

# Sandy Town Council

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

You are hereby summoned to attend a meeting of the Policy, Finance and Resources Committee of Sandy Town Council to be held in the Council Chamber at 10 Cambridge Road, Sandy, Bedfordshire on Monday 21<sup>st</sup> February 2022 commencing at 7.30pm.



Chris Robson  
Town Clerk  
10 Cambridge Road  
Sandy, SG19 1JE  
01767 681491  
15<sup>th</sup> February 2022

*Following the easing of Covid19 restrictions the government has stated that it is 'expected and recommended' that people should wear face coverings (unless exempt) in crowded public settings. Due to the size of the Council chamber and the potential number of people present, Councillors, officers and members of the public are encouraged to wear face coverings during the meeting.*

## **A G E N D A**

### **1 Apologies for absence**

### **2 Declarations of interest**

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

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

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

### **3 Minutes of Previous Meeting**

To consider the minutes of the Policy, Finance and Resources Committee held on Monday 10<sup>th</sup> January 2022 and to approve them as a correct record of proceedings.

# Sandy Town Council

## 4 Public Participation Session

Members of the public may ask questions or make representations to the committee about items of business which are on the agenda.

## 5 Financial Reports

- i) To consider a balance sheet and detailed financial report showing income and expenditure against the revenue budget for 31<sup>st</sup> January 2022. Appendix I
- ii) To receive and note a budget overview report. Appendix II
- iii) To approve schedules of payments made since previous meeting. Appendix III
- iv) The Chair to approve bank reconciliations and statements.

## 6 Grant Applications

No grant applications have been received.

## 7 Recommendations from the Community, Services and Environment Committee

To consider the following recommendations;

- i) RESOLVED to RECOMMEND to the Policy, Finance & Resources Committee that a limited number of Mosaic Trail leaflets and maps are printed out of the current year's revenue budget. Estimate cost of £160 - £210.
- ii) RESOLVED to RECOMMEND to the Policy, Finance and Resources committee that the Council commission the design, creation and installation of a beacon to mark the Queen's Jubilee and that quotation 2 is approved. That the Policy, Finance and Resources committee consider and approve costs which exceed the funds available in Section 106 funding. This cost would be £926.

## 8 Cemetery Extension Development

- i) To receive a recommendation from the Cemetery Working Group on work to replace a boundary fence. Appendix IV
- ii) To receive a recommendation from the Cemetery Working Group to appoint CDS to progress the next stage of the cemetery. Appendix V

# Sandy Town Council

- 9 Queen's Jubilee**  
1) To receive quotes on the provision of portable toilets for the Queen's Jubilee event. Appendix VI  
2) To receive quotes on the provision of staging and a PA system for the Queen's Jubilee event. Appendix VII
- 10 Section 106 Summary**  
To receive a summary report on uncommitted section 106 funding held by Central Bedfordshire Council for Sandy. Appendix VIII
- 11 Streetlighting**  
i) To receive and note a summary of Town Council streetlighting stock. Appendix IX  
ii) To receive and consider recommendations and quotes from the Council's streetlight engineer on maintenance/replacement of some lights. To Follow
- 12 Skatepark – Tarmac Landfill Funding**  
To receive and consider a report on third party contribution for a grant towards the skatepark project. Appendix XI
- 13 Christmas Lights Provision**  
To receive and agree tender documents to be issued for a Christmas lights contractor for 2022 – 2024. Appendix XII
- 14 Outstanding Maintenance, purchases and legal work**  
To receive an update on works/purchases recently agreed by the committee and their current status. Appendix XIII
- 15 Action Plan**  
To receive the committee Action Plan. Appendix XIV
- 16 Volunteer Policy**  
To receive and consider a draft volunteer policy. Appendix XV
- 17 Chairman's Items**
- 18 Date of Next Meeting**  
Monday 28<sup>th</sup> March 2022.

**Detailed Balance Sheet - Excluding Stock Movement****Month 10 Date 31st January 2022**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
105	VAT Control	7,575	
110	Prepayments	4,613	
200	Current Bank A/c	15,152	
201	Clerks Imprest A/c	314	
205	Capital a/c Santander	218,792	
206	Barclays Active Saver	304,566	
208	Public Sector Deposit Fund	205,485	
210	Petty Cash	250	
	<b>Total Current Assets</b>		<b>756,745</b>
	<u>Current Liabilities</u>		
501	Creditors Control	41,339	
515	PAYE/NI Control AC	3,729	
516	Superannuation Due	4,835	
	<b>Total Current Liabilities</b>		<b>49,903</b>
	<b>Net Current Assets</b>		<b>706,842</b>
	<b>Total Assets less Current Liabilities</b>		<b>706,842</b>
	<u>Represented by :-</u>		
300	Current Year Fund	139,557	
310	General Reserve	234,043	
315	Rolling Capital Fund	222,843	
321	Cemetery Development Reserve	23,028	
322	EMR Fallowfield	60,217	
323	EMR Skatepark Project	12,155	
324	EMR Elections	15,000	
	<b>Total Equity</b>		<b>706,842</b>

## Summary Income &amp; Expenditure by Budget Heading 31st January 2022

Month No: 10

## Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
401 Staff	Expenditure	21,687	239,275	308,925	69,650		69,650	77.5%
402 Administration-Office	Income	0	941	250	(691)			376.4%
	Expenditure	8,245	66,723	79,550	12,827		12,827	83.9%
	Movement to/(from) Gen Reserve	<u>(8,245)</u>	<u>(65,783)</u>					
403 Administration-Works	Expenditure	1,230	23,501	41,300	17,799		17,799	56.9%
405 Footway Lighting	Expenditure	4,120	19,320	16,500	(2,820)		(2,820)	117.1%
406 Cemetery & Churchyard	Income	2,023	21,347	28,160	6,813			75.8%
	Expenditure	20	8,357	11,900	3,543		3,543	70.2%
	Movement to/(from) Gen Reserve	<u>2,003</u>	<u>12,990</u>					
408 Town Centre (Including Market)	Income	0	0	100	100			0.0%
	Expenditure	304	15,120	19,009	3,889		3,889	79.5%
	Movement to/(from) Gen Reserve	<u>(304)</u>	<u>(15,120)</u>					
409 Public Toilets - Car Park	Expenditure	143	297	2,500	2,203		2,203	11.9%
500 Play Areas and Open Spaces	Income	0	1,564	2,305	741			67.9%
	Expenditure	432	(1,641)	1,750	3,391		3,391	(93.8%)
	Movement to/(from) Gen Reserve	<u>(432)</u>	<u>3,206</u>					
501 Sunderland Road Rec Ground	Income	0	1,331	1,252	(79)			106.3%
	Expenditure	1,625	24,775	32,914	8,139		8,139	75.3%
	Movement to/(from) Gen Reserve	<u>(1,625)</u>	<u>(23,444)</u>					
502 Nature Reserves	Income	0	3,236	2,675	(561)			121.0%
	Expenditure	0	2,041	14,060	12,019		12,019	14.5%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>1,196</u>					
505 Grass Cutting	Expenditure	0	0	9,000	9,000		9,000	0.0%
506 Litter Bins, Seats & Shelters	Expenditure	0	660	1,000	340		340	66.0%
509 Christmas Lights	Income	0	1,172	500	(672)			234.3%
	Expenditure	1,310	16,058	16,650	592		592	96.4%
	Movement to/(from) Gen Reserve	<u>(1,310)</u>	<u>(14,887)</u>					
601 Precept and Interest	Income	23	599,471	600,356	885			99.9%
602 Democratic and Civic Costs	Income	0	85	0	(85)			0.0%
	Expenditure	569	11,063	17,240	6,177		6,177	64.2%
	Movement to/(from) Gen Reserve	<u>(569)</u>	<u>(10,978)</u>					
700 Capital and Projects	Income	0	35,743	19,903	(15,840)			179.6%
	Expenditure	740	99,783	83,203	(16,580)		(16,580)	119.9%
	Movement to/(from) Gen Reserve	<u>(740)</u>	<u>(64,040)</u>					

## Summary Income &amp; Expenditure by Budget Heading 31st January 2022

Month No: 10

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	2,046	664,890	655,501	(9,389)			101.4%
Expenditure	40,423	525,333	655,501	130,168	0	130,168	80.1%
Net Income over Expenditure	<u>(38,377)</u>	<u>139,557</u>	<u>0</u>	<u>(139,557)</u>			
Movement to/(from) Gen Reserve	<u>(38,377)</u>	<u>139,557</u>					

## Detailed Income &amp; Expenditure by Budget Heading 31st January 2022

Month No: 10

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>401 Staff</b>								
4001 Gross Salaries - Admin	9,648	96,508	122,500	25,992		25,992	78.8%	
4002 Gross Salaries - Works	6,743	72,684	110,000	37,316		37,316	66.1%	
4003 Employers NIC	1,304	13,723	19,350	5,627		5,627	70.9%	
4004 Employers Superannuation	3,893	39,838	55,500	15,662		15,662	71.8%	
4006 H&S Costs/Consultancy	0	150	600	450		450	25.0%	
4010 Miscellaneous Staff Costs	0	686	700	14		14	98.0%	
4019 Agency Staff	0	15,587	0	(15,587)		(15,587)	0.0%	
4030 Recruitment Advertising	99	99	275	176		176	36.0%	
Staff :- Indirect Expenditure	<b>21,687</b>	<b>239,275</b>	<b>308,925</b>	<b>69,650</b>	<b>0</b>	<b>69,650</b>	<b>77.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(21,687)</b>	<b>(239,275)</b>	<b>(308,925)</b>	<b>(69,650)</b>				
<b>402 Administration-Office</b>								
1003 Tourism Income	0	338	0	(338)			0.0%	
1201 Rent Received Etc	0	422	250	(172)			168.6%	
1205 Miscellaneous Income	0	32	0	(32)			0.0%	
1245 Grants Received	0	150	0	(150)			0.0%	
Administration-Office :- Income	<b>0</b>	<b>941</b>	<b>250</b>	<b>(691)</b>			<b>376.4%</b>	<b>0</b>
4008 Training	1,410	2,213	2,000	(213)		(213)	110.7%	
4009 Travel & Subsistence	0	83	200	117		117	41.7%	
4011 General Rates	0	6,737	6,850	114		114	98.3%	
4012 Water Rates	0	123	800	677		677	15.4%	
4014 Electricity	442	1,697	2,300	603		603	73.8%	
4015 Gas	356	967	1,300	333		333	74.4%	
4016 Cleaning Materials etc	127	1,092	1,250	158		158	87.4%	
4018 General Data Protection Regs	500	500	500	0		0	100.0%	
4020 Misc Establishment Costs	38	960	2,000	1,040		1,040	48.0%	
4021 Telephone & Fax	249	2,808	2,700	(108)		(108)	104.0%	
4022 Postage	333	1,579	1,300	(279)		(279)	121.4%	
4023 Printing & Stationery	(1,221)	778	1,000	222		222	77.8%	
4024 Subscriptions	0	3,082	3,150	68		68	97.8%	
4025 Insurance (excl vehicles)	0	18,896	20,000	1,104		1,104	94.5%	
4026 Photocopy Costs	1,175	4,154	5,200	1,046		1,046	79.9%	
4027 IT Costs incl Support	263	3,118	3,500	382		382	89.1%	
4028 Service Agreements (Other)	354	5,057	6,500	1,443		1,443	77.8%	
4035 Publications	0	81	100	19		19	80.8%	
4036 Property Maintenance/Security	633	3,577	4,000	423		423	89.4%	
4040 Equipment Purchases (Minor)	0	657	2,000	1,343		1,343	32.9%	
4043 Equipment/Vehicle Fuel	0	2	0	(2)		(2)	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 31st January 2022

Month No: 10

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4050 Tourism Expenditure	0	344	100	(244)		(244)	344.2%	
4051 Bank Charges	47	392	550	158		158	71.3%	
4056 Legal Expenses	2,648	2,648	2,500	(148)		(148)	105.9%	
4057 Audit Fees - External	0	0	1,300	1,300		1,300	0.0%	
4058 Audit Fees - Internal	430	430	900	470		470	47.8%	
4059 Accountancy Fees	461	4,674	7,350	2,676		2,676	63.6%	
4070 Refreshments	0	75	200	125		125	37.3%	
Administration-Office :- Indirect Expenditure	<b>8,245</b>	<b>66,723</b>	<b>79,550</b>	<b>12,827</b>	<b>0</b>	<b>12,827</b>	<b>83.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(8,245)</b>	<b>(65,783)</b>	<b>(79,300)</b>	<b>(13,517)</b>				
<u>403 Administration-Works</u>								
4005 Protective Clothing	38	883	1,300	417		417	67.9%	
4008 Training	0	425	1,950	1,525		1,525	21.8%	
4011 General Rates	0	1,846	1,900	54		54	97.2%	
4012 Water Rates	0	(0)	200	200		200	(0.2%)	
4014 Electricity	150	787	1,200	413		413	65.6%	
4017 Refuse Disposal	413	3,948	4,500	552		552	87.7%	
4036 Property Maintenance/Security	0	115	2,000	1,885		1,885	5.7%	
4038 Consumables/Small Tools	70	1,629	2,500	871		871	65.2%	
4039 Planting/Trees/Horticulture	350	5,446	6,250	804		804	87.1%	
4040 Equipment Purchases (Minor)	0	1,144	2,000	856		856	57.2%	
4042 Equipment/Vehicle Maintenance	0	1,508	5,000	3,492		3,492	30.2%	
4043 Equipment/Vehicle Fuel	209	2,981	3,500	519		519	85.2%	
4044 Vehicle Tax & Insurance	0	2,963	3,000	37		37	98.8%	
4045 Arboriculture	0	(175)	6,000	6,175		6,175	(2.9%)	
Administration-Works :- Indirect Expenditure	<b>1,230</b>	<b>23,501</b>	<b>41,300</b>	<b>17,799</b>	<b>0</b>	<b>17,799</b>	<b>56.9%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,230)</b>	<b>(23,501)</b>	<b>(41,300)</b>	<b>(17,799)</b>				
<u>405 Footway Lighting</u>								
4014 Electricity	1,095	6,060	6,500	440		440	93.2%	
4042 Equipment/Vehicle Maintenance	3,025	13,260	10,000	(3,260)		(3,260)	132.6%	
Footway Lighting :- Indirect Expenditure	<b>4,120</b>	<b>19,320</b>	<b>16,500</b>	<b>(2,820)</b>	<b>0</b>	<b>(2,820)</b>	<b>117.1%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(4,120)</b>	<b>(19,320)</b>	<b>(16,500)</b>	<b>2,820</b>				
<u>406 Cemetery &amp; Churchyard</u>								
1226 Burials/Memorials Income	2,023	21,347	27,500	6,153			77.6%	
1227 Chapel Rental	0	0	660	660			0.0%	
Cemetery & Churchyard :- Income	<b>2,023</b>	<b>21,347</b>	<b>28,160</b>	<b>6,813</b>			<b>75.8%</b>	<b>0</b>



## Detailed Income &amp; Expenditure by Budget Heading 31st January 2022

Month No: 10

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4011 General Rates	0	3,942	3,500	(442)		(442)	112.6%	
4012 Water Rates	0	21	150	129		129	13.9%	
4036 Property Maintenance/Security	0	446	1,000	554		554	44.6%	
4037 Grounds Maintenance	20	580	900	320		320	64.4%	
4039 Planting/Trees/Horticulture	0	8	350	342		342	2.3%	
4101 Grave Digging Costs	0	3,360	6,000	2,640		2,640	56.0%	
<b>Cemetery &amp; Churchyard :- Indirect Expenditure</b>	<b>20</b>	<b>8,357</b>	<b>11,900</b>	<b>3,543</b>	<b>0</b>	<b>3,543</b>	<b>70.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>2,003</b>	<b>12,990</b>	<b>16,260</b>	<b>3,270</b>				
<b>408 Town Centre (Including Market)</b>								
1238 Other Income Car Park	0	0	100	100			0.0%	
<b>Town Centre (Including Market) :- Income</b>	<b>0</b>	<b>0</b>	<b>100</b>	<b>100</b>			<b>0.0%</b>	<b>0</b>
4011 General Rates	0	12,630	12,900	270		270	97.9%	
4036 Property Maintenance/Security	0	51	1,500	1,449		1,449	3.4%	
4053 Loan Interest	95	197	197	0		0	99.8%	
4054 Loan Capital Repaid	209	412	412	0		0	99.9%	
4100 CCTV Fees	0	1,832	4,000	2,168		2,168	45.8%	
<b>Town Centre (Including Market) :- Indirect Expenditure</b>	<b>304</b>	<b>15,120</b>	<b>19,009</b>	<b>3,889</b>	<b>0</b>	<b>3,889</b>	<b>79.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(304)</b>	<b>(15,120)</b>	<b>(18,909)</b>	<b>(3,789)</b>				
<b>409 Public Toilets - Car Park</b>								
4011 General Rates	0	(1,871)	0	1,871		1,871	0.0%	
4012 Water Rates	0	932	1,200	268		268	77.6%	
4014 Electricity	143	450	300	(150)		(150)	150.1%	
4036 Property Maintenance/Security	0	786	1,000	214		214	78.6%	
<b>Public Toilets - Car Park :- Indirect Expenditure</b>	<b>143</b>	<b>297</b>	<b>2,500</b>	<b>2,203</b>	<b>0</b>	<b>2,203</b>	<b>11.9%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(143)</b>	<b>(297)</b>	<b>(2,500)</b>	<b>(2,203)</b>				
<b>500 Play Areas and Open Spaces</b>								
1201 Rent Received Etc	0	1,564	1,200	(364)			130.3%	
1241 Sandy FC Rent	0	0	505	505			0.0%	
1251 Pitch Rental	0	0	600	600			0.0%	
<b>Play Areas and Open Spaces :- Income</b>	<b>0</b>	<b>1,564</b>	<b>2,305</b>	<b>741</b>			<b>67.9%</b>	<b>0</b>
4007 Health & Safety	0	0	550	550		550	0.0%	
4012 Water Rates	68	278	500	222		222	55.6%	
4014 Electricity	0	(86)	200	286		286	(43.1%)	

## Detailed Income &amp; Expenditure by Budget Heading 31st January 2022

Month No: 10

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4036 Property Maintenance/Security	0	2,819	500	(2,319)		(2,319)	563.9%	
4037 Grounds Maintenance	0	1,490	2,500	1,010		1,010	59.6%	
4042 Equipment/Vehicle Maintenance	365	1,357	5,000	3,643		3,643	27.1%	
4972 Transfer from EMR Fallowfield	0	(7,500)	(7,500)	0		0	100.0%	
<b>Play Areas and Open Spaces :- Indirect Expenditure</b>	<b>432</b>	<b>(1,641)</b>	<b>1,750</b>	<b>3,391</b>	<b>0</b>	<b>3,391</b>	<b>(93.8%)</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(432)</b>	<b>3,206</b>	<b>555</b>	<b>(2,651)</b>				
<b>501 Sunderland Road Rec Ground</b>								
1201 Rent Received Etc	0	652	500	(152)			130.4%	
1253 Bowls Club Rental	0	450	455	5			98.9%	
1255 Cricket Club Rental	0	224	292	68			76.8%	
1256 Scouts ,ACF and SSLA	0	5	5	0			100.0%	
<b>Sunderland Road Rec Ground :- Income</b>	<b>0</b>	<b>1,331</b>	<b>1,252</b>	<b>(79)</b>			<b>106.3%</b>	<b>0</b>
4012 Water Rates	227	982	2,500	1,518		1,518	39.3%	
4014 Electricity	11	113	200	87		87	56.5%	
4036 Property Maintenance/Security	0	2,386	2,000	(386)		(386)	119.3%	
4046 Bowling Green - SBC	15	2,996	3,329	333		333	90.0%	
4047 Equipment Maintenance - SBC	0	1,660	2,679	1,019		1,019	62.0%	
4048 Cricket Square - SCC	15	1,767	2,645	878		878	66.8%	
4049 Equipment Maintenance - SCC	0	1,310	2,861	1,551		1,551	45.8%	
4060 Other Professional Fees	1,356	13,561	16,700	3,139		3,139	81.2%	
<b>Sunderland Road Rec Ground :- Indirect Expenditure</b>	<b>1,625</b>	<b>24,775</b>	<b>32,914</b>	<b>8,139</b>	<b>0</b>	<b>8,139</b>	<b>75.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,625)</b>	<b>(23,444)</b>	<b>(31,662)</b>	<b>(8,218)</b>				
<b>502 Nature Reserves</b>								
1306 Countryside Stewardship Grant	0	2,558	2,000	(558)			127.9%	
1307 Angling Licence Rent	0	679	675	(4)			100.5%	
<b>Nature Reserves :- Income</b>	<b>0</b>	<b>3,236</b>	<b>2,675</b>	<b>(561)</b>			<b>121.0%</b>	<b>0</b>
4037 Grounds Maintenance	0	41	1,500	1,459		1,459	2.7%	
4060 Other Professional Fees	0	0	10,560	10,560		10,560	0.0%	
4703 Sandy Green Wheel	0	2,000	2,000	0		0	100.0%	
<b>Nature Reserves :- Indirect Expenditure</b>	<b>0</b>	<b>2,041</b>	<b>14,060</b>	<b>12,019</b>	<b>0</b>	<b>12,019</b>	<b>14.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>1,196</b>	<b>(11,385)</b>	<b>(12,581)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31st January 2022

Month No: 10

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>505 Grass Cutting</b>								
4102 Grass Cutting	0	0	9,000	9,000		9,000	0.0%	
Grass Cutting :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>9,000</b>	<b>9,000</b>	<b>0</b>	<b>9,000</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(9,000)</b>	<b>(9,000)</b>				
<b>506 Litter Bins, Seats &amp; Shelters</b>								
4042 Equipment/Vehicle Maintenance	0	660	1,000	340		340	66.0%	
Litter Bins, Seats & Shelters :- Indirect Expenditure	<b>0</b>	<b>660</b>	<b>1,000</b>	<b>340</b>	<b>0</b>	<b>340</b>	<b>66.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(660)</b>	<b>(1,000)</b>	<b>(340)</b>				
<b>509 Christmas Lights</b>								
1365 Christmas Lights	0	1,172	500	(672)			234.3%	
Christmas Lights :- Income	<b>0</b>	<b>1,172</b>	<b>500</b>	<b>(672)</b>			<b>234.3%</b>	<b>0</b>
4401 Christmas Illuminations	1,310	12,250	14,000	1,750		1,750	87.5%	
4402 Community Christmas Event	0	3,808	2,650	(1,158)		(1,158)	143.7%	
Christmas Lights :- Indirect Expenditure	<b>1,310</b>	<b>16,058</b>	<b>16,650</b>	<b>592</b>	<b>0</b>	<b>592</b>	<b>96.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,310)</b>	<b>(14,887)</b>	<b>(16,150)</b>	<b>(1,263)</b>				
<b>601 Precept and Interest</b>								
1101 Precept	0	599,356	599,356	0			100.0%	
1320 Interest Received - All account	23	115	1,000	885			11.5%	
Precept and Interest :- Income	<b>23</b>	<b>599,471</b>	<b>600,356</b>	<b>885</b>			<b>99.9%</b>	<b>0</b>
<b>Net Income</b>	<b>23</b>	<b>599,471</b>	<b>600,356</b>	<b>885</b>				
<b>602 Democratic and Civic Costs</b>								
1245 Grants Received	0	(325)	0	325			0.0%	
1309 Misc Contributions	0	410	0	(410)			0.0%	
Democratic and Civic Costs :- Income	<b>0</b>	<b>85</b>	<b>0</b>	<b>(85)</b>				<b>0</b>
4020 Misc Establishment Costs	0	12	100	88		88	12.3%	
4033 Annual Report & Newsletter	484	2,662	3,000	338		338	88.7%	
4042 Equipment/Vehicle Maintenance	0	1,611	400	(1,211)		(1,211)	402.7%	
4200 Mayor's Allowance	85	115	2,200	2,085		2,085	5.2%	
4202 Members' Expenses (Conf etc)	0	65	500	435		435	13.0%	
4701 Grants/Donations Paid	0	3,755	4,000	245		245	93.9%	
4702 Community Events Support	0	3,863	7,040	3,177		3,177	54.9%	
4921 Transfer to EMR	0	(1,200)	0	1,200		1,200	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 31st January 2022

Month No: 10

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4971 Transfer from EMR	0	180	0	(180)		(180)	0.0%	
<b>Democratic and Civic Costs :- Indirect Expenditure</b>	<b>569</b>	<b>11,063</b>	<b>17,240</b>	<b>6,177</b>	<b>0</b>	<b>6,177</b>	<b>64.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(569)</b>	<b>(10,978)</b>	<b>(17,240)</b>	<b>(6,262)</b>				
<b>700 Capital and Projects</b>								
1153 Loan Interest Rec'd - INTERNAL	0	7,903	7,903	0			100.0%	
1154 Loan Capital Rec'd - INTERNAL	0	12,000	12,000	0			100.0%	
1245 Grants Received	0	6,667	0	(6,667)			0.0%	
1258 Insurance Claims Repayment	0	3,499	0	(3,499)			0.0%	
1309 Misc Contributions	0	5,155	0	(5,155)			0.0%	
1364 S106 Money Received	0	519	0	(519)			0.0%	
<b>Capital and Projects :- Income</b>	<b>0</b>	<b>35,743</b>	<b>19,903</b>	<b>(15,840)</b>			<b>179.6%</b>	<b>0</b>
4153 Loan Interest - INTERNAL	0	7,903	7,903	0		0	100.0%	
4154 Loan Capital - INTERNAL	0	12,000	12,000	0		0	100.0%	
4802 CAP - Cemetery Extension	10,800	38,745	0	(38,745)		(38,745)	0.0%	
4821 CAP - Fencing Bedford Rd	0	560	0	(560)		(560)	0.0%	
4825 CAP - Play Equipment (F/Field)	7,047	7,047	0	(7,047)		(7,047)	0.0%	
4828 CAP - Dropped Kerb	0	2,100	0	(2,100)		(2,100)	0.0%	
4829 CAP - Car Park	0	6,465	0	(6,465)		(6,465)	0.0%	
4833 CAP - Village Hall Paving	0	5,500	0	(5,500)		(5,500)	0.0%	
4834 CAP - Machinery & Equipment	0	1,498	0	(1,498)		(1,498)	0.0%	
4836 CAP - Neighbourhood Plan	740	2,111	10,000	7,889		7,889	21.1%	
4838 CAP - Depot	0	2,110	0	(2,110)		(2,110)	0.0%	
4839 CAP - CBC Tree Fund Project	0	9,943	0	(9,943)		(9,943)	0.0%	
4841 CAP - Litter Bins	0	3,789	0	(3,789)		(3,789)	0.0%	
4842 CAP - Bowls Club Fence	0	519	0	(519)		(519)	0.0%	
4843 CAP - Office Boiler	0	2,000	0	(2,000)		(2,000)	0.0%	
4844 CAP - Football Changing Room	0	650	0	(650)		(650)	0.0%	
4845 CAP - Remeberance Banners	0	625	0	(625)		(625)	0.0%	
4846 Demolish Garage (Not Capital)	2,900	2,900	0	(2,900)		(2,900)	0.0%	
4915 Transfer to Rolling Capital Fd	0	60,299	51,300	(8,999)		(8,999)	117.5%	
4921 Transfer to EMR	0	5,155	0	(5,155)		(5,155)	0.0%	
4923 Internal Loan repaid to F'ild	0	12,000	12,000	0		0	100.0%	
4965 Funded from Rolling Capital	(20,747)	(84,137)	(10,000)	74,137		74,137	841.4%	
<b>Capital and Projects :- Indirect Expenditure</b>	<b>740</b>	<b>99,783</b>	<b>83,203</b>	<b>(16,580)</b>	<b>0</b>	<b>(16,580)</b>	<b>119.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(740)</b>	<b>(64,040)</b>	<b>(63,300)</b>	<b>740</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31st January 2022

Month No: 10

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	2,046	664,890	655,501	(9,389)			101.4%	
Expenditure	40,423	525,333	655,501	130,168	0	130,168	80.1%	
<b>Net Income over Expenditure</b>	<b>(38,377)</b>	<b>139,557</b>	<b>0</b>	<b>(139,557)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>(38,377)</b>	<b>139,557</b>						

**Sandy Town Council**  
**Report to 31st January 2022**

General Notes

Attached is the summary income & expenditure report for the month 1st January to 31st January 2022

This report shows a current year surplus of income over expenditure of £139,557

The balance sheet shows that total funds available to the Council are £706,842

This is made up of the following -

Current Year Fund	£139,557
General Reserve Brought Forward	£234,043
Rolling Capital Fund	£222,843
Fallowfield Reserve	£60,217
Skatepark Project EMR	£12,155
Earmarked Elections	£15,000
Cemetery Development Reserve	£23,028
Total	£706,842

The percentage of budget if analysed evenly over the year to date is 83.33% but Members are reminded that income & expenditure rarely follows this pattern over the year.

**Balance Sheet Notes:**

1) PAYE and Pension contributions outstanding refer to January 2022 payroll. Payments made to HMRC & LGPS in first week of January 2022.

Analysis by Cost Centre

**401      Staff**

Expenditure is 77.5% of the annual budget.

4010 - Large expenditure at start of financial year due to payment to Harrisons Accountancy for 2021/22 payroll service.

Cost centre underspend due to periods of staff on unpaid leave and still awaiting the 2021/22 pay award.

**402      Administration**

Expenditure is 83.9% of the annual budget.

1003 - Income from Saffords bookings.

1201 - Income from Chamber rental for PCC election.

1205 - Waylines income from Council land.

1245 - CBC Ward Cllr Grant for Beeston Library Box.

4008 - Training overspent due to required completion of manual handling, first aid and fire marshal training which was not able to be undertaken due to Covid 19.

4011 - Business rates are paid in two 6 monthly installments.

4012 - Low expenditure due to accrual of £100 for final 2020/21 bill. Actual bill only £69.52. Very low water bill for February to May 21 of £14.08. November 21 - February 22 bill of £94.72

4016 - High due to bulk orders of cleaning materials for caretaker, outdoor team and office. Expenditure to be monitored and expected to remain in budget at year end.

4018 - High due to retainer paid for Data Protection Officer service (PNC)

4021 - Overspent due to higher costs at start of year. Costs renegotiated to £203.33 per month for all calls plus £45.98 for mobile phone provision. Credit of £233.89 due from Chess Ltd. Budget increased for 2022/23.

4022 - High expenditure due to top up of franking machine. Postage is paid in advance and then used via the franking machine. Higher expenditure over the last year due to regular postage of all Councillors' agendas. Number of heavy agenda packs has meant continued expenditure and another top up was required leading to an overspend.

**Sandy Town Council**  
**Report to 31st January 2022**

Analysis by Cost Centre [Continued]

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

4025 - High due to payment of 12 month insurance premium (July - July) rather than monthly payments.

4027 - High due to costs associated with new Clerk's laptop and associated costs (£665.45). Further costs of £561.79 to be incurred this F/Y leading to £179.75 overspend. Cost of laptop can be reallocated to Rolling Capital Fund.

4036 - High expenditure due to repair work for external wall lighting and internal emergency light and fire equipment maintenance at 10 Cambridge Road.

4050 - Includes funds paid to Saffords which are due for payment taken for trips booked. More trips booked in current financial year than anticipated.

4056 - Overspend includes all costs for land registry legal work for Beeston, Car park and Bedford Road as previously authorised. Potential further costs from TW land Transfer still outstanding.

**403 Works**

Expenditure is 56.9% of the annual budget.

4011 - Business rates are paid in two 6 monthly installments. Payment for first 6 months made in April 2021.

4012 - Bill of £29.46 received for first quarter. Offset by credit from previous year. Bills lower than anticipated due to use of grey water tank at new depot.

4039 - High expenditure due to summer planting costs. No overspend anticipated.

4043 - Increase in fuel costs has impacted Council expenditure. Allowance made in 2022/23 budget for increased costs. Continue to monitor.

4044 - Tax and insurances paid annually for Council vehicles.

**405 Footway Lighting**

Expenditure is 117.1% of the annual budget.

4014 - Higher than anticipated electricity costs following collapse of previous provider and increased rates with new provider. Admin Team Leader in process of submitting all LED light information to new provider to seek lower costs.

4042 - Overspend due to greater than expected maintenance of streetlights due to a number of lanterns needing to be replaced with new LED lanterns and work to fix faulty lighting at the Village Hall car park

**406 Cemetery & Churchyard**

Expenditure is 70.2% of the annual budget.

1226 - Slightly lower income than had been anticipated based on previous years' levels.

4011 - Business rates are paid in two 6 monthly instalments. Payment for first 6 months made in April 2021. Overspend due to higher rate levels than anticipated.

4012 - Accrual of £20 made for final 2020/21 water costs. Actual cost of £12.68 resulted in credit. Further bills awaited.

**408 Town Centre**

Expenditure is 79.5% of the annual budget.

4011 - Business rates are paid in two 6 monthly installments. Second payment made in September 2021.

**409 Public Toilets - Car Park**

Expenditure is 11.9% of the annual budget.

4014 - Increase allowed for 2022/23. Overspend related to increase in charges from June 2021. Slight reduction in October followed by an increase in December and then move to new supplier.

4011 - Credit due to refund for previously paid rates for public toilets. Public toilets are now exempt from business rates.

**Sandy Town Council**  
**Report to 31st January 2022**

Analysis by Cost Centre [Continued]

**500      Play Areas and Open Spaces**

Expenditure is (93.8%) of the annual budget.

4014 - Accrual of £100 for final 20/21 electricity costs. No invoices to date. To liaise with football club over STC share of Bedford Road invoices.

4036 - High costs due to repair work needed on the Bedford Road pavilion and lights at the pavilion.

Overall cost centre credit is due to transfer of £7,500 from Fallowfield EMR towards general maintenance costs.

**501      Sunderland Road Recreation Ground**

Expenditure is 75.3% of the annual budget.

1201 - Rent from fair at Sunderland Road

4036 - High expenditure due to inclusion of costs for repair of the Banks Pavilion roof. To be re-allocated to the Rolling Capital Fund prior to year end.

**502      Nature Reserves**

Expenditure is 14.5% of the annual budget.

**505      Grass Cutting**

Expenditure is 0% of the annual budget. Invoice to be received in March 2022.

**506      Litter Bins, Seats & Shelters**

Expenditure is 66.0% of the annual budget.

4042 - Work on repairs to benches.

**509      Christmas Lights**

Expenditure is 96.4% of the annual budget.

1365 - Higher income than expected due to selling out on mulled wine.

4401 - Lower cost than previous years due to WBF use to purchase live tree lights, rather than include as part of hire scheme from contractor.

4402 - Overspend due to increase in costs related to Christmas Lights event (road closure, First Aid cover) Increased budget allowed for in 2022/23 draft budget.

**601      Precept and Interest**

100% of precept received. Second half received in September 2021.

**602      Democratic and Civic Costs**

Expenditure is 60.9% of the annual budget.

1245 - Contributions from CBC, BTC and PTC for three mosaic trail maps.

4033 - High expenditure as it includes payment for February Bulletin issue.

4042 - Overspend due to allocation of replacement defibrillator box and pads to budget code. To be reallocated All defibrillator costs come from this budget. Consider moving to Town Centre or recreation ground budget.

**700      Capital**

4829 - This includes the costs of repairing the car park toilets (£2,810) and replacing the car park barrier (£3,368.21). An insurance payment was received for the work to the car park barrier and is shown as income under 408 - 1258.



## List of Payments made between 01/01/2022 and 31/01/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/01/2022	UK Fuels Limited DDR	DDR1	66.89		2816-Fuel A/C
04/01/2022	Ampower UK Ltd	DDR2	49.87		2703-Elec Nov 2021
04/01/2022	Ampower UK Ltd	DDR3	2.28		2705-Elec Sports Pav Nov 2021
04/01/2022	Ampower UK Ltd	DDR4	16.63		2812-C/Park toilets electricit
04/01/2022	Ampower UK Ltd	DDR5	53.78		2811-Depot electricity
04/01/2022	Ampower UK Ltd	DDR6	59.22		2704-Gas Nov 2021
05/01/2022	1st Response Fire Protection &	32427	36.00		2758-Camera/De fib repairs
05/01/2022	4Tune Performance	32428	189.61		2757-Toyota MOT/tyre
05/01/2022	Biggles FM	32429	600.00		Purchase Ledger Payment
05/01/2022	Central Bedfordshire Council	32430	3,254.72		2823-Pavilion Man fee Jan 22
05/01/2022	DCK Accounting Solutions Ltd	32431	1,119.56		2756-Accounts Oct 21
05/01/2022	Hertfordshire County Council	32432	103.27		2759-Stationery
05/01/2022	Lamps & Tubes Illuminations Lt	32433	4,369.50		2760-Christmas Lights
05/01/2022	The Lion Press	32434	189.60		2761-A2/A3 posters Neighbourhood Plan
05/01/2022	FD Odell & Sons Ltd	32435	479.70		2763-Trade refuse
05/01/2022	Shire Pest Control & Wildlife	32436	135.00		2765-Cemetery pest control
05/01/2022	St. John Ambulance	32437	529.20		2764-Xmas Lights 1st aid cover
05/01/2022	T&J Seymour Electrical Install	32438	6,012.00		2776-Street light repairs
05/01/2022	Travis Perkins Trading Co Ltd	32439	18.43		2777-Building sand
05/01/2022	VFM Products Ltd	32440	263.40		2778-Grassline
05/01/2022	Biggles FM	32429	-600.00		Purchase Ledger Payment
06/01/2022	Mr Havergal	111377	120.00		PA Hire Remembrance Parade
06/01/2022	Purchase Power	DDR7	140.92		2824-Frinking Machine lease
06/01/2022	Grenke Leasing Ltd	DDR8	765.54		Purchase Ledger Payment
06/01/2022	Barclays	DDR	50.46		Bank charges
10/01/2022	UK Fuels Limited DDR	DDR9	106.32		2815-Fuel a/c
10/01/2022	Yu Energy	DDR10	145.83		2794-Depot electricity
10/01/2022	Yu Energy	DDR11	492.72		2798-Office Electricity
10/01/2022	Yu Energy	DDR12	12.66		Purchase Ledger Payment
10/01/2022	Yu Energy	DDR13	1,197.45		2805-S/Lights Electricity
10/01/2022	Yu Energy	DDR14	95.16		2808-S/Lights electricity
10/01/2022	Savin Nurseries	BACS	51.00		2781-Plants
10/01/2022	Speedy Asset Services LTD	BACS1	196.18		2780-Barrier hire Christmas Event
10/01/2022	1st Choice Staff Recruitmnet L	BACS2	2,132.76		2784-CO Temp staff
10/01/2022	HMRC	DDR	4,272.28		PAYE/NI Dec 21
10/01/2022	Beds Pension Fund	DDR	5,186.87		Pensions Dec 21
14/01/2022	Jan Salaries	DDR	13,017.52		Jan Salaries
17/01/2022	UK Fuels Limited DDR	DDR18	3.60		2786-Fuel A/C
17/01/2022	Chess Ltd DDR	DDR19	315.49		2868-IT Support
24/01/2022	UK Fuels Limited DDR	DDR20	61.20		2871-Fuel A/C
24/01/2022	Yu Energy	DDR21	81.07		2864-Electricity Car Park Toil
26/01/2022	Biggles FM	Bacs	600.00		Purchase Ledger Payment
28/01/2022	Chess Ltd DDR	DDR22	244.00		Purchase Ledger Payment
31/01/2022	UK Fuels Limited DDR	DDR23	79.36		2872-Fuel A/C
<b>Total Payments</b>			<b>46,317.05</b>		

Policy, Finance and Resources Committee

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<b>Date:</b>	<b>21<sup>st</sup> February 2022</b>
<b>Title:</b>	<b>Cemetery Boundary Fencing</b>
<b>Contact Officer:</b>	<b>Town Clerk</b>

**1. Purpose of the Report**

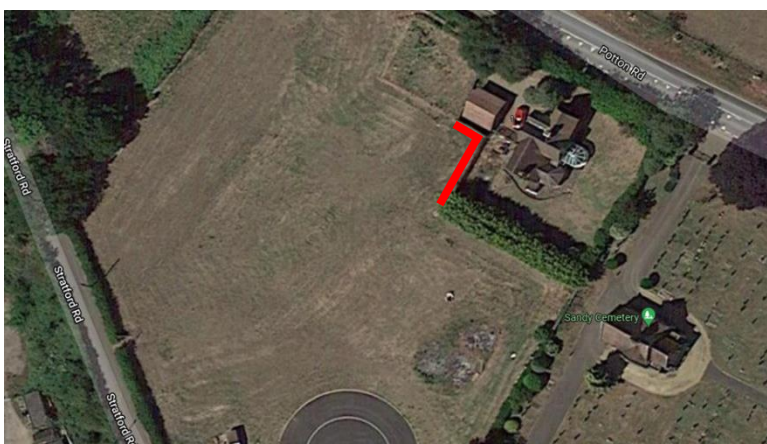
- 1.1 To provide costs of replacing a damaged Council owned fence which acts as a boundary between the Cemetery and a residential property.

**2. Recommendation**

- 2.1 The Cemetery Working Group recommend that company 2's quote is accepted. Although the quote is more expensive, the specifications of the work to be undertaken should result in a more stable and long-lasting fence, particularly due to the length and depth of support posts.
- 2.2 That company 2 is asked not to dispose of the old fence panels, which could be utilised by the Council's Outdoor Team in other areas.
- 2.3 That company 2 is asked to consider concrete gravel boards rather than timber if a saving can be made by not disposing of the old fence panels.

**3. Background**

- 3.1 As part of the planning permission for the cemetery site, the Council must install and maintain a boundary screening fence along the boundary of the cemetery and Holly Lodge. The fencing scheme must be 2m high.
- 3.2 The contractor appointed to undertake the build of the Council depot and the car park arranged and completed installation of the fencing.
- 3.3 The fencing has become loose and is starting to lean/fall. The Clerk asked fencing contractors to look at the fencing and advise on repair works. Both contractors who reviewed the fencing said that it had not been originally installed in the proper way, taking account of the ground on this site. Both contractors said it is not possible to repair the fence and that it would need to be replaced, with longer posts installed deeper in the ground and secured better.



**4. Proposals/Information**

4.1 Two companies have provided recommendations on work required and costs. The cost of replacing the fence needs to be approved by the PFR committee and potentially funded from the RCF.

<b>Company 1</b>		
<b>Recommendation</b>	Supply and fit approx. 21 meters of 2.0 high close board fence on 4x4 timber posts at 2.4 centres for strength and approx. 2ft-3ft in the ground also for strength with 6” timber gravel boards and fit extra post for a return fitted by neighbour.  Fit centre stumps to prevent bowing.  Clear old fence.	<b>Cost (£)</b>  £2,388.00
<b>Total</b>		<b>£2,388.00</b>

<b>Company 2</b>		
<b>Recommendation</b>	Take down and remove from site 19.5 Lin Metres of old 2.0mtr high close-board fencing c/w posts. Including disposal.	<b>Cost (£)</b>  £785.00
	To supply and erect 19.5 Lin Metres of 2150mm high close board fencing on treated solid timber over length 125 x 100 x 3100, (950mm In the Ground) secure 4no 75 x75 x 3.0mtr Cant Rails onto the face of the posts with 100mm long hex head coach screws, secure 150 x 20 x 3.0mtr timber gravel board and clad with 2.0mt feather edge boards, all posts are to be let into the ground and concreted at 3.0mtr centres max.  Treated Timbers Brown.  All for the Sum off: £87.63 per Lin Meter	£1,708.79
<b>Total</b>		<b>£2,493.79</b>

**5. Financial Implications**

5.1 The costs of the work would need to be funded from the Council’s Rolling Capital Fund or the EMR for Cemetery Development. The Rolling Capital Fund can accommodate the cost of the work and it may be wise to leave the EMR Cemetery Development funding for work associated with progressing the new site.

5.2 The revenue budget for Cemetery property maintenance will not be able to accommodate the cost of the work, although there is £1,885 available in the Works Property Maintenance which is unlikely to be spent due to the low maintenance costs of the new depot building.

**6. Policy Implications**

6.1 There are no direct policy implications of the actions within this report. The Committee is of course following procedure set out within its Financial Regulations.

**Policy, Finance and Resources Committee**

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<b>Date:</b>	<b>21<sup>st</sup> February 2022</b>
<b>Title:</b>	<b>Cemetery Development – Appointment of CDS</b>
<b>Contact Officer:</b>	<b>Town Clerk</b>

**1. Purpose of the Report**

- 1.1 To provide recommendations and costs from the Cemetery Development Service on progressing the next stages of the cemetery site extension.

**2. Recommendation**

- 2.1 The Cemetery Working Group recommend that the Council appoint CDS to undertake the next stage of work on preparing the cemetery site at a cost of £6,000. That this is funded from the Council's Cemetery Development EMR.
- 2.2 That the Council note the costs of installing three groundwater monitoring wells and a refined groundwater risk assessment which will be required as part of planning permissions for the cemetery at a later stage of the development.

**3. Background**

- 3.1 The Council have completed work on the new Council depot, gates and car park which form part of the work and planning permissions for the cemetery extension site. These areas were developed first due to the more urgent need for their completion (the Council had been renting a small storage/work unit). The land for the wider cemetery site which will be used for burials has continued to 'rest' following the full-scale excavation. The Council has now moved on to the last burial section in the existing cemetery, although there are in-fill ashes plots at points around the cemetery which will be used. Given the completion of the depot work and the use of the commenced use of the last section in the existing cemetery the development of the extension land must be progressed.
- 3.2 Advice on the next steps in progressing the site has been taken from Cemetery Development Services (CDS) who drew up the original plans for the cemetery site which were submitted for planning permission. CDS have submitted a quote for the recommend project work which is included in section 4 of this report.

**4. Proposals/Information**

- 4.1 The Council did not commission CDS to manage the initial stages of the cemetery development, namely the archaeological excavation and demolishing of the old depot due to the higher costs this would have incurred in the project. The Council instead directly tendered for and appointed archaeological, demolition and build contractors for the work undertaken to date.
- 4.2 The next stage of work is more specific to cemetery matters, regulations and planning conditions which an industry specialist will be best placed to advise on and progress for the Council. Use of CDS will help move the project forward in a timely manner, especially with a new Clerk coming on board.
- 4.3 The following works are recommended by CDS for the next stage of the development;

Design of cemetery plot layout and to address conditions 6, 12 and 14;

Topographical survey of developed features on site	£750.00
Re-design of site layout to include burial and ash interment plots and numbering; footpaths, boundary, buffer and fence planting, ecology boxes, hard standing materials	£3,750.00
Drainage design review and amendments	£750.00
Project Management	£750.00
	£6,000.00

*Following this work and landscaping and then paving work would need to be costed, a schedule agreed and then work undertaken. That work is outside this quote.*

Groundwater monitoring to address planning conditions 2 and 3;

Installation of three permanent groundwater monitoring wells	£7,500.00
Refined groundwater risk assessment within 6 months of operation of first interment to include risk management measures	£2,750.00
	£10,250.00

**5. Financial Implications**

5.1 The costs of the work can be funded from the Council’s EMR for Cemetery Development. The EMR currently stands at £23,028. The Council has also allowed a further £20,000 within its Rolling Capital Fund.

**6. Policy Implications**

6.1 There are no direct policy implications of the actions within this report. The Committee is of course following procedure set out within its Financial Regulations. The progression of this work helps meet actions set out within the Council’s committee action plans and its ambition to improve and enhance the areas it owns.

**7. Legal Powers**

7.1 Parish Councils and Burial Authorities (miscellaneous Provisions) Act 1970; sections 214 and 215 of, and Schedule 26 to, the Local Government Act 1972

7.2 Local Authorities’ Cemetery Order 1977 (SI 1977 No 204)

## Policy, Finance and Resources Committee

<b>Date:</b>	<b>21<sup>st</sup> February 2022</b>
<b>Title:</b>	<b>Portaloo Hire – Jubilee Event</b>
<b>Contact Officer:</b>	<b>Town Clerk</b>

**Purpose of the Report**

1. To receive quotations on hiring of toilets for the proposed Jubilee event to be held on 2<sup>nd</sup> June 2022 in Sandye Place.

**Recommendation**


2. That the committee approves the quotation from company 3 and that the Clerk confirms the booking and pays the deposit due to secure the booking.


**Background**

3. The Council received and approved a proposal to hold a Council run Jubilee event on Thursday 2<sup>nd</sup> June 2022. The event is to take place in the grounds of Sandye Place. The event will run from 1:30pm to 9:30pm and will include a stage, live music, food and drink vendors and linking to the lighting of a beacon.
4. As the Sandye Place buildings are not accessible, the Council will need to arrange for the provision of portable toilets during the event. This will need to be hired from an external company, to include delivery and collection.


**Proposals/Information**

5. Below are quotes obtained for the provision of public toilets at the Council run Jubilee event. The number of toilets is based on the companies' recommendation on an estimate of 1,000 attendees.


<b>Company 1 - Tempsford</b>		
10 x Event Portable Toilet	£800.00	
1 x Disabled Event Portable Toilet	£120.00	
1 x 6 man urinal	£150.00	
<b>Total</b>	<b>£1,070.00 (ex. VAT)</b>	
<b>Note/s</b>	Toilets will be delivered on 01/06/22 and collected on 03/06/22	

<b>Company 2 – Local Toilet Hire</b>		
9 x Event Portable Toilet	£1,125.00	
1 x Disabled Event Portable Toilet		
<b>Total</b>	<b>£1,125.00 ( ex. VAT)</b>	
<b>Note/s</b>	Payment required to secure booking. Delivery on day of event.	

<b>Company 3 – Sarah’s</b>	
9 x Event Portable Toilet	£441.00
1 x Disabled Event Portable Toilet	£77.00
6 x Man urinal	£290.00
Damage Waiver	£25.00
Delivery and Collection	£240,00
<b>Total</b>	<b>£1,073.00 (ex. VAT)</b>
<b>Note/s</b>	Hand sanitiser included. £10 deposit to secure booking.



<b>Company 4 – Toilets+</b>	
6 x Event Portable Toilet	£390.00
1 x Disabled Event Portable Toilet	£80.00
1 x 4-Bay urinal	£150.00
Transport	£160.00
<b>Total</b>	<b>£780.00 (ex. VAT)</b>
<b>Note/s</b>	Expected delivery date: 31st May - 1st June 2022
Maximum of 6 event portable toilets available	Expected collection date: w/c 6th June 2022
	Cancellation fees apply



**Financial Implications**

- The approved Jubilee event plan allowed £980.00 for portable toilets based on an online cost previously received. This was for 13 toilets and 1 disabled. The quotes in section 5 are recommendations on the number of toilets needed from quoting companies based on the estimated attendee numbers (1,000).
- The quote 4 is within budget and could be accommodated in the Council’s Community Event Support budget, which is designated for expenditure on Council events. However, it provides the least amount of toilets and may not be sufficient for the numbers expected. Company 3 provides the best value for money.

**Policy Implications**

- There are no direct policy implications of the actions within this report. The Committee is of course following procedure set out within its Financial Regulations.

**Legal Powers**

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

Policy, Finance and Resources Committee

**Date:** 21<sup>st</sup> February 2022  
**Title:** Event Staging Quotes – Jubilee Event  
**Contact Officer:** Town Clerk

**Purpose of the Report**

1. To receive quotations on hiring of event staging, PA system and technical support for the proposed Jubilee event to be held on 2<sup>nd</sup> June 2022 in Sandye Place.

**Recommendation**

2. That the committee approves the quotation from company 4 and that the Clerk confirms the booking and pays any deposit due, on the condition that a more detailed quote does not exceed £3,000.

**Background**

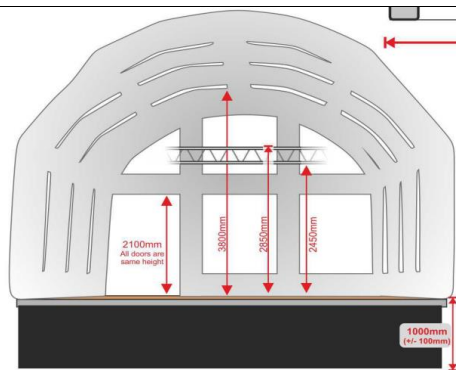
3. The Council received and approved a proposal to hold a Council run Jubilee event on Thursday 2<sup>nd</sup> June 2022. The event is to take place in the grounds of Sandye Place. The event will run from 1:30pm to 9:30pm and will include a stage, live music, food and drink vendors and linking to the lighting of a beacon.
4. The Council will require the hiring of a stage and sound system to support a mixture of live music acts throughout the event. Technical support to run the PA system and any stage lighting will be required as part of a staging package.

**Proposals/Information**

5. Below are quotes obtained for the provision of staging and a PA system. The recommendation is based on an estimated attendance of 1,000.

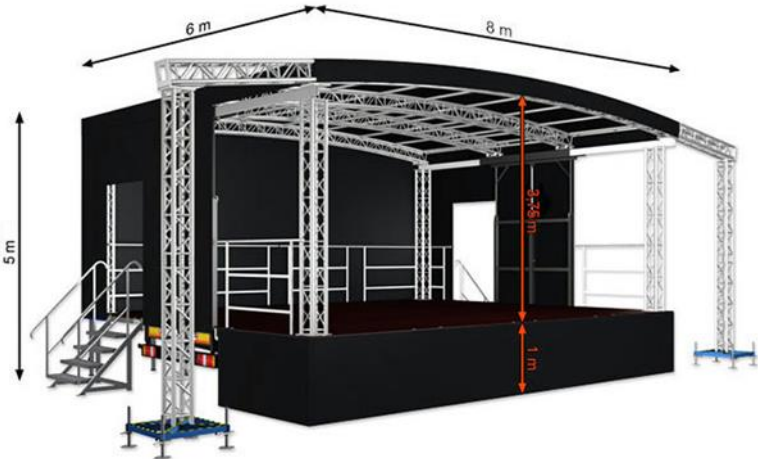
Company 1		
Proposal	6m x 5m covered stage - Inflatable Canopy LED Parcans stage lighting Lighting Controller 6Kw Sound system Handheld Radio Mics 2x Monitor speakers on stage Sound Engineer Lighting operator Delivery, setup and collection	£2,175.00


6m x 5m Stage with inflatable canopy





Company 2		
Proposal	6m x 4m (1m high) covered stage with marquee roof PA system for up to 1000 people Stage monitoring Radio microphones Band microphones LED Stage Lighting and lighting dec 10kva generator, distribution board and fuel supply 1 x Sound/Lighting/AV Technician Transport 6 Event crew for one hour set up/take down	£2,632.00
		

Company 3		
Proposal	8 x 6 trailer stage PA system for audience of 1,500 Mic Package Stage covering Stage lights and lighting controllers Sound system Speakers Microphones Transport Engineers Generator Set up crew	£3,000.00
		<p><b>Note:</b> Also have a smaller stage available which would be the same as the one used for the Christmas Light Switch on event. This could be used instead at a lower cost, but would not be as effective for an estimated attendance of 1,500.</p>

Company 4		
Proposal	8m x 6m trailer stage PA System for up to 1,500 people LED stage lighting 100kva generator including fuel	£2,550.00
		Note: Clerk is awaiting a more detail quote following a site meeting with the company. This may impact costs initially quoted.

Company 5		
Proposal	Stagemobil LR Trailer Stage 7m x 6m With Truss Outriggers For Audio High End Line Array Audio System For Outriggers Comprehensive Lighting Package with Blinder, Sunstrips & Moving Heads 70Kva Silent Diesel Generator with Cabling & Distro 500.00 1 Professional Audio/Lighting Technician	£6,150.00
		

Company 6			
Proposal	8m x 6m Arch stage PA system for audience of 1500, Inc FF & OF Mic Package - full package inc 2 x radio mics Moving heads - spots and wash Stage cover lighting	Lighting Controllers Transport Engineers x 2 Generator 40KVA 4 x crew – set up and take down Front of stage wash	£6,740.05
			

**Financial Implications**

6. The approved Jubilee event plan allowed £2,350.00 for staging and PA based on an online cost previously obtained. All providers have stated that costs have gone up in recent months, particularly transport costs.
7. Company 1 is within budget and could be accommodated in the Council's Community Event Support budget, which is designated for expenditure on Council events. Any other option would need funding beyond that originally estimated. However, cost savings of £530 can be made in other budget areas of the event as a road closure is no longer needed and it is hoped that a volunteer will act as a 'Town Crier'. This saving would mean Company 2, 3 and 4 would be closer to the initial estimated budget. An events budget was put in place with a level of contingency included, however Companies 5 & 6 cannot be accommodated within that budget.

**Policy Implications**

8. There are no direct policy implications of the actions within this report. The Committee is of course following procedure set out within its Financial Regulations.

**Legal Powers**

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

## Policy, Finance and Resources Committee

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<b>Date:</b>	<b>21<sup>st</sup> February 2022</b>
<b>Title:</b>	<b>Section 106 Sandy Schedule</b>
<b>Contact Officer:</b>	<b>Town Clerk</b>

### Purpose of the Report

1. To provide an overview of current uncommitted and committed Section 106 funding for Sandy, for which the Council could apply and to highlight spend by dates.

### Recommendation

2. That the Committee notes the report.

### Background

3. Central Bedfordshire Council (CBC) agree section 106 contributions with developers as part of permissions for new developments. Developers pay these contributions to CBC at agreed timescales and hold the money before allocating to projects. Town Councils are able to apply to CBC for funds under certain categories. If approved, these funds are then committed and held until works are completed and the Council can then claim the funding.
4. Town Councils can apply for funding held under those categories for which the Town Council provides a service of responsibility, such as community buildings, play parks or outdoor sporting provision. Areas which are under CBC's responsibility, such as education and highways are not available for expenditure by the Town Council.
5. Due to the low level of development in Sandy over recent years, there are limited section 106 funds available. The Council has allocated and spent a significant level of funding over the last five years to ensure that it benefited Sandy and was not lost due to passing spend-by dates. This has included funding for play equipment, signage and sports clubs.

### Information

6. Information on section 106 funding for parishes can be found on CBC's website at the following link;

As of 1<sup>st</sup> February 2022, the report highlighted the following uncommitted funding;

<b>Uncommitted Section 106 Funding - Sandy</b>			
<b>Category</b>	<b>Amount Secured</b>	<b>Amount Received</b>	<b>Available to Spend</b>
Community Buildings	£17,082	£19,496.17	£19,133.41
Highways	£740	£761.84	£478.94
Leisure	£57,682.39	£61,703.82	£51,097.61
Rights of Way	£35,000	£35,000	£18,468.00
Unclassified	£4,432	£4,461.57	4,471.24
	<b>£114,936.39</b>	<b>£121,423.40</b>	<b>£93,649.20</b>

Uncommitted Section 106 Funding – Further Breakdown			
Category	Sub-Category	Amount Available	Note
Community Buildings	Village Halls	£19,133.41	EM for Village Hall changing room enhancements
Highways	Cycle Network	£478.94	
Leisure	Amenity Land (improvement)	£4,975.00	
	Informal Open Space	£13,581.39	
	Outdoor Sports	£32,541.22	EM for Skatepark Project
Rights of Way	Countryside Access	£18,468.00	
Unclassified	Education	£4,471.24	
		<b>£93,649.20</b>	

7. All funding has a spend-by date. If this date is passed and the funding is not committed to a project, it can be claimed back by the developer and lost. The table below lists the spend-by dates of all uncommitted funding for Members’ information.

Category	Spend By	Amount
<b>Village Halls</b>	29/01/25	£9,188.10
	23/07/25	£9,446.40
	30/04/25	£493.11
	20/05/26	£580.00
	<b>Total</b>	<b>£19,133.41</b>
<b>Cycle Network</b>	29/05/23	£107.28
	18/06/24	£371.66
	<b>Total</b>	<b>£478.94</b>
<b>Amenity Land</b>	16/03/30	£4,975
	<b>Total</b>	<b>£4,975</b>
<b>Informal Open Space</b>	29/05/23	£174.02
	25/10/22	£158.00
	05/08/23	£224.25
	08/08/23	£160.50
	30/04/24	£223.91
	24/09/23	£158.00
	30/05/24	£650.65
	13/08/25	£440.72
	29/01/25	£4,554.25
	23/07/25	£4,563.09
	18/06/24	£165.70
	21/10/23	£536.79
	13/09/23	£432.00
	19/07/23	£505.94
	02/04/24	£266.00
	28/04/24	£158.00
	20/05/26	£209.57
	<b>Total</b>	<b>£13,581.39</b>
<b>Outdoor Sport</b>	29/01/25	£10,599.23
	23/07/25	£14,455.33
	21/10/23	£310.30
	19/07/23	£1,561.88
	02/04/24	£825.37
	13/08/25	£1,362.97
	05/08/23	£655.33
	30/04/24	£90.91
	24/09/23	£11.64
	30/05/24	£2,012.21

	20/05/26	£656.05
	<b>Total</b>	<b>£32,541.22</b>
<b>Countryside Access</b>	24/03/25	18,468.00
	<b>Total</b>	<b>£18,468.00</b>
<b>Education</b>	25/10/22	161.00
	29/05/23	164.74
	19/07/23	514.09
	05/08/23	224.94
	08/08/23	161.91
	13/09/23	440.00
	24/09/23	161.00
	21/10/23	546.88
	02/04/24	271.00
	28/04/24	161.00
	30/04/24	220.00
	30/05/24	662.70
	18/06/24	161.91
	13/08/25	448.66
	20/05/26	171.41
	<b>Total</b>	<b>£4,471.24</b>
	<b>Grand Total</b>	<b>£93,649.20</b>

8. The report also shows funding that has been committed to certain expenditure but not yet spent. The tables below highlight that funding for Members' information.

<b>Committed but unspent Section 106 Funding</b>	
Highways/Cycle Network Welcome Packs	£17,419.69
Public Art	£2,294.59
Recreation Open Space	£6,001.26
Green Infrastructure	£152,894.15
Outdoor Sport	£34,516.80
Footpath Contribution	£5,821.71
Education	£62,857.22
Community / Village Halls	£362.76
<b>Total</b>	

<b>Committed but unspent funding breakdown</b>		
Highways/Cycle Network	£553.63	Centre Parks Cycleway
	£4,781.52	Pedestrian Crossing - Station Road junction with Willow Rise
	£9,514.06	Pedestrian Crossing - Station Road junction with Willow Rise
Public Art	£2,294.59	Beacon Brazier
Recreation Open Space	£6,001.26	Fallowfield Recreation ground Hang Tough and see-saw – £4,089.59 of this has been claimed towards recent work to replace the seesaw.
Green Infrastructure	£54,874.85	Po's 3200005609 and 3200037896 – <i>Query raised with CBC</i>
	£13,366.63	Sandy Green Wheel
	£16,829.00	Biggleswade Common
	£67,823.52	Sandy Potton Greenway
Outdoor Sport	£34,516.80	Sandy Skatepark
Footpath Contribution	£5,821.71	Bridleway 22 (runs between Fallowfield and Secondary School)
Education	£62,857.22	Unknown
Community / Village Halls	£362.76	Village Hall Paving – Has been claimed and paid.
Welcome Information Packs	£2,570.48	JADU Website

**Policy, Finance and Resources Committee**

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**Date:** 21<sup>st</sup> February 2022

**Subject:** Streetlighting Schedule

**Contact Officer:** Town Clerk

**1. Summary**

- 1.1 The following is provided as a summary for Councillors' information. Members will be aware that the Council has incurred higher maintenance costs for streetlights than the previous financial year. This is because a number of old lanterns have failed, and they have been replaced with LED lanterns. This is a cost additional to the Council's service contract.
- 1.2 The Council has taken the approach to gradually convert lighting stock to LED as and when repairs/maintenance is needed. This has spread the conversion cost over a number of financial years. However, more faulty lights were replaced during the current financial year than the previous, this has led to increase costs and pressure on the budget.
- 1.3 Council owned streetlights:
- |  |     |
|--|-----|
| Total current lighting stock:              | 203 |
| Number of streetlights converted to LED:   | 159 |
| Number lanterns still to be converted:     | 44  |
| Percentage of lighting stock which is LED: | 78% |
- 1.4 The Council's streetlights are paid on an unmetered supply. The Administration Team Leader has submitted information on the level of LED lighting to the Council's new electricity provider to seek a review of the standing charge. They have requested further technical information, which the Council's streetlight engineer has been asked to provide.
- 1.5 A schedule of all Council owned lights has been provided to Members for their information.

## Policy, Finance and Resources Committee

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<b>Date:</b>	<b>21<sup>st</sup> February 2022</b>
<b>Title:</b>	<b>Skatepark Project – Landfill Communities Grant</b>
<b>Contact Officer:</b>	<b>Town Clerk</b>

### Purpose of the Report

1. To provide Members with information on a grant received from Tarmac Limited Landfill Communities Trust and a third-party payment required to be paid by the Council.

### Recommendation

2. That the committee approve the payment of £4,650.32 to Tarmac, that sum being 10% of the total grant to be awarded (£42,000), 7.5% of the DET Environmental body administration fees (£3,150) and 2.91% ENTRUST fee (£1,353.24).

### Background

3. The Council made a successful grant application to Tarmac Limited Landfill Communities Fund, managed by the Derbyshire Environmental Trust. The application resulted in an award of £42,000 towards the skateboard project. To qualify for the grant the Council needs to make a third party contribution to Tarmac for the project.
4. When a Landfill Operator (LO) makes a contribution to an Environmental Body (EB), it can only claim tax relief on 90% of the contribution it makes and the LO is left with a 10% funding shortfall. HMRC expect that LOs will absorb this cost, or a portion of it, themselves. However, in some cases LOs will require a separate third party - a Contributing Third Party (CTP) 10% payment.
5. The third-party contribution also includes 7.5% of Derbyshire Environmental Trust (DET) administration fees and 2.91% ENTRUST fee.

### Proposals/Information

6. The skatepark project funding currently stands at £113,981.68. However, a recommendation will also be going to the Full Council that an additional £32,541.22 in uncommitted section 106 funding is also applied for. If allocated to the project this would give an available funding level of £146,522.90 of the target £150,000. The level of skatepark funding available has assumed that the Tarmac grant will equate to £37,349.68 for the project, to offset the £4,650.32 contribution the Council must make.

Section 106	£34,517
Police and Crime Commissioner	£3,115
Earmarked Reserves	£7,000
CBC Community Asset Fund	£25,000
Business Donations	£2,500
Tarmac Derbyshire Trust	£37,000
Grand Union	£4,500
	<b>£113,632</b>

7. Attached to this report are the third parties proforma and Agreement of Grant which must be completed and returned, with the relevant payment. Members are asked to consider these documents.



**Financial Implications**

8. The Council will need to make the required payment from its General Reserves, the Council has sufficient funds to do this. Once the grant is received the payment can be re-imbursed from the grant funding.

**Policy Implications**

9. There are no direct policy implications of the actions within this report. The Committee is of course following procedure set out within its Financial Regulations.

**Legal Powers**

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

**Policy, Finance and Resources Committee**

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<b>Date:</b>	<b>21<sup>st</sup> February 2022</b>
<b>Title:</b>	<b>Christmas Lights Provision Tender</b>
<b>Contact Officer:</b>	<b>Town Clerk</b>

**Purpose of the Report**

1. To receive and approve a draft tender document for Christmas light provision.

**Recommendation**

2. That the committee approves the tender document and the details set out within it and that the Administration Team Leader issues invitations to tender.

**Background**

3. The Council has a £14,000 budget for the supply, installation, storage, maintenance and take down of town Christmas Lights. The Council's current contract ran for three years, covering Christmas 2019, 2020 and 2021. A new contract must now be agreed for further years. A three-year contract is recommended as it gives the Council flexibility to change its lighting scheme regularly, while offering cost savings a new scheme each could not give.
4. The Council's contract has previously included motifs for High Street and Market Square lamppost columns, icicles/festoon lighting above the High Street promenade of shops, pea lights for two trees in the Market Square, lights on one large tree on the roundabout and Christmas tree lights. The contract includes the provision, installation, maintenance, checking, take down and storage of all lights.
5. In 2021 the Council installed more pea lights in Market Square trees via the Welcome Back Fund. The Council owns these lights and does not need to include these trees in a contract. In addition, the Council purchased the existing pea lights in the two trees outside the chemists as part of the Welcome Back fund. This should hopefully give a cost saving in the future contract that could be used to look at improving lighting on the town centre roundabout, possible through pea lights in the smaller of the two trees. However, it should be noted that costs from all suppliers are continuing to increase, and this might impact on the schemes Christmas lights providers can do within the Council's budget.

**Proposals/Information**

6. The draft tender document is attached to this report.

**Financial Implications**

7. The Council has a budget of £14,000 in the 2022/23 revenue budget for the Christmas lights contract.

**Policy Implications**

8. There are no direct policy implications of the actions within this report. The Committee is of course following procedure set out within its Financial Regulations.



**Sandy Town Council**

**Tender for:**

# Provision of Christmas Lights

February 2022

## Introduction

The Town Council provides on an annual basis a programme of Christmas illuminations in the Town. The focus of the illumination scheme is the switch-on event. The Council is tendering with a view to agreeing a contract with a supplier ahead of the 2022 lights requirement. The appointed supplier will be expected to provide and set up lights for Christmas 2022.

The contract will then run for three years to include Christmas 2022, 2023 and 2024. This should include the take down cost for 2024.

## Requirements

The Town Council is seeking a contractor to fully manage the installation, maintenance and removal of the Christmas lights and associated electrical installations in the Town, the successful contractor will be expected to:

- a) To supply Christmas lights for a three-year period. All lights are to be provided on a rental basis.
- b) To store, transport and install and remove all lighting.
- c) The scheme will include:
  - 14 Lamp post motifs (approx. 2.3-2.5m) for lights running along Sandy High Street
  - 9 Lamp post motifs (approx. 1.5-2.3m) streetlights in Sandy Market Place
  - Multi-Colour Tree lights for decoration of 25ft Christmas Tree (*Tree usually supplied and installed by the Council, however quotes separate to the Christmas lights provision would be welcomed.*)
  - Decorations (e.g. string lights, icicle lights) for the high street canopies at the entrance to the town which run about the shops.
  - 1 Real tree, located on the high street roundabout, to be dressed. Electricity connection in place.
  - 1 Real tree, located on the high street roundabout, to be dressed. Electricity connection to be established from neighbouring tree's connection.
  - Storage and erecting of two children's design Christmas lights owned by the Council.

The Council is always keen to extend the Christmas lights where possible and Tenders should also separately include suggestions and prices for additional lighting features that might be achievable within the budget.

- d) Inspection of infrastructure to check timers and pull testing if required.

- e) Install and test all the lights at least one week prior to the switch on date. The Council will inform the appointed company of the switch on date well in advance of the event. The appointed company will inform the Council in writing that all illuminations and associated equipment is operational.
- f) Testing shall include safety tests on anchor points and viability of the strings. Tests should be carried out to ISO Standards.
- g) All electrical components shall be tested and all wiring, connections etc should be certified safe.
- h) All installations shall be installed and anchored such that they are safe.
- i) The contractor shall ensure safe working practices are always adopted and that workers and the public are fully protected.
- j) The contractor shall ensure they have relevant insurance cover including professional and public liability.
- k) Maintenance visits during season – once per week, or reactive upon the Council’s request.
- l) All reported faults are to be evaluated within 24 hours and remedied in 3 days. Weekends not to be excluded from this arrangement.
- m) The contractor will provide the name and contact details of two contacts that shall be accessible in case any problems with the lights arise.
- n) The fees shall cover all works.
- o) The contractor will ensure all lights come on and go off at times agreed with the Council.
- p) The contractor will provide two engineers to be present at the switch on event.
- q) The contractor will inspect the lights on a regular basis.

## **Budget**

The Council has a £14,000 budget for the provision, installation, maintenance and storage of Christmas lights.

## **Submission**

Written tenders are to be submitted by **5pm on XX<sup>th</sup> XXXX 2022.**

Tenders must clearly outline the yearly cost of the complete works, as well as the total cost of the three years. Tenders should include visual mock-ups of the lights.

Tenders will be reviewed by the Council and applicants will be informed whether their tender was successful as soon as the Council has resolved a preferred contractor. The Council will work towards completing this process by XXXXX 2022 and ensuring orders are submitted to the selected contractor by XXXXX 2022.

### **Further Information**

Applicants are welcome to attend a site meeting with the Town Clerk. Appointments should be made by contacting the Council offices on 01767 681 491 or at [clerk@sandytowncouncil.gov.uk](mailto:clerk@sandytowncouncil.gov.uk).

Contact and submission information:

- 1) The tender information should be sent to Sandy Town Council, 10 Cambridge Road, Sandy, SG19 1JE.
- 2) Tenders should be addressed to the Town Clerk, Chris Robson.
- 3) Tenders must be with the Council no later than 5pm on the XXXX 2022.

Applicants should note:

The streetlights which will be used for the motifs are under the ownership of Central Bedfordshire Council, who agree to allow the installation of the lights.

Quotes must include all storage, rental and set up/take down costs.

# Sandy Town Council

## Supporting Images



Canopies to be decorated with  
Icicle lights



14 High Street  
lighting columns

9 Market Square  
lighting columns





Real tree with existing electricity connection.

Additional Real tree with no electricity connection. Preferred choice for tree to be decorated within budget constraints.



**Policy, Finance and Resources Committee**


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<b>Date:</b>	<b>21<sup>st</sup> February 2022</b>
<b>Title:</b>	<b>Maintenance and Repair Works Report</b>
<b>Contact:</b>	<b>Chris Robson, Town Clerk</b>

**Purpose of the Report**

1. To receive and note a report from the Town Clerk on ongoing maintenance and repair works and the costs involved.

**Recommendation**

2. That the committee note the updates contained in the table in section 7 of the report.

**Background**

3. There have been several maintenance, repair or purchase matters which have arisen over the last few months, some of these have already been considered by the committee and quotes for works approved. The works approved are detailed in this report for Members' information and updates.

**Proposals/Information**

4. The table below details repair/maintenance works or purchases for Council maintained assets resolved within the current financial year and current status.

<b>Building/Asset</b>	<b>Works Required</b>	<b>Cost</b>	<b>Status</b>	<b>Budget</b>
Riddy knee rail fencing	Replacement of 21 bays of knee rail fencing along path at 'The Mill Pond'.	£1,341.06	Work agreed and completed	2021/22 Riddy Maintenance budget
Chapel flat roofs	Repair and resurfacing of both flat roofs at chapel and repair of guttering.	£1,560.00	Work agreed and completed	2021/22 Cemetery Maintenance budget
Church boundary wall	Repair of 10sqm of sandstone wall	£1,330.00	Work agreed and completed	Rolling Capital Fund
Village Hall access road	Resurface approx. 140 yards of road with SMA tarmac, sealing joints with hot tar.	£5,500.00	Work agreed and completed	Rolling Capital Fund
Banks Pavilion roof	Resurface of entire flat roof of the Banks Pavilion.	£1,500.00	Work agreed and completed	Sunderland Rd Property Maintenance Budget

**AGENDA ITEM: 14**
**APPENDIX XIII**

Public Toilets – Car Park	Replacement of handwashing unit with sink and hand dryer unit. Repair work to three toilets.	£2,810.00	Work agreed and completed	Rolling Capital Fund – due to cost of works and new equipment purchase.
Cemetery car park dropped kerb	Installation of a dropped kerb from the new car park to allow disabled access. Ramp not feasible due to space available and need for space for cars to manoeuvre.	£2,600.00 Reduced to £2,150.00	Work agreed and completed	Rolling Capital Fund
Abandoned garage at The Limes	Demolition of an old garage within trees adjacent to The Limes play park.	£2,900.00	Work agreed and completed	Rolling Capital Fund
Play Equipment at Fallowfield	Installation of new inclusive roundabout and seesaw to replace damaged equipment at Fallowfield recreation ground	£19,407.14	Work agreed and contractor has undertaken installation. Outdoor Team Leader has raised a concern with roundabout and asked for follow up work. Invoice not to be paid until Outdoor Team Leader is happy with fix.	Rolling Capital Fund  Plus contribution of £4,089.59 from available section 106 committed to F/F rec.
Beeston Green – Access track	Tarmac report work to an access track which crosses Beeston Green	£3,400.00	Work agreed. Contractor to undertake work when weather is suitable.	Rolling Capital Fund
Goal Posts at Sunderland Road	Removal of old posts and installation of new posts and their fixtures	£4,265.00	Work agreed and completed. Football club commented on good quality of posts and work.	Rolling Capital Fund
Self-close play park gates	Replacement of two self-closing play park gates at Fallowfield recreation ground	£3,155.90	Work agreed and gates ordered. To be installed by outdoor team once received from supplier.	
Library Box Beeston	Creation and installation of community library box on Beeston Green.	£300.00	Box is ready to be installed. Outdoor team have agreed to carry out installation.	Grant Fund and STC contribution of £150.
Etesia Truck	Purchase of new electric vehicle to replace older diesel truck	£42,784.26	Demonstrations completed and agreement to purchase vehicle. Order made. 3-month lead time for delivery of vehicle.	Rolling Capital Fund

Legal			
Matter	Details	Status	Solicitors
Registration of Beeston Village Green	Formally register unregistered land with Land Registry	Complete	Woodfines
Registration of Car Park	Formally register unregistered land with Land Registry	Complete – solicitor to forward completed docs	Woodfines
Registration of Bedford Road Rec	Formally register unregistered land with Land Registry	Complete – solicitor to forward completed docs	Woodfines

**AGENDA ITEM: 14****APPENDIX XIII**

Deed of Easement 18 The Green	Formalising agreement to access to property, similar to documents in place for other properties around Green.	Complete – solicitor to forward signed lease for safe STC solicitor fees to be paid by applicant directly.	Woodfines
Adoption of Taylor Wimpey owned land	Council agreed to take on several parcels of Taylor Wimpey (TW) owned land at Berwick way.	Solicitor has incurred £980 in costs in work so far. However, TW solicitors have stopped replying. This followed the Council going back to ask that restrictions were lifted on use of the land so future Councils had option to develop plots. Solicitor concerned TW has reconsidered value in land from such development. Holding off chasing further so as not to incur more costs.	Woodfines
Air Cadets HQ Building Renewal	Renewal of lease for Air Cadet HQ.	Lease work on renewal mainly complete. However, obstacle hit as TW own small parcel of land going through the site. TW need to consider signing land over to STC or forming part of lease. No progress due to above matter.	Birketts Legal
Beeston Green Allotment Land Lease	Development, advice and agreement of a lease with CBC for Beeston community orchard and allotment land.	Solicitor has relevant documents and received initial contact from CBC's solicitors. Holding off starting any further work or incurring fees until CBC have completed their public notice requirements.	Woodfines

**Financial Implications**

5. The financial implications of works agreed, and proposed works are detailed in the table in section 4 of this report.

**Policy Implications**

6. All works will be subject to the Council's financial regulations and procurement. While there are no direct policy implications in completing each of the works it is responsible for the Council to invest in, and ensure its buildings and assets are well maintained and do not present a health and safety risk.

**Legal Powers**

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

**Author: C Robson**

**clerk@sandytowncouncil.gov.uk**



**SANDY**  
Town Council

## SANDY TOWN COUNCIL POLICY, FINANCE & RESOURCES ACTION PLAN 2021/22

The following Action Plan summarises and prioritises the Council's activities and projects that will continue to be worked on over the 2021/22 financial year. The action plan is mainly project based and does not take into account the daily business of the Council, such as routine maintenance and administration, dealing with and carrying out actions resulting from public enquiries, completing training and statutory activities (e.g internal audit).

POLICY, FINANCE AND RESOURCES COMMITTEE				
Est. Cost	Objective	Actions	Responsibility	Timescale
<b>2021/22 Activities</b>				
<b>Services and Contracts</b>				
£20,000 Budget	Current insurance agreement runs until 2023 but annual review is carried out and agreed with insurer.	1) Review of existing policy and drawing up any amendments or additions that are required. 2) Meeting with insurers to review and update policy. 3) Confirmation of any amendments made and copy of 2021/22 policy documents to be presented to PFR committee.	1) Clerk/Admin Lead 2) Clerk/Admin Lead/Insurer 3) Clerk/Admin Lead	Complete Complete Complete
£550 service contract currently paid	Review keyholder and alarm callout service provision by current provider and consider alternative quotations	1) Review of provision and research into alternative providers. 2) Quotes to be obtained by current and alternative providers for consideration. 3) Report to PFR with purpose, review and costs of service provision over the last three years. Quotes and recommendation to be considered.	1) Admin Lead 2) Admin Lead 3) Admin Lead/PFR	Overdue.  Admin Team Leader to undertake.
Current budget of £1,500 retainer	Renew and renew HR and health and safety advisor contract.	1) Review of existing provision to be carried out. 2) Quotations for new contract to be obtained from current and alternative providers. 3) Contractor to be appointed.	1) Clerk/HR Committee 2) Clerk/Admin Lead  3) Clerk/HR Committee	Complete

## AGENDA ITEM 15

## APPENDIX XIV

£14,000 Per year for three years	Agree a new Christmas Lights Contract to cover the years 2022-2023  <i>Starts in this council year, but actions continue into 2022/23 council year.</i>	1) Review of contract and lights over the last three years following 2021 display. 2) Draw up tender document for 2022-2023 contract. 3) Start tender process with agreement of PFR 4) Engage with FOSCL over colours/motifs etc 5) Consider and approve preferred contractor/quotation 6) Final agreement of light scheme colours and motifs with contractor for 2022-2024	1) Admin Lead  2) Admin Lead 3) Clerk/Admin Lead 4) Admin 5) PFR 6) Clerk/Admin Lead	Complete  Complete 28 <sup>th</sup> February Mar – April 22 June 2022 June 2022
<b>Budgeting and Accounting</b>				
	Agreement of 2022/23 budget and precept	1) Produce Year on Year budget/expenditure report for review 2) Review of 2021/22 revenue budget report & 2022/23 recommendation 3) Review and amendment of 2022/23 revenue and capital budget 4) Review and amendment of 2022/23 budget and precept level 5) Recommend of budget and precept to Full Council 6) Approval of 2022/23 budget and precept	1) Clerk 2) PFR 3) PFR 4) PFR 5) PFR 6) Full Council	Complete Complete Complete Complete Complete Complete
	Agreement of 2022/23 Scale of Charges	1) Apply RPI increases to 2022/23 Scale of Charges 2) Review and approve 2022/23 Scale of Charges 3) Amend 2022/23 budget to reflect Scale of Charges	1) Admin Lead 2) PFR 3) Admin Lead	Complete Complete Complete
<b>Large Capital Equipment Investment (beyond standard equipment covered within revenue budget)</b>				
TBC  Est. £45,000 inc in RCF	Research and develop proposals for the replacement of the older of the Council's works trucks.	1) Review of vehicle requirements and understand what form of new vehicle would be appropriate 2) Research of vehicles and options available to the Council, along with costings and options such as leasing. 3) Report to committee with recommendations of preferred replacement vehicle, costs and funding options. 4) Factor proposed new vehicle costs into the 2022/23 budget. 5) Order to electric vehicle and confirm lead times.	1) Cllrs/Outdoor Lead  2) Cllrs/Outdoor Lead /Clerk 3) Cllrs/Outdoor Lead  4) Clerk/PFR 5) PFR/Clerk	Complete  Complete Complete  Complete Complete
<b>Projects</b>				
Up to £10,790	Agreement and installation of gates to cemetery extension car park	1) Quotations and designs to be obtained and considered by Working Group. Recommendation to be made to PFR committee. 2) Order to be placed with chosen contractor. 3) Installation of brick pillars. 4) Installation of gates and entrance fencing.	1) Clerk/Cem Wrk Grp  2) PFR/Clerk 3) Contractor/Clerk 4) Contractor/Clerk	Complete  Complete Complete Complete

## AGENDA ITEM 15

## APPENDIX XIV

EMR £23,028	Progress development of the cemetery burial site landscaping and pathways	Recommendation from working group on agenda, includes appointing CDS to help move forward the next stage of preparation for the cemetery extension site.	Recommendation that CDS be appointed to progress the next stage of the project. As part of their appointment a realistic timeline will be asked for as to when they think a cemetery could be ready for use on the site.	
£67,000	Archaeological work at the cemetery extension site as per the planning permission granted	<ol style="list-style-type: none"> <li>1) Agree revised cost for work with archaeological contractor following further discussion with CBC.</li> <li>2) Committee to approve expenditure on second stage of post excavation work and instruct archaeologist to commence.</li> <li>3) Archaeologist to complete post excavation analysis.</li> <li>4) Agreement of final reporting stage commencement</li> <li>5) Archaeologist to report back to CBC when reporting stage complete</li> </ol>	<ol style="list-style-type: none"> <li>1) Clerk/Cem Wrk Grp</li> <li>2) PFR</li> <li>3) Contractor</li> <li>4) Clerk/Contractor/CBC</li> <li>5) Contractor</li> </ol>	<p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>TBC (Due to finish Sep '22)</p>
<b>Policy and Administration</b>				
£1,800 legal costs approved	Complete registration of all Council owned land with the Land registry	<ol style="list-style-type: none"> <li>1) Committee to approve expenditure on appointing a solicitor to undertake land registry work.</li> <li>2) Documents to support registration of land to be catalogued and provided to solicitor.</li> <li>3) Solicitor to undertake and complete registration process (committee to be advised on completion)</li> </ol>	<ol style="list-style-type: none"> <li>1) Clerk/PFR</li> <li>2) Admin</li> <li>3) Solicitor</li> </ol>	<p>Complete</p> <p>Complete</p> <p>Complete</p>
£2,000 legal costs approved	Adoption of 'Berwick Way' amenity land from Taylor Wimpey	<ol style="list-style-type: none"> <li>1) Council to agree proposed adoption of parcels of land.</li> <li>2) Clerk to hold site meeting with TW rep and agree exact red line boundaries of each parcel.</li> <li>3) Appointment of solicitor to deal with adoption legal work.</li> <li>4) Obtain costs for cutting of the land to be adopted and budget accordingly.</li> <li>5) Appointed solicitor to work with TW solicitor on completion of land transfer.</li> </ol>	<ol style="list-style-type: none"> <li>1) Full Council</li> <li>2) Clerk</li> <li>3) PFR/Clerk</li> <li>4) Clerk</li> <li>5) Solicitor/Clerk</li> </ol>	<p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Ongoing</p>

**AGENDA ITEM 15**

**APPENDIX XIV**

TBC	Completion of Army Cadets HQ lease / land matter (Berwick Way)	<ol style="list-style-type: none"> <li>1) Seek agreement from landowner Taylor Wimpey to transfer a small parcel of land at the site of the Cadet HQ to STC and progress accordingly.</li> <li>2) Alternatively, that TW join a lease with STC and the Army Cadets for the HQ building.</li> <li>3) Further actions will be dependent on responses from TW.</li> </ol>	<ol style="list-style-type: none"> <li>1) Clerk/PFR</li> <li>2) Clerk/PFR</li> </ol>	<p>Ongoing</p> <p>Dependant on ongoing liaison with Taylor Wimpey</p>
	Beeston Green Working Group to develop proposals to address parking Issues at Beeston Green.	<ol style="list-style-type: none"> <li>1) Clerk to obtain legal advice from NALC related to parking on village greens and actions that can be taken from a legal point of view.</li> <li>2) Consideration of legal advice received, along with advice previously given from the Open Spaces Society in context of parking issues.</li> <li>3) Proposal on recommended action to be developed and presented to the PFR committee for consideration.</li> </ol>	<ol style="list-style-type: none"> <li>1) Clerk</li> <li>2) Beeston Wrk Grp</li> <li>3) Beeston Wrk Grp</li> </ol>	<p>Complete</p> <p>Ongoing</p> <p>Ongoing</p>
	Carry out further work on the development of an approved contractor list to allow the Council to use 'go-to' contractors for quick service provision.	<ol style="list-style-type: none"> <li>1) Clerk to research how adoption of an approved contractors list could work within Financial Regulations and relevant legislation.</li> <li>2) Clerk to report to PFR on how an approved contractors list will work, criteria for inclusion on the list and limits on values of work to be undertaken. Any amendments to Financial Regulations that would be required are to be advised.</li> <li>3) List of approved contractors to be developed and relevant contractor information/quotes/submissions to be gathered.</li> <li>4) Council to approve list of approved contractors (annual basis)</li> </ol>	<ol style="list-style-type: none"> <li>1) Clerk</li> <li>2) Clerk/PFR</li> <li>3) Admin/Works Leads</li> <li>4) PFR/Clerk</li> </ol>	<p>Not progressed.</p> <p>Was due to come back to the committee in February 2022. New Clerk to consider.</p>
<b>Ongoing Activities</b>				
Business as Usual	Running the Committee	Agendas, minutes, reports, finance, administration		
	Council Administration	Administration		
	Council finances, yearend accounts, payroll and audit	Administration, monthly account review and monitoring, recommendations for decisions or action to Full Council. Review and consideration of internal audit reports, Council risk assessments and associated documents/actions		
	Annual Report	Preparation and publication		
	Action Plan	Annual review and publication		
	Council Policies	Ongoing review and administration		
	Burial Regulations	Review and consideration of Burial Regulations		

**AGENDA ITEM 15****APPENDIX XIV**

Business as Usual	Grants	Administration, finance and agreement
	External Contractors	Administration, management and monitoring
	Council Website	Continued maintenance and update
	Procurement	Review, management and scrutiny of quotations and purchase recommendations
	Civic Matters	Honorary Freeman & Friend of Sandy Award
	IT & Office Equipment	Administration and supply
	Any other matters within the committee's remit	



# Sandy Town Council

## Volunteer Policy And Agreement

Sandy Town Council  
10 Cambridge Road  
Sandy  
SG19 1JE  
[admin@sandytowncouncil.gov.uk](mailto:admin@sandytowncouncil.gov.uk)

Approved:

**1. Introduction**

- 1.1 Sandy Town Council recognises the valuable contribution that volunteers can make to the Council and our community.
- 1.2 Volunteers can bring a richness of skills and experience and can often provide a bridge to community involvement that it is difficult for paid staff to achieve.
- 1.3 The Council recognises that volunteers are motivated because it is their choice to volunteer and give of their time freely; in return, we want to provide volunteers with opportunities that will help them to develop new skills and experiences.
- 1.4 This volunteer policy sets out the principles and practice by which we involve volunteers.

**2. Status of Volunteers**

- 2.1 A volunteer is not an employee and will not have a contract of employment.
- 2.2 We will discuss the role with the volunteer and there will be an expectation that the volunteer will meet the role's requirements.
- 2.3 We will discuss with volunteers the amount of time that they are willing to commit to volunteering, the frequency, availability and how it helps fulfil the required activity for the council. In some cases, volunteers might be taking part in organisation or running of events for the Council, which will include attendance on specific dates and times.
- 2.4 Volunteers are encouraged to let the Council know as soon as possible if they are not available to fulfil the duty, activity, or work to which they signed up so that a substitute can be found, or different arrangements can be made.
- 2.5 Volunteers wishing to withdraw from their voluntary role are asked to give their named contact as much notice as possible.

**3. Definitions**

- 3.1 Sandy Town Council;
  - Recognises that voluntary work brings benefits to volunteers themselves, to residents, the community and to paid staff.
  - Expects that Councillors and paid staff will work positively with volunteers to achieve the ambitions of the Council.
  - Will endeavor to identify and cover any costs of involving volunteers.
  - Recognises that the management of volunteers requires designated responsibilities with clear expectations and roles.
  - Will endeavor to involve volunteers from a wide range of backgrounds and abilities and ensure our volunteering opportunities are as accessible as possible.

**4. Recruitment**

- 4.1 The Council will endeavour to recruit volunteers through a range of methods including word of mouth, advertising, talking to other agencies and contacting local community groups.
- 4.2 The Council will also endeavour to help any volunteer overcome barriers that may make it difficult for them to volunteer for Sandy Town Council.
- 4.3 The Council's Equal Opportunities Policy will always be adhered to in relation to the recruitment and support of volunteers.
- 4.4 All volunteers will be asked to sign a Volunteer Agreement, which requires them to abide by the policies and procedures of Sandy Town Council. It sets out what the volunteer and the Council can expect from each other.
- 4.5 DBS (Disclosure and Barring Service) checks and references may be required for some volunteer roles, especially if there is to be any regular contact with children. This requirement would be discussed with the relevant volunteers. A volunteer will be informed if we intended to apply for DBS checks. DBS checks are not a reflection on an individual but may be a legal requirement in certain circumstances.

## **5. Health and Safety**

- 5.1 Sandy Town Council has responsibility for the health and safety of volunteers.
- 5.2 Volunteers should always follow the Health and Safety policies and procedures.
- 5.3 Volunteers have a duty to take care of themselves and others who might be affected by their actions.
- 5.4 Volunteers should not act outside their authorised area of work. Volunteers should report all accidents to the appropriate person and should be recorded in the accident book.
- 5.5 The Council will provide volunteers with guidance on any health and safety issues that arise.

## **6. Insurance**

- 6.1 Sandy Town Council will ensure the volunteers are covered for insurance purposes in respect of personal injury.
- 6.2 The Council will also ensure that volunteers are provided with professional and public liability insurance.
- 6.3 The insurance will not cover unauthorised actions or actions outside the volunteering agreement.

## **7. Induction and Training**

7.1 All volunteers will receive an induction and introduction to the work of the council and the particular activity or project to which they are volunteering.

7.2 The Council will look to offer any training which might be required to fulfill an agreement role or activity.

## **8. Support and Supervision**

8.1 All volunteers will have a named person as their main contact. This may be a member of staff or a Councillor.

8.2 Volunteers will be involved in discussions on any activity or action that they are volunteering for on behalf of the Council.

## **9. Expenses**

9.1 Volunteers may not incur any expenses unless specific permission is given by the Council prior to expenses being incurred. In such cases receipts will be required.

## **10. Grievance**

10.1 The relationship between Sandy Town Council and its volunteers is entirely voluntary and it does not imply any contract.

10.2 However, it is important that the relationship between Sandy Town Council and the volunteer is clear and positive, with volunteers enjoying their contribution.

10.3 If, in their role volunteering for the Council, a volunteer does not meet with Council standards, their case will be dealt with in the same manner as paid staff.

10.4 If a volunteer has any concerns regarding our treatment of them and this has been fully discussed with their named contact, but they are not satisfied, any complaint may be taken to the Chairperson of the Human Resources Committee.

## **VOLUNTEER AGREEMENT**

Sandy Town Council

This volunteer agreement describes the arrangement between Sandy Town Council and you. We wish to assure you of our appreciation of your volunteering with the Council and will do the best we can to make your volunteer experience enjoyable and rewarding.

**Purpose of volunteering role;**

To.....

To.....

To.....

**Possible tasks;**

To.....

To.....

To.....

To.....

To.....

Volunteering Timeframe.....

Council Contact.....

**Volunteer Contact Details;**

Phone.....

Email.....

Address.....

**Volunteer Emergency Contact Details;**

Name..... Relationship to volunteer.....

Phone.....

**Part 1: The Organisation**

What can you expect from Sandy Town Council (STC):

STC will provide you with;

- An induction meeting with your Council contact
- Explanation of what is required as part of your volunteering role
- Council contact to report to and regularly meet with
- Any training that might be required for the specific purpose for which you are volunteering
- Injury insurance for injuries incurred while fulfilling your authorised volunteer work
- Reimbursement of any specific expenses incurred for STC which have been identified and approved in advance, and for which receipts are then provided
- To try and resolve any problems, complaints and difficulties you may have while you volunteer with STC.
- If you run into problems when performing your duties, you should discuss any complaint or problems with your volunteer coordinator in the first instance or the Chairman of STC Human Resources.

## **Part 2: The Volunteer**

What we expect from you:

We will discuss with you the amount of time that you are willing to commit to volunteering, the frequency of your availability and how this will fit in with our needs. If, for any reason, you will not be attending a previously agreed volunteering activity we would be grateful if you could let other volunteers and your council contact know via telephone or email so that a substitute can be found, or different arrangements can be made.

We expect you:

To perform your volunteering role to the best of your ability;

- To follow the organisation's policies & procedures and standards, including Health and Safety and Equality and Diversity, in relation to its staff, volunteers and customers.
- To maintain the confidential information of the organisation and of its users as appropriate. In the course of your volunteering you may come across confidential information about the project, its staff, and its customers. You must respect this confidentiality and not disclose this information except where required to do so by law.
- To be aware of the importance of safeguarding policies and procedures and to always discuss with a colleague any safeguarding concerns.
- To meet the time commitments and standards which have been mutually agreed with you and to give reasonable notice so other arrangements can be made when this is not possible.

- Ideas: you may have ideas for the better performance of your duties or of ways in which we can meet our objectives as an organisation. Please discuss these with the council contact.
- Termination: either you or the organisation can terminate this agreement with or without notice at any time.

This agreement is binding in honour only. It is not intended by the parties to be a legally binding agreement nor is it intended to create an employment relationship between us now or at any time in the future. It may be cancelled at any time at the discretion of either party.

Signed and dated by the Volunteer	
Signed and dated by STC Town Clerk	