

Sandy Town Council

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

You are hereby summoned to attend a meeting of the Policy, Finance and Resources Committee of Sandy Town Council to be held online on Monday 7th December 2020 commencing at 7.30pm.



Chris Robson
Town Clerk
10 Cambridge Road
Sandy, SG19 1JE
01767 681491
1st December 2020

Notes:

(1) Due to the current Covid-19 Coronavirus situation, the Town Council will meet virtually via Zoom (<https://zoom.us/>) as permitted in The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("the 2020 Regulations").

(2) Meeting ID: 853 5662 3504

Press and public are cordially invited to attend. Those wishing to join the meeting should contact the clerk on clerk@sandytowncouncil.gov.uk in advance for the meeting password.

(3) Members of the public wishing to address the Council during the public participation part of the formal meeting must make the Clerk aware of their intention before the meeting starts.

A G E N D A

1 Apologies for absence

2 Declarations of interest

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

*This item is included on the agenda to enable members to declare new DPIs and also **those who wish to do so** may draw attention to their stated DPIs*

Sandy Town Council

and also any non-declarable personal interests which they have declared under Sandy Town Council's adopted Code of Conduct and which may be relevant to items on the agenda.

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

3 Minutes of Previous Meeting

To consider the minutes of the Policy, Finance and Resources Committee held on Monday 26th October 2020 and to approve them as a correct record of proceedings.

4 Public Participation Session

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

5 Financial Reports

- i) To consider a balance sheet and detailed financial report showing income and expenditure against the revenue budget for October 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 Grant Application

To receive and consider a grant application from the Sandy Good Neighbours. Appendix IV

7 External Audit 2019/20 Financial Year

To note the completion of the External Audit for the 2019/20 Financial Year. Appendix V

8 Depot Cladding

To receive and consider quotations and a recommendation on completion of the Stratford Road depot cladding. Appendix VI

9 Cemetery Boundary Wall

To receive and consider recommendations and quotes on work required to the cemetery wall on Stratford Road. To Follow
Appendix VII

10 Chapel Roof

To receive and consider quotations on repair work required for a part of flat roofing on the Cemetery Chapel. To Follow
Appendix
VIII

Sandy Town Council

- 11 Chapel Refurbishment**
To consider a recommendation from the Cemetery Working Group on re-opening the cemetery chapel for use. Appendix IX
- 12 Scale of Charges 2021/22**
To receive and consider the Council's 2021/22 scale of charges. Appendix X
- 13 2021/22 Capital Expenditure**
To receive and consider notes on capital expenditure for the financial year 2021/22. Appendix XI
- 14 2021/22 Precept and Budget**
To receive a summary report from the Clerk on the current position of the 2021/22 budget and precept. Appendix XII
- 15 Grant Awarding Policy**
To review and readopt the Council's grant awarding policy. Appendix XIII
- 16 Treasury Management Policy**
To review and readopt the Council's Treasury Management Policy Appendix XIV
- 17 Chairman's Items**
- 18 Date of Next Meeting**
Monday 4th January 2021

Detailed Balance Sheet - Excluding Stock Movement

Month 7 Date 31st October 2020

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
105	VAT Control	7,256	
123	S106 Debtor	14,433	
200	Current Bank A/c	17,150	
201	Clerks Imprest A/c	500	
205	Capital a/c Santander	218,770	
206	Barclays Active Saver	373,025	
208	Public Sector Deposit Fund	205,375	
210	Petty Cash	166	
	Total Current Assets		836,675
	<u>Current Liabilities</u>		
501	Creditors Control	29,426	
503	Income in Advance	150	
510	Accruals	1,420	
515	PAYE/NI Control AC	5,213	
516	Superannuation Due	5,153	
	Total Current Liabilities		41,363
	Net Current Assets		795,312
	Total Assets less Current Liabilities		795,312
	<u>Represented by :-</u>		
300	Current Year Fund	272,918	
310	General Reserve	234,043	
315	Rolling Capital Fund	178,672	
321	Cemetery Development Reserve	23,028	
322	EMR Fallowfield	63,632	
323	EMR Community Funds	7,000	
324	EMR Elections	15,000	
326	EMR SAIT	1,020	
	Total Equity		795,312

Summary Income & Expenditure by Budget Heading 31st October 2020

Month No: 7

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
401 Staff	Expenditure	23,686	156,116	304,625	148,509		148,509	51.2%
402 Administration-Office	Income	(129)	1,363	1,550	187			87.9%
	Expenditure	9,025	44,131	79,130	34,999		34,999	55.8%
	Movement to/(from) Gen Reserve	<u>(9,154)</u>	<u>(42,768)</u>					
403 Administration-Works	Expenditure	2,539	18,998	41,805	22,807		22,807	45.4%
405 Footway Lighting	Expenditure	1,015	6,834	15,750	8,916		8,916	43.4%
406 Cemetery & Churchyard	Income	4,817	20,599	25,000	4,402			82.4%
	Expenditure	2,641	9,074	11,000	1,926		1,926	82.5%
	Movement to/(from) Gen Reserve	<u>2,176</u>	<u>11,525</u>					
408 Town Centre (Including Market)	Income	0	0	428	428			0.0%
	Expenditure	6,336	15,200	18,418	3,218		3,218	82.5%
	Movement to/(from) Gen Reserve	<u>(6,336)</u>	<u>(15,200)</u>					
409 Public Toilets - Car Park	Expenditure	950	2,671	4,380	1,709		1,709	61.0%
500 Play Areas and Open Spaces	Income	0	647	1,100	453			58.8%
	Expenditure	644	1,124	1,800	676		676	62.4%
	Movement to/(from) Gen Reserve	<u>(644)</u>	<u>(477)</u>					
501 Sunderland Road Rec Ground	Income	1,030	1,035	1,239	204			83.5%
	Expenditure	2,374	19,082	29,987	10,905		10,905	63.6%
	Movement to/(from) Gen Reserve	<u>(1,344)</u>	<u>(18,047)</u>					
502 Nature Reserves	Income	0	669	2,650	1,981			25.3%
	Expenditure	1,955	2,270	13,900	11,630		11,630	16.3%
	Movement to/(from) Gen Reserve	<u>(1,955)</u>	<u>(1,600)</u>					
505 Grass Cutting	Expenditure	0	0	10,000	10,000		10,000	0.0%
506 Litter Bins, Seats & Shelters	Expenditure	0	0	1,000	1,000		1,000	0.0%
509 Christmas Lights	Income	0	0	500	500			0.0%
	Expenditure	8,149	8,149	16,650	8,502		8,502	48.9%
	Movement to/(from) Gen Reserve	<u>(8,149)</u>	<u>(8,149)</u>					
601 Precept and Interest	Income	23	595,897	596,768	871			99.9%
602 Democratic and Civic Costs	Income	0	2,704	0	(2,704)			0.0%
	Expenditure	1,412	5,753	17,490	11,737		11,737	32.9%
	Movement to/(from) Gen Reserve	<u>(1,412)</u>	<u>(3,049)</u>					
700 Capital and Projects	Income	14,433	41,263	19,903	(21,360)			207.3%
	Expenditure	14,433	101,858	83,203	(18,655)		(18,655)	122.4%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(60,594)</u>					

Summary Income & Expenditure by Budget Heading 31st October 2020

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	20,174	664,176	649,138	(15,038)			102.3%
Expenditure	75,158	391,258	649,138	257,880	0	257,880	60.3%
Net Income over Expenditure	<u>(54,984)</u>	<u>272,918</u>	<u>0</u>	<u>(272,918)</u>			
Movement to/(from) Gen Reserve	<u>(54,984)</u>	<u>272,918</u>					

Detailed Income & Expenditure by Budget Heading 31st October 2020

Month No: 7

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	9,579	66,927	121,000	54,073		54,073	55.3%	
4002 Gross Salaries - Works	8,482	51,937	109,500	57,563		57,563	47.4%	
4003 Employers NIC	1,441	9,606	19,250	9,644		9,644	49.9%	
4004 Employers Superannuation	4,132	27,065	53,000	25,935		25,935	51.1%	
4006 H&S Costs/Consultancy	0	0	600	600		600	0.0%	
4010 Miscellaneous Staff Costs	51	581	1,000	419		419	58.1%	
4030 Recruitment Advertising	0	0	275	275		275	0.0%	
Staff :- Indirect Expenditure	23,686	156,116	304,625	148,509	0	148,509	51.2%	0
Net Expenditure	(23,686)	(156,116)	(304,625)	(148,509)				
402 Administration-Office								
1003 Tourism Income	0	0	750	750			0.0%	
1201 Rent Received Etc	0	205	750	545			27.3%	
1202 Photocopying Income	0	0	50	50			0.0%	
1205 Miscellaneous Income	(129)	1,158	0	(1,158)			0.0%	
Administration-Office :- Income	(129)	1,363	1,550	187			87.9%	0
4008 Training	0	620	2,000	1,380		1,380	31.0%	
4009 Travel & Subsistence	0	25	200	175		175	12.3%	
4010 Miscellaneous Staff Costs	0	100	0	(100)		(100)	0.0%	
4011 General Rates	3,368	6,737	6,770	34		34	99.5%	
4012 Water Rates	0	109	800	691		691	13.7%	
4014 Electricity	0	806	2,600	1,794		1,794	31.0%	
4015 Gas	0	35	1,300	1,266		1,266	2.7%	
4016 Cleaning Materials etc	124	839	1,250	411		411	67.1%	
4018 General Data Protection Regs	0	500	500	0		0	100.0%	
4020 Misc Establishment Costs	15	429	2,000	1,571		1,571	21.4%	
4021 Telephone & Fax	300	2,071	2,750	679		679	75.3%	
4022 Postage	0	600	1,200	600		600	50.0%	
4023 Printing & Stationery	113	651	1,500	849		849	43.4%	
4024 Subscriptions	281	2,806	3,150	344		344	89.1%	
4025 Insurance (excl vehicles)	1,654	11,384	19,500	8,116		8,116	58.4%	
4026 Photocopy Costs	638	2,809	4,160	1,351		1,351	67.5%	
4027 IT Costs incl Support	263	2,148	4,000	1,852		1,852	53.7%	
4028 Service Agreements (Other)	308	3,424	6,500	3,076		3,076	52.7%	
4035 Publications	7	59	100	41		41	58.8%	
4036 Property Maintenance/Security	463	2,303	4,000	1,697		1,697	57.6%	
4040 Equipment Purchases (Minor)	145	281	2,000	1,719		1,719	14.1%	
4050 Tourism Expenditure	0	0	400	400		400	0.0%	

Detailed Income & Expenditure by Budget Heading 31st October 2020

Month No: 7

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	41	277	550	273		273	50.3%	
4056 Legal Expenses	0	1,802	2,500	698		698	72.1%	
4057 Audit Fees - External	0	0	1,300	1,300		1,300	0.0%	
4058 Audit Fees - Internal	0	0	900	900		900	0.0%	
4059 Accountancy Fees	1,300	3,274	7,000	3,726		3,726	46.8%	
4070 Refreshments	5	45	200	155		155	22.7%	
Administration-Office :- Indirect Expenditure	9,025	44,131	79,130	34,999	0	34,999	55.8%	0
Net Income over Expenditure	(9,154)	(42,768)	(77,580)	(34,812)				
<u>403 Administration-Works</u>								
4005 Protective Clothing	30	667	1,300	633		633	51.3%	
4008 Training	0	0	1,950	1,950		1,950	0.0%	
4011 General Rates	923	1,858	1,855	(3)		(3)	100.2%	
4012 Water Rates	0	50	250	200		200	20.1%	
4014 Electricity	73	1,330	1,200	(130)		(130)	110.9%	
4017 Refuse Disposal	370	2,678	5,000	2,322		2,322	53.6%	
4036 Property Maintenance/Security	0	525	2,000	1,475		1,475	26.2%	
4038 Consumables/Small Tools	75	696	2,500	1,804		1,804	27.8%	
4039 Planting/Trees/Horticulture	460	5,161	6,250	1,089		1,089	82.6%	
4040 Equipment Purchases (Minor)	0	14	2,000	1,987		1,987	0.7%	
4042 Equipment/Vehicle Maintenance	375	1,318	5,000	3,682		3,682	26.4%	
4043 Equipment/Vehicle Fuel	234	2,180	3,500	1,320		1,320	62.3%	
4044 Vehicle Tax & Insurance	0	2,520	3,000	480		480	84.0%	
4045 Arboriculture	0	0	6,000	6,000		6,000	0.0%	
Administration-Works :- Indirect Expenditure	2,539	18,998	41,805	22,807	0	22,807	45.4%	0
Net Expenditure	(2,539)	(18,998)	(41,805)	(22,807)				
<u>405 Footway Lighting</u>								
4014 Electricity	615	3,759	5,750	1,991		1,991	65.4%	
4042 Equipment/Vehicle Maintenance	400	3,075	10,000	6,925		6,925	30.8%	
Footway Lighting :- Indirect Expenditure	1,015	6,834	15,750	8,916	0	8,916	43.4%	0
Net Expenditure	(1,015)	(6,834)	(15,750)	(8,916)				
<u>406 Cemetery & Churchyard</u>								
1226 Burials/Memorials Income	4,817	20,599	25,000	4,402			82.4%	
Cemetery & Churchyard :- Income	4,817	20,599	25,000	4,402			82.4%	0
4011 General Rates	1,736	3,471	3,050	(421)		(421)	113.8%	

Detailed Income & Expenditure by Budget Heading 31st October 2020

Month No: 7

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
4012 Water Rates	0	31	200	169		169	15.4%	
4036 Property Maintenance/Security	515	803	1,000	197		197	80.3%	
4037 Grounds Maintenance	115	583	900	317		317	64.8%	
4039 Planting/Trees/Horticulture	0	0	350	350		350	0.0%	
4101 Grave Digging Costs	275	4,185	5,500	1,315		1,315	76.1%	
Cemetery & Churchyard :- Indirect Expenditure	2,641	9,074	11,000	1,926	0	1,926	82.5%	0
Net Income over Expenditure	2,176	11,525	14,000	2,475				
408 Town Centre (Including Market)								
1238 Other Income Car Park	0	0	428	428			0.0%	
Town Centre (Including Market) :- Income	0	0	428	428			0.0%	0
4011 General Rates	6,315	12,630	12,410	(220)		(220)	101.8%	
4036 Property Maintenance/Security	0	605	1,500	895		895	40.3%	
4053 Loan Interest	0	115	223	108		108	51.4%	
4054 Loan Capital Repaid	0	189	285	96		96	66.5%	
4100 CCTV Fees	21	1,661	4,000	2,339		2,339	41.5%	
Town Centre (Including Market) :- Indirect Expenditure	6,336	15,200	18,418	3,218	0	3,218	82.5%	0
Net Income over Expenditure	(6,336)	(15,200)	(17,990)	(2,790)				
409 Public Toilets - Car Park								
4011 General Rates	936	1,859	1,880	21		21	98.9%	
4012 Water Rates	0	558	1,200	642		642	46.5%	
4014 Electricity	14	85	300	215		215	28.4%	
4036 Property Maintenance/Security	0	168	1,000	832		832	16.8%	
Public Toilets - Car Park :- Indirect Expenditure	950	2,671	4,380	1,709	0	1,709	61.0%	0
Net Expenditure	(950)	(2,671)	(4,380)	(1,709)				
500 Play Areas and Open Spaces								
1241 Sandy FC Rent	0	0	500	500			0.0%	
1251 Pitch Rental	0	0	600	600			0.0%	
1364 S106 Money Received	0	647	0	(647)			0.0%	
Play Areas and Open Spaces :- Income	0	647	1,100	453			58.8%	0
4007 Health & Safety	0	520	400	(120)		(120)	129.9%	
4012 Water Rates	127	196	700	504		504	27.9%	
4014 Electricity	0	0	200	200		200	0.0%	
4036 Property Maintenance/Security	0	203	500	297		297	40.6%	

Detailed Income & Expenditure by Budget Heading 31st October 2020

Month No: 7

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
4037 Grounds Maintenance	517	517	2,500	1,983		1,983	20.7%	
4042 Equipment/Vehicle Maintenance	0	0	5,000	5,000		5,000	0.0%	
4971 Transfer from EMR	0	(311)	0	311		311	0.0%	
4972 Transfer from EMR Fallowfield	0	0	(7,500)	(7,500)		(7,500)	0.0%	
Play Areas and Open Spaces :- Indirect Expenditure	644	1,124	1,800	676	0	676	62.4%	0
Net Income over Expenditure	(644)	(477)	(700)	(223)				
501 Sunderland Road Rec Ground								
1201 Rent Received Etc	1,030	1,030	500	(530)			206.0%	
1253 Bowls Club Rental	0	0	447	447			0.0%	
1255 Cricket Club Rental	0	0	287	287			0.0%	
1256 Scouts ,ACF and SSLA	0	5	5	0			100.0%	
Sunderland Road Rec Ground :- Income	1,030	1,035	1,239	204			83.5%	0
4012 Water Rates	0	2,339	1,500	(839)		(839)	155.9%	
4014 Electricity	18	73	200	127		127	36.4%	
4036 Property Maintenance/Security	340	517	1,750	1,233		1,233	29.5%	
4046 Bowling Green - SBC	647	2,827	3,248	421		421	87.0%	
4047 Equipment Maintenance - SBC	0	1,605	2,639	1,034		1,034	60.8%	
4048 Cricket Square - SCC	15	1,454	2,606	1,152		1,152	55.8%	
4049 Equipment Maintenance - SCC	0	793	2,819	2,026		2,026	28.1%	
4060 Other Professional Fees	1,354	9,476	15,225	5,749		5,749	62.2%	
Sunderland Road Rec Ground :- Indirect Expenditure	2,374	19,082	29,987	10,905	0	10,905	63.6%	0
Net Income over Expenditure	(1,344)	(18,047)	(28,748)	(10,701)				
502 Nature Reserves								
1306 Countryside Stewardship Grant	0	0	2,000	2,000			0.0%	
1307 Angling Licence Rent	0	669	650	(19)			103.0%	
Nature Reserves :- Income	0	669	2,650	1,981			25.3%	0
4037 Grounds Maintenance	0	270	1,500	1,230		1,230	18.0%	
4060 Other Professional Fees	0	0	10,400	10,400		10,400	0.0%	
4703 Sandy Green Wheel	1,955	2,000	2,000	0		0	100.0%	
Nature Reserves :- Indirect Expenditure	1,955	2,270	13,900	11,630	0	11,630	16.3%	0
Net Income over Expenditure	(1,955)	(1,600)	(11,250)	(9,650)				

Detailed Income & Expenditure by Budget Heading 31st October 2020

Month No: 7

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
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)				
506 Litter Bins, Seats & Shelters								
4042 Equipment/Vehicle Maintenance	0	0	1,000	1,000		1,000	0.0%	
Litter Bins, Seats & Shelters :- Indirect Expenditure	0	0	1,000	1,000	0	1,000	0.0%	0
Net Expenditure	0	0	(1,000)	(1,000)				
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	8,149	8,149	14,000	5,852		5,852	58.2%	
4402 Community Christmas Event	0	0	2,650	2,650		2,650	0.0%	
Christmas Lights :- Indirect Expenditure	8,149	8,149	16,650	8,502	0	8,502	48.9%	0
Net Income over Expenditure	(8,149)	(8,149)	(16,150)	(8,002)				
601 Precept and Interest								
1101 Precept	0	594,768	594,768	0			100.0%	
1320 Interest Received - All account	23	1,129	2,000	871			56.4%	
Precept and Interest :- Income	23	595,897	596,768	871			99.9%	0
Net Income	23	595,897	596,768	871				
602 Democratic and Civic Costs								
1245 Grants Received	0	1,200	0	(1,200)			0.0%	
1309 Misc Contributions	0	1,504	0	(1,504)			0.0%	
Democratic and Civic Costs :- Income	0	2,704	0	(2,704)				0
4020 Misc Establishment Costs	0	0	100	100		100	0.0%	
4033 Annual Report & Newsletter	242	1,210	3,000	1,790		1,790	40.3%	
4042 Equipment/Vehicle Maintenance	0	0	400	400		400	0.0%	
4200 Mayor's Allowance	0	76	2,200	2,124		2,124	3.4%	
4202 Members' Expenses (Conf etc)	0	0	500	500		500	0.0%	
4210 Election Costs	0	0	250	250		250	0.0%	
4701 Grants/Donations Paid	1,125	2,725	4,000	1,275		1,275	68.1%	
4702 Community Events Support	45	722	7,040	6,318		6,318	10.3%	

Detailed Income & Expenditure by Budget Heading 31st October 2020

Month No: 7

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
4921 Transfer to EMR	0	1,200	0	(1,200)		(1,200)	0.0%	
4971 Transfer from EMR	0	(180)	0	180		180	0.0%	
Democratic and Civic Costs :- Indirect Expenditure	1,412	5,753	17,490	11,737	0	11,737	32.9%	0
Net Income over Expenditure	(1,412)	(3,049)	(17,490)	(14,441)				
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	12,000	12,000	0			100.0%	
1245 Grants Received	0	3,000	0	(3,000)			0.0%	
1364 S106 Money Received	14,433	18,360	0	(18,360)			0.0%	
Capital and Projects :- Income	14,433	41,263	19,903	(21,360)			207.3%	0
4153 Loan Interest - INTERNAL	0	7,903	7,903	0		0	100.0%	
4154 Loan Capital - INTERNAL	0	12,000	12,000	0		0	100.0%	
4814 CAP - IT Equipment	1,989	1,989	0	(1,989)		(1,989)	0.0%	
4834 CAP - Machinery & Equipment	0	911	0	(911)		(911)	0.0%	
4835 CAP - CCTV	0	12,233	0	(12,233)		(12,233)	0.0%	
4837 CAP - Outdoor Fitness Equipmen	17,433	17,433	0	(17,433)		(17,433)	0.0%	
4915 Transfer to Rolling Capital Fd	0	51,300	51,300	0		0	100.0%	
4921 Transfer to EMR	0	6,017	0	(6,017)		(6,017)	0.0%	
4923 Internal Loan repaid to F'fld	0	12,000	12,000	0		0	100.0%	
4969 Transfer from Rolling Capital	(1,989)	(14,222)	0	14,222		14,222	0.0%	
4971 Transfer from EMR	(3,000)	(5,706)	0	5,706		5,706	0.0%	
Capital and Projects :- Indirect Expenditure	14,433	101,858	83,203	(18,655)	0	(18,655)	122.4%	0
Net Income over Expenditure	0	(60,594)	(63,300)	(2,706)				
Grand Totals:- Income	20,174	664,176	649,138	(15,038)			102.3%	
Expenditure	75,158	391,258	649,138	257,880	0	257,880	60.3%	
Net Income over Expenditure	(54,984)	272,918	0	(272,918)				
Movement to/(from) Gen Reserve	(54,984)	272,918						

Sandy Town Council
Report to 31 October 2020

General Notes

Attached is the summary income & expenditure report for month 1 to 31st October 2020

This report shows a current year surplus of income over expenditure of £272,918

The balance sheet shows that total funds available to the council are £795,312

This is made up of the following -

Current Year Fund	£272,918
General Reserve Brought Forward	£234,043
Rolling Capital Fund	£178,672
Fallowfield Reserve	£63,632
Earmarked Community Funds	£7,000
Earmarked Elections	£15,000
Earmarked Mayors Donation to SAIT	£1,020
Cemetery Development Reserve	£23,028
Total	£795,312

The percentage of budget if analysed evenly over the year to date is 58.33% but Members are reminded that income & expenditure rarely follows this pattern over the year.

Balance Sheet Notes:

1) Income in advance refers to a grant of £150 received from the CBC Ward Cllr Fund for the purchase and installation of a community library box on Beeston Green.

2) PAYE and Pension contributions outstanding refer to October. Payments made to HMRC and LGPS in first week of November 2020.

Analysis by Cost Centre

401 Staff

Expenditure is 51.2% of the annual budget.

4001 - Low due to lower than anticipated NALC salary increases (2.75% agreed by NALC and applied)

4002 - Low due to one member of staff on unpaid leave for four months.

Overall cost centre underspend of approx. £21,500 at year end anticipated.

402 Administration

Expenditure is 55.8% of the annual budget.

1201 - RCF Rent for Berwick Way HQ - Reallocated to 501 1206 in month 8.

1205 - Income from previously agreed sale of old market stands and payment from SSLA towards legal fees for lease.

4011 - High expenditure due to second installment of general rates for 10 Cambridge Road.

4015 - Credit from Gazprom for April 2020 has resulted in underspend to date.

4016 - High expenditure due to additional cleaning resources needed for COVID19 precautions.

4018 - Full expenditure due to payment of annual Data Protection Officer contract for 2020/21.

4021 - High expenditure is high for start of year due to additional technical support needed in setting up homeworking phone system as a result of COVID-19 homeworking guidance.

New contract entered into in November 2020. New contract will reduce overall costs.

4024 - Subscription expenditure always appears high at the start of the year as annual suscriptions are paid in advance for the remainder of the 2020/21 financial year.

Sandy Town Council
Report to 31 October 2020

Analysis by Cost Centre [Continued]

4026 - High expenditure due to third payment of annual lease charge. Further £1,040.45 due in current financial year.

4056 - High due to legal expenses incurred for renewal of SSLA lease. Invoice to be submitted to SSLA for part payment of legal costs incurred. Receipt of funds in October 2020. Potential overspend due to work on Beeston Community Land lease. Overspend anticipated when Berwick Way Lease legal fees are paid in November 2020. To be offset against income in 402 1205.

403 Works

Expenditure is 45.4% of the annual budget.

4011 - High due to second installment of general rates bill.

4014 - Refers to charges up until 30 March 2020 (Underspend in 2019) Invoice not received until after March 30th. Meter readings submitted. Actual 2020/21 costs are £378.80. Accountants asked for advice on amending to reflect actual 2020/21 charge. Accountants have said it should be left in budget line and highlight at budget setting process.

4039 - High due to payment to Plantscape for summer planting baskets and planters. Remaining budget to cover autumn planting invoices. Slight underspend anticipated.

4043 - Overspend - usual reduction in expenditure during winter is envisioned.

4044 - Payment of annual fleet insurance cover. Further payment of £360 due.

4045 - Awaiting invoices for tree works at Beeston, Bedford Road and St Swithuns. Further work at 'Willow Island' to be carried out in January 2020. Full expenditure of budget anticipated.

405 Footway Lighting

Expenditure is 43.4% of the annual budget.

4014 - Increase in electricity costs, overspend likely. Further request put to utility provider to reduce standard light cost based on level of LED lights the Council now has. Light engineer is supplying UKPN data as requested.

406 Cemetery & Churchyard

Expenditure is 82.5% of the annual budget.

4011 - Overspend as higher than anticipated charge for general rates for cemetery and chapel.

4036 - High expenditure due to repair work on chapel door lock.

4037 - High expenditure due to increased mole control in cemetery.

4101 - Higher than anticipated burial costs during the year. Offset by income generated from burials.

408 Town Centre (Incl. Market)

Expenditure is 82.5% of the annual budget

4011 - High due to second installment of general rates, lower than anticipated increase overall.

4054 - Second installment to be paid in February. Anticipated this will be within budget.

409 Public Toilets - Car Park

Expenditure is 61.0%

4011 - High due to second installment of general rates, higher than anticipated increase overall.

No concerns

Sandy Town Council
Report to 31 October 2020

Analysis by Cost Centre [Continued]

500 Play Areas and Open Spaces

Expenditure is 33.7% of the annual budget.

1364 - Section 106 received for Beeston No Parking Signs.

4007 - Spend incurred for annual ROSPA inspection of play parks. Cost for inspection has increased. Need to increase budget at 2021/22 budget setting.

501 Sunderland Road Rec.

Expenditure is 65.4% of the annual budget.

4012 - Exceptional water bill received for Sunderland Road. Investigation still ongoing, meter readings taken and usage to be reviewed. Alternative water company is reviewing bills to look for savings. Discussions with water users to establish usage.

4046 - High due to expenditure on seasonal works.

4047 - High due to expenditure on seasonal works.

502 Nature Reserves

1309 - Receipts to be received in January/February 2021

Expenditure is 25.3% of the annual budget.

505 Grass Cutting

Expenditure is 0.0% of annual budget. Invoice usually received in February/ March for year.

506 Litter Bins, Seats & Shelters

Expenditure is 0.0% of the annual budget.

509 Christmas Lights

Expenditure is 48.9% of the annual budget.

Due to difficulty in holding an event this year discussions are ongoing as to what might be possible for the Christmas Light Switch on. Likely to be underspend in budget event budget line (4402). Christmas lights and tree costs to hit budget code in December and January accounts.

4401 - Expenditure on Christmas light installation, testing and switch on. Final payment to be made in January following removal and storing of lights.

601 Precept and Interest

The second half of the precept was received on 3rd September 2020.

602 Democratic & Civic Costs

Expenditure is 32.9% of the annual budget.

1245 - £1,200 from Mayor's charity to be donated to SAIT. 4921 shows transfer to SAIT EMR.

1309 - Donations from Sandy Guild & CBC Cllr Stock for the purchase of litter picks for Sandy Wombles and community events. Litter pickers and litter hoops have been purchased.

4702 - Due to COVID19, planned events have not happened and as a result a large underspend is anticipated. Further £400 expenditure anticipated in December 2020.

4921 - Transfer of Mayor's £1,200 donation to SAIT to EMR (See balance sheet)

4971 - £180 transferred from grants to SAIT EMR representing withdrawals made at that point. Additional £120 to be transferred.

Date: 11/11/2020

Sandy Town Council Current Year

Page 1

Time: 13:42

Current Bank A/c

List of Payments made between 01/10/2020 and 31/10/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/10/2020	Premium Credit	DDR	1,654.43		Insurance
05/10/2020	Barclays	DDR	45.27		Bank Charges
05/10/2020	Grenke Leasing	DDR	765.54		Photocopier lease
09/10/2020	ADT Fire & Security Plc	32093	679.15		1520-Work on intruder system
09/10/2020	Binder Loams Ltd	32094	259.68		1525-Ongar loam-25kg
09/10/2020	Bedfordshire Rural Communities	32095	2,000.00		1523-BRCC work -Sandy wheel
09/10/2020	Ben Burgess & Co Ltd	32096	285.53		1524-Check machine-oil leak
09/10/2020	Central Bedfordshire Council	32097	1,624.38		1526-Jenkins Pav-Monthly Oct
09/10/2020	CHRISTOPHER ROBSON	32098	24.60		1538-Mileage claim
09/10/2020	DCK Accounting Solutions Ltd	32099	1,084.12		1528-Contract accountng-Aug
09/10/2020	Hertfordshire County Council	32100	285.91		1530-Misc staitonery, janitory
09/10/2020	Tim Miles	32102	1,440.00		1533-Grave digging
09/10/2020	Millenium Security Services	32103	150.00		1534-Sept-false alarm
09/10/2020	N D Broadwith	32104	300.00		1535-SandyCC work
09/10/2020	FD Odell & Sons Ltd	32105	479.70		1537-monthly skip rental-Sept
09/10/2020	Rosetta Publishing	32106	290.40		1539-Beds Bulletin-Oct20
09/10/2020	Mr M Scott	32107	17.28		1540-Viola Cornuta-Flowers
09/10/2020	G & H Seamer	32108	550.00		1529-Grave digging
09/10/2020	Agrovista UK Ltd	32109	757.08		1522-Purity tea seed meal
09/10/2020	Shire Pest Control & Wildlife	32110	115.00		1542-Trapping moles-Sandy Cem
09/10/2020	S.J.S. irrigation	32111	408.00		1541-Annual cntrt-Bowls 20/21
09/10/2020	SLCC Enterprises Ltd	32112	281.00		1544-Full membership fees
09/10/2020	Sandy Royal British Legion	32113	500.00		1545-Sandy RBL Grant 20/21
09/10/2020	Sandy Secondary School	32114	25.00		1543-Grant Sandy S. School
09/10/2020	T&J Seymour Electrical Install	32115	2,730.00		1547-Excavate hole+fit column
09/10/2020	Travis Perkins Trading Co Ltd	32116	23.93		1548-Graffiti Remover liquid
09/10/2020	Verto (UK) Ltd	32117	118.80		1550-Renew domain to 08.10.22
09/10/2020	VFM Products Ltd	32118	263.40		1551-Grass line 10 ltr
09/10/2020	Mid-Beds Locksmiths Ltd	32101	71.94		1531-Church lock-access repair
09/10/2020	HMRC	BP	3,554.74		PAYE/NI Sep 20
09/10/2020	Beds Pension Fund	BP	5,709.79		Pensions Sep 20
09/10/2020	CBC	DDR	923.00		Depot Rates
09/10/2020	CBC	DDR	140.00		Market Rates
09/10/2020	CBC	DDR	3,368.00		Office Rates
09/10/2020	CBC	DDR	1,736.00		Cemetery Rates
09/10/2020	CBC	DDR	6,175.00		Car Park Rates
09/10/2020	CBC	DDR	936.00		Public Toilets Rates
13/10/2020	Lamps & Tubes Illuminations Lt	111367	9,778.20		1599-Christmas Lights
13/10/2020	Savin Nurseries	BP	478.00		1553-Horse manure
13/10/2020	TTM Consultancy Services Ltd	BP1	726.00		1552-Annual service agreement
14/10/2020	Ampower UK Ltd	DDR1	14.19		1603-Public toilets electricit
14/10/2020	Ampower UK Ltd	DDR2	18.93		1602-SRRG Electricity
14/10/2020	Ampower UK Ltd	DDR3	33.08		1604-Lighting electricity
14/10/2020	Ampower UK Ltd	DDR4	76.27		1606-Depot electricity
14/10/2020	Ampower UK Ltd	DDR5	700.54		1605-Lighting electricity
14/10/2020	UK Fuels Limited DDR	DDR6	118.66		1500569/1598/UK Fuels Limited
14/10/2020	Chess Ltd DDR	DDR7	216.54		Purchase Ledger Payment

Continued on Page 2

List of Payments made between 01/10/2020 and 31/10/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
15/10/2020	Salaries Oct 20	DDR	14,516.83		Salaries Oct 20
15/10/2020	Savin Nurseries	BP3	95.00		Bedding Planting
28/10/2020	Anglian Water Business Ltd. (N	BP4	172.41		1601-P/toilets water charges
28/10/2020	Anglian Water Business Ltd. (N	BP5	517.33		1600-B/Green Water charges
29/10/2020	Chess Ltd DDR	DDR1	71.33		Purchase Ledger Payment
29/10/2020	Chess Ltd DDR	DDR2	359.86		1614-Telephone
Total Payments			67,665.84		

APPLICATION FOR GRANT AID FROM
SANDY TOWN COUNCIL

<u>Name of the Organisation/Group</u>	
THE FRIENDSHIP CLUB (SANDY GOOD NEIGHBOURS)	
Are you affiliated to a national organisation? If so, which one?	None. The Friendship Club operates under the umbrella of the Sandy Good Neighbours and is run by SGN volunteers.
Local venue/meeting place	Stonecroft Community Hall and members' homes (prior to lockdown and social distancing)
Are you a registered charity? If so, give your charity number?	No, but we work under the umbrella of Bedfordshire Rural Communities Charity.
What are the aims and activities of the organisation?	<p>The Sandy Good Neighbours' volunteers provide residents of Sandy and Beeston with short term help with transport, shopping, small household repairs etc.</p> <p>The group is run and administrated by local volunteers under the auspices of the Bedfordshire Rural Communities Charity. All volunteers have DBS clearance (police checked) and are fully insured.</p> <p>A rota of "phone-holders" operates the mobile phone helpline from 9am to 6pm Monday to Friday.</p> <p>The Friendship Club is operated by SGN volunteers and prior to lockdown the club met every Monday and Friday morning. Each attendee paid £2 and for this they were served tea and biscuits, had a raffle and were provided with some entertainment,</p>

	usually a talk by a local group. However, the main purpose of the group is to help tackle loneliness and isolation by providing chances to meet with others.
How many members do you have?	Volunteers/Leaders 37/6
Members:	Junior 0
	Senior 37
What is your annual subscription?	Junior £ 0
	Senior £ 0

Project Information	
What would the grant be used for?	The grant would be used to provide each member of the Friendship Club a Christmas card and a small gift. Issues of isolation and loneliness have become more prevalent this year due to the restrictions and impact Covid19 has placed on our lives. The Friendship Club volunteers have kept contact with the members throughout the year, but the provision of a Christmas gift will help ensure these residents receive friendship and feel part of a community at what can be a lonely time year.
In what manner will the residents of Sandy benefit?	Residents facing loneliness and isolation this Christmas will receive contact and a small gift as part of continued efforts to help bring friendship and communication to those who are lonely or isolated.
Approximately how many Sandy residents will benefit from this grant?	The Friendship Club has approximately 36 members
Estimated total cost of project	£150.00
Please state clearly how much you are applying for from Sandy Town Council	£150.00
What amount is being met from your own funds?	It has been particularly hard to raise funds to support the Friendship Club this year due to Covid19. Therefore

	<p>the Friendship Club is unable to meet the costs of the proposed project.</p>	
<p>What is the amount sought from other funding bodies? Please give details of other sources you have applied to or intend to apply to.</p>		
<p><u>Source</u></p>	<p><u>Amount</u></p>	<p><u>Confirmed/Pending/Unsuccessful</u></p>
<p>.</p>		

<p>Financial Details</p>	
<p>Please specify how any income, particularly surplus, is spent.</p>	<p>Sandy Good Neighbours is funded solely by donations from clients and fund-raising events. Funds are used to pay for the group telephone, insurance, and publicity. Any surplus is held in reserve to cover future running costs.</p>
<p>Please attach accounts (audited/independently examined) for the last two years and your budget forecast for the forthcoming/current year.</p>	<p>N/A</p>


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Payment Details	
Account Title	Sandy Good Neighbours
Account Number	65126491
Bank/Building Society Name and Address	National Westminster Bank Sort Code: 60-02-29
Contact Details	
Please give details of the person with whom this application can be discussed and to whom any cheque should be sent:	Stephen Ralph
Position in organisation	Chairman, Sandy Good Neighbours
Address	16 Cedar Gardens, Sandy, SG19 1EY
Telephone Number	
E-mail address	stephen.ralph@ntlworld.com

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:	STEPHEN RALPH
Position:	CHAIRMAN
Date:	1/12/20

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

Annual Governance and Accountability Return 2019/20 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** is completed by the authority's internal auditor.
 - **Sections 1 and 2** are to be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published **before 1 July 2020**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2020**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2020
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2019/20

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2020 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2019/20**, approved and signed, page 4
- **Section 2 - Accounting Statements 2019/20**, approved and signed, page 5

Not later than 30 September 2020 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (no highlighted boxes left empty), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report if possible before approving the annual governance statement and the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2020.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2019) equals the balance brought forward in the current year (Box 1 of 2020).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2020**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations from last year to this year been published?	✓	
	Has the bank reconciliation as at 31 March 2020 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	✓	

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2019/20

SANDY TOWN COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	Y		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	Y		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	Y		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	Y		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	Y		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	Y		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	Y		
H. Asset and investments registers were complete and accurate and properly maintained.	Y		
I. Periodic and year-end bank account reconciliations were properly carried out.	Y		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	Y		
K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")			✓
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.			✓
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

15/01/2020

DD/MM/YY

HANESAM WATTS. INTERNAL AUDITOR

Signature of person who carried out the internal audit

HANESAM WATTS

Date

17/06/20

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

SANDY TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

29/06/20

and recorded as minute reference:

FC (9-2020/21) CE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

[Signature]
SIGNATURE REQUIRED

[Signature]
SIGNATURE REQUIRED

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

WWW.SANDYTOWNCOUNCIL.GOV.UK WEBSITE ADDRESS

Section 2 – Accounting Statements 2019/20 for

SANDY TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	685,687	656,288	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	562,607	580,198	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	132,521	105,184	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	250,656	263,932	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	608	608	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	473,263	604,834	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	656,288	472,296	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	660,653	509,046	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2,956,838	3,282,785	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	3,674	3,313	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
	✓		N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

 SIGNED REQUIRED

Date

29/06/20

I confirm that these Accounting Statements were approved by this authority on this date:

29/06/20

as recorded in minute reference:

TC (10-2020/21) ENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

 SIGNED

Section 3 – External Auditor Report and Certificate 2019/20

In respect of

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office NAO on behalf of the Comptroller and Auditor General see note below . Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

Not applicable

3 External auditor certificate 2019/20

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

*We do not certify completion because:

Not applicable

External Auditor Name

Mazars LLP, Durham, DH1 5TS

External Auditor Signature

Mazars LLP

Date

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

SANDY TOWN COUNCIL

COMMITTEE: Policy, Finance and Resources

DATE: 7th December 2020

AUTHOR: Town Clerk

SUBJECT: Depot Cladding

1. Summary

- 1.1 The Council previously discussed the need to have some work carried out to the Council's Stratford Road depot cladding. It was agreed that the Clerk, Mayor and Chairman of PFR agree a quotation due to the urgency of having the work done as we are now in winter.
- 1.2 The following report is for Members' information and outlines the work to be undertaken and the quotation agreed.

2. Scope of Works

2.1 Cladding -

- Make good existing cladding
- Removing some cladding where movement has occurred and replacing where repairs have been attempted.
- Cladding to be fixed in its entirety by double nailing onto the existing battens.
- Cladding will be fixed with 2.8mm x 51mm ring shanked nails either galvanised or stainless steel.

2.2 Guttering to left of building/intersection of valley

- Replacement of 4" (110mm) with 6" (150mm) guttering to stop overspill from shallow pitch of roof.

3. Cost of Work

- 3.1 The total estimate for the works is £2,240 +VAT.
- 3.2 The estimate represents the best value recommendation received based on the submissions from contractors who viewed the building.
- 3.3 Members should note that the cost of the work is £1,600 less than the amount of funds held back from the contractor who installed the cladding originally.

SANDY TOWN COUNCIL

COMMITTEE: Policy, Finance and Resources

DATE: 7th December 2020

AUTHOR: Town Clerk

SUBJECT: Chapel Refurbishment

1. Summary

1.1 The Council previously agreed to the refurbishment of the cemetery chapel by volunteers, with a view to bringing the chapel back into a state by which it could be used as a facility again. The work has now been undertaken and the committee is asked to consider a recommendation from the Cemetery Working Group on re-opening the chapel for use.

2. Scope of Works

2.1 The following work has been undertaken in the cemetery chapel;

- Revarnish the main door and paint all door furniture
- Arrange lock repair and order two replacement keys (paid for from STC maintenance budget)
- Paint and replant two external planters
- Replant the rockery garden outside the chapel
- Clean and repaint walls with masonry paint
- Clean windows and leadwork inside and out
- Remove carpet floor tiles and replace with carpet
- Clean and repaint ceramic floor tiles
- Clean and refurbish wooden pews, lectern, and cupboard
- Revarnish interior cupboard doors.

The following donations were made to the cemetery chapel, via the lead volunteer;

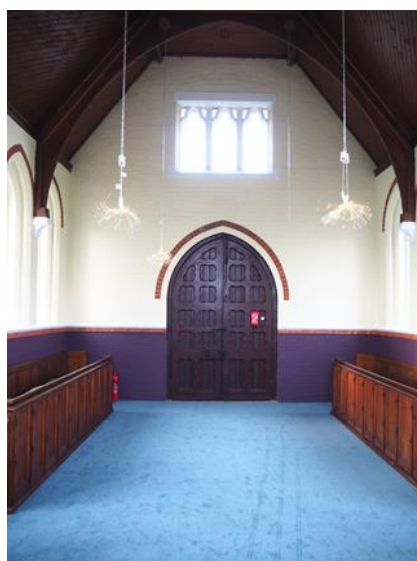
- Floor standing candelabra
- Decorative lights, candles and spare batteries
- PA system and microphone
- Storage unit and crockery
- Portable stove top with kettle
- Free standing gas heater
- Fire blanket and extinguisher
- Cleaning Equipment

3. Review of Works

- 3.1 A video 'tour' of the chapel was previously issued to all Members for their information. The Mayor has written to the volunteers who carried out the work to thank them for their generosity and hard work in bringing the chapel back into a state whereby the Council can consider permitting use of the facility.
- 3.2 The Council's Health and Safety advisors have inspected the chapel and are in the process of issuing an advisory report. The full report will be presented to Council once received. However, the Health and Safety advisors were comfortable that the chapel be opened for use by undertakers for the purpose of funerals. Any use must observe rules relating to COVID19 as well as standard health and safety guidance.
- 3.3 The Cemetery Working Group reviewed the work undertaken and considered the matter of re-opening the chapel for use by undertakers. The Working Group also reviewed charges for similar facilities in other areas with the aim of recommending a charge for use of the facility.
- 3.4 While there was some discussion on potential further enhancements that could be considered for the chapel, it was agreed that the chapel was currently in a position to be opened up for re-use by undertakers and that a suitable fee should be agreed, with the availability of the chapel advertised to undertakers.

4. Recommendation

- 3.1 That the chapel be opened for use again by undertakers for funerals and included in the Council's Scale of Charges.
- 3.2 That a flat charge of £75.00 is included in the Council's Scale of Charges for use of the cemetery chapel.



SANDY TOWN COUNCIL

COMMITTEE: Policy, Finance and Resources

DATE: 7 December 2020

OFFICER: Town Clerk

SUBJECT: Scale of Charges for Financial Year 2021/22

The table below details the 2020/21 scale of charges for Council functions and services. The table proposes some increases in charges for the financial year 2021/22. The increases are either based on the last available RPI figure of 1.3% (October 2019) or a rounded amount where 1.3% is unpractical.

Sports Charges			
Football			
<i>Bedford Road Recreation Ground – Sandy Football Club</i>	2020/21 £	2021/22 £	VAT
Pitch and Pavilion	Lease		
Line Marking of football pitch per marking	26.00	26.33	+ VAT
<i>Sunderland Road Recreation Ground</i>			
Seasonal hire of junior pitch	71.00	71.90	
Casual use of senior pitch	36.50	37.00	+ VAT
Casual use of junior pitch	13.50	13.70	+ VAT
Seasonal use of mini pitches	57.00	57.75	
Casual use of mini pitches	10.50	10.65	+ VAT
<i>Seasonal use of football pitch and 2 changing rooms:</i>			
Sandy Colts and other junior teams	183.00	185.00	
Sandy Colts senior teams	208.00	211.00	
Adult teams	449.00	455.00	
Cricket			
Lease			
Sandy Cricket Club (2 changing rooms and education room)	285.00	288.70	SLL
Sandy Cricket Club (pitch) -	221.50	224.40	
Casual use of cricket pitch (income to club)	Set by SCC		
Other clubs (seasonal use of 2 changing rooms)	235.00	238.50	
Casual use of 2 changing rooms	22.00	22.30	
Bowls			
Lease			
Sandy Town Bowls Club			
Rink Fees (bowling green per person per rink per hour)	4.30	4.35	+ VAT

Premises, Leases etc			
Jenkins Pavilion			
Non profit making youth groups:	2020/21	2021/22	VAT
	£	£	
Seasonal or termly use of education room (weekly meetings)	Set By SLL		
Casual use of education room (per hour)	Set By SLL		
Non profit making adult groups:			
Yearly use of education room (monthly meetings)	Set By SLL		
Commercial or business groups:	Set By SLL		
Casual use of education room (per hour)	Set By SLL		

Premises, Leases etc continued			
10 Cambridge Road			
Day Time	2020/21	2021/22	VAT
	£	£	
Hire of Council Chamber per session (4 hours)	36.75	37.20	+ VAT
Hire of council chamber per session day rate	63.30	64.10	+ VAT
Hire of Chamber per hour	11.00	11.10	+ VAT
Evening			
Hire of Chamber per Hour	12.75	13.00	+ VAT
Hire of Chamber for (4 hours)	42.00	42.50	+ VAT

Note: Bookings for the Chamber were very low during 2018/19 and rates left static for 2019/20 in a hope this might help encourage more bookings.

Other Charges			
Sale of Council Papers	2020/21	2021/22	VAT
	£	£	
Agenda, Minutes and supporting papers per year	210.00	210.00	
Photocopying Charges			
Black and White A4	0.10	0.10	Inc VAT
Black and White A3	0.20	0.20	Inc VAT
Black and White A4 card	0.20	0.20	Inc VAT
Colour A4	0.50	0.50	Inc VAT
Colour A3	0.80	0.80	Inc VAT
Laminating A4	0.80	0.80	Inc VAT
Laminating A3	1.30	1.30	Inc VAT
Administration costs if applicable (time spent on fulfilling request exceeds 1 hour)	11.25	11.25	
Town Centre Car Park			
Pass (non-refundable)	145.50	147.40	+ VAT
Replacement pass	54.00	55.00	

Burials and Memorials		
Exclusive rights to Burial	2020/21 £	2021/22 £
Burial in all sections 7 ft x 3 ft	200.00 (all sections)	202.00
Fee for transfer of rights of burial document	64.00	65.00
Treble fees for non-parishioners		

Burials and Memorials		
Exclusive rights to Burial of cremated remains	2020/21 £	2021/22 £
Cremated remains in earthen grave 2 ft x 2 ft	105.00 (all sections)	106.50
Cremated remains in earthen grave 4 ft x 2 ft	209.00 (all sections)	212.00
Tablets are the only memorials permitted		
Treble fees for non-parishioners		
Interment Fees	2019/20 £	2020/21 £
Interment of a body of a non-viable foetus or a child whose age at the time of death did not exceed 12 months	30.00	30.00
Interment of a body of a child whose age at the time of death exceeded 12 months but did not exceed 12 years	60.00	60.00
Interment of a body of a person whose age at the time of death exceeded 12 years	461.50	467.50
Cremated remains	136.00	137.75
Scattering of cremated remains	27.00	27.50
<i>Fees above include the digging of the grave and apply only where the interment is made between the hours of 10 am and 4 pm Monday to Friday or on the certificate of a coroner or registered medical practitioner that immediate interment is necessary. In any other case an additional fee is payable available on application at the time of the interment</i>		
Extra charge per ft for excavations deeper than 7 ft	80.00	80.00
Treble fees for non-parishioners		
Burials and Memorials continued		
Memorial Fees	2020/21 £	2021/22 £
Any headstone, vase or tablet permitted under the regulations	155.00	157.00
Subsequent inscriptions	53.00	53.70
Restoration and Replacement of kerbing	53.00	53.70
Treble fees for non-parishioners		

Maintenance Fees		
Maintenance of graves (per single grave not planted per annum)	59.00	59.75
Maintenance of graves (per single grave planted x 2 per annum)	128.50	130.00
New requests for maintenance of planted grave	160.00	162.00
Maintenance in perpetuity	2,524.00	2,556.81
Standard administration charge for cemetery requests not covered by the above – <i>Such as moving of headstones etc.</i>	-	30.00
Exhumation Fees		
Administration costs and personnel attendance at exhumation.	To be considered on individual basis.	
Transfer of Ownership	30.00	30.00
RECOMMENDATION by the Cemetery Working Group that the Council re-open the Chapel for use by undertakers and that a flat rate of £75.00 be charged per service.		
Cemetery Chapel Usage	-	75.00

SANDY TOWN COUNCIL**COMMITTEE: Policy, Finance and Resources****DATE: 7 December 2020****AUTHOR: Town Clerk****SUBJECT: Capital Budget****1. Summary**

- 1.1 Each financial year the Council sets a revenue and capital budget for the following year. The revenue budget is set to cover the Council's day-to-day expenditure and is based on the amount of money the Council requires to provide its services during the year. (*e.g. salaries, building maintenance, running of vehicles*). It is a legal requirement of the Council to set a balanced budget. This report is a start of the process in establishing a capital budget level for 2021/22.

Capital expenditure is usually spending of a "one-off" nature and results in the construction, purchase or improvement of an asset, such as installation of new fencing, play equipment or the purchase of a vehicle.

- 1.2 Sandy Town Council allocates a budget to its rolling capital fund each year. This is important as it allows the Council to invest in new capital purchases, pursue projects or improve assets. For example, even when sc106 funds have been awarded for new capital expenditure on play equipment, the Council had to first spend that money from capital funding before it was then reimbursed by Central Bedfordshire Council.
- 1.3 The capital budget is rolling and at the end of each financial year any unspent funds in the rolling capital budget are added to the new financial year's rolling capital allocation. This allows the Council to continue to gradually build up capital funds for projects and capital expenditure purposes.
- 1.4 Prior to the 2020/21 financial year, any underspend in the revenue budget had been allocated to the Council's General Reserve to help build the reserve up to the recommended level. The Council reached its recommended general reserve during the 2019/20 financial year and as such the Council's accountant recommended that any underspend from 2019/20 be allocated to the rolling capital fund in 2020/21.
- 1.5 The Council's accountant is again recommending that any revenue underspend for the current financial year be allocated to the 2020/21 rolling capital budget. If this is to be done, a resolution will need to be passed to that effect prior to the end of March 2021. Due to lower than anticipated salary increases and COVID19, it is anticipated there will be a significant underspend for allocation to capital.

2. Capital Expenditure 2020/21

- 2.1 The Council began the 2020/21 financial year with a rolling capital fund of £192,893.
- 2.2 Details of capital expenditure are included in the monthly PF&R budget reports. During the current financial year, the Council has spent less capital expenditure than it may have otherwise done due to the shift of focus on managing services during the pandemic. Expenditure has been undertaken on completing the new CCTV system, new IT equipment and outdoor gym equipment. Further expenditure is still to be incurred from purchase of barrier baskets, cemetery gates, new bins, town entrance signage and potential work to the chapel roof and cemetery wall.

3. Capital Funding for 2021/22 Financial Year

- 3.1 The following estimate is based on the current 2021/22 capital budget allocation of £51,300 and the current estimated financial year underspend.

Current level of rolling capital fund: £178,672

Estimated rolling capital fund at end of financial year: £156,024
(This follows possible further anticipated expenditure of approx.£22,648 – not including expenditure for which section106 will be claimed)

Estimated rolling capital fund following transfer of £10,000 to the revenue budget for the Neighbourhood Plan budget: £146,024

Estimated rolling capital fund for 2021/22 with the £51,300 capital funding allocation: £197,324

Estimated rolling capital fund for 2021/22 with addition of 2020/21 underspend: £249,917

Estimated available rolling capital fund for 2021/22 based on the current budget is **£249,917** if the Council do not increase the 2021/22 allocation above the £51,300 allocated in 2020/21.

- 3.2 In addition the Council holds the following Earmarked Reserves, which can be spent on capital funding specific to the reserve purpose;
- Cemetery Development Reserve: £23,028
 - Community Funds (unallocated): £7,000
 - Fallowfield Reserve: £56,132
 - Elections: £15,000

4. Potential Capital Expenditure

4.1 Below is a summary of some potential capital expenditure to be undertaken from the Rolling Capital Fund;

Cemetery and Depot site Archaeological Analysis and Reports	Communication with the archaeological contractors has been limited due to COVID19 and furloughing of staff. However, the final analysis and reporting stages of the archaeological work must still be undertaken as part of the planning conditions for the cemetery. Costs have lowered for final post excavation work following further discussions and input from CBC archaeologist.	£66,610.00
Cemetery Site	Land continuing to settle prior to use as a cemetery while interment space remains in the existing site. Now depot project is complete, tender for landscaping, paving and establishment of new cemetery site to be issued. Money set aside in EMR, may be exceeded with inclusion of monitoring wells in tender (<i>previous estimate of £5,000 for wells</i>) <i>Ongoing expenditure such as planting at the site can be covered from the relevant revenue budget funds.</i>	£23,000.00 in EMR
Dropped Kerb in cemetery car park	Potential work to install additional dropped kerb at cemetery car park to allow better disabled access and line mark disabled bay. Cost based on initial quote received.	£4,500.00
Allotment and Community Orchard	CBC have now appointed solicitors to draw up the lease of allotment land at Beeston. The cost implications for the Council are unknown until it is established by CBC what contributions might be brought forward as part of the lease and the affordable housing development at the front of the site. Originally the clearance of the site, water supply, boundary fencing, gateway and car park were up for inclusion in works to	£18,000.00

	be done as part of the work. Cost is an allowance allowed for the development of the site from capital funding.	
Upgrading of all council bins	Council agreed to upgrade 12 of the council's old concrete bins with new, dual compartment metal bins in current financial year. Remaining bins to be replaced in future years.	£8,200.00
Bedford Road Fencing Allowance	Potential need to install new town council owned boundary fencing at the back of Bedford Road. Cost based on quote from fencing contractor with additional allowance.	£5,000.00
Council Vehicle	One of the Council's pick-up trucks is getting older and incurring more recurring issues and annual maintenance costs. Allowance should be made from capital for a new vehicle in future years. Cost is an allowance and exact costs will be dependant on further research into electric vehicles which may be appropriate for the council outdoor team's purposes.	£22,000.00
Gang Mowers	Allowance for the purchase of a set of trailing gang mowers for the tractor to help with the maintenance of recreation grounds and reduce pressure on the ride-on lawn mower. Cost assumed at higher end of range for the purpose of the budget. Options available for research by Outdoor team Leader which could present lower costs.	£15,000.00
Shredder/chipper	New, robust shredder/chipper will be required for the outdoor team to help with management of waste. As the new cemetery comes online the outdoor team will no longer have space to burn tree cuttings, 'garden waste' etc. A robust shredder will provide another way of managing waste. Electric options to be further researched to consider if they could meet requirements. Cost assumed at maximum end of equipment looked at.	£2,000.00
		£164,310.00

- 4.4 *Members are asked to consider whether they wish to amend the 2021/22 budget which currently allocates no increase to the rolling capital budget of £51,300.*

Sandy Town Council

(Prepared 12.10.20)

Budget Summary**Year Ended 31st March 2022**

	<u>2020-21</u>		<u>2021-22</u>	<i>Budget</i>	
	Projected	<i>Budgeted</i> (Revised)	Proposed	<i>Incr/Decr</i>	
REVENUE EXPENDITURE					
Staffing & Admin	408361	443050	447015	3965	
Services	113827	122277	124674	2397	
	<u>522188</u>	<u>565327</u>	<u>571689</u>	<u>6362</u>	
INCOME					
Staffing & Admin	5696	3550	1250	-2300	
Services	35520	30917	33132	2215	
	<u>41216</u>	<u>34467</u>	<u>34382</u>	<u>-85</u>	
NET REVENUE EXPENDITURE	<u>480972</u>	<u>530860</u>	<u>537307</u>	<u>6447</u>	
Capital Expenditure (Net)					
Rolling Capital Fund Allocation	51300	51300	51300	0	
Capital & Projects (net)	-2705	0	0	0	
Loans	608	608	609		
Loan - Internal Repayment	12000	12000	12000	0	
	<u>61203</u>	<u>63908</u>	<u>63909</u>	<u>0</u>	
TOTAL NET EXPENDITURE	<u>542175</u>	<u>594768</u>	<u>601216</u>	<u>0</u>	
Financed as follows					
Reserves at 1st April	234043	246129	286636		
Reserves at 31st March	<u>286636</u>	<u>246129</u>	<u>286636</u> **		
Used to Fund Expenditure\ (Incr in Gen Rsv)	(52,593)	0	0 ***		
PRECEPT FUNDING REQUIRED	<u>594768</u>	<u>594768</u>	<u>601216</u>	<u>6448</u>	1.08%
	<u>542175</u>	<u>594768</u>	<u>601216</u>		

Precept information**ADJUSTED BASIS**

Band D Equivalents	<u>4007</u>	<u>4016</u>	(NYA)	<u>0.22%</u>
Precept per Band D Equivalent (£/annum)	<u>£ 148.43</u>	<u>£149.71</u>	£1.28	<u>0.86%</u>
Precept per Band D Equivalent (p/week)	<u>284.66</u>	<u>287.11</u>	2.45 p	

**Note: Recommended minimum reserve equal to			
3 months net revenue expenditure	<u>120243</u>	<u>132715</u>	<u>134327</u>
General Reserve Shortfall /Surplus	166393	113414	152309 ***

<u>Earmarked Reserve</u>	<u>31/03/2020</u>	<u>31/03/2021</u>	<u>31/03/2022</u>
	<i>(Actual)</i>	<i>(Projected)</i>	<i>(Available)</i>
Rolling Capital Fund	141593	107843	159143
Earmarked Reserves	45027	49047	49047
Fallowfield	51632	56132	60632
Fallowfield Internal Loan	238000	226000	214000
TOTAL Earmarked Funds	<u>476252</u>	<u>439022</u>	<u>482822</u>
General Reserve (see above)	234043	286636	286636 B
Total Reserves	<u>710295</u>	<u>725658</u>	<u>769458</u>

Sandy Town Council

(Prepared 12.10.20)

Budget Summary**Year Ended 31st March 2022**

		2020-21		2021-22	<i>Budget Incr/Decr</i>
		Projected	<i>Budgeted (Revised)</i>		
Expenditure Budgets					
Staffing & Admin					
Staff	401	282800	304625	308925	4300
Admin - Office	402	75851	79130	79550	420
Admin - Works	403	40170	41805	41300	-505
Precept and Interest	601	0	0	0	0
Democratic & Civic	602	9540	17490	17240	-250
		<u>408361</u>	<u>443050</u>	<u>447015</u>	<u>3965</u>
Services					
Footway Lighting	405	16300	15750	16500	750
Cemetery & Churchyard	406	12320	11000	11900	900
Town Centre (incl Market) (excl Loans)	408	16730	17810	18400	590
Public Toilets - Car Park	409	2500	4380	2500	-1880
Play Areas & Open Spaces	500	-1591	1800 A	1750	-50
Sunderland Rd Rec Ground	501	30443	29987	32914	2927
Nature Reserves	502	13945	13900	14060	160
Grass Cutting	505	7580	10000	9000	-1000
Litter Bins Seats and Shelters	506	600	1000	1000	0
Christmas Lights	509	15000	16650	16650	0
		<u>113827</u>	<u>122277</u>	<u>124674</u>	<u>2397</u>
TOTAL EXPENDITURE		<u>522188</u>	<u>565327</u>	<u>571689</u>	<u>6362</u>

NOTES

A Funding from Fallowfield EMR £15K p.a. to 2019/20. Thereafter £7.5K p.a.

Sandy Town Council

(Prepared 12.10.20)

Budget Summary

Year Ended 31st March 2022

	<u>2020-21</u>		<u>2021-22</u>	<i>Budget</i>
	Projected	<i>Budgeted</i>	Proposed	<i>Incr/Decr</i>
		(Revised)		
<u>Income Budgets</u>				
<u>Staffing & Admin</u>				
Staff	401	0	0	0
Admin - Office	402	1492	1550	-1300
Admin - Works	403	0	0	0
Precept and Interest	601	1500	2000	-1000
Democratic & Civic	602	2704	0	0
		<u>5696</u>	<u>1250</u>	<u>-2300</u>
		<u>3550</u>		
<u>Services</u>				
Footway Lighting	405	0	0	0
Cemetery & Churchyard	406	30000	27500	2500
Town Centre (incl Market)	408	0	100	-328
Public Toilets - Car Park	409	0	0	0
Play Areas & Open Spaces	500	1612	1105	5
Sunderland Rd Rec Ground	501	1239	1252	13
Nature Reserves	502	2669	2675	25
Grass Cutting	505	0	0	0
Litter Bins Seats and Shelters	506	0	0	0
S.E.G (not is use 14/15)	508	0	0	0
Christmas Lights	509	0	500	0
		<u>35520</u>	<u>33132</u>	<u>2215</u>
		<u>30917</u>		
<u>TOTAL INCOME</u>		<u>41216</u>	<u>34382</u>	<u>-85</u>
		<u>34467</u>		

**Sandy Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 7)**

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Note: 2020/21 Proposed Budget

	<u>2019/20</u>		<u>2020/21</u>				<u>2021/22</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>401 Staff</u>									
4001 Gross Salaries - Admin	113,000	111,631	121,000	66,927	115,000	0	122,500	0	0
4002 Gross Salaries - Works	102,500	91,917	109,500	51,937	99,000	0	110,000	0	0
4003 Employers NIC	17,300	16,106	19,250	9,606	17,000	0	19,350	0	0
4004 Employers Superannuation	47,500	44,278	53,000	27,065	50,500	0	55,500	0	0
4006 H&S Costs/Consultancy	500	589	600	0	600	0	600	0	0
4010 Miscellaneous Staff Costs	1,000	642	1,000	581	700	0	700	0	0
4030 Recruitment Advertising	275	0	275	0	0	0	275	0	0
Overhead Expenditure	282,075	265,162	304,625	156,116	282,800	0	308,925	0	0
Movement to/(from) Gen Reserve	(282,075)	(265,162)	(304,625)	(156,116)	(282,800)		(308,925)		
<u>402 Administration-Office</u>									
1003 Tourism Income	500	1,099	750	0	0	0	0	0	0
1201 Rent Received Etc	750	603	750	205	205	0	250	0	0
1202 Photocopying Income	50	60	50	0	0	0	0	0	0
1205 Miscellaneous Income	0	1,362	0	1,158	1,287	0	0	0	0
Total Income	1,300	3,123	1,550	1,363	1,492	0	250	0	0
4008 Training	2,000	804	2,000	620	2,000	0	2,000	0	0
4009 Travel & Subsistence	200	97	200	25	25	0	200	0	0
4010 Miscellaneous Staff Costs	0	0	0	100	100	0	0	0	0
4011 General Rates	6,700	6,629	6,770	6,737	6,770	0	6,850	0	0
4012 Water Rates	600	701	800	109	500	0	800	0	0
4014 Electricity	2,500	2,084	2,600	806	2,300	0	2,300	0	0

Continued on next page

Sandy Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 7)
Note: 2020/21 Proposed Budget

		<u>2019/20</u>		<u>2020/21</u>				<u>2021/22</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4015	Gas	1,500	-610	1,300	35	1,300	0	1,300	0	0
4016	Cleaning Materials etc	1,250	1,116	1,250	839	1,250	0	1,250	0	0
4018	General Data Protection Regs	1,000	0	500	500	500	0	500	0	0
4020	Misc Establishment Costs	2,000	1,250	2,000	429	1,000	0	2,000	0	0
4021	Telephone & Fax	2,500	3,123	2,750	2,071	3,000	0	2,700	0	0
4022	Postage	1,200	971	1,200	600	1,200	0	1,300	0	0
4023	Printing & Stationery	2,000	1,883	1,500	651	1,500	0	1,000	0	0
4024	Subscriptions	2,850	2,829	3,150	2,806	2,806	0	3,150	0	0
4025	Insurance (excl vehicles)	21,500	20,490	19,500	11,384	19,500	0	20,000	0	0
4026	Photocopy Costs	3,500	2,657	4,160	2,809	5,200	0	5,200	0	0
4027	IT Costs incl Support	4,500	3,744	4,000	2,148	4,000	0	3,500	0	0
4028	Service Agreements (Other)	6,500	5,582	6,500	3,424	6,500	0	6,500	0	0
4035	Publications	100	94	100	59	100	0	100	0	0
4036	Property Maintenance/Security	4,000	4,553	4,000	2,303	4,000	0	4,000	0	0
4040	Equipment Purchases (Minor)	2,000	663	2,000	281	1,000	0	2,000	0	0
4050	Tourism Expenditure	250	949	400	0	0	0	100	0	0
4051	Bank Charges	500	556	550	277	500	0	550	0	0
4056	Legal Expenses	2,500	1,543	2,500	1,802	2,500	0	2,500	0	0
4057	Audit Fees - External	1,300	1,300	1,300	0	1,300	0	1,300	0	0
4058	Audit Fees - Internal	750	830	900	0	900	0	900	0	0
4059	Accountancy Fees	7,000	6,485	7,000	3,274	6,000	0	7,350	0	0
4070	Refreshments	200	142	200	45	100	0	200	0	0
Overhead Expenditure		80,900	70,463	79,130	44,131	75,851	0	79,550	0	0
Movement to/(from) Gen Reserve		(79,600)	(67,339)	(77,580)	(42,768)	(74,359)		(79,300)		

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**Sandy Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 7)**

14:47

Note: 2020/21 Proposed Budget

	<u>2019/20</u>		<u>2020/21</u>				<u>2021/22</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
403 Administration-Works									
4005 Protective Clothing	1,300	793	1,300	667	1,300	0	1,300	0	0
4008 Training	1,000	170	1,950	0	950	0	1,950	0	0
4011 General Rates	1,850	1,817	1,855	1,858	1,870	0	1,900	0	0
4012 Water Rates	200	20	250	50	200	0	200	0	0
4014 Electricity	1,000	697	1,200	1,330	2,100	0	1,200	0	0
4017 Refuse Disposal	5,500	3,703	5,000	2,678	4,500	0	4,500	0	0
4036 Property Maintenance/Security	2,000	2,532	2,000	525	1,500	0	2,000	0	0
4038 Consumables/Small Tools	2,500	1,924	2,500	696	2,000	0	2,500	0	0
4039 Planting/Trees/Horticulture	6,250	6,035	6,250	5,161	6,250	0	6,250	0	0
4040 Equipment Purchases (Minor)	2,000	1,693	2,000	14	2,000	0	2,000	0	0
4042 Equipment/Vehicle Maintenance	5,000	5,270	5,000	1,318	5,000	0	5,000	0	0
4043 Equipment/Vehicle Fuel	3,500	3,824	3,500	2,180	3,500	0	3,500	0	0
4044 Vehicle Tax & Insurance	3,000	2,880	3,000	2,520	3,000	0	3,000	0	0
4045 Arboriculture	6,000	1,060	6,000	0	6,000	0	6,000	0	0
Overhead Expenditure	41,100	32,417	41,805	18,998	40,170	0	41,300	0	0
Movement to/(from) Gen Reserve	(41,100)	(32,417)	(41,805)	(18,998)	(40,170)		(41,300)		
405 Footway Lighting									
4014 Electricity	5,750	7,206	5,750	3,759	6,300	0	6,500	0	0
4042 Equipment/Vehicle Maintenance	10,000	9,675	10,000	3,075	10,000	0	10,000	0	0
Overhead Expenditure	15,750	16,881	15,750	6,834	16,300	0	16,500	0	0
Movement to/(from) Gen Reserve	(15,750)	(16,881)	(15,750)	(6,834)	(16,300)		(16,500)		

Continued on next page

**Sandy Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 7)
Note: 2020/21 Proposed Budget**

		<u>2019/20</u>		<u>2020/21</u>				<u>2021/22</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
406	<u>Cemetery & Churchyard</u>									
1226	Burials/Memorials Income	20,450	28,172	25,000	20,599	30,000	0	27,500	0	0
	Total Income	20,450	28,172	25,000	20,599	30,000	0	27,500	0	0
4011	General Rates	2,750	2,971	3,050	3,471	3,470	0	3,500	0	0
4012	Water Rates	100	135	200	31	100	0	150	0	0
4036	Property Maintenance/Security	1,000	-208	1,000	803	1,000	0	1,000	0	0
4037	Grounds Maintenance	900	254	900	583	900	0	900	0	0
4039	Planting/Trees/Horticulture	350	120	350	0	350	0	350	0	0
4101	Grave Digging Costs	5,000	5,040	5,500	4,185	6,500	0	6,000	0	0
	Overhead Expenditure	10,100	8,313	11,000	9,074	12,320	0	11,900	0	0
	Movement to/(from) Gen Reserve	10,350	19,859	14,000	11,525	17,680		15,600		
408	<u>Town Centre (Including Market)</u>									
1238	Other Income Car Park	300	1,234	428	0	0	0	100	0	0
	Total Income	300	1,234	428	0	0	0	100	0	0
4011	General Rates	12,227	12,607	12,410	12,630	12,730	0	12,900	0	0
4036	Property Maintenance/Security	1,500	894	1,500	605	1,500	0	1,500	0	0
4053	Loan Interest	253	248	223	115	223	0	197	0	0
4054	Loan Capital Repaid	355	360	285	189	385	0	412	0	0
4100	CCTV Fees	19,100	14,293	4,000	1,661	2,500	0	4,000	0	0
	Overhead Expenditure	33,435	28,402	18,418	15,200	17,338	0	19,009	0	0

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**Sandy Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 7)**

14:47

Note: 2020/21 Proposed Budget

		<u>2019/20</u>		<u>2020/21</u>				<u>2021/22</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		<u>(33,135)</u>	<u>(27,168)</u>	<u>(17,990)</u>	<u>(15,200)</u>	<u>(17,338)</u>		<u>(18,909)</u>		
409	<u>Public Toilets - Car Park</u>									
4011	General Rates	1,850	1,841	1,880	1,859	0	0	0	0	0
4012	Water Rates	1,000	1,529	1,200	558	1,200	0	1,200	0	0
4014	Electricity	300	217	300	85	300	0	300	0	0
4036	Property Maintenance/Security	1,000	102	1,000	168	1,000	0	1,000	0	0
Overhead Expenditure		<u>4,150</u>	<u>3,690</u>	<u>4,380</u>	<u>2,671</u>	<u>2,500</u>	<u>0</u>	<u>2,500</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve		<u>(4,150)</u>	<u>(3,690)</u>	<u>(4,380)</u>	<u>(2,671)</u>	<u>(2,500)</u>		<u>(2,500)</u>		
500	<u>Play Areas and Open Spaces</u>									
1201	Rent Received Etc	500	0	0	0	0	0	0	0	0
1241	Sandy FC Rent	500	495	500	0	500	0	505	0	0
1251	Pitch Rental	550	690	600	0	465	0	600	0	0
1364	S106 Money Received	0	0	0	647	647	0	0	0	0
Total Income		<u>1,550</u>	<u>1,185</u>	<u>1,100</u>	<u>647</u>	<u>1,612</u>	<u>0</u>	<u>1,105</u>	<u>0</u>	<u>0</u>
4007	Health & Safety	400	343	400	520	520	0	550	0	0
4012	Water Rates	700	385	700	196	500	0	500	0	0
4014	Electricity	200	173	200	0	200	0	200	0	0
4036	Property Maintenance/Security	500	561	500	203	500	0	500	0	0
4037	Grounds Maintenance	2,500	450	2,500	0	2,500	0	2,500	0	0
4042	Equipment/Vehicle Maintenance	5,000	2,756	5,000	0	2,000	0	5,000	0	0
4971	Transfer from EMR	0	0	0	-311	-311	0	0	0	0

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**Sandy Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 7)**

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Note: 2020/21 Proposed Budget

	<u>2019/20</u>		<u>2020/21</u>				<u>2021/22</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4972 Transfer from EMR Fallowfield	-15,000	-15,000	-7,500	0	-7,500	0	-7,500	0	0
Overhead Expenditure	-5,700	-10,334	1,800	607	-1,591	0	1,750	0	0
Movement to/(from) Gen Reserve	7,250	11,519	(700)	40	3,203		(645)		
501 <u>Sunderland Road Rec Ground</u>									
1201 Rent Received Etc	0	514	500	1,030	500	0	500	0	0
1253 Bowls Club Rental	435	437	447	0	447	0	455	0	0
1255 Cricket Club Rental	280	217	287	0	287	0	292	0	0
1256 Scouts ,ACF and SSLA	5	0	5	5	5	0	5	0	0
Total Income	720	1,168	1,239	1,035	1,239	0	1,252	0	0
4012 Water Rates	800	2,134	1,500	2,856	2,500	0	2,500	0	0
4014 Electricity	200	166	200	73	200	0	200	0	0
4036 Property Maintenance/Security	1,750	3,025	1,750	517	2,000	0	2,000	0	0
4046 Bowling Green - SBC	3,165	3,041	3,248	2,827	3,248	0	3,329	0	0
4047 Equipment Maintenance - SBC	2,572	2,623	2,639	1,605	2,639	0	2,679	0	0
4048 Cricket Square - SCC	2,540	2,476	2,606	1,454	2,606	0	2,645	0	0
4049 Equipment Maintenance - SCC	2,748	535	2,819	793	1,000	0	2,861	0	0
4060 Other Professional Fees	15,225	16,061	15,225	9,476	16,250	0	16,700	0	0
Overhead Expenditure	29,000	30,062	29,987	19,599	30,443	0	32,914	0	0
Movement to/(from) Gen Reserve	(28,280)	(28,894)	(28,748)	(18,564)	(29,204)		(31,662)		
502 <u>Nature Reserves</u>									
1306 Countryside Stewardship Grant	2,000	2,879	2,000	0	2,000	0	2,000	0	0

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**Sandy Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 7)**

14:47

Note: 2020/21 Proposed Budget

		<u>2019/20</u>		<u>2020/21</u>				<u>2021/22</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1307	Angling Licence Rent	550	652	650	669	669	0	675	0	0
	Total Income	2,550	3,531	2,650	669	2,669	0	2,675	0	0
4037	Grounds Maintenance	1,500	163	1,500	270	1,500	0	1,500	0	0
4060	Other Professional Fees	10,000	10,447	10,400	0	10,400	0	10,560	0	0
4703	Sandy Green Wheel	2,000	2,000	2,000	2,000	2,045	0	2,000	0	0
	Overhead Expenditure	13,500	12,610	13,900	2,270	13,945	0	14,060	0	0
	Movement to/(from) Gen Reserve	(10,950)	(9,079)	(11,250)	(1,600)	(11,276)		(11,385)		
505	<u>Grass Cutting</u>									
4102	Grass Cutting	10,000	7,580	10,000	0	7,580	0	9,000	0	0
	Overhead Expenditure	10,000	7,580	10,000	0	7,580	0	9,000	0	0
	Movement to/(from) Gen Reserve	(10,000)	(7,580)	(10,000)	0	(7,580)		(9,000)		
506	<u>Litter Bins, Seats & Shelters</u>									
4042	Equipment/Vehicle Maintenance	650	0	1,000	0	600	0	1,000	0	0
	Overhead Expenditure	650	0	1,000	0	600	0	1,000	0	0
	Movement to/(from) Gen Reserve	(650)	0	(1,000)	0	(600)		(1,000)		
509	<u>Christmas Lights</u>									
1365	Christmas Lights	500	1,151	500	0	0	0	500	0	0
	Total Income	500	1,151	500	0	0	0	500	0	0
4401	Christmas Illuminations	14,000	13,683	14,000	8,149	14,000	0	14,000	0	0

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Sandy Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 7)
Note: 2020/21 Proposed Budget

		<u>2019/20</u>		<u>2020/21</u>				<u>2021/22</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4402	Community Christmas Event	2,500	2,982	2,650	0	1,000	0	2,650	0	0
	Overhead Expenditure	16,500	16,665	16,650	8,149	15,000	0	16,650	0	0
	Movement to/(from) Gen Reserve	<u>(16,000)</u>	<u>(15,514)</u>	<u>(16,150)</u>	<u>(8,148)</u>	<u>(15,000)</u>		<u>(16,150)</u>		
601	<u>Precept and Interest</u>									
1101	Precept	580,198	580,198	594,768	594,768	594,768	0	600,616	0	0
1320	Interest Received - All account	1,000	2,654	2,000	1,129	1,500	0	1,000	0	0
	Total Income	581,198	582,852	596,768	595,897	596,268	0	601,616	0	0
	Movement to/(from) Gen Reserve	<u>581,198</u>	<u>582,852</u>	<u>596,768</u>	<u>595,897</u>	<u>596,268</u>		<u>601,616</u>		
602	<u>Democratic and Civic Costs</u>									
1245	Grants Received	0	0	0	1,200	1,200	0	0	0	0
1309	Misc Contributions	0	335	0	1,504	1,504	0	0	0	0
	Total Income	0	335	0	2,704	2,704	0	0	0	0
4020	Misc Establishment Costs	100	68	100	0	100	0	100	0	0
4033	Annual Report & Newsletter	3,000	2,630	3,000	1,210	2,420	0	3,000	0	0
4042	Equipment/Vehicle Maintenance	400	210	400	0	400	0	400	0	0
4200	Mayor's Allowance	2,200	1,858	2,200	76	500	0	2,200	0	0
4202	Members' Expenses (Conf etc)	500	354	500	0	0	0	500	0	0
4210	Election Costs	3,000	3,708	250	0	0	0	0	0	0
4701	Grants/Donations Paid	3,000	3,130	4,000	2,725	4,000	0	4,000	0	0
4702	Community Events Support	3,000	2,047	7,040	722	1,100	0	7,040	0	0
4921	Transfer to EMR	0	0	0	1,200	1,200	0	0	0	0

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**Sandy Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 7)**

Note: 2020/21 Proposed Budget

	<u>2019/20</u>		<u>2020/21</u>				<u>2021/22</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4971 Transfer from EMR	0	0	0	-180	-180	0	0	0	0
Overhead Expenditure	15,200	14,005	17,490	5,753	9,540	0	17,240	0	0
Movement to/(from) Gen Reserve	<u>(15,200)</u>	<u>(13,670)</u>	<u>(17,490)</u>	<u>(3,049)</u>	<u>(6,836)</u>		<u>(17,240)</u>		
700 Capital and Projects									
1103 Internal Loan from F'ild EMR	0	123,287	0	0	0	0	0	0	0
1153 Loan Interest Rec'd - INTERNAL	7,903	7,903	7,903	7,903	7,903	0	7,903	0	0
1154 Loan Capital Rec'd - INTERNAL	10,000	10,000	12,000	12,000	12,000	0	12,000	0	0
1245 Grants Received	0	0	0	3,000	3,000	0	0	0	0
1364 S106 Money Received	0	62,631	0	18,360	3,927	0	0	0	0
Total Income	17,903	203,821	19,903	41,263	26,830	0	19,903	0	0
4153 Loan Interest - INTERNAL	7,903	7,903	7,903	7,903	7,903	0	7,903	0	0
4154 Loan Capital - INTERNAL	10,000	10,000	12,000	12,000	12,000	0	12,000	0	0
4734 CAP - Play Equipment	0	2,706	0	0	0	0	0	0	0
4802 CAP - Cemetery Extension	0	117,236	0	0	0	0	0	0	0
4813 CAP - Cricket Equipment	0	3,809	0	0	0	0	0	0	0
4814 CAP - IT Equipment	0	1,208	0	1,989	0	0	0	0	0
4818 CAP - Fallowfield	0	149,832	0	0	0	0	0	0	0
4826 CAP - Play Equipment (S'land)	0	56,020	0	0	0	0	0	0	0
4828 CAP - Dropped Kerb	0	2,500	0	0	0	0	0	0	0
4829 CAP - Car Park	0	4,225	0	0	0	0	0	0	0
4830 CAP - St Swithun's Church	0	1,765	0	0	0	0	0	0	0
4831 CAP - Land west of Sandy Cem.	0	14,550	0	0	0	0	0	0	0

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**Sandy Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 7)**

Note: 2020/21 Proposed Budget

		<u>2019/20</u>		<u>2020/21</u>				<u>2021/22</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4832	CAP - Depot CCTV	0	1,466	0	0	0	0	0	0	0
4833	CAP - Village Hall Paving	0	3,141	0	0	0	0	0	0	0
4834	CAP - Machinery & Equipment	0	0	0	911	911	0	0	0	0
4835	CAP - CCTV	0	0	0	12,233	12,233	0	0	0	0
4836	CAP - Neighbourhood Plan	0	0	0	0	0	0	10,000	0	0
4837	CAP - Outdoor Fitness Equipmen	0	0	0	17,433	0	0	0	0	0
4915	Transfer to Rolling Capital Fd	51,300	162,522	51,300	51,300	51,300	0	51,300	0	0
4921	Transfer to EMR	0	0	0	6,017	6,017	0	0	0	0
4923	Internal Loan repaid to F'ild	10,000	10,000	12,000	12,000	12,000	0	12,000	0	0
4965	Funded from Rolling Capital	0	-86,397	0	0	0	0	0	0	0
4969	Transfer from Rolling Capital	0	0	0	-14,222	-12,233	0	-10,000	0	0
4970	Transfer from C R R	0	-55,324	0	0	0	0	0	0	0
4971	Transfer from EMR	0	-26,505	0	-5,706	-2,706	0	0	0	0
	Overhead Expenditure	79,203	380,657	83,203	101,858	87,425	0	83,203	0	0
	Movement to/(from) Gen Reserve	(61,300)	(176,835)	(63,300)	(60,594)	(60,595)		(63,300)		
	Total Budget Income	626,471	826,572	649,138	664,176	662,814	0	654,901	0	0
	Expenditure	625,863	876,572	649,138	391,258	610,221	0	655,501	0	0
	Movement to/(from) Gen Reserve	608	(50,000)	0	272,918	52,593		(600)		

SANDY TOWN COUNCIL**Grants Awarding Policy****1. General Principles**

- 1.1 Subject to funds being available, the Town Council is committed to providing assistance and support to local community groups and organisations working in Sandy for the benefit of the community and the residents of Sandy. Sandy Town Council is funded only by the local residents of Sandy via the Council's precept and therefore has only limited funds available for the purpose of grant funding.
- 1.2 The level of funding available may vary each year dependant on the Council's budget.
- 1.3 Sandy Town Council is committed to following best practice in grant giving in order to provide sustainable funding and support to voluntary and community groups, whilst providing value for money for local taxpayers and ensuring that public money is spent in a responsible manner.
- 1.4 In order for Sandy Town Council to be able to assess applications rationally and objectively, it is both necessary and helpful to assess all applications received against a range of criteria. These are designed to be a general indication of need but are not exclusive and can be flexibly applied.
- 1.5 Sandy Town Council's policy on the awarding of community grants is based on the principle of supporting, encouraging and enabling local organisations to deliver projects and benefits to the residents of Sandy. In general, the following principles apply;
 - Assistance will be given on the basis of need, merit and contribution to local community.
 - Applicants must clearly show how any assistance given will benefit the people living in Sandy or will benefit the environment of Sandy.
 - Any assistance given will be subject to monitoring and evidence of agreed expenditure and resulting benefit. Photographic evidence may be requested.
 - Organisations should not make a presumption that funding will continue on a year to year basis.

- Any funds awarded must only be spent on the activity/purpose for which it was awarded.

2. The Aims of the Council's Grant Making Policy

2.1 Sandy Town Council provides grant funding to support the following aims;

- To enable local people to participate in voluntary groups and activities
- To help the town's voluntary groups to improve effectiveness
- To ensure provision of services, needed by the town's residents, via the voluntary and charity sectors
- To support organisations which meet the needs of people experiencing social and economic difficulties
- To improve and enhance the local environment, arts and culture

(The Town Council defines a voluntary group as a non-profit making organisation, set up and run by a voluntary, unpaid management committee.)

3. Grant Application Criteria

3.1 Applicants must meet the following criteria;

1. The organisation is based, or has significant local activity in Sandy.
2. The work of the organisation directly benefits a number of residents of Sandy.
3. The organisation has a written Constitution with clearly defined aims and objectives.
4. The local organisation has a clear financial need. (Account will be taken of how much money the organisation has, including any special reserves set aside for particular projects and local fund-raising efforts. Additionally, if the balance is high in relation to spending, then an explanation is required, justifying the reasons why the organisation is still applying for a grant.)
5. The organisation has its own bank account with at least two authorised signatories.
6. The organisation is non-party political and non-profit making.
7. Individuals will not be funded.

4. The Grants Process

- 4.1 To apply for a Town Council grant you must be a charity, community group or local voluntary organisation. All funding requests must use our application form and applicants should provide all information requested.
- 4.2 The amount of money available for grants may vary each financial year, depending on the overall council budget. The level of funds available for grant applications in any given year can be obtained from the Town Clerk and applicants are advised to speak with the Clerk for guidance ahead of submitting applications.
- 4.3 Completed applications will be considered by the next meeting of the Town Council's Policy, Finance and Resources Committee following submission.
- 4.4 Applicants may be asked to send a representative to attend the Committee meeting in support of their application. A calendar of all Council meetings can be found on the Town Council's website.
- 4.5 The Policy, Finance and Resources Committee may defer making a decision on an application if it feels more information is required from the applicant.

5. Payments and decisions

- 5.1 All applicants will usually be notified of Council's decision following the relevant meeting of the Policy, Finance and Resources Committee.
- 5.2 Successful applicants for grants will normally receive their award four to six weeks after the decision of the Policy, Finance and Resources Committee.
- 5.3 Where possible successful applicants will be invited to attend a meeting of Sandy Town Council to receive their awarded grant.
- 5.4 In some circumstances the payment date(s) may differ and this will be set out in the grant award confirmation letter.
- 5.6 Grants will be paid by cheque made out to the named organisation.

6. Monitoring and reporting requirements

- 6.1 Groups are expected to provide Sandy Town Council with evidence of what the money has been spent on and the benefit it has brought to the people of Sandy.
- 6.2 Such evidence of how the money has been spent may include copies of invoices and receipts, plus attendance numbers, photos, press clippings, etc. where applicable.
- 6.3 This information should be submitted within 1 month of the event/project end or by the end of March each year whichever is sooner, so that it can be reported at the Annual Town Meeting.
- 6.4 The grant can only be used for the purpose stated in the application and the Council reserves the right to reclaim any grant not being used for the specified purpose of the application. However, if a group wishes to change the purpose of the grant they must seek approval by writing to the Policy, Finance and Resources Committee who will consider whether or not to approve the change.
- 6.5 Organisations are responsible for ensuring that they are in compliance with all applicable legal and statutory requirements (including those relating to health and safety and equalities). Should for any reason the organisation disband or the project is not completed, the Council may ask for all or part of the monies to be paid back.
- 6.6 Acknowledgement of the financial support received from the Council is required where possible on documentation and any promotional material, including websites.
- 6.7 In order to receive payment, organisations/groups must have a bank account into which grants can be paid; payments will not be made to private individuals.
- 6.8 Only one application per year will be accepted from any organisation. All successful applicants must complete an evaluation form within the stated time periods.
- 6.9 Additional grant conditions may also be attached to any funding from Sandy Town Council and these will be set out in the award confirmation letter.
- 6.10 Failure to comply with any conditions attached to a grant may result in the grant being recalled or affect future grant assistance.

Adopted: April 2018 Reviewed: 07 12 2020

SANDY TOWN COUNCIL**Treasury Management and Investment Policy
and Practices**

- 1 Sandy Town Council defines its treasury management activities as “the management of the Council’s cash flows, its banking, its investment transactions and the effective control of the risks associated with those activities, and the pursuit of optimum performance consistent with those risks”.
- 2 The borrowing of monies purely to invest or lend and make a return is unlawful and this Council will not engage in such activity.
- 3 The Council will only enter into long term borrowing through the Public Works Loan Board when absolutely necessary for essential major works or capital purchases.
- 4 A general balance/reserve will be maintained to protect the Council from unforeseen events and to give time to respond to such events. The Council will work towards maintaining a general balance/reserve equivalent to 40-50% of the annual precept.
- 5 The Council will aim to reduce reliance on use of reserves when setting future years’ budgets and work towards increasing its general reserve to a recommended minimum level as indicated above at point 4.
- 6 Additional earmarked reserves may be accumulated for the purpose of specific projects.
- 7 The general policy for the Council is the prudent investment of its treasury balances. The Council’s investment priorities are:
 - i) The security of capital and
 - ii) The liquidity of its investments
- 8 The Council will aim to achieve the optimum return on its investments commensurate with the proper levels of security and liquidity.

9 The Council will maintain one or more business deposit bank accounts providing instant access to funds, with no minimum deposit or balance and no penalties for withdrawals. These accounts will be used for the deposit of at least 50% of the Council's general reserve. Earmarked reserves and the remainder of the general reserve may be invested separately in accordance with 10 below.

10 The Council will invest in bank deposits but may also consider investment in gilts. Reserves will be invested through the Council's bankers in short term deposit accounts or short term cash based investment bonds. The period of time for which funds may prudently be committed will be determined by the Town Council with advice from the Responsible Financial Officer both of whom shall properly assess the risk of committing funds to longer term investments.

Adopted: March 2013 Reviewed: 08.05.17 Reviewed: 07.12.20
