

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 23 March 2020 at 7.30pm for the purpose of transacting the items of business below.



Chris Robson
Town Clerk
10 Cambridge Road
Sandy SG19 1JE
01767 681491
17 March 2020

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 17 February 2020 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 February 2020. Appendix I
- ii) To receive and note 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 Bedford Borough Council BACS Payment

To approve payment of waste collection services via BACS. Appendix IV

7 Grant Applications

- i) To consider a grant application from the Sandy Royal British Legion. Appendix V
- ii) To consider approving that the grant issued for the 2020 Sandy Carnival be retained by the committee for use at the 2021 Sandy Carnival.

8 COVID-19

To consider a report and risk assessment from the Town Clerk. Appendix VI

9 Action List

To receive and note a copy of the action list. Appendix VII

10 Territorial Auxiliary and Volunteer Reserve Association Lease

To approve the costs of renewing the lease for the Army Cadets HQ at Berwick Way. Appendix VIII

11 Streetlighting in Recreation Grounds

To consider the potential cost of introduced streetlighting to areas owned and managed by the Town Council. Appendix IX

12 Adoption of Streetlights by Central Bedfordshire Council

To receive communication from Central Bedfordshire Council on an update regarding the adoption of streetlights. Appendix X

13 Five Year Budget

To receive and consider a draft five-year budget. Appendix XI

14 Social Media Policy

To consider an amendment to the Social Media Policy covering the set up of a Friends of Sandy Green Wheel Facebook Page. Appendix XII

15 Chairman's Items

16 Date of next meeting: 11 May 2020

05/03/2020

Sandy Town Council 2019/20

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Detailed Balance Sheet - Excluding Stock Movement

Month 11 Date 29/02/2020

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<i>Current Assets</i>		
105	VAT Control	10,706	
110	Prepayments	939	
123	S106 Debtor	3,141	
200	Current Bank A/c	22,961	
201	Clerks Imprest A/c	17	
205	Capital a/c Santander	218,034	
206	Barclays Active Saver	108,648	
208	Public Sector Deposit Fund	204,780	
210	Petty Cash	350	
	Total Current Assets		569,577
	<i>Current Liabilities</i>		
501	Creditors Control	17,686	
515	PAYE/NI Control AC	3,791	
516	Superannuation Due	4,382	
	Total Current Liabilities		25,859
	Net Current Assets		543,718
	Total Assets less Current Liabilities		543,718
	<i>Represented by :-</i>		
300	Current Year Fund	121,055	
310	General Reserve	284,043	
315	Rolling Capital Fund	30,372	
321	Cemetery Development Reserve	23,028	
322	EMR Fallowfield	66,632	
323	EMR Community Funds	7,000	
324	EMR Elections	11,589	
	Total Equity		543,718

Summary Income & Expenditure by Budget Heading 29/02/2020

Month No: 11

February 2020

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
401 Staff	Expenditure	20,499	242,825	282,075	39,250		39,250	86.1%
402 Administration-Office	Income	14	3,049	1,300	(1,749)			234.5%
	Expenditure	5,087	62,956	80,900	17,944		17,944	77.8%
	Movement to/(from) Gen Reserve	<u>(5,073)</u>	<u>(59,907)</u>					
403 Administration-Works	Expenditure	4,782	31,735	41,100	9,365		9,365	77.2%
405 Footway Lighting	Expenditure	2,223	14,940	15,750	810		810	94.9%
406 Cemetery & Churchyard	Income	707	26,331	20,450	(5,881)			128.8%
	Expenditure	15	7,613	10,100	2,487		2,487	75.4%
	Movement to/(from) Gen Reserve	<u>692</u>	<u>18,718</u>					
408 Town Centre (Including Market)	Income	0	1,234	300	(934)			411.3%
	Expenditure	131	14,109	33,435	19,326		19,326	42.2%
	Movement to/(from) Gen Reserve	<u>(131)</u>	<u>(12,875)</u>					
409 Public Toilets - Car Park	Expenditure	16	2,786	4,150	1,364		1,364	67.1%
500 Play Areas and Open Spaces	Income	0	1,185	1,550	365			76.5%
	Expenditure	0	3,920	(5,700)	(9,620)		(9,620)	(68.8%)
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(2,735)</u>					
501 Sunderland Road Rec Ground	Income	0	1,168	720	(448)			162.2%
	Expenditure	1,479	27,654	29,000	1,346		1,346	95.4%
	Movement to/(from) Gen Reserve	<u>(1,479)</u>	<u>(26,486)</u>					
502 Nature Reserves	Income	0	3,531	2,550	(980)			138.5%
	Expenditure	0	2,039	13,500	11,461		11,461	15.1%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>1,491</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	1,151	500	(651)			230.3%
	Expenditure	0	16,665	16,500	(165)		(165)	101.0%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(15,514)</u>					
601 Precept and Interest	Income	0	582,604	581,198	(1,406)			100.2%
602 Democratic and Civic Costs	Income	0	335	0	(335)			0.0%
	Expenditure	1,996	10,990	15,200	4,210		4,210	72.3%
	Movement to/(from) Gen Reserve	<u>(1,996)</u>	<u>(10,655)</u>					
Grand Totals:- Income		721	620,587	608,568	(12,019)			102.0%
Expenditure		36,229	438,233	546,660	108,427	0	108,427	80.2%
Net Income over Expenditure		<u>(35,508)</u>	<u>182,355</u>	<u>61,908</u>	<u>(120,447)</u>			
Movement to/(from) Gen Reserve		<u>(35,508)</u>	<u>182,355</u>					

Detailed Income & Expenditure by Budget Heading 29/02/2020

Month No: 11

February 2020

	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	102,340	113,000	10,660		10,660	90.6%	
4002 Gross Salaries - Works	6,470	83,917	102,500	18,583		18,583	81.9%	
4003 Employers NIC	1,267	14,793	17,300	2,507		2,507	85.5%	
4004 Employers Superannuation	3,471	40,544	47,500	6,956		6,956	85.4%	
4006 H&S Costs/Consultancy	0	589	500	(89)		(89)	117.7%	
4010 Miscellaneous Staff Costs	0	642	1,000	358		358	64.2%	
4030 Recruitment Advertising	0	0	275	275		275	0.0%	
Staff :- Indirect Expenditure	20,499	242,825	282,075	39,250	0	39,250	86.1%	0
Net Expenditure	(20,499)	(242,825)	(282,075)	(39,250)				
402 Administration-Office								
1003 Tourism Income	0	1,099	500	(599)			219.8%	
1201 Rent Received Etc	0	528	750	222			70.4%	
1202 Photocopying Income	14	60	50	(10)			119.7%	
1205 Miscellaneous Income	0	1,362	0	(1,362)			0.0%	
Administration-Office :- Income	14	3,049	1,300	(1,749)			234.5%	0
4008 Training	0	804	2,000	1,196		1,196	40.2%	
4009 Travel & Subsistence	0	97	200	103		103	48.6%	
4011 General Rates	0	6,629	6,700	72		72	98.9%	
4012 Water Rates	80	1,347	600	(747)		(747)	224.5%	
4014 Electricity	250	1,614	2,500	886		886	64.6%	
4015 Gas	144	(1,013)	1,500	2,513		2,513	(67.5%)	
4016 Cleaning Materials etc	19	964	1,250	286		286	77.2%	
4018 General Data Protection Regs	0	0	1,000	1,000		1,000	0.0%	
4020 Misc Establishment Costs	4	1,211	2,000	789		789	60.6%	
4021 Telephone & Fax	262	2,860	2,500	(360)		(360)	114.4%	
4022 Postage	0	898	1,200	302		302	74.8%	
4023 Printing & Stationery	108	1,705	2,000	295		295	85.3%	
4024 Subscriptions	0	2,829	2,850	21		21	99.3%	
4025 Insurance (excl vehicles)	1,589	18,901	21,500	2,599		2,599	87.9%	
4026 Photocopy Costs	0	2,132	3,500	1,368		1,368	60.9%	
4027 IT Costs incl Support	324	3,299	4,500	1,201		1,201	73.3%	
4028 Service Agreements (Other)	0	5,242	6,500	1,258		1,258	80.6%	
4035 Publications	0	94	100	6		6	93.6%	
4036 Property Maintenance/Security	2,275	4,485	4,000	(485)		(485)	112.1%	
4040 Equipment Purchases (Minor)	0	663	2,000	1,337		1,337	33.2%	
4050 Tourism Expenditure	0	949	250	(699)		(699)	379.6%	
4051 Bank Charges	32	503	500	(3)		(3)	100.7%	

Detailed Income & Expenditure by Budget Heading 29/02/2020

Month No: 11

February 2020

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4056 Legal Expenses	0	1,543	2,500	958		958	61.7%	
4057 Audit Fees - External	0	0	1,300	1,300		1,300	0.0%	
4058 Audit Fees - Internal	0	415	750	335		335	55.3%	
4059 Accountancy Fees	0	4,641	7,000	2,359		2,359	66.3%	
4070 Refreshments	0	142	200	58		58	71.0%	
Administration-Office :- Indirect Expenditure	5,087	62,956	80,900	17,944	0	17,944	77.8%	0
Net Income over Expenditure	(5,073)	(59,907)	(79,600)	(19,693)				
403 Administration-Works								
4005 Protective Clothing	0	464	1,300	836		836	35.7%	
4008 Training	0	170	1,000	830		830	17.0%	
4011 General Rates	0	1,817	1,850	33		33	98.2%	
4012 Water Rates	15	20	200	180		180	10.2%	
4014 Electricity	312	521	1,000	479		479	52.1%	
4017 Refuse Disposal	370	3,703	5,500	1,797		1,797	67.3%	
4036 Property Maintenance/Security	0	2,532	2,000	(532)		(532)	126.6%	
4037 Grounds Maintenance	0	123	0	(123)		(123)	0.0%	
4038 Consumables/Small Tools	7	1,689	2,500	811		811	67.6%	
4039 Planting/Trees/Horticulture	0	6,403	6,250	(153)		(153)	102.5%	
4040 Equipment Purchases (Minor)	287	1,693	2,000	307		307	84.7%	
4042 Equipment/Vehicle Maintenance	2,618	5,270	5,000	(270)		(270)	105.4%	
4043 Equipment/Vehicle Fuel	114	3,390	3,500	110		110	96.9%	
4044 Vehicle Tax & Insurance	0	2,880	3,000	120		120	96.0%	
4045 Arboriculture	1,060	1,060	6,000	4,940		4,940	17.7%	
Administration-Works :- Indirect Expenditure	4,782	31,735	41,100	9,365	0	9,365	77.2%	0
Net Expenditure	(4,782)	(31,735)	(41,100)	(9,365)				
405 Footway Lighting								
4014 Electricity	723	6,040	5,750	(290)		(290)	105.0%	
4042 Equipment/Vehicle Maintenance	1,500	8,900	10,000	1,100		1,100	89.0%	
Footway Lighting :- Indirect Expenditure	2,223	14,940	15,750	810	0	810	94.9%	0
Net Expenditure	(2,223)	(14,940)	(15,750)	(810)				
406 Cemetery & Churchyard								
1226 Burials/Memorials Income	707	26,331	20,450	(5,881)			128.8%	
Cemetery & Churchyard :- Income	707	26,331	20,450	(5,881)			128.8%	0
4011 General Rates	0	2,971	2,750	(221)		(221)	108.0%	

Detailed Income & Expenditure by Budget Heading 29/02/2020

Month No: 11

February 2020

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4012 Water Rates	15	135	100	(35)		(35)	135.3%	
4036 Property Maintenance/Security	0	(208)	1,000	1,208		1,208	(20.8%)	
4037 Grounds Maintenance	0	34	900	866		866	3.8%	
4039 Planting/Trees/Horticulture	0	120	350	230		230	34.3%	
4101 Grave Digging Costs	0	4,560	5,000	440		440	91.2%	
Cemetery & Churchyard :- Indirect Expenditure	15	7,613	10,100	2,487	0	2,487	75.4%	0
Net Income over Expenditure	692	18,718	10,350	(8,368)				
408 Town Centre (Including Market)								
1238 Other Income Car Park	0	1,234	300	(934)			411.3%	
Town Centre (Including Market) :- Income	0	1,234	300	(934)			411.3%	0
4011 General Rates	0	12,607	12,227	(380)		(380)	103.1%	
4036 Property Maintenance/Security	131	894	1,500	606		606	59.6%	
4053 Loan Interest	0	248	253	5		5	97.9%	
4054 Loan Capital Repaid	0	360	355	(5)		(5)	101.5%	
4100 CCTV Fees	0	0	19,100	19,100		19,100	0.0%	
Town Centre (Including Market) :- Indirect Expenditure	131	14,109	33,435	19,326	0	19,326	42.2%	0
Net Income over Expenditure	(131)	(12,875)	(33,135)	(20,260)				
409 Public Toilets - Car Park								
4011 General Rates	0	1,841	1,850	9		9	99.5%	
4012 Water Rates	0	664	1,000	336		336	66.4%	
4014 Electricity	16	179	300	121		121	59.7%	
4036 Property Maintenance/Security	0	102	1,000	898		898	10.2%	
Public Toilets - Car Park :- Indirect Expenditure	16	2,786	4,150	1,364	0	1,364	67.1%	0
Net Expenditure	(16)	(2,786)	(4,150)	(1,364)				
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	690	550	(140)			125.5%	
Play Areas and Open Spaces :- Income	0	1,185	1,550	365			76.5%	0
4007 Health & Safety	0	343	400	58		58	85.6%	
4012 Water Rates	0	355	700	345		345	50.7%	
4014 Electricity	0	53	200	147		147	26.5%	
4036 Property Maintenance/Security	0	88	500	413		413	17.5%	
4037 Grounds Maintenance	0	327	2,500	2,173		2,173	13.1%	

Detailed Income & Expenditure by Budget Heading 29/02/2020

Month No: 11

February 2020

	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	2,756	5,000	2,244		2,244	55.1%	
4972 Transfer from EMR Fallowfield	0	0	(15,000)	(15,000)		(15,000)	0.0%	
Play Areas and Open Spaces :- Indirect Expenditure	0	3,920	(5,700)	(9,620)	0	(9,620)	(68.8%)	0
Net Income over Expenditure	0	(2,735)	7,250	9,985				
501 Sunderland Road Rec Ground								
1201 Rent Received Etc	0	514	0	(514)			0.0%	
1253 Bowls Club Rental	0	437	435	(2)			100.5%	
1255 Cricket Club Rental	0	217	280	63			77.5%	
1256 Scouts ,ACF and SSLA	0	0	5	5			0.0%	
Sunderland Road Rec Ground :- Income	0	1,168	720	(448)			162.2%	0
4012 Water Rates	109	2,167	800	(1,367)		(1,367)	270.8%	
4014 Electricity	12	144	200	56		56	71.8%	
4036 Property Maintenance/Security	0	2,486	1,750	(736)		(736)	142.1%	
4046 Bowling Green - SBC	0	3,026	3,165	139		139	95.6%	
4047 Equipment Maintenance - SBC	0	2,623	2,572	(51)		(51)	102.0%	
4048 Cricket Square - SCC	19	1,951	2,540	589		589	76.8%	
4049 Equipment Maintenance - SCC	0	535	2,748	2,213		2,213	19.5%	
4060 Other Professional Fees	1,338	14,723	15,225	502		502	96.7%	
Sunderland Road Rec Ground :- Indirect Expenditure	1,479	27,654	29,000	1,346	0	1,346	95.4%	0
Net Income over Expenditure	(1,479)	(26,486)	(28,280)	(1,794)				
502 Nature Reserves								
1306 Countryside Stewardship Grant	0	2,879	2,000	(879)			143.9%	
1307 Angling Licence Rent	0	652	550	(102)			118.5%	
Nature Reserves :- Income	0	3,531	2,550	(980)			138.5%	0
4037 Grounds Maintenance	0	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	2,000	2,000	0		0	100.0%	
Nature Reserves :- Indirect Expenditure	0	2,039	13,500	11,461	0	11,461	15.1%	0
Net Income over Expenditure	0	1,491	(10,950)	(12,441)				
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
Net Expenditure	0	0	(10,000)	(10,000)				

Detailed Income & Expenditure by Budget Heading 29/02/2020

Month No: 11

February 2020

	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	<u>0</u>	<u>0</u>	<u>650</u>	<u>650</u>	<u>0</u>	<u>650</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(650)</u>	<u>(650)</u>				
509 Christmas Lights								
1365 Christmas Lights	0	1,151	500	(651)			230.3%	
Christmas Lights :- Income	<u>0</u>	<u>1,151</u>	<u>500</u>	<u>(651)</u>			<u>230.2%</u>	<u>0</u>
4401 Christmas Illuminations	0	13,683	14,000	317		317	97.7%	
4402 Community Christmas Event	0	2,982	2,500	(482)		(482)	119.3%	
Christmas Lights :- Indirect Expenditure	<u>0</u>	<u>16,665</u>	<u>16,500</u>	<u>(165)</u>	<u>0</u>	<u>(165)</u>	<u>101.0%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>(15,514)</u>	<u>(16,000)</u>	<u>(486)</u>				
601 Precept and Interest								
1101 Precept	0	580,198	580,198	0			100.0%	
1320 Interest Received - All account	0	2,406	1,000	(1,406)			240.6%	
Precept and Interest :- Income	<u>0</u>	<u>582,604</u>	<u>581,198</u>	<u>(1,406)</u>			<u>100.2%</u>	<u>0</u>
Net Income	<u>0</u>	<u>582,604</u>	<u>581,198</u>	<u>(1,406)</u>				
602 Democratic and Civic Costs								
1245 Grants Received	0	25	0	(25)			0.0%	
1309 Misc Contributions	0	310	0	(310)			0.0%	
Democratic and Civic Costs :- Income	<u>0</u>	<u>335</u>	<u>0</u>	<u>(335)</u>				<u>0</u>
4020 Misc Establishment Costs	0	6	100	94		94	5.8%	
4033 Annual Report & Newsletter	242	2,630	3,000	370		370	87.7%	
4042 Equipment/Vehicle Maintenance	90	210	400	190		190	52.5%	
4200 Mayor's Allowance	65	1,766	2,200	434		434	80.3%	
4202 Members' Expenses (Conf etc)	49	354	500	146		146	70.8%	
4210 Election Costs	0	3,708	3,000	(708)		(708)	123.6%	
4701 Grants/Donations Paid	1,550	3,680	3,000	(680)		(680)	122.7%	
4702 Community Events Support	0	2,047	3,000	953		953	68.2%	
4971 Transfer from EMR	0	(3,411)	0	3,411		3,411	0.0%	
Democratic and Civic Costs :- Indirect Expenditure	<u>1,996</u>	<u>10,990</u>	<u>15,200</u>	<u>4,210</u>	<u>0</u>	<u>4,210</u>	<u>72.3%</u>	<u>0</u>
Net Income over Expenditure	<u>(1,996)</u>	<u>(10,655)</u>	<u>(15,200)</u>	<u>(4,545)</u>				

Detailed Income & Expenditure by Budget Heading 29/02/2020

Month No: 11

February 2020

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
700 Capital and Projects								
1103 Internal Loan from F'ild EMR	0	123,287	0	(123,287)			0.0%	
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	3,141	62,631	0	(62,631)			0.0%	
Capital and Projects :- Income	3,141	203,821	17,903	(185,918)			1138.5%	0
4153 Loan Interest - INTERNAL	0	7,903	7,903	0		0	100.0%	
4154 Loan Capital - INTERNAL	0	10,000	10,000	0		0	100.0%	
4802 CAP - Cemetery Extension	26,505	116,836	0	(116,836)		(116,836)	0.0%	
4813 CAP - Cricket Equipment	0	3,809	0	(3,809)		(3,809)	0.0%	
4818 CAP - Fallowfield	0	149,832	0	(149,832)		(149,832)	0.0%	
4826 CAP - Play Equipment (S'land)	0	56,020	0	(56,020)		(56,020)	0.0%	
4828 CAP - Dropped Kerb	0	2,500	0	(2,500)		(2,500)	0.0%	
4829 CAP - Car Park	0	4,225	0	(4,225)		(4,225)	0.0%	
4830 CAP - St Swithun's Church	0	1,765	0	(1,765)		(1,765)	0.0%	
4831 CAP - Land west of Sandy Cem.	0	14,550	0	(14,550)		(14,550)	0.0%	
4832 CAP - Depot CCTV	0	1,466	0	(1,466)		(1,466)	0.0%	
4833 CAP - Village Hall Paving	3,141	3,141	0	(3,141)		(3,141)	0.0%	
4915 Transfer to Rolling Capital Fd	0	51,300	51,300	0		0	100.0%	
4923 Internal Loan repaid to F'ild	0	10,000	10,000	0		0	100.0%	
4965 Funded from Rolling Capital	0	(86,397)	0	86,397		86,397	0.0%	
4970 Transfer from C R R	0	(55,324)	0	55,324		55,324	0.0%	
4971 Transfer from EMR	(26,505)	(26,505)	0	26,505		26,505	0.0%	
Capital and Projects :- Indirect Expenditure	3,141	265,121	79,203	(185,918)	0	(185,918)	334.7%	0
Net Income over Expenditure	0	(61,300)	(61,300)	0				
Grand Totals:- Income	3,862	824,409	626,471	(197,938)			131.6%	
Expenditure	39,370	703,354	625,863	(77,491)	0	(77,491)	112.4%	
Net Income over Expenditure	(35,508)	121,055	608	(120,447)				
Movement to/(from) Gen Reserve	(35,508)	121,055						

Sandy Town Council
Report to 29 February 2020

General Notes

Attached are the summary income & expenditure report for month 10 to 31st January 2020. This report shows a current year surplus of income over expenditure of £121,055

The balance sheet shows that total funds available to the council are £543,718

This is made up of the following -

Current Year Surplus	£121,055
General Reserve Brought Forward	£284,043
Rolling Capital Fund	£30,372
Fallowfield Reserve	£66,632
Earmarked Community Funds	£7,000
Earmarked Elections	£11,589
Cemetery Development Reserve	£23,028
Total	£543,718

The percentage of budget if analysed evenly over the year to date is 91.7% 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 Salary. Payments made to HMRC and LGPS in first week of March 2020.

2) EMR Elections has reduced due to transfer to revenue to cover May 2019 election costs. This will increase by £3,000 at the end of the financial year following the transfer of £3,000 from the revenue budget.

Analysis by Cost Centre

401 Staff

Expenditure is 86.1% of the annual budget.

End of year underspend anticipated due to lower salary costs as a result of vacant posts for part of the year.

Expenditure on 4006 - Overspend due to OH costs required for former employees ill health retirement and employee eye care.

402 Administration

Expenditure is 77.8% of the annual budget.

4011 - Final rates bill received and paid. £72 less than anticipated.

4012 - Ongoing investigation on all water rates due to exceptionally high rates. May result in credit in 2020/21. Some water budgets lines have now been brought back within budget.

4015 - Rebate of £1,694 received from Gas Supplier due to error on their part resulting in STC been placed on the wrong tariff.

4018 - Payment of £500 anticipated to hit budget line in March accounts. Results in £500 underspend. The GDPR 2020/21 budget has been reduced to reflect lower than anticipated costs.

4021 - Includes payment for period from 2018/19 financial year (March 2019) and charge for attending site to carryout required maintenance/repair. Contract due to be renegotiated in September 2020.

Sandy Town Council
Report to 29 February 2020

Analysis by Cost Centre [Continued]

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

4035 - Purchase of new edition Clerks Handbook from SLCC and weekly copies of chronicle.

4036 - Overspend due to £2,200 in 10 Cambridge Road Clock repair costs to be reallocated to capital expenditure.

4050 - Tourism Expenditure high due to Saffords bookings. Offset against £1,099 income in budget line 1003

4051 - Charges for the account fee, funds paid in at post office, cheque payments, electronic payments

403 Works

Expenditure is 77.2% of the annual budget.

4011 - Final general rates bill received. £33 less than anticipated.

4036 - High expenditure due to purchase of new CCTV system for the depot building and new fire extinguishers.

4039 - High expenditure due to summer and winter planting costs.
Additional expenditure on grass seed for play parks and shrubs for cemetery.
Credit of £300 to be applied to account which will bring it underbudget at year end.

4042 - Overspend due to servicing and repair works required to truck AE67 CLF of £1,148.10

4043 - Recent purchase of red diesel barrel has resulted in high expenditure. Increased budget for 2020/21

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. Unspend anticipated.

405 Footway Lighting

Expenditure is 94.9% of the annual budget.

4014 - Overspend due to increase in electricity rates.
Allowance made for increase in 2020/21.
No further maintenance works are anticipated for this financial year meaning overall cost centre is under budget.

406 Cemetery & Churchyard

Expenditure is 75.4% of the annual budget.

4011 - Final rates bill received. High rates than anticipated at time of setting budget. 2020/21 budget to be amended to reflect rates bill.

4012 - Ongoing investigation on all water rates due to exceptionally high rates
Some water budgets lines have now been brought back within budget.

4036 - Raised by internal auditor. credit due to cancellation of 2018/19 cheque which was not banked by creditor.

4101 - High costs due to more burials than anticipated. This is offset by income line 1226.

408 Town Centre (Incl. Market)

Expenditure is 42.2% of the annual budget

4011 - Final rates bill received. High rates than anticipated at time of setting budget. 2020/21 budget to be amended to reflect rates bill.

Sandy Town Council
Report to 31 January 2020

Analysis by Cost Centre [Continued]

409 Public Toilets - Car Park

Expenditure is 67.1% of the annual budget.

4011 - Final general rates bill received. £9 less than anticipated.

500 Play Areas and Open Spaces

Expenditure is -68.8% of the annual budget.

4007 - High expenditure due to annual ROSPA checks.

4972 - £15,000 to be transferred at end of financial year as per 2019/20 agreed budget.

501 Sunderland Road Rec.

Expenditure is 95.4% of the annual budget.

4012 - Water rates across all Council properties are under investigation due to exceptionally high rates from the last bills received. Usage (readings) continue to be monitored. Use may be linked to the Jenkins.

4036 - Over expenditure due to Jenkins roof repair work and bowls pump irrigation costs.

4046/4047 - High due seasonal works costs. Overspend in 4047 offsets against 4046.

502 Nature Reserves

Expenditure is 15.1% of the annual budget.

4037 - Additional £133 of expenditure incurred in March 2020 for Green Wheel leaflets as agreed. Overall underspend anticipated due to no emergency repair works/maintenance this year.

4060 -Invoices paid in March 2020. Will show in next account statements.

505 Grass Cutting

Invoice received from CBC. £7,580 to be paid in March 2020. Underspend of £2,420 confirmed.

506 Litter Bins, Seats & Shelters

Expenditure is 0.0% of the annual budget.

No concerns

509 Christmas Lights

Expenditure is 101% of the annual budget.

4401 - Full 2020 expenditure now incurred (installation, testing, switch on, take down and storage)

4402 - Cost of tree delivery higher than anticipated led to overspend.

1365 - Income higher than anticipated. £300 received from FOSCL towards cost of tree.

601 Precept and Interest

The entire precept has now been received.

602 Democratic & Civic Costs

Expenditure is 72.3% of the annual budget.

4210 - High expenditure due to May 2019 contested election.

4701 - Overspend due to agreed £1,000 grant awarded to Fire Cadets.

4971 - Transfer from EMR to cover the revenue costs of the May 2019 election.

Date: 05/03/20

Sandy Town Council 2019/20

Page 1

Current Bank A/c

List of Payments made between 01/02/2020 and 29/02/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
03/02/2020	Barclays	DDR	32.49	Bank charges
03/02/2020	Premium Credit Ltd	DD	1,588.81	Insurance
04/02/2020	1st Response Fire Protection	31907	160.50	853 - Maintain Extinguisher
04/02/2020	Anglian Water Business Ltd	31908	111.67	842 - Water 16.10.19-13.01.20
04/02/2020	Anglian Water Business Ltd	31909	36.38	841-Water 14.10.19-13.01.20
04/02/2020	Bedford Borough Council	31910	72.00	845-Bin coll 02.12.19-01.03.20
04/02/2020	Bedford Leadwork Ltd	31911	1,416.00	846-Replace 80 broken tiles
04/02/2020	Corona Corporate Solutions Ltd	31912	482.16	849-Copier charge Oct19-Jan20
04/02/2020	Central Bedfordshire Council	31913	1,626.12	848-Leisure man ctrt Jan-Feb
04/02/2020	CPRE Bedfordshire	31914	49.00	850-N'Hood membership
04/02/2020	DCK Accounting Solutions Ltd	31915	541.50	851-Contract visit Jan
04/02/2020	DHE Productions Ltd	31916	840.00	852-Sandy VE Day Commemoration
04/02/2020	Froods Autoservices	31917	74.94	854-Wheel balance, misc works
04/02/2020	Mr Trevor Giddings	31918	20.00	855-Sale of plot to STC
04/02/2020	Hertfordshire County Council	31919	381.52	856-Stationary and Cleaning
04/02/2020	Hexa Sports Ltd	31920	147.60	857-Replacement boot cleaner
04/02/2020	Sarah House	31921	20.00	858-Choir fest ticket x 2
04/02/2020	Martin Howlett Trading Co	31922	40.00	862-Feed paper roll
04/02/2020	Arthur Ibbett Ltd	31923	109.28	844-Comb spanner set
04/02/2020	ICCM	31924	612.00	859-Attendance to ICCM course
04/02/2020	Lamps & Tubes Illuminations Ltd	31925	1,723.02	860-Xmas display 19/20
04/02/2020	FD O'Dell & Sons Ltd	31927	479.70	864-Waste Removal
04/02/2020	RCS Recycling Ltd	31928	150.00	865-Phone box+system
04/02/2020	Rosetta Publishing Ltd	31929	290.40	866-Feb 2020 Bulletin
04/02/2020	Mr M Scott	31930	332.35	868-Expense claim
04/02/2020	Seton	31931	92.58	869-Signs
04/02/2020	St John's Ambulance	31932	291.60	872-Prov First Aid and Medical
04/02/2020	T&J Seymour Electrical Intall	31933	930.00	871-Repair faulty lantern
04/02/2020	VFM Products Ltd	31934	263.40	873-Grassline 10 Litre Ultra
04/02/2020	Millenium Security Services	31926	30.00	931-Alarm callout 19th December
04/02/2020	Central Bedfordshire Council	31913	-1,626.12	Cancelled payment Management
04/02/2020	HMRC	BP	3,380.24	PAYE/NI Jan 20
04/02/2020	Beds Pension Fund	BP	4,381.62	Pensions Jan 20
06/02/2020	Chess Ltd DDR	DDR	599.00	ICT Equipment Provision
10/02/2020	Central Bedfordshire Council	111359	1,606.12	Management Fee Jenkins
10/02/2020	Chess Ltd DDR	DDR1	104.52	New Back Up Tapes for Server
14/02/2020	Feb Salaries	DDR	12,327.25	Feb Salaries
14/02/2020	Ampower UK Ltd	DDR2	12.98	Electricity Banks Pavilion
14/02/2020	Ampower UK Ltd	DDR3	16.80	Electricity Toliets
14/02/2020	Ampower UK Ltd	DDR4	41.01	Electricity Beeston Street Lights
14/02/2020	Ampower UK Ltd	DDR5	300.18	Electricity Office
14/02/2020	Ampower UK Ltd	DDR6	374.62	Electricity Depot
14/02/2020	Ampower UK Ltd	DDR7	718.50	Electricity Street Lights
17/02/2020	UK Fuels Ltd	DDR8	98.17	878-Motor Fuel
17/02/2020	Gazprom Energy	DDR9	150.83	Office Gas Supply
24/02/2020	CPRE Bedfordshire	111361	49.00	Training Course
24/02/2020	Chess Ltd DDR	DDR10	216.54	Phone Provision
27/02/2020	Public Works Loan Board	DDR11	304.12	879-PWLB loan repayment
27/02/2020	Chess Ltd DDR	DDR12	314.78	ICT Provision
27/02/2020	Chess Ltd DDR	DDR13	67.68	ICT Equipment

Total Payments 36,382.86



BEDFORD BOROUGH COUNCIL

Borough Charter granted in 1166



Chief Executive: P. J. Simpkins

Sandy Town Council
10 Cambridge Road
Sandy
SG19 1JE

Your Ref:
Our Ref:
Contact: Customer Service Centre
Direct Dial: 01234 267422
Email: customerservices@bedford.gov.uk

12 March 2020

Dear Sirs

We would like to take this opportunity to thank you for your cheque payment in respect of invoice no 17500474.

Did you know that paying by cheque takes longer and costs the Council more than other types of payment? Therefore, as part of a service review, we are advising all customers who currently settle their invoice by cheque to consider paying their invoice(s) in future using a different method.

The benefits to you are that it is cheaper as you do not have to pay for postage and envelopes and your account is settled more quickly. In addition, you have the knowledge that the Council will receive payment straightaway giving you surety and peace of mind.

The following methods can be used to settle your invoice:

1. **Internet:** Visit the Council's website at www.bedford.gov.uk/payments. Payment can be made by debit or credit card.
2. **Telephone:** Phone the automated 24-hour payment line on 01234 718061 and quote your invoice number or customer number, the amount of your payment and your debit or credit card number.
3. **Post office / Payzone outlet:** Present your invoice and cheque at any post office so that the bar code can be read. Some Payzone outlets may also accept cheques. Please check with the retailer. There will be no charge for payments using this method.
4. **Direct debit:** Your bank account can be debited directly by direct debit. Please contact the Sundry Debt Team on 01234 718071 in order to set up this payment arrangement.

Mark Stephens – Director
Business Transformation & Organisational Development Directorate
Bedford Borough Council, Borough Hall, Cauldwell Street, Bedford MK42 9AP

Web: www.bedford.gov.uk



BEDFORD BOROUGH COUNCIL

Borough Charter granted in 1166



Chief Executive: P. J. Simpkins

- 5. Online banking/standing order:** Quote our sort code (**60-02-13**) and bank account number (**62288849**) and your invoice number or customer number.

It is important that your invoice number or customer number is quoted when making a payment by means of any of the above payment methods.

The benefit to the Council is that these methods are cheaper to process and therefore it keeps costs lower to Council taxpayers.

If you have any further queries in respect of the above, please do not hesitate to contact customer services on 01234 267422.

Yours sincerely,

Lee Phanco
Chief Officer for Customer Experience and Digital Services

Mark Stephens – Director
Business Transformation & Organisational Development Directorate
Bedford Borough Council, Borough Hall, Cauldwell Street, Bedford MK42 9AP

Web: www.bedford.gov.uk

APPLICATION FOR GRANT AID FROM
SANDY TOWN COUNCIL

<u>Name of the Organisation/Group</u>	
ROYAL BRITISH LEGION SANDY AND DISTRICT BRANCH	
Are you affiliated to a national organisation? If so, which one?	THE ROYAL BRITISH LEGION
Local venue/meeting place	CONSERVATIVE CLUB BEDFORD ROAD SANDY
Are you a registered charity? If so, give your charity number?	219279
What are the aims and activities of the organisation?	TO PROVIDE SUPPORT TO SERVING AND EX-SERVING MEMBERS OF THE BRITISH ARMED SERVICES AND THEIR DEPENDANTS
How many members do you have?	Volunteers/Leaders 86 TOTAL MEMBERS
Members:	Junior 0
	Senior 86
What is your annual subscription?	Junior £5 ONE-OFF PAYMENT COVERS FROM AGE 12-18
	Senior £17 NATIONAL FEE 7 BRANCH FEE THIS IS AN ANNUAL FEE

Project Information

What would the grant be used for?	<p>WE WISH TO PURCHASE A SPECIFIC BENCH TO BE SITED PROMINENTLY IN THE TOWN AS A PERMANENT REMINDER THAT WE STILL REMEMBER THE SACRIFICES MADE FOR OUR FREEDOM.</p> <p>KATIE HAS PHOTOGRAPHS</p>
In what manner will the residents of Sandy benefit?	<p>ANYONE CAN USE THE BENCH AS A PLACE OF REST, CONTEMPLATION OR JUST A PLACE TO SIT</p>
Approximately how many Sandy residents will benefit from this grant?	<p>POTENTIALLY ALL, AT SOME TIME</p>
Estimated total cost of project	<p>£1,000</p> <p>INCLUDES COST OF BENCH, DELIVERY AND INSTALLATION</p>
Please state clearly how much you are applying for from Sandy Town Council	<p>£500</p>
What amount is being met from your own funds?	<p>£500</p>

Payment Details	
Account Title	ROYAL BRITISH LEGION (SANDY)
Account Number	20-74-81 30791288
Bank/Building Society Name and Address	BARCLAYS BANK PLC CHEQUEBOOK SAYS SANDY BRANCH SORT CODE IDENTIFIES AS ST. NEETS
Contact Details	
Please give details of the person with whom this application can be discussed and to whom any cheque should be sent:	ROGER SPARKS
Position in organisation	BRANCH CHAIRMAN
Address	18 QUINCE COURT ENGAYNE AVENUE SANDY SG19 1BW
Telephone Number	07889 955545
E-mail address	SANDY.CHAIRMAN@RBL. COMMUNITY

What is the amount sought from other funding bodies? Please give details of other sources you have applied to or intend to apply to.

Source	Amount	Confirmed/Pending/Unsuccessful
RBL SANDY.		
INDIAN MEAL AT TAJ MAHAL	£400	PENDING
RAFFLES/DONATIONS	£100	PENDING.

Financial Details

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

ANY SURPLUS FROM A GRANT WILL BE REPAID TO STC.

ANY SURPLUS TO FUNDING FROM OTHER SOURCES WILL BE USED FOR THE BENEFIT OF RBL BENEFICIARIES.


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

BRANCH FUNDS CAN ONLY BE USED FOR BENEFICIARY WELFARE OR BRANCH ADMINISTRATION COSTS. THEY ARE NOT ALLOWED TO BE USED FOR PROJECTS OF THIS NATURE.

Declaration

Please sign this form to confirm that:

The information supplied is full and correct to the best of your knowledge; you have read, understood and complied with the conditions of funding; understand that Sandy Town Council reserve the right to reclaim the grant in the event of it being used for purposes other than specified, or the organisation ceasing to operate.

Signed:	
Name:	ROGER SPARKS
Position:	BRANCH CHAIRMAN
Date:	1 ST MARCH 2020

Please enclose with your application copies of:

- Accounts for the last two years
- Budget forecast for forthcoming/current year
- Other relevant literature including photograph if available

SANDY TOWN COUNCIL

COMMITTEE: Policy, Finance and Resources

DATE: 23rd March 2020

AUTHOR: Town Clerk

SUBJECT: Contingency Planning In Response to COVID-19

Members are asked to note that this was a difficult report to write given the continuous changing situation and government advice. This report may be superseded by new information released between the date of issuing the report and the Committee Meeting.

1. Introduction

- 1.1 The following report is intended as an appraisal of the current situation regarding the Covid19 (coronavirus) outbreak. The PFR Committee is asked to look at this matter from a policy point of view and make any appropriate recommendations to Council.
- 1.2 Members will be aware of reports which suggest that as there is no immunity to this novel virus, it is estimated that up to 80% of the UK population will become infected at some point during the course of the outbreak which could potentially last at least 4 months in the UK. According to the Government's action plan up to 20% of the Council's staff/Councillors may be infected during the peak of the outbreak.
- 1.3 The Government issued new more stringent isolation guidance on Monday 16th March;
1. Avoid contact with someone who is displaying symptoms of coronavirus (COVID-19). These symptoms include high temperature and/or new and continuous cough;
 2. Avoid non-essential use of public transport, varying your travel times to avoid rush hour, when possible;
 3. Work from home, where possible.
 4. Avoid large gatherings, and gatherings in smaller public spaces such as pubs, cinemas, restaurants, theatres, bars, clubs
 5. Avoid gatherings with friends and family. Keep in touch using remote technology such as phone, internet, and social media.
 6. Use telephone or online services to contact your GP or other essential services.

For those who are over 70, have an underlying health condition or are pregnant, it is strongly advised to follow the above measures as much practical, and to significantly limit face-to-face interaction with friends and family if possible.

- 1.4 Those who live alone and display COVID-19 symptoms are asked to self-isolate for 7 days. Those who live with others are asked to self-isolate for 14 days if someone they live with displays symptoms.
- 1.5 Local Government Secretary Rt Hon Robert Jenrick MP also announced support for local councils including the following:
- Councils will be able to use their discretion on deadlines for Freedom of Information requests
 - The deadline for local government financial audits may be extended to 30 September 2020
 - It will consider bringing forward legislation to remove the requirement for annual council meetings to take place in person
 - It will consider bringing forward legislation to allow council committee meetings to be held virtually for a temporary period
- 1.6 It should be noted that a number of Councillors and some staff are either in the 'At Risk' category or have close family members that are. This may have an impact on council meetings and business continuity.
- 1.7 With the potential impact on Council staff, Members, contractors and suppliers, effective business continuity planning will therefore be key to maintaining Council services and corporate decision-making capabilities.

2. Recommendation

To agree to recommend to Council the following arrangements due to the threat of COVID-19 (Coronavirus):

- 1) To delegate authority to the Clerk, Mayor and Deputy Mayor and relevant committee Chairpersons of the Council to undertake any measures /make any decisions deemed necessary to provide support to the community and to protect the health and wellbeing of councillors and staff based on government and NALC advice;
- 2) If a situation should arise where it is not possible to obtain the required three signatures for cheque payment the Council agrees to the suspending of standing orders to allow the Clerk to make payment by direct authorised BACS. Each individual payment to be made by BACS must be approved in writing (email) by the Mayor/Deputy Mayor of the Council and the Chairman of the PFR Committee. Payments must then be reported to the Council at the earliest opportunity.
- 3) To hold the Annual Town Meeting on the 27th April as scheduled (pending government advice at the time)
- 4) To seek to hold the Town Council AGM on 18th May 2020 as scheduled (pending government advice at the time) at the Town Council offices. To note that should the AGM not proceed if the current arrangements are to continue

- 5) To cancel the Green Wheel litter picking events organised for 4th and 5th April 2020.
- 6) To cancel the planned Councillor surgery to be held on 3rd April 2020.
- 7) For the Clerk, Mayor and Deputy Mayor to determine whether future surgeries will go ahead as the date for each surgery approaches.
- 8) For the Events working group to determine at the end of March/Early April whether the VE Day Celebration planned for 8th May will proceed, (pending Government advice at the time)
- 9) For the events committee to determine by the end of March whether permission for a fair to be held on Sunderland Road should go ahead.
- 10) That the Full Council consider the structure of meetings over the next few months and whether any changes are required to reduce or cancel committee meetings in favour of calling more regular Full Council meetings on a temporary basis.

3. Background

3.1 The Town Council operates at the grass routes of local democracy. Many of the Council's services are discretionary, however they contribute to the quality of life of local residents. This report is provided to enable the Council to be in a position to:

- Respond to the escalating threat of coronavirus
- Protect as far as possible the health and wellbeing of Members and officers
- Ensure that legal and legislative requirements are met as far as possible.

3.2 The key issue for the Council will be to ensure that lines of communication remain open and that the Council can provide advice and support along with fulfilling its statutory duties and maintaining a level of service.

4. Issues for consideration

4.1 As we are all aware, this is an emerging and unprecedented situation. The Council are requested to be mindful that government and public advice needs to be followed and that staff and councillor availability may not be consistent over the next few months. This will have an impact on council operations and services. There will be a period of re-mobilisation as to when the environment returns to normal.

4.2 The Clerk is monitoring and responding to government and NALC advice as it emerges. At present, measures are in place to minimise risk, such as encouraging handwashing, reducing face to face meetings, reducing sharing of office resources and contingency planning.

- 4.3 Due to the quickly changing nature of the situation it is not possible to write this report to cover every scenario. As such, Members will be asked to endorse the position that the Council will be following **government** and **NALC** advice.
- 4.4 To enable the Council to effectively respond to this advice, Members are requested to delegate authority to the Clerk, Mayor, Deputy Mayor and relevant committee Chairpersons of the Council to undertake any measures / make any decisions deemed necessary to provide support to the community and to protect the health and wellbeing of members and staff. These decisions include, but are not limited to;
- Closure of the Town Council reception
 - Cancellation / postponement of council meetings
 - Suspension of chamber bookings by outside bodies
 - Responses to in-coming communications from other authorities
 - Cancelling of use of the Chamber
 - Closure of public toilets (dependant on government advice and health of caretaker)
- 4.5 Decisions will be made based upon government advice and on the basis of the risk posed. Members will be updated by email and social media and the website can be used to advise the public on Council matters and business.
- 4.6 The public will be able to continue to communicate with the council by telephone, email and social media. In a worst-case scenario where closing the office became a necessity, the office landline could be re-directed to the Clerk's home following approval by the Mayor/Deputy Mayor of the Council. All emails and social media can also be accessed and responded to off-site.
- 4.7 Project work may be slowed or come to a halt due to avoidance of face to face meetings and lower work forces across suppliers, contractors and partner organisations. For example, more than one contractor has informed the Clerk they can't give quotes for works at this time, one has failed to attend a previously agreed meeting and two solicitors have advised they are not taking on new work at this time. A lot of background, research and preparation work for projects can of course continue.

5. Specific issues for consideration

5.1 Members are asked to consider or note the following specifics;

Annual Town Meeting	This is a statutory meeting that must be held between 1 st March and 1 st June 2020. The agenda typically includes a report from the Mayor and CBC Councillors, presentation of Mayor's Awards and guest speakers on certain topics. Members may wish to consider shortening the agenda to cover just essentials.
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	<p>NALC guidance is clear that at this stage ATM’s must go ahead within the legal timeframe. Until/unless there is a change to legislation, these legal requirements remain in place.</p>
<p>Town Council AGM</p>	<p>This is a statutory meeting to be held in May. Government advice will be followed at the time, however should it be directed that public meetings are not held due to risks associated with COVID-19, the current arrangements would continue, specifically the current Mayor, Deputy and Chairpersons would retain their posts, approved policies will remain in effect, committee membership and representation on outside bodies would all remain as present. The AGM would then be held as soon as permitted.</p>
<p>Meetings of Council</p>	<p>By law, a parish council needs to meet annually and at least three other times. Meetings are local authority business, not social gatherings. Postponing or cancelling a meeting is a council’s own choice, but there will be a need to continue with ordinary council business and decision making. NALC’s view at this time is that Councils continue to operate as normal and put in place precautionary measures.</p> <p>Members may wish to consider looking at how meetings operate and making changes on a temporary basis to protect against committee meetings not being quorate. A Full Council meeting is potentially more likely to be quorate than a committee meeting.</p> <p>It is recommended that the Full Council consider suspending Standing Orders/Scheme of Delegations and cancel committee meetings in favour of holding a fortnightly Full Council meeting to deal with all business at hand. If there is no immediate business to be dealt with, the meeting could be cancelled by agreement of the Clerk, Mayor and Deputy Mayor.</p> <p>It should be noted that the Chairman of the Council can call a Full Council meeting at any time with up to 3 days’ notice.</p> <p>Agendas can be shortened to essential business to limit the time of meetings and contact between attendees.</p>
<p>Finance</p>	<p>The Clerk and Administration Team Leader will continue to run financial matters as present. The Clerk has authority to spend up to £500 and up to £1,500 with the Mayor and Deputy Mayor’s approval. The Council could</p>

	<p>look at increasing this amount, however there is no obvious need to do so at this stage.</p> <p>The Council has already agreed Direct Debits for some utility payments. The Council requires three signatories to process payments. There are currently two officers and four councillors authorised to act as signatories. In a worst-case scenario, BACS payments could be made if the Council approve this as per the recommendation.</p>
VE Day Event Street Party	<p>The VE day event is the largest event the Council is currently holding. At present, officers are still working on the basis that the event will go ahead on 8th May 2020. However, it is becoming increasingly likely that the Events Working Group may need to consider if this event can go ahead. Given the government's recent advice on avoiding large groups and events, it is likely that the street party would suffer from low numbers, reduced traders and entertainment if it were to go ahead. Consideration to be given to moving the event to August 2020 as part of the VJ Day commemorations.</p>
Green Wheel Litter Picking Event	<p>The GB Spring Clean have formally cancelled their national campaign and are instead looking to hold this in September 2020. Recommended that the Green Wheel litter picks are postponed until September to coincide with the GB Spring Clean and the anniversary of the Green Wheel or at the earliest opportunity.</p>
Street Food Market	<p>The first Street Food Market was to be held on Friday 10th April. The organiser has now cancelled this. They hope to continue with May events but will act on Government advice at the time.</p>
Fair	<p>The Council previously gave permission for a fair to be held at the Berwick Way end of Sunderland Road from 16th – 19th April 2020.</p> <p>The organiser has not at this point suggested they will be cancelling the event. The Council may wish to consider cancelling the event itself if it is felt it could pose a risk to residents' health and wellbeing.</p>
Room Lettings	<p>The Council has received no new room bookings for the Chamber. The following upcoming bookings are still currently in place;</p> <p>25/3/20 - Winchester Road Regeneration Meeting 26/3/20 – Youth Voice – <i>Cancelled</i> 08/4/20 – SG19 09/4/20 – Youth Voice</p>

	<p>14/4/20 – Sandy Centre Group 23/4/20 – Youth Voice 29/4/20 – FOSCL 06/5/20 – Sandy Green Wheel working meeting 07/5/20 – PCC Elections - <i>Cancelled</i></p>
Financial Year End	<p>The financial year end is carried out by the Council's accountants. The Clerk will continue to liaise with the accountants to ensure this goes ahead as planned.</p>
Sign-off of Annual Accounts.	<p>After the completion of accounts on 31st March, they must be certified by the RFO (Clerk), considered by Full Council and approved no later than 29th June and published by 30th September. If a planned meeting can not approve the accounts as it is not quorate, then an extraordinary meeting will need to be called before 29th June. NALC and SAAA are keeping close contact with auditors and will advise if these timeframes are changed.</p> <p>The Clerk will look to bring the account to Council for approval at the earliest opportunity.</p>
Councillors and Staff	<p>It is likely that the ability of both Councillors and staff to carry out their duties may be impacted at points over the coming months. The Human Resources committee is to consider this and an action plan in more depth at its upcoming meeting and put forward any relevant recommendations to Full Council on 6th April 2020.</p> <p>Under existing delegated authority the Clerk has authorised expenditure of £400 from the ICT budget for the creation of a VPN. This would allow the Clerk to access all Council documents from the work laptop remotely so work could continue offsite if required.</p>

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>Works team or carrying out minor works to the Chapel (internal painting, cleaning). Working group to consider how the Chapel can be brought back into use.</p> <p>Cemetery group met to consider new design of cemetery allowing for Roman Wall. Designer has now issued amended drawing in line with working groups instructions.</p> <p>Cladding to be re-done and deadline of 31st March set by Working Group.</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.	<p>Renewed costs to come forward to March committee meeting along with costs and options for lighting in other recreation grounds following presentation by Sandy Secondary School students.</p> <p>Example costs for lighting of parks is on agenda.</p>
CSE Meeting 9/3/20			
Outdoor Gym Equipment	(114-19/20)	RESOLVED to obtain three quotations to be considered by the PFR committee for an 8-item outdoor gym to be installed at Sunderland Road recreation ground.	The Clerk has contacted company's for quotes, however as a result of COVID-19 there is some delay as to when contractors can make the relevant site visit.

SANDY TOWN COUNCIL**COMMITTEE:** Policy, Finance and Resources**DATE:** 23rd March 2020**AUTHOR:** Town Clerk**SUBJECT:** Territorial Auxiliary Volunteer Reserve Association Lease**1. Summary**

- 1.1 The Council previously agreed in principle to renew the lease with the Territorial Auxiliary Volunteer Reserve Association (TA) for land located at Berwick Way which is owned by the Council and used by the TA as its HQ. A later addition to the lease also allowed use by the ATC.

2. Response from TA

- 2.1 The TA have indicated their wish to renew the lease and agree to the same terms as set out in the original lease. The TA's solicitor has made initial contact with the Town Clerk and once a new lease is drafted, they will carry out the necessary work for the TA.

3. Cost of Renewing Lease

- 3.1 The formal quote on renewing the lease is higher than originally anticipated.

One solicitor (Company A) has indicated that the renewal and modernisation of the lease and then registration at Land Registry (*requirement as lease is longer than 7 years*) will cost £1,750 plus VAT and reasonable disbursements. The costs could be kept lower if the TA are unrepresented, however this would not be the case.

- 3.2 A number of other solicitors have been contacted for quotes but at this point no response has been received. Two solicitors have informed the Clerk that they are not taking on any new commercial work at this time.

4. Recommendation

- 4.1 That the Committee agrees to proceed with the renewal of the lease and that the Clerk and Committee Chairman be delegated authority to agree the best value quotation from those that are received to ensure the matter can continue to be progressed.

That the costs of the quotation chosen do not exceed the £1,750 quoted by Company A.

That the funds for the work come from the 2020/21 legal budget line (402 4056) and the choice of contract is ratified by Council at the earliest opportunity.

SANDY TOWN COUNCIL**COMMITTEE: Policy Finance & Resources****DATE: 23 March 2020****SUBJECT: Lighting in Recreation Grounds****1. Summary**

- 1.1 At a meeting of the Community Services and Environment Committee held on 27th January 2020, Members received a presentation from Sandy Secondary School students. The presentation put forward ideas for consideration on potential improvements to areas within the town. The lighting of the recreation areas was suggested as a way to allow for longer daily use of recreation areas by young people. It was agreed that the matter would be brought to a future agenda for consideration.
- 1.2 The following report is intended to provide Members with estimated costs of installing lighting in play parks. The committee is asked to consider the estimated costs and advise whether, based on the costs, this is a project they would like to be investigated further. The Community, Services and Environment committee could consider impact and consultation of such a scheme if Members wished to pursue it.
- 1.3 Members are asked to consider the potential costs, advantages and disadvantages of installing lighting into recreation grounds and advise whether they wish to pursue the matter further by drawing up potential schemes for parks, carrying out consultation and moving to a tender process.

2. Advantages and Disadvantages

- 2.1 Sandy Secondary School students highlighted the installation of lighting would provide greater opportunities for young people to use park equipment in darker months and increase safety in recreation areas. Advantages to installing lighting may include;
 - A study by the College of Policing noted that the introduction of streetlighting reduced overall crime in the area of introduction by 21%.

- Provide a greater sense of safety for users of recreation areas.
- Deter anti-social behaviour by increasing risk they will be seen.
- Increase informal surveillance of communal areas by residents, leading to reduced incidents and a greater sense of safety.
- Support CCTV cameras by providing more lighting to capture images of any potential incidents.
- Provide greater opportunities for use of play areas in darker months.
- Lighting could be put on timers to deactivate at a certain time in the evening.
- The College of Policing suggest that improved street lighting signals investment in the community, increasing social pride and informal social control.

2.2 The Council must also consider what disadvantages could arise from the installation of lighting and whether the costs involved are a justifiable expenditure of taxpayer funds. Disadvantages could be;

- The study by the College of Policing may not be able to be applied to recreational parks and the figures showed that streetlighting reduced crimes such as burglary, theft and vehicle crime, but not other crimes - such as violence.
- A study in 2015 found that removing streetlighting did not increase incidents of crime, according to research published by the Journal of Epidemiology and Community Health. This may suggest the installation of streetlighting will not necessarily act as a preventative for crime or antisocial behaviour.
- Lighting will include a large capital cost to the Council and some increased year on year revenue expenditure. The Council has not received reports of crimes in its recreation grounds, although there is some evidence of occasional anti-social behaviour. Therefore, incurring costs to install lighting on those grounds may not represent best value for tax payment money.
- Recreation grounds, especially Bedford Road, are close to residential properties who may be impacted the lighting.
- Better lighting could facilitate crime such as drug dealing or anti-social behaviour such as drinking or congregation of large numbers of people.
- Use of play equipment later in the evening may result in noise complaints from near neighbours.

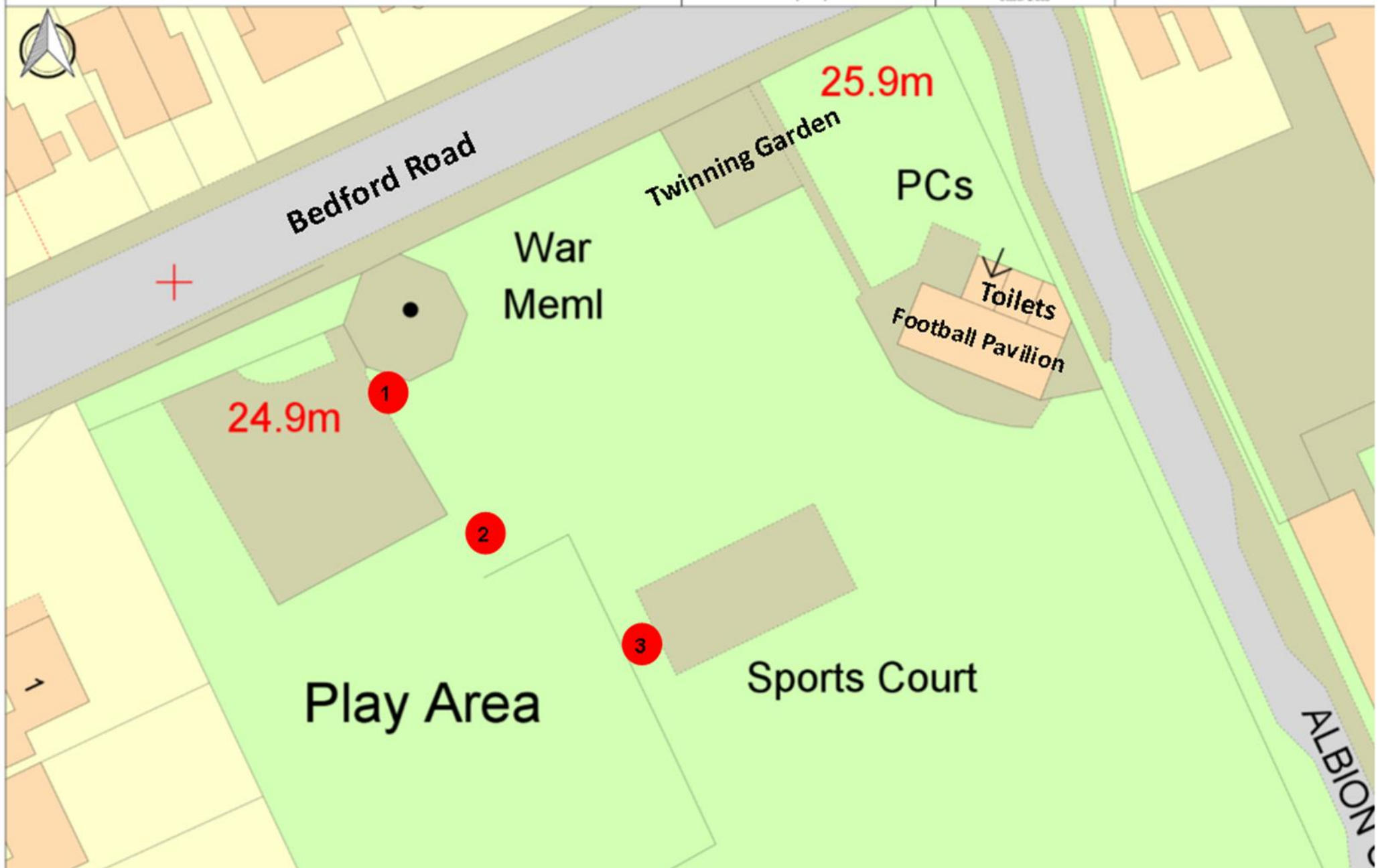
3. Solar Lighting

- 3.1 The Council's street lighting contractor has advised against using solar lighting for the assumed purpose of installing lighting leading to and in recreation grounds. The costs he has provided are therefore based on standard LED electrical lights. A previous quote obtained suggests that solar lights would cost approximately £1,575 + VAT per column. Updated quotes can be obtained if Members wish to explore solar lighting further.
- 3.2 The streetlighting engineer has suggested that the lighting produced by solar street lighting is very dependent on weather, meaning that during the winter months when the lighting may be required most, it often does not provide the level of light which would be desired in a public setting. His concerns were that solar lighting may not achieve the purpose for which it may be installed for.
- 3.3 Other considerations for solar power lighting includes;
- A higher risk of theft as the units are stand alone, although due to the locations this may be unlikely.
 - Snow, dust and moisture can accumulate on horizontal PV-panels. This leads to reduced or full stoppage of energy production.
 - Rechargeable batteries must be replaced a few times within the lifetime of the fixtures. This adds up to the total lifetime cost of the lighting system. Just like other components, rechargeable batteries also get exhausted which is why you must include replacing them as part of your maintenance costs.
- 3.4 Solar lighting would however result in lower initial capital costs as no electrical connection and trench work would be required. In addition, the annual revenue costs would be substantially less as the only ongoing charge would be maintenance and the life span of the solar lanterns is extensive. Use of solar lighting would also result in greater future sustainability within recreation grounds.

4. Costs of electrical lighting scheme

- 4.1 The costs below are provided by the Council's streetlighting contractor, who has reviewed and considered potential lighting options for each of the sites. The lighting contractor has assumed that the purpose of the lighting would be to illuminate the routes to play parks and the equipment itself.

Recreation Area	Works	Cost (£)
Bedford Road	<p>Excavate trench from existing supply, situated in the corner of the park and supply and fit 1 x 300mm x 1000mm Feeder Pillar to control newly proposed lighting columns.</p> <p>Supply and fit 3 x new galvanised steel Mtr drop down columns, complete with double lantern brackets and 18-Watt LED low energy lanterns.</p> <p>Install necessary fusing and isolation equipment to the columns and Feeder Pillar and carry out excavation and cabling works.</p> <p>Test new lanterns and carry out reinstatement works.</p>	£11,075.00 + VAT
Sunderland Road	<p>Excavate trench from the new pillar, along grassed area, the full length of the footpath up towards the Pavilion car park.</p> <p>Supply and fit 10 x 5 Mtr drop down galvanised tubular steel columns to positions indicated on the drawing, with columns 1,2,6,7,8,9 and 10 being fitted with 9-Watt low energy LED lanterns. Columns 3,4 and 5 fitted with the higher output 18-Watt variants.</p> <p>All columns being fitted with the necessary fusing and isolation equipment.</p> <p>Reinstatement / grass reseeding works and electrical test new columns.</p>	£25,970.00 +VAT
Fallowfield	<p>Installation of electrical feeder pillar and associated fusing equipment</p> <p>Excavation of a trench from the electricity supply (Osprey Close) to the corner of the recreation ground</p> <p>Supply and fit 1x 300 x 1000mm feeder pillar to accommodate all fusing /isolation equipment</p> <p>Excavate a trench from the new feeder pillar along the footpath to both play areas</p> <p>Supply and fit 4 x 6 mtr tubular galvanised steel columns with 48watt low energy LED lanterns and necessary column cut outs and internal wiring</p> <p>Carry out all reinstatement works, test new lanterns and leave in full working order.</p>	£14,580.00 + VAT







SANDY TOWN COUNCIL**COMMITTEE: Policy, Finance and Resources****DATE: 23rd March 2020****AUTHOR: Town Clerk****SUBJECT: Adoption of Streetlights by CBC****1. Summary**

- 1.1 Central Bedfordshire Council (CBC) previously asked Town and Parish Councils if they would be interested in having CBC adopt Town Council owned streetlights. Sandy Town Council (STC) responded indicating a wish to explore the option further dependant on the costs involved. Details of all STC's lighting stock were passed to CBC.

2. CBC Update

- 2.1 The following update has been issued by CBC for Members' information.

Dear Town/Parish Council,

Further to your response, apologies for not responding earlier due to our current projects have unfortunately been taking our time up. I am working with Andy Clark / Paul Middleton to manage the interest shown from Towns & Parish councils in CBC with regards to adopting the street lighting. However, there have been various requests for clarification regarding the adoption process and as such please find below information which would cover the majority of requests. As each request has its own specific requests then this will require further discussion:

- Basis of adoption – CBC will consider adoption based on establishing the current status and condition of the assets in question. This can be established through the provision of current test certificates for the structural & electrical testing or if these are unavailable then CBC are currently undertaking an asset inventory project and are willing to provide this service at no cost to yourselves
- As CBC is the Highway Authority, we have to follow TR22 with regard to Electrical Testing / Structural Testing so as to ensure assets are safe for the Public and Highway user, this would help ensure the testing programme covers all the Street Lighting assets within the CBC area,
- Once the asset inventory and condition is established we will produce a cost estimate to bring the assets up to CBC/regulatory standard. CBC would then discuss with Towns & Parish councils with regards to how to fund the handover to bring the assets up to specification.

- CBC understand that areas may have heritage lighting and we will respect the type of lighting in the area. However, if the Parish wishes to use alternative styles over and above the heritage range cost already established by CBC then a contribution may be required to cover the difference.
- Once adoption is agreed CBC would be fully responsible for the asset maintenance and cover the utility costs. However, CBC would reduce any current funding to offset the energy costs.

The aim of the adoption is to remove the maintenance and energy usage of street lighting from the Towns & Parishes and increase the consistency within the network, avoiding current issues when assets are not CBC's and residents not understanding the differences. By adopting the assets, we will be able to offer a consistent service across the whole network to our residents and also reduce the risks associated with managing these assets.

I will be contact in the near future to discuss your individual requests.

Kind regards,

Paolo De Luca

Efficiency Advisor Highways Contracts
Highways, Community Services

Central Bedfordshire Council

18/03/2020

Sandy Town Council 2019/20

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Forward Budget Detail - By Centre

Note :- (-) Net Expenditure means INCOME is greater than EXPENDITURE

	Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget	
401 Staff							
4001	Gross Salaries - Admin	113,000	121,000	124,025	127,125	130,303	133,560
4002	Gross Salaries - Works	102,500	109,500	112,238	115,043	117,920	120,868
4003	Employers NIC	17,300	19,250	19,731	20,225	20,730	21,248
4004	Employers Superannuation	47,500	53,000	56,233	59,330	63,083	66,986
4006	H&S Costs/Consultancy	500	600	600	700	700	700
4010	Miscellaneous Staff Costs	1,000	1,000	1,000	1,000	1,000	1,000
4030	Recruitment Advertising	275	275	100	100	100	100
	Total Overhead Expenditure	282,075	304,625	313,927	323,523	333,835	344,461
	Staff - Net Expenditure	282,075	304,625	313,927	323,523	333,835	344,461
402 Administration-Office							
4008	Training	2,000	2,000	2,000	2,000	2,000	2,000
4009	Travel & Subsistence	200	200	200	210	215	220
4011	General Rates	6,700	6,770	6,939	7,113	7,291	7,476
4012	Water Rates	600	800	1,200	1,250	1,275	1,300
4014	Electricity	2,500	2,600	2,600	2,665	2,730	2,800
4015	Gas	1,500	1,300	1,300	1,300	1,300	1,300
4016	Cleaning Materials etc	1,250	1,250	1,250	1,250	1,250	1,250
4018	General Data Protection Regs	1,000	500	515	530	540	555
4020	Misc Establishment Costs	2,000	2,000	2,000	2,000	2,000	2,000
4021	Telephone & Fax	2,500	2,750	2,100	2,100	2,100	2,100
4022	Postage	1,200	1,200	1,200	1,200	1,200	1,200
4023	Printing & Stationery	2,000	1,500	1,500	1,500	1,500	1,500
4024	Subscriptions	2,850	3,150	3,230	3,305	3,385	3,467
4025	Insurance (excl vehicles)	21,500	19,500	19,800	19,800	19,800	19,800
4026	Photocopy Costs	3,500	4,160	4,160	4,160	4,160	4,160
4027	IT Costs incl Support	4,500	4,000	4,000	4,000	4,000	4,000
4028	Service Agreements (Other)	6,500	6,500	6,500	6,700	6,700	6,900
4035	Publications	100	100	100	120	120	120
4036	Property Maintenance/Security	4,000	4,000	4,000	4,000	4,000	4,000
4040	Equipment Purchases (Minor)	2,000	2,000	2,000	2,000	2,000	2,000
4050	Tourism Expenditure	250	400	400	400	400	400
4051	Bank Charges	500	550	578	592	607	622
4056	Legal Expenses	2,500	2,500	3,000	3,100	3,200	3,300
4057	Audit Fees - External	1,300	1,300	1,300	1,300	1,300	1,300
4058	Audit Fees - Internal	750	900	900	1,000	1,000	1,000
4059	Accountancy Fees	7,000	7,000	7,000	7,250	7,250	7,250
4070	Refreshments	200	200	200	200	200	200
	Total Overhead Expenditure	80,900	79,130	79,972	81,045	81,522	82,220
1003	Tourism Income	500	750	769	850	850	900
1201	Rent Received Etc	750	750	500	500	500	500
1202	Photocopying Income	50	50	50	50	50	50
	Total Income	1,300	1,550	1,319	1,400	1,400	1,450
	Administration-Office - Net Expenditure	79,600	77,580	78,653	79,645	80,122	80,770

Continued on Page 2

Forward Budget Detail - By Centre

Note :- (-) Net Expenditure means INCOME is greater than EXPENDITURE

	Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
403 Administration-Works						
4005 Protective Clothing	1,300	1,300	1,500	1,550	1,600	1,650
4008 Training	1,000	1,950	1,000	1,000	1,000	1,000
4011 General Rates	1,850	1,855	1,902	1,950	2,000	2,050
4012 Water Rates	200	250	350	375	400	425
4014 Electricity	1,000	1,200	1,200	1,260	1,323	1,390
4017 Refuse Disposal	5,500	5,000	5,000	5,175	5,175	5,175
4036 Property Maintenance/Security	2,000	2,000	2,000	2,000	2,000	2,000
4038 Consumables/Small Tools	2,500	2,500	2,500	2,575	2,575	2,575
4039 Planting/Trees/Horticulture	6,250	6,250	6,250	6,435	6,435	6,435
4040 Equipment Purchases (Minor)	2,000	2,000	2,000	2,000	2,000	2,000
4042 Equipment/Vehicle	5,000	5,000	5,250	5,250	5,250	5,350
4043 Equipment/Vehicle Fuel	3,500	3,500	3,570	3,640	3,715	3,788
4044 Vehicle Tax & Insurance	3,000	3,000	3,000	3,100	3,100	3,100
4045 Arboriculture	6,000	6,000	6,000	6,000	6,000	6,000
Total Overhead Expenditure	41,100	41,805	41,522	42,310	42,573	42,938
Administration-Works - Net Expenditure	41,100	41,805	41,522	42,310	42,573	42,938
405 Footway Lighting						
4014 Electricity	5,750	5,750	5,750	5,750	5,000	5,000
4042 Equipment/Vehicle	10,000	10,000	10,000	10,000	9,000	9,000
Total Overhead Expenditure	15,750	15,750	15,750	15,750	14,000	14,000
Footway Lighting - Net Expenditure	15,750	15,750	15,750	15,750	14,000	14,000
406 Cemetery & Churchyard						
4011 General Rates	2,750	3,050	3,126	3,205	3,285	3,370
4012 Water Rates	100	200	200	210	220	230
4036 Property Maintenance/Security	1,000	1,000	1,000	1,500	1,500	1,500
4037 Grounds Maintenance	900	900	1,000	1,500	1,500	1,500
4039 Planting/Trees/Horticulture	350	350	550	650	750	750
4101 Grave Digging Costs	5,000	5,500	5,500	5,500	6,000	6,000
Total Overhead Expenditure	10,100	11,000	11,376	12,565	13,255	13,350
1226 Burials/Memorials Income	20,450	25,000	25,500	25,882	26,270	26,665
Total Income	20,450	25,000	25,500	25,882	26,270	26,665
Cemetery & Churchyard - Net Expenditure	-10,350	-14,000	-14,124	-13,317	-13,015	-13,315
408 Town Centre (Including Market)						
4011 General Rates	12,227	12,410	12,720	13,040	13,365	13,700
4036 Property Maintenance/Security	1,500	1,500	1,500	1,500	1,750	1,750
4053 Loan Interest	253	223	229	233	236	240
4054 Loan Capital Repaid	355	285	293	298	302	307
4100 CCTV Fees	19,100	4,000	4,000	3,500	3,500	3,500
Total Overhead Expenditure	33,435	18,418	18,742	18,571	19,153	19,497

Forward Budget Detail - By Centre

Note :- (-) Net Expenditure means INCOME is greater than EXPENDITURE

	Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
1238 Other Income Car Park	300	428	440	447	454	460
Total Income	300	428	440	447	454	460
Town Centre (Including Market) - Net Expenditure	33,135	17,990	18,302	18,124	18,699	19,037
409 Public Toilets - Car Park						
4011 General Rates	1,850	1,880	1,930	1,975	0	0
4012 Water Rates	1,000	1,200	1,210	1,220	1,230	1,240
4014 Electricity	300	300	300	315	320	325
4036 Property Maintenance/Security	1,000	1,000	1,000	1,800	1,800	1,500
Total Overhead Expenditure	4,150	4,380	4,440	5,310	3,350	3,065
Public Toilets - Car Park - Net Expenditure	4,150	4,380	4,440	5,310	3,350	3,065
500 Play Areas and Open Spaces						
4007 Health & Safety	400	400	400	400	450	450
4012 Water Rates	700	700	700	720	740	760
4014 Electricity	200	200	200	210	221	231
4036 Property Maintenance/Security	500	500	500	600	600	600
4037 Grounds Maintenance	2,500	2,500	2,500	3,000	3,000	3,000
4042 Equipment/Vehicle	5,000	5,000	5,000	5,000	5,000	5,000
4972 Transfer from EMR Fallowfield	-15,000	-7,500	-7,500	-7,500	-7,500	-7,500
Total Overhead Expenditure	-5,700	1,800	1,800	2,430	2,511	2,541
1201 Rent Received Etc	500	0	0	0	0	0
1241 Sandy FC Rent	500	500	508	515	523	531
1251 Pitch Rental	550	600	605	610	615	620
Total Income	1,550	1,100	1,113	1,125	1,138	1,151
Play Areas and Open Spaces - Net Expenditure	-7,250	700	688	1,305	1,373	1,390
501 Sunderland Road Rec Ground						
4012 Water Rates	800	1,500	1,575	1,650	1,725	1,800
4014 Electricity	200	200	250	255	260	265
4036 Property Maintenance/Security	1,750	1,750	2,500	2,500	2,500	2,500
4046 Bowling Green - SBC	3,165	3,248	3,329	3,296	3,346	3,396
4047 Equipment Maintenance - SBC	2,572	2,639	2,679	2,717	2,760	2,800
4048 Cricket Square - SCC	2,540	2,606	2,645	2,685	2,725	2,765
4049 Equipment Maintenance - SCC	2,748	2,819	2,861	2,904	2,948	2,992
4060 Other Professional Fees	15,225	15,225	15,450	15,685	15,920	16,160
Total Overhead Expenditure	29,000	29,987	31,289	31,692	32,184	32,678
1201 Rent Received Etc	0	500	500	500	500	500
1253 Bowls Club Rental	435	447	455	462	469	476
1255 Cricket Club Rental	280	287	292	297	301	306
1256 Scouts ,ACF and SSLA	5	5	5	5	5	5
Total Income	720	1,239	1,252	1,264	1,275	1,287

Forward Budget Detail - By Centre

Note :- (-) Net Expenditure means INCOME is greater than EXPENDITURE

	Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
Sunderland Road Rec Ground - Net Expenditure	28,280	28,748	30,037	30,428	30,909	31,391
502 Nature Reserves						
4037 Grounds Maintenance	1,500	1,500	1,500	1,500	1,500	1,500
4060 Other Professional Fees	10,000	10,400	10,560	10,715	10,875	11,040
4703 Sandy Green Wheel	2,000	2,000	2,000	0	0	0
Total Overhead Expenditure	13,500	13,900	14,060	12,215	12,375	12,540
1306 Countryside Stewardship	2,000	2,000	2,000	1,750	1,500	1,000
1307 Angling Licence Rent	550	650	650	650	650	650
Total Income	2,550	2,650	2,650	2,400	2,150	1,650
Nature Reserves - Net Expenditure	10,950	11,250	11,410	9,815	10,225	10,890
505 Grass Cutting						
4102 Grass Cutting	10,000	10,000	10,000	10,000	10,000	10,000
Total Overhead Expenditure	10,000	10,000	10,000	10,000	10,000	10,000
Grass Cutting - Net Expenditure	10,000	10,000	10,000	10,000	10,000	10,000
506 Litter Bins, Seats & Shelters						
4042 Equipment/Vehicle	650	1,000	1,000	1,000	1,000	1,000
Total Overhead Expenditure	650	1,000	1,000	1,000	1,000	1,000
Litter Bins, Seats & Shelters - Net Expenditure	650	1,000	1,000	1,000	1,000	1,000
509 Christmas Lights						
4401 Christmas Illuminations	14,000	14,000	14,000	15,400	15,400	15,400
4402 Community Christmas Event	2,500	2,650	2,650	2,715	2,715	2,715
Total Overhead Expenditure	16,500	16,650	16,650	18,115	18,115	18,115
1365 Christmas Lights	500	500	1,000	1,000	1,000	1,000
Total Income	500	500	1,000	1,000	1,000	1,000
Christmas Lights - Net Expenditure	16,000	16,150	15,650	17,115	17,115	17,115
601 Precept and Interest						
1101 Precept	580,198	594,768	603,562	618,294	631,047	644,437
1320 Interest Received - All account	1,000	2,000	2,000	2,000	2,000	2,000
Total Income	581,198	596,768	605,562	620,294	633,047	646,437
Precept and Interest - Net Expenditure	-581,198	-596,768	-605,562	-620,294	-633,047	-646,437
602 Democratic and Civic Costs						
4020 Misc Establishment Costs	100	100	100	110	110	110
4033 Annual Report & Newsletter	3,000	3,000	3,000	3,000	3,000	3,000

Forward Budget Detail - By Centre

Note :- (-) Net Expenditure means INCOME is greater than EXPENDITURE

	Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
4042 Equipment/Vehicle	400	400	400	450	450	450
4200 Mayor's Allowance	2,200	2,200	2,233	2,267	2,301	2,335
4202 Members' Expenses (Conf etc)	500	500	500	600	600	600
4210 Election Costs	3,000	250	0	0	3,000	3,000
4701 Grants/Donations Paid	3,000	4,000	3,000	3,000	3,000	3,000
4702 Community Events Support	3,000	7,040	4,500	4,500	4,500	4,500
Total Overhead Expenditure	15,200	17,490	13,733	13,927	16,961	16,995
Democratic and Civic Costs - Net Expenditure	15,200	17,490	13,733	13,927	16,961	16,995
700 Capital and Projects						
4153 Loan Interest - INTERNAL	7,903	7,903	7,903	7,903	7,903	7,903
4154 Loan Capital - INTERNAL	10,000	12,000	12,000	12,000	12,000	12,000
4915 Transfer to Rolling Capital Fd	51,300	51,300	52,325	53,100	53,900	54,700
4923 Internal Loan repaid to F'ild	10,000	12,000	12,000	12,000	12,000	12,000
Total Overhead Expenditure	79,203	83,203	84,228	85,003	85,803	86,603
1153 Loan Interest Rec'd -	7,903	7,903	7,903	7,903	7,903	7,903
1154 Loan Capital Rec'd -	10,000	12,000	12,000	12,000	12,000	12,000
Total Income	17,903	19,903	19,903	19,903	19,903	19,903
Capital and Projects - Net Expenditure	61,300	63,300	64,325	65,100	65,900	66,700
Total Budget Expenditure :	625,863	649,138	658,489	673,455	686,637	700,003
Income :	626,471	649,138	658,739	673,715	686,637	700,003
Net Expenditure	-608	0	-250	-260	0	0

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

4. SOCIAL MEDIA POLICY

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

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

5. Rules for using Social Media

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

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

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

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

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

- Never make false or misleading statements
- Never name 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 a 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.
- 6.3 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.
- 6.4 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.
- 6.5 The Council will only monitor the page during office work hours and an automatic message will alert any 'posters' to this.
- 6.6 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.
- 6.7 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.
- 6.8 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.

7. Friends of Sandy Green Wheel Facebook Page

- 7.1 The Council will host a Friends of Sandy Green Wheel (FOSGW) Facebook page via its account. The Clerk will be the administrator of the page. A Council administrator and a Councillor representative from the Green Wheel group will be assigned as editors of the page. They will be responsible for posting and monitoring of the content on the FOSGW page, ensuring it complies with this Social Media Policy. The moderators will have authority to immediately, without notice or comment, remove any posts from the FOSGW 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.
- 7.2 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.
- 7.3 The FOSGW Facebook page will be used to;
- Promote and advertise the Sandy Green Wheel
 - Advertise the route of the Green Wheel
 - Advertise events and activities related to the Green Wheel
 - Post news stories about activities and decisions made by the Council and/or the Green Wheel Working Group
 - Link to appropriate websites supporting the Green Wheel
 - Share information from partners, i.e CBC, BRCC, Greensands Country
 - Announce new information appropriate to the development and enhancement of the Green Wheel
 - Post or share information promoting bodies which benefit the Green Wheel or the wider remit of promoting and enhancing Sandy's green spaces
 - Post information on recruiting volunteers to become Friends of the Green Wheel
 - Posting updates pertinent to the route of the Green Wheel (street works, damaged gates etc)
 - Posting questions or gathering comments and feedback on the Green Wheel or any proposed projects related to it.
 - Promote Sandy to walking groups, such as Ivel Valley Walkers etc
- 7.4 The page 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.
- 7.5 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.
- 7.6 The Green Wheel logo will be used on the Page and the branding will be taken from the already developed and published marketing material.

- 7.7 The use of the Town Council's logo and BRCC logo may be used where appropriate to indicate the Council's support of the Green Wheel, Greensands Country or related activities.

Adopted:12.06.17 Re-adopted July 2019 Review due: July 2021
