our reserves, which are currently a little below our target of 20% of our annual turnover.
Please attach accounts (audited/independently examined) for the last two years and your budget forecast for the forthcoming/current year.	Please see attached

Payment Details	
Account Title	Autism Bedfordshire
Account Number	00088778

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: Gill Christmas
Position: Funding Manager
Date: 2 nd April 2019

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

APPLICATION FOR GRANT AID FROM
SANDY TOWN COUNCIL

<u>Name of the Organisation/Group</u>	
The Need Project Central Bedfordshire	
Are you affiliated to a national organisation? If so, which one?	No
Local venue/meeting place	NA
Are you a registered charity? If so, give your charity number?	1157691
What are the aims and activities of the organisation?	The charity seeks to provide food and other items to those deemed to be in need by statutory agencies.
How many members do you have?	Volunteers 40 Leaders 1 Full time paid Budgeting for 2 Part-time workers for 2019-2020
Members:	Junior NA
	Senior NA
What is your annual subscription?	Junior £ NA
	Senior £ NA

Project Information

What would the grant be used for?	<p>To support the work of running the organisation. We employ a Project Leader and provide him with a van which we are in the process of purchasing.</p> <p>It will also assist us in renting a new Centre for our work in Stotfold, which is the central hub for our work.</p> <p>We are looking to take on 2 part-time workers in 2019-2020</p>
In what manner will the residents of Sandy benefit?	<p>We have one of our 'hubs' in Sandy Baptist Church which provides food on a regular basis to people in need in Sandy. We also support an organisation called Project 17 which is in Sandy.</p>
Approximately how many Sandy residents will benefit from this grant?	<p>Approximately 13 families each week are provided with food in Sandy. Project 17 in Sandy has capacity in excess of 17 young needy people and they are supported by our charity</p>
Estimated total cost of project	<p>£77,000 PA for 2019/2020</p>
Please state clearly how much you are applying for from Sandy Town Council.	<p>£1,000</p>
What amount is being met from your own funds?	<p>Through various awarding bodies, donations from churches, individuals and fund-raising events.</p>

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
Co-op	£5,992	Received
Arlesey TC	£ 500	Received
Biggleswade TC	£ 500	Received
FI ST TH H P Ltd	£ 250	Received
Wixamtree	£5,000	Received
Eleemosynary	£2,000	Received
Mrs. B L Robinson	£3,500	Received
Lions Welfare	£ 500	Received
Freemasons	£ 250	Received
Souter	£2,000	Received
Churches	£17,558	Received
Personal Donations	£21,019	Received
Other Councils and awarding bodies are being approached		

Financial Details

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

The charity employees a Project Leader and is purchasing a van for his use for the charity.
 We have established a new base in what was a shop in Stotfold, this incurs rent and running costs.
 We do not expect to have a surplus as the charity is ongoing.

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

Payment Details	
Account Title	The Need Project Central Bedfordshire
Account Number	33697452
Bank/Building Society Name and Address	Barclays Bank
Contact Details	
Please give details of the person with whom this application can be discussed and to whom any cheque should be sent:	Mr D H Deards
Position in organisation	Hon. Treasurer/Trustee
Address	18, Castles Close Stotfold Hitchin Herts SG5 4BZ
Telephone Number	07717407831
E-mail address	douglas.deards@talktalk.net

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:
Date:

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

THE NEED PROJECT CENTRAL BEDFORDSHIRE

31st MARCH 2017

Report of the Independent Examiner to the Trustees of The Need Project

In accordance with the provisions of Section 43 of the Charities Act 1993, I have examined the receipts and payments accounts and statement of assets and liabilities of The Need Project set out relating to the year ending 31st March 2017. This examination did not extend to a comprehensive audit of such accounts or statement.

I confirm that the accounts and statement accord with the accounting records of the The Need Project and that such records satisfy the requirements of the Act. I am not aware of any matter to which attention needs to be drawn in order to obtain a proper understanding of the accounts.

Signed: G.R.D. **Independent Examiner**

Name: MRS G ROBERTS

Address: 10 MARSCHFIELD

STOTFELD

NEAR HITCHIN

HERTS

SG5 4EF

Date: 28th April 2017

THE NEED PROJECT CENTRAL BEDFORDSHIRE

31st MARCH 2018

Report of the Independent Examiner to the Trustees of The Need Project

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Signed: G. Roberts

Independent Examiner

Name: MRS G ROBERTS

Address: 10 MARSCHFIELD

STOTFOLD

HORTS

SG5 4EF

Date: 13TH MAY 2018

THE NEED PROJECT ANNUAL ACCOUNTS UP TO 31/03/2017

	INCOME
	£
Donations from Churches	10565.43
Grants from Trusts	7550.00
Donations from individuals	8080.35
Fund raising income	3070.81
Misc. Donations	2461.48
MyDonate	338.91
TOTAL INCOME	32066.98
	EXPENDITURE
	£
Contract	25726.60
Van	4593.41
Fuel	3233.92
Food	611.41
Insurance	672.40
Miscellaneous items	941.40
TOTAL EXPENDITURE	35779.14
CHANGE IN RESERVES	-3712.16
BALANCE AT END OF YEAR	3866.11

G. P. ...

28/4/2017

D. D. ...

29/4/2017

THE NEED PROJECT ANNUAL ACCOUNTS UP TO 31/03/2018

	INCOME
	£
Donations from Churches	8975.00
Grants from Trusts	26315.99
Donations from individuals	9487.51
Fund raising income	2015.47
Misc. Donations	5265.95
MyDonate	3401.28
HMRC Gift Aid recovery	2739.02
TOTAL INCOME	58200.22
	EXPENDITURE
	£
Payroll	29199.91
Van	4839.33
Fuel	3387.74
Food	1942.70
Insurance	684.08
Stotfold Centre	2000.00
Stotfold Centre Set Up Costs	5421.28
Miscellaneous items	657.34
TOTAL EXPENDITURE	48132.38
CHANGE IN RESERVES	10067.84
BALANCE AT END OF YEAR	13933.95

G. Roberts. 13/5/2018

D. Deady 14/5/2018

**The Need Project
Budget 2018/9**

2019/20

Income

Church Donations	10000	12000
Personal donations	20000	20000
Ad Hoc don. Fund raising	4000	4000
Awards	21000	25000
Rental		2100
Total	55000	63100

Expenditure

Staff	33000	30000
Additional staff (2 PT)		20000
Van Costs	4000	4000
Travel costs	3000	3500
Overhead costs	500	500
Capital	0	0
Insurance	750	800
Food and events	750	800
High St. Store	13000	13000
Additional storage		4500
Total	55000	77100
Change in reserves	0	-14000
Additional funding needed		14000

*Discussion document for next financial
year 1/4/19 - 31/3/20*

D. Deards

Policy Finance and Resources Committee - Action list

Subject	Action to be taken		Response/ Status
	Minute	Action	
Meeting 18/4/16			
Cemetery Extension	(86-15/16)	Archaeological Excavation and Depot Build	<p>Archaeological Excavation works have been completed and works have begun. Archaeologists have responded with an inventory of finds and costs for post excavation work based on those finds. The Clerk is working with CBC's archaeologist to address additional costs put forward by the contractor. A report will be brought to committee on the archaeological costs.</p> <p>Contractor liaising with Local Planning Authority's Building Control, who have inspected the site and UK Power networks. Completion of build anticipated by end of June. Electrical works completion anticipated by mid-July.</p>
Meeting 9/4/18			
Fallowfield Lighting and CCTV	(110-17/18)	RESOLVED that the Clerk include mobile and static CCTV options within the Fallowfield lighting scheme to be brought forward to a future meeting of the Policy, Finance and Resources committee.	<p>Agreed that work to the lighting scheme be allowed for in 2019/20 from Fallowfield reserves. CCTV working group have carried out a review and site assessment of CCTV needs and are awaiting recommendations and costs from CBC and Herts CCTV. Report to be brought back to with CCTV recommendations.</p>



SANDY
Town Council

SANDY TOWN COUNCIL POLICY, FINANCE & RESOURCES ACTION PLAN 2019/20

The following Action Plan summarises and prioritises the Council's activities and projects that will continue to be worked on over the 2019/20 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).

POLICY, FINANCE AND RESOURCES COMMITTEE				
Est. Cost	Objective	Actions	Responsibility	Timescale
2019/20 Activities				
Services and Contracts				
£14,000 Per year for three years	Agree a new Christmas Lights Contract to cover the next three years	1) Complete tender process 2) Engage with FOSCL over colours/motifs etc 3) Consider and approve preferred contractor/quotation 4) Agree light scheme colours and motifs with contractor for 2019-2021	1) Admin 2) Clerk 3) PFR 4) Clerk/Office	Completed Completed June 2019 June/July 2019
£450 Current annual cost	Review and consider alternative banking arrangements	1) Meet with representatives of alternative banks 2) Review and produce report with costings and recommendation 3) Committee to consider recommendation and decide on banking arrangements 4) New banking to be implemented or current banking to be continued 5) Council Risk Assessment to be amended accordingly	Clerk/Admin Lead Clerk/Admin Lead PFR Clerk/Admin Lead Clerk/PFR	Sept/Oct 2019 Oct/Nov 2019 Nov 2019 TBD TBD
Projects				
£950	Line marking of car park bays following work completed by CBC on directional arrows	1) Quotes for line marking of parking bays to be obtained 2) Preferred contractor to be agreed 3) Work to be scheduled to cause least disruption to the car park	Clerk PFR Clerk/PFR Chair	June 2019 22 July 2019 School Holidays

AGENDA ITEM 10

APPENDIX IX

£14,000	Fallowfield Recreation Ground Lighting Scheme	<ol style="list-style-type: none"> 1) Agree preferred provider and final cost 2) Agree timescales and programme of implementation 3) Publicise/Consult with residents adjacent to recreation ground 4) Implement installation of scheme 	PFR Clerk/PFR Chair Admin PFR/Clerk	2 nd Sept 2019 Sept 2019 October 2019 TBD
Current Budget £16,000	New CCTV scheme covering areas of Town Council ownership.	<ol style="list-style-type: none"> 1) Receive recommendation from CSE on a new scheme of CCTV cameras 2) Obtain quotations for purchase and installation of new cameras and any associated running costs 3) Agree supplier and costs of new CCTV cameras and agree capital expenditure 4) Budget for annual maintenance/running costs for 2020/21 	PFR Clerk PFR PFR	Summer 2019 Summer 2019 September 2019 Oct-Jan 2019
£2,800	St Swithun's Church Clock Repair	<ol style="list-style-type: none"> 1) Obtain three quotes for repair works to the Church clock 2) Consider quotes and Council's contribution to the cost of the works 3) Approve a contract and implementation of works 	Admin PFR PFR/PCC	May 2019 10 th Jun 2019 June/July
£2,600	Repairs to village hall entrance track	<ol style="list-style-type: none"> 1) Agree that work be completed and select a preferred tender 2) Liaise with village hall management committee 3) Agree dates for works 4) Implement works 	PFR Clerk Clerk/VHM Clerk/Contractor	Completed May 2019 May 2019 June 2019
Budgeting and Accounting				
	Agreement of 2020/21 budget and precept	<ol style="list-style-type: none"> 1) Produce Year and Year budget/expenditure report for review 2) Review of 2019/20 revenue budget report & 2020/21 recommendation 3) Review and amendment of 2020/21 revenue and capital budget 4) Review and amendment of 2020/21 budget and precept level 5) Recommend of budget and precept to Full Council 6) Approval of 2020/21 budget and precept 	Clerk PFR PFR PFR PFR Full Council	October 2019 14 th Oct 2019 25 th Nov 2019 6 th Jan 2020 6 th Jan 2020 20 th Jan 2020
	Agreement of 2020/21 Scale of Charges	<ol style="list-style-type: none"> 1) Apply RPI increases to 2019/20 Scale of Charges 2) Review and approve 2019/20 Scale of Charges 3) Amend 2019/20 budget to reflect Scale of Charges 	Clerk PFR Clerk	Nov 2019 25 th Nov 2019 Nov 2019
Policy and Administration				
£50 Application Fee	Progress from foundation to Gold Award level of the Local Council Award Scheme	To have the Council meet the required criteria it must; <ol style="list-style-type: none"> 1) Develop a business plan covering a financial forecast for at least three years linked to revenue and capital plans for the Council and Community 2) Evidence at least four positive outcomes achieved in a six-month period 	Clerk/PFR Clerk	

AGENDA ITEM 10

APPENDIX IX

		<ul style="list-style-type: none"> 3) Evidence positive outcomes resulting from cooperation with other organisations 4) Evidence the management of the Council as a corporate body and the development of Councillors through training etc. 	<p>Clerk</p> <p>Clerk</p>	
Nil	Review of Burial Regulations	<ul style="list-style-type: none"> 1) Clerk to provide review of burial regulations with areas for amendment/alteration consideration 2) Cemetery Working Group to consider Clerks review and make recommendations to the Policy, Finance and Resources Committee 3) Committee to consider and debate any recommended changes to the Burial Regulations and recommend document to Council 4) Full Council to approve amended regulations 	<ul style="list-style-type: none"> 1) Clerk/Admin Lead 2) Cem Work Grp 3) PFR 4) Full Council 	<p>August 2019</p> <p>August 2019</p> <p>September 2019</p> <p>October 2019</p>
£15,000 Annual Budget	Agree and sign management agreement with Stevenage Leisure for the maintenance of the Jenkins Pavilion	<ul style="list-style-type: none"> 1) PFR to re-review and recommend changes or approval of agreement 2) Full Council to approve signing of agreement 3) Contract to be signed by all parties 	<ul style="list-style-type: none"> 1) PFR 2) Full Council 3) CBC/Clerk 	<p>June 2019</p> <p>June 2019</p> <p>Summer 2019</p>
		<p><i>Signing of agreement was on hold while possible changes to the leisure offering in Sandy are clarified. Council to review and approve agreement again ahead of signing.</i></p>		
Nil	Use and reporting of Police Crime Statistics for Sandy	<ul style="list-style-type: none"> 1) Establish working group to review and consider the use and reporting of Sandy crime statistics 2) Working group to produce advisory report on use and reporting of crime statistics 3) Committee to consider report and make recommendation to Council 4) Council to consider recommendation and action accordingly 	<ul style="list-style-type: none"> 1) PFR 2) Working Group 3) PFR 4) Full Council 	<p>2nd Sep 19</p> <p>September 2019</p> <p>10th Oct 19</p> <p>28th Oct 19</p>
Nil	Agree adoption of a Death of a Royal Policy	<ul style="list-style-type: none"> 1) Policy to be researched and developed 2) Draft policy to be considered by Committee and amendments or recommendation to adopt to be advised 3) Adoption of policy 	<p>Administrator AEF</p> <p>PFR</p> <p>Full Council</p>	<p>Completed</p> <p>June 2019</p> <p>June 2019</p>
On-Going Activities				
	Running the Committee	Agendas, Minutes, Reports, Finance, Administration		
	Council Administration	Administration		
	All Council finances, end of	Administration		

AGENDA ITEM 10

APPENDIX IX

Business as Usual	year accounts, payroll and audit	
	Annual Report	Preparation and Publication
	Action Plan	Annual Review and Publication
	Strategic Plan Development & Implementation	12 weekly review and monitoring of Key Progress Indicators
	Annual Town Meeting	Arrangements and Administration
	Management of External Contractors	Administration and Monitoring
	Council Policies	Review and Administration
	Council Website	Continued Maintenance and Update
	Grants	Administration, Finance and Agreement
	Civic Matters	Honorary Freeman & Friend of Sandy Award
	IT & Office Equipment	Administration and supply
	Any other matters within the committee's remit	

Sandy Town Council

2018/19

Annual Report



Introduction

The Annual Report informs readers what Sandy Town Council has done over the past year, a summary of its budgets, details of Council Members and the wards they represent. The report is based on the financial year 1 April 2018 to 31 March 2019; however, it may also include information based on the Civic year which covers the period May 2018 to April 2019.

The Council welcomes any views on this report and on the services provided by the Town Council. Members of the public are also invited to attend every Council meeting to ask questions, make comments and raise matters of local interest during the public session.

Mayor's Report

On behalf of Sandy Town Council, it is my pleasure to introduce the Annual report for residents of Sandy and Beeston after another very busy and challenging year.



2018 was a particularly poignant year as it marked 100 years since the end of WW1. In November the community came together to pay its respects and commemorate the centenary of the end of WW1. A series of WW1 talks organised by the Town Council proved popular and residents of Sandy showed their support by donating towards the Town Council's lamppost Poppy appeal, which raised over £500 for the poppy appeal charity. The lamppost poppies were so well received that the Council has agreed to repeat these in 2019.



Residents made Sandy proud by turning out in force to support the Town's annual remembrance parade and later that day to join with other members of the community to both commemorate and celebrate in an act of community remembrance which saw a touching tribute event take place in the market square. The event, which was organised by the Town Council in partnership with the Royal British Legion and St Swithun's Church, combined letters from soldiers and poems which were read out by the Army & Air Cadets, the community then joined in singing war time songs in a moving and enjoyable event in honour of all those who sacrificed so much on our behalf. In 2019 the Town Council are to become more involved in the annual parade and will be working closely with the Royal British Legion to continue this important act of remembrance.

I must also thank Sandy Chamber of Trade who funded the new flag pole at Fayne's Corner, which will help the town mark important national and local dates and events in the years to come.

I strongly believe that partnerships are key to the future success of our town and going forward, the Council shall continue to build relationships at local and national levels to ensure Sandy's interests are clearly heard.

In December, many of you will have enjoyed what has become a successful annual event in the town, the Sandy Christmas Light Switch On. This year the Friends of Sandy Christmas Lights formally separated from the Council by becoming their own independent charity. However, the Council will continue to work closely with the group to ensure Sandy always has a light switch on to remember. The aim of the Friends of Sandy Christmas Lights is to run the light switch on event, with support from Sandy Town Council. The Council will continue to provide the town's Market Square and High Street Christmas Lights. In 2019 we will be renewing the Christmas light contract and focusing on getting more enhancements without increasing our budget.

Regular quarterly meetings continue -- attended by me as Mayor, the Deputy Mayor -- Cllr Martin Pettitt, and the Town Clerk -- with our three CBC Councillors so that we are all working together for the benefit of our community. It has been particularly pleasing to see the advancement of improvements to the Winchester Road area following the joined-up work of Central Bedfordshire Council and Grand Union Housing, which the Council is pleased to actively support.

In 2017/18 the Council spent a lot of time inputting into Central Bedfordshire Council's Local Plan process and developing its own Community Plan. During the last year the Council has been faced with several other strategic decisions by different organisations which it has sought to influence on behalf of Sandy. Recently the Council engaged with the East West Rail Link consultations and stressed the importance of keeping a station in Sandy, prioritising improvements that could be brought to our existing station.

The lack of action on issues around the A1 continues to frustrate Members of the Council and this has been a matter we have continued to push for action on from our M.P Rt Hon. Alistair Burt, Highways England and the Department for Transport. As a Council we are currently focusing on the proposed average speed camera scheme and pushing for this to be implemented as soon as possible.



During the year, the Council supported and worked with the Sandy Historical Research Group to help submit an application to have Sandye Place Academy recognised as an asset of community value. The Council has continued to work with Central Bedfordshire Councillors to push for the protection of Sandye Place academy as a protected facility for our community. Following the recent threat to community use of facilities at the Secondary school the Council are placing pressure on Central Bedfordshire Council to commit to leisure investment in the town and ensure Sandy has the facilities it needs and deserves.

The Council also worked with the Bedfordshire Rural Communities Charity and Central Bedfordshire Council to launch the walking route of the Sandy Green Wheel. The Council has committed to continue supporting the development of the Wheel in 2019/20 to try and reach the goal of it becoming fully cyclable.

In agreeing the Budget for 2019/20 the Council reviewed and reduced budgets across the board wherever possible but despite this we had to increase our precept to £580k

– an increase of £4.36p per year on a Band D property or 8p per week. The Council was able to make savings of approximately £6,500 by re-negotiating or entering into new service contracts. However, the need to increase funding for the ongoing maintenance of streetlighting along with legal provision and contract increases lead to an overall increase in the precept.

The Town Council does not rely solely on its precept to fund projects and activities and actively pursues grants and support funding wherever possible. During the last financial year, the Council was successful in obtaining grant funding for new play equipment and funding for the much-needed refurbishment of the Scout Hut roof. Town centre railings were painted, directional finger posts installed, and car park directional line marking done via funding from Central Bedfordshire Council. Highway signage and dropped kerbing was also installed in some areas of the town following a successful rural match fund application.



New play park equipment has been installed in recreation areas at The Limes, Beeston Green, Fallowfield, Bedford Road and Sunderland Road. The funds for the new play park equipment were secured from Section 106 grant funding, which meant the Council was restricted in how much new equipment it was able to invest in due to the level of funds available to it and the need to add missing play elements to all the parks in Sandy. The Council wished to install some

new quality equipment with high play value across all sites in the town. The Council has experienced difficulties with the installation contractor at the Sunderland Road site particularly and is addressing the delays experienced in having the equipment opened to the public directly with the contractors.

The Mayor's charity funds this year has been to support organisations in the town who do splendid work. Over £2,000 has been raised and may I personally thank all those who have attended the Mayor's Charity events or made donations or supported the events in any way – it is truly appreciated. The Mayor's charity has also funded the installation of a new defibrillator to be located at Beeston Green.

I would also like to express my thanks, to all the organisations for the warm welcome that myself and my wife have received when we visited them, and we thank each organisation for their kind invitations and hospitality.

Councillor Michael Scott
Mayor of Sandy Town Council (2018-2019)

On 11 November 2018 the Sandy Community commemorated the end of World War 1, in an event organised by the Town Council, Royal British Legion and the Sandy Parish Church, as part of the nation's tribute. The service included hymns, WW1 Poems, Soldier's letters, Beacon Lighting and Community Singing.



In 2018/19 Sandy Town Council hosted a number of talks on WW1 at the Council offices that were well attended. Talks included stories about the Bedfordshire Regiment, the story of Lieutenant Walter Graves of Sandye Place and some of the stories hidden in the Sandy War Memorial. The talks formed part of Sandy Town Council's efforts to mark the 'Battle's Over' event.

Sandy Town Council commemorated 100 years since the end of World War One by displaying poppies through the town centre as an act of community remembrance of those who fought in the war.

Many residents and businesses supported this act of remembrance by sponsoring poppies. Their messages of remembrance were available to view on the Council website.



The walking route of the sandy Green Wheel was launched on 16 September 2018. The Deputy Mayor, Cllr Martin Pettitt, cut the ribbon to mark the official opening of the new route. The Green Wheel forms a linked loop of publicly-accessible green spaces and paths. The 'wheel' is formed of a 'rim' of connected paths supported by 'spokes' of linear paths and sections leading from the towns and villages out to the 'rim' and the wider surrounding countryside.

In 2018 The Friends of Sandy Christmas Lights group became separate from the Council and registered as a charity. Sandy Town Council worked closely with the group to ensure the 2018 Christmas Lights event was a success and will continue to work closely with them in the future to make sure this popular annual event continues and that its success grows each year. The Town Council provides the town's lights and will bring in a new light scheme for Christmas 2019.



In January 2019 the East West Rail company launched its consultation about proposed routes for the Bedford to Cambridge section of the East West Rail Line. Sandy Town Council engaged with the consultation and supports the line coming through Sandy as it will bring opportunities for the Town, however, the Council will not support a route that leads to the closure of the current station.

Community use of leisure facilities at Sandy Secondary School came under threat of closure this year, causing much concern and worry for residents of Sandy. Sandy Town Council has worked closely with, and will continue to work closely with, the various parties involved to keep the facility open. CBC have stated that there are no imminent changes to the services offered for the foreseeable future.





Sandy Town Council were saddened to hear of the proposed closure of Sandye Place Academy due to a recent re-organisation of the education system in Sandy. Sandy Town Council do not wish that this historically and strategically important site be lost and strongly believe it can be of large benefit to the community. The Council will continue to work with and put pressure on Central Bedfordshire Council to secure the future of this facility.

The Town Council supported and assisted with the Sandy Historical Research Groups successful application to have Sandye Place recognised as an asset of community value (ACV). An ACV is land or property of importance to a local community which is subject to additional protection under the Localism Act 2011.



Exciting new play opportunities have come to Sandy's play parks following a review by Central Bedfordshire Council and Sandy Town Council. A survey of the town's play areas identified missing play elements or equipment that needed to be updated or changed. The Town Council has worked with a play park provider to bring forward new equipment to improve and enhance play for children. The Council secured approximately £150,000 in funding from Section 106 to support the project. The new play equipment has now been installed.

During the last year the Council helped secure much needed grant funding for the refurbishment of the Sandy Scout Hut roof. The funds were sourced from Section 106 held by Central Bedfordshire Council and allowed for the roof of the hut to be refurbished for the benefit of numerous community groups that use the facility.



The Council have been pleased to support the work of Central Bedfordshire Ward Councillors and have a representative work alongside them and officers of Central Bedfordshire Council on the proposed improvements to parking around the Winchester Road area.



The Mayor of Sandy worked with Trustees of the Sandy Chamber of Trade to install a new town centre flag pole at Faynes corner. The flag pole was generously funded by the Sandy Chamber of Trade, ensuring the town can visibly mark important dates of local and national significance.

Sandy Town Council supported the annual Great British Spring Clean again in 2019. This year several community groups came forward to lend litter picks from the Council so they could help keep areas of our town litter free. The Council has invested in more litter picks so we can continue to support this worthwhile national campaign.



The Council

Sandy Town Council exists to serve and represent the interests of the whole community of Sandy and to work for provision of services for its residents. Sandy Town Council will work with organisations or people willing to improve the well-being and prospects of the community.

The Council has had a full schedule of meetings including:

11 Full Council Meetings

16 Development Scrutiny Committee Meetings

9 Policy, Finance and Resources Committee Meetings

6 Community Services and Environment Committee Meetings

5 Human Resources Committee Meetings

These meetings were the forum for detailed discussion and strategic decision making. Members of the public attended many meetings and this is always welcome and leads to much more informed decisions being taken.

Members have acted as representatives on a number of outside bodies:

Talk of the Town Transport Committee

Sandy Walkers are Welcome

Sandy Village Hall Management Committee

Sandy Carnival Committee

Friends of Sandy Christmas Lights

Sandy Twinning Association

Sandy Chamber of Trade

Sandy Sports and Leisure Association

SG19 Road Safety Group

Sandy Green Wheel Group

22 Squadron Air Training Corps Civilian Committee

Sandy Community Children's Centre

Sandy Charities

Policy, Finance and Resources Committee

Chaired by Councillor C Osborne

The Town Council's Policy, Finance and Resources Committee is authorised by the Full Council to take responsibility for the preparation of the Council's annual budget and precept, ensuring the Council has sufficiently budgeted for its operations, the implementation of an annual grants system, review of the longer term financial strategy of the Council, the review and approval of Council policy and procedures, and monitoring and scrutinising of the budget.

Policy, Finance and Resources Chairman's Report

Budget and Precept

In common with many other Town and Parish Councils in England, Sandy Town Councillors had to make the difficult decision to raise the local precept by 3.1% for the 2019/20 financial year. This is equivalent to £4.36p (or less than 9p per week) per Band D property. The increase continues to be less than previous years as the Council works hard towards achieving best value and making effective savings.

All aspects of the Council's budget were scrutinised over three meetings to reduce costs and make efficiency savings where possible whilst ensuring that its core functions are adequately resourced.

The major issues which account for a growth in spending included increases linked to leases, service contracts and utilities to which the Council was committed. In addition, the Council has had to increase its streetlight repairs and maintenance budgets again due to costs resulting from damaged lighting and to continue its gradual conversion to LED streetlighting. The Council agreed to continue to maintain its CCTV cameras coverage for the benefit of residents and businesses in the town.

Grants and Donations

The Council has maintained its grants budget and allowed for a small increase in 2019/20 for community events to ensure that these continue to run. During the year the Committee has approved grants totalling £3,941 to a variety of worthwhile organisations and community groups, all of which carry out wonderful and important work within and around Sandy. A list of those bodies who received grants or donations can be found on page 18 of the Annual Report. As well as awarding a series of grants, the committee worked with the Scouts and the Friends of Sandy Christmas Lights to help support the Fireworks and Christmas Lights Switch on Event.

Cost Savings

The Council has continued to review its service contracts and renegotiate contracts where appropriate to ensure best value, while seeking reduced costs where possible. During this financial year, the Council has entered into new human resources and health safety provider contracts, making a large saving in the current financial year and new IT and phone provision contracts will see a cost saving of 29% in the next financial year. Savings from previously renegotiated photocopier and printing contracts have resulted in a 18% budget reduction for the 2019/20 financial year.

During the next financial year, the committee will continue to look at other service contracts to seek further reductions in costs where possible.

Section 106

Section 106 (S106) is a planning obligation, a legal agreement between the planning authority, the developer and other interested parties. By law they must be: necessary to make the development acceptable in planning terms, directly related to the development, fairly and reasonably related in scale and kind to the development. The agreement can include the contribution of funds for use within the community. The Council recognises the importance of making sure Section 106 funds received from developers are invested back into Sandy and its community.

Last year the Council secured over £147,148 of funds for the improvement of play parks within the town. This work has been taking place on four sites during 2018/19. In addition the Council secured a further £40,000 of funds for urgent work required to the scout hut roof.

Policies and Procedures

The Committee has continued to review its policies and procedures to ensure they are effective and up to date. This year the Council adopted new policies, with a focus on meeting requirements under the General Data Protection Regulations, including a data protection policy, privacy notice, internal controls procedure, information protection policy and information security incident policy.

The Council's policies are available to view on the Town Council website.



Community Services and Environment Committee

Chaired by Councillor S Sutton

The Community Services & Environment Committee has a wide remit to discuss issues related to the open spaces, allotments, and the cemetery. The committee also reviews work required to footpaths, pavements, cycle-ways, roads, waterways, horticultural and arboriculture works, street furniture (seats, planters, waste bins), play areas, and play equipment.

The Community Services & Environment Committee has a wide remit to discuss issues related to the open spaces, allotments, and the cemetery. The committee also reviews work required to footpaths, pavements, cycle-ways, roads, waterways, horticultural and arboriculture works, street furniture (seats, planters, waste bins), play areas, and play equipment.

Community Services and Environment Committee Report

Beeston Community Orchard and Allotment Land

We continue to work with officers at CBC to agree the Heads of Terms document as the first step to taking over the land that has been allocated for this project. We are disappointed that it has taken over a year to get to this step with long periods of delay in CBC progressing matters. We will continue to push for a resolution on signing over the land to STC, in advance of the proposed housing development and that we can make a start on setting up the orchard/allotments. The Council have now approved the Heads of Terms and asked that an agreement be quickly drawn up.



Cemetery Extension and Council Depot Building

The archaeological excavation was completed during the year and members of the public enjoyed a sunny weekend seeing the finds in-situ for themselves including the significant find of the northern wall of Roman Sandy being uncovered and a Saxon building in the bed of a long since dried up river running east/west across the site. All the finds and discoveries will be published, and we now have a fuller picture of the history of this area. Planning permission was granted for the new cemetery layout, car parking for visitors, public toilets and a new depot building which will be more in keeping with the surrounding area. The archaeological excavation was a required condition of the new cemetery planning permission. A full write up from the archaeological contractor is to be forthcoming over the next year.

The development of the much-needed council depot building has begun and is making good progress. It is anticipated that this will be completed in the summer of 2019/20 financial year.

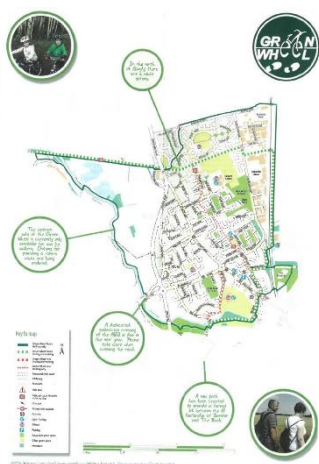


The Pinnacle Open Space

The 99-year lease for the land known as The Pinnacle and the Pinnacle Field came to an end during the last year. The Council leases this land from the landowner for the benefit of the community, to ensure that this wonderful part of Sandy can be enjoyed by all. Following negotiations with the landowner a new 99-year lease has been entered to secure ongoing community use of this valuable area.

Over the past two years the area has seen issues with damage following unauthorised encampments. An unauthorised encampment in July 2018 resulted a cost of £1,848 as a result of enforcement action and clear up work. Councillors discussed greater protection of the area with the landowner and installed secure bollards with the help of local contractors. Going forward representatives of the Council will be working with the Bedfordshire Rural Communities Charity, who warden the area, to review and develop the management plan for the Pinnacle.

Sandy Green Wheel



The 6-mile Green Wheel walking route around Sandy was officially opened in September and over 70 residents enjoyed a guided walk along the route. Sandy Town Council has pledged funds to support its further development for 2019/20 and actively take part in the planning and development of the route via representatives on a joint working group with the Bedfordshire Rural Communities Charity and Central Bedfordshire Council. Future works are to focus on upgrades of some sections and the creation of a joined-up cycle route. We expect works to take place to improve the path adjacent to the A603 following the installation of dropped kerbs and improvements to the riverside path to enable more cyclists.

It is likely that a Friends of Sandy Green Wheel Group will be established in 2019 to carry out regular audits and arrange local events and activities. Maps for the walk can be obtained from the Information Centre.

Public spaces and Play Areas



The new play equipment purchased with £147,000 S106 monies held by CBC has now been installed at Bedford Road, Sunderland Road, Beeston Green, the Limes Play area and Fallowfield Recreation Grounds. A much larger multi-play unit was installed at Bedford Road to replace an old unit, along with additional equipment and printed games. Some traditional swings were installed in Fallowfield, and a new multi-play unit and additional items at Sunderland Road to replace the aging equipment which was becoming beyond economical repair.



Sandy WWI commemoration

November 2018 saw the last events of the activities which started in August 2014 with the Lights Out commemoration at the War Memorial. A series of talks were organised on the Bedfordshire Regiment to commemorate the centenary of the Great War. The talks were given by Steve Fuller (local Bedfordshire Regiment Historian and Author) and ranged from "Operation Michael, The 1918 Spring Offensives, The seven Victoria Cross stories and the 100 Days Offensives. The last talk "We will remember them",



Cllr M Scott viewing a display by the Sandy RBL to commemorate those lost during WW1

featured every person listed on the Sandy War Memorial. Members of the public were given the opportunity to sponsor Lamppost poppies and due to the success of this initiative we were able to install these through the town along Bedford Road, market square and High Street. The messages remembering the sacrifice of relatives and servicemen were published on the STC website. Due to public demand we will repeat this again in 2019. Many shops in the town centre created WW1 window displays and their efforts were acknowledged by the presentation of Certificates of Appreciation given out by the Mayor Cllr Michael Scott and Chairman of the Sandy Branch of the RBL Mr Roger Sparkes. The last events on 11th November 2018 were the Remembrance Parade and an open air service on the market Square set around the national activities of playing the Last Post, lighting a beacon and ringing of church bells signifying Battles Over. Letters and poems were read by members of the 22nd (Sandy) Air Training Cadets and Sandy Detachment, Beds and Herts Cadet Force.

Community Events

As Chair of the Community Services committee I was delighted to be able to take the lead on the Council's entry to St Swithun's Christmas Tree festival, alongside the Mayor and Mayoress of Sandy Cllr Michael Scott and his wife Linda.

The committee has also tried to get specialised markets into the town. Although this has proved difficult, with some markets cancelling at late notice we were pleased to grant permission for a monthly street food festival to run from April to September. The committee will continue to look for other ways in which to get more regular specialised markets into the town.

The Council again worked alongside the Friends of Sandy Christmas Lights group to arrange yet another successful Christmas light switch on event, an event which improves year on year.

Finally, in March and April the Council supported the national Great British Spring Clean and was delighted to work with several community groups to arrange local litter picking events, as well as the Council's own event.



Development Scrutiny Committee

Chaired by Councillor P Sharman

This committee has three key roles: it reviews every planning application, considers tree applications, and takes part in various district and regional consultations where they may impact on Sandy. The Town Council is a statutory consultee, and reviews all planning applications and advises CBC should they not meet local requirements and aspirations. However, it should be noted that Central Bedfordshire Council makes the final decision on all planning applications, and does not always agree with the Town Council's comments.

Development Scrutiny Committee Report

Sandy Town Council Planning Process

Sandy Town Council (STC) is not a planning authority and has no direct powers to control the development of the town. Planning applications in Sandy are decided by Central Bedfordshire Council (CBC) which is the local authority empowered by law to exercise statutory town planning functions as well as the Local Development Framework and the key local planning policy documents which affect Sandy.

STC is entitled to see almost all planning applications received by CBC which pertain to Sandy Parish and to make comments on them which CBC should take into consideration when deciding whether to grant planning permission. There are a very few exceptions to this including for example applications which relate to agricultural buildings. This role is the responsibility of the Development Scrutiny (DS) Committee which consists of 10 members appointed annually at the Sandy Town Council Annual Meeting held each May and which has met on 16 occasions in the past year to respond to and comment upon around 80 planning applications. To effectively fulfil their role, to assist their understanding of particular applications and to aid decision making, members have made a number of important site visits during the past 12 months.

Members of the public with an interest in a particular application are encouraged to contact the Town Council to make their views known either in writing or to attend the DS Committee meeting when the matter is on the agenda to express them in person. In advance of any meeting of the DS Committee, both members and interested members of the public can and should try to make use of the wealth of information which can be accessed on the Planning section of the CBC website starting at www.centralbedfordshire.gov.uk and then following the links.

The members of DS also rely to a considerable extent on the background work undertaken by the administration team at STC in advance of each meeting of the committee for which they are always extremely grateful.

Working with other agencies

On other occasions during the year and along with the Town Clerk, members of DS have, met with agents and representatives of developers and applicants themselves in advance of and following formal meetings with a view to clarifying and seeking resolution to other outstanding issues.

Planning Issues in Sandy & Beeston

Planning issues in and around Beeston have continued to figure regularly in the work of DS Committee over the past twelve months and seem destined to do so for the foreseeable future. Last year the Council objected to a large residential development to the north of Fallowfield. While the Council recognises the value new developments and the financial contributions (SC106) that result from them can bring to the town, it is important that developments are well planned, correctly located and contribute to an overall sustainable and well planned future for the town. The development to the north of Fallowfield was rejected by CBC and is to be reviewed by the Secretary of State on appeal later in 2019.

Strategic Development

There continue to be several important and significant broader strategic issues which members of DS Committee have continued to consider during the past year. Following CBC's launch of its new Local Plan, pressures keep growing for land to be made available for future development not only around Sandy but in the wider area. The plan is due to be examined by external inspectors in the summer 2019.

In addition therefore to its role set out above, with news still awaited regarding the precise route of the proposed new East West Rail link following the recent consultation, studies are still ongoing regarding the future of the A1 and the timetable for future proposed improvements regarding the A428 Black Cat to Caxton Gibbet it will be vital for this committee and indeed the Town Council as a whole, to remain diligent and to try to ensure there is co-ordinated planning to help influence the way Sandy develops during the decades to come.



Human Resources Committee

Chaired by Councillor M Hill

The Human Resources committee, which meets about four times a year, has the major responsibility of trying to ensure the smooth and effective running of the Council through its paid staff, who operate as the office and outdoor teams. The committee is responsible for performance management, team-building and training as well as opening hours and work schedules. We must also do what we can to ensure the work-life balance of all the staff is maintained.

Human Resources Committee Report

New Appointments

The past twelve months have again been a period of attempted consolidation and teambuilding, halted to some degree by unexpected staff changeover. The Council was sad to lose two employees during the year, who moved on to pursue opportunities elsewhere and closer to home. While it was disappointing to lose both members of staff in a relatively short period, they did make an impact at the Council, one by organising in particular the series of talks on World War 1 through and the WW1 Battles Over event, which proved highly popular, and the other with his wide range of carpentry skills. However, the Council was pleased to welcome two new colleagues during the year, with Gavin Elliott-Turner joining the outdoor team and Katie Barker joining the administration team. Both members of staff have settled in well and importantly brought new skills which complemented the existing teams.

In recruiting for the new member of administration staff the Human Resources Committee deliberately delayed the advertisement until after the Christmas period and this appeared to pay dividends as we received over 20 applications from an array of impressive candidates. Following the interview process Miss Katie Barker, who lives in Sandy was appointed to the role. Katie comes to the council with a strong set of administration and people skills established in the private and university sectors.

Recruitment for the grounds staff role attracted fewer applicants, but those who applied for the role were extremely well qualified for what we were seeking, although not specifically in the fields we need. Mr Gavin Elliott-Turner was appointed and took up position in February 2019 and has settled down well into the position, already completing several important training courses.

Training and Qualifications

The committee has continued to monitor training for both staff and councillors and a sufficient training budget remains in place for the next financial year to ensure training can be available to all members of the Council team.

The Town Clerk, Mr Chris Robson attained the Certificate in Local Council Administration qualification, while Two members of the Council administration team, Mrs Anne Elliot-Flockhart and Mrs Val MacFarlane achieved certification in the Introduction to Local Council Administration course.

Staff have attended other training including on topics around the use of social media, planning regulations, General Data Protection Regulations and health and safety matters. The outdoor staff have had specialist equipment training which is required by their role and the office staff are increasingly being encouraged to take responsibility for projects and a more prominent role in Council sub-committees.

A number of training courses have been accessed by councillors, including on Charity Law, Village Greens and VAT. The committee has also spent time discussing the management of council meetings and the effectiveness of the current structure.

Future Developments

With the two latest pieces of the jigsaw now in place the overall staffing structure and office roles can continue to evolve in line with the skills and aptitudes of the individual staff. Office opening hours seem to be generally acceptable at present and we are putting more effort into improving the image of the Council through regular news features and better use of the Facebook page. Day-to-day efficiency is now of a high order and the paperwork for meetings likewise. We will continue to assess manageability of roles and the seemingly ever-increasing number of projects arriving on the doorstep.

It is frustrating for staff and councillors alike, as well as sections of the public, that so many important issues are held up with other authorities or organisations and there is little we can do about that. It is however pleasing to report that projects solely or largely under the Town Council's control such as tree maintenance, the play areas, street-lighting and the Beeston Green Management Plan have moved forward meaningfully.

The years ahead will present many challenges for Sandy as a town and its council staff in particular. East-West rail, the future of the A1, new housing developments, the future of both leisure provision in the town and in particular the Sandye Place site. The Council's responsibilities may well grow, and the new Town Council may have to start considering, sooner rather than later, whether the structure we have in place at the moment is the right one to deliver on future developments, goals and ambitions.

View of Sandy High Street from St Swithuns Churchyard



Sandy Information Point



The Council's Reception and Information Point continues to provide information regarding local attractions, local walks, travel information, and also assistance and information about the locality to local residents.

The Council remains agents for Safford's Coaches, thus allowing local people to book day excursions within the office. A 'What's On' section is kept up to date on the Town Council webpage and posters are displayed in the Centre.

The Centre holds a supply of Central Bedfordshire Council's green garden bags, orange recycling bags, food bins and food waste bags for household waste, thus allowing residents to collect these locally. Recent figures show this is our most popular enquiry at the Information Point.

The Town Council continues to host visits from local schools to the Roman Sandy exhibition in the council offices as well as welcoming individual visitors to view the exhibits on display.

Town Council Services

Cemetery Management	Town Centre & Bedford Road Public Conveniences
Church Yard Maintenance	The Riddy Nature Reserve
Jenkins Pavilion & Sports Pitches	The Pinnacle Hill & Field
Floral Displays	Local Information Point
War Memorial	Roman Sandy Exhibition
Beeston Green	Public Open Spaces
Some Street Lighting and Furniture	Play Areas, including Fallowfield, Bedford Road, Sunderland Road, Beeston and the Limes
Christmas Lights	
CCTV	
Town Centre Car Park	

Sandy High Street



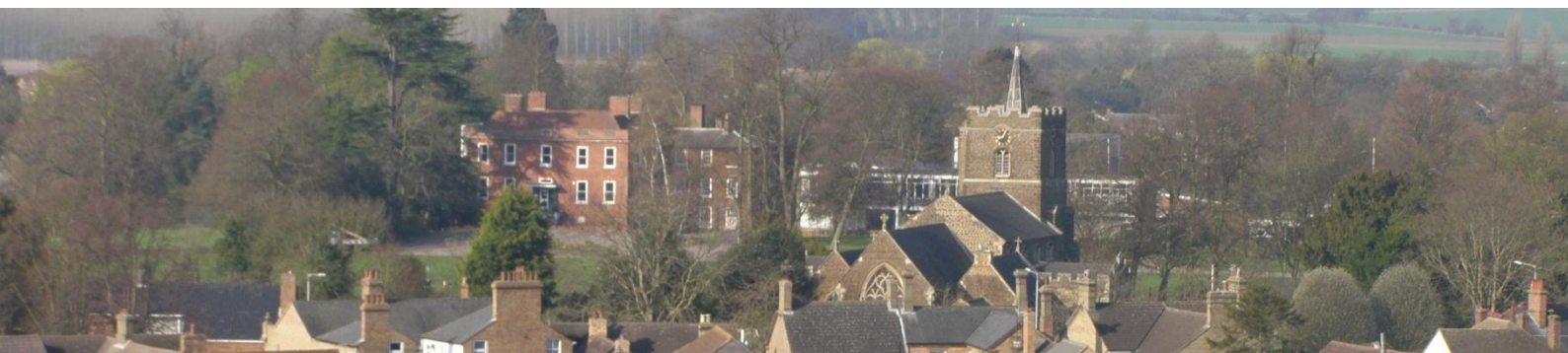
Community Grants and Donations

Every year the Town Council provides some funding for community groups and projects in the town. The Council has adopted a set of criteria which successful applications must meet and aims to support sustainable local projects that improve the quality of life for the residents of Sandy. The Council also makes donations to groups where appropriate.

In the financial year 2018/19 Sandy Town Council awarded grants or donations to:

Link a Ride Community Transport	£200.00
Keech Hospice Care	£200.00
CAB Bedfordshire	£250.00
Sandy Secondary School	£25.00
Sandy Good Neighbours	£390.00
Sandy Twinning Association	£250.00
Biggles FM	£300.00
<i>Contributions to local events</i>	
Sandy & District Horticultural Association	£600.00
Total	£2215.00

A view of Sandye Place and St Swithuns Church from The Pinnacle Hill



Financial Statements

Financial Summary 31 March 2019

31 March 2018	Income Summary	31 March 2019
538,809	Precept on Principal Authority	562,607
4,973	Capital Grants and Sale of Assets	90,433
1,543	Interest and Investment Income	3,260
5,621	Recreation Grounds and Open Spaces	5,074
19,323	Cemetery	27,672
186	Tourist Information Centre	980
2,325	Car Park and Market	380
2,150	Establishment/General Administration	1,723
-	- Civic and Democratic	1,026
5,180	Christmas Lights	1,236
10,540	Outside Services	737
590,650	Total Income	695,128

	Expenditure	
325,443	Establishment/General Administration	322,596
2,509	S137 Expenditure	1,775
37,883	Capital Expenditure	220,558
609	Loan Interest and Capital Repayments	608
	Operational Expenditure:	
57,668	Recreation Grounds and Open Spaces	54,677
11,625	Cemetery	9,847
-	- Tourist Information	415
3,643	Public Toilets	3,430
15,549	Car Park and Market	11,683
23,244	Lighting and Street Furniture	21,988
2,557	Civic and Democratic Costs	5,670
1,000	Grants and Donations	2,216
18,139	Christmas Lights	19,811
15,713	CCTV Fees	14,293
38,195	Outside Services	34,960
554,019	Total Expenditure	724,527

Financial Statements

Financial Summary 31 March 2019

31 March 2018

31 March 2019

General Fund		
185,664	Balance at 01 April 2018	227,396
<u>590,650</u>	Add: Total Income	<u>695,128</u>
776,314		922,524
<u>554,019</u>	Deduct: Total Expenditure	<u>724,527</u>
222,295		197,997
4,708	Transfer (to)/from Capital Receipts Reserve	(2,320)
<u>393</u>	Transfer from/(to) Earmarked Reserves	<u>88,366</u>
<u>227,396</u>	General Reserve Balance at 31 March 2019	<u>284,043</u>
Current Assets		
17,994	Debtors and prepayments	22,355
<u>676,136</u>	Cash at bank and in hand	<u>660,653</u>
694,130		683,008
Current Liabilities		
(8,443)	Creditors and income in advance	(26,720)
685,687	Net Current Assets	656,288
685,687	Total Assets Less Current Liabilities	656,288
<u>685,687</u>	Total Assets Less Liabilities	<u>656,288</u>
Capital and Reserves		
53,004	Usable Capital Receipts Reserve	55,324
405,287	Earmarked Reserves	316,921
<u>227,396</u>	General Reserve	<u>284,043</u>
685,687		656,288

Sandy Town Councillors

Beeston Ward

Cllr M P Scott
 "The Gowans"
 Seddington Nursery
 Great North Road
 Seddington
 Sandy
 SG19 1NZ

Home 01767 681457
scott729@btinternet.com



Ivel Ward

Cllr P Blaine
 19 Poplar Close
 Sandy
 SG19 1HH

01767 692619
peterblaine.blaine@gmail.com



Cllr M Hill
 21 The Green
 Beeston
 SG19 1PE

01767 681469
amaxhill@outlook.com



Cllr W Jackson
 14 Westfield Gardens
 Sandy
 SG19 1HF

01767 682549
will.jackson662@btinternet.com



Cllr M J Pettitt
 42 Swansholme Gardens
 Sandy
 SG19 1HL

01767 680082
martin.pettitt@virginmedia.com



Cllr S J Sutton
 33 Bedford Road
 Sandy
 SG19 1EP

01767 227589
admin@sandytowncouncil.gov.uk



Sandy Town Councillors

Fallowfield Ward

Cllr T Cole
C/o Sandy Town Council
10 Cambridge Road
Sandy
SG19 1JE

C/o 01767 681491
admin@sandytowncouncil.gov.uk



Cllr G Leach
C/o Sandy Town Council
10 Cambridge Road
Sandy
SG19 1JE

C/o 01767 681491
admin@sandytowncouncil.gov.uk



Cllr P Sharman
3 Swallow Crest
Sandy
SG19 2SN

07889 599556
admin@sandytowncouncil.gov.uk



Pinnacle Ward

Cllr P N Aldis
7 Mayfield Court
Sandy
SG19 1NF

01767 691333
nigel.aldis1@gmail.com



Cllr A Gibson
1 Allhallows
Sandy
SG19 1HS

01767 699517
amandafage@hotmail.com



Cllr T Knagg
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Sandy
SG19 1RR

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b.knagg@outlook.com



Cllr C Osborne
Summercourt
2 Leeds Smith Drive
Sandy
SG19 1LU

01767 682032
admin@sandytowncouncil.gov.uk



Cllr J Sparrow
C/o Sandy Town Council
10 Cambridge Road
Sandy
SG19 1JE

01767 682693
admin@sandytowncouncil.gov.uk



Cllr Dr N Thompson
46 Kestrel Way
Sandy
SG19 2TE

01767 683137
admin@sandytowncouncil.gov.uk



Electoral Wards

Beeston Ward includes properties in:

Ash Close, Brook End, East Side, Elder Close, Girtford Bridge, Grange Gardens, Great North Road, High Road, Hillview, Lime Avenue, London Road, Nursery Drive, Meadow Close, New Road, Orchard Road, Tempsford Road, The Baulk, The Cloches, The Crescent, The Green, The Knolls, West View, Whitestones

Ivel Ward includes properties in:

Albion Court, All Hallows, All Saints Way, Bedford Road, Bickerdikes Gardens, Birch Grove, Brandreth Place, Braybrook, Carter Street, Cedar Gardens, Centurion Walk, Church Path, Coopers Close, Deepdale, Edgcumbe Court, Elm Tree Road, Filland Court, Foster Grove, Girtford Crescent, Greyhound View, Harvey Court, Heron Close, High Street, Ivel Road, Ivel View, Kings Road, Laburnum Road, London Road, Manor Road, Market Square, Mayfield Court, Mill Lane, Monoux Place, Ongley Court, Park Court, Park Mews, Park Road, Poplar Close, Potton road, Queens Road, Rivermead Gardens, Robert Hunt Gardens, Roman's View, Sandford Rise, Sandpiper Court, South Road, Spencer Road, Spring Grove, Station Road, Stratford Road, Swan Lane, Swansholme Garden Court, Swansholme Gardens, The Avenue, West Road, Western Way, Westfield Gardens, Willow Rise, Woolfield

Fallowfield Ward includes properties in:

Avocet Close, Brambling Close, Crow Hill, Cuckoo Close, Dove Close, Falcon Close, Fieldfare, Goldfinch Drive, Hawk Drive, Kestrel Way, Kingfisher Close, Larks Rise, Linnet Close, Merlin Drive, Osprey Close, Owlswood, Partridge Piece, Pipit Grove, Plovers Field, Robin Close, Rothbury Close, Starling Close, Swallow Crest, Swift Close, Tempsford Road, The Buntings, The Finches, The Harriers, The Jays, The Rookery, Weavers Green, Woodcock Close, Woodpecker Way, Wren Close

Pinnacle Ward includes properties in:

Abbey Grove, Alfred Cope Road, Alnwick Close, Arran Close, Balmoral Close, Banks Drive, Belam Way, Berwick Way, Bidlake Croft, Brickhill Close, Brickhill Road, Brindley Close, Bunyan Road, Cambridge Road, Carlisle Close, Cauldwell Court, Cherrycroft, Churchill Way, College Road, Cottage Road, Dapifer Drive, Deepdale, Delamare Close, Downing Court, East Road, Edward Close, Engayne Avenue, Everton Road, Faynes Court, Friars Walk, Handley Court, Havelock Close, Kingsley Court, Glebe Close, Glebe Road, Greens Close, Jubilee Close, Leeds Smith Drive, Lindisfarne Close, Longfield Road, Magnolia House, Malaunay Place, Maple Road, Market Square, Medusa Way, Middleham Close, Midland Road, Mills Walk, Moores Court, Newton Way, Northcroft, Oak Close, Peels Place, Pentland Close, Powers Close, Pickering close, Pleasant Place, Potton Road, Prince Georges Drive, Pym's Way, Quince Court, Rectory Court, Rowan Court, Rutland Gardens, Sand Lane, Sandon Close, Shannon Close, Skipton Close, St Neots Road, St Swithuns Way, Stirling Close, Stonecroft, Sunderland Road, Swaden, Talisman Close, Warkworth Close, Waverley Avenue, Wesley Road, Winchester Road, Windsor Way, Wynnefield Walk.

Members Meeting Attendance 2018/19

Town Council			
Councillor	Total No. Attended	Total No. of Meetings	% Attendance
Cllr Aldis	11	11	100%
Cllr Blaine	11	11	100%
Cllr Cole	6	11	54%
Cllr Gibson ¹	6	6	100%
Cllr Hill	11	11	100%
Cllr Jackson	11	11	100%
Cllr Knagg	8	11	72%
Cllr Leach	2	11	18%
Cllr Osborne	9	11	81%
Cllr Pettitt	10	11	90%
Cllr Scott	10	11	90%
Cllr D Sharman ²	2	4	50%
Cllr P Sharman	11	11	100%
Cllr Sparrow	10	11	90%
Cllr Sutton	6	11	54%
Cllr Thompson	6	11	54%
Development Scrutiny Committee			
Councillor	Total No. Attended	Total No. of Meetings	% Attendance
Cllr Aldis	16	16	100%
Cllr Blaine	15	16	100%
Cllr Gibson	9	9	100%
Cllr Jackson	16	16	100%
Cllr Knagg	16	16	100%
Cllr Leach	0	0	0%
Cllr Pettitt	12	16	75%
Cllr D Sharman	1	4	25%
Cllr P Sharman	16	16	100%
Cllr Sutton	14	16	87%
Cllr Thompson	7	16	43%

¹ Co-opted 29.10.18

² Deceased

Members Meeting Attendance 2018/19

Policy, Finance & Resources Committee			
Councillor	Total No. Attended	Total No. of Meetings	% Attendance
Cllr Blaine	8	9	88%
Cllr Cole	5	9	55%
Cllr Gibson	5	5	100%
Cllr Hill	7	9	77%
Cllr Jackson	9	9	100%
Cllr Osborne	7	9	77%
Cllr Pettitt	7	9	77%
Cllr Scott	9	9	100%
Cllr D Sharman	0	2	0%
Cllr P Sharman	9	9	100%
Cllr Sparrow	3	9	33%
Community Services & Environment Committee			
Councillor	Total No. Attended	Total No. of Meetings	% Attendance
Cllr Aldis	5	6	83%
Cllr Cole	4	6	66%
Cllr Hill	5	6	83%
Cllr Knagg	5	6	83%
Cllr Leach	0	6	0%
Cllr Osborne	4	6	66%
Cllr Scott	5	6	83%
Cllr Sparrow	5	6	83%
Cllr Sutton	6	6	100%
Cllr Thompson	3	6	50%
Human Resources Committee			
Councillor	Total No. Attended	Total No. of Meetings	% Attendance
Cllr Aldis	4	5	80%
Cllr Hill	5	5	100%
Cllr Jackson	5	5	100%
Cllr Osborne	4	5	80%
Cllr Pettitt	5	5	100%
Cllr Sparrow	3	5	60%
Cllr Sutton	4	5	80%

Council Contact Details and Addresses

Town Council and Information Office

10 Cambridge Road, Sandy SG19 1JE

Tel: 01767 681491

General Email: admin@sandytowncouncil.gov.uk

Town Council Staff:

Town Clerk

Chris Robson

Administration Team

Carol Baker-Smith – Administration Team Leader

Katie Barker – Administrator

Anne Elliott-Flockhart - Administrator

Brian Leonard - Caretaker

Val McFarlane - Administrator

Karon Sizer – Office Cleaner

Grounds Team

Richard Gilbert – Grounds Team Leader

Colin Eaton - Groundsman

Gavin Elliott-Turner – Groundsman

Richard Loake - Groundsman

Stratford Road Depot

Stratford Road, Sandy SG19 2DH

Cemetery and Former Allotment Site

Potton Road, Sandy SG19 2DH

Sandy Churchyard, High Street, Sandy, SG19 1AQ

Play Areas

Bedford Road Recreation Ground, Bedford Road, Sandy SG19 1EY

Beeston Green, The Green, Beeston, Sandy SG19 1PY

Sunderland Road Recreation Ground, Sunderland Road, Sandy SG19 1RQ

The Limes, Elder Close, Beeston, Sandy SG19 1GF

Merlin Drive, Fallowfield, Sandy SG19 2UN

Jenkins Pavilion

Sunderland Road Recreation Ground, Off Medusa Way, Sandy SG19 1BN

Public Conveniences

Bedford Road Recreation Ground, Bedford Road, Sandy SG19 1EY
Town Centre Car Park, High Street, Sandy SG19 1AG

Open Spaces

The Riddy, Mill Lane, Sandy, SG19 1NL
The Pinnacle, Sand Lane, Sandy, SG19 2AD

Bedford Road Play Recreation Ground



SANDY TOWN COUNCIL**DATE: 10 June 2019****AUTHOR: Town Clerk****SUBJECT: Car Park Access Card Request****1. Summary**

- 1.1 The Clerk has received a request from Shannon Court Surgery/Saffron Health Partnership to purchase four additional parking passes to support additional doctors and clinicians who will be attending the Shannon Court Surgery as a result of the merger between the practice and the Saffron Health Partnership.
- 1.2 During discussions with Shannon Court surgery in 2016/17, when it relocated from Kings Road, the surgery was informed that the barrier times for the car park would not be changing as a result of the surgery moving to Shannon Court. On 27th November 2017 the PFR Committee resolved that a bulk purchase of 16 cards by Shannon Court Surgery for use by employees would be sold at full price in line with the Council's Scale of Charges.
- 1.3 The Council recently refused the bulk purchase of cards by Royal Mail due to concerns over additional pressure being placed on parking spaces.

2. Information

- 2.1 A letter from the NHS on the merger between Shannon Court Surgery and the Saffron Partnership has been circulated to Members.
- 2.2 Shannon Court has 7 consulting rooms to be used by professionals who offer face-to-face appointments to Sandy residents. As part of the merger, the size of the team has grown to increase provision and therefore use more of the 7 consulting rooms. The practice has also secured the Abdominal Aortic Screening Programme to be delivered within the Practice for all Sandy patients. Clinics start before 8.45 and the partnership has stated that the non-clinical team needs to be present to ensure the infrastructure is in place to deliver these clinics. In addition, as the team from Biggleswade and Sandy mix, the surgery have said that it will prove to be a 'logistical nightmare' swapping passes between team members.
- 2.3 The surgery are asking to purchase an additional 4 passes and have stated that it is unlikely that the number of parking bays used by surgery employees on a given day is unlikely to increase by that amount, as the cards will be used by employees attending the site on differing days/times.

Members are asked to consider and respond to the Surgery's request that it purchase 4 additional parking passes for use by clinicians as part of the surgery merger.

SANDY TOWN COUNCIL

DATE: 10 June 2019
AUTHOR: Town Clerk
SUBJECT: Christmas Lights Tenders

1. Summary

- 1.1 The Town Council's three-year Christmas Lights contract has come to an end and Members are asked to consider quotations from four companies for Christmas Lights provision, installation, take down and storage for the three-year period covering Christmas 2019, 2020 and 2021.
- 1.2 The Council has a £14,000 budget in place for lights provision in 2019

2. Feedback from The Friends of Sandy Christmas Lights

- 2.1 Following receipt of designs, the Clerk sought feedback from the FOSCL on their thoughts on the town's lights and how any plans they have may be able to be complimented by the lighting scheme. The group confirmed that they would once again be working to have blue icicle lights on all shop fronts in Sandy and would like to see a colour/scheme which would support that. The group gave the following feedback;
- Contemporary designs were much preferred to traditional motifs
 - Motifs with a good level of block colour, such as the rectangular shapes were preferred
 - The group expressed a preference for the colour red, which would work with the icicle lights they would be giving to shops
 - Clear/white lights in the smaller living trees were preferred
 - Mistletoe balls and ice drop lights were preferred in the larger trees in the market square and on the roundabout.
 - FOSCL could put icicle lights on the shop canopies, which would allow the Council to spend its funds placing additional lights elsewhere, potentially motifs above the canopy on the China Express building

3. Quotations Received

Each company was asked to provide a quote for a 'traditional' lighting scheme and a 'contemporary' lighting scheme.

Company A		
Contemporary Design		
High Street Lamppost Mosaics	16	£2,400.00
Market Square Lamppost Mosaics	11 (double)	£3,080.00
Roundabout (Large) Tree	1	£500.00
Market Square trees pea lights	3	£1,050.00
High Street Shop canopy lights	1	£724.00

Christmas Tree Lights	15	£594.00
Infrastructure Inspection, Installation, Storage	-	£5,300
Engineers for switch on	2	-
Total Cost Per Year		£13,648.00
Traditional Design		
High Street Lamppost Mosaics	16	£2,720.00
Market Square Lamppost Mosaics	11 (double)	£3,080.00
Roundabout (Large) Tree	1	£410.00
Market Square trees pea lights	3	£900.00
High Street Shop canopy lights	1	£724.00
Christmas Tree Lights	15	£594.00
Installation, take down & storage	-	£5,300
Engineers for switch on	2	-
Total Cost Per Year		£13,728

Company B		
Contemporary Design		
High Street Lamppost Mosaics	14	£2,182.50
Market Square Lamppost Mosaics	10 (double)	£2,072.60
Roundabout (Large) Tree	1	£888.03
Market Square trees pea lights	2	£748.80
High Street Shop canopy lights	2	£996.21
Christmas Tree Lights	1	£437.40
Infrastructure Inspection, Installation, Storage	-	£5,696
Engineers for switch on	2	-
Total Cost Per Year		£13,621.00
Traditional Design		
High Street Lamppost Mosaics	16	£2,079.00
Market Square Lamppost Mosaics	8 (double)	£1,817.10
Roundabout (Large) Tree	1	£1,013.76
Market Square trees pea lights	3	£733.05
High Street Shop canopy lights	1	£1,286.33
Christmas Tree Lights	15	£437.40
Installation, take down & storage	-	£5,696
Engineers for switch on	-	-
Total Cost Per Year		£13,662.64

Company C		
Contemporary Design ?		
High Street Lamppost Mosaics	14	£2,334.00
Market Square Lamppost Mosaics	10 (double)	£2,934.00
Roundabout (Large) Tree	2	£961.00
Market Square trees pea lights	2	£270
High Street Shop canopy lights	1	£540
Christmas Tree Lights	1	£385
Infrastructure Inspection, Installation, Storage	-	£5,510
Engineers for switch on	2	-
Total Cost Per Year		£12,934

Company D		
Contemporary Design		
High Street Lamppost Mosaics	14	
Market Square Lamppost Mosaics	10	
Roundabout (Large) Tree	1	
Market Square trees pea lights	2	
High Street Shop canopy lights	1	
Christmas Tree Lights	1	
Infrastructure Inspection, Installation, Storage	-	
Engineers for switch on	2	
Total Cost Per Year		£14,000
Traditional Design		
High Street Lamppost Mosaics	14	
Market Square Lamppost Mosaics	10	
Roundabout (Large) Tree	1	
Market Square trees pea lights	2	
High Street Shop canopy lights	1	
Christmas Tree Lights	1	
Installation, take down & storage	-	
Engineers for switch on	2	
Total Cost Per Year		£14,100

Notes

1. Images supporting each of the quotations will be supplied to Members and talked through by the Clerk
2. A choice of company should not be made based on colours of lights. Each company can provide its lights in a colour preferred by the Council without the overall cost being impacted.
3. Each company has access to the same lights in general and following discussions with the Clerk, have indicated that they can be flexible in the final lights chosen as long as they are the same size meterage (to those quoted).

4. Recommendation

- 4.1 That due to the number of motifs supplied as part of their proposed scheme, the inclusion of lights on three real trees in the Market Square, and their flexibility in switching the light designs and colours, Company A be appointed for the Christmas Lights Contract.

SANDY TOWN COUNCIL

DATE: 10 June 2019
AUTHOR: Town Clerk
SUBJECT: Car Park Line Marking

1. Summary

- 1.1 As part of work completed under Central Bedfordshire Council's High Street Fund, repainting of directional line markings in the Council's car park were carried out.
- 1.2 Following the repainting of the directional arrows, the need to re-mark the car park's parking bays has been highlighted. Members are asked to consider the proposed cost and need for these works and advise the Clerk if they wish to progress with line marking of the car park.

2. Costs

- 2.1 The Clerk has obtained an initial quote of £950 to re-line car parking bays as per the existing layout, in white thermoplastic paint. Further quotes are being sought.
- 2.2 If the re-marking of the car park's parking bays is considered necessary, work will need to be scheduled during school summer holidays to ensure the least negative impact. Work would take two days and the car park would be done in two halves, meaning it could still be used.

3. Recommendation

- 3.1 That the Committee recommend work to repaint the car park's parking bays is carried out and that the Council budget £1,000 from capital expenditure for these works.
- 3.2 That the Clerk continue to obtain further quotes and delegated authority is given to the Clerk to schedule works for summer 2019 with a preferred provider. That the PF&R committee will ratify the proposed contractor and schedule of works at its meeting on 22 July 2019.

SANDY TOWN COUNCIL

DATE: 10 June 2019
AUTHOR: Administration Team Leader
SUBJECT: St Swithun’s Clock

1. Summary

- 1.1 At a meeting of the Town Council on 15th April 2019 it was resolved to seek further quotations for repair works required for St Swithun’s Church clock which the Council would look to support the costs of.
- 1.2 The Town Council has regularly funded the servicing of the clock over many years and in 2010, agreed to grant £1,720 towards the costs of purchasing and installing an automatic winding system for the church clock. An interest free loan of £5,158 to the PCC was also given to assist with the purchase of the automatic winding system for the town clock. This was repaid over a period of 5 years.
- 1.3 Works are required to the strike hammer, check spring and the fitting of a new regulator.

2. Quotations

- 2.1 The following recommendations/quotes have been obtained for consideration by the committee.
 - Councillors should note that one quote contains an alternative price for the removal of the regulator and a return to manual winding. St Swithuns have indicated that this is not seen as a desirable option due to concerns over the health and safety of volunteers.
 - At this stage only two companies have responded with recommendations/quotes.

Company A	
Works Required	Cost
Strike Hammer and Check Spring	
Remove hammer and take to workshop, along with check spring.	£836.00
Clean hammer down, make weld repairs as necessary, make a new check spring.	
Re-fit hammer and spring.	
Regulator	
Installation of a new regulator	£1,800.00
Total	£2,636.00

Company A Alternative	
Regulator	
Remove faulty mechanical regulator and replace with manual as opposed to installation of new regulator.	£250.00
Company B	
Works Required	Cost
Strike Hammer and Check Spring	
<ul style="list-style-type: none"> Remove hammer check spring Drill existing holes in hammer check-spring securing timber to full depth Supply and install stainless steel studding and secure the hammer check-spring with bolts on the top and bottom of the securing timber Set-up and check 	£450.00
Regulator	
Re-program the existing Pendulum Regulator on site with electronics engineer	£400.00
Total	£850.00
<p><i>Note: Company B assumes that the regulator can be re-programmed on site. If the fault is more serious than they suspect, they will not charge for an unsuccessful visit and will submit further advice and a quotation to rectify the issue.</i></p>	

3. Legal Powers

3.1 Concern of the Council power to fund works to the Church Clock have been raised following guidance issued by NALC on financial assistance to the church.

To support its expenditure on the maintenance of the St Swithun’s clock, Sandy Town Council have used the specific power given by the **Parish Councils Act 1957, s.2** which states ‘*A parish Council may provide, maintain and light such public clocks within the parish as they consider necessary....*’

3.2 The subject of NALC’s recent guidance on financial assistance to the church is based on the Local Government Act 1894 which specifically prohibited parish councils from giving financial support for the maintenance of church property.

The powers of the 1984 Act (S.8) prohibit councils’ involvement in property relating to the affairs of the church e.g. the maintenance or improvement of buildings or land or contributing to the costs. The question is whether that prohibition still applies or if it is overridden by legislation made after the 1894 Act, such as;

- s.215 of the 1972 Act permits a council to maintain a closed churchyard.
- S138B of the 1972 Act empowers a parish council to support or facilitate a religious event.

- S137 of the 1972 Act which allows a council to incur expenditure for any purpose except one which is subject to a statutory restriction or limitation.
- The General Power of Competence in s.1 of the Localism Act 2011 is available to Sandy Town Council to carry out any activity an individual would generally be permitted to do.

3.3 There is an accepted legal principle that in interpreting what an Act of Parliament means, a specific provision overrides one of a general nature. In other words, if two statutory provisions are in conflict or overlap, the detailed provision will prevail over a more general one.

For example, Ss.137 of the 1972 Act constitutes a general provision and therefore would not override the specific provisions of S.8 in the 1894 Act.

Following advice from BATPC, it is the conclusion of the Clerk and the BATPC representative that the Council is eligible to use the specific power granted in the 1972 Act to maintain the clock. The Council would not however be able to provide funds for the maintenance or repair of the fabric of the church or its properties.

- 5 The following bookings will remain in place under the Council's previous commitments and will attract a protected bookings fee:

Sandy Cricket Club (terms of agreement between the Council and Sandy Cricket Club will apply)

Sandy Colts Football Club (fee agreement between the Council and Sandy Colts Football Club will continue)

These fees will be communicated to CBC in writing by the Council

- 6 All other bookings other than those listed above will be made using a standardised pricing for the facilities agreed between the Council and the SLL. Pricing review to be submitted to STC by 31.12. annually for agreement in January. CBC to receive a copy of the proposed pricelist
- 7 The Council and SLL will be responsible for ensuring that all users are aware of their Health and Safety responsibilities and ensuring that appropriate use of the premises is maintained
- 8 The Council will inspect the cricket and football pitches on a regular basis and between Monday and Friday will advise SLL in a timely manner if it becomes aware of any reason why the pitches becoming unusable or unsuitable. The referee manager of the team will make the final decision following advice from the Council.
- 9 SLL shall
- i) Inspect the premises (The Jenkins Pavilion and associated pitches on Sunderland Road, Recreational Ground) on a daily basis and maintain them to the highest possible standard of cleanliness, environmental guidelines and security
 - ii) Return the premises to the owner in the same condition in which they took over the premises save for reasonably wear and tear.

Report to the Council any significant damage to the premises and/or any criminal activity associated with the premises which shall be reported to the police
 - iii) Provide the Council with a quarterly usage report and Profit and Loss account
 - iv) Meet with the Town Clerk (at a minimum) on a quarterly basis to discuss the operation of this agreement
 - v) Advertise, market and promote the facilities at Jenkins Pavilion
 - vi) Work to increase bookings and usage of the Jenkins Pavilion by developing positive synergies between Sandy Sports Centre and the Jenkins Pavilion for the benefit of local people
 - vii) Work to exploit development opportunities with the Football Association following review of the existing football development plan

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APPENDIX XV

- viii) Provide users of the facility with a customer user forum to enable them to express concerns and contribute their views and to take these concerns and views into account in providing appropriate management of the facility
- ix) Have due regard to compliance with all laws and guidance relating to health and safety in undertaking its functions and obligations under this Agreement.

10 The Council undertakes to

- i) Provide CBC with full access to all information it requires pertaining to the premises
- ii) Allow CBC to use the premises in whichever way it deems most appropriate to secure the shared goals of increased community usage and cost-effective management of the facility at a discounted rate
- iii) Use the bookings system provided by SLL.
- iv) Respect all previous bookings accepted by SLL if the Council wishes to make use of the premises itself
- v) Comply with all reasonable instructions from CBC/SLL in respect of health and safety
- vi) In so far as practicable and reasonable, ensure appropriate and proper supervision of users of the Jenkins Pavilion through the appointment of appropriate and qualified contractors.
- vii) In so far as required to meet its obligations under this Agreement, comply with all laws in connection with health and safety and safeguarding
- viii) Cooperate with CBC in relation to the provision of good management and operation and act in good faith in this regard?
- ix) Keep the building in good repair and condition, such as regular decorating, externally water tight (Condition Surveys will be required as a benchmark)

11 No alterations to the internal or external physical structure of the premises will be undertaken by either party during the term of this agreement unless a separate written agreement between parties is reached

12 If reasonably required and in consultation with the Council, SLL will be responsible for providing additional signage at the premises to be funded from the management agreement fee, the location and design of which is to be approved by the Council

13 Profit Share 50:50 will be available for STC and SLL on an annual basis. This profit share income will be used to further invest, generate and increase participation of the Jenkins Pavilion.

Signed on behalf of SLL

Authorised Signatory

Signed on behalf of Central Bedfordshire Council

Authorised Signatory

Signed on behalf of Sandy Town Council

Authorised Signatory

SANDY TOWN COUNCIL

COMMITTEE: Policy, Finance and Resources

AUTHOR: Administrator - Anne Elliott-Flockhart

DATE: 10th June 2019

SUBJECT: Death in Service Protocol Policy

SANDY TOWN COUNCIL

Protocol For Marking The death Of A Senior National Figure Or Local Holder Of High Office
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Contents:

- 1. Senior National Figure or Local Holder of High Office**
- 2. Flying the Flag**
- 3. Book of Condolence**
- 4. Flowers**
- 5. Civic Engagements**
- 6. Dress Code**
- 7. Public Observance of Silence**
- 8. Letter of Condolence from Houghton Regis Town Council**
- 9. The Royal Train**

1. Senior National Figure or Local Holder of High Office

This protocol sets out the action to be taken in the event of the death of:

- HM The Queen
- HRH The Duke of Edinburgh
- HRH The Prince of Wales
- HRH The Duchess of Cornwall
- HRH The Duke of Cambridge
- HRH The Duchess of Cambridge
- HRH Prince George of Cambridge
- HRH Princess Charlotte of Cambridge
- HRH Prince Louis of Cambridge
- HRH The Duke of Sussex
- HRH The Duchess of Sussex
- HRH The Duke of York
- HRH The Earl of Wessex
- HRH The Princess Royal
- HRH The Countess of Wessex

- The Prime Minister
- The serving Member of Parliament for North East Bedfordshire
- A serving Town Mayor
- A serving member of the Council
- A Former Town Mayor of the Council

Action Required	Authorised by
Sandy Town Council's mourning protocol will be implemented on the formal announcement of the death of any one of those persons named above.	Implementation will be authorised by the Town Clerk or in their absence, the administration team leader.

2. Flying the Flag

Action Required	Implemented by	Other Notes
Immediately , at the request of the Town Clerk or the administration team leader, the flag at Faynes Corner and 10 Cambridge Road will be lowered to half-mast.	Faynes Corner Head of Grounds Team. 10 Cambridge Road Administration Team Leader.	See STC Flag Flying Policy
In the case of the death of the Sovereign, the day following the death will be the Proclamation Day (the day when the new Sovereign is proclaimed). On Proclamation Day flags will, at the start of the day, be flying at half-mast. All flags will be flown from the Mast Head from 1100 hours on Proclamation Day (D + 1) to coincide with the Reading of the	Faynes Corner Head of Grounds Team. 10 Cambridge Road Administration Team Leader.	The funeral of the Sovereign will take place 10 days after the day of death. (Or 11 days if the 10 th day falls on a Sunday.)

<p>Principle Proclamation and until 1300 hrs the following day (D + 2). At 13.00 on D+2 flags should be returned to half-mast.</p> <p>For any other prominent figures or local holder of high office, the flag should fly at half-mast only on the day of death and the day of the funeral.</p>		
<p>At Sandy Town Council, following the death of the Sovereign or other members of the Royal Family identified in the list on page 1, flags will continue to be flown at half-mast until 0800hrs on the day following the funeral.</p> <p>For all others identified in the list on page 1, flags at Sandy Town Council will fly at half-mast on the day of the announcement of the death. On subsequent days, the usual local arrangements will resume (see the note opposite) until the day of the funeral when they will again fly at half-mast.</p>	<p>As above</p>	<p>The funeral of the Sovereign will take place 10 days after the day of death. (Or 11 days if the 10th day falls on a Sunday.)</p> <p>The phrase 'Usual local arrangements' should be read as meaning that where a flag is usually flown it can, on the day following the funeral, again be flown at full mast. If no flag is usually flown, the flag can be taken down.</p>

3. Book of Condolence

A quiet location for the book should be considered so that those signing the books can have a moment of privacy and quiet reflection whilst doing so.

A loose leafed folder will ensure that pages can be re-ordered in case the Mayor and others cannot be the first to sign the book; their signatures can be the first page of the bound book.

Action Required	Implemented By	Other Notes
<p>On the day following the announcement of the death of the Sovereign, The Duke of Edinburgh, The Prince of Wales or The Duchess of Cornwall, a Book of Condolence will be opened at the Town Council offices.</p> <p>Book of Condolence will be open from 1000hrs – 1600 hrs Monday to Friday and will remain open until the day following the funeral.</p> <p>A table and chair should be made available for members to sign the Book of Condolence.</p>	<p>Town Clerk</p>	<p>The officer should ensure there is adequate paper available in the book. Pages that have been defaced or include offensive or other questionable comments should be quietly removed until such time as a decision can be taken at senior level (Town Clerk) on whether or not they should be permanently excluded.</p> <p>Books of Condolence should be opened on the first working day after death. Depending on anticipated demand, consider whether one or two books should be available. It should be in an easily accessible place.</p> <p>Downloadable images of the Royal Family are available from www.royal.gov.uk</p>
<p>The Mayor will issue a statement via the Town Clerk expressing the sadness of the Council and people of Sandy at the news of the death of The statement will also appear on the home page of the website.</p> <p>The statement will confirm that flags are to be flown at half-mast and will give details of the Books of Condolence. In the case of the death of the Sovereign or a</p>	<p>Statement to be issued by the Town Clerk.</p>	<p>Guidance on the content of the statement is set out in Appendix B.</p>

<p>member of the Royal Family it will also mention any arrangements for an e-Book of Condolence on the Royal Website.</p> <p>On the death of any other significant person, the Town Clerk will discuss with the Town Mayor whether an e-book of Condolence should be opened on the Council's website.</p>		
<p>When the Book of Condolence has been closed, the Town Clerk will arrange for the pages to be bound and make arrangements for the final bound version to be lodged in the Town Council/county archives.</p>	<p>Town Clerk</p>	

4. Flowers

Many people now choose to express their sadness by laying flowers. A growing carpet of flowers within a town centre would provide a strong visual image and focal point.

Action Required	Implemented By	Other Notes
<p>Allocate a designated area for residents to lay flowers during the period of mourning. Sandy Town Council have allocated Faynes Corner.</p>	<p>Town Clerk</p>	<p>Ensure there is enough space for the flowers without impeding any access routes.</p>
<p>Following a period of two weeks the flowers will be removed and composted. The compost will be used to plant a memorial tree at a place to be decided by the Council.</p>		

5. Civic Engagements

From the day of death until the day after the funeral, careful thought should be given to the type of events and activities the Town Mayor should host or attend. Lunches, dinners and receptions may not fit in with the mood of the nation and as a mark of respect may need to be cancelled or postponed.

Where school visits are scheduled it might be helpful for the Town Mayor to spend time with the children to talk about the events that are unfolding. This should not be pressed upon a Town Mayor who is not comfortable with taking on such a role.

Action Required	Authorised /Implemented By	Other Notes
To review the programme of engagements undertaken by the Town Mayor to ensure it is appropriate in a time of national mourning and that it sits comfortably with the national mood.	The Town Mayor in conjunction with the Town Clerk.	Consider working with local faith groups to arrange some sort of service on the eve of the funeral.

6. Dress Code

If a full Council meeting falls during the period of mourning it might be felt appropriate for Councillors to wear a black tie or black arm band.

Action Required	Implemented By	Other Notes
A stock of black ties and black armbands will be held in and available from the Office for use by the Councillors and officers following the death of a senior figure.	The stock to be issued and maintained in good order by the Office Staff.	At the time of the review of this protocol, consideration will be given to the number of items in stock, their condition and the need for cleaning, repair or replacement.
On the death of the Sovereign, the Chains of office will not be worn by the Mayor or Deputy Mayor and instead badges of office will be worn on black neck ribbons.	Town Clerk <i>Note: NACO guidance suggests that thought should be given to the way the chain of office is worn on the day of the death & on the day of the funeral. For instance, in Edinburgh a small black bag or purse fits over the jewel so only the chain is seen. In Southwark the badge is worn on a black ribbon. Hunts TC will place a small black bag over the jewel, so only the chain is seen</i>	The black ribbon for the chains of office to be held with black ties and arm bands in the Civic Office.

7. Public Observance of Silence

Action Required	Implemented By	Other Notes
<p>When the death of a senior member of the Royal Family is to be marked by a Silence, an announcement will be made by Buckingham Palace.</p> <p>Consideration to be given to whether it would be appropriate for the Town Mayor to lead a public silence. If so, the location to be determined and all those listed in Appendix C to be invited to be present. Councillors to wear black ties/arm bands/rosettes.</p> <p>If not, the Silence will be observed at the Council offices by Members and staff.</p>	<p>The Town Mayor in conjunction with the Town Clerk.</p>	

8. Letter of Condolence from Sandy Town Council

Action Required	Implemented By	Other Notes
<p>As soon as practical, a letter of condolence will be drafted and circulated to the Town Mayor before dispatch.</p>	<p>Town Clerk.</p>	

9. The Royal Train

(Note: This section has been added using the information in a letter provided by Central Bedfordshire Council)

If the death of the Sovereign occurs at Balmoral or Sandringham, arrangements have been made to transport the coffin by rail to London. The Royal Train would pass through Sandy station en route to London. The Lord Lieutenant or a Deputy will be in attendance at each station as the train passes through.

Action Required	Implemented By	Other Notes
Liaise with Central Bedfordshire Council's Emergency Planning Team to ensure safe viewing points for the public.	Town Clerk	Publicise the safe viewing points in advance of the Royal Train's journey
Sandy Town Mayor will attend the station alongside the Lord Lieutenant or Deputy	Town Mayor and Town Clerk	

Appendix A

Full details for on the correct way to fly flags at half-mast is given on the website of the Flag Institute (www.flaginstitute.org).

It is important that the guidance given by the Flag Institute is adhered to strictly.

Half-mast means the flag is flown two-thirds of the way up the flagpole with at least the height of the flag between the top of the flag and the top of the flagpole. Flags cannot be flown at half-mast on poles that are more than 45° from the vertical but a mourning cravat can be used instead.

When a flag is to be flown at half mast, it should first be raised all the way to the top of the mast, allowed to remain there for a second and then be lowered to the half-mast position. When it is being lowered from the half mast, it should again be raised to the top of the mast for a second before being fully lowered.

Appendix B

The statement should begin with a suitable expression of sadness of the Town Council on hearing the announcement.

It might go on to state that flags will be flown at half-mast.

If it is an occasion when Books of Condolence will be opened, then reference could be made to that.

When a decision has been taken on the Council's programme of events and engagements, it might be stated that events are being cancelled as a mark of respect or that they will begin with a period of silence.

If in doubt, do not rush out a statement which commits the Town Council to action before that action has been discussed and has the necessary agreement from the political leadership.

Appendix C

All members of the Council
Town Clerk and other senior officers
Past Mayors

SANDY TOWN COUNCIL

Complaints Policy

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

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

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

Type of conduct	Refer to
Financial irregularity	Local electors have a statutory right to object to the Council's audit of accounts pursuant to S16 of the Audit Commission Act 1998. Sandy Town Council's auditors are: BDO LLP Arcadia House Maritime Walk Ocean Village Southampton SO14 3TL and they should be contacted directly in the event of an objection to the accounts.
Criminal activity	Any complaints or allegations of criminal activity should be referred to the Police: Bedfordshire Police Woburn Road Kempston MK43 9AX

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

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

- 5 If the complainant is not satisfied with the outcome of the attempt to settle the complaint directly, then a further formal written complaint should be made in writing to the Town Clerk and the matter will be dealt with by the Complaints Committee of Sandy Town Council.
- 6 If the complainant does not wish to put the complaint in writing to the Town Clerk it should be made in writing to the Town Mayor.
- 7 The Town Clerk or other nominated officer will acknowledge receipt of the complaint within 10 working days and advise the complainant when the matter will be considered by the complaints committee. This Complaints Committee will have five members, which will include two members of the HR Committee, and they will be elected at the annual meeting of the Town Council specifically for the purpose of hearing complaints. If members of the committee elected at the annual meeting are unable to participate in the complaints hearing for any reason (eg conflict of interest, absence) the Town Council will appoint alternative members to the committee.
- 8 Whenever possible the identity of the complainant will only be made known to those who need to consider the complaint. However the general nature of the complaint may be published on an agenda. The complainant will be advised about what information is to be made public at this stage. The complainant shall be invited to attend the meeting to hear the complaint and to bring a representative with them if they wish. The Council will do their best to accommodate a convenient meeting date for the complainant. Once agreed a meeting will not be rescheduled unless there are exceptional circumstances.
- 9 Both the Council and the complainant shall provide copies of any documentation or other evidence relied on to the other party seven clear working days prior to the meeting.
- 10 At the meeting the committee shall consider whether under the terms of Schedule 12a of the Local Government Act 1972 a complaint will be likely to disclose exempt information and warrant the exclusion of the public and press, pursuant to the provision of the Public Bodies Act 1960. Any decision on a complaint will be announced at the meeting in public.
- 11 If the meeting is in private session the following procedure will be followed:
 - 11.1 The chairman will introduce everyone and explain the procedure.
 - 11.2 The complainant (or representative) should outline the grounds for complaint and thereafter, questions may be asked by (i) the Town

Clerk or other nominated officer and then (ii) members. If the complainant (or representative) does not wish to speak the outline of the complaint provided in writing by the complainant will be used.

- 11.3 The Town Clerk or other nominated officer will have the opportunity to explain the Council's position and questions may be asked by (i) the complainant (or representative) and (ii) members.
- 11.4 The Town Clerk or other nominated officer and the complainant should be offered the opportunity to summarise their position.
- 11.5 The Town Clerk or other nominated officer, and the complainant should be asked to leave the room while members decide whether or not the grounds for the complaint have been made. If a point of clarification is necessary, both parties shall be invited back into the room.
- 11.6 Once a decision is reached both parties will be invited back into the room and the meeting will resume in public session and the chairman will announce the committee's decision. In the unlikely event that a decision is not reached an agreement will be made with the complainant to arrange a further meeting of the complaints committee.

12 If the Committee is in public session:

- 12.1 The chairman will introduce everyone and explain the procedure.
- 12.2 The complainant (or representative) should outline the grounds for complaint and thereafter, questions may be asked by (i) the Town Clerk or other nominated officer and then (ii) members. If the complainant (or representative) does not wish to speak the outline of the complaint provided in writing by the complainant will be used.
- 12.3 The Town Clerk or other nominated officer will have the opportunity to explain the Council's position and questions may be asked by (i) the complainant (or representative) and (ii) members.
- 12.4 The Town Clerk or other nominated officer and the complainant should be offered the opportunity to summarise their position.
- 12.5 The Council can make a decision to go into private session if it is deemed that discussions are at risk of disclosing exempt information subject to schedule 12a of the Local Government Act 1972.
- 12.6 The chairman will announce the committee's decision. In the unlikely event that a decision is not reached an agreement will be made with

the complainant to arrange a further meeting of the complaints committee.

- 13 After the meeting the decision should be confirmed in writing within seven working days together with details of any action to be taken.
- 14 The Council has adopted a Vexatious Complaints and Unreasonable Behaviour policy and procedure which describes how the council deal with complaints which it believes falls into the category of vexatious or unreasonable.
- 15 Pursuant to the Local Government Act 1974 the Local Government Ombudsman (LGO) has no jurisdiction over parish and Town Councils in England consequently there are no statutory mechanisms in place for complaints against local Councils in England. Complainants who are dissatisfied with the outcome of the complaints procedure may consider the remedy of Judicial Review in the absence of any other appeal mechanism.

Adopted: 08.05.17 Review Due: June 2019
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Changed Auditors details April 2018
