

Sandy Town Council

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

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 12 June 2017 at 7.30pm for the purpose of transacting the items of business below.

Chris Robson
Town Clerk
10 Cambridge Road
Sandy SG19 1JE
01767 681491
6 June 2017

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

A G E N D A

Reports

1 Apologies from the Committee Chairman

In the absence of the Committee Chairman the Mayor will Chair the meeting until a Vice Chairman is elected.

2 Apologies for absence

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 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*

4 Election of Vice Chairman

To receive nominations and elect a Vice Chairman for the municipal year 2017/18.

Sandy Town Council

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 Minutes of previous meeting

To receive the minutes of the Policy, Finance and Resources Committee held on 8 May 2017 and to approve them as a correct record of proceedings.

Previously circulated

7 Financial Reports

i) To consider a balance sheet and detailed financial report showing income and expenditure against the revenue budget for 30 April 2017.

Appendix I

ii) To receive a budget overview report.

Appendix II

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

Appendix III

iv) The Chair to approve bank reconciliations and statements.

8 Action List

To receive Action Report and any update.

Appendix IV

9 Grant Application

To receive and consider a grant application from Magpas Air Ambulance.

Appendix V

10 Defibrillator Training

To consider holding defibrillator community training sessions.

Appendix VI

11 Jenkins Pavilion Agreement

To receive and consider recommending for agreement a management agreement with Central Bedfordshire Council and Stevenage Leisure Limited.

Appendix VII

12 Drone Policy

To receive and consider a draft Drone Policy.

Appendix VIII

13 Social Media Policy

To receive and consider a draft Social Media Policy.

Appendix IX

14 Freedom of Information Act 2000 Model Publication Scheme

To review the Councils Freedom of Information Policy.

Appendix X

15 Customer Care Policy and Service Standards

To review the Council's Customer Care and Service Standards Policy

Appendix XI

Sandy Town Council

16 Minutes Policy

To receive and review the Council's Minutes Policy.

Appendix XII

17 Chairman's Items

18 Date of Next Meeting: 31 July 2017

Detailed Balance Sheet (Excluding Stock Movement)

Month No: 1 30th April 2017

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>	
<u>Current Assets</u>			
100	Debtors Control	4,985	
105	VAT Control	3,083	
110	Prepayments	574	
200	Current Bank A/c	44,537	
201	Clerks Imprest A/c	542	
205	Capital a/c Santander	216,456	
206	Barclays Active Saver	421,714	
208	Public Sector Deposit Fund	201,755	
210	Petty Cash	250	
	Total Current Assets		893,895
<u>Current Liabilities</u>			
501	Creditors Control	34,303	
	Total Current Liabilities		34,303
	Net Current Assets		859,592
	Total Assets less Current Liabilities		859,592
<u>Represented By :-</u>			
300	Current Year Fund	210,586	
310	General Reserve	170,764	
315	Rolling Capital Fund	33,970	
320	Capital Receipts Reserve	57,712	
321	Earmarked Reserves	23,028	
322	EMR Fallowfied	347,532	
323	EMR Community Funds	7,000	
324	EMR Elections	9,000	
	Total Equity		859,592

Summary Income & Expenditure by Budget Heading 30th April 2017

Month No : 1

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
401 Staff	Expenditure	19,773	19,773	276,450	256,677		256,677	7.2 %
402 Administration-Office	Expenditure	11,456	11,456	81,455	69,999		69,999	14.1 %
	Income	533	533	4,700	-4,167			11.3 %
403 Administration-Works	Expenditure	3,319	3,319	31,429	28,110		28,110	10.6 %
405 Footway Lighting	Expenditure	42	42	9,500	9,458		9,458	0.4 %
406 Cemetery & Churchyard	Expenditure	2,799	2,799	11,129	8,330		8,330	25.2 %
	Income	1,454	1,454	25,000	-23,546			5.8 %
408 Town Centre (Including Market)	Expenditure	15,780	15,780	34,513	18,733		18,733	45.7 %
	Income	0	0	620	-620			0.0 %
409 Public Toilets - Car Park	Expenditure	1,735	1,735	4,131	2,396		2,396	42.0 %
500 Play Areas and Open Spaces	Expenditure	40	40	-5,700	-5,740		-5,740	-0.7 %
	Income	500	500	1,115	-615			44.8 %
501 Sunderland Road Rec Ground	Expenditure	1,494	1,494	27,510	26,016		26,016	5.4 %
	Income	380	380	679	-299			56.0 %
502 Nature Reserves	Expenditure	2,000	2,000	13,000	11,000		11,000	15.4 %
	Income	0	0	3,700	-3,700			0.0 %
505 Grass Cutting	Expenditure	0	0	10,000	10,000		10,000	0.0 %
506 Litter Bins, Seats & Shelters	Expenditure	0	0	500	500		500	0.0 %
509 Christmas Lights	Expenditure	0	0	18,000	18,000		18,000	0.0 %
	Income	0	0	2,000	-2,000			0.0 %
601 Precept and Interest	Income	269,448	269,448	542,309	-272,861			49.7 %
602 Democratic and Civic Costs	Expenditure	3,290	3,290	13,800	10,510		10,510	23.8 %
700 Capital and Projects	Expenditure	0	0	321,411	321,411		321,411	0.0 %
	Income	0	0	267,005	-267,005			0.0 %
INCOME - EXPENDITURE TOTALS	Expenditure	61,729	61,729	847,128	785,399	0	785,399	7.3 %
	Income	272,315	272,315	847,128	-574,813			32.1 %
	Net Expenditure over Income	-210,586	-210,586	0	210,586			

Month No : 1

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>401</u>	<u>Staff</u>							
4001	Gross Salaries - Admin	8,733	8,733	114,000	105,267		105,267	7.7 %
4002	Gross Salaries - Works	6,454	6,454	97,700	91,246		91,246	6.6 %
4003	Employers NIC	1,016	1,016	22,100	21,084		21,084	4.6 %
4004	Employers Superannuation	2,820	2,820	41,450	38,630		38,630	6.8 %
4010	Miscellaneous Staff Costs	750	750	1,000	250		250	75.0 %
4030	Recruitment Advertising	0	0	200	200		200	0.0 %
	Staff :- Expenditure	19,773	19,773	276,450	256,677	0	256,677	7.2 %
	Net Expenditure over Income	19,773	19,773	276,450	256,677			
<u>402</u>	<u>Administration-Office</u>							
4008	Training	0	0	2,500	2,500		2,500	0.0 %
4009	Travel & Subsistence	0	0	250	250		250	0.0 %
4011	General Rates	6,291	6,291	6,305	14		14	99.8 %
4012	Water Rates	-100	-100	400	500		500	-25.0 %
4014	Electricity	429	429	3,500	3,071		3,071	12.3 %
4015	Gas	-10	-10	1,800	1,810		1,810	-0.5 %
4016	Cleaning Materials etc	149	149	1,250	1,101		1,101	11.9 %
4020	Misc Establishment Costs	0	0	2,000	2,000		2,000	0.0 %
4021	Telephone & Fax	168	168	2,500	2,332		2,332	6.7 %
4022	Postage	42	42	1,700	1,658		1,658	2.5 %
4023	Printing & Stationery	216	216	3,000	2,784		2,784	7.2 %
4024	Subscriptions	2,139	2,139	2,700	561		561	79.2 %
4025	Insurance (excl vehicles)	1,760	1,760	22,250	20,490		20,490	7.9 %
4026	Photocopy Costs	439	439	3,500	3,061		3,061	12.5 %
4027	IT Costs incl Support	546	546	6,000	5,454		5,454	9.1 %
4028	Service Agreements (Other)	113	113	6,000	5,887		5,887	1.9 %
4035	Publications	2	2	100	98		98	1.8 %
4036	Property Maintenance/Security	906	906	3,000	2,094		2,094	30.2 %
4040	Equipment Purchases (Minor)	0	0	2,000	2,000		2,000	0.0 %
4050	Tourism Expenditure	0	0	750	750		750	0.0 %
4051	Bank Charges	0	0	100	100		100	0.0 %
4056	Legal Expenses	0	0	1,000	1,000		1,000	0.0 %
4057	Audit Fees - External	-1,300	-1,300	1,300	2,600		2,600	-100.0 %
4058	Audit Fees - Internal	-375	-375	850	1,225		1,225	-44.1 %
4059	Accountancy Fees	37	37	6,500	6,464		6,464	0.6 %
4070	Refreshments	4	4	200	196		196	2.2 %
	Administration-Office :- Expenditure	11,456	11,456	81,455	69,999	0	69,999	14.1 %
1003	Tourism Income	219	219	2,000	-1,782			10.9 %

Month No : 1

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1201 Rent Received Etc	305	305	2,500	-2,195			12.2 %
1202 Photocopying Income	9	9	0	9			0.0 %
1360 Ticket Sales Commission	0	0	200	-200			0.0 %
Administration-Office :- Income	533	533	4,700	-4,167			11.3 %
Net Expenditure over Income	10,923	10,923	76,755	65,832			
<u>403 Administration-Works</u>							
4005 Protective Clothing	0	0	1,000	1,000		1,000	0.0 %
4008 Training	0	0	500	500		500	0.0 %
4011 General Rates	1,724	1,724	2,279	555		555	75.7 %
4012 Water Rates	0	0	200	200		200	0.0 %
4014 Electricity	-813	-813	1,000	1,813		1,813	-81.3 %
4017 Refuse Disposal	370	370	3,500	3,130		3,130	10.6 %
4036 Property Maintenance/Security	875	875	2,000	1,125		1,125	43.7 %
4038 Consumables/Small Tools	215	215	2,500	2,285		2,285	8.6 %
4039 Planting/Trees/Horticulture	0	0	6,500	6,500		6,500	0.0 %
4040 Equipment Purchases (Minor)	0	0	2,000	2,000		2,000	0.0 %
4042 Equipment/Vehicle Maintenance	0	0	5,500	5,500		5,500	0.0 %
4043 Equipment/Vehicle Fuel	718	718	2,200	1,482		1,482	32.6 %
4044 Vehicle Tax & Insurance	230	230	2,250	2,020		2,020	10.2 %
Administration-Works :- Expenditure	3,319	3,319	31,429	28,110	0	28,110	10.6 %
Net Expenditure over Income	3,319	3,319	31,429	28,110			
<u>405 Footway Lighting</u>							
4014 Electricity	42	42	5,500	5,458		5,458	0.8 %
4042 Equipment/Vehicle Maintenance	0	0	4,000	4,000		4,000	0.0 %
Footway Lighting :- Expenditure	42	42	9,500	9,458	0	9,458	0.4 %
Net Expenditure over Income	42	42	9,500	9,458			
<u>406 Cemetery & Churchyard</u>							
4011 General Rates	2,384	2,384	2,579	195		195	92.5 %
4012 Water Rates	-25	-25	100	125		125	-25.0 %
4036 Property Maintenance/Security	0	0	1,000	1,000		1,000	0.0 %
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	440	440	6,200	5,760		5,760	7.1 %
Cemetery & Churchyard :- Expenditure	2,799	2,799	11,129	8,330	0	8,330	25.2 %

Month No : 1

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1226 Burials/Memorials Income	1,454	1,454	25,000	-23,546			5.8 %
Cemetery & Churchyard :- Income	1,454	1,454	25,000	-23,546			5.8 %
Net Expenditure over Income	1,345	1,345	-13,871	-15,216			
408 Town Centre (Including Market)							
4007 Health & Safety	0	0	150	150		150	0.0 %
4011 General Rates	14,229	14,229	14,255	26		26	99.8 %
4036 Property Maintenance/Security	131	131	1,500	1,369		1,369	8.7 %
4053 Loan Interest	0	0	293	293		293	0.0 %
4054 Loan Capital Repaid	0	0	315	315		315	0.0 %
4100 CCTV Fees	1,420	1,420	18,000	16,580		16,580	7.9 %
Town Centre (Including Market) :- Expenditure	15,780	15,780	34,513	18,733	0	18,733	45.7 %
1236 Market Fees	0	0	500	-500			0.0 %
1238 Other Income Car Park	0	0	120	-120			0.0 %
Town Centre (Including Market) :- Income	0	0	620	-620			0.0 %
Net Expenditure over Income	15,780	15,780	33,893	18,113			
409 Public Toilets - Car Park							
4011 General Rates	1,935	1,935	1,931	-4		-4	100.2 %
4012 Water Rates	-250	-250	1,000	1,250		1,250	-25.0 %
4014 Electricity	-40	-40	200	240		240	-20.0 %
4036 Property Maintenance/Security	90	90	1,000	910		910	9.0 %
Public Toilets - Car Park :- Expenditure	1,735	1,735	4,131	2,396	0	2,396	42.0 %
Net Expenditure over Income	1,735	1,735	4,131	2,396			
500 Play Areas and Open Spaces							
4007 Health & Safety	0	0	400	400		400	0.0 %
4012 Water Rates	-140	-140	700	840		840	-20.0 %
4014 Electricity	0	0	200	200		200	0.0 %
4036 Property Maintenance/Security	180	180	500	320		320	36.0 %
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 :- Expenditure	40	40	-5,700	-5,740	0	-5,740	-0.7 %
1201 Rent Received Etc	500	500	0	500			0.0 %
1241 Sandy FC Rent	0	0	565	-565			0.0 %
1251 Pitch Rental	0	0	550	-550			0.0 %
Play Areas and Open Spaces :- Income	500	500	1,115	-615			44.8 %
Net Expenditure over Income	-460	-460	-6,815	-6,355			

Month No : 1

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>501</u> <u>Sunderland Road Rec Ground</u>							
4012 Water Rates	-285	-285	800	1,085		1,085	-35.6 %
4014 Electricity	0	0	200	200		200	0.0 %
4036 Property Maintenance/Security	0	0	1,000	1,000		1,000	0.0 %
4046 Bowling Green - SBC	911	911	2,952	2,041		2,041	30.9 %
4047 Equipment Maintenance - SBC	395	395	2,399	2,004		2,004	16.5 %
4048 Cricket Square - SCC	473	473	2,370	1,897		1,897	20.0 %
4049 Equipment Maintenance - SCC	0	0	2,564	2,564		2,564	0.0 %
4060 Other Professional Fees	0	0	15,225	15,225		15,225	0.0 %
Sunderland Road Rec Ground :- Expenditure	1,494	1,494	27,510	26,016	0	26,016	5.4 %
1201 Rent Received Etc	380	380	0	380			0.0 %
1253 Bowls Club Rental	0	0	407	-407			0.0 %
1255 Cricket Club Rental	0	0	267	-267			0.0 %
1256 Scouts ,ACF and SSLA	0	0	5	-5			0.0 %
Sunderland Road Rec Ground :- Income	380	380	679	-299			56.0 %
Net Expenditure over Income	1,114	1,114	26,831	25,717			
<u>502</u> <u>Nature Reserves</u>							
4037 Grounds Maintenance	0	0	1,500	1,500		1,500	0.0 %
4060 Other Professional Fees	0	0	9,500	9,500		9,500	0.0 %
4703 Sandy Green Wheel	2,000	2,000	2,000	0		0	100.0 %
Nature Reserves :- Expenditure	2,000	2,000	13,000	11,000	0	11,000	15.4 %
1306 Countryside Stewardship Grant	0	0	3,200	-3,200			0.0 %
1307 Angling Licence Rent	0	0	500	-500			0.0 %
Nature Reserves :- Income	0	0	3,700	-3,700			0.0 %
Net Expenditure over Income	2,000	2,000	9,300	7,300			
<u>505</u> <u>Grass Cutting</u>							
4102 Grass Cutting	0	0	10,000	10,000		10,000	0.0 %
Grass Cutting :- Expenditure	0	0	10,000	10,000	0	10,000	0.0 %
Net Expenditure over Income	0	0	10,000	10,000			
<u>506</u> <u>Litter Bins, Seats & Shelters</u>							
4042 Equipment/Vehicle Maintenance	0	0	500	500		500	0.0 %
Litter Bins, Seats & Shelters :- Expenditure	0	0	500	500	0	500	0.0 %
Net Expenditure over Income	0	0	500	500			

Month No : 1

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
509	Christmas Lights						
4401	0	0	13,000	13,000		13,000	0.0 %
4402	0	0	5,000	5,000		5,000	0.0 %
	0	0	18,000	18,000	0	18,000	0.0 %
1365	0	0	2,000	-2,000			0.0 %
	0	0	2,000	-2,000			0.0 %
	0	0	16,000	16,000			
601	Precept and Interest						
1101	269,405	269,405	538,809	-269,404			50.0 %
1320	43	43	3,500	-3,457			1.2 %
	269,448	269,448	542,309	-272,861			49.7 %
	-269,448	-269,448	-542,309	-272,861			
602	Democratic and Civic Costs						
4007	73	73	0	-73		-73	0.0 %
4020	0	0	100	100		100	0.0 %
4033	238	238	3,000	2,762		2,762	7.9 %
4042	170	170	250	80		80	67.9 %
4200	20	20	1,950	1,930		1,930	1.0 %
4202	138	138	500	362		362	27.6 %
4210	0	0	3,000	3,000		3,000	0.0 %
4701	1,651	1,651	3,000	1,349		1,349	55.0 %
4702	1,000	1,000	2,000	1,000		1,000	50.0 %
	3,290	3,290	13,800	10,510	0	10,510	23.8 %
	3,290	3,290	13,800	10,510			
700	Capital and Projects						
4153	0	0	7,903	7,903		7,903	0.0 %
4154	0	0	9,102	9,102		9,102	0.0 %
4802	0	0	295,000	295,000		295,000	0.0 %
4816	150	150	0	-150		-150	0.0 %
4915	0	0	45,304	45,304		45,304	0.0 %
4923	0	0	9,102	9,102		9,102	0.0 %
4965	-150	-150	0	150		150	0.0 %
4970	0	0	-45,000	-45,000		-45,000	0.0 %
	0	0	321,411	321,411	0	321,411	0.0 %

Month No : 1

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1103 Internal Loan from F'ild EMR	0	0	250,000	-250,000			0.0 %
1153 Loan Interest Rec'd - INTERNAL	0	0	7,903	-7,903			0.0 %
1154 Loan Capital Rec'd - INTERNAL	0	0	9,102	-9,102			0.0 %
Capital and Projects :- Income	0	0	267,005	-267,005			0.0 %
Net Expenditure over Income	0	0	54,406	54,406			

Sandy Town Council
Report to 30th April 2017

General Notes

Attached are the summary income & expenditure report for month 1 to 30th April 2017. This report shows a current year surplus of income over expenditure of £210,586 which includes only the first half of the precept (£269,405) which was received on 1st April 2017

The balance sheet shows that total funds available to the council are £859,592

This is made up of the following -

Current Year Surplus	£210,586
General Reserve Brought Forward	£170,764
Rolling Capital Fund	£33,970
Capital Receipts Reserve	£57,712
Fallowfield Reserve	£347,532
Earmarked Community Funds	£7,000
Earmarked Elections	£9,000
Other Earmarked Reserves	£23,028
Total	<u>£859,592</u>

The percentage of budget if analysed evenly over the year to date is 8.8% but members are reminded that income & expenditure rarely follows this pattern over the year.

Analysis by Cost Centre

401 Staff

Expenditure is 7.2% of the annual budget.

Expenditure on 4010 is high due to one off annual service fee to Bedford Borough Payroll.

No concerns

402 Administration

Expenditure is 14.1% of the annual budget.

4011 - General Rates are at 100% due to one of payment due at beginning of financial year.

4012 - Water Rates are in credit due to refund.

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

4026 - Photocopier costs appear high for month 1 due to cancellation charge of former contract. This is refunded by new service provider.

4057/4058 - Credit due to accrual for audit costs incurred.

No further concerns.

Sandy Town Council
Report to 30th April 2017

Analysis by Cost Centre [Continued]

403 Works

Expenditure is 10.6% of the annual budget.

4011 - General Rates are at 75.5% due to one of payment due at beginning of financial year.

4014 - Credit due to refund

4036 - High expenditure due to alarm company annual service costs

4043 - Purchase of 700L of diesel in month one pushed up expenditure.

No concerns.

405 Footway Lighting

Expenditure is 0.4% of the annual budget.

No concerns.

406 Cemetery & Churchyard

Expenditure is 25.2% of the annual budget.

4011 - General Rates are at 92.5% due to one of payment due at beginning of financial year.

4012 - Water rate credit due to refund.

No concerns.

408 Town Centre (Incl. Market)

Expenditure is 45.7% of the annual budget

4011 - General Rates are at 99.8% due to one of payment due at beginning of financial year.

4100 - Expenditure is one off annual mobile CCTV cost.

No concerns.

409 Public Toilets - Car Park

Expenditure is 42.0% of the annual budget.

4011 - General Rates are at 100.2% due to one of payment due at beginning of financial year.

No concerns.

500 Play Areas and Open Spaces

Expenditure is -0.7% of the annual budget.

4012 - Water rate credit due to refund.

No concerns.

501 Sunderland Road Rec.

Expenditure is 5.4% of the annual budget.

4012 - Water rate credit due to refund.

No concerns.

Sandy Town Council
Report to 30th April 2017

Analysis by Cost Centre [Continued]

502 Nature Reserves

Expenditure is 15.4% of the annual budget.

4703 - One off annual payment to BRCC for Sandy Green Wheel development

No concerns.

505 Grass Cutting

No spend to date.

Invoice from CBC due in March 2018.

506 Litter Bins, Seats & Shelters

No spend to date.

509 Christmas Lights

No spend to date.

601 Precept and Interest

The first half of the precept has been received. Second half due in September 2017.

602 Democratic & Civic Costs

Expenditure is 23.8% of the annual budget.

4007 - Purchase of defibrillator pads.

4701 - 55% of the Councils grant budget has already been award due to high number of applications in April.

No further concerns.

At : 16:00

Current Bank A/c

List of Payments made between 01/04/2017 and 30/04/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2017	Aviva	Std Ord	1,760.47		Annual Insurance Premium
05/04/2017	Park Leisure UK Ltd	111250	1,119.60		1903/Play Equipment Nets
10/04/2017	Central Bedfordshire Council R	DDR	92.87		1929/ Market Rates 2017-18
11/04/2017	Chess Ltd	DDR2	600.00		Purchase Ledger Payment
18/04/2017	UK Fuels Limited DDR	DDR3	75.61		1896/Fuel Cards
18/04/2017	Southern Electric DDR	DDR4	1,101.91		1981/Elec 02.03.17-03.04.17
18/04/2017	Bedford Borough Council	DDR5	17,863.89		1924/ER's Superannuation
19/04/2017	Petty Cash	111251	176.03		Petty Cash
20/04/2017	Reverse Bed Fire & Rescue	30930REV	-500.00		Reverse Bed Fire & Rescue
20/04/2017	Reverse Sandy Horticultural	30948REV	-500.00		Reverse Sandy Horticultural
21/04/2017	1st Choice Staff Recruitment L	30921	1,713.82		1881/R.Hooper Hrs w/e 18.03.17
21/04/2017	1st Response Fire Protection	30922	177.66		1919/Extinguisher Servicing
21/04/2017	ADT Fire & Security Plc	30923	1,986.49		1920/Alarm 02.04.17-01.04.18
21/04/2017	Anglian Water	30924	27.02		1884/Water 17.01.17-31.03.17
21/04/2017	Archant Community Media Ltd	30925	275.04		1885/Groundsperson Adverts
21/04/2017	Ampthill Town Council	30926	20.00		1922/St Georges Day Concert
21/04/2017	Autism Bedfordshire	30927	200.00		1886/Autism Beds Grant
21/04/2017	Beds Associat. of Town & Paris	30928	2,059.00		1923/BATPC Subs 2017-18
21/04/2017	Bedford Borough Council	30929	971.29		1926/Payroll 01.04.17-31.03.18
21/04/2017	Bedfordshire Fire & Rescue Ser	30930	500.00		1928/Fire & Rescue Service
21/04/2017	Bedfordshire Rural Communities	30931	2,000.00		1927/Green Wheel 2017-18
21/04/2017	Sandy Carnival Association	30932	500.00		1945/Sandy Carnival Grant
21/04/2017	Herts CCTV Partnership Ltd	30933	1,704.00		1939/CCTV Monitoring 2017-18
21/04/2017	Chess Ltd	30934	328.68		1894/Microsoft Office 365
21/04/2017	Mid Bedfordshire Citizens Advi	30935	250.00		1940/Citizens Advice Grant
21/04/2017	The Community Heartbeat Trust	30936	87.60		1937/Defibrillator Pads
21/04/2017	Sandy Cricket Club	30937	24.70		1910/Fuel for Machines
21/04/2017	DCK Beavers Ltd	30938	505.20		1895/Contract Accounting
21/04/2017	Post Office Ltd	30939	230.00		1944/AK12 WLJ Road Fund
21/04/2017	Hertfordshire County Council	30940	73.66		1897/Barrier Tape
21/04/2017	Hire or Buy Group Ltd	30941	68.64		1898/Hydraulic Power Pack
21/04/2017	Martin Howlett Trading Company	30942	16.00		1899/White Paper Towel
21/04/2017	Tim Miles	30943	880.00		1942/Grave Digging Mar/Apr
21/04/2017	The Need Project Central Bedfo	30944	500.00		1941/Need Project Grant
21/04/2017	FD Odell & Sons Ltd	30945	890.70		1900/Skip Hire to 31.03.17
21/04/2017	Colin Osborne	30946	230.84		1902/Civic Service Expenses
21/04/2017	Agrovista UK Ltd	30947	119.07		1883/Groundcare Products
21/04/2017	Sandy Horticultural Society	30948	500.00		1946/The Sandy Show Grant
21/04/2017	J Tribe	30949	305.00		1951/Story in Stone Works
21/04/2017	Team Flitwick	30950	513.91		1950/Gasoil 700 Litres
21/04/2017	T&J Seymour Electrical Install	30951	2,330.88		1911/Maintenance Jan-Mar 17
21/04/2017	Travis Perkins Trading Co Ltd	30952	81.60		1914/Postcrete
21/04/2017	Barclays Active Saver	TFR	239,848.00		
21/04/2017	Southern Electric DDR	DDR6	14.79		1948/Elec 02.03.17-01.04.17
24/04/2017	Sandy Horticultural	111254	500.00		The Sandy Show
24/04/2017	Bedfordshire Fire & Rescue	111255	500.00		Bedfordshire Fire & Rescue
24/04/2017	CF Corporate Finance Ltd	111253	523.67		1953/Lease Termination

At: 16:00

Current Bank A/c

List of Payments made between 01/04/2017 and 30/04/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
24/04/2017	Rudd Macnamara Ltd	111256	808.20		1954/Signage & Artwork
26/04/2017	Purchase Power	DDR7	50.22		1955/Franking Machine Rental
28/04/2017	Chess Ltd	DDR10	300.00		2015/ICT Support Apr
28/04/2017	Chess Ltd	DDR8	27.00		1935/Phone Support Apr
28/04/2017	Chess Ltd	DDR9	199.04		1887/Tel Bills to Mar 17
Total Payments			<u>284,632.10</u>		

AGENDA NUMBER 8

Policy Finance and Resources Committee - Action list

Subject	Action to be taken		Response/ Status
	Minute	Action	
Meeting 22/6/15			
Renewal of Service Agreements	(11-15/16)	The Town Clerk to review all outside contracts.	On going Obtaining phone agreement quotes.
Meeting 18/4/16			
Cemetery Extension	(86-15/16)	Company C is the preferred Archaeological Contract tender and that the tender bid be accepted	Further working group meeting proposed for 20 th June to review demolition and build quotes
Meeting 22/8/16			
Jenkins Contract	(42-16/17)	Working group to review initial contract and suggest changes/areas in need of attention.	Amended draft contact on Agenda.
Drone Policy	(46-16/17)	To continue to investigate a drone policy and how effective it may be. To liaise with CBC to see how they may be able to assist.	On going
Meeting 13.2.17			
Complaints Policy	(106-16/17)	Cllr T Cole to review policy with Clerk and put through amendments	On agenda
Memorial Policy	(105-16/17)	Clerk to amend proposed policy and bring back to committee for further review	Clerk reviewing

APPLICATION FOR GRANT AID FROM
SANDY TOWN COUNCIL

<u>Name of the Organisation/Group</u>	
Magpas Air Ambulance	
Are you affiliated to a national organisation? If so, which one?	No
Local venue/meeting place	Our air ambulance service provision is across Bedfordshire, Cambridgeshire and beyond. However the project we are seeking support for is based in Unit 4, Shannon Court, High Street, Sandy, SG19 1AG
Are you a registered charity? If so, give your charity number?	Yes: 1119279
What are the aims and activities of the organisation?	To save lives and limit disability by taking enhanced emergency medical care to patients in their moment of need. We do this by delivering by land or air the best 24/7 pre-hospital emergency medical service to our patients. We also want to promote the work and ethos of Magpas as far across the areas that we work within.
How many members do you have?	We do not have members but help and support local people when they are in need of our life saving support. Across Bedfordshire in the last 12 months we have been called out to over 260 activations. We have several specific cases of people that have come from Sandy and a case study can be provided if required.
Members:	N/A
What is your annual subscription?	N/A

Project Information

<p>What would the grant be used for?</p>	<p>We are establishing a Magpas Social and Community Hub in the centre of Sandy (Shannon Court), off the High Street. We would use the grant to help equip our hub with much needed equipment, in particular a community hub sofa.</p> <p>Our Magpas Sandy Community Hub will offer a retail selling space but will also act as an information point for all our Magpas supporters. We will invite local members of the Sandy community to come and use our space, as a place to meet and socialise in an informal setting.</p>
<p>In what manner will the residents of Sandy benefit?</p>	<p>Our hub will provide the opportunity for individuals and specific groups (like Nit and Natter; Women's Institute; Dementia Support Groups) to come and meet and socialise. This will benefit local residents by improving their health and social wellbeing, as well as providing them with the opportunity to feel part of the local community.</p>
<p>Approximately how many Sandy residents will benefit from this grant?</p>	<p>Our hub will be open to all residents of Sandy but due to the demographics of the town, our primary market will be the older population, where isolation and loneliness can be a big problem.</p>
<p>Estimated total cost of project</p>	<p>Most of our costs will be met by donated goods and services but we will be paying for the rental, utilities staff costs. These have been forecasted to cost a total of £30,000 per year. It is hoped that this initiative will be self-financing within the first year.</p>
<p>Please state clearly how much you are applying for from Sandy Town Council.</p>	<p>£500.00 to purchase a Community Hub Social Sofa. This is the main piece of equipment that we have not secured funding for and it will form a pivotal part in the Hub and activities around it.</p>

What amount is being met from your own funds?

Currently the £30,000 operating costs but we are forecasting that the project will ultimately be self-financing.

The shop will be run by volunteers with a Satellite Manager working 3 days a week, with overall supervision responsibility.

All our stock: books, CDs, vinyl, music and DVDs are donated from members of the public.

We have received donated equipment of tables, chairs and bookshelves but want to purchase a brand new sofa for use in our Hub.

We are working with the supplier of a vending machine to cover the cost of rental.

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

We have not applied to any other funding body for the specific purchase of a Community Hub Sofa, as we would love to have the support of Sandy Town Council. If we are not successful in our funding application with yourselves then we will be seeking support from other local funders.

Financial Details

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

Currently we are operating with a three month surplus. This funding surplus is always used to support the service provision on an ongoing basis.

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


These have been attached.

Payment Details	
Account Title	Magpas
Account Number	
Bank/Building Society Name and Address	CAF Bank Ltd. 25 Kings Hill Avenue Kingshill West Malling Kent ME19 4JQ
Contact Details	
Please give details of the person with whom this application can be discussed and to whom any cheque should be sent:	Mrs Pauline Lutman
Position in organisation	Grants and Trusts Officer
Address	Centenary House St Mary's Street Huntingdon Cambridgeshire PE29 3PE
Telephone Number	01480 371060
E-mail address	Pauline.lutman@magpas.org.uk

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: Pauline Lutman
Position: Trusts and Grants Officer
Date: 30/5/17

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

The Sandy shop would be a community hub that offers a retail selling space and information point for our Magpas supporters.

The retail offer would be to create a book, dvd and music offer. Book shelves will line the walls around the shop and books would be displayed in type order. Cd's in music type and dvd's in age group.

Having the seating area, vending machine and regular help from volunteers we can inform our supporters about fundraising events and lottery.

Small groups could use the space for a small fee – knit and natter groups. Hand crafted goods would be sold in the shop.

MAGPAS
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2015

Notes	2015				2014	
	Unrestricted	Voluntary	Restricted	Total		
	General	Designated			£	
	£	£	£	£	£	
Incoming Resources:						
Incoming Resources from generated funds						
Voluntary income	2(i)	884,250	-	-	884,250	455,616
Investment income	2(ii)	895	-	-	895	110
Activities for generating funds	2(iii)	2,613,751	-	-	2,613,751	2,201,726
Other Incoming resources		44,507	-	-	44,507	119,973
Total Incoming Resources		3,543,403	-	-	3,543,403	2,777,425
Resources Expended						
Costs of generating funds	3(i)	1,272,461	-	-	1,272,461	1,181,071
Costs of charitable activities	3(iii)	1,785,006	-	-	1,785,006	1,586,715
Governance Costs	3(ii)	75,197	-	-	75,197	77,552
Total Resources Expended		3,132,664	-	-	3,132,664	2,845,338
Net Incoming/(outgoing) Resources before Transfers						
		410,739	-	-	410,739	(67,913)
Transfers between funds		845	-	(845)	-	-
Net incoming/(outgoing) resources		411,584	-	(845)	410,739	(67,913)
Net realised gain on disposal of investments		-	-	-	-	-
Net unrealised gain on revaluation of investments		-	-	-	-	-
Net movement in funds		411,584	-	(845)	410,739	(67,913)
Fund Balances at 1 January 2015		(258,322)	1,301	845	(256,176)	(188,263)
Fund Balances at 31 December 2015		153,262	1,301	-	154,563	(256,176)

All of the above results are derived from continuing activities. All gains and losses recognised in the year are included above. The deficit for the year for Companies Act purposes comprises the net outgoing resources for the year were £410,739 (2014: £67,913).

COMPANY NUMBER: 06062176
MAGPAS
BALANCE SHEET
FOR THE YEAR ENDED 31 DECEMBER 2015

	Notes	2015		2014	
		£	£	£	£
Fixed Assets					
Tangible Assets	5		80,890		106,348
			<u>80,890</u>		<u>106,348</u>
Current Assets					
Debtors	6	21,396		14,544	
Cash at Bank		<u>572,228</u>		<u>287,951</u>	
		593,624		302,495	
Creditors: Amounts falling due within one year	7		<u>(469,238)</u>		<u>(574,498)</u>
Net current liabilities			<u>124,386</u>		<u>(272,003)</u>
Total assets less current liabilities			205,276		(165,655)
Creditors: Amounts falling due after one year	8		(50,713)		(90,521)
Total net assets			<u>154,563</u>		<u>(256,176)</u>
Income Funds					
Unrestricted Funds:					
General Fund	11	153,262		(258,322)	
Voluntary Designated	11	<u>1,301</u>	154,563	<u>1,301</u>	(257,021)
Restricted Funds	10		-		845
TOTAL FUNDS	12		<u>154,563</u>		<u>(256,176)</u>

These financial statements have been prepared in accordance with the special provisions relating to the small companies regime within Part 15 of the Companies Act 2006 and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015).

The accounts were approved by the Trustees on 10th September 2016.



Dr N Brown OBE
Chairman and Trustee

The annexed notes form part of these financial statements.

**MAGPAS
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2015**

1 Accounting Policies

The accounts are made up to 31 December and prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities published on 16 July 2014, the Financial Reporting Standard for Smaller Entities (effective January 2015), and the Charities Act 2011 and applicable regulations. Income and expenditure is accounted for on an accruals basis.

The current accounting period is for 12 months (2014: 12 months).

General funds

General accumulated funds are unrestricted funds available to the charity for its general purposes and includes funds designated by the charity for a particular purpose; the use of such funds remains at the discretion of the charity's officers and trustees.

Voluntary designated funds

The charity operates a voluntary designated fund for the following purpose:-

Magpas Volunteer Fund - Following the transfer of Community First Responders Scheme (CFRS) to the Ambulance Trust this fund was set up to pay for any equipment for CFRS volunteers that the Ambulance Trust was unable to provide.

Restricted funds

The charity operates restricted funds for following purposes:-

CFRS - This fund arose following the receipt of grant income for CFRS groups.

Incoming resources:-

Income is recognised on a receivable basis and is shown gross of any related expenditure.

The specific bases are as follows:

- Voluntary income comprises donations, gifts, legacies and other similar income. Donations and gifts are recognised on a receipts basis.
- Legacies are recognised as income when there is entitlement, probability of receipt, and to the extent they can be accurately measured.
- Fundraising income is shown gross of related expenditure, and is included on a receipts basis.
- Investment income is any bank interest and dividends received. These have been accounted for on a receivable basis.
- Where income received is repayable this is treated as a loan rather than revenue.
- Lottery income is recognised in the period to which it relates. Income received in advance is separated at the balance sheet date and included in creditors as deferred income.

Resources expended

Resources expended are accounted for on an accruals basis. Expenditure is apportioned between activities on the basis of its purpose, and shown in the appropriate category, unless it is immaterial in the context of these accounts.

- Costs of generating funds comprises the costs associated with attracting voluntary income.
- Charitable expenditure comprises direct expenditure including direct staff costs attributable to its activities.
- Governance costs include those incurred in the governance of its assets and are associated with constitutional and statutory requirements.
- Support costs are those costs identified in the administration of the charity. These costs are split further among the charitable and fundraising activities of the charity based on the staff costs of each activity.

**MAGPAS
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2015**

1 Accounting policies (continued)

Volunteers and donated services and facilities

The value of services provided by volunteers is not incorporated into these financial statements. Further details of the contribution made by volunteers can be found in the trustees' annual report.

Leases

Leasing rentals payable on agreements which transfer substantially all the risk and rewards associated with ownership of the asset ('finance leases') are capitalised within fixed assets, and the obligation to pay future rentals included in creditors as a liability. The interest charges implicit in such a lease are written off to the SOFA in proportion to the balance outstanding during the year.

All other leasing rentals ("operating leases") are written off to the SOFA over the life of the lease.

The Charity operates a lease for a bespoke medical helicopter to help the Charity meet its objectives. This asset has been treated as an operating lease and charged to the SOFA for the year on the basis that the risks and rewards associated with the asset remain that of the lessor. In addition, on expiration of the lease, the title of the asset will remain held by the lessor and not become an asset of the Charity.

Fixed assets and depreciation

Fixed assets are stated at cost less accumulated depreciation. Costs of minor additions to fixed assets, defined as those costing less than £5,000 each, are expensed in the year in which they were incurred. Depreciation is provided in order to write off the assets over their useful lives. The depreciation rates are as follows:-

Motor vehicles	25% per annum reducing balance
Furniture and equipment	25% per annum straight line

Pension costs

The charity operates a defined contribution pension scheme for employees. The amount recognised in the SOFA is the contributions made by the charity for certain employees.

Gifts in kind

Where the Charity receives goods or services without payment these are recognised as gifts in kind. The Charity recognises the value of these donations in income and the relevant costs under the appropriate heading in the SOFA.

Irrecoverable VAT

Irrecoverable VAT is allocated to the category of expenditure to which it relates.

2 Funds in Operation

Movement in total funds for the year	2015	2014
This is stated after charging:-		
Depreciation of tangible fixed assets	38,754	30,148
Equipment hire - helicopter costs	884,221	825,447
Auditors' remuneration (including charitable donation of £1,500)	4,610	5,608
	<u>4,610</u>	<u>5,608</u>

MAGPAS
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2015

2 INCOMING RESOURCES

	2015 Unrestricted £	2015 Total £	2014 Total £
Voluntary income			
i) Grants and donations	739,387	739,387	441,346
Legacies	144,863	144,863	14,270
	<u>884,250</u>	<u>884,250</u>	<u>455,616</u>
ii) Investment income			
Bank interest received	895	895	110
	<u>895</u>	<u>895</u>	<u>110</u>
iii) Activities for generating funds			
Lottery income	2,613,751	2,613,751	2,200,651
Sale of merchandise	-	-	1,075
	<u>2,613,751</u>	<u>2,613,751</u>	<u>2,201,726</u>

3 RESOURCES EXPENDED

i) Costs of generating funds			
Staff costs	133,719	133,719	95,640
Publicity material	12,740	12,740	12,661
Telephone	1,536	1,536	1,026
Mileage and phone charges	3,093	3,093	5,027
Fundraising events	5,056	5,056	2,727
Sundry expenses	-	-	-
Printing, postage and stationery	659	659	806
Lottery	1,030,036	1,030,036	996,421
GP training courses and other training	582	582	248
Support costs	64,251	64,251	64,286
Cost of merchandise	3,827	3,827	2,229
Irrecoverable VAT	16,962	16,962	-
	<u>1,272,461</u>	<u>1,272,461</u>	<u>1,181,071</u>
ii) Governance			
Staff costs	18,000	18,000	18,934
HP Interest paid	4,307	4,307	2,944
Bank charges	9,297	9,297	29,210
Legal and professional	38,983	38,983	20,856
Audit and accountancy fees	4,610	4,610	5,608
	<u>75,197</u>	<u>75,197</u>	<u>77,552</u>

MAGPAS
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2015

3 RESOURCES EXPENDED

	Unrestricted		Unrestricted	2015	2014
iii) Cost of charitable activity	EMT £	CFRS £	£	Total £	Total £
Staff costs	395,409	-	395,409	395,409	332,337
Support car costs	40,525	-	40,525	40,525	32,121
Mileage and phone charges	1,589	-	1,589	1,589	1,090
Fundraising events	5,180	-	5,180	5,180	3,086
Radio and telephone call out	922	-	922	922	1,115
Medical supplies and equipment	16,173	-	16,173	16,173	15,145
Hangar rent	29,217	-	-	29,217	27,077
Helicopter costs	884,221	-	-	884,221	825,447
Protective clothing	16,908	-	16,908	16,908	5,646
Clinical training	39,594	-	39,594	39,594	31,263
Telephone	4,014	-	4,014	4,014	4,550
Printing, postage and stationery	1,364	-	1,364	1,364	1,848
Loss on disposal	3,844	-	3,844	3,844	-
Depreciation	38,754	-	38,754	38,754	30,148
Sundry expenses	26,529	-	26,529	26,529	18,690
Support costs	257,008	-	257,008	257,008	257,152
Irrecoverable VAT	23,755	-	23,755	23,755	-
	<u>1,785,006</u>	<u>-</u>	<u>871,568</u>	<u>1,785,006</u>	<u>1,586,715</u>
iv) Support costs				Total	Total
Staff costs				129,778	167,036
Insurance				13,884	19,591
Office rent, gas etc				36,172	30,466
Support car costs				3,711	1,546
Building repairs and maintenance				16,416	13,382
Telephone				3,541	3,805
Printing, postage and stationery				12,927	15,925
Sundry expenses				29,151	23,447
Office equipment				3,217	1,600
Computer maintenance				44,220	28,950
Cost of generating funds				4,864	1,531
Mileage and phone charges				2,790	2,644
Fundraising events				2,296	1,405
Clinical training				14,018	10,110
Irrecoverable VAT				4,274	-
				<u>321,259</u>	<u>321,438</u>

Support costs are apportioned on the following basis:

Unrestricted funds	100%
Restricted funds	0%
Cost of generating funds	20%
Cost of charitable activity	80%

The trustees are of the opinion that this is a fair reflection of support cost expenditure.

MAGPAS
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2015

4 Staff Numbers and Costs

The number of persons employed by the charity, including directors, during the year was as follows:-

	2015	2014
	No.	No.
Helimedix operations - charitable activities	6	6
Fundraising and public relations	6	4
Administration	2	2
	<u>14</u>	<u>12</u>

The number of employees whose emoluments for the year exceeded £60,000 are within the following bands:

	2015	2014
£60,001 to £70,000	1	-
	<u>1</u>	<u>-</u>

The aggregate payroll costs were as follows:

	2015	2014
	£	£
Wages and Salaries	378,865	262,351
Social Security Costs	32,748	24,398
Pension Costs	8,043	4,117
External staff charges	257,252	323,080
	<u>676,908</u>	<u>613,946</u>

No trustees received any remuneration during the year.

5 Tangible Fixed Assets

	Computer Equipment £	Office furniture and equipment £	Vehicle and equipment £	Medical equipment £	First responders equipment £	Total £
Cost						
At 1 January 2015	24,000	17,116	37,636	232,933	579	312,264
Additions	-	-	-	17,540	-	17,540
Disposals	-	-	(10,500)	-	-	(10,500)
At 31 December 2015	<u>24,000</u>	<u>17,116</u>	<u>27,136</u>	<u>250,473</u>	<u>579</u>	<u>319,304</u>
Depreciation						
At 1 January 2015	21,000	5,322	31,617	147,398	579	205,916
Charge for the year	3,000	4,279	444	31,031	-	38,754
Eliminated	-	-	(6,256)	-	-	(6,256)
At 31 December 2015	<u>24,000</u>	<u>9,601</u>	<u>25,805</u>	<u>178,429</u>	<u>579</u>	<u>238,414</u>
Net Book Values						
At 31 December 2015	<u>-</u>	<u>7,515</u>	<u>1,331</u>	<u>72,044</u>	<u>-</u>	<u>80,890</u>
At 31 December 2014	<u>3,000</u>	<u>11,794</u>	<u>6,019</u>	<u>85,535</u>	<u>-</u>	<u>106,348</u>

The net book value of assets held under hire purchase & finance lease contracts is analysed as follows:

	2015	2014
	£	£
Medical equipment	43,200	59,400
	<u>43,200</u>	<u>59,400</u>

**MAGPAS
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2015**

5 Tangible Fixed Assets (Continued)

**Fixtures,
Fittings &
Equipment
£**

The Net Book Value at 31 December 2015 represents tangible fixed assets used for:-

Direct Charitable Purposes:

Medical equipment 72,044

First responders' equipment -

Vehicle and equipment 1,331

73,375

Other Purposes:

Management and administration of the Charity -

73,375

6 Debtors

2015 2014

£ £

Prepayments and accrued income 21,396 14,544

21,396 14,544

7 Creditors: Amounts falling due within one year

2015 2014

£ £

Trade Creditors 145,296 153,198

Net obligations under finance lease and hire purchase contracts 22,655 20,545

Accruals and deferred income 301,287 400,755

469,238 574,498

Of the above creditors £22,655 (2014 £20,545) is secured.

Included within accruals and deferred income is £284,134 (2014: £317,958) relating to deferred income from lottery ticket sales. These amounts relate to monies received before the year end for draws held at a later date.

8 Creditors: Amounts falling due after one year

2015 2014

£ £

Loan -

Net obligations under finance lease and hire purchase contracts 12,118 34,773

Accruals 38,595 55,748

50,713 90,521

Of the above creditors £12,118 (2014 £34,773) is secured.

The charity entered into an operating lease agreement for a helicopter during 2012. Part of the 2012 year's expenditure had been deferred and is spread over the remaining life of the lease contract. Remaining costs relating to this are included in accruals at the year end.

9 Taxation

The charitable company is a registered charity. It applies its funds in accordance with its charitable objectives, therefore corporation tax is not chargeable. Where income is received outside of the charitable objectives stated, this is within the statutory minimum limit and therefore no corporation tax is due.

MAGPAS
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2015

10 Restricted Funds

The funds of the charity include the following restricted funds (see notes on page 11):-

	Balances at 1 January 2015	Movements in Funds		Transfer	Balances at 31 December 2015
		Incoming Resources	Outgoing Resources		
	£	£	£	£	£
CFRS	845	-	-	(845)	-
	845	-	-	(845)	-

11 Unrestricted Funds

The funds of the charity include the following unrestricted funds (see notes on page 11):-

	Balances at 1 January 2015	Incoming Resources	Outgoing Resources	Transfers	Balances at 31 December 2015
General Fund	(258,322)	3,543,403	(3,132,664)	845	153,262
Voluntary designated Magpas Volunteer Fund	1,301	-	-	-	1,301
Total	(257,021)	3,543,403	(3,132,664)	845	154,563

MAGPAS
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2015

12 Analysis of Net Assets between Funds

	General Funds	Voluntary Designated Funds	Restricted Funds	Total
Balances at 31 December 2015 are represented by:-	£	£	£	£
Tangible Fixed Assets	80,890	-	-	80,890
Current Assets	592,323	1,301	-	593,624
Current Liabilities	(469,238)	-	-	(469,238)
Non-current liabilities	(50,713)	-	-	(50,713)
Total Net Assets	153,262	1,301	-	154,563

13 Leasing Commitments

	2015		2014	
	Land & Buildings £	Other £	Land & Buildings £	Other £
Operating leases which expire:				
Within one year	-	-	-	-
Between 2 and 5 years	51,820	694,800	51,820	694,800
Due after more than 5 years	-	-	-	-
	51,820	694,800	51,820	694,800

14 Pension costs

The charity operates a defined contribution scheme in respect of two employees. The total contributions paid in the period was £8,043 (2014: £4,117).

15 Related party transactions

Christopher Dodd, Honorary Secretary of Magpas, is also a Partner of Leeds Day Solicitors. During the year the charity purchased services from Leeds Day Solicitors amounting to £6,543 (2014: £5,623).

Daryl Brown, the Chief Executive Officer of Magpas is also a Patient Governor of Cambridge University Hospitals Trust (CUHT). Magpas purchased goods and services from CUHT during the year totalling £200,136 (2014: £147,505) The balance due to CUHT at the year end was £36,789 (2014: £96,977).

During the year there have been no transactions with Trustees that require disclosure.

During the year Magpas received a grant from Huntingdon Town Council amounting to £500. Daryl Brown, the Chief Executive Office of Magpas is a Huntingdon Town Councillor, however he abstained from the vote on the grant to Magpas.

16 Controlling Party

The charitable company is controlled by the trustees of the charity. As a result, no one individual or body has control over the charitable company.

AGENDA ITEM 10**SANDY TOWN COUNCIL****COMMITTEE: Policy, Finance and Resources****DATE: 12 June 2017****AUTHOR: Town Clerk****SUBJECT: Defibrillator Training****1. Summary**

- 1.1 During the 2016/17 municipal year on of the Mayor's charities raised funds to the provision of a community defibrillator at Bedford Road recreation ground. The defibrillator has now been purchased and is due to be installed on the Bedford Road pavilion.
- 1.2 The defibrillator at Sunderland Road recreation ground was only recently installed following relocation from the Fallowfield Co-op.
- 1.3 Defibrillators monitored by the Town Council will now be located at three points in Sandy. Defibrillators are located at the library and the pavilions in Bedford Road recreation ground and Sunderland road recreation ground.
- 1.4 In 2015 the Council organised a public training session in using the defibrillators and a member of the public has queried whether any more training sessions will be held in conjunction with the new defibrillator.

2. Information

- 2.1 Defibrillator community training sessions can be facilitated by various providers. Quotes have been obtained for Members consideration.

Provider	Cost	No. of Attendees
Community Heartbeat	£175 + VAT	50 People
Tutorcare	£375 + VAT	Per group of 12 (Discount available if two sessions held on one day)
St John Ambulance	£110 + VAT	Per Person

- 2.2 Following a recommendation from a Member of the public British Heart Foundation was also asked whether they could provide training. They confirmed that they don't not offer such training.
- 2.3 Members are asked to consider whether the Council should arrange training sessions, the number of sessions and the provider.

3. Recommendations

- 3.1 That the Council holds two training sessions in September 2017.
- 3.2 That sessions are held at Bedford Road recreation ground and Sunderland Road recreation ground.
- 3.3 That the Community Heartbeat Trust provide the training.
- 3.4 That the costs of the training come from the rolling capital fund.

Dated

of

2017

Agreement between Sandy Town Council (the “Council”) and Central Bedfordshire Council (“CBC”) and Stevenage Leisure Limited (SLL) for operation and management of the Jenkins Pavilion and booking of associated pitch facilities at Sunderland Road Recreation Ground, Sandy SG19 1TH

- 1 The agreement between CBC and SLL is for an initial period of 7 years commencing on 1 April 2014. There is an option to extend for a further 7 years.
- 2 The Council will pay to CBC an annual management fee of £15,000.00 and such annual management fee to increase in line with RPI each year during the initial period and any extension.
 - (a) In the event that SLL ceases to manage leisure facilities at Sandy Upper School, SLL may terminate this agreement by providing 3 month’s notice with the effect that this Agreement shall terminate on expiry of such notice. Any management fee paid in advance, in relation to any period from termination to the date paid up to, shall be refunded to the Council without undue delay.
- 3 SLL agrees to use the management fee to provide
 - i) Cleaning and maintenance of the Jenkins Pavilion
 - ii) Rates payable on the Jenkins Pavilion
 - iii) H&S legislative checks necessary for the operation of the Jenkins Pavilion
 - iv) Bookings management for the Jenkins Pavilion and the cricket and football pitches at Sunderland Road Recreation Ground
 - v) Utilities
- 4 The Council agrees to retain responsibility for
 - i) Buildings, pitch and contents insurance
 - ii) Maintenance of the cricket wicket and outfield
 - iii) Maintenance of the football pitches
 - iv) Maintenance of all other outdoor facilities at Sunderland Road Recreation Ground for which the Council is responsible.

- 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 will be made using a standardised pricing for the facilities agreed between the Council and the CBC
- 7 CBC will be responsible for ensuring that all users are aware of their H&S 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 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 monthly usage report and P&L 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 FA following review of the existing football development plan
- 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
- 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 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
- 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

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

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**Draft Flying of Model Planes and Drone Policy**

- 1.1 This policy governs the flying of model planes and drones on Council land.
- 1.2 The Town Council requires permissions to be obtained for public flying of model aircraft/drones on Town Council owned land.
- 1.3 If a person or company wants to fly a drone or UAV carrying photographic equipment above, launch from or land on property owned or controlled by the Council, permission must first be sought and granted from the Community Services and Environment Committee.
- 1.4 Decisions to grant permission are unlikely to be granted for Town Council owned areas due to the need to consider the needs of the many other people using public space.
- 1.5 **Permission will not generally be granted in relation to any public parks or open spaces in Council ownership**, unless the intended purpose is for education, promotion of the place (eg tourism) or there is a compelling commercial reason. The Council will charge a minimum fee of £100 for any permission granted.
- 1.6 Individuals caught flying UAVs on Council owned land without the required permission shall be required to cease immediately.
2. **Guidance on Flying Drones and Model Plans**
 - 2.1 If the Council does grant permission for the flying of drones or model aircrafts on Council owned land operators must follow the guidelines detailed below.
 - 2.2 Rules for flying, even with permission granted, are governed by Air Navigation Order 2009 (SI 2009/3015). Recreational users must comply with requirements about how and where they fly. For an aircraft with a mass of 20 kg or less, the Civil Aviation Authority (CAA) requires that:
 1. The operation must not endanger anyone or anything.
 2. The aircraft must be kept within the visual line of sight.
 3. Small unmanned aircraft that are being used for surveillance purposes are subject to restrictions with regard to the minimum distances they can fly near people or properties (50m).
 4. CAA permission is also required for all flights that are being conducted for aerial photography work.

5. The 'remote pilot' has responsibility for satisfying him/herself that the flight can be conducted safely.

2.3 The CAA also says care should be taken about the collection of images of identifiable individuals, even inadvertently, when using surveillance cameras mounted on a small unmanned surveillance aircraft, as these will be subject to the Data Protection Act. This Act contains requirements concerning the collection, storage and use of such images, Small Unmanned Aircraft operators need to ensure that they are complying with these requirements. It is possible otherwise that individuals might be able to bring actions under existing legislation relating to injury, trespass, privacy, nuisance and data protection.

2.4 Operators should **NOT**:

- fly a drone over a sports field if it's in use;
- operate over parked vehicles or roads;
- operate within of 20 metres of or be flown over other users of the park;
- fly over or within 50 metres of livestock, sensitive wildlife habitats such as nesting or roosting birds or lakes;
- operate within 20 metres of or fly over park buildings and structures, and overhead wires;
- operate over dry flammable vegetation;
- fly over adjoining private properties.

2.5 Operators **Should**:

- be courteous of other park users including people walking dogs;
- keep the UAV in full view at all times (e.g. not operated through binoculars, video monitor or smartphone, unless an observer is present);
- fly in daylight hours only;
- cease operation if requested by council staff
- Any breaches of the code of conduct could result in the council terminating your permission to fly UAVs on public land

2.4 All Town Council owned land is covered by this policy, including;

- Beeston Village Green
- Sunderland Road Recreation Ground
- Fallowfield Recreation Ground
- Bedford Road Recreation Ground
- The Limes Recreation Area
- The Riddy Nature Reserve
- The Pinnacle (Leased)
- Sandy Cemetery

SANDY TOWN COUNCIL**DRAFT SOCIAL MEDIA POLICY****1. STATEMENT OF PURPOSE**

- 1.1 The widespread availability and use of social networking applications bring opportunities to understand, engage and communicate with our audiences in new ways. It is important that the Council is able to use these technologies and services effectively and flexibly. However, it is also important to ensure that the Council balance this with its duties to its services users and partners, its legal responsibilities and its reputation.

For example, the Council's use of social networking applications has implications for its duty to safeguard children, young people and vulnerable adults. There also implications for employees, councillors and the Council as a corporate body.

- 1.2 This policy is intended to help councillors and council staff make appropriate decisions about the use of social media such and provide a framework of good practice.
- 1.3 The purpose of this policy is to ensure:
- that the Council is not exposed to legal and governance risks;
 - that the reputation of the Council is not adversely affected;
 - that our users are able to clearly distinguish where information provided via social networking applications is legitimately representative of the Council.
 - Management of the Council's Facebook site

2. Scope of Policy

- 2.1 This policy covers all individuals working at all levels with the council, including all elected and co-opted councillors, the clerk to the council and all other employees and volunteers. These groups are referred to collectively as 'Council representatives' for brevity.
- 2.2 The requirements of this policy apply to all uses of social networking applications which are used for any Council-related purpose and regardless of whether the applications are hosted corporately or not. They must also be considered where Council representatives are contributing in an official capacity to social networking applications provided by external organisations.
- 2.3 The council has a corporate presence on the web and by use of email, which it uses to communicate with people who live in, work in and visit the parish. Overtime the Town Council may add channels of communication that it uses at it seeks to improve and expand the services it delivers. When these

changes occur this Social Media Policy will be updated to reflect the new arrangements.

- 2.4 All members and staff are expected to comply with this policy at all times to protect the reputation, privacy, confidentiality, and interests of the council, its services, employees, partners and community.

3. Enforcement

- 3.1 Serious breaches of this policy by employees may be dealt with under the Employee Disciplinary Procedure. The Council may take disciplinary action in respect of unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented or facially offensive comments by an employee.

- 3.2 Behaviour required by the members' Code of Conduct shall apply to online activity in the same way it does to other written or verbal communication. Members will bear in mind that inappropriate conduct can still attract adverse publicity, even when the code does not apply. Online content should be objective, balanced, informative and accurate. Members must be aware that their profile as a councillor means the more likely it is they will be seen as acting in an official capacity when networking or blogging.

- 3.3 Breach of the policy by volunteers will result in the council no longer using their services and, if necessary, appropriate action will be taken.

- 3.4 Communications on the internet are permanent and public. When communicating in a 'private' group it should be ensured that the council would be content with the statement should it be made public.

4. SOCIAL MEDIA POLICY

- 4.1 Social networking applications include, but are not limited to:

- Blogs
- Online discussion forums
- Collaborative spaces
- Media sharing services, for example YouTube
- 'Micro-blogging' applications, for example Twitter.

- 4.2 All Council representatives should bear in mind that information they share through social networking applications, even if they are on private spaces, are still subject to copyright, data protection and Freedom of Information legislation, the Safeguarding Vulnerable Groups Act 2006 and other legislation. They must also operate in line with the Council's Equal Opportunities Policy.

4.3 This policy is based on the Civil Service Code: Principles for Participation Online and advice produced by the Chartered Institute of Public Relations and other sources of good practice.

5. Rules for using Social Media

5.1 Staff and Councillors must not allow their interaction on any website or blogs to damage their working relationships with others. They must not make any derogatory, discriminatory, defamatory or offensive comments about other staff, councillors, the council or about the people, businesses and agencies the council works with and serves.

5.2 Posts must not contain anyone's personal information, other than necessary basic contact details.

5.3 If staff or councillors blog, tweet or post personally they must not act, claim to act, or give the impression that they are acting as a representative of the council. If in doubt, they should make it clear they are posting personally, especially when posting on subjects which are the concern of the council.

5.4 All staff and councillors must ensure they use the council facilities appropriately. If using a council-provided website or social networking area, any posts made will be viewed as made in an official capacity. Council facilities cannot be used for personal or political blogs.

5.5 When participating in online communication on behalf of the council staff and councillors must;

- Never make false or misleading statements
- Never name and individual third party unless you have written permission to do so.
- Never use language that may be deemed as offensive, relating in particular to sexuality, race, disability, gender, age or religion.

5.6 Discussions and documents which are part of council meetings and are open to the public may be freely referred to in online communications. However e-mail communications, discussions of meetings or parts of meeting which are not open to the public, and any other correspondence or communication should be regarded as confidential unless specifically agreed otherwise.

6. Managing the Council Facebook Page

6.1 The Council will appoint at least **XXX** nominated persons as editors and moderators. They will be responsible for posting and monitoring of the content on council pages, ensuring it complies with the Social Media Policy. The moderators will have authority to immediately, without notice or comment, remove any posts from the council's Facebook page if they are deemed to be inflammatory or of a defamatory or libellous nature. Such posts will be reported to the Clerk for council records.

- 6.2 The Clerk reserves the right to require the removal of content published by Council representatives which may adversely affect the reputation of the Council or put it at risk of legal action.
- 6.2 The Facebook page will be used to;
- Post notices and minutes of meetings (?)
 - Advertise events and activities
 - Post news stories about council activities and decisions
 - Link to appropriate websites
 - Advertise vacancies
 - Share information from partners, i.e CBC, Police, Library
 - Announce new information appropriate to the council
 - Post or share information promoting bodies for community benefit, such as sports clubs and community groups
 - Post information about council services
 - Post contact information for the council
 - Post other items as the council sees fit (?)
 - Facebook may be used to support the Town Council website and its information as above.
- 6.3 The site will be checked on a regular basis to ensure security settings are in place. Access passwords for the site will be given to the Clerk and appointed Council editors/moderators only.
- 6.4 The Council will only monitor the page during office work hours and an automatic message will alert any 'posters' to this.
- 6.5 If a matter is raised on the Facebook page which needs further consideration by the council it may be raised at either the public participation session or as an agenda item for consideration by a quorum of councillors. The 'poster' shall be informed via the page or a direct message that this is the case and invited to contact the clerk directly. Any response agreed by council will be recorded in the minutes of the meeting.
- 6.6 Reports of any concerns regarding content on the Facebook page should be reported to the Clerk for referral to the moderators and/or council as required.
- 6.7 The use of the Council's logo and other branding elements should be used where appropriate to indicate the Council's support. The logo should not be used on social networking applications which are unrelated to or are not representative of the Council's official position.

SANDY TOWN COUNCIL
Information available from Sandy Town Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy and/or website)	
Who's who on the Council and its Committees	Website Hard copy	Free Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy	Free Free
Location of main Council office and accessibility details	Website Hardcopy	Free Free
Staffing structure	Hardcopy	10p per sheet plus postage costs
<p>Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	(hard copy and/or website)	

AGENDA ITEM 14
APPENDIX X

Annual return form and report by auditor	Website or Hard copy	Free 10p per sheet plus postage costs
Finalised budget	Website or Hard copy	Free 10p per sheet plus postage costs
Precept	Website or Hard copy	Free 10p per sheet plus postage costs
Borrowing Approval letter	Hard copy	10p per sheet plus postage costs
Financial Standing Orders and Regulations	Website or Hard copy	Free 10p per sheet plus postage costs
Grants given and received	Website or Hard copy	Free 10p per sheet plus postage costs
List of current contracts awarded and value of contract	Hard copy	10p per sheet plus postage costs
Members' allowances and expenses	Hard copy	10p per sheet plus postage costs
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	N/a as yet	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy	Free Free
Local Council Award Scheme status	Website Hard copy	Free 10p per sheet plus postage costs
Local charters drawn up in accordance with DCLG guidelines	N/a as yet	

Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy or website)	
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard copy	Free 10p per sheet plus postage costs
Agendas of meetings (as above)	Website Hard copy	Free 10p per sheet plus postage costs
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy	Free 10p per sheet plus postage costs
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy	Free 10p per sheet plus postage costs
Responses to consultation papers	Hard copy	10p per sheet plus postage costs
Responses to planning applications	Website Hard copy	Free 10p per sheet plus postage costs
Bye-laws	Website Hard copy	Free 10p per sheet plus postage costs

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p>(hard copy or website)</p>	
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p>All: Website Hard copy</p>	<p>Free 10p per sheet plus postage costs</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>All: Website Hard copy</p>	<p>Free 10p per sheet plus postage costs</p>
<p>Information security policy</p>	<p>To be devised</p>	<p>10p per sheet plus postage costs</p>
<p>Records management policies (records retention, destruction and archive)</p>	<p>Hard copy</p>	<p>10p per sheet plus postage costs</p>
<p>Data protection policies</p>	<p>Website Hard copy</p>	<p>Free 10p per sheet plus postage costs</p>
<p>Schedule of charges)for the publication of information)</p>	<p>Website Hard copy</p>	<p>Free 10p per sheet plus postage costs</p>

<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</p>	<p>Personal inspection Hardcopy</p>	<p>Free 10p per sheet plus postage costs</p>
<p>Assets Register</p>	<p>Personal inspection Hardcopy</p>	<p>Free 10p per sheet plus postage costs</p>
<p>Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)</p>	<p>N/a as yet</p>	
<p>Register of members' interests</p>	<p>Hard copy Or CBC Website</p>	<p>10p plus postage costs Free</p>
<p>Register of gifts and hospitality</p>	<p>Hard copy</p>	<p>10p plus postage costs</p>
<p>Class 7 – The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Allotments</p>	<p>Website Hard copy</p>	<p>Free Free</p>
<p>Burial grounds and closed churchyards</p>	<p>Website Hard copy</p>	<p>Free Free</p>

AGENDA ITEM 14

APPENDIX X

Community centres and village halls	N/a	
Parks, playing fields and recreational facilities	Website Hard copy	Free Free
Seating, litter bins, clocks, memorials and lighting	Website Hard copy	Free Free
Bus shelters	Website Hard copy	Free Free
Markets	Website Hard copy	Free Free
Public conveniences	Website Hard copy	Free Free
Agency agreements	Hard copy	10p plus postage costs
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy	10p plus postage costs
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Mr C Robson

Town Clerk, Sandy Town Council, 10 Cambridge Road, Sandy, Bedfordshire, SG19 1JE

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority

SANDY TOWN COUNCIL**Customer Care Policy
And Service Standards**

1. Sandy Town Council aims to satisfy its customers, this includes treating people properly and delivering a high standard of service and customer care in all areas of our work.
2. Customer Care involves putting customers first and respecting their rights, needs and views. The Council has many customers both external and internal. This policy relates to our most important group of customers: the people who live and work in Sandy.
3. This document is primarily intended for our employees but is made available to members of the public in the interests of transparency.
4. The Council will comply with the service standards described below.

SERVICE STANDARDS**Premises**

- Our reception areas and public rooms will be non-smoking, clean, tidy, safe, welcoming and comfortable.
- Access will be provided, wherever possible, to customers with prams, pushchairs, wheelchairs and mobility disabilities.
- We are striving to meet the needs of all people with disabilities.

Facilities

- Our indoor and outdoor facilities will be well maintained and safe.
- Access will be provided, wherever possible, to customers with prams, pushchairs, wheelchairs and mobility disabilities.
- We are striving to meet the needs of all people with disabilities.

Accessibility of our offices and officers

- Please refer to our website for the office opening hours. These can be found at the bottom of the homepage.
- Members of the public may “drop in” during the days the offices are open or may telephone from Monday to Friday for an appointment at a specific time.
- A request to see an individual officer will be responded to within three working days.
- Drop in visitors should not have to wait any more than 5 minutes before being seen. Specific members of staff may not be available during the drop in sessions.
- Customers attending a pre-booked appointment should not have to wait more than 5 minutes from the appointment time.
- When our offices are closed due to the public holidays or other circumstances we will publicise this. On occasion the office may be closed without notice for operational reasons.

Contact by Phone

- Our offices provide a telephone services between 9am to 5pm Monday to Friday. Outside these times an answering machine is available.
- We cannot answer all calls immediately because of our limited number of staff and phone lines. Telephone messages will be responded to within one working day.
- Our telephone response will be courteous.
- We aim to answer calls within 7 rings.

Website

- Information about Sandy Town Council is available on our website www.sandytowncouncil.gov.uk
- We aim to post agendas and reports to our website no less than 3 working days before our meetings.
- We aim to post approved minutes of meetings within 5 working days of the meeting at which they were approved.
- We aim to make the written information we send out easy to read and understand. We try to avoid the use of jargon, use clear and concise language, good layout and design and readable type faces and print sizes.

Staff

- The Town Council will ensure that our staff has the appropriate skills and knowledge to perform their jobs effectively.
- All our staff will be tidily dressed.
- The grounds staff will wear uniforms.
- Staff will be polite and constructive and will treat customers as they would wish to be treated themselves.
- Staff will supply their names and job titles to customers when requested.

Communication and right to information

- Sandy Town Council aims to make public as much information about its activities as practicable and our primary channel for this is our website.
- Sandy Town Council will also publish an annual report.
- Customers have the right of access to personal information which we hold on them.
- Customers also have the right of access to council information under the freedom of information Act.

Confidentiality

- Sandy Town Council respects the legislation which requires it to keep personal information confidential.
- The council has security arrangements to prevent unauthorised access to our records and we aim to comply with the principles of good practice included in the Data Protection Act 1998.
- Letters received from customers that are addressed to the Council as a body and which do not include personal information or a specific request to keep information confidential may be publicly disclosed.

Complaints

- Sandy Town Council aims to give customers the best service possible but sometimes things go wrong. If customers have a complaint we will try to put things right and apologise if we have made a mistake.
- The Council has a formal complaints procedure which is on the council's website and will be provided to customers who are not satisfied.

Date adopted: April 2013

Date revised:

SANDY TOWN COUNCIL

Minutes Policy

- 1 This policy sets out practical procedures and lawful practice for dealing with minutes of Sandy Town Council meetings and the meetings of its committees and sub-committees. It does not apply to notes taken at working groups or other meetings.
- 2 Minutes will follow a standard format as laid out in Sandy Town Council's minute protocol.
- 3 Minutes will be composed by the appointed minute taker at a meeting on the basis of contemporaneous notes. The minute taker may be the clerk, another officer or a designated member of council who is nominated to act as minute taker in the absence of an officer. In the absence of officers the minute taker may be the chairman.
- 4 All notes taken by the minute taker at a council, committee or sub-committee meeting will be subject to inspection under the Freedom of Information Act (as are all notes taken by all members and officers during meetings).
- 5 Draft minutes may be shown to the chairman of the meeting by the minute taker before circulating the draft minutes to other members of the meeting.
- 6 Draft minutes will be circulated to all members of the body which held the meeting (whether they were absent or present at the meeting) at the earliest opportunity.
- 7 If the draft minutes are not available until the day of the next meeting of the body, the minutes of the meeting may not be taken as read but will be read out to the meeting prior to approval.
- 8 Draft minutes will be published on the Council's website as soon as practicable.
- 9 The draft minutes will be considered and any suggested amendments to them will be proposed and voted upon in accordance with current standing orders.
- 10 Draft minutes may only be approved by resolution of the body (council, committee or sub-committee) which held the original meeting of which the minutes form a record.
- 11 Decisions contained within draft minutes may be implemented before the minutes are approved.
- 12 Recommendations contained within draft minutes may be referred to the relevant body for approval before the minutes are approved.
- 13 Once formally approved minutes will be published within 5 working days and will be posted on the Council's website.

- 14 Approved minutes of a sub-committee will be reported to the parent committee at the next available committee meeting for noting.
- 15 Approved minutes of a committee will be reported to the next available meeting of Town Council for noting.

Adopted: March 2013
Reviewed: June 2017

