

Sandy Town Council

To: Cllrs N Aldis, P Blaine, A Gibson, J Hewitt, A M Hill, W Jackson, T Knagg, R Lock, C Osborne (Chair), S Paterson, M Pettitt, M Scott, and P Sharman, S Sutton and N Thompson

You are hereby summoned to attend a meeting of the Policy, Finance and Resources Committee of Sandy Town Council to be held online on Monday 10th May 2021 commencing at 7.30pm.



Chris Robson
Town Clerk
10 Cambridge Road
Sandy, SG19 1JE
01767 681491
5th May 2021

Notes:

(1) Due to social distancing guidance that remains in place as part of Covid19 prevention the following meeting will take place remotely over the Zoom platform. The Council has adopted a scheme of delegation to permit the Town Clerk to enact agreed actions from the meeting.

(2) Meeting ID: 293 491 7858

Press and public are cordially invited to attend. Those wishing to join the meeting should contact the clerk on clerk@sandytowncouncil.gov.uk in advance for the meeting password.

(3) Members of the public wishing to address the Council during the public participation part of the formal meeting must make the Clerk aware of their intention before the meeting starts.

A G E N D A

1 Apologies for absence

2 Election of Vice Chairman

To receive nominations and elect a committee Vice Chairman for the 2021-22 Council year.

3 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

Sandy Town Council

application to the Clerk.)

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

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

4 Minutes of Previous Meeting

To consider the minutes of the Policy, Finance and Resources Committee held on Monday 29th March 2021 and to approve them as a correct record of proceedings.

5 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.

6 Financial Reports

- i) To consider a balance sheet and detailed financial report showing income and expenditure against the revenue budget for 31st March 2021. Appendix I
- ii) To receive and note a budget overview report. Appendix II
- iii) To approve schedules of payments made since previous meeting. Appendix III
- iv) The Chair to approve bank reconciliations and statements.

7 Grant Budget

To receive and consider a grant application from Sandy Helping Hands. Appendix IV

8 Standing Orders

To consider a question raised by a member of the public at Full Council and referred to the Policy, Finance and Resources Committee for consideration.

Question: "Should Standing Orders be so framed that an individual member may not be allowed to offer a view on behalf of council other than that as resolved".

9 Sandy Bowls Club Shed Lease

To consider a report and recommendation on a scheduled review of a lease for a shed adjacent to the bowling green. Appendix V

Sandy Town Council

10 Maintenance and Repair Works

To note a report from the Clerk on maintenance and repair works required to Sandy Town Council buildings or assets.

Appendix VI

11 Wifi Provision – 10 Cambridge Road, Sandy

To receive and consider a report from the Town Clerk on work and costs required to provide wifi access for the Council offices.

Appendix VII

12 Cemetery Extension Archaeological Work

To receive a report on the commencement of required archaeological post analysis work required to be undertaken as part of planning conditions for the cemetery extension.

Appendix VIII

13 Flag Flying Policy

To consider proposed changes to the Council's Flag Flying policy in light of the communication from the Ministry of Housing, Communities and Local Government.

Appendix IX

14 Chairman's Items

15 Date of Next Meeting

Monday 14th June 2021

07/04/2021

Sandy Town Council Current Year

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Detailed Balance Sheet - Excluding Stock MovementMonth 12 Date 31/03/2021

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
105	VAT Control	13,978	
110	Prepayments	933	
200	Current Bank A/c	48,150	
201	Clerks Imprest A/c	426	
205	Capital a/c Santander	218,770	
206	Barclays Active Saver	145,785	
208	Public Sector Deposit Fund	205,423	
210	Petty Cash	350	
	Total Current Assets		633,814
	<u>Current Liabilities</u>		
501	Creditors Control	30,878	
503	Income in Advance	150	
510	Accruals	11,534	
515	PAYE/NI Control AC	3,828	
516	Superannuation Due	4,937	
	Total Current Liabilities		51,327
	Net Current Assets		582,488
	Total Assets less Current Liabilities		582,488
	<u>Represented by :-</u>		
300	Current Year Fund	0	
310	General Reserve	234,043	
315	Rolling Capital Fund	246,680	
321	Cemetery Development Reserve	23,028	
322	EMR Fallowfield	55,717	
323	EMR Community Funds	7,000	
324	EMR Elections	15,000	
326	EMR SAIT	1,020	
	Total Equity		582,488

Summary Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
401 Staff	Expenditure	265,162	277,797	304,625	26,828		26,828	91.2%
402 Administration-Office	Income	3,123	1,159	1,550	391			74.8%
	Expenditure	70,463	71,953	79,130	7,177		7,177	90.9%
	Movement to/(from) Gen Reserve	<u>(67,339)</u>	<u>(70,794)</u>					
403 Administration-Works	Expenditure	32,417	37,086	41,805	4,719		4,719	88.7%
405 Footway Lighting	Income	0	1,700	0	(1,700)			0.0%
	Expenditure	16,881	17,166	15,750	(1,416)		(1,416)	109.0%
	Movement to/(from) Gen Reserve	<u>(16,881)</u>	<u>(15,466)</u>					
406 Cemetery & Churchyard	Income	28,172	32,334	25,000	(7,334)			129.3%
	Expenditure	8,313	15,303	11,000	(4,303)		(4,303)	139.1%
	Movement to/(from) Gen Reserve	<u>19,859</u>	<u>17,031</u>					
408 Town Centre (Including Market)	Income	1,234	171	428	257			40.0%
	Expenditure	28,402	16,045	18,418	2,373		2,373	87.1%
	Movement to/(from) Gen Reserve	<u>(27,168)</u>	<u>(15,874)</u>					
409 Public Toilets - Car Park	Expenditure	3,690	3,726	4,380	654		654	85.1%
500 Play Areas and Open Spaces	Income	1,185	1,327	1,100	(227)			120.6%
	Expenditure	(10,334)	(2,163)	1,800	3,963		3,963	(120.2%)
	Movement to/(from) Gen Reserve	<u>11,519</u>	<u>3,490</u>					
501 Sunderland Road Rec Ground	Income	1,168	1,821	1,239	(582)			147.0%
	Expenditure	30,062	29,126	29,987	861		861	97.1%
	Movement to/(from) Gen Reserve	<u>(28,894)</u>	<u>(27,305)</u>					
502 Nature Reserves	Income	3,531	3,311	2,650	(661)			124.9%
	Expenditure	12,610	14,452	13,900	(552)		(552)	104.0%
	Movement to/(from) Gen Reserve	<u>(9,079)</u>	<u>(11,142)</u>					
505 Grass Cutting	Expenditure	7,580	7,580	10,000	2,420		2,420	75.8%
506 Litter Bins, Seats & Shelters	Expenditure	0	0	1,000	1,000		1,000	0.0%
509 Christmas Lights	Income	1,151	25	500	475			5.0%
	Expenditure	16,665	14,173	16,650	2,477		2,477	85.1%
	Movement to/(from) Gen Reserve	<u>(15,514)</u>	<u>(14,148)</u>					
601 Precept and Interest	Income	582,852	596,111	596,768	657			99.9%
602 Democratic and Civic Costs	Income	335	2,704	0	(2,704)			0.0%
	Expenditure	14,005	8,413	17,490	9,077		9,077	48.1%
	Movement to/(from) Gen Reserve	<u>(13,670)</u>	<u>(5,709)</u>					
700 Capital and Projects	Income	203,821	54,146	19,903	(34,243)			272.0%
	Expenditure	380,657	184,150	83,203	(100,947)		(100,947)	221.3%
	Movement to/(from) Gen Reserve	<u>(176,835)</u>	<u>(130,004)</u>					

Summary Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	826,572	694,808	649,138	(45,670)			107.0%
Expenditure	876,572	694,808	649,138	(45,670)	0	(45,670)	107.0%
Net Income over Expenditure	<u>(50,000)</u>	<u>0</u>	<u>0</u>	<u>(0)</u>			
Movement to/(from) Gen Reserve	<u>(50,000)</u>	<u>0</u>					

Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Cost Centre Report

	Actual Last Year	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	111,631	115,830	121,000	5,170		5,170	95.7%	
4002 Gross Salaries - Works	91,917	95,915	109,500	13,585		13,585	87.6%	
4003 Employers NIC	16,106	16,594	19,250	2,656		2,656	86.2%	
4004 Employers Superannuation	44,278	48,192	53,000	4,808		4,808	90.9%	
4006 H&S Costs/Consultancy	589	500	600	100		100	83.3%	
4010 Miscellaneous Staff Costs	642	766	1,000	234		234	76.6%	
4030 Recruitment Advertising	0	0	275	275		275	0.0%	
Staff :- Indirect Expenditure	265,162	277,797	304,625	26,828	0	26,828	91.2%	0
Net Expenditure	(265,162)	(277,797)	(304,625)	(26,828)				
402 Administration-Office								
1003 Tourism Income	1,099	0	750	750			0.0%	
1201 Rent Received Etc	603	0	750	750			0.0%	
1202 Photocopying Income	60	1	50	49			2.2%	
1205 Miscellaneous Income	1,362	1,158	0	(1,158)			0.0%	
Administration-Office :- Income	3,123	1,159	1,550	391			74.8%	0
4008 Training	804	725	2,000	1,275		1,275	36.3%	
4009 Travel & Subsistence	97	32	200	168		168	16.1%	
4010 Miscellaneous Staff Costs	0	100	0	(100)		(100)	0.0%	
4011 General Rates	6,629	6,737	6,770	34		34	99.5%	
4012 Water Rates	701	773	800	27		27	96.7%	
4014 Electricity	2,084	2,264	2,600	336		336	87.1%	
4015 Gas	(610)	817	1,300	483		483	62.9%	
4016 Cleaning Materials etc	1,116	1,122	1,250	128		128	89.8%	
4018 General Data Protection Regs	0	500	500	0		0	100.0%	
4020 Misc Establishment Costs	1,250	1,884	2,000	116		116	94.2%	
4021 Telephone & Fax	3,123	3,745	2,750	(995)		(995)	136.2%	
4022 Postage	971	1,219	1,200	(19)		(19)	101.6%	
4023 Printing & Stationery	1,883	1,454	1,500	46		46	96.9%	
4024 Subscriptions	2,829	2,806	3,150	344		344	89.1%	
4025 Insurance (excl vehicles)	20,490	18,858	19,500	642		642	96.7%	
4026 Photocopy Costs	2,657	3,939	4,160	221		221	94.7%	
4027 IT Costs incl Support	3,744	4,150	4,000	(150)		(150)	103.7%	
4028 Service Agreements (Other)	5,582	4,631	6,500	1,869		1,869	71.2%	
4035 Publications	94	65	100	35		35	65.4%	
4036 Property Maintenance/Security	4,553	3,273	4,000	727		727	81.8%	
4040 Equipment Purchases (Minor)	663	281	2,000	1,719		1,719	14.1%	
4050 Tourism Expenditure	949	0	400	400		400	0.0%	

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Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4051 Bank Charges	556	487	550	63		63	88.5%	
4056 Legal Expenses	1,543	3,350	2,500	(850)		(850)	134.0%	
4057 Audit Fees - External	1,300	1,600	1,300	(300)		(300)	123.1%	
4058 Audit Fees - Internal	830	860	900	40		40	95.6%	
4059 Accountancy Fees	6,485	6,224	7,000	776		776	88.9%	
4070 Refreshments	142	58	200	142		142	29.0%	
Administration-Office :- Indirect Expenditure	70,463	71,953	79,130	7,177	0	7,177	90.9%	0
Net Income over Expenditure	(67,339)	(70,794)	(77,580)	(6,786)				
<u>403 Administration-Works</u>								
4005 Protective Clothing	793	984	1,300	316		316	75.7%	
4008 Training	170	806	1,950	1,144		1,144	41.3%	
4011 General Rates	1,817	1,858	1,855	(3)		(3)	100.2%	
4012 Water Rates	20	106	250	144		144	42.5%	
4014 Electricity	697	2,947	1,200	(1,747)		(1,747)	245.6%	
4017 Refuse Disposal	3,703	4,058	5,000	943		943	81.2%	
4036 Property Maintenance/Security	2,532	1,567	2,000	433		433	78.3%	
4038 Consumables/Small Tools	1,924	1,328	2,500	1,172		1,172	53.1%	
4039 Planting/Trees/Horticulture	6,035	6,208	6,250	42		42	99.3%	
4040 Equipment Purchases (Minor)	1,693	1,834	2,000	166		166	91.7%	
4042 Equipment/Vehicle Maintenance	5,270	4,756	5,000	244		244	95.1%	
4043 Equipment/Vehicle Fuel	3,824	3,369	3,500	131		131	96.3%	
4044 Vehicle Tax & Insurance	2,880	2,785	3,000	215		215	92.8%	
4045 Arboriculture	1,060	4,480	6,000	1,520		1,520	74.7%	
Administration-Works :- Indirect Expenditure	32,417	37,086	41,805	4,719	0	4,719	88.7%	0
Net Expenditure	(32,417)	(37,086)	(41,805)	(4,719)				
<u>405 Footway Lighting</u>								
1258 Insurance Claims Repayment	0	1,700	0	(1,700)			0.0%	
Footway Lighting :- Income	0	1,700	0	(1,700)				0
4014 Electricity	7,206	7,491	5,750	(1,741)		(1,741)	130.3%	
4042 Equipment/Vehicle Maintenance	9,675	9,675	10,000	325		325	96.8%	
Footway Lighting :- Indirect Expenditure	16,881	17,166	15,750	(1,416)	0	(1,416)	109.0%	0
Net Income over Expenditure	(16,881)	(15,466)	(15,750)	(284)				
<u>406 Cemetery & Churchyard</u>								
1226 Burials/Memorials Income	28,172	32,334	25,000	(7,334)			129.3%	
Cemetery & Churchyard :- Income	28,172	32,334	25,000	(7,334)			129.3%	0

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Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4011 General Rates	2,971	3,471	3,050	(421)		(421)	113.8%	
4012 Water Rates	135	78	200	122		122	38.8%	
4036 Property Maintenance/Security	(208)	3,026	1,000	(2,026)		(2,026)	302.6%	
4037 Grounds Maintenance	254	718	900	182		182	79.8%	
4039 Planting/Trees/Horticulture	120	5	350	345		345	1.4%	
4101 Grave Digging Costs	5,040	8,005	5,500	(2,505)		(2,505)	145.5%	
Cemetery & Churchyard :- Indirect Expenditure	8,313	15,303	11,000	(4,303)	0	(4,303)	139.1%	0
Net Income over Expenditure	19,859	17,031	14,000	(3,031)				
408 Town Centre (Including Market)								
1238 Other Income Car Park	1,234	171	428	257			40.0%	
Town Centre (Including Market) :- Income	1,234	171	428	257			40.0%	0
4011 General Rates	12,607	12,630	12,410	(220)		(220)	101.8%	
4036 Property Maintenance/Security	894	831	1,500	669		669	55.4%	
4053 Loan Interest	248	223	223	(0)		(0)	100.0%	
4054 Loan Capital Repaid	360	385	285	(100)		(100)	135.2%	
4100 CCTV Fees	14,293	1,976	4,000	2,024		2,024	49.4%	
Town Centre (Including Market) :- Indirect Expenditure	28,402	16,045	18,418	2,373	0	2,373	87.1%	0
Net Income over Expenditure	(27,168)	(15,874)	(17,990)	(2,116)				
409 Public Toilets - Car Park								
4011 General Rates	1,841	1,859	1,880	21		21	98.9%	
4012 Water Rates	1,529	1,232	1,200	(32)		(32)	102.7%	
4014 Electricity	217	177	300	123		123	58.9%	
4036 Property Maintenance/Security	102	458	1,000	542		542	45.8%	
Public Toilets - Car Park :- Indirect Expenditure	3,690	3,726	4,380	654	0	654	85.1%	0
Net Expenditure	(3,690)	(3,726)	(4,380)	(654)				
500 Play Areas and Open Spaces								
1241 Sandy FC Rent	495	0	500	500			0.0%	
1251 Pitch Rental	690	680	600	(80)			113.4%	
1364 S106 Money Received	0	647	0	(647)			0.0%	
Play Areas and Open Spaces :- Income	1,185	1,327	1,100	(227)			120.6%	0
4007 Health & Safety	343	520	400	(120)		(120)	129.9%	
4012 Water Rates	385	672	700	28		28	96.0%	
4014 Electricity	173	100	200	100		100	50.0%	

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Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4036 Property Maintenance/Security	561	309	500	192		192	61.7%	
4037 Grounds Maintenance	450	1,206	2,500	1,294		1,294	48.2%	
4042 Equipment/Vehicle Maintenance	2,756	2,842	5,000	2,158		2,158	56.8%	
4971 Transfer from EMR	0	(311)	0	311		311	0.0%	
4972 Transfer from EMR Fallowfield	(15,000)	(7,500)	(7,500)	0		0	100.0%	
Play Areas and Open Spaces :- Indirect Expenditure	(10,334)	(2,163)	1,800	3,963	0	3,963	(120.2%)	0
Net Income over Expenditure	11,519	3,490	(700)	(4,190)				
<u>501 Sunderland Road Rec Ground</u>								
1201 Rent Received Etc	514	1,030	500	(530)			206.0%	
1253 Bowls Club Rental	437	224	447	223			50.1%	
1255 Cricket Club Rental	217	111	287	176			38.8%	
1256 Scouts ,ACF and SSLA	0	456	5	(451)			9120.0%	
Sunderland Road Rec Ground :- Income	1,168	1,821	1,239	(582)			147.0%	0
4012 Water Rates	2,134	2,981	1,500	(1,481)		(1,481)	198.7%	
4014 Electricity	166	64	200	136		136	32.2%	
4036 Property Maintenance/Security	3,025	1,614	1,750	136		136	92.3%	
4046 Bowling Green - SBC	3,041	3,005	3,248	243		243	92.5%	
4047 Equipment Maintenance - SBC	2,623	2,119	2,639	520		520	80.3%	
4048 Cricket Square - SCC	2,476	2,304	2,606	302		302	88.4%	
4049 Equipment Maintenance - SCC	535	795	2,819	2,024		2,024	28.2%	
4060 Other Professional Fees	16,061	16,244	15,225	(1,019)		(1,019)	106.7%	
Sunderland Road Rec Ground :- Indirect Expenditure	30,062	29,126	29,987	861	0	861	97.1%	0
Net Income over Expenditure	(28,894)	(27,305)	(28,748)	(1,443)				
<u>502 Nature Reserves</u>								
1306 Countryside Stewardship Grant	2,879	2,641	2,000	(641)			132.1%	
1307 Angling Licence Rent	652	669	650	(19)			103.0%	
Nature Reserves :- Income	3,531	3,311	2,650	(661)			124.9%	0
4037 Grounds Maintenance	163	1,744	1,500	(244)		(244)	116.2%	
4060 Other Professional Fees	10,447	10,709	10,400	(309)		(309)	103.0%	
4703 Sandy Green Wheel	2,000	2,000	2,000	0		0	100.0%	
Nature Reserves :- Indirect Expenditure	12,610	14,452	13,900	(552)	0	(552)	104.0%	0
Net Income over Expenditure	(9,079)	(11,142)	(11,250)	(108)				

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Detailed Income & Expenditure by Budget Heading 31/03/2021

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Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>505 Grass Cutting</u>								
4102 Grass Cutting	7,580	7,580	10,000	2,420		2,420	75.8%	
Grass Cutting :- Indirect Expenditure	7,580	7,580	10,000	2,420	0	2,420	75.8%	0
Net Expenditure	(7,580)	(7,580)	(10,000)	(2,420)				
<u>506 Litter Bins, Seats & Shelters</u>								
4042 Equipment/Vehicle Maintenance	0	0	1,000	1,000		1,000	0.0%	
Litter Bins, Seats & Shelters :- Indirect Expenditure	0	0	1,000	1,000	0	1,000	0.0%	0
Net Expenditure	0	0	(1,000)	(1,000)				
<u>509 Christmas Lights</u>								
1365 Christmas Lights	1,151	25	500	475			5.0%	
Christmas Lights :- Income	1,151	25	500	475			5.0%	0
4401 Christmas Illuminations	13,683	13,352	14,000	648		648	95.4%	
4402 Community Christmas Event	2,982	821	2,650	1,829		1,829	31.0%	
Christmas Lights :- Indirect Expenditure	16,665	14,173	16,650	2,477	0	2,477	85.1%	0
Net Income over Expenditure	(15,514)	(14,148)	(16,150)	(2,002)				
<u>601 Precept and Interest</u>								
1101 Precept	580,198	594,768	594,768	0			100.0%	
1320 Interest Received - All account	2,654	1,343	2,000	657			67.2%	
Precept and Interest :- Income	582,852	596,111	596,768	657			99.9%	0
Net Income	582,852	596,111	596,768	657				
<u>602 Democratic and Civic Costs</u>								
1245 Grants Received	0	1,200	0	(1,200)			0.0%	
1309 Misc Contributions	335	1,504	0	(1,504)			0.0%	
Democratic and Civic Costs :- Income	335	2,704	0	(2,704)				0
4020 Misc Establishment Costs	68	0	100	100		100	0.0%	
4033 Annual Report & Newsletter	2,630	1,936	3,000	1,064		1,064	64.5%	
4042 Equipment/Vehicle Maintenance	210	0	400	400		400	0.0%	
4200 Mayor's Allowance	1,858	128	2,200	2,072		2,072	5.8%	
4202 Members' Expenses (Conf etc)	354	60	500	440		440	12.0%	
4210 Election Costs	3,708	0	250	250		250	0.0%	
4701 Grants/Donations Paid	3,130	3,875	4,000	125		125	96.9%	
4702 Community Events Support	2,047	1,394	7,040	5,646		5,646	19.8%	

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Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4921 Transfer to EMR	0	1,200	0	(1,200)		(1,200)	0.0%	
4971 Transfer from EMR	0	(180)	0	180		180	0.0%	
Democratic and Civic Costs :- Indirect Expenditure	14,005	8,413	17,490	9,077	0	9,077	48.1%	0
Net Income over Expenditure	(13,670)	(5,709)	(17,490)	(11,781)				
700 Capital and Projects								
1103 Internal Loan from F'fld EMR	123,287	0	0	0			0.0%	
1153 Loan Interest Rec'd - INTERNAL	7,903	7,903	7,903	0			100.0%	
1154 Loan Capital Rec'd - INTERNAL	10,000	12,000	12,000	0			100.0%	
1245 Grants Received	0	3,000	0	(3,000)			0.0%	
1364 S106 Money Received	62,631	31,243	0	(31,243)			0.0%	
Capital and Projects :- Income	203,821	54,146	19,903	(34,243)			272.0%	0
4153 Loan Interest - INTERNAL	7,903	7,903	7,903	0	0	0	100.0%	
4154 Loan Capital - INTERNAL	10,000	12,000	12,000	0	0	0	100.0%	
4734 CAP - Play Equipment	2,706	0	0	0	0	0	0.0%	
4802 CAP - Cemetery Extension	117,236	0	0	0	0	0	0.0%	
4813 CAP - Cricket Equipment	3,809	0	0	0	0	0	0.0%	
4814 CAP - IT Equipment	1,208	1,989	0	(1,989)	(1,989)	(1,989)	0.0%	
4818 CAP - Fallowfield	149,832	415	0	(415)	(415)	(415)	0.0%	
4824 CAP - Play Equipment (Bedford)	0	3,001	0	(3,001)	(3,001)	(3,001)	0.0%	
4826 CAP - Play Equipment (S'land)	56,020	10,153	0	(10,153)	(10,153)	(10,153)	0.0%	
4828 CAP - Dropped Kerb	2,500	0	0	0	0	0	0.0%	
4829 CAP - Car Park	4,225	0	0	0	0	0	0.0%	
4830 CAP - St Swithun's Church	1,765	0	0	0	0	0	0.0%	
4831 CAP - Land west of Sandy Cem.	14,550	0	0	0	0	0	0.0%	
4832 CAP - Depot CCTV	1,466	0	0	0	0	0	0.0%	
4833 CAP - Village Hall Paving	3,141	0	0	0	0	0	0.0%	
4834 CAP - Machinery & Equipment	0	911	0	(911)	(911)	(911)	0.0%	
4835 CAP - CCTV	0	12,233	0	(12,233)	(12,233)	(12,233)	0.0%	
4837 CAP - Outdoor Fitness Equipmen	0	17,433	0	(17,433)	(17,433)	(17,433)	0.0%	
4838 CAP - Depot	0	1,130	0	(1,130)	(1,130)	(1,130)	0.0%	
4915 Transfer to Rolling Capital Fd	162,522	120,710	51,300	(69,410)	(69,410)	(69,410)	235.3%	
4921 Transfer to EMR	0	6,017	0	(6,017)	(6,017)	(6,017)	0.0%	
4923 Internal Loan repaid to F'fld	10,000	12,000	12,000	0	0	0	100.0%	
4965 Funded from Rolling Capital	(86,397)	(271)	0	271	271	271	0.0%	
4969 Transfer from Rolling Capital	0	(15,352)	0	15,352	15,352	15,352	0.0%	
4970 Transfer from C R R	(55,324)	0	0	0	0	0	0.0%	
4971 Transfer from EMR	(26,505)	(5,706)	0	5,706	5,706	5,706	0.0%	
4972 Transfer from EMR Fallowfield	0	(415)	0	415	415	415	0.0%	
Capital and Projects :- Indirect Expenditure	380,657	184,150	83,203	(100,947)	0	(100,947)	221.3%	0
Net Income over Expenditure	(176,835)	(130,004)	(63,300)	66,704				

Continued over page

Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	826,572	694,808	649,138	(45,670)			107.0%	
Expenditure	876,572	694,808	649,138	(45,670)	0	(45,670)	107.0%	
Net Income over Expenditure	<u>(50,000)</u>	<u>0</u>	<u>0</u>	<u>(0)</u>				
Movement to/(from) Gen Reserve	<u>(50,000)</u>	<u>0</u>						

Sandy Town Council
Report to 31 March 2021

General Notes

Attached is the summary income & expenditure report for the year 1st April 2020 to 31st March 2021

This report shows a current year surplus of income over expenditure of £0. As resolved by the committee on 29th March 2021 all surplus 2020/21 revenue expenditure was transferred to the Rolling Capital Fund.

The balance sheet shows that total funds available to the council are £582,488.

This is made up of the following -

Current Year Fund	£0
General Reserve Brought Forward	£234,043
Rolling Capital Fund	£246,680
Fallowfield Reserve	£55,717
Earmarked Community Funds	£7,000
Earmarked Elections	£15,000
Earmarked Mayors Donation to SAIT	£1,020
Cemetery Development Reserve	£23,028
Total	£582,488

The percentage of budget if analysed evenly over the year to date is 100.00% but Members are reminded that some budget codes are contingency so are not 100% spent year on year.
The report highlights any codes overspent or those where there is a large underspend.

Balance Sheet Notes:

1) Income in advance refers to a grant of £150 received from the CBC Ward Cllr Fund for the purchase and installation of a community library box on Beeston Green. Expenditure not yet required, Beeston Working Group progressing project. Carpenter expected to complete working May 2021.

2) Accruals relate to expected expenditure/invoices for March 2021 which had not been received by 31st March 2021 and will be paid in the 2021/22 financial year.

3) PAYE and Pension contributions outstanding refer to February payroll. Payments made to HMRC and LGPS in first week of April 2021.

Analysis by Cost Centre

401 Staff

Expenditure is 91.2% of the annual budget.

Overall cost centre underspend of £26,828 as anticipated and highlighted in previous budget reports. Low expenditure is due to lower than anticipated NALC salary increase of 2.75% agreed nationally. Reduced expenditure in the works budget is due to one member of staff on unpaid leave for four months, followed by a member of staff on reduced sick pay.

Reductions in anticipated salary costs lead to lower the budgeted for NIC and Pension contributions.

Sandy Town Council
Report to 31 March 2021

Analysis by Cost Centre [Continued]

402 Administration

Expenditure is 90.9% of the annual budget.

1003/1201 - Zero income generated due to closure of office as part of Covid19 restrictions.

1205 - Income from previously agreed sale of old market stands and payment from SSLA towards legal fees for lease.

4008 - Training is particularly underspent as a result of COVID19 and reduced in person training and conferences. Expenditure was incurred on various online training opportunities, which were less costly than in person event previously attended.

4010 - Underpayment to HMRC of £100 rectified. Re-allocated to salary budget line.

4011 - High expenditure due to final installment of general rates for 10 Cambridge Road. Slight underspend.

4014 - Less office activity due to homeworking has potentially led to lower office utility cost over the year.

4015 - Credit from Gazprom for April 2020 has resulted in large underspend over the year.

4021 - High expenditure at the start of year due to additional technical support and cloud based set up needed for homeworking system as a result of COVID-19 put pressure on budget leading to overspend. New mobile phone increased costs by £44 per month. Unbudgeted for in 2021/22 but allowed for in 2021/22. New phone service contract agreed which reduces costs for phone system and usage to £167.40 PCM.

4022 - Top up of franking machine postage in Dec 2020 of £500 and final hire charge resulted in overspend. No further postage credit top up's since December 2020.

4027 - As previously reported the overspend of £150 is due to additional costs and support incurred during setup of homeworking IT provision and ongoing remote working support during the year.

4056 - High due to legal expenses incurred for renewal of SSLA lease and the ATC HQ lease. Budget offset against £901 contribution from the SSLA for their share of legal costs (402-1205) Overall underspend when SSLA contribution is taken into account.

4057 - Overspend due to an increase in the external auditor fee for the 2019/20 audit year. Increase in fee was not available to the Council at the time of 2020/21 budget setting. The external auditors fee is a national fee set for all Councils audited and must be paid.

4059 - Underspend due to reduced costs as a result of remote working at points over the last 12 months. This was a result of COVID19 restrictions and led to increased officer hours involved in the accounting process each month due to the remote working procedures.

Sandy Town Council
Report to 31 March 2021

Analysis by Cost Centre [Continued]

403 Works

Expenditure is 88.7% of the annual budget.

4008 - Low expenditure on training due to reduced training opportunities as a result of COVID19. Expenditure was incurred on required tractor and pesticide training for one employee.

4011 - Slight overspend in general rates. Allowance in 2021/22 budget for increase.

4014 - Includes charges up until 30 March 2020 (Underspend in 2019) Invoice not received until after 30/3/20. Charge from 2019/20 financial year is partly responsible for overspend. In addition higher than expected costs were incurred during October to January. Readings submitted as latest large bill is based on an estimate. Use of portable heaters may have led to higher expenditure during the winter months. Bio tank usage is also being investigated with manufacturer.

4045 - Less than anticipated expenditure due to Bedford Road tree work not getting completed by contractor by 31st March 2021. Work completed in April and accrual for invoice accounted for. Highways England agreed to undertake the work to remove a large dead willow at Beeston. Work still awaited.

405 Footway Lighting

Expenditure is 109% of the annual budget.

4014 - Overspend in cost centre due to increased electricity rates. Budget increased for 21/22 financial year. Reduction is anticipated due to increase in LED lighting stock. Contractor processing information required by utility company as part of review. Renewal of utility provider due in mid 2021. May be possible to get lower tariff by switching providers at this stage.

406 Cemetery & Churchyard

Expenditure is 139.1% of the annual budget.

4011 - Overspend as higher than anticipated charge for general rates for cemetery and chapel.

4036 - Overspend due to repair work to chapel door lock and unanticipated repair works to the town clock organised by the church at a cost of £450. Cost of repairing Chapel roof has resulted in a large budget overspend. The over expenditure was approved by the committee at the time of agreeing the roof work. (Min 67-20/21)

4101 - Higher than anticipated burial costs during the year. Offset by income generated from additional burials and chapel fees (406 -1226)

408 Town Centre (Incl. Market)

Expenditure is 87.1% of the annual budget

4011 - High due to second installment of general rates, lower than anticipated increase overall.

4100 - Low CCTV expenditure following set up of new system. Budget was set up as a contingency to support the new system during its initial 'bedding in' period. Potential to lower budget as part of 2022/23 budget and precept review.

Sandy Town Council
Report to 28th February 2021

Analysis by Cost Centre [Continued]

509 Christmas Lights

Expenditure is 85.1% of the annual budget.

4401 - Expenditure on Christmas light installation, testing and switch on. Final payment made in January following removal and storing of lights. Slight year-end underspend.

4402 - Large underspend due to COVID19 impact on holding of events.

601 Precept and Interest

The second half of the precept was received on 3rd September 2020.

1320 - Less than anticipated interest made from council accounts due to lowering of interest rate on savings.

602 Democratic & Civic Costs

Expenditure is 48.1% of the annual budget.

1245 - £1,200 from Mayor's charity donated to SAIT. 4921 shows transfer to SAIT EMR.

1309 - Donations from Sandy Guild & CBC Cllr Stock for the purchase of litter picks for Sandy Wombles and community events. Litter pickers and litter hoops have been purchased. Underspend transferred to EMR 2021/22 financial year.

4033 - Underspend in newsletter costs as the Bulletin did not run a number of issues during the initial Covid19 lockdown. Online additions were at largely reduced costs.

4200 - Large underspend in Mayor's allowance due to Covid19 and inability to hold and attend usual engagements and events.

4702 - Due to COVID19, planned events have not happened and as a result there is a large underspend. The majority of the budget had been planned for the VE event and supporting of other local events such as the Sandy Show and the Carnival.

4921 - Transfer of Mayor's £1,200 donation to SAIT to EMR (See balance sheet)

4971 - £180 transferred from grants to SAIT EMR representing withdrawals made at that point.

2021/22 Surplus Summary

Cost Centre	Surplus	Comment
Salary	£26,828	Lower than anticipated salary increase (2.75%) and reduced works salary due to unpaid leave and sick pay.
Admin	£6,786	Larger underspend in training costs, service agreements, equipment purchases and accountant costs. Mainly as a result of reduced activity due to Covid19.
Works	£4,719	Larger underspends are in training costs and lower consumables costs over the year due to some reduced activity.
Streetlights	£284	Overspend in electricity costs offset by insurance payment for damaged streetlight.
Cemetery	£3,031	Increased income from burials
Town Centre	£2,116	Surplus due to £2,000 underspend in CCTV following introduction of new system.
Public Toilets	£654	Minimal surplus.
Play and Open Space	£4,190	Majority of surplus is due to less expenditure from contingency codes for play equipment maintenance and vehicle repair.
Sunderland Rd	£1,443	Surplus due to underbudget income from fair ground (£1,030) and low cricket club equipment maintenance expenditure.
Nature Reserve	£108	Minimal surplus. Due to income from stewardship grants.
Grass Cutting	£2,240	Expected underspend based on CBC not increasing contract costs for cuts.
Litter Bins/Maintenance	£1,000	New bins purchased from capital.
Christmas Lights	£2,002	Surplus due to lack of expenditure on Christmas event due to Covid19.
Democratic	£11,781	Surplus due to lack of expenditure on community events (£5,646), Mayors allowance (£2,072) and Bulletin costs (£1,064). All as a result of Covid19 and the limitations put in place by national lockdowns.
TOTAL	£67,182	

Date: 07/04/2021

Sandy Town Council Current Year

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Time: 14:20

Current Bank A/c

List of Payments made between 01/03/2021 and 31/03/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/03/2021	Premium Credit Limited	DD	1,654.43		Insurance charge 20/21
01/03/2021	Public Works Loan Board	DD01	304.12		1846-PWLB loan repayment
03/03/2021	Bedfordshire Rural Communities	32203	4,197.00		2507/1898/ Pinnacle Wardening
03/03/2021	Central Bedfordshire Council	32204	1,624.38		1800082742/ SLL Management Fee
03/03/2021	DCK Accounting Solutions Ltd	32205	450.30		TPC9520/1900/ Monthly Accounting Visits
03/03/2021	Grounds Management Association	32206	150.00		16673/1901/ Annual Membership Subs
03/03/2021	Hertfordshire County Council	32207	18.24		H022104208/ Stationary supplies
03/03/2021	FD Odell & Sons Ltd	32208	72.00		82824/1903/ Skip hire and waste disposal
03/03/2021	Simon M Goldman	32209	1,560.00		PRS/099/ Chapel Roof Repair
03/03/2021	SLCC Enterprises Ltd	32210	90.00		BK201058/1906/SLCC Enterprises
03/03/2021	Steve Dear Tree Services Ltd	32211	2,520.00		12914/1907/ Willow Island Work
03/03/2021	The Wildlife Trust BCN	32212	8,653.26		11026/1908/ The Riddy Management BRCC
08/03/2021	Bank charge payable	CHRG	33.30		Bank charge payable
08/03/2021	HMRC PAYE/NI Due	BACS	3,888.63		HMRC PAYE/NI Due
08/03/2021	Beds Pension Due	BACS	5,024.60		Beds Pension Due
08/03/2021	Purchase Power	BACS01	0.57		BH921591/1904/ Postage underpayment
09/03/2021	Clerks Imprest A/c	Tfr	238.60		Debit Card Top Up
09/03/2021	Ampower UK Ltd	DD02	653.84		1992-Elec Feb 2021
09/03/2021	Ampower UK Ltd	DD03	291.31		1991-Elec Feb 2021
12/03/2021	Ampower UK Ltd	DD04	20.08		1990-Elec Feb 2021
12/03/2021	Ampower UK Ltd	DD05	546.42		1994-Elec Feb 2021
12/03/2021	Ampower UK Ltd	DD06	17.52		1989-Elec Feb 2021
12/03/2021	Ampower UK Ltd	DD07	108.39		1988-Gas Feb 2021
15/03/2021	Staff salaries Mar 2021	BACS	13,767.97		Staff salaries Mar 2021
15/03/2021	UK Fuels Limited DDR	DD08	65.56		1524156/1922/UK Fuels Limited
15/03/2021	Ampower UK Ltd	DD09	30.87		1993-Elec Feb 2021
17/03/2021	Chess Ltd DDR	DD10	315.49		1000364868/ IT service charges
18/03/2021	Purchase Power	DD11	86.93		1998-Qtrly rental charge
22/03/2021	Chess Ltd DDR	DD12	89.28		IT support charge
30/03/2021	Control Print Solutions Ltd	DD13	639.30		1996- Printing Charges
30/03/2021	Chess Ltd DDR	DD14	268.15		1986-Monthly phone charge

Total Payments	47,380.54
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APPLICATION FOR GRANT AID FROM
SANDY TOWN COUNCIL

<u>Name of the Organisation/Group</u>	
Sandy Helping Hands Counselling and Guidance Centre	
Are you affiliated to a national organisation? If so, which one?	No
Local venue/meeting place	Yes
Are you a registered charity? If so, give your charity number?	Not for profit organisation – Charitable Status 7421241
What are the aims and activities of the organisation?	Since 2010, Sandy Helping Hands a not-for-profit voluntary organisation has been providing free or low cost counselling & guidance services to the local community & surrounding areas. Ranging from Mental Health & Domestic Violence counselling sessions, Housing, debt and benefits advice including support with DWP tribunals.
How many members do you have?	Volunteers/Leaders Including Counsellors 7
Members:	Junior - N/A
	Senior - N/A
What is your annual subscription?	Junior £ - N/A
	Senior £ - N/A

<u>Project Information</u>	
What would the grant be used for?	Please see attached sheet.
In what manner will the residents of Sandy benefit?	Please see attached sheet.
Approximately how many Sandy residents will benefit from this grant?	We have recently sent out emails and posters to local community buildings / centres / groups relating to our counselling service and enquiries suggest 15+ for this service alone.

Estimated total cost of project	Please see attached sheet
Please state clearly how much you are applying for from Sandy Town Council.	£1000
What amount is being met from your own funds?	We are a not for profit organisation all our income comes from fundraising and client donations. All this income used to run our services.

<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.</p>		
<u>Source</u>	<u>Amount</u>	<u>Confirmed/Pending/Unsuccessful</u>
Woodward Charitable Trust	£3000	Unsuccessful
CO-OP Community Fund	Awaiting Exact Amount	Successful
Allen Lane Foundation	Donor Decision	Unsuccessful
Tudor Trust	Donor Decision	Unsuccessful
Wixamtree Trust	£1000	Successful
SEMLEP's Community Grants	Donor Decision	Pending Application
Bedfordshire Charitable Trust	£1000	Successful
Postcode Neighbourhood Trust	£1780	Successful
Steel Trust	Donor Decision	Pending Application
Bergqvist Charitable Trust	Donor Decision	Pending Application
Frank Branston Charitable Trust	Donor Decision	Pending Application
St Johns Hospital Trust	Donor Decision	Pending Application
Jill Franklin Trust	Registered interest however due to Covid 19 no new applications until June 2021	
John Lewis Foundation	Intend to apply to	
Rayne Foundation	Intend to apply to	
Lloyds Bank Foundation	Intend to apply to	
Masonic Charitable Fund	Intend to apply to	
John Apthorp Charity	Intend to apply to	
Trust House Charitable Foundation	Intend to apply to	
Bernard Sunley Foundation	Intend to apply to	
Newby Trust	Intend to apply to	
Garfield Weston Foundation	Intend to apply to	
London Luton Airport Operations Ltd Community Trust Fund	Intend to apply to	
National Lottery	Intend to apply to	


Financial Details	
Please specify how any income, particularly surplus, is spent.	We are a not for profit organisation and all income is spent on providing the service to the local community. Any surplus is used to improve the centre / service.
Please attach accounts (audited /independently examined) for the last two years and your budget forecast for the forthcoming/current year.	Please see attached sheets

Payment Details	
Account Title	Sandy Helping Hands Counselling and Guidance Centre
Account Number	19248568
Bank/Building Society Name and Address	Lloyds Bank 35 High Street Biggleswade SG18 0DJ
Contact Details	
Please give details of the person with whom this application can be discussed and to whom any cheque should be sent:	Laura De Quincey
Position in organisation	Trustee
Address	30a Market Square Sandy Beds SG18 8BZ
Telephone Number	01767 690050
E-mail address	enquiries@sandyhelpinghands.org

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: Paul Shadbolt	
Position: Administration - Sandy Helping Hands	
Date: 26 March 2021	

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 Helping Hands – Funding Application

Sandy Helping Hands is a not-for-profit voluntary organisation relying on fundraising and donations to provide free or low cost services for the local community and surrounding areas.

Ranging from Mental Health, Domestic Violence and Substance Abuse counselling sessions, Housing, debt and benefits advice including ESA Tribunals (Paperwork/Court Attendance). To assistance with CV writing and job search guidance, literacy and numeracy through to food parcel and furniture distribution.

Working from the same premises for the past ten years, Sandy Helping Hands prides itself on an open door policy and its support to individuals from diverse backgrounds and needs in the local community who need help or guidance with any issue they are facing in their personal or professional life.

Assisted by volunteers and work placement students for the day-to-day admin and non-specialised services with qualified and trainee counsellors for professional guidance.

Our aim is that our service users are able to build their self-esteem and with our support help them to make better life choices; which enhances and fulfils their potential for a better quality of life.

As with all organisations in our sector the stop start nature of the ongoing Coronavirus situation, funders either changing their criteria or postponing their funding activities to a later date and our own avenues of fundraising not available to us due to Covid 19 restrictions, our future looked bleak.

However, we were granted some money from Central Beds Covid Relief and have been able to secure some funding from Wixamtree Trust and the Postcode Neighbourhood Trust; also, a successful application to the COOP Community Fund (two payments - April and September) and more recently Bedfordshire Charitable Trust has meant our immediate future was safe.

Thanks to this funding, we have been able to continue in a limited capacity and have also been able to start to implement some improvements, IT refurbishments, a revamped website, some marketing etc and to make us Covid safe as possible (hand sanitisers and dispensers, paper towels and holders, signs, face visors etc etc).

Over the years, we have prided ourselves on our open door policy but with Covid 19 rules and regulations; this will need to change and we will have to adapt to survive.

Appointments only, group sessions will have to be smaller or even scrapped for more one to one sessions, plus a move to increase remote, digital service provisions. This will mean a need for more volunteers, counsellors and longer opening hours including weekend opening, which in turn will lead to higher core costs.

We will need to advertise through print and digital media to let previous and prospective clients that we are still open and offering our services.

This increase may also mean to improve our service even more we may need employ someone full time or two part time to oversee the running of the service. This has been included in the budget below.

Others organisations have not been so lucky, as such we are looking for funding to be able to fill that gap and to provide our much need services through 2021 and beyond...

Budget/Core Costs

Wages	£13,824.00
Volunteer Expenses	£1,344.00
Utilities	£ 940.00
Telecoms	£ 431.00
Marketing (various avenues inc digital)	£ 500.00
PPE and Cleaning Materials	£ 150.00
Refreshments	£ 50.00
Total Funding	£17,239.00

Employee Wages – To cover either one person @ 32 hours per week or two people @ 16 hours per week.

Volunteer Expenses – Up to four additional volunteers - average 28 miles a week - we have a policy of two people on site for safety.

Utilities – at present unsure of exact amount (longer opening hours) so doubled yearly usage as a guide.

Telecoms – set amount and should not change.

Policy, Finance and Resources Committee

Date:	10th May 2021
Title:	Bowls Club Shed Agreement
Contact:	Chris Robson, Town Clerk

Purpose of the Report

1. To receive and consider a recommendation on the review of an agreement with the Sandy Bowls Club for the siting of a storage shed on land within the boundary fence of the Bowling Club located at Sandy Village Hall, Medusa Way, off Engayne Avenue in Sandy. The agreement was to be reviewed at the end of February 2021.

Recommendation

2. That the Council approves the renewal of the agreement on an ongoing basis, to be reviewed in future in line with the lease for the bowling green.

Background

3. In 2018 the Sandy Bowls Club approached the Town Council to seek permission to erect a new storage shed within the boundaries of the Sandy Bowling Club site. The Council has a lease in place with the Sandy Bowls Club for the bowling green and under that lease any proposed changes or additions to the site must be approved by the Council, who is the 'Landlord'.
4. The Council approved the erection of the shed and a simple agreement between the Council and the Bowls Club was put in place to sit alongside the existing lease for the bowling green site.
5. The agreement was for the erection of a 7ft high, 12ft x 6ft shed for the purpose of storage.
6. The agreement was made in February 2018 and was to be reviewed after an initial three years.

Proposals/Information

7. No issues have arisen as part of the agreement, which provided more storage space for the bowling club for the benefit of the club's members and users of the bowling green.
8. Due to the need for this storage space the contents of the agreement are of an ongoing nature and as such it is proposed the agreement be renewed and reviewed again in line with the main bowls club lease, or at a time when review becomes necessary as part of a further request or proposed change to the agreement.

Financial Implications

9. There are no proposed financial costs to the Council.

Other Implications

N/A

Policy Implications

N/A

Legal Powers

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

Author: C Robson

clerk@sandytowncouncil.gov.uk

AGREEMENT FOR SITING OF STORAGE SHED

THIS AGREEMENT is made the 27th day of February 2018 **BETWEEN SANDY TOWN COUNCIL** of 10 Cambridge Road, Sandy, SG19 1JE ("the Council") and **THE SANDY TOWN BOWLING CLUB** ("the Tenant").

NOW IT IS AGREED as follows:-

1. Agreement

THE Council agrees to let the Tenant install and erect a storage shed on land within the boundary fence of the Bowling Club located at Sandy Village Hall, Medusa Way, off Engayne Avenue in Sandy SG19 1BN. This agreement sits alongside the existing Lease agreement between Sandy Town Council and the Sandy Town Bowling Club dated 1st April 2008 . The agreement is for an initial three years and is to be reviewed on 27 February 2021.

2. Tenant's Agreements

The Tenant agrees with the Council to observe and perform the conditions and obligations set out below:

2.1. Rent

There is no rent associated with the siting of the shed.

2.2. Use

The Tenant must use the shed for the purpose of storage for bowls club equipment only.

2.3 Location

The shed will be located in the position shown on the attached plan.

The shed causes no nuisance to other users of the area.

2.4 Permitted Size

The shed is identical to the shed currently on the site and is 12ft long x 6ft wide and 7ft high at the apex of the roof. The shed will be a tongue and groove built shed with one door so that it is secure and also in keeping with the other sheds.

2.5 Insurance and Maintenance

The tenant will be liable for all insurance, security and maintenance of the shed and the Town Council accepts no liability for damage to the shed or theft of items from it.

2.6 Removal

Your club will be responsible for the removal of the shed at the end of the licence term and/if the building comes into disrepair.

Your club will be responsible for making good any damage to the area where the shed is located when it is eventually removed

2.7 Additional Permissions

The Tenant is responsible for securing any additional permissions, including planning permission for the shed should it be needed.

3. Notices

Any notice required to be given in relation to the approved shed by the Council to the Tenant may be signed on behalf of the Council by the Town Clerk and may be served on the Tenant either personally or by leaving it at his last known place of abode or by registered letter or letter sent by the recorded delivery service addressed to him there or by fixing same in some conspicuous manner on the Allotment.

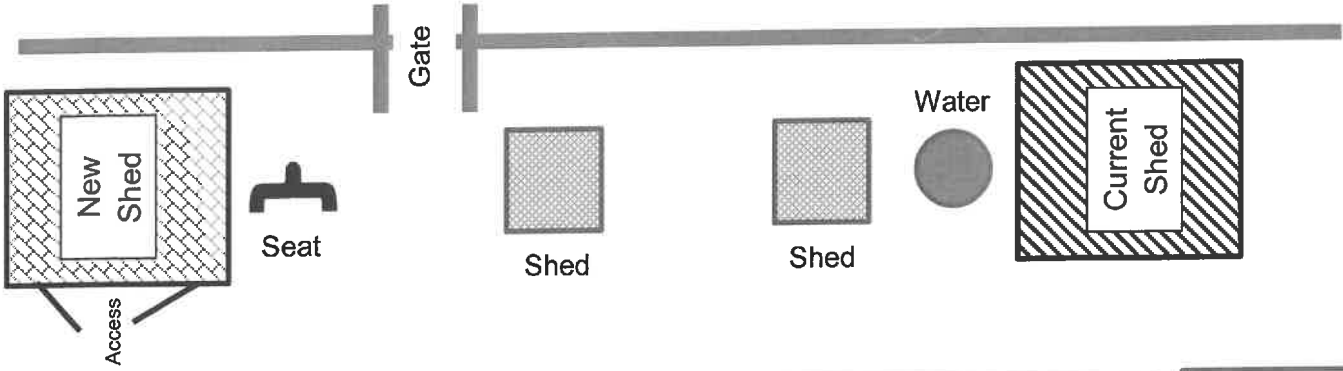
Any notice required to be given by the Tenant to the Council shall be sufficiently given if signed by the Tenant and sent in a prepaid post letter to the Council.







Bowling Green



Village Hall



AS WITNESS the hands of the parties the day and year first before written.

SIGNED for and on behalf of Sandy Town Council	C.J. ROBSON 
In the presence of:	CABAKER SMITH 
SIGNED by the said	
Signed for and on behalf of the Sandy Town Bowling Club	M. J. Gorman - SECRETARY 
In the presence of:	
Signature of Witness	
Address of Witness	10 Cambridge Road Sandy SS19 1JE
Occupation of Witness	Local government officer

Policy, Finance and Resources Committee

Date:	10th May 2021
Title:	Maintenance and Repair Works Report
Contact:	Chris Robson, Town Clerk

Purpose of the Report

1. To receive and note a report from the Town Clerk on ongoing maintenance and repair works and the costs involved.
2. To consider and note works to be carried out at the car park toilets.

Recommendation

3. That the committee note the updates contained in the table in section 7 of the report.
4. To approve works to be undertaken to repair the public toilets located in the car park toilets and that the required funds come from the Rolling Capital Fund.

Background

5. There have been several maintenance or repair issues which have arisen over the last few months, some of these have already been considered by the committee and quotes for works approved. The works approved are detailed in this report for Members' information and updates. Additional urgent works have also arisen and are included for Members' consideration.
6. As Members are aware from previous reports, in several cases the office has struggle to get quotes for some of the works which need to be undertaken.

Proposals/Information

7. The table below details recent repair/maintenance works which the committee have approved or need to be undertaken on Council buildings or assets.

Building/Asset	Works Required	Cost	Status	Budget
Riddy knee rail fencing	Replacement of 21 bays of knee rail fencing along path at 'The Mill Pond'.	£1,341.06	Work agreed and completed	2021/22 Riddy Maintenance budget
Chapel flat roofs	Repair and resurfacing of both flat roofs at chapel and repair of guttering.	£1,560.00	Work agreed and completed	2021/22 Cemetery Maintenance budget
Church boundary wall	Repair of 10sqm of sandstone wall	£1,330.00	Contractor appointed. Still awaiting date of repair works from contractor.	Rolling Capital Fund
Village Hall access road	Resurface approx. 140 yards of road with SMA tarmac, sealing joints with hot tar.	£5,500.00	Contractor appointed. Contractor wishes to start work the week of 17th May , subject to discussions with users (Village Hall, SBC, SCC, SLL)	Rolling Capital Fund
Banks Pavilion roof	Resurface of entire flat roof of the Banks Pavilion, which has leaked and is in need of repair. Internal work to be undertaken by outdoor team.	£1,500.00	Council contractor who completed Chapel roof work due to carry out repair work from 12th May . Approved under delegated authority as per Financial Regs.	Sunderland Rd Property Maintenance Budget
Public Toilets – Car Park	Replacement of handwashing unit with sink and hand dryer unit. Repair work to three toilets.	£2,810.00	See section 8 for details.	Rolling Capital Fund – due to cost of works and new equipment purchase.
Cemetery car park dropped kerb	Installation of a dropped kerb from the new car park to allow disabled access. Ramp not feasible due to space available and need for space for cars to manoeuvre.	£2,600.00 Reduced to £2,150.00	Contractor undertaking village hall work can carry out the work the week of 17 th May. £450 reduced price if work is undertaken at the same time of village hall work.	Rolling Capital Fund

8. There have been several issues with the car park toilets over the last few months. This includes the failure of the hand wash and dryer unit in the ladies' toilets which has failed completely and needs removing. In addition, work is needed to fix one of the toilets in the males' and two in the females'. The work to be undertaken requires a plumber and an electrician and the Council has again struggled to get recommendations and quotes, although several contractors have reviewed the issues.

The following recommendation and quote has been received which the Outdoor Team Leader is recommending the Council move forward with;

Work	
<ul style="list-style-type: none"> Replace one wall where the defunct dryer is located with a stainless-steel sheet and sink. Install Blue stainless steel eco hand dryer, Ariston under sink water heater (15litre), Lioninox wall mounted stainless steel sink and soap dispenser. Fix three syphons in the male and female toilets. Remove one toilet and re-fit to fix leaks that occur when flushed. 	
Parts and Materials: £1,410.00	Labour and electrician: £1,400.00

Financial Implications

9. The financial implications of works agreed and proposed works are detailed in the table in section 6 of this report.

Other Implications

N/A

Policy Implications

10. All works will be subject to the Council's financial regulations and procurement. While there are no direct policy implications in completing each of the works it is responsible for the Council to invest in, and ensure its buildings and assets are well maintained.

Legal Powers

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

Author: C Robson
clerk@sandytowncouncil.gov.uk

Policy, Finance and Resources Committee

Date:	10th May 2021
Title:	WI-FI Provision, Council Offices
Contact:	Chris Robson, Town Clerk

Purpose of the Report

1. To receive and consider the costs of providing a new Wi-Fi network at the Council's offices at 10 Cambridge Road, Sandy, as provided by the Council's IT service provider.

Recommendation

2. That the Council approves the quotation from the Council's IT provider for the setup of Wi-Fi provision at 10 Cambridge Road and that the costs come from the Council's miscellaneous establishment costs, 402 4020.

Background

3. The Town Council's IT service contract includes the provision of an internet broadband. The Council also had a Wi-Fi network for a considerable number of years, which was run from a Wi-Fi hub located in the Council Chamber. This Wi-Fi provision was open to use by users of the Council chamber, including Councillors, staff, contractors or advisors working with or presenting to the Council, and those booking use of the chamber as a meeting room.
4. In April 2021 the Wi-Fi provision stopped working and the Council's IT provider attended site to resolve the issues. However, the Wi-Fi hub itself has stopped working and a new hub/system needs to be installed.

Proposals/Information

5. The Council's IT service provider has advised that the previous Wi-Fi set up was not appropriate for the Council as it was not secure. Anyone accessing the Wi-Fi provision in the Council Chamber would potentially be able to access the Council's server from which the administration staff operate, and all files are saved. The IT provider has recommended that a secure network and security license will be required so the Wi-Fi access point can provide public access and officer access, while ensuring the public provision cannot access any of the Council's server.
6. The following recommendation and quote have been provided by the IT provider;

Description	Quantity	Price	Optional	Recurring
Cisco Meraki MR20 - Radio access point - 802.11ac Wave 2 - Wi-Fi 5 - 2.4 GHz, 5 GHz - DC power	1	£182.44	No	One-off
Meraki AC Adapter for MR Wireless Access Points (UK Plug)	1	£25.56	No	One-off
License for MERAKI Enterprise security 3Y	1	£262.24	No	Three Years
Chess ICT Field Engineers onsite set-up Support	1	£110.00	No	One-off
TOTAL		£580.24		

Financial Implications

7. As identified in section 6 the proposed Wi-Fi set up will incur a cost of £580.24 in the 2021/22 financial year. The Council's IT budget was lowered for the 2021/22 financial year due to re-negotiated lower monthly service contract costs. To a potential overspend in the 2021/22 budget the Council could fund the Wi-Fi equipment and set up cost from 402 4020, miscellaneous establishment costs.
8. The security licence for the remote access point will need to be renewed in 3 years' time at a cost of £262. This cost may rise in line with inflation.

Other Implications

9. The provision of Wi-Fi is required if the Council is to return to letting the Chamber out for meetings or other community use as per its lettings policy. Wi-Fi provision also supports the return to face-to-face Council meetings, where Councillors or staff may wish to access the internet for the purpose of supporting documents for those meetings.
10. In addition, at times presentations are made to the Council by outside bodies, which may require internet access as part of providing the Council with information. Contractors and service providers may at times also require internet access when meeting with the Council in the chamber as part of work on projects of Council service provision.
11. The Council's Ring doorbell, which forms part of its CCTV policy and premises security, also operates via Wi-Fi and as a result is currently out of action.

Policy Implications

12. If the Council does not provide Wi-Fi provision it will need to amend its Lettings Policy for the Chamber to reflect this.
13. The Council will need to update its Data Protection Policy in line with the security offered by the proposed Wi-Fi provision.
14. If a Wi-Fi connection is not set up, then the CCTV Policy will need to be amended to remove the Ring doorbell at 10 Cambridge Road reception.

Legal Powers

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

Risk Management

16. If the Council provides a Wi-Fi access point it needs to ensure that its data is protected and secure. Failure to provide a secure connection, with security in place as per the quotation would put the Council's network at risk. This would include opening up the potential for access to all of its servers. As such, any Wi-Fi provision should be from a secure access point with security in place.

Author: C Robson

clerk@sandytowncouncil.gov.uk

Policy, Finance and Resources Committee

Date:	10th May 2021
Title:	Archaeological Work
Contact:	Chris Robson, Town Clerk

Purpose of the Report

1. To receive and note a report on the cost of outstanding archaeological works to be undertaken as part of the planning permission granted for the cemetery extension site.

Recommendation

2. That the Clerk instruct the contractor to complete post-excavation work related to the full-scale excavation at the cemetery site. The work be completed at a cost of £15,525 and funded from the Council's rolling capital fund.

Background

3. As part of the planning permission granted for the Council's cemetery extension and depot build it was a requirement for the Town Council to undertake a full-scale excavation of the extension site and complete both post excavation assessment work, and analysis, publication, and archiving.
4. The excavation works were completed, and the post excavation assessment stage was started in 2019. However, the works were paused due to the quantity and quality of features and finds resulting in unforeseen costs. The Council entered into discussions with Central Bedfordshire Council and the archaeological contractor to establish if any savings in costs could be made. The final proposed costs are detailed below. The impact of the pandemic on both the contractor and the Council, including the furloughing of contractor staff resulted in the works being paused over the last year.

Proposals/Information

5. It is proposed that the Council now instruct the contractor to complete the post excavation works and report back to the Council before commencing with any analysis and publication work.
6. The original cost quoted to complete the post excavation assessment work was £19,965. However, following discussions with CBC's archaeological officer the contractor was able to reduce the cost of this work to £15,525 by completing the assessment phase without the production of a post excavation assessment (PXA) report.
7. The final stage of analysis, publication and archiving has been estimated at £45 - £52,000 by the contractor. The Council has allowed for both the post excavation assessment costs and the final analysis, publication and archiving costs within its rolling capital budget.
8. Not completing a PXA report was suggested by CBC's archaeological officer and, although not necessarily ideal, is acceptable to CBC, and therefore the planning condition which the Council must meet. The archaeological contractor has commented that there may be an impact of not producing this report in the final stage of analysis and publication work. Experts are usually provided with a PXA report during the analysis phase, which provides maps, background information, and site narrative based on the results from other specialists. Without this, it may be difficult for specialists to accurately place their results within their appropriate context. This option would also mean that the council would not be

AGENDA ITEM: 12**APPENDIX VIII**

provided with a report on the assessment and site narrative, with dissemination only provided at the end of the analysis and archiving phase. Therefore, if there is to be a large hiatus between the assessment and analysis/publication phase, it would be useful for the council to have a PXA report.

9. Due to the advice from the contractor, if the Council is to complete the post excavation assessment work without a PXA report to save costs, it should then commit to undertaking the final phase as soon as possible.

Financial Implications

10. The total cost to complete the required archaeological work will be £60,525 – 67,525 depending on the costs of the final analysis and publication stage. The Council has allowed for this expenditure within its rolling capital fund.
11. If the Council were to also produce a PXA report during the post excavation assessment stage the cost of works would increase by £4,440 to a total of £64,965 - £71,965.

Other Implications

12. The Council is required to complete the archaeological works, as it was required to carry out the excavation due to the planning conditions for the site. Failure to complete the work would mean the Council would continue to have an undischarged planning condition.

Policy Implications

N/A

Legal Powers

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

Author: C Robson

clerk@sandytowncouncil.gov.uk



Ministry of Housing,
Communities &
Local Government

Rt Hon Robert Jenrick MP
*Secretary of State for Housing,
Communities and Local Government*

**Ministry of Housing, Communities and
Local Government**
4th Floor, Fry Building
2 Marsham Street
London SW1P 4DF

Tel: 0303 444 0000
Email: robert.jenrick@communities.gov.uk

To all Leaders and Chief Executives in England

www.gov.uk/mhclg

26 March 2021

Dear Colleagues,

GUIDANCE ON FLYING THE UNION FLAG

Earlier this week the Government published new guidance on the flying of the Union Flag from UK Government buildings.

The Government is committed to promoting the flying of the Union Flag as one of the most important and recognisable symbols of British national identity. This new guidance will champion the UK's national identities and strengthen our shared pride in the union through the institutions that define Britain.

The guidance emphasises UK Government buildings should fly the Union Flag every day where they have one flagpole present, except on certain occasions where other flags may wish to be flown, such as the national flags of the constituent nations of the United Kingdom, the Armed Forces flag, the Commonwealth flag, county and other local flags, and other flags which may promote civic pride. A copy of the guidance can be found on GOV.UK.

While this guidance is aimed at UK Government buildings, I want to encourage all local authorities in England to fly the Union Flag more frequently on their principal buildings, where such flagpoles would otherwise fly no flag, or alongside local and civic pride flags. Although I appreciate many councils already do fly it on a regular basis, the Union Flag is a source of pride for local communities around the country, and I would urge more councils to follow the Government's lead.

I also believe many local communities would like to see the Union flag flown more frequently alongside their county and borough flags so that they can celebrate both national and local identities. To facilitate this, my Department will be amending the Control of Advertisements regulations for England to permit double flagging (the flying of two flags from the same flagpole) without the need for express consent. This will allow county and other local flags to be flown alongside the Union flag on the same flagpole, providing the Union flag is in the superior position, without the need to secure consent.

We will also be allowing flags in support of the NHS to be flown without the need for express consent, as well as removing the current exemption for the flying of the EU flag following the UK's departure from the EU.

A handwritten signature in black ink that reads "Robert Jenrick." The signature is written in a cursive style. Below the signature is a single horizontal line.

RT HON ROBERT JENRICK MP

SANDY TOWN COUNCIL

Flag Flying Policy

1. Introduction

- 1.1 This policy sets out Sandy Town Council's policy for flag flying.
- 1.2 Flags are traditionally flown by the Town Council for a variety of reasons; to show allegiance, support, or respect or to celebrate. The Town Council will always be sensitive to the views of all sectors of its community and will never use flags for political purposes.
- ~~1.3 The Town Council is free to fly the Union Flag at its discretion, however it will as far as appropriate follow national guidance.~~
- 1.3 As from Summer 2021 government guidance states that UK Government building flagpoles should not remain empty – the default should be flying the Union Flag if no other flag is being flown. This guidance is aimed at UK Government buildings, however they encourage local authorities and other local organisations to follow suit where they wish to fly flags.
- ~~1.4 Dates need to be checked annually on www.gov.uk (Move to section 3)~~

2. Information

- 2.1 Sandy Town Council owns two flagpoles, one is situated at Faynes Corner near the roundabout in town, the other is situated to the rear of the Council offices overlooking the car park. The flagpole located at Faynes Corner was funded by the Sandy Chamber of Trade in 2018.
- 2.2 The Union flag will be flown at 10 Cambridge Road all year round unless another flag is being flown.
- 2.3 Other Flags will be flown from both flagpoles on recognised days and will be flown for one day unless agreed otherwise.
- 2.4 Officers will raise the appropriate flag at 10 Cambridge Road at 9:00am on a recognised flag flying day. The Flag will be flown until the following morning unless specified otherwise.
- 2.5 The outdoor team will raise the appropriate flag at Faynes Corner at 8:00am on a recognised flag flying day. The Flag will be flown until the following morning unless specified otherwise.

2.6 When a flag flying day falls on a weekend the flag will be raised at 4:00pm on a Friday and lowered at 8:00am on a Monday.

3. Union Flag Flying Days

3.1 The Union Flag will be flown at **10 Cambridge Road** all year round unless another flag is being flown.

3.2 At **Faynes Corner** the Union Flag, may be flown on the following occasions, in accordance with guidance from the Department for Culture, Media and Sport

Union Flag		
Date	Reason	Flag
21 April	Birthday of Her Majesty the Queen	Union
11 November (2 nd Sunday in November)	Remembrance Day	Union
14 November	Birthday of the Prince of Wales	Union

3.2 Dates need to be checked annually on www.gov.uk.

3.3 The Union Flag will be flown at **Faynes Corner** on the first working day following the birth of a new royal baby. The flag will be taken down on the morning of the following day.

3.4 The Town Clerk in consultation with the Mayor has discretion to fly the union flag at **Faynes Corner** at other times:

- To celebrate & support sporting events of significance.
- In recognition of a royal visit in consultation with the Lord Lieutenant.
- In respect of a formal visit by another significant dignitary.
- A special event of success in the town.
- Formal Town Council Civic occasions.

4. Flying the Union Flag at Half Mast

4.1 According to the College of Arms website, the Union Flag shall be flown at half-mast in the following circumstances:

- From the announcement of the death of the sovereign until the funeral.

In the following cases, half mastings will be by special command from Her Majesty:

- On the death of a member or near relative of the Royal Family or the funeral of members of the Royal Family

- The funerals of Prime Ministers and ex-Prime Ministers of the United Kingdom
 - Any other occasions as commanded
- 4.2 The Department of Culture, Media and Sport will inform Government departments of any other occasions when Her Majesty has given a special command. The College of Arms will publish details of half-masting instructions for the information of local and national government and any other interested bodies or individuals.
- 4.3 Local government bodies are permitted to fly the Union Flag at half-mast to mark local as well as national commemorations or losses, including the death of present councillors or past Mayors. In this case flags would be flown at half-mast for one day.
- On the death/funeral of a serving officer in the Armed Forces from the town.
 - On Holocaust Day in January.
 - On the death/funeral of a serving Town Councillor, local Unitary Councillor, or local Member of Parliament.
 - At the discretion of the Mayor, to commemorate local civic and community dignitaries who have recently passed away.

Note: 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. (The Flag Institutes Flag Flying Protocol)

5. How should flags be flown at half-mast?

- 5.1 When flags are to be flown at half-mast, they should be two-thirds up between the top and bottom of the flagstaff with at least the height of the flag between the top of the flag and the top of the flagpole.
- 5.2 When raising the flag, it should always be hoisted right up and then lowered back down to half-mast. Likewise, before it is lowered, it should first be hoisted right up and then lowered back down.
- 5.3 When flag flying days coincide with days for flying flags at half-mast, flags should be flown right up, unless special commands are received from Her Majesty to the contrary.

6. Other Flags

- 6.1 On the second Monday in March the Council will fly the Commonwealth Flag in recognition of Commonwealth Day.
- 6.2 On St George's Day, **23 April**, the Flag of St George may be flown. At the Mayor's discretion, the Flag of St George may be flown to celebrate or support sporting events of significance of an England Team.

- 6.3 On the **28 November** the Council will fly the Bedfordshire County Flag in recognition of Bedfordshire Day.
- 6.4 Other flags can be flown at the discretion of the Town Clerk and the Mayor.

7. Twinning Flags

- 7.1 According to the Department for Communities & Local Government’s Plain English Guide to Flying Flags, the Council does not need consent to fly any country’s national flag.
- 7.2 Sandy Town Council is twinned with Malaunay in France and has a long partnership with Skarszewy in Poland. The relevant national flag will be flown when Sandy receives visitors from these countries.

8. How should the Union Flag be flown?

- 8.1 The flag must be flown the correct way up, see www.flaginstitute.org/wp/ for further details. The correct way up for the Union Flag when flying is with the broader diagonal white stripe at the top left-hand side of the flag nearest the flagpole;



Adopted: May 2019
Review: May 2022