

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, N Thompson

You are hereby summoned to attend a meeting of the Policy, Finance and Resources Committee of Sandy Town Council which will be held in the Council Chamber at 10 Cambridge Road, Sandy, Bedfordshire on Monday 15 January 2018 at 7.30pm for the purpose of transacting the items of business below.

C J Robson
Chris Robson
Town Clerk
10 Cambridge Road
Sandy SG19 1JE
01767 681491
9th January 2018

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

A G E N D A

Reports

1 Apologies for absence

2 Declarations of interest

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

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

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

3 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.

4 Minutes of previous meeting

To receive the minutes of the Policy, Finance and Resources Committee held on 27 November 2017 and to approve them as a correct record of proceedings.

Sandy Town Council

5 Financial Reports

- i) To consider a balance sheet and detailed financial report showing income and expenditure against the revenue budget for 31 December 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.

6 Fallowfield Lighting Scheme

To receive a report from the Clerk on proposals and costs for the installation of street lighting on the Fallowfield recreation ground. To Follow

7 LED Street Lighting

To receive a report from the Town Clerk on conversion to LED street lighting. Appendix V

8 2018/19 Budget and Precept Request

To receive and consider the 2018/19 budget summary. Appendix VI

9 Scale of Charges for 2018/19

- i) To consider the procedure and charge for the hiring of the Chamber outside of office hours. Appendix VII
- ii) To receive and consider the scale of charges for the 2018/19 financial year. Appendix VIII

10 Action List

To receive and note copy of the action list. Appendix IX

11 Planning Notification Letters

To receive and consider a report on the cost of issuing near neighbour letters on planning applications received from Central Bedfordshire Council. Appendix X

12 Unauthorised Encampments on Council Land Policy

To review a draft policy on dealing with unauthorised access and encampments on Council owned or managed land. Appendix XI

13 Chairman's Items

14 Date of Next Meeting: 26 February 2018

AGENDA ITEM 5

Sandy Town Council 2017-18

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Time :- 14:32

Detailed Balance Sheet (Excluding Stock Movement)

Month No: 9 31st December 2017

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>	
<i>Current Assets</i>			
100	Debtors Control	270	
105	VAT Control	16,977	
121	Mosaic Heritage Trail	9,847	
200	Current Bank A/c	-7,276	
201	Clerks Imprest A/c	500	
205	Capital a/c Santander	216,794	
206	Barclays Active Saver	387,647	
208	Public Sector Deposit Fund	201,993	
210	Petty Cash	80	
Total Current Assets			826,833
<i>Current Liabilities</i>			
501	Creditors Control	12,706	
Total Current Liabilities			12,706
Net Current Assets			814,127
Total Assets less Current Liabilities			814,127
<i>Represented By :-</i>			
300	Current Year Fund	161,036	
310	General Reserve	185,664	
315	Rolling Capital Fund	47,546	
320	Capital Receipts Reserve	53,324	
321	Earmarked Reserves	23,028	
322	EMR Fallowfield	327,530	
323	EMR Community Funds	7,000	
324	EMR Elections	9,000	
Total Equity			814,127

Summary Income & Expenditure by Budget Heading 31st December 2017

Month No : 9

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	21,458	187,343	276,450	89,107		89,107	67.8 %
402 Administration-Office	Expenditure	3,985	56,793	81,455	24,662		24,662	69.7 %
	Income	100	2,151	4,700	-2,549			45.8 %
403 Administration-Works	Expenditure	1,487	27,900	31,429	3,529		3,529	88.8 %
	Income	0	10,540	0	10,540			0.0 %
405 Footway Lighting	Expenditure	6,391	17,433	9,500	-7,933		-7,933	183.5 %
406 Cemetery & Churchyard	Expenditure	795	5,119	11,129	6,010		6,010	46.0 %
	Income	2,015	13,231	25,000	-11,769			52.9 %
408 Town Centre (Including Market)	Expenditure	0	16,264	34,513	18,249		18,249	47.1 %
	Income	0	0	620	-620			0.0 %
409 Public Toilets - Car Park	Expenditure	0	3,395	4,131	736		736	82.2 %
500 Play Areas and Open Spaces	Expenditure	39	2,347	-5,700	-8,047		-8,047	-41.2 %
	Income	0	1,003	1,115	-112			90.0 %
501 Sunderland Road Rec Ground	Expenditure	1,538	21,457	27,510	6,053		6,053	78.0 %
	Income	0	787	679	108			115.9 %
502 Nature Reserves	Expenditure	0	5,335	13,000	7,665		7,665	41.0 %
	Income	1,665	3,374	3,700	-326			91.2 %
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	4,115	15,795	18,000	2,205		2,205	87.7 %
	Income	2,889	5,080	2,000	3,080			254.0 %
601 Precept and Interest	Income	685	540,114	542,309	-2,195			99.6 %
602 Democratic and Civic Costs	Expenditure	166	7,900	13,800	5,901		5,901	57.2 %
700 Capital and Projects	Expenditure	130	53,137	321,411	268,274		268,274	16.5 %
	Income	0	4,973	267,005	-262,032			1.9 %
INCOME - EXPENDITURE TOTALS	Expenditure	40,104	420,218	847,128	426,910	0	426,910	49.6 %
	Income	7,355	581,254	847,128	-265,874			68.6 %
	Net Expenditure over Income	32,749	-161,036	0	161,036			

Month No : 9

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	8,297	78,523	114,000	35,477		35,477	68.9 %
4002	Gross Salaries - Works	8,719	68,912	97,700	28,788		28,788	70.5 %
4003	Employers NIC	1,287	10,592	22,100	11,508		11,508	47.9 %
4004	Employers Superannuation	3,155	27,749	41,450	13,701		13,701	66.9 %
4010	Miscellaneous Staff Costs	0	1,338	1,000	-338		-338	133.8 %
4030	Recruitment Advertising	0	229	200	-29		-29	114.6 %
	Staff :- Expenditure	21,458	187,343	276,450	89,107	0	89,107	67.8 %
	Net Expenditure over Income	21,458	187,343	276,450	89,107			
<u>402</u>	<u>Administration-Office</u>							
4001	Gross Salaries - Admin	395	395	0	-395		-395	0.0 %
4008	Training	370	555	2,500	1,945		1,945	22.2 %
4009	Travel & Subsistence	0	13	250	237		237	5.4 %
4010	Miscellaneous Staff Costs	0	85	0	-85		-85	0.0 %
4011	General Rates	0	6,291	6,305	14		14	99.8 %
4012	Water Rates	0	891	400	-491		-491	222.7 %
4014	Electricity	0	1,017	3,500	2,483		2,483	29.1 %
4015	Gas	101	462	1,800	1,338		1,338	25.6 %
4016	Cleaning Materials etc	73	834	1,250	416		416	66.7 %
4020	Misc Establishment Costs	0	1,210	2,000	791		791	60.5 %
4021	Telephone & Fax	0	1,175	2,500	1,325		1,325	47.0 %
4022	Postage	72	480	1,700	1,220		1,220	28.2 %
4023	Printing & Stationery	36	2,205	3,000	795		795	73.5 %
4024	Subscriptions	0	2,592	2,700	108		108	96.0 %
4025	Insurance (excl vehicles)	1,717	15,777	22,250	6,473		6,473	70.9 %
4026	Photocopy Costs	389	3,250	3,500	250		250	92.9 %
4027	IT Costs incl Support	265	4,019	6,000	1,981		1,981	67.0 %
4028	Service Agreements (Other)	0	6,226	6,000	-226		-226	103.8 %
4035	Publications	11	40	100	60		60	39.6 %
4036	Property Maintenance/Security	102	2,739	3,000	261		261	91.3 %
4040	Equipment Purchases (Minor)	0	1,675	2,000	325		325	83.8 %
4050	Tourism Expenditure	0	0	750	750		750	0.0 %
4051	Bank Charges	11	16	100	84		84	16.4 %
4056	Legal Expenses	0	403	1,000	597		597	40.3 %
4057	Audit Fees - External	0	0	1,300	1,300		1,300	0.0 %
4058	Audit Fees - Internal	0	400	850	450		450	47.1 %
4059	Accountancy Fees	421	3,932	6,500	2,568		2,568	60.5 %
4070	Refreshments	22	110	200	90		90	54.9 %
	Administration-Office :- Expenditure	3,985	56,793	81,455	24,662	0	24,662	69.7 %

Month No : 9

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1003	Tourism Income	73	143	2,000	-1,857			7.1 %
1201	Rent Received Etc	27	932	2,500	-1,568			37.3 %
1202	Photocopying Income	1	80	0	80			0.0 %
1205	Miscellaneous Income	0	13	0	13			0.0 %
1206	Wayleaves	0	24	0	24			0.0 %
1245	Grants Received	0	958	0	958			0.0 %
1360	Ticket Sales Commission	0	0	200	-200			0.0 %
	Administration-Office :- Income	100	2,151	4,700	-2,549			45.8 %
	Net Expenditure over Income	3,885	54,642	76,755	22,113			
<u>403</u>	<u>Administration-Works</u>							
4005	Protective Clothing	257	1,207	1,000	-207		-207	120.7 %
4008	Training	0	228	500	272		272	45.6 %
4011	General Rates	0	1,724	2,279	555		555	75.7 %
4012	Water Rates	0	117	200	83		83	58.4 %
4014	Electricity	0	-1,116	1,000	2,116		2,116	-111.6 %
4017	Refuse Disposal	370	3,198	3,500	302		302	91.4 %
4036	Property Maintenance/Security	0	2,010	2,000	-10		-10	100.5 %
4038	Consumables/Small Tools	20	1,626	2,500	874		874	65.0 %
4039	Planting/Trees/Horticulture	0	4,461	6,500	2,039		2,039	68.6 %
4040	Equipment Purchases (Minor)	61	7,826	2,000	-5,826		-5,826	391.3 %
4042	Equipment/Vehicle Maintenance	323	1,796	5,500	3,704		3,704	32.7 %
4043	Equipment/Vehicle Fuel	217	2,518	2,200	-318		-318	114.5 %
4044	Vehicle Tax & Insurance	240	2,306	2,250	-56		-56	102.5 %
	Administration-Works :- Expenditure	1,487	27,900	31,429	3,529	0	3,529	88.8 %
1258	Insurance Claims Repayment	0	10,540	0	10,540			0.0 %
	Administration-Works :- Income	0	10,540	0	10,540			
	Net Expenditure over Income	1,487	17,361	31,429	14,068			
<u>405</u>	<u>Footway Lighting</u>							
4014	Electricity	450	1,874	5,500	3,626		3,626	34.1 %
4042	Equipment/Vehicle Maintenance	5,941	15,559	4,000	-11,559		-11,559	389.0 %
	Footway Lighting :- Expenditure	6,391	17,433	9,500	-7,933	0	-7,933	183.5 %
	Net Expenditure over Income	6,391	17,433	9,500	-7,933			
<u>406</u>	<u>Cemetery & Churchyard</u>							
4011	General Rates	0	2,384	2,579	195		195	92.5 %

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Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4012 Water Rates	0	30	100	70		70	29.5 %
4036 Property Maintenance/Security	122	272	1,000	728		728	27.2 %
4037 Grounds Maintenance	0	0	900	900		900	0.0 %
4039 Planting/Trees/Horticulture	13	13	350	337		337	3.7 %
4101 Grave Digging Costs	660	2,420	6,200	3,780		3,780	39.0 %
Cemetery & Churchyard :- Expenditure	795	5,119	11,129	6,010	0	6,010	46.0 %
1226 Burials/Memorials Income	2,015	13,231	25,000	-11,769			52.9 %
Cemetery & Churchyard :- Income	2,015	13,231	25,000	-11,769			52.9 %
Net Expenditure over Income	-1,220	-8,112	-13,871	-5,759			
408 Town Centre (Including Market)							
4007 Health & Safety	0	0	150	150		150	0.0 %
4011 General Rates	0	14,229	14,255	26		26	99.8 %
4036 Property Maintenance/Security	0	311	1,500	1,189		1,189	20.7 %
4053 Loan Interest	0	149	293	144		144	50.8 %
4054 Loan Capital Repaid	0	155	315	160		160	49.3 %
4100 CCTV Fees	0	1,420	18,000	16,580		16,580	7.9 %
Town Centre (Including Market) :- Expenditure	0	16,264	34,513	18,249	0	18,249	47.1 %
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	0	16,264	33,893	17,629			
409 Public Toilets - Car Park							
4011 General Rates	0	1,935	1,931	-4		-4	100.2 %
4012 Water Rates	0	495	1,000	505		505	49.5 %
4014 Electricity	0	63	200	137		137	31.4 %
4036 Property Maintenance/Security	0	902	1,000	98		98	90.2 %
Public Toilets - Car Park :- Expenditure	0	3,395	4,131	736	0	736	82.2 %
Net Expenditure over Income	0	3,395	4,131	736			
500 Play Areas and Open Spaces							
4007 Health & Safety	0	399	400	1		1	99.8 %
4012 Water Rates	0	579	700	121		121	82.8 %
4014 Electricity	39	116	200	84		84	58.0 %
4036 Property Maintenance/Security	0	19	500	481		481	3.8 %
4037 Grounds Maintenance	0	1,233	2,500	1,267		1,267	49.3 %

Month No : 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
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	39	2,347	-5,700	-8,047	0	-8,047	-41.2 %
1201 Rent Received Etc	0	500	0	500			0.0 %
1241 Sandy FC Rent	0	0	565	-565			0.0 %
1251 Pitch Rental	0	503	550	-47			91.5 %
Play Areas and Open Spaces :- Income	0	1,003	1,115	-112			90.0 %
Net Expenditure over Income	39	1,343	-6,815	-8,158			
501 Sunderland Road Rec Ground							
4012 Water Rates	0	240	800	560		560	30.0 %
4014 Electricity	25	123	200	77		77	61.6 %
4036 Property Maintenance/Security	0	972	1,000	28		28	97.2 %
4046 Bowling Green - SBC	412	3,381	2,952	-429		-429	114.5 %
4047 Equipment Maintenance - SBC	-397	2,035	2,399	364		364	84.8 %
4048 Cricket Square - SCC	15	2,234	2,370	136		136	94.3 %
4049 Equipment Maintenance - SCC	225	1,148	2,564	1,416		1,416	44.8 %
4060 Other Professional Fees	1,258	11,323	15,225	3,902		3,902	74.4 %
Sunderland Road Rec Ground :- Expenditure	1,538	21,457	27,510	6,053	0	6,053	78.0 %
1201 Rent Received Etc	0	380	0	380			0.0 %
1253 Bowls Club Rental	0	407	407	0			100.1 %
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	0	787	679	108			115.9 %
Net Expenditure over Income	1,538	20,670	26,831	6,161			
502 Nature Reserves							
4037 Grounds Maintenance	0	39	1,500	1,461		1,461	2.6 %
4060 Other Professional Fees	0	3,296	9,500	6,204		6,204	34.7 %
4703 Sandy Green Wheel	0	2,000	2,000	0		0	100.0 %
Nature Reserves :- Expenditure	0	5,335	13,000	7,665	0	7,665	41.0 %
1306 Countryside Stewardship Grant	1,665	2,865	3,200	-335			89.5 %
1307 Angling Licence Rent	0	509	500	9			101.9 %
Nature Reserves :- Income	1,665	3,374	3,700	-326			91.2 %
Net Expenditure over Income	-1,665	1,960	9,300	7,340			

Month No : 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>505</u> <u>Grass Cutting</u>							
4102 Grass Cutting	0	0	10,000	10,000		10,000	0.0 %
Grass Cutting :- Expenditure	<u>0</u>	<u>0</u>	<u>10,000</u>	<u>10,000</u>	<u>0</u>	<u>10,000</u>	<u>0.0 %</u>
Net Expenditure over Income	<u>0</u>	<u>0</u>	<u>10,000</u>	<u>10,000</u>			
<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	<u>0</u>	<u>0</u>	<u>500</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>0.0 %</u>
Net Expenditure over Income	<u>0</u>	<u>0</u>	<u>500</u>	<u>500</u>			
<u>509</u> <u>Christmas Lights</u>							
4401 Christmas Illuminations	3,738	11,561	13,000	1,439		1,439	88.9 %
4402 Community Christmas Event	378	4,234	5,000	766		766	84.7 %
Christmas Lights :- Expenditure	<u>4,115</u>	<u>15,795</u>	<u>18,000</u>	<u>2,205</u>	<u>0</u>	<u>2,205</u>	<u>87.7 %</u>
1365 Christmas Lights	2,889	5,080	2,000	3,080			254.0 %
Christmas Lights :- Income	<u>2,889</u>	<u>5,080</u>	<u>2,000</u>	<u>3,080</u>			<u>254.0 %</u>
Net Expenditure over Income	<u>1,226</u>	<u>10,715</u>	<u>16,000</u>	<u>5,285</u>			
<u>601</u> <u>Precept and Interest</u>							
1101 Precept	0	538,809	538,809	0			100.0 %
1320 Interest Received - All account	685	1,305	3,500	-2,195			37.3 %
Precept and Interest :- Income	<u>685</u>	<u>540,114</u>	<u>542,309</u>	<u>-2,195</u>			<u>99.6 %</u>
Net Expenditure over Income	<u>-685</u>	<u>-540,114</u>	<u>-542,309</u>	<u>-2,195</u>			
<u>602</u> <u>Democratic and Civic Costs</u>							
4007 Health & Safety	0	73	0	-73		-73	0.0 %
4020 Misc Establishment Costs	0	0	100	100		100	0.0 %
4033 Annual Report & Newsletter	238	2,381	3,000	619		619	79.4 %
4042 Equipment/Vehicle Maintenance	0	170	250	80		80	67.9 %
4200 Mayor's Allowance	227	1,505	1,950	445		445	77.2 %
4202 Members' Expenses (Conf etc)	-299	270	500	230		230	53.9 %
4210 Election Costs	0	0	3,000	3,000		3,000	0.0 %
4701 Grants/Donations Paid	0	2,501	3,000	499		499	83.4 %
4702 Community Events Support	0	1,000	2,000	1,000		1,000	50.0 %
Democratic and Civic Costs :- Expenditure	<u>166</u>	<u>7,900</u>	<u>13,800</u>	<u>5,901</u>	<u>0</u>	<u>5,901</u>	<u>57.2 %</u>
Net Expenditure over Income	<u>166</u>	<u>7,900</u>	<u>13,800</u>	<u>5,901</u>			

Month No : 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>700</u> <u>Capital and Projects</u>							
4153 Loan Interest - INTERNAL	0	0	7,903	7,903		7,903	0.0 %
4154 Loan Capital - INTERNAL	0	0	9,102	9,102		9,102	0.0 %
4802 CAP - Cemetery Extension	840	4,389	295,000	290,612		290,612	1.5 %
4810 CAP - Goal Posts	0	2,841	0	-2,841		-2,841	0.0 %
4815 CAP - Tree Works	130	2,860	0	-2,860		-2,860	0.0 %
4816 CAP - Benchmarking	0	150	0	-150		-150	0.0 %
4817 CAP - War Memorial	0	3,440	0	-3,440		-3,440	0.0 %
4818 CAP - Fallowfield	0	5,002	0	-5,002		-5,002	0.0 %
4819 CAP - Vehicle	0	29,500	0	-29,500		-29,500	0.0 %
4820 CAP - Bandstand	0	920	0	-920		-920	0.0 %
4915 Transfer to Rolling Capital Fd	0	48,277	45,304	-2,973		-2,973	106.6 %
4923 Internal Loan repaid to F'ild	0	0	9,102	9,102		9,102	0.0 %
4965 Funded from Rolling Capital	0	-34,851	0	34,851		34,851	0.0 %
4970 Transfer from C R R	-840	-4,389	-45,000	-40,612		-40,612	9.8 %
4972 Transfer from EMR Fallowfield	0	-5,002	0	5,002		5,002	0.0 %
Capital and Projects :- Expenditure	130	53,137	321,411	268,274	0	268,274	16.5 %
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 %
1210 Sale of Assets	0	2,000	0	2,000			0.0 %
1364 S106 Money Received	0	2,973	0	2,973			0.0 %
Capital and Projects :- Income	0	4,973	267,005	-262,032			1.9 %
Net Expenditure over Income	130	48,164	54,406	6,242			

Sandy Town Council
Report to 31st December 2017

General Notes

Attached are the summary income & expenditure report for month 9 to 31st December 2017. This report shows a current year surplus of income over expenditure of £161,036 which includes the second half of the precept (£269,404) which was received on 1st September 2017

The balance sheet shows that total funds available to the council are £962,044

This is made up of the following -

Current Year Surplus	£161,036
General Reserve Brought Forward	£185,664
Rolling Capital Fund	£47,546
Capital Receipts Reserve	£53,324
Fallowfield Reserve	£327,530
Earmarked Community Funds	£7,000
Earmarked Elections	£9,000
Other Earmarked Reserves	£23,028
Total	<u>£814,128</u>

The percentage of budget if analysed evenly over the year to date is 75% but members are reminded that income & expenditure rarely follows this pattern over the year.

Analysis by Cost Centre

401 Staff

Expenditure is 67.8% of the annual budget.

Expenditure on 4010 is high due to one off annual service fee to Bedford Borough Payroll and occupational health care costs. A new budget has been created in 2018/19 to cover Occupational Health

4030 is over spent due to the higher than anticipated cost of advertising. Budget increased for the 2018/19 financial year

402 Administration

Expenditure is 69.2% of the annual budget.

4001 - To be reallocated to 401 4001. Temporary admin salary costs.

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

4012 - Water Rates are high due to charge for leak in water pipe.

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

4028 - Website maintenance and hosting of Roman Sandy site have resulted in overspend. Both payments cover services up to September 2018 and accountant to accrue for April - September proportion. This will bring expenditure back within budget.

4036 - Expenditure high due to annual bills for alarm cover, alarm phone line, security call out cover and boiler service. £75 cost for replacement of security light in month 9.

4040 - High expenditure due to purchase and installation of new defib. Refunded by Mayors charity and SFC. Shown by income line 402/1245

Sandy Town Council
Report to 31st December 2017

Analysis by Cost Centre [Continued]

403 Works

Expenditure is 89.0% of the annual budget. Centre appears over budget but once insurance claim is factored in expenditure is at 55% for month 9.

4005 - PPE and kit renewed at beginning of year. New kit required for new member of staff
Budget increase included in 2018/19 budget.

4017 - Refuse costs remain high, however less frequent collections in September has resulted in less impact on budgets than in previous months. Increase in budget for 2018/19.

4036 - High expenditure due to alarm company annual service costs and numerous call outs. Emptying of septic tank and disconnection of electricity in preparation for demolition increased expenditure.

4038/4040 - Expenditure overspent due to replacement of items stolen from depot.
Expenditure offset by insurance refund in budget line 1258

4043 - Fuel costs expected to reduce during winter due to less use of maintenance machinery.
To be monitored carefully going forward.

4044 - Expenditure high due to annual insurance cost and road tax for vehicles.
Overspend due to insurance/administrations charges related change ride on mowers on policy

405 Footway Lighting

Expenditure is 183.5% of the annual budget.

4014 - Electricity costs for street lighting remains low

4042 is largely overspent due to 11 SOX lanterns failing between September and December.
Lanterns replaced with LED lanterns. Council can take overspend from the Rolling Capital Fund or General Reserve to offset impact on revenue budget. Decision to be made before year end.

406 Cemetery & Churchyard

Expenditure is 46.0% of the annual budget.

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

1226 - Unlikely budgeted Burials/Memorial income will be achieved based on previous months

408 Town Centre (Incl. Market)

Expenditure is 47.1% of the annual budget

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

No concerns.

409 Public Toilets - Car Park

Expenditure is 82.2% of the annual budget.

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

4036 - High expenditure due to annual charge for car park barrier maintenance contract and installation of new barrier controller following failure.

Sandy Town Council
Report to 31st December 2017

500 Play Areas and Open Spaces

Expenditure is -41.2% of the annual budget.

4007 - Expenditure on annual ROSPA inspections

4012 - Water rate being reviewed with supplier. Appears to be higher water usage at public toilets during summer.

501 Sunderland Road Rec.

Expenditure is 78% of the annual budget.

4012 - Water rate low due to refund earlier in year.

4036 - High expenditure due to adjustment work to scoreboard shutter on Jenkins

4046 - High expenditure due to time of year and purchase of green care provisions.

Overpend against 4048. Total budget spent.

502 Nature Reserves

Expenditure is 41.0% of the annual budget.

4060 - Invoice from Wildlife Trust still to be received.

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

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

Expenditure is 87.7% of the annual budget.

4401/4402 - High due to cost of christmas lights contract and event. Bill still due for the taking down of xmas lights which will result in 100% expenditure.

1365 - Income exceeds budget thanks to success of the raffles and tombola organised by Cllrs Leach and Cole. The accountant has had to apply VAT to elements of income as they are classed as 'business activities'.

601 Precept and Interest

The second of the precept has been received.

602 Democratic & Civic Costs

Expenditure is 59.9% of the annual budget.

4202 - Members expenses appears overspent due to travel costs

4701 - 83.4% of the Councils grant budget has already been awarded due to high number of applications in April.

No further concerns.

At : 14:59

Current Bank A/c

List of Payments made between 01/11/2017 and 30/11/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/11/2017	Aviva	Std Ord	1,716.57		Annual Insurance Premium
02/11/2017	Chess Ltd	DDR	300.00		2287/ICT Maintenance Oct
03/11/2017	SLCC Bedfordshire Branch	111286	10.00		2369/GDPR Training CR
03/11/2017	Anglian Water Business Ltd. (N	111287	92.31		2319/Water 01.08.17-31.10.17
03/11/2017	Anglian Water Business Ltd. (N	111287.	308.23		2318/Bowls 14.07.17-31.10.17
06/11/2017	Petty Cash topup	111289	184.73		Petty Cash topup
06/11/2017	Bank Charges	5.64	5.64		Bank Charges
09/11/2017	Central Bedfordshire Council R	DDR2	95.00		1929/ Market Rates 2017-18
10/11/2017	Workflow Imaging Systems Ltd	DDR3	263.22		2346/Copier Usage to 31.10.17
13/11/2017	Chess Ltd	DDR4	27.00		2227/telephony Support
16/11/2017	Bedford Borough Council	DDR5	20,989.89		2357/ERs Superann
20/11/2017	UK Fuels Limited DDR	DDR6	137.85		2330/Fuel Cards
20/11/2017	Southern Electric DDR	DDR7	13.76		2370/Elec 02.10.17-01.11.17
22/11/2017	1st Response Fire Protection	31139	791.70		2317/LED Emergency Lights
22/11/2017	Anglian Water Business Ltd. (N	31140	42.32		2351/Water 15.08.17-14.11.17
22/11/2017	Anglian Water Business Ltd. (N	31141	565.65		2350/Water 19.07.17-14.11.17
22/11/2017	Anglian Water Business Ltd. (N	31142	19.86		2353/Water 28.07.17-14.11.17
22/11/2017	Anglian Water Business Ltd. (N	31143	92.22		2354/Water 15.07.17-07.11.17
22/11/2017	Anglian Water Business Ltd. (N	31144	38.38		2352/Water 28.07.17-14.11.17
22/11/2017	Bedford Borough Council	31145	695.00		2320/Occupational Health BG
22/11/2017	Biggles FM	31146	250.00		2358/Biggles FM
22/11/2017	Blue Arrow Ltd	31147	301.32		2321/M. Lisi w/e 13.10.17
22/11/2017	Bedfordshire Rural Communities	31148	3,955.20		2384/Warden at Pinnacle
22/11/2017	Cemetery Development Services	31149	540.00		2322/Written spec for wells
22/11/2017	Central Bedfordshire Council	31150	1,607.26		2359/Pavillion Management Fee
22/11/2017	DCK Accounting Solutions Ltd	31151	505.20		2328/Contract Accounting
22/11/2017	Dunstable Town Council	31152	42.00		2361/Dunstable Dinner
22/11/2017	Mrs A Elliott-Flockheart	31153	85.00		2329/Glasses for AEF
22/11/2017	Evolve Recruitment (Bedford) L	31154	686.95		2362/K.Britton w/c 23.10.17
22/11/2017	Gilks Fencing Ltd	31155	266.74		2331/Remove & repair Gate Post
22/11/2017	Hertfordshire County Council	31156	101.62		2332/Janitorial Supplis
22/11/2017	The Mayor's Appeals Fund	31157	10.00		2367/Houghton Regis Xmas
22/11/2017	Arthur Ibbett Ltd	31158	207.26		2333/Bypass Loppers
22/11/2017	Kempston Surveys Ltd	31159	240.00		2334/Surveyancy & Drawings
22/11/2017	The Lion Press	31160	163.20		2335/Xmas Lights raffle Ticket
22/11/2017	Marshall's Events Ltd	31161	300.00		2336/Santas Cabin
22/11/2017	Mayor of Sandy's Charity Accou	31162	42.00		2337/Mayors Luncheon
22/11/2017	Tim Miles	31163	440.00		2338/Grave Digging
22/11/2017	Mr T Munns	31164	320.00		2383/Storage Unit Dec
22/11/2017	The Poppy Appeal	31165	75.00		2340/Poppy Wreath
22/11/2017	Rosetta Publishing	31166	285.60		2339/The Bulletin Nov
22/11/2017	Seddington Nursery	31167	1,037.50		2341/Planting, Compost, Shrubs
22/11/2017	Agrovista UK Ltd	31168	812.76		2342/Greenkeeping Supplies
22/11/2017	Steve Dear Tree Services Ltd	31169	3,276.00		2343/Tree Works
22/11/2017	T&J Seymour Electrical Install	31170	4,080.00		2376/LED Lighting Pole
22/11/2017	Travis Perkins Trading Co Ltd	31171	89.22		2344/Maintenance Materials
22/11/2017	UK Amenity Ltd	31172	786.72		2345/Sprayign Weedkiller

Continued on Page 2

At : 14:59

Current Bank A/c

List of Payments made between 01/11/2017 and 30/11/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
22/11/2017	Verto (UK) Ltd	31173	238.80		2381/Hosting Roman Sandy Web
22/11/2017	WPS Insurance Brokers	31174	63.52		2378/Fleet Insurance Adjust
23/11/2017	Anglian Water Business Ltd. (N	111290	85.17		Purchase Ledger Payment <i>Replace Chq 31143</i>
23/11/2017	Anglian Water Business Ltd. (N	111290.	72.45		Purchase Ledger Payment <i>Replace Chq 31144</i>
23/11/2017	1st Response Fire Protection &	111291	791.70		Purchase Ledger Payment <i>Replace chq 31139</i>
23/11/2017	Mrs A Elliott-Flockhart	111292	85.00		Purchase Ledger Payment <i>Replace chq 31153</i>
24/11/2017	Chess Ltd	DDR10	216.54		2327/IT Support Contract
24/11/2017	Chess Ltd	DDR8	6.60		2325/Email Licence
24/11/2017	Chess Ltd	DDR9	67.68		2326/Office 365 Licence
30/11/2017	Central Bedfordshire Council	111293	1,509.76		Purchase Ledger Payment <i>Replace Chq 31155</i>
30/11/2017	Chess Ltd	DDR11	27.00		2360/Telephony Support
30/11/2017	Chess Ltd	DDR12	204.77		2324/Telephone bills to 31.10
Total Payments			50,264.87		

At : 14:36

Current Bank A/c

List of Payments made between 01/12/2017 and 31/12/2017

<u>Date Paid</u>	<u>Pavee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/2017	Aviva	Std Ord	1,716.57		Annual Insurance Premium
04/12/2017	Interest Charged	CHG	79.42		Interest Charged
04/12/2017	UK Fuels Limited DDR	DDR	79.42		2364/Fuel Cards
04/12/2017	Southern Electric DDR	DDR2	1,220.98		Purchase Ledger Payment
04/12/2017	Interest Charged	CHG	10.79		Interest Charged
11/12/2017	UK Fuels Limited DDR	DDR3	76.27		2382/Fuel Cards
11/12/2017	Central Bedfordshire Council R	DDR4	95.00		1929/ Market Rates 2017-18
18/12/2017	UK Fuels Limited DDR	DDR5	52.36		2395/Fuel Cards
18/12/2017	Southern Electric DDR	DDR6	536.73		2429/Elec 02.11.17-01.12.17
18/12/2017	Bedford Borough Council	DDR7	20,312.70		2413/ERs Superann
19/12/2017	Workflow Imaging Systems Ltd	DDR8	108.00		2437/Copy Costs to 24.04.18
20/12/2017	1st Response Fire Protection &	31175	144.90		2396/timer Switch for Lights
20/12/2017	Archant Community Media Ltd	31176	275.04		2388/Job Adverts
20/12/2017	Autism Bedfordshire	31177	200.00		2389/Autism Bedfordshire
20/12/2017	Cash	31178	170.36		2439/Petty Cash
20/12/2017	Colin Ross Workwear & Safety	31179	308.00		2415/Sweatshirts, Fleece
20/12/2017	DCK Accounting Solutions Ltd	31180	505.20		2392/Contract Accounting
20/12/2017	Post Office Ltd	31181	240.00		2425/FD07 HGU Road Tax
20/12/2017	Evolve Recruitment (Bedford) L	31182	1,054.97		2394/K.Britton Hrs to 20.11.17
20/12/2017	Froods Autoservices	31183	377.85		2419/FD07 HGU MOT & Service
20/12/2017	Haines Watts Ltd	31184	480.00		2397/Interim Audit 17/18
20/12/2017	Hertfordshire County Council	31185	192.28		2398/Oven Glove
20/12/2017	Mr A M Hill	31186	37.97		2420/Sandy Xmas Lights Chocolates
20/12/2017	Martin Howlett Trading Company	31187	87.50		2400/Work Trousers
20/12/2017	A Jakins & Sons Christmas Tree	31188	744.00		2399/25ft Spruce Tree
20/12/2017	Tim Miles	31189	660.00		7241/Grave Digging
20/12/2017	Mr T Munns	31190	320.00		2422/Storage Unit Rental Jan
20/12/2017	NALC	31191	444.00		2402/Larger Councils Conf.
20/12/2017	FD Odell & Sons Ltd	31192	515.70		2403/Refuse Disposal
20/12/2017	Colin Osborne	31193	153.03		2424/c. Osborne Expenses
20/12/2017	Rosetta Publishing	31194	571.20		2404/the Bulletin Dec 17
20/12/2017	Mayor's Charity Account	31195	40.00		2401/Rushden TC Dinner
20/12/2017	Safford's Coaches Ltd	31196	66.00		2427/Saffords Commission
20/12/2017	1st Sandy Scout Group	31197	66.50		2438/Scouts Food Vouchers
20/12/2017	Sandy Football Club	31198	40.72		2436/Elec 07.09.17-11.12.17
20/12/2017	Agrovista UK Ltd	31199	39.54		2405/Valved Mask Box,Browguard
20/12/2017	Speedy Asset Services LTD	31200	196.18		2406/Pedestrian Barrier
20/12/2017	Steve Dear Tree Services Ltd	31201	156.00		2434/St Swithuns Tree Works
20/12/2017	Mr D Stewart	31202	49.00		2435/Refund of Plot J66
20/12/2017	St. John Ambulance	31203	298.08		2407/First Aid Cover
20/12/2017	Miss C M T blake	31204	9,442.02		2432/Story in Stone Phase 2
20/12/2017	Travis Perkins Trading Co Ltd	31205	24.00		2409/Building Sand
20/12/2017	TTM Consultancy Services Ltd	31206	314.40		2410/Repairs to Barrier
20/12/2017	Verto (UK) Ltd	31207	900.00		2412/Web Maint to 26.06.18
20/12/2017	Purchase Power	DDR9	86.93		2456/Franking Machine Hire
27/12/2017	UK Fuels Limited DDR	DDR10	121.99		2417/Fuel Cards
27/12/2017	Gazprom Energy	DDR11	95.26		Purchase Ledger Payment

Continued on Page 2

At : 14:36

Current Bank A/c

List of Payments made between 01/12/2017 and 31/12/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
27/12/2017	Chess Ltd	DDR12	216.54		2391/IT Support
27/12/2017	Southern Electric DDR	DDR13	12.96		2431/Elec 02.11.17 01.12.17
28/12/2017	Chess Ltd	DDR14	74.28		2390/Office 365 Licence
29/12/2017	Chess Ltd	DDR15	27.00		2414/Telephony Support
29/12/2017	Chess Ltd	DDR16	476.02		Purchase Ledger Payment
Total Payments			44,513.66		

SANDY TOWN COUNCIL

COMMITTEE: Policy, Finance and Resources

DATE: 15 January 2018

OFFICER: Town Clerk

SUBJECT: LED Street Lighting

1. Summary

1.1 At a previous meeting of the Policy, Finance and Resources Committee Members considered the Councils approach to the conversion of street lights to LED lighting. The Committee asked for additional information on making improvements so that matter could be considered further.

1.2 The Clerk has pulled together what additional information he has been able to find, but there is some information to come forward from the Council street light engineer on costings. Much of the information is estimated as until the Council commits time to following through on applications specific amounts cannot be provided.

2. Council Street Light Stock

2.1 The Council has 218 streetlights (190 in Sandy and 28 in Beeston)

2.2 19 of the lights have already been converted to LED during the last year due to required repair/replacement work.

Column Type	Locations	Amount	Converted to LED
Concrete Columns	Western Avenue and All Saints Way	28	3
Cast Iron Swan Neck Columns	Various locations around town	20	1
Newer Octagonal or Tubular Aluminium or Steel Columns	Various locations around town	170	15

2.3 199 street lights still require converting to LED

2.4 During the current financial year the Council has had to replace considerably more lanterns as the older SOX lanterns have burned out. It is likely that this will be the case in coming years and the conversion of lights to LED could see a reduced maintenance required. The life span of the LED lights is estimated to be 10-20 years (dependant on usage).

3. Conversion Costs

- 3.1 Any conversion work will need to include electrically testing each column and providing the Council with the relevant test sheets.
- 3.2 The individual cost of converting streetlights to LED is listed below for each column type. This does not include any discount given for bulk ordering and is based on the costs of the Council's current contractor.

Steel Columns

Disconnection and removal of the existing lanterns and associated wiring control gear from the Octagonal/tubular columns and the supply, wiring and fitting new 16 LED lanterns complete with new internal wiring/isolation equipment and NEMA Photo Electric Cell for the lantern operation, will cost **£468.00 + VAT** per column.

Cast Iron Columns

To convert the cast iron columns to LED will require similar works to the steel and carrying out additional earth bonding and the fitting of a reducing bracket to the Swan Neck part of the columns. The cost will be **£573.00 + VAT** per column.

Concrete Columns

Converting concrete columns to LED will require the same work as the Steel and Cast Iron Columns with the addition of including new over sleeves. The cost will be **£697.00 + VAT**

- 3.3 The estimated cost of converting the Council's remaining light stock at the current rate is **£100,852**.
- 3.4 Due to the value of the work the Council would need to go out to tender for a contract, rather than automatically use the current streetlight maintenance contractor. Therefore, the exact cost and discounts given for bulk will vary from tender to tender. This opens scope for savings to be made.
- 3.5 Providers have confirmed that a discount for bulk ordering would be applied if the Council converted all lights at once or a number of lights over a fixed period. As an estimate a bulk discount for converting all lights could result in an estimated total cost of £86,097.

4. Funding for LED Conversion

- 4.1 As previously advised, the Council would be eligible for an energy efficiency loan from Salix. The total amount available to the Council in an interest free loan would need to be confirmed following a formal application. However, the loan amount advised is £21,000, which represents the electricity savings which would be made over a five-year period.

The loan would need to be repaid in 6 monthly instalments in 5 years, which would result in a loan repayment of £4,200 a year. This would be taken from the saving made in energy costs.

- 4.2 The Council would need to fund approximately £65,000 of the remaining cost of conversion.
- 4.3 The Councils accountant advised that while an internal loan is possible, it runs the risk of overburdening the Council due to other commitments on the funds and the Council would be better placed to seek alternative funding.
- 4.4 A loan could be obtained from the Public Works Loan Board (PWLB). Rates on loans with the PWLB vary and until the council makes a decision on seeking a loan and making the relevant applications and fulfilling requirements exact rates cannot be provided. As an average the Clerk has been advised to use RPI minus 2 points, giving a rate of 2.5%.

The yearly repayments on a loan with the PWLB are dependant on the period the Council applies to repay the loan over.

5. Energy Savings

- 5.1 The Clerk is advised that LED lanterns will consume 350mA of electricity. The current SOX lanterns use approximately 5 times that amount. The wattage of the lights will remain the same.
- 5.2 The Council's budget for street light electricity is £5,500 and in the financial year 2016/17 the total cost of lighting streetlights was £5,366.51. If the entire stock of streetlights was to be converted to LED the Council could make an estimated annual saving of £4,200.

6. Consideration

- 6.1 The Committee is asked to consider whether it wishes to recommend that the Council continues to convert lights as repair work is required or whether they wish to allocate administration hours to submit formal applications and pursue converting all street lights at once.

SANDY TOWN COUNCIL**DATE: 15 January 2018****AUTHOR: Town Clerk****SUBJECT: 2018/19 Budget and Precept Summary****1. Summary**

- 1.1 At a meeting of the Policy, Finance and Resources Committee on 27 November 2017 Members reviewed a proposed draft budget for the 2018/19 financial year. The budget was further reviewed at a meeting of the Full Council on 18 December 2017.
- 1.2 A summary of the budget level and precept are attached to this report for Members information. Members should refer to the documentation issued for the Policy, Finance and Resources agenda on 27 November for supporting information.

2. Budget Changes

- 2.1 The following changes have been made since the 27 November 2018.

Code	Budget	Amendment
402/4022	Postage	Reduced from £1,700 to £1,200
402/1003	Tourism Income	Reduce from £2,000 to £200
New Code	General Data Protection Regulations Compliance	£2,000 budget proposed

- 2.2 The above changes result in a proposed precept increase of £23,812 which equates to a 9p increase per week (3.46%) for Band D equivalent properties.
- 2.3 Various budgets have been reduced and increased by small amounts, the large increases which contribute towards the proposed £23,813 increase are;
- The purchase of a new mobile CCTV camera (Capital increase)
 - Increase in the budget for tree works following tree surveys and costs by the Council tree contractor
 - Increase in the budget for streetlight maintenance as a result of increasing damage to streetlights in 2017 by motorists and older lamps failing
 - Increase in the pension budget in line with the Council's required contributions under the Local Government Pension Scheme
 - Increase in vehicle fuel costs due to rising prices
 - Increase in refuse budget due to increased costs related to fly tipping
 - Creation of a budget to help the Council meet compliance requirements due under the General Data Protection Regulations

AGENDA ITEM 8

APPENDIX VI

Sandy Town Council

(Amended 09.01.18)

Budget Summary

Year Ended 31st March 2019

	<u>2017-18</u>		<u>2018-19</u>	<i>Budget</i>
	Projected	<i>Budgeted</i> (Revised)	Proposed	<i>Incr/Decr</i>
REVENUE EXPENDITURE				
Staffing & Admin	374088	403134	409268	6134
Services	123229	121975	125657	3682
	<u>497317</u>	<u>525109</u>	<u>534925</u>	<u>9816</u>
INCOME				
Staffing & Admin	14235	8200	2550	-5650
Services	27729	33114	27355	-5759
	<u>41964</u>	<u>41314</u>	<u>29905</u>	<u>-11409</u>
NET REVENUE EXPENDITURE	<u><u>455353</u></u>	<u><u>483795</u></u>	<u><u>505020</u></u>	<u><u>21225</u></u>
<u>Capital Expenditure (Net)</u>				
Rolling Capital Fund Allocation	45304	45304	48500	3196
Capital & Projects (net)	0	0	0	0
Loans	0	608	0	-608
Loan - Internal Repayment	0	9102	9102	0
	<u>45304</u>	<u>55014</u>	<u>57602</u>	<u>2588</u>
TOTAL NET EXPENDITURE	<u><u>500657</u></u>	<u><u>538809</u></u>	<u><u>562622</u></u>	<u><u>22421</u></u>
Financed as follows				
Reserves at 1st April	185664	179530	223816	
Reserves at 31st March	<u>223816</u>	<u>179530</u>	<u>223816</u> **	
Used to Fund Expenditure	-38152	0	0 ***	
PRECEPT FUNDING REQUIRED	<u><u>538809</u></u>	<u><u>538809</u></u>	<u><u>562622</u></u>	<u><u>23813</u></u> 4.42%
	<u><u>500657</u></u>	<u><u>538809</u></u>	<u><u>562622</u></u>	

Precept information

ADJUSTED BASIS

Band D Equivalents	<u><u>3963</u></u>	<u><u>4000</u></u>	(NYA)	<u><u>0.93%</u></u>
Precept per Band D Equivalent (£/annum)	<u><u>£ 135.96</u></u>	<u><u>£140.66</u></u>	£4.70	<u><u>3.46%</u></u>
Precept per Band D Equivalent (p/week)	<u><u>260.74</u></u>	<u><u>269.76</u></u>	9.02 p	

**Note: Recommended minimum reserve equal to			
3 months net revenue expenditure	113838	120949	126255
General Reserve Shortfall /Surplus	109978	58581	97561

<u>Earmarked Reserve</u>	<i>31/03/2017</i> <i>(Actual)</i>	<i>31/03/2018</i> <i>(Projected)</i>	<i>31/03/2019</i> <i>(Available)</i>
Rolling Capital Fund	34120	47746	96246
Earmarked Reserves	39028	42028	45028
Fallowfield	332532	312530	56632
Fallowfield Internal Loan			240898
Revenue Earmarked Funds	405680	402304	438804
Capital Receipts Reserve	57712	55932	12712
TOTAL Earmarked Funds	463392	458236	451516
General Reserve (see above)	185664	223816	223816
Total Reserves	<u><u>649056</u></u>	<u><u>682052</u></u>	<u><u>675332</u></u>

SANDY TOWN COUNCIL

COMMITTEE: Full Council
DATE: 15 January 2018
OFFICER: Town Clerk
SUBJECT: Evening Chamber Hire

1. Summary

- 1.1 The Town Council rents the use of the Chamber, which includes kitchen use to professional and community groups. The charge for use of the Chamber is detailed in the Council's Scale of Charges.
- 1.2 The Council provides day time and evening bookings at different rates. The evening bookings are reliant on a Member of Council being present or a staff Member opening and locking up. The cost of having a staff Member attend is not currently truly reflected in the hire charge and an evening booking is reliant on the availability of the employee to attend. The Council does not receive many evening bookings. Between April 2017 and present there has been 1 evening booking (*Not including meetings of the Friends of Sandy Christmas lights which a Member of Staff and Councillors attend*)
- 1.3 Members are asked to consider and confirm the arrangement and charges for evening rentals of the Council Chamber.

2. Evening Rental of the Town Council Chamber

- 2.1 The 2017/18 rates for rental of the Council Chamber are detailed below. The hire cost in the evening is slightly more than during the day.

Day Time	2017/18 £	VAT
Hire of Council Chamber per session (4 hours)	35.00	+ VAT
Hire of council chamber per session day rate	60.00	+ VAT
Hire of Chamber per hour	10.00	+ VAT
Evening		
Hire of Chamber per Hour	12.00	+ VAT
Hire of Chamber for (4 hours)	40.00	+ VAT

- 2.2 During the day Chamber bookings allow use of the kitchen by the hirer. This is difficult during the evening as the Council must ensure that the back offices and its information is protected.
- 2.3 If a Council Member is attending the meeting (*perhaps because of an involvement with the group using the Chamber*) they can monitor the use of

the kitchen and access to the Council offices. A Council employee, Mr B Leonard, can then attend to open the offices for the booking and then return at the end of the booking to close up.

- 2.4 If there is no Councillor present the hirer will either not be able to have use of the kitchen, or Mr Leonard will need to remain on site throughout the booking to ensure the hirer enters and uses the kitchen only.
- 2.5 The cost of Mr B Leonard attending the site to open the office and return at the end of the booking to close up is £7.50.

If Mr Leonard was to remain on the premises throughout the booking to allow the kitchen to be used the cost would be £7.50 per hour that he remains on site.

3. Recommendations

- 3.1 It is recommended that Councillors consider agreeing one of the following options;
 - 1) Continuing with evening bookings, clearly stating this will be without the use of the kitchen and raising the booking fee to incorporate the additional costs (£7.50) in staff time.
 - 2) Continuing with evening bookings and making inclusion of kitchen use an option, with a charge of £7.50 per hour (staff time) for the use of the kitchen.
 - 3) Ending evening bookings of the Council Chamber
- 3.2 Confirmation of evening bookings will be dependant on staff availability.

SANDY TOWN COUNCIL**COMMITTEE:** Full Council**DATE:** 15 January 2018**OFFICER:** Town Clerk**SUBJECT:** Scale of Charges for Financial Year 2018/19

The table below details the 2017/18 scale of charges for Council functions and services as agreed at a meeting of the Full Council on 16 January 2017.

The table proposes some increases in charges for the financial year 2018/19. The increases are either based on the last available RPI figure of 2.8% (November 2017) or a set amount where 2.8% is unpractical. Figures are rounded.

Sports Charges			
Football			
<i>Bedford Road Recreation Ground – Sandy Football Club</i>	2017/18 £	2018/19 £	VAT
Pitch and Pavilion	Lease		
Line Marking of football pitch per marking	24.30	25.00	+ VAT
<i>Sunderland Road Recreation Ground</i>			
Seasonal hire of junior pitch	66.00	68.00	
Casual use of senior pitch	34.00	35.00	+ VAT
Casual use of junior pitch	12.00	12.50	+ VAT
<i>Seasonal use of football pitch and 2 changing rooms:</i>			
Sandy Colts and other junior teams	171.00	175.00	
Sandy Colts senior teams	196.00	200.00	
Adult teams	419.00	430.00	
Cricket			
	Lease		
Sandy Cricket Club (2 changing rooms and education room)	265.75	273.19	SLL
Sandy Cricket Club (pitch) -	206.45	212.23	
Casual use of cricket pitch (income to club)	Set by SCC		
Other clubs (seasonal use of 2 changing rooms)	219.00	225.00	
Casual use of 2 changing rooms	20.00	21.00	
Bowls			
Sandy Town Bowls Club	Lease		
Rink Fees (bowling green per person per rink per hour)	4.00	4.10	+ VAT

Premises, Leases etc			
Jenkins Pavilion			
Non profit making youth groups:	2017/18	2018/19	VAT
	£	£	
Seasonal or termly use of education room (weekly meetings)	Set By SLL		
Casual use of education room (per hour)	Set By SLL		
Non profit making adult groups:			
Yearly use of education room (monthly meetings)	Set By SLL		
Commercial or business groups:	Set By SLL		
Casual use of education room (per hour)	Set By SLL		

Premises, Leases etc continued			
10 Cambridge Road			
Day Time	2017/18	2018/19	VAT
	£	£	
Hire of Council Chamber per session (4 hours)	35.00	36.00	+ VAT
Hire of council chamber per session day rate	60.00	62.00	+ VAT
Hire of Chamber per hour	10.00	10.50	+ VAT
Evening			
Hire of Chamber per Hour	12.00	12.50	+ VAT
Hire of Chamber for (4 hours)	40.00	41.00	+ VAT

Other Charges			
Sale of Council Papers	2017/18	2018/19	VAT
	£	£	
Agenda, Minutes and supporting papers per year	200.00	205.00	
Photocopying Charges			
Black and White A4	0.10	0.10	Inc VAT
Black and White A3	0.20	0.20	Inc VAT
Black and White A4 card	0.20	0.20	Inc VAT
Colour A4	0.50	0.50	Inc VAT
Colour A3	0.80	0.80	Inc VAT
Laminating A4	0.80	0.80	Inc VAT
Laminating A3	1.30	1.30	Inc VAT
Administration costs if applicable (time spent on fulfilling request exceeds 1 hour)	10.00	11.00	
Town Centre Car Park			
Pass (non-refundable)	135.00	139.00	+ VAT
Replacement pass	50.00	51.00	

Burials and Memorials		
Exclusive rights to Burial	2017/18 £	2018/19 £
Burial in all sections 7 ft x 3 ft	187.00 (all sections)	192.00
Burial in all sections 7 ft x 6 ft	375.00 (all sections)	385.00
Fee for transfer of rights of burial document	60.00	62.00
<i>Treble fees for non-parishioners</i>		

Burials and Memorials		
Exclusive rights to Burial of cremated remains	2017/18 £	2018/19 £
Cremated remains in earthen grave 2 ft x 2 ft	100.00 (all sections)	100.00
Cremated remains in earthen grave 4 ft x 2 ft	200.00 (all sections)	200.00
<i>Tablets are the only memorials permitted</i>		
<i>Treble fees for non-parishioners</i>		
Interment Fees	2017/18 £	2018/19 £
Interment of a body of a non-viable foetus or a child whose age at the time of death did not exceed 12 months	30.00	30.00
Interment of a body of a child whose age at the time of death exceeded 12 months but did not exceed 12 years	60.00	60.00
Interment of a body of a person whose age at the time of death exceeded 12 years	430.00	442.00
Cremated remains	126.50	130.00
Scattering of cremated remains	25.00	26.00
<i>Fees above include the digging of the grave and apply only where the interment is made between the hours of 10 am and 4 pm Monday to Friday or on the certificate of a coroner or registered medical practitioner that immediate interment is necessary. In any other case an additional fee is payable available on application at the time of the interment</i>		
Extra charge per ft for excavations deeper than 7 ft	75.00	77.00
<i>Treble fees for non-parishioners</i>		

Burials and Memorials continued		
Memorial Fees	2017/18 £	2018/19 £
Any headstone, vase or tablet permitted under the regulations	145.00	149.00
Subsequent inscriptions	50.00	51.00
<i>Treble fees for non-parishioners</i>		
Maintenance Fees		
Maintenance of graves (per single grave not planted per annum)	55.00	57.00
Maintenance of graves (per single grave planted x 2 per annum)	120.00	123.00
New requests for maintenance of planted grave	150.00	154.00
Maintenance in perpetuity	2,353.00	2,418.89

Policy Finance and Resources Committee - Action list

Subject	Action to be taken		Response/ Status
	Minute	Action	
Meeting 18/4/16			
Cemetery Extension	(86-15/16)	Company C is the preferred Archaeological Contract tender and that the tender bid be accepted	Amended plans for depot approved by working group and submitted to LPA. LPA have now approved the amended plans. Archaeologist advised of planning permission for amended plan. Cemetery Working Group to meet and pull out clearer timetable.
Town Council Meeting 26/6/17			
Jenkins Contract	(39-17/18)	RESOLVED to approve the contract for the management of the Jenkins Pavilion.	Contract agreed by Full Council. Clerk met with SLL in December to review contract directly. Both parties sent back an amendment to CBC asking that profit share be reinstated. Agreed to contract again and informed CBC. Awaiting signing date from CBC.
Meeting 11/9/17			
Community Engagement Strategy	(45-17/18)	Clerk to amend proposed policy and bring back to committee for further review	Ongoing. Clerk drafting.

SANDY TOWN COUNCIL

COMMITTEE: Full Council
DATE: 15 January 2018
OFFICER: Town Clerk
SUBJECT: Planning Notification Letters

1. Summary

- 1.1 A Member of the public has queried the value versus cost of the Town Council issuing of letters to residents in close proximity to upcoming planning applications. The letters issued by the Council are referred to as 'near neighbour letters'.
- 1.2 The purpose of this report is to provide Members with a brief background as to why the Town Council issues near neighbour letters and the year to date financial implications of issuing the letters.

2. Issuing of Near Neighbour Planning Letters

- 2.1 Over the past two decades the Town Council has issued advisory letters to residents who are near to an upcoming planning application decision. Letters are issued when the Town Council receives an application. The purpose of the letter is to inform residents that the Town Council has received the planning application and that the plans can be viewed online or in the Town Council offices. Details of how the plans can be viewed are provided and the resident is informed that the Town Council Development Scrutiny Committee will be reviewing and possibly providing comment on the application. Residents are advised that they can attend the meeting and make representation if they wish.
- 2.2 The responsibility for issuing letters to neighbours of housing is with Central Bedfordshire Council (CBC). The Town Council does not have a duty to send the letters and they are issued as a courtesy to residents. Letters are issued upon applications being received from CBC.
- 2.3 Recipients of letters are worked out by using the map provided with the application or Parish Online. As a rough guide near neighbours are those on either side, opposite and/or behind depending on where the work is taking place. The officer uses an element of judgement and near neighbours are sometimes extended to those diagonally opposite depending on the

development. This may be extended further if the development is particularly large.

- 2.4 When further applications are received from the same applicant the previous contact list is used to issue the near neighbour letters again.

3. Complaint

- 3.1 The Council has received a letter of complaint regarding the issuing of planning near neighbour letters. A copy of the letter is available from the Clerk. The complaint is in regard to letters sent in connection to a planning application for 3 Ivel View.

The complaint notes that;

- Three near neighbour letters have been issued regarding applications from this address this year.
- Each application has been for a rear extension to that property and therefore will not be seen from any of the even numbered properties in Ivel View.
- Central Bedfordshire Council have not thought it to be of material interest to houses on the even numbered side of Ivel View and have not issued correspondence to those houses.
- The complainant feels the issuing of planning notifications is unnecessary and is an example of where money could be saved.
- In some cases, STC's letters duplicate the letters issued by CBC.
- The complainant suggests issuing of the letters is unnecessary and stopping the issuing of the notifications would save money.

4. Cost Implications

- 4.1 Since the start of the current financial year the Council has issued 365 near neighbour letters to residents.
- 4.2 The direct financial cost of issuing these letters is approximately £0.438p per letter. This does not include the cost of the administration time in producing the letters.
- 4.3 The cost of issuing each letter is summarised below;

Item	Cost	Comment
Paper	0.005p	Cost of 1 side of A4 white paper
Printing	0.003p	Cost of one side of printing (based on contract)
Envelope	0.01p	Cost of one DL size envelope
Postage	0.42p	Cost of sending via second class post

- 4.4 It is difficult to calculate administration time spent on each letter. The average administrative time spent on producing letters per application is 30 minutes. This could be considerable longer if the application is particularly large. The Council have issued letters on 64 applications during the 2017/18 financial year resulting in approximately 32 hours of administration time.
- 4.5 The cost of 32 hours administration time is £291.52. The total direct financial cost of issuing 365 letters is £159.87. Therefore, the total estimated cost of sending near neighbour letters from the 1st April 2017 to present is £451.39

SANDY TOWN COUNCIL**Unauthorised Encampment Policy****1. INTRODUCTION**

- 1.1 The purpose of this policy is to better equip Officers and Councillors in deciding how to deal with unauthorised encampments on Sandy Town Council owned or managed land.
- 1.2 This policy is also to reassure Sandy's residents and other interested parties of the Council's position with regards to unauthorised encampments.

2. DEFINITION

- 2.1 An unauthorised encampment occurs when two or more people trespass on privately owned land with the intention of residing there with no prior permission from the land owner.

3. POLICY

- 3.1 Responsibility for following this policy is with the Town Clerk and the Mayor/Deputy Mayor. Due to the nature and speed at which actions unfold, liaison with the Council is not always possible so this policy is therefore in place to ensure that unauthorised encampments can be dealt with in a fair and humane manner balancing the rights and needs of the town and the unauthorised persons themselves.
- 3.2 The Council will, in dealing with unauthorised encampments, act, at all times, in a fair and humane fashion. The Council will consider carefully whether unauthorised encampments can be tolerated for a period of time and when and how to instigate eviction procedures.
- 3.3 Instigating procedures to evict will be taken if the **Town Clerk** and **Mayor/Deputy Mayor** feels that this course of action is necessary. Individual consideration will be taken on each case and special circumstances will also be taken into account. Any decision will balance the needs of the unauthorised persons with the impact on Council services and undue nuisance to neighbours and members of the public, including damage to land and property.
- 3.4 The Council will also take into account the Human Rights Act 1998 and any other good practice guidance from Central Government such as the 'Guide to effective use of enforcement powers' published by the ODPM and Home Office. Formal repossession procedures will normally be undertaken where encampments occupy land owned or managed by the Council and the **Town Clerk/Mayor/Deputy Mayor** is of the opinion that the encampment cannot continue because: -

- It creates a hazard in health and safety terms for other users;
- It creates an intolerable nuisance to the general public;
- It creates an intolerable impact on the enjoyment, use or habitation of adjoining or nearby property or interferes with the effective management of that property;
- It causes damage or is likely to cause damage to the land/property or prejudices the use by the Council's members, officers, staff, or the general public;
- It is too large for the location and is causing an unacceptable impact on the immediate environment.

3.5 The Town Council will liaise with Central Bedfordshire Council where it is deemed eviction proceedings are necessary. Central Bedfordshire Council has responsibility for assessing:

- Housing circumstances;
- Health needs; and
- Education and general welfare.

3.6 The Council will liaise with the Central Bedfordshire Council's Liaison Officer, the Police and other relevant public or voluntary agencies in order to facilitate better joint working and a better understanding of the problems and issues related to unauthorised encampments generally.

3.7 The Council will begin clean up of waste immediately and endeavour to remove waste from the site as soon as possible (72 hours), clear up will be dependent on weather conditions and access to the site.

4. POLICE POWERS

4.1 Bedfordshire Police will visit all sites reported to them, but trespass is a civil offence and not a criminal offence. Prevention of trespass and the removal of trespassers are the responsibilities of the landowner and not the Police.

4.2 The Police have powers to move Travellers off land where criminal activity by them can be established but this has to be proven. The Council can ask that the Police use their powers to evict, but the decision to do so rests with the Police and their assessment of the situation.

4.3 The police also have discretionary powers under section 61 – 62 of the Criminal Justice and Public Order Act 1994 to direct trespassers to leave and remove any property or vehicles they have with them where group behaviour goes against the Act. The power applies where the senior police officer reasonably believes that people are trespassing on land with the purpose of residing there, that the occupier has taken reasonable steps to ask them to leave, and any of the following:

1. That any of the trespassers have caused damage to land or property;

2. That any of the trespassers have used threatening abusive or insulting words or behaviour towards the occupier, a member of the occupier's family or an employee or agent of the occupier; or
3. That the trespassers have between them six or more vehicles on the land.
- 4.4 The mere fact of an encampment without any aggravating factors will not normally enable Police to use this power. In order to do so, there must be an evidenced and severe impact on the local community i.e. nuisance caused to residents, community events inhibited, residents' health and safety put at risk.
- 4.5 The police are bound by the Human Rights Act and may be constrained to avoid using Section 61 of the Criminal Justice and Public Order Act 1994 in circumstances where it would preclude welfare considerations from being applied by the civil courts.
- 4.6 The most efficient way for this impact to be proven is through each individual case of nuisance and criminal behaviour or damage being reported to the Police on their non-emergency number of 101.

SANDY TOWN COUNCIL**Unauthorised Encampment Procedure**

1. Upon becoming aware of an unauthorised encampment on any Council owned or managed land the Town Clerk and Outdoor Team Leader will establish the number of unauthorised persons on the site.
2. The Town Clerk will immediately report the matter to the Police and ask that they carry out a site visit.
3. The Town Clerk will immediately report the matter to CBC's Liaison Officer and ask that they visit the site and liaise with the unauthorised persons.
4. The Town Clerk (or nominated deputy) in consultation with the Mayor/Deputy Mayor will decide on the need for eviction in accordance with the Council's Unauthorised Encampment Policy.
5. **If the decision is to evict, the following procedure will apply:**
 - 5.1 The Town Clerk will issue written notice requesting the unauthorised persons to leave by a specified date/time. If this proves to be unsuccessful, the Town Clerk will liaise with the Police, requesting action be taken under Section 61 of the Criminal Justice Act and Public Order Act (CJPOA) 1994 in accordance with the 'Guide to effect use of enforcement powers – Part 1 Unauthorised encampments', published by ODPM and Home Office.
 - 5.2 Before a request can be made to the police, one or more of the following criteria must apply:
 - there has to be six or more vehicles present, which includes caravans
 - damage has to be caused to the land or property thereon
 - occupants have used threatening, abusive or insulting words or behaviour against the land owner, his/her family or his/her agent
 - 5.3 If these criteria are fulfilled, the senior police officer present must decide whether to evict under Section 61 or not. The decision made must be necessary and proportionate, taking into account the rights of the unauthorised persons, as well as their personal circumstances.
6. **If the police decision is NOT to evict;**
 - 6.1 The Town Clerk will request the CBC's Liaison Officer act on the Town Council's behalf using its powers under the Criminal Justice and Public Order Act.

- 6.2 The Town Clerk must send a formal request to act, identifying the location, the ownership/management of the land and request CBC to take eviction action on the Council's behalf.
- 6.3 CBC's Enforcement Officer will serve a Section 77 CJPOA Direction Notice on all the occupants of the encampment, which gives 24 hours for them to leave, taking all their possessions with them.
- 6.4 In order to apply for a court order Central Bedfordshire Council must have completed the necessary welfare assessment of the travellers before eviction proceedings are sought.
- 6.5 Once a Section 77 notice has been issued, the individuals and vehicles are prohibited by law from returning within three months. Return within three months is an offence and the assistance from the police may be sought.