

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. S Doyle, 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 which will be held in the Council Chamber at 10 Cambridge Road, Sandy, Bedfordshire on Monday 22 July 2019 at 7.30pm for the purpose of transacting the items of business below.

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

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

A G E N D A

Reports

1 Apologies for absence

2 Declarations of interest

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

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

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

3 Public Participation Session

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

4 Minutes of previous meeting

To receive the minutes of the Policy, Finance and Resources Committee held on 10 June 2019 and to approve them as a correct record of proceedings.

Sandy Town Council

5 Financial Reports

- i) To consider a balance sheet and detailed financial report showing income and expenditure against the revenue budget for June 2019. Appendix I
- ii) To receive a budget overview report. Appendix II
- iii) To approve a schedule of payments made since previous meeting. Appendix III
- iv) The Chair to approve bank reconciliations and statements.

6 Action List

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

7 Jenkins pavilion Scoreboard

To consider a request from the Sandy Cricket Club in relation to repair work to the scoreboard on the Jenkins Pavilion. Appendix V

8 Car Park Line Marking

To receive an update on the proposed car park line marking work. Appendix VI

9 Sandy Fireworks Display

To consider a request from the Sandy Scouts for support holding the 2019 fireworks display. Appendix VII

10 Archaeological Invoice

To receive and consider a report from the Town Clerk on and outstanding excavation invoice and post excavation work. Appendix VIII

11 Depot Alarm System

To consider the cost of a new alarm system at the new council depot. Appendix IX

12 No Parking Signage for Beeston Green

To consider and approve purchasing and installation of No parking Signage at Beeston Green from available Section 106 funds. Appendix X

13 Travelling Expenses Policy

To receive and consider the Council's Travelling Expenses policy. Appendix XI

14 Drone Policy

To receive and consider the Council's Drone Policy. Appendix XII

15 Social Media Policy

To receive and consider the Council's Social Media Policy. Appendix XIII

16 Sandye Place

To receive any updates available from the Town Clerk.

17 Chairman's Items

18 Date of next meeting: 2 September 2019

11:54

Sandy Town Council 2019-2020

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Detailed Balance Sheet - Excluding Stock Movement

Month 3 Date 30th June 2019

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
102	Accrued Interest	521
105	VAT Control	41,883
119	Staff Loans	300
123	S106 Debtor	9,790
200	Current Bank A/c	48,379
201	Clerks Imprest A/c	446
205	Capital a/c Santander	217,287
206	Barclays Active Saver	163,179
208	Public Sector Deposit Fund	203,779
210	Petty Cash	250
Total Current Assets		685,814
<u>Current Liabilities</u>		
501	Creditors Control	35,692
510	Accruals	1,300
Total Current Liabilities		36,992
Net Current Assets		648,821
Total Assets less Current Liabilities		648,821
<u>Represented by :-</u>		
300	Current Year Fund	99,845
310	General Reserve	284,043
315	Rolling Capital Fund	143,274
321	Cemetery Development Reserve	23,028
322	EMR Fallowfield	76,632
323	EMR Community Funds	7,000
324	EMR Elections	15,000
Total Equity		648,821

Summary Income & Expenditure by Budget Heading 30th June 2019

Month No: 3

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
401 Staff	Expenditure	22,974	69,318	282,075	212,757		212,757	24.6%
402 Administration-Office	Income	602	1,852	1,300	(552)			142.5%
	Expenditure	7,288	22,664	80,900	58,236		58,236	28.0%
	Movement to/(from) Gen Reserve	<u>(6,686)</u>	<u>(20,812)</u>					
403 Administration-Works	Expenditure	4,546	10,513	41,100	30,587		30,587	25.6%
405 Footway Lighting	Expenditure	1,358	1,897	15,750	13,853		13,853	12.0%
406 Cemetery & Churchyard	Income	2,085	7,623	20,450	12,827			37.3%
	Expenditure	0	2,954	10,100	7,146		7,146	29.2%
	Movement to/(from) Gen Reserve	<u>2,085</u>	<u>4,669</u>					
408 Town Centre (Including Market)	Income	0	0	300	300			0.0%
	Expenditure	0	6,304	33,435	27,131		27,131	18.9%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(6,304)</u>					
409 Public Toilets - Car Park	Expenditure	17	1,008	4,150	3,142		3,142	24.3%
500 Play Areas and Open Spaces	Income	0	495	1,550	1,055			31.9%
	Expenditure	343	1,255	(5,700)	(6,955)		(6,955)	(22.0%)
	Movement to/(from) Gen Reserve	<u>(343)</u>	<u>(760)</u>					
501 Sunderland Road Rec Ground	Income	0	514	720	206			71.4%
	Expenditure	1,508	7,668	29,000	21,332		21,332	26.4%
	Movement to/(from) Gen Reserve	<u>(1,508)</u>	<u>(7,154)</u>					
502 Nature Reserves	Income	0	0	2,550	2,550			0.0%
	Expenditure	39	39	13,500	13,461		13,461	0.3%
	Movement to/(from) Gen Reserve	<u>(39)</u>	<u>(39)</u>					
505 Grass Cutting	Expenditure	0	0	10,000	10,000		10,000	0.0%
506 Litter Bins, Seats & Shelters	Expenditure	0	0	650	650		650	0.0%
509 Christmas Lights	Income	0	0	500	500			0.0%
	Expenditure	0	674	16,500	15,826		15,826	4.1%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(674)</u>					
601 Precept and Interest	Income	19	290,396	581,198	290,802			50.0%
602 Democratic and Civic Costs	Expenditure	1,832	2,498	15,200	12,702		12,702	16.4%
700 Capital and Projects	Income	0	20,829	17,903	(2,926)			116.3%
	Expenditure	12,941	95,070	79,203	(15,867)		(15,867)	120.0%
	Movement to/(from) Gen Reserve	<u>(12,941)</u>	<u>(74,241)</u>					
Grand Totals:- Income		2,705	321,709	626,471	304,762			51.4%
Expenditure		52,846	221,863	625,863	404,000	0	404,000	35.4%
Net Income over Expenditure		<u>(50,141)</u>	<u>99,845</u>	<u>608</u>	<u>(99,237)</u>			
Movement to/(from) Gen Reserve		<u>(50,141)</u>	<u>99,845</u>					

Detailed Income & Expenditure by Budget Heading 30th June 2019

Month No: 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
401 Staff								
4001 Gross Salaries - Admin	9,291	27,873	113,000	85,127		85,127	24.7%	
4002 Gross Salaries - Works	8,417	25,235	102,500	77,265		77,265	24.6%	
4003 Employers NIC	1,415	4,179	17,300	13,121		13,121	24.2%	
4004 Employers Superannuation	3,851	11,502	47,500	35,998		35,998	24.2%	
4006 H&S Costs/Consultancy	0	0	500	500		500	0.0%	
4010 Miscellaneous Staff Costs	0	530	1,000	470		470	53.0%	
4030 Recruitment Advertising	0	0	275	275		275	0.0%	
Staff :- Indirect Expenditure	22,974	69,318	282,075	212,757	0	212,757	24.6%	0
Movement to/(from) Gen Reserve	(22,974)	(69,318)						
402 Administration-Office								
1003 Tourism Income	109	218	500	282			43.5%	
1201 Rent Received Etc	(200)	0	750	750			0.0%	
1202 Photocopying Income	4	11	50	39			22.4%	
1205 Miscellaneous Income	689	1,623	0	(1,623)			0.0%	
Administration-Office :- Income	602	1,852	1,300	(552)			142.5%	0
4008 Training	0	0	2,000	2,000		2,000	0.0%	
4009 Travel & Subsistence	0	9	200	191		191	4.5%	
4011 General Rates	0	3,315	6,700	3,386		3,386	49.5%	
4012 Water Rates	0	414	600	186		186	69.0%	
4014 Electricity	238	436	2,500	2,064		2,064	17.4%	
4015 Gas	146	145	1,500	1,355		1,355	9.6%	
4016 Cleaning Materials etc	34	183	1,250	1,067		1,067	14.6%	
4018 General Data Protection Regs	0	0	1,000	1,000		1,000	0.0%	
4020 Misc Establishment Costs	0	161	2,000	1,839		1,839	8.1%	
4021 Telephone & Fax	254	751	2,500	1,749		1,749	30.1%	
4022 Postage	586	658	1,200	542		542	54.9%	
4023 Printing & Stationery	67	383	2,000	1,617		1,617	19.1%	
4024 Subscriptions	40	2,561	2,850	289		289	89.9%	
4025 Insurance (excl vehicles)	1,848	5,544	21,500	15,956		15,956	25.8%	
4026 Photocopy Costs	299	728	3,500	2,772		2,772	20.8%	
4027 IT Costs incl Support	237	809	4,500	3,691		3,691	18.0%	
4028 Service Agreements (Other)	1,411	2,084	6,500	4,416		4,416	32.1%	
4035 Publications	0	7	100	93		93	7.2%	
4036 Property Maintenance/Security	82	1,828	4,000	2,172		2,172	45.7%	
4038 Consumables/Small Tools	61	61	0	(61)		(61)	0.0%	
4040 Equipment Purchases (Minor)	25	33	2,000	1,967		1,967	1.6%	
4050 Tourism Expenditure	0	0	250	250		250	0.0%	

Detailed Income & Expenditure by Budget Heading 30th June 2019

Month No: 3

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
4051 Bank Charges	62	126	500	374		374	25.2%	
4052 Bank Interest	0	14	0	(14)		(14)	0.0%	
4056 Legal Expenses	1,438	1,438	2,500	1,063		1,063	57.5%	
4057 Audit Fees - External	0	0	1,300	1,300		1,300	0.0%	
4058 Audit Fees - Internal	0	0	750	750		750	0.0%	
4059 Accountancy Fees	461	953	7,000	6,047		6,047	13.6%	
4070 Refreshments	0	25	200	175		175	12.7%	
Administration-Office :- Indirect Expenditure	7,288	22,664	80,900	58,236	0	58,236	28.0%	0
Movement to/(from) Gen Reserve	(6,686)	(20,812)						
403 Administration-Works								
4005 Protective Clothing	0	100	1,300	1,200		1,200	7.7%	
4008 Training	0	0	1,000	1,000		1,000	0.0%	
4011 General Rates	0	909	1,850	941		941	49.1%	
4012 Water Rates	89	89	200	111		111	44.5%	
4014 Electricity	0	0	1,000	1,000		1,000	0.0%	
4017 Refuse Disposal	30	460	5,500	5,040		5,040	8.4%	
4036 Property Maintenance/Security	0	95	2,000	1,905		1,905	4.7%	
4037 Grounds Maintenance	10	10	0	(10)		(10)	0.0%	
4038 Consumables/Small Tools	72	147	2,500	2,353		2,353	5.9%	
4039 Planting/Trees/Horticulture	3,701	3,790	6,250	2,460		2,460	60.6%	
4040 Equipment Purchases (Minor)	0	196	2,000	1,804		1,804	9.8%	
4042 Equipment/Vehicle Maintenance	98	858	5,000	4,142		4,142	17.2%	
4043 Equipment/Vehicle Fuel	432	1,241	3,500	2,259		2,259	35.5%	
4044 Vehicle Tax & Insurance	2,260	2,620	3,000	380		380	87.3%	
4045 Arboriculture	(2,145)	0	6,000	6,000		6,000	0.0%	
Administration-Works :- Indirect Expenditure	4,546	10,513	41,100	30,587	0	30,587	25.6%	0
Movement to/(from) Gen Reserve	(4,546)	(10,513)						
405 Footway Lighting								
4014 Electricity	558	1,097	5,750	4,653		4,653	19.1%	
4042 Equipment/Vehicle Maintenance	800	800	10,000	9,200		9,200	8.0%	
Footway Lighting :- Indirect Expenditure	1,358	1,897	15,750	13,853	0	13,853	12.0%	0
Movement to/(from) Gen Reserve	(1,358)	(1,897)						
406 Cemetery & Churchyard								
1226 Burials/Memorials Income	2,085	7,623	20,450	12,827			37.3%	
Cemetery & Churchyard :- Income	2,085	7,623	20,450	12,827			37.3%	0

Detailed Income & Expenditure by Budget Heading 30th June 2019

Month No: 3

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	1,485	2,750	1,265		1,265	54.0%	
4012 Water Rates	0	17	100	83		83	17.2%	
4036 Property Maintenance/Security	0	0	1,000	1,000		1,000	0.0%	
4037 Grounds Maintenance	0	12	900	888		888	1.3%	
4039 Planting/Trees/Horticulture	0	0	350	350		350	0.0%	
4101 Grave Digging Costs	0	1,440	5,000	3,560		3,560	28.8%	
Cemetery & Churchyard :- Indirect Expenditure	0	2,954	10,100	7,146	0	7,146	29.2%	0
Movement to/(from) Gen Reserve	2,084	4,669						
408 Town Centre (Including Market)								
1238 Other Income Car Park	0	0	300	300			0.0%	
Town Centre (Including Market) :- Income	0	0	300	300			0.0%	0
4011 General Rates	0	6,304	12,227	5,923		5,923	51.6%	
4036 Property Maintenance/Security	0	0	1,500	1,500		1,500	0.0%	
4053 Loan Interest	0	0	253	253		253	0.0%	
4054 Loan Capital Repaid	0	0	355	355		355	0.0%	
4100 CCTV Fees	0	0	19,100	19,100		19,100	0.0%	
Town Centre (Including Market) :- Indirect Expenditure	0	6,304	33,435	27,131	0	27,131	18.9%	0
Movement to/(from) Gen Reserve	0	(6,304)						
409 Public Toilets - Car Park								
4011 General Rates	0	920	1,850	930		930	49.7%	
4012 Water Rates	0	0	1,000	1,000		1,000	0.0%	
4014 Electricity	17	38	300	262		262	12.7%	
4036 Property Maintenance/Security	0	50	1,000	950		950	5.0%	
Public Toilets - Car Park :- Indirect Expenditure	17	1,008	4,150	3,142	0	3,142	24.3%	0
Movement to/(from) Gen Reserve	(17)	(1,008)						
500 Play Areas and Open Spaces								
1201 Rent Received Etc	0	0	500	500			0.0%	
1241 Sandy FC Rent	0	495	500	5			99.0%	
1251 Pitch Rental	0	0	550	550			0.0%	
Play Areas and Open Spaces :- Income	0	495	1,550	1,055			31.9%	0
4007 Health & Safety	343	343	400	58		58	85.6%	
4012 Water Rates	0	118	700	582		582	16.9%	
4014 Electricity	0	0	200	200		200	0.0%	
4036 Property Maintenance/Security	0	549	500	(49)		(49)	109.9%	
4037 Grounds Maintenance	0	0	2,500	2,500		2,500	0.0%	

Detailed Income & Expenditure by Budget Heading 30th June 2019

Month No: 3

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
4042 Equipment/Vehicle Maintenance	0	245	5,000	4,755		4,755	4.9%	
4972 Transfer from EMR Fallowfield	0	0	(15,000)	(15,000)		(15,000)	0.0%	
Play Areas and Open Spaces :- Indirect Expenditure	343	1,255	(5,700)	(6,955)	0	(6,955)	(22.0%)	0
Movement to/(from) Gen Reserve	(342)	(760)						
501 Sunderland Road Rec Ground								
1201 Rent Received Etc	0	514	0	(514)			0.0%	
1253 Bowls Club Rental	0	0	435	435			0.0%	
1255 Cricket Club Rental	0	0	280	280			0.0%	
1256 Scouts ,ACF and SSLA	0	0	5	5			0.0%	
Sunderland Road Rec Ground :- Income	0	514	720	206				0
4012 Water Rates	0	94	800	706		706	11.8%	
4014 Electricity	13	21	200	179		179	10.7%	
4036 Property Maintenance/Security	0	35	1,750	1,715		1,715	2.0%	
4046 Bowling Green - SBC	0	1,099	3,165	2,066		2,066	34.7%	
4047 Equipment Maintenance - SBC	142	1,922	2,572	650		650	74.7%	
4048 Cricket Square - SCC	0	429	2,540	2,111		2,111	16.9%	
4049 Equipment Maintenance - SCC	15	52	2,748	2,696		2,696	1.9%	
4060 Other Professional Fees	1,338	4,015	15,225	11,210		11,210	26.4%	
Sunderland Road Rec Ground :- Indirect Expenditure	1,508	7,668	29,000	21,332	0	21,332	26.4%	0
Movement to/(from) Gen Reserve	(1,508)	(7,154)						
502 Nature Reserves								
1306 Countryside Stewardship Grant	0	0	2,000	2,000			0.0%	
1307 Angling Licence Rent	0	0	550	550			0.0%	
Nature Reserves :- Income	0	0	2,550	2,550			0.0%	0
4037 Grounds Maintenance	39	39	1,500	1,461		1,461	2.6%	
4060 Other Professional Fees	0	0	10,000	10,000		10,000	0.0%	
4703 Sandy Green Wheel	0	0	2,000	2,000		2,000	0.0%	
Nature Reserves :- Indirect Expenditure	39	39	13,500	13,461	0	13,461	0.3%	0
Movement to/(from) Gen Reserve	(39)	(39)						
505 Grass Cutting								
4102 Grass Cutting	0	0	10,000	10,000		10,000	0.0%	
Grass Cutting :- Indirect Expenditure	0	0	10,000	10,000	0	10,000	0.0%	0
Movement to/(from) Gen Reserve	0	0						

Detailed Income & Expenditure by Budget Heading 30th June 2019

Month No: 3

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
506 Litter Bins, Seats & Shelters								
4042 Equipment/Vehicle Maintenance	0	0	650	650		650	0.0%	
Litter Bins, Seats & Shelters :- Indirect Expenditure	0	0	650	650	0	650	0.0%	0
Movement to/(from) Gen Reserve	0	0						
509 Christmas Lights								
1365 Christmas Lights	0	0	500	500			0.0%	
Christmas Lights :- Income	0	0	500	500			0.0%	0
4401 Christmas Illuminations	0	0	14,000	14,000		14,000	0.0%	
4402 Community Christmas Event	0	674	2,500	1,826		1,826	26.9%	
Christmas Lights :- Indirect Expenditure	0	674	16,500	15,826	0	15,826	4.1%	0
Movement to/(from) Gen Reserve	0	(674)						
601 Precept and Interest								
1101 Precept	0	290,099	580,198	290,099			50.0%	
1320 Interest Received - All account	19	297	1,000	703			29.7%	
Precept and Interest :- Income	19	290,396	581,198	290,802			50.0%	0
Movement to/(from) Gen Reserve	19	290,396						
602 Democratic and Civic Costs								
4020 Misc Establishment Costs	0	0	100	100		100	0.0%	
4033 Annual Report & Newsletter	238	714	3,000	2,286		2,286	23.8%	
4042 Equipment/Vehicle Maintenance	0	0	400	400		400	0.0%	
4200 Mayor's Allowance	194	364	2,200	1,836		1,836	16.5%	
4202 Members' Expenses (Conf etc)	0	20	500	480		480	4.0%	
4210 Election Costs	0	0	3,000	3,000		3,000	0.0%	
4701 Grants/Donations Paid	800	800	3,000	2,200		2,200	26.7%	
4702 Community Events Support	600	600	3,000	2,400		2,400	20.0%	
Democratic and Civic Costs :- Indirect Expenditure	1,832	2,498	15,200	12,702	0	12,702	16.4%	0
Movement to/(from) Gen Reserve	(1,832)	(2,498)						
700 Capital and Projects								
1153 Loan Interest Rec'd - INTERNAL	0	7,903	7,903	0			100.0%	
1154 Loan Capital Rec'd - INTERNAL	0	10,000	10,000	0			100.0%	
1364 S106 Money Received	0	2,926	0	(2,926)			0.0%	
Capital and Projects :- Income	0	20,829	17,903	(2,926)			116.3%	0
4153 Loan Interest - INTERNAL	0	7,903	7,903	0		0	100.0%	

Detailed Income & Expenditure by Budget Heading 30th June 2019

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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
4154 Loan Capital - INTERNAL	0	10,000	10,000	0		0	100.0%	
4802 CAP - Cemetery Extension	320	87,811	0	(87,811)		(87,811)	0.0%	
4818 CAP - Fallowfield	30,778	93,740	0	(93,740)		(93,740)	0.0%	
4826 CAP - Play Equipment (S'land)	0	2,926	0	(2,926)		(2,926)	0.0%	
4915 Transfer to Rolling Capital Fd	0	51,300	51,300	0		0	100.0%	
4923 Internal Loan repaid to F'fld	0	10,000	10,000	0		0	100.0%	
4970 Transfer from C R R	(18,157)	(55,324)	0	55,324		55,324	0.0%	
4972 Transfer from EMR Fallowfield	0	(113,287)	0	113,287		113,287	0.0%	
Capital and Projects :- Indirect Expenditure	<u>12,941</u>	<u>95,070</u>	<u>79,203</u>	<u>(15,867)</u>	<u>0</u>	<u>(15,867)</u>	<u>120.0%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(12,941)</u>	<u>(74,241)</u>						
Grand Totals:- Income	2,705	321,709	626,471	304,762			51.4%	
Expenditure	52,846	221,863	625,863	404,000	0	404,000	35.4%	
Net Income over Expenditure	<u>(50,141)</u>	<u>99,845</u>	<u>608</u>	<u>(99,237)</u>				
Movement to/(from) Gen Reserve	<u>(50,141)</u>	<u>99,845</u>						

Sandy Town Council
Report to 30th June 2019

General Notes

Attached are the summary income & expenditure report for month 1 to 30th June 2019.
This report shows a current year surplus of income over expenditure of £99,845

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

This is made up of the following -

Current Year Surplus	£99,845
General Reserve Brought Forward	£284,043
Rolling Capital Fund	£143,274
Fallowfield Reserve	£76,632
Earmarked Community Funds	£7,000
Earmarked Elections	£15,000
Other Earmarked Reserves	£23,028
Total	£648,821

The percentage of budget if analysed evenly over the year to date is 25% but members are reminded that income & expenditure rarely follows this pattern over the year.

Analysis by Cost Centre

401 Staff

Expenditure is 24.6% of the annual budget.

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

402 Administration

Expenditure is 28.0% of the annual budget.

4011 - Readings provided to electricity provider. To be investigated as to why May charge appears high.

4012 - Includes charge from previous financial year. Credit sitting on other premises account.
To be investigated.

4021 - Includes payment for period from 2018/19 financial year (March 2019)

4022 - Franking machine topped up by £586 to allow for postage over coming 6 months.

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

4025 - Refund of £1,848 due from Aviva for over payment on previous insurance contract which ended on 30th June. New contract will result in anticipated underspend of £2,000 over the year.

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

4056 - Misallocation - to be reallocated to service agreements.

Sandy Town Council
Report to 30th June 2019

Analysis by Cost Centre [Continued]

403 Works

Expenditure is 25.6% of the annual budget.

4011 - 50% of general rates fee is paid to CBC at the start of financial year.

4012 - Includes charge from previous financial year. Credit sitting on other premises account.
To be investigated.

4039 - High expenditure due to summer planting and grass seed for Sunderland Road play park.

4043 - Recent purchase of red diesel barrel has resulted in high expenditure. Expenditure is more during summer months due to increased grass cutting activity.

4044 - Vehicle tax and insurance is paid in full at the start of the financial year. This results in high expenditure during the first three months.

405 Footway Lighting

Expenditure is 12% of the annual budget.

No concerns

406 Cemetery & Churchyard

Expenditure is 29.2% of the annual budget.

4011 - 50% of the general rates fee is paid at the start of the financial year.

408 Town Centre (Incl. Market)

Expenditure is 18.9% of the annual budget

4011 - 50% of the general rates fee is paid at the start of the financial year.

409 Public Toilets - Car Park

Expenditure is 24.3% of the annual budget.

4011 - 50% of the general rates fee is paid at the start of the financial year.

500 Play Areas and Open Spaces

Expenditure is -22.0% of the annual budget.

4007 - Annual RoSPA inspection costs of £343 paid resulting in high expenditure for budget.

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

Sandy Town Council
Report to 30th June 2019

Analysis by Cost Centre [Continued]

501 Sunderland Road Rec.

Expenditure is 26.4% of the annual budget.

4046 - High expenditure due to season maintenance work

4047 - High due to annual machine servicing costs

4060 -

502 Nature Reserves

Expenditure is 0.3% of the annual budget.

No concerns.

505 Grass Cutting

No spend to date.

Invoice from CBC due in March 2018.

506 Litter Bins, Seats & Shelters

Expenditure is 0.0% of the annual budget.

No concerns

509 Christmas Lights

Expenditure is 4.1% of the annual budget.

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

601 Precept and Interest

The first half of the precept has been received.

602 Democratic & Civic Costs

Expenditure is 16.4% of the annual budget.

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

Date: 16/07/2019

Sandy Town Council 2019-2020

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Time: 13:39

Current Bank A/c

List of Payments made between 01/06/2019 and 30/06/2019

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
03/06/2019	UK Fuels Limited DDR	DD02	87.80		1428185/159/UK Fuels Limited D
03/06/2019	Aviva	DD	1,848.17		Aviva - Insurance
04/06/2019	Aspects Special Projects Ltd	111333	75,555.23		APP NO.3/221/Aspects Special P
04/06/2019	Bank charge payable	CHRG	54.53		Bank charge payable
05/06/2019	1st Response Fire Protection &	31710	42.06		INV-0349/161/1st Response Fire
05/06/2019	Bakker & Wilson Plumbing & Hea	31711	90.00		3870/151/Bakker & Wilson Plumb
05/06/2019	Sandy Town Bowls Club	31712	650.00		1519/169/Sandy Town Bowls Club
05/06/2019	Central Bedfordshire Council	31713	1,606.12		7010348632/152/Central Bedford
05/06/2019	Sandy Cricket Club	31714	26.69		29519/168/Sandy Cricket Club
05/06/2019	DCK Accounting Solutions Ltd	31715	546.34		TPC8584/156/DCK Accounting Sol
05/06/2019	The Flag Shop Ltd	31716	178.80		100027874/162/The Flag Shop Lt
05/06/2019	Hertfordshire County Council	31717	103.51		H051905950/163/Hertfordshire C
05/06/2019	Martin Howlett Trading Company	31718	37.00		005173/164/Martin Howlett Trad
05/06/2019	Arthur Ibbett Ltd	31719	240.12		152710/150/Arthur Ibbett Ltd
05/06/2019	Tim Miles	31720	1,440.00		14519/165/Tim Miles
05/06/2019	Mr T Munns	31721	320.00		1619/189/Mr T Munns
05/06/2019	FD Odell & Sons Ltd	31722	36.00		82096/166/FD Odell & Sons Ltd
05/06/2019	Plantscape	31723	2,574.00		105340/167/Plantscape
05/06/2019	Rialtas Business Solutions Ltd	31724	793.20		SM20385/182/Rialtas Business S
05/06/2019	Sandy & District Conservative	31725	104.00		1619/183/Sandy & District Cons
05/06/2019	Seddington Nursery	31726	89.00		14519/170/Seddington Nursery
05/06/2019	S.J.S. Irrigation	31727	294.00		16130/171/S.J.S. Irrigation
05/06/2019	ABF The Soldiers Charity	31728	50.00		24519/147/ABF The Soldiers Cha
05/06/2019	Team Flitwick	31729	258.30		2470320/172/Team Flitwick
05/06/2019	Turfcare Leisure Services Ltd	31730	1,302.16		14487/175/Turfcare Leisure Ser
05/06/2019	Verto (UK) Ltd	31732	900.00		27649/184/Verto (UK) Ltd
05/06/2019	Wisbech Rose Fair	31733	20.00		1619/185/Wisbech Rose Fair
05/06/2019	UK Power Networks	31731	12,470.83		Purchase Ledger Payment
05/06/2019	Cnxl 31733 Wishbech rose fair	CNXL31733	-20.00		Cnxl 31733 Wishbech rose fair
06/06/2019	Ampower UK Ltd	DD03	31.62		INV-20190603238/180/Ampower UK
06/06/2019	Ampower UK Ltd	DD04	554.00		20190603239/181/Ampower UK Ltd
07/06/2019	Ampower UK Ltd	DD05	13.65		INV-20190603316/187/Ampower UK
07/06/2019	Ampower UK Ltd	DD06	18.19		INV-20190603237/186/Ampower UK
07/06/2019	Ampower UK Ltd	DD07	285.88		INV-20190603236/188/Ampower UK
10/06/2019	UK Fuels Limited DDR	DD08	83.63		1429401/158/UK Fuels Limited D
14/06/2019	Staff salaries June 2019	BACS	13,870.65		Staff salaries June 2019
17/06/2019	UK Fuels Limited DDR	DD10	64.22		1430876/157/UK Fuels Limited D
19/06/2019	Anglian Water Business Ltd. (N	111339	64.46		P/Ledger Electronic Payment
19/06/2019	Anglian Water Business Ltd. (N	111339A	86.84		P/Ledger Electronic Payment
19/06/2019	Purchase Power	DD01	86.93		267-Qtrly rental charge
20/06/2019	HMRC PAYE/NI June 19	BACS	4,173.79		HMRC PAYE/NI June 19
20/06/2019	Pension Due June 19	BACS	4,854.51		Pension Due June 19
24/06/2019	Chess Ltd DDR	DD11	216.54		1000346291/154/Chess Ltd DDR
24/06/2019	Purchase Power	111337	513.46		262-Frinking machine
24/06/2019	Mayors Charity Fund	111340	10.00		263- 2 x tickets
24/06/2019	Seddington Nursery	11133	1,556.00		264- Misc ground materials
24/06/2019	Royal Society of St George	111336	50.00		Royal Society of St George

Continued on Page 2

Current Bank A/c

List of Payments made between 01/06/2019 and 30/06/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
27/06/2019	Chess Ltd DDR	DD12	304.43		232-Line rental+service
28/06/2019	Chess Ltd DDR	DD13	67.68		1000346354/153/Chess Ltd DDR
30/06/2019	FD Odell & Sons Ltd	111334	533.70		P/Ledger Electronic Payment
Total Payments			<u>129,138.04</u>		

Policy Finance and Resources Committee - Action list

Subject	Action to be taken		Response/ Status
	Minute	Action	
Meeting 18/4/16			
Cemetery Extension	(86-15/16)	Archaeological Excavation and Depot Build	<p>Archaeological Excavation works have been completed and works have begun. Archaeologists have responded with an inventory of finds and costs for post excavation work based on those finds. The Clerk is working with CBC's archaeologist to address additional costs put forward by the contractor.</p> <p>Contractor liaising with Local Planning Authority's Building Control, who have inspected the site. Awaiting electricity connection by UK Power Networks. Tarmac and crushed stone surfaces to be completed week of 15th July.</p>
Meeting 9/4/18			
Fallowfield Lighting and CCTV	(110-17/18)	RESOLVED that the Clerk include mobile and static CCTV options within the Fallowfield lighting scheme to be brought forward to a future meeting of the Policy, Finance and Resources committee.	Agreed that work to the lighting scheme be allowed for in 2019/20 from Fallowfield reserves. Council has agreed to working group's recommendation for alternative CCTV to be progressed. Awaiting costs from companies, once these are received a report will be presented to the PF&R committee.

SANDY TOWN COUNCIL**COMMITTEE: Policy, Finance and Resources****DATE: 22 July 2019****AUTHOR: Town Clerk****SUBJECT: Jenkins Pavilion Scoreboard****1. Summary**

- 1.1 Sandy Town Council previously agreed to place an order for a new cricket scoreboard for the Jenkins pavilion. The old scoreboard no longer works. The pavilion is under the ownership of the Town Council and is managed by Stevenage Leisure. The cricket club, who would use and maintain the cricket scoreboard, raised funds and provided the funding for the scoreboard to be replaced.
- 1.2 The cricket club's preferred supplier, with whom the order was placed, failed to install the board and a refund has been requested and agreed by the company. At present the refund has not been received and the Clerk is in the process of continuing further action to receive these funds.
- 1.3 The cricket club have obtained further advice and quotes to have an alternative company provide a scoreboard or have the existing scoreboard refurbished. The club are asking if the Council can provide the funding for the new scoreboard while the outstanding refund is pursued.

2. Information

- 2.1 The company appointed to install the scoreboard failed to fulfil agreed installation dates, quoting conflicts with other jobs over-running at different locations. As a result, the cricket club lost confidence in the supplier and requested a refund of monies paid for the production of the new scoreboard. The company issued an apology and agreed to a refund of the money.

The company stated the refund was issued in April 2019. However, it was not received by the Council. Following action by the office to chase payment, the funds have not yet been received and further advice has been taken from Trading Standards and Citizens Advice. Following advice, a final demand was issued detailing evidence which would be used to make a claim via the small claims court for the funds due. This matter is ongoing.

- 2.2 The Sandy Cricket Club are eager to get a working scoreboard in place as they have been approached by Cricket East, which incorporates Bedfordshire and Huntingdonshire County Cricket to use Sunderland Recreation Ground for County youth games. The representative for Bedfordshire Youth County

teams has indicated they wish to involve Sandy CC more in the next season. The club feels that this provides them with a valuable development opportunity, wider recognition and funding for certain equipment and resources to be made available to them as a recognised ground for use by the County. However, there are several criteria that they would need to meet as a ground, one of which is a working scoreboard. The cricket club are therefore asking whether the Council can help fund the scoreboard while the refund of monies paid is ongoing.

3. Costs

- 3.1 The Sandy Cricket Club previously paid £2,446 for a new scoreboard for which a refund is now being sought.
- 3.2 The Club has obtained quotes for a new scoreboard located in the same position as the old scoreboard and for the refurbishment of the existing scoreboard;

New scoreboard - £3,809.38

Refurbished 15-digit scoreboard - £3,131.88 (Club's preferred option)

Refurbished 19-digit scoreboard - £3,415.13

Members are asked to consider the request and advise accordingly.

SANDY TOWN COUNCIL

COMMITTEE: Policy, Finance and Resources

DATE: 22 July 2019

AUTHOR: Town Clerk

SUBJECT: Car Park Line Marking

1. Summary

- 1.1 At a meeting of the Policy, Finance and Resources Committee held on 10th June 2019 it was agreed to proceed with re-marking of the car park bays in the Town Council's car park. The Clerk was delegated a budget of £1,000 to have works carried out during the school holidays.
- 1.2 Three companies have now submitted costs for the works. While one company has held their price under £1,000, two other quotes received are higher than the initial budget. In addition, if the Council wish to have the work carried out overnight or very early morning to minimise disruption, this will create an additional cost.
- 1.3 Members are asked to consider the costs and recommendation and advise accordingly.

2. Quotation

- 2.1 The following quotes are for re-lining all parking bays except the disabled and doctors' bays, which were recently done. Work includes marking the Council bay closest to the entrance to the offices from the car park.

Company A	
100mm Line White Thermoplastic and yellow hatching of Council bay	£1,062.11
Out of hours charge	£212.67
Total	£1,274.78 + VAT

Company B	
100mm Line White Thermoplastic and yellow hatching of Council bay	£950
Out of hours charge	£400
Total	£1,350.00 + VAT

Company C	
Car Parking Bays (100mm) Hatching of Council bay	£1,119
Out of hours work not included	N/A
Total	£1,119 + VAT

3. Recommendation

- 3.1 That the Council accept the quote from Company A. Although the cost of the line marking is higher than Company B, the overall costs when out of hour work is included is lower.
- 3.2 The work take place over night during August 2019 and that the car park be closed while work is carried out. The office is to ensure the date of the work is widely publicised via social media, press, car park posters and leaflets to ensure the car park is empty on the date the works will take place.

AGENDA ITEM 9**SANDY TOWN COUNCIL****COMMITTEE: Policy, Finance and Resources****DATE: 22 July 2019****AUTHOR: Town Clerk****SUBJECT: Firework Event 2019****1. Summary**

- 1.1 Over the last three years, Sandy Town Council has supported the Scouts in holding the Sandy Fireworks display by making a loan to the organisation to cover the cost of the fireworks themselves. The Scouts have approached the Council with a request for assistance in funding the 2019 Fireworks event on the same basis as agreed in 2016, 2017 and 2018.
- 1.2 In 2016, 2017 and 2018 the Council agreed that it would support the Scouts by providing funding for the fireworks event of up to £4,000 and that this money would be reimbursed to the Council from ticket sales, with all event profit - above and beyond what was loaned by the Council, going to the Scouts.
- 1.3 The financial risk the event poses to the Scouts, in the event it had to be cancelled, makes it unviable for them to run the event if they are unable to get financial support. In addition, the profit margin based on the level of volunteers and hours needed, make it their hardest event to run.

2. Information

- 2.1 The request to the Council has come later than in previous years as the Scouts were unable to commit to running a firework display, following the liquidation of the firework supplier. Following some effort, the Scouts have been able to secure fireworks for this year's event and have confirmed that they do have the volunteers to run a display in 2019. The event is organised by a few dedicated volunteers who have run the event since its incorporation and have the relevant qualifications, rather than an established organising body.

- 2.2 The actual amount paid by the Council in the last two years was;

2016	£3,224	Total amount reimbursed to Council in full
2017	£3,479	Total amount reimbursed to Council in full
2018	£3,385	Total amount reimbursed to Council in full

- 2.3 The Scouts made a profit from the 2018 event which was used to pay for further improvement/maintenance works to the Scout Hut and run various scouting activities and fund the month-on-month running costs of the groups. The Scouts carry out a variety of fundraising activities throughout the year to help support their costs.
- 2.4 The fireworks event requires a high output in costs and volunteers for a comparatively low return compared to other fundraising events. However, it is an important event in the Sandy calendar and does allow the Scouts to raise money to keep the group running. The Scouts of course help support a variety of other events throughout the year, including the Christmas Light Switch On and beacon lightings.
- 2.5 If the request is once again granted this year, it would remove the financial risk for the Scouts, who otherwise do not believe they will be able to continue to run the event.
- 2.6 It is anticipated that the cost of the Council's funding would be recuperated from pre-event ticket sales. No refunds are offered should the event be cancelled due to bad weather.
- 2.7 The profit and loss accounts for the last three years' events are detailed below for Members' information;

Expenditure	2018 (£)	2017 (£)	2016 (£)
Firework Cost	3,384.79	3,400.00	3,223.00
Marketing/Advertising	160.00	192.00	160.00
St John's	198.72	170.00	161.00
Light Towers	00.00	330.00	330.00
Sections Ticket Commission	0.00	0.00	100.00
Sundries	109.40	291.00	165.00
Repay Town Council	3,384.79	3,400.00	3,223.00
TOTAL	7,237.70	7,783.00	7,362.00
Income	2018 (£)	2017 (£)	2016 (£)
Council Loan	3,384.79	3,400.00	3,223.00
Stall Donations	160.00	150.00	55.00
Ticket Sales	6,499.85	6,299.00	6,240.00
TOTAL	10,044.64	9,849.00	9,518.00
SCOUT PROFIT	2,806.94	2,066.00	2,156.00

Members are asked to advise whether they wish to approve a loan to the Sandy Scouts for the 2019 fireworks event and that this loan would be repaid form ticket sales.

SANDY TOWN COUNCIL**COMMITTEE: Policy, Finance and Resources****DATE: 22 July 2019****AUTHOR: Town Clerk****SUBJECT: Archaeological Works Invoice****1. Summary**

- 1.1 As part of the Council's planning permission for the cemetery extension and depot build, the Council were required to carry out a full-scale excavation and archaeological analysis and a full archaeological write-up and publication. To meet this planning condition, the Council carried out a tender process and appointed AOC Archaeology as its archaeological contractor. A tender cost was provided but was based on several unknowns about what might be discovered and how long works would take.
- 1.2 Excavation work was completed but took longer than envisioned due to the level of finds made. The contractor has completed an inventory of finds which informs them how much work will be required in post-analysis, including what items will require specialist review or testing.
- 1.3 The Clerk has been in discussion with the contractor over an outstanding final invoice for excavation work which exceeds the initial quoted cost as a result of the addition work and time required for the excavation.
- 1.4 The Committee is asked to consider and approve payment of the additional costs.

2. Excavation Costs

- 2.1 AOC's tender for excavation work was £53,780. A final invoice for works carried out will take the overall excavation cost to £68,700 (£14,920 over the initial quote). The Clerk has been in discussion with the contractor to mitigate costs where possible. However, given the element of the unknown level of work required and the additional costs incurred for plant, HSE and staffing costs, the contractor is unable to reduce the final cost further. Members are asked to approve the final invoice for £15,000 for excavation work.

The remaining EMR funds of £23,028 is already committed to cover the final application for the depot build. It is recommended that payment of the funds comes from the £50,000 excess general reserve fund identified and resolved as available for the project at the end of the 2018/19 financial year.

3. Post Excavation Costs

- 3.1 Post excavation costs were quoted at £21,125. An inventory of finds and breakdown of costs for post excavation work has been provided to the Clerk. Based on the inventory of finds and the work required to meet planning conditions, the estimated costs are £19,000 higher than the initial quote. The tender document does give the contractor the option to re-negotiate, based on the level of work required, as a result of excavation. However, the Clerk believes these costs are too high and is in discussion with the Planning Authority archaeologist to see what options are available to the Council to mitigate the costs and meet its planning conditions in an acceptable way. A further report will be brought back to Council following these discussions.

AGENDA ITEM 11

SANDY TOWN COUNCIL

COMMITTEE: Policy, Finance and Resources

DATE: 22 July 2019

AUTHOR: Town Clerk

SUBJECT: New Depot Alarm System

1. Summary

1.1 Following the completion of the Council’s new depot building, the Council will need to ensure that it is made as secure as possible. Security includes anti-climb fencing, two sets of gates, steel doors and high-grade shutter doors. A new alarm system will need to be installed which can be linked to the Council’s off-site security response team. An electrical spur has been made ready for the installation of a new system.

1.2 Members are asked to consider the quote within this report, received from the alarm company who installed and now maintain the alarm at the Council’s offices at 10 Cambridge Road, Sandy. Members may wish more quotes to be obtained from different providers, but should note that this means the Council’s sites will be maintained and managed by different companies.

2. Quotation

2.1 The following quotation has been provided for the installation and ongoing maintenance/servicing of a new alarm system.

<p>Installation and provision of;</p> <p>Alarm control panel, model Visonic PM-33</p> <p>Keypad</p> <p>External Sounder</p> <p>Internal Sounder</p> <p>Detector</p> <p>Door Contact</p> <p>Key tags (x4)</p> <p>Antenna</p> <p>Document Box</p> <p>Industry Certification</p> <p>Visonic GPRS</p> <p>External Self-actuating Sounder</p> <p>Strobe & Cover</p>	
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APPENDIX IX

Grade2, Environmental Class II wireless dual technology detector with anti-masking	
Environmental class II wireless door/window contact, white plus roller shutter and mini proximity tags	£1,151.50
Payment to Police Authority for unique reference number	£43.49
Total	£1,194.99

Annual service and maintenance charge	£443.88
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- 2.2 The capital expenditure on the new alarm system can be funded from the Council's rolling capital fund. The annual revenue cost for the service and maintenance will need to come from the work's property security budget (403 4036). The current annual budget is sufficient to cover the cost and it is not anticipated that an increase in budget will be required.

3. Recommendation

- 3.1 That the Council approve the installation of the proposed alarm at the new depot site and that this is funded from the Council's capital budget. That the annual service cost be approved from the Council's works property security budget.

SANDY TOWN COUNCIL

COMMITTEE: Policy, Finance and Resources

DATE: 22 July 2019

AUTHOR: Administrator – V McFarlane

SUBJECT: No Parking Sign(s) at Beeston Green

1. Summary

- 1.1 Following ongoing problems with unauthorised parking at Beeston Green, a request for the installation of permanent ‘no parking’ signage to be installed on the Green has been made.
- 1.2 As the request was for the sign to say: ‘No parking on the Green’, and that this wording could not be standard ‘off the peg’ signage, the cost of bespoke signage had to be sourced.
- 1.3 Prices were found from three sign making companies for a large ‘proper’ sign, a small verge sign and a small basic sign that could be attached to two post legs by the grounds team.

Large ‘proper’ sign



Small verge sign



Small basic sign



2. Quotations

- 2.1 The following quotes have been obtained from three signage companies for consideration by the committee.
 - Councillors should note that the sizes requested were:
 - Large proper sign: 800 x 450 mm
 - Two smaller signs: 450 x 250 mm
 - Posts, clips and bolts were added as extra items in two out of three companies
 - Shipping/delivery was added on as an extra cost

Company A	
Sign Type	Cost
Large Proper Sign	
Recycled composite post and sign anti rot street Village green unit. 800 x 450 mm	£208.64
Small Verge Sign	
Recycled composite post and sign anti rot street No parking on the green unit. 450 x 250 mm	£208.64
Small Basic Sign	
Composite with radius corners and channel 450 x 350	£28.65

Company B	
Sign Type	Cost
Large Proper Sign	
Large Sign plus post fix – white aluminium composite BCP (like Dibond) 3mm 800 x 300mm Extras Radius corners with no holes, VHB tape 19 mm, Channel, Finishing Labour	£85.04
2 x clips – 76 mm diameter (complete with bolt, washer & nut) (76 x 76) @ £3.51 each	£7.02
2 x posts – 1.75 m x 76 mm Galvanised steel grey powder coat (76 x 1750) @ £58.41	£116.82
Total	£208.88
Small Verge Sign	
Verge Sign plus post fix – white aluminium composite BCP (like Dibond) 3mm 450 x 250mm Extras Radius corners with no holes, VHB tape 19 mm, Channel, Finishing Labour	£70.36
2 x clips – 76 mm diameter (complete with bolt, washer & nut) (76 x 76) @ £3.51 each	£7.02
1 x post – 1.75 m x 76 mm Galvanised steel grey powder coat (76 x 1750) @ £58.41	£58.41
Total	£135.79
Small Basic Sign	
Wall mount – white aluminium composite BCP (Like Dibond) 3 mm 450 x 250 Extras: Radius corners with no holes	£55.00
2 x clips – 76 mm diameter (complete with bolt, washer & nut) (76 x 76) @ £3.51 each	£7.02
Total	£62.02
Delivery – bespoke item	
	£10.00
Delivery – posts (£15.50 per post)	£46.50

Company C	
Sign Type	Cost
Large Proper Sign	
Large sign – 800 x 300 3 mm aluminium composite sign c/w channelling	£66.52
2 x grey galvanised steel pole powder coated 1.5 mtr x 50 mm @ £35.49 each	£70.78
2 x Stainless steel 50 mm anti-rotational clips @ £3.11 each	£6.22
2 x Plastic post cap 50 mm diameter @ £1.81 each	£3.62
Total	£147.14
Small Verge Sign	
Bespoke 450 x 250 3 mm aluminium composite sign c/w channelling	£49.24
1 x grey galvanised steel pole powder coated 1.5 mtr x 50 mm	£70.78
2 x Stainless steel 50 mm anti-rotational clips @ £3.11 each	£6.22
2 x Plastic post cap 50 mm diameter @ £1.81 each	£3.62
Total	£129.86
Small Basic Sign	
3 mm aluminium composite sign 450 x 250mm	£39.24
Delivery	
	£5.85

3. Section 106 Funding

- 3.1 There is £310 in section 106 funding for informal open space which has an expiry deadline of 2 September 2019. If this funding is not allocated for expenditure by this date it will be lost. The proposed signage would be applicable for funding.

4. Recommendation

- 4.1 It is recommended at that;

a) Two large no parking signs be purchased from Company A, which offers a larger sign at a cost of £445.93 and installed at points on the Green agreed by the Beeston Green Working Group.

b) An application be made to Central Bedfordshire Council to part cover the cost of the signage.

SANDY TOWN COUNCIL**Travelling Expenses Policy**

- 1 All employees and members of council are entitled to claim for out of pocket expenses such as travel costs in the course of carrying out their responsibilities and duties.
- 2 Expense claims should be completed in writing using the appropriate forms and submitted to the Town Clerk for payment.
- 3 Employees and members are entitled to claim the same travelling allowances but the mechanisms for claiming are different.
- 4 Sandy Town Council will participate in the Government's cycle to work scheme at the request of any employee. The scheme is not available to those who are not directly employed by the Council.

Employees

- 1 Employees' expense claims will be authorised by the Town Clerk or in the case of the Town Clerk by the Town Mayor.
- 2 Employees will use the most economic form of travel in terms of cost and time, taking into account the different modes of travel, traffic and fares available.
- 3 Employees may claim direct reimbursement for 2nd class train fares, bus fares, taxi fares and car parking. Receipts should be provided whenever possible.
- 4 Employees whose terms and conditions of employment are those negotiated by the NALC/SLCC National Agreement may claim reimbursement for car, van, motor cycle or bicycle journeys using the current National Joint Council (NJC) recommended casual users expense table. Reimbursement will be made via salary payments and will be subject to income tax. Mileage rates will be determined by vehicle engine size (in the case of cars, vans and motor cycles) in accordance with the NJC scheme.
- 5 Employees whose terms and conditions of employment are not those negotiated by the NALC/SLCC National Agreement **or** who choose not to claim travelling expense under the NJC expense table may claim mileage up to the maximum permitted under the HMRC Fixed Profit Car Scheme. Travelling allowances for mileage incurred for business purposes will not be subject to income tax and will be reimbursed by cheque. The mileage rates will apply where personal cars are used for council purposes irrespective of

engine size. The rate for cars, vans, motor cycles and bicycles will be that set by the HMRC.

- 6 When undertaking Council business employees are required to adhere to traffic regulations.
- 7 Any parking penalties or other liabilities that arise from the way the vehicle is used, particularly breaches of the Road Traffic acts, the Traffic Management Act and Motor Vehicles (Construction and Use) Regulations are the responsibility of the individual employee and must not be claimed as an expense to be reimbursed. This includes excess charges incurred (eg compound charges) by not buying such items as congestion charge tickets, car parking tickets, etc. Employees insured by the Council and required to hold a driving licence as a condition of their employment are required to notify the employer of any driving penalties imposed by the police or courts including fixed penalties and parking tickets in accordance with the policy laid out in the staff handbook.

Members

- 1 Members' expense claims will be authorised by Council through the usual procedure for approving all payments.
- 2 Reimbursable Mayoral and Member travel will be restricted to the Central Bedfordshire, Luton and Bedford Borough areas also St Neots, Godmanchester and other locations very close to the Bedfordshire county border. Travel to any other locations will be by Council approval only.
- 3 Members will use the most economic form of travel in terms of cost and time, taking into account the different modes of travel, traffic and fares available.
- 4 Members may claim direct reimbursement for 2nd class train fares, bus fares, taxi fares and car parking. Receipts should be provided whenever possible.
- 5 Members may claim reimbursement for use of personal cars or motor cycles for council purposes either using the using the current National Joint Council (NJC) recommended casual users expense table. Reimbursement will be made by cheque and will be subject to income tax. Mileage rates will be determined by vehicle engine size in accordance with the NJC scheme.

The Town Council will supply information to HMRC on the expense claims made under this scheme if requested however it is the responsibility of individual members to declare such income to HMRC themselves.

- 6 Alternatively Members may claim mileage up to the maximum permitted under the HMRC Fixed Profit Car Scheme. Travelling allowances for mileage incurred for business purposes will not be subject to income tax and will be reimbursed by cheque. The mileage rates will apply where personal cars

are used for council purposes irrespective of engine size. The rate for cars, motor cycles and bicycles will be that set by HMRC.

- 7 Any parking penalties or other liabilities that arise from the way the vehicle is used, particularly breaches of the Road Traffic acts, the Traffic Management Act and Motor Vehicles (Construction and Use) Regulations are the responsibility of the individual member or employee and must not be claimed as an expense to be reimbursed. This includes excess charges incurred (eg compound charges) by not buying such items as congestion charge tickets, car parking tickets, etc.

Adopted: March 2013 Reviewed: July 2017 Review Due: July 2019

SANDY TOWN COUNCIL**Flying of Model Planes and Drone Policy**

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

3. Small unmanned aircraft that are being used for surveillance purposes are subject to restrictions with regard to the minimum distances they can fly near people or properties (50m).
 4. CAA permission is also required for all flights that are being conducted for aerial photography work.
 5. The 'remote pilot' has responsibility for satisfying him/herself that the flight can be conducted safely.
- 2.3 The CAA also says care should be taken about the collection of images of identifiable individuals, even inadvertently, when using surveillance cameras mounted on a small unmanned surveillance aircraft, as these will be subject to the Data Protection Act. This Act contains requirements concerning the collection, storage and use of such images, Small Unmanned Aircraft operators need to ensure that they are complying with these requirements. It is possible otherwise that individuals might be able to bring actions under existing legislation relating to injury, trespass, privacy, nuisance and data protection.
- 2.4 Operators should **NOT**:
- fly a drone over a sports field if it's in use;
 - operate over parked vehicles or roads;
 - operate within 20 metres of or be flown over other users of the park;
 - fly over or within 50 metres of livestock, sensitive wildlife habitats such as nesting or roosting birds or lakes;
 - operate within 20 metres of or fly over park buildings and structures, and overhead wires;
 - operate over dry flammable vegetation;
 - fly over adjoining private properties.
- 2.5 Operators **Should**:
- be courteous of other park users including people walking dogs;
 - keep the UAV in full view at all times (e.g. not operated through binoculars, video monitor or smartphone, unless an observer is present);
 - fly in daylight hours only;
 - cease operation if requested by council staff
 - Any breaches of the code of conduct could result in the council terminating your permission to fly UAVs on public land.
- 2.6 All Town Council owned land covered by this policy;
- Beeston Village Green
 - Sunderland Road Recreation Ground
 - Fallowfield Recreation Ground

- Bedford Road Recreation Ground
- The Limes Recreation Area
- The Riddy Nature Reserve
- The Pinnacle (Leased)
- Sandy Cemetery
- Former allotment land

SANDY TOWN COUNCIL

SOCIAL MEDIA POLICY

1. STATEMENT OF PURPOSE

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

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

- 1.2 This policy is intended to help Councillors and Council staff make appropriate decisions about the use of social media such and provide a framework of good practice.

- 1.3 The purpose of this policy is to ensure:

- that the Council is not exposed to legal and governance risks;
- that the reputation of the Council is not adversely affected;
- that our users are able to clearly distinguish where information provided via social networking applications is legitimately representative of the Council.
- Management of the Council's Facebook site

2. Scope of Policy

- 2.1 This policy covers all individuals working at all levels with the Council, including all elected and co-opted Councillors, the Clerk to the Council and all other employees and volunteers. These groups are referred to collectively as 'Council representatives' for brevity.

- 2.2 The requirements of this policy apply to all uses of social networking applications which are used for any Council-related purpose and regardless of whether the applications are hosted corporately or not. They must also be considered where Council representatives are contributing in an official capacity to social networking applications provided by external organisations.

- 2.3 The Council has a corporate presence on the web and by use of email, which it uses to communicate with people who live in, work in and visit the parish. Over time, the Town Council may add channels of communication that it uses as it seeks to improve and expand the services it delivers. When these

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

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

3. Enforcement

- 3.1 Serious breaches of this policy by employees may be dealt with under the Employee Disciplinary Procedure. The Council may take disciplinary action in respect of unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented or racially offensive comments by an employee.
- 3.2 Behaviour required by the members' Code of Conduct shall apply to online activity in the same way it does to other written or verbal communication. Members will bear in mind that inappropriate conduct can still attract adverse publicity, even when the code does not apply. Online content should be objective, balanced, informative and accurate.

Members must be aware that their profile as a Councillor means the more likely it is they will be seen as acting in an official capacity when networking or blogging.

- 3.3 Breach of the policy by volunteers will result in the Council no longer using their services and, if necessary, appropriate action will be taken.
- 3.4 Communications on the internet are permanent and public. When communicating in a 'private' group it should be ensured that the Council would be content with the statement, should it be made public.

4. SOCIAL MEDIA POLICY

- 4.1 Social networking applications include, but are not limited to:
- Blogs
 - Online discussion forums
 - Collaborative spaces
 - Media sharing services, for example YouTube
 - 'Micro-blogging' applications, for example Twitter.
- 4.2 All Council representatives should bear in mind that information they share through social networking applications, even if they are on private spaces, are still subject to copyright, data protection and Freedom of Information legislation, the Safeguarding Vulnerable Groups Act 2006 and other legislation. They must also operate in line with the Council's Equal Opportunities Policy.

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

5. Rules for using Social Media

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

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

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

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

5.5 When participating in online communication on behalf of the Council staff, Councillors must;

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

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

6. Managing the Council Facebook Page

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

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