

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 Paterson, 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 14th June 2021 commencing at 7.30pm.



Chris Robson
Town Clerk
10 Cambridge Road
Sandy, SG19 1JE
01767 681491
8th June 2021

Notes:

(1) Due to social distancing guidance that remains in place as part of Covid19 prevention the following meeting will take place remotely over the Zoom platform. The Council has adopted a scheme of delegation to permit the Town Clerk to enact agreed actions from the meeting.

(2) Meeting ID: 293 491 7858

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 and also any non-declarable personal interests which they have declared under Sandy Town Council's adopted Code of Conduct and which may be*

Sandy Town Council

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 10th May 2021 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 31st May 2021. Appendix I
- ii) To receive and note a budget overview report. Appendix II
- iii) To approve schedules of payments made since previous meeting. Appendix III
- iv) The Chair to approve bank reconciliations and statements.

6 Annual Statement of Accounts 2020/21

To receive the 2020/21 Statement of Annual Accounts and consider a recommendation to the Full Council that the statement of accounts be adopted. Appendix IV

7 Internal Audit Report

To receive and consider the Council's 6-monthly internal audit report and consider any recommendations to be made to the Full Council. Appendix V

8 Annual Report 2020/21

To consider a draft Annual Report for the year 2020/21. To Follow

9 Action Plan 2021/22

To receive and consider an Action Plan for 2021/22. Appendix VII

10 Skatepark project

To receive and approve a draft tender document for the appointment of a contractor to partner the Council in its ambition to provide a new skatepark facility. Appendix VIII

Sandy Town Council

- 11 Boiler Replacement**
To receive a report on replacing the central heating boiler at 10 Cambridge Road. Appendix IX
- 12 Complaints Policy**
To review the Council's adopted Complaints Policy. Appendix X
- 13 Media Policy**
To review the Council's adopted Media Policy. Appendix XI
- 14 Minutes Policy**
To review the Council's adopted Minutes Policy. Appendix XII
- 15 Customer Care Policy**
To review the Council's adopted Customer Care Policy. Appendix XIII
- 16 Chairman's Items**
- 17 Date of Next Meeting**
Monday 26th July 2021

09/06/2021

Sandy Town Council Current Year

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Detailed Balance Sheet - Excluding Stock MovementMonth 2 Date 31st May 2021

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
105	VAT Control	6,640	
200	Current Bank A/c	9,421	
201	Clerks Imprest A/c	133	
205	Capital a/c Santander	218,770	
206	Barclays Active Saver	369,207	
208	Public Sector Deposit Fund	205,436	
210	Petty Cash	350	
	Total Current Assets		809,957
	<u>Current Liabilities</u>		
501	Creditors Control	9,370	
503	Income in Advance	150	
515	PAYE/NI Control AC	3,576	
516	Superannuation Due	4,963	
	Total Current Liabilities		18,058
	Net Current Assets		791,898
	Total Assets less Current Liabilities		791,898
	<u>Represented by :-</u>		
300	Current Year Fund	167,823	
310	General Reserve	234,043	
315	Rolling Capital Fund	288,268	
321	Cemetery Development Reserve	23,028	
322	EMR Fallowfield	55,717	
323	EMR Community Funds	7,000	
324	EMR Elections	15,000	
326	EMR SAIT	1,020	
	Total Equity		791,898

Summary Income & Expenditure by Budget Heading 31st May 2021

Month No: 2

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
401 Staff	Expenditure	277,797	45,863	308,925	263,062		263,062	14.8%
402 Administration-Office	Income	1,159	300	250	(50)			120.0%
	Expenditure	71,953	15,600	79,550	63,950		63,950	19.6%
	Movement to/(from) Gen Reserve	<u>(70,794)</u>	<u>(15,300)</u>					
403 Administration-Works	Expenditure	37,086	3,801	41,300	37,499		37,499	9.2%
405 Footway Lighting	Income	1,700	0	0	0			0.0%
	Expenditure	17,166	3,086	16,500	13,414		13,414	18.7%
	Movement to/(from) Gen Reserve	<u>(15,466)</u>	<u>(3,086)</u>					
406 Cemetery & Churchyard	Income	32,334	3,916	28,160	24,244			13.9%
	Expenditure	15,303	2,990	11,900	8,910		8,910	25.1%
	Movement to/(from) Gen Reserve	<u>17,031</u>	<u>926</u>					
408 Town Centre (Including Market)	Income	171	3,249	100	(3,149)			3249.1%
	Expenditure	16,045	6,315	19,009	12,694		12,694	33.2%
	Movement to/(from) Gen Reserve	<u>(15,874)</u>	<u>(3,066)</u>					
409 Public Toilets - Car Park	Expenditure	3,726	1,207	2,500	1,293		1,293	48.3%
500 Play Areas and Open Spaces	Income	1,327	0	2,305	2,305			0.0%
	Expenditure	(2,163)	362	1,750	1,388		1,388	20.7%
	Movement to/(from) Gen Reserve	<u>3,490</u>	<u>(362)</u>					
501 Sunderland Road Rec Ground	Income	1,821	0	1,252	1,252			0.0%
	Expenditure	29,126	6,049	32,914	26,865		26,865	18.4%
	Movement to/(from) Gen Reserve	<u>(27,305)</u>	<u>(6,049)</u>					
502 Nature Reserves	Income	3,311	0	2,675	2,675			0.0%
	Expenditure	14,452	0	14,060	14,060		14,060	0.0%
	Movement to/(from) Gen Reserve	<u>(11,142)</u>	<u>0</u>					
505 Grass Cutting	Expenditure	7,580	0	9,000	9,000		9,000	0.0%
506 Litter Bins, Seats & Shelters	Expenditure	0	0	1,000	1,000		1,000	0.0%
509 Christmas Lights	Income	25	0	500	500			0.0%
	Expenditure	14,173	0	16,650	16,650		16,650	0.0%
	Movement to/(from) Gen Reserve	<u>(14,148)</u>	<u>0</u>					
601 Precept and Interest	Income	596,111	299,710	600,356	300,646			49.9%
602 Democratic and Civic Costs	Income	2,704	875	0	(875)			0.0%
	Expenditure	8,413	2,650	17,240	14,590		14,590	15.4%
	Movement to/(from) Gen Reserve	<u>(5,709)</u>	<u>(1,775)</u>					
700 Capital and Projects	Income	54,146	0	19,903	19,903			0.0%
	Expenditure	184,150	52,306	83,203	30,897		30,897	62.9%
	Movement to/(from) Gen Reserve	<u>(130,004)</u>	<u>(52,306)</u>					

Summary Income & Expenditure by Budget Heading 31st May 2021

Month No: 2

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	694,808	308,050	655,501	347,451			47.0%
Expenditure	694,808	140,227	655,501	515,274	0	515,274	21.4%
Net Income over Expenditure	<u>0</u>	<u>167,823</u>	<u>0</u>	<u>(167,823)</u>			
Movement to/(from) Gen Reserve	<u>0</u>	<u>167,823</u>					

Detailed Income & Expenditure by Budget Heading 31st May 2021

Month No: 2

Cost Centre Report

	Actual Last Year	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	115,830	19,176	122,500	103,324		103,324	15.7%	
4002 Gross Salaries - Works	95,915	14,910	110,000	95,090		95,090	13.6%	
4003 Employers NIC	16,594	3,010	19,350	16,340		16,340	15.6%	
4004 Employers Superannuation	48,192	8,183	55,500	47,317		47,317	14.7%	
4006 H&S Costs/Consultancy	500	0	600	600		600	0.0%	
4010 Miscellaneous Staff Costs	766	583	700	117		117	83.3%	
4030 Recruitment Advertising	0	0	275	275		275	0.0%	
Staff :- Indirect Expenditure	277,797	45,863	308,925	263,062	0	263,062	14.8%	0
Net Expenditure	(277,797)	(45,863)	(308,925)	(263,062)				
402 Administration-Office								
1201 Rent Received Etc	0	300	250	(50)			120.0%	
1202 Photocopying Income	1	0	0	0			0.0%	
1205 Miscellaneous Income	1,158	0	0	0			0.0%	
Administration-Office :- Income	1,159	300	250	(50)			120.0%	0
4008 Training	725	0	2,000	2,000		2,000	0.0%	
4009 Travel & Subsistence	32	0	200	200		200	0.0%	
4010 Miscellaneous Staff Costs	100	0	0	0		0	0.0%	
4011 General Rates	6,737	3,369	6,850	3,482		3,482	49.2%	
4012 Water Rates	773	(16)	800	816		816	(2.0%)	
4014 Electricity	2,264	204	2,300	2,096		2,096	8.9%	
4015 Gas	817	277	1,300	1,023		1,023	21.3%	
4016 Cleaning Materials etc	1,122	182	1,250	1,068		1,068	14.6%	
4018 General Data Protection Regs	500	0	500	500		500	0.0%	
4020 Misc Establishment Costs	1,884	667	2,000	1,333		1,333	33.4%	
4021 Telephone & Fax	3,745	571	2,700	2,129		2,129	21.1%	
4022 Postage	1,219	515	1,300	785		785	39.6%	
4023 Printing & Stationery	1,454	109	1,000	891		891	10.9%	
4024 Subscriptions	2,806	2,730	3,150	420		420	86.7%	
4025 Insurance (excl vehicles)	18,858	3,309	20,000	16,691		16,691	16.5%	
4026 Photocopy Costs	3,939	1,171	5,200	4,029		4,029	22.5%	
4027 IT Costs incl Support	4,150	540	3,500	2,960		2,960	15.4%	
4028 Service Agreements (Other)	4,631	849	6,500	5,651		5,651	13.1%	
4035 Publications	65	8	100	92		92	7.7%	
4036 Property Maintenance/Security	3,273	1,581	4,000	2,419		2,419	39.5%	
4040 Equipment Purchases (Minor)	281	207	2,000	1,793		1,793	10.3%	
4050 Tourism Expenditure	0	0	100	100		100	0.0%	
4051 Bank Charges	487	86	550	464		464	15.6%	

Detailed Income & Expenditure by Budget Heading 31st May 2021

Month No: 2

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4056 Legal Expenses	3,350	0	2,500	2,500		2,500	0.0%	
4057 Audit Fees - External	1,600	(1,300)	1,300	2,600		2,600	(100.0%)	
4058 Audit Fees - Internal	860	0	900	900		900	0.0%	
4059 Accountancy Fees	6,224	534	7,350	6,816		6,816	7.3%	
4070 Refreshments	58	7	200	193		193	3.7%	
Administration-Office :- Indirect Expenditure	71,953	15,600	79,550	63,950	0	63,950	19.6%	0
Net Income over Expenditure	(70,794)	(15,300)	(79,300)	(64,000)				
<u>403 Administration-Works</u>								
4005 Protective Clothing	984	(9)	1,300	1,309		1,309	(0.7%)	
4008 Training	806	425	1,950	1,525		1,525	21.8%	
4011 General Rates	1,858	923	1,900	977		977	48.6%	
4012 Water Rates	106	(25)	200	225		225	(12.5%)	
4014 Electricity	2,947	38	1,200	1,162		1,162	3.2%	
4017 Refuse Disposal	4,058	750	4,500	3,751		3,751	16.7%	
4036 Property Maintenance/Security	1,567	54	2,000	1,946		1,946	2.7%	
4038 Consumables/Small Tools	1,328	348	2,500	2,152		2,152	13.9%	
4039 Planting/Trees/Horticulture	6,208	604	6,250	5,646		5,646	9.7%	
4040 Equipment Purchases (Minor)	1,834	61	2,000	1,939		1,939	3.1%	
4042 Equipment/Vehicle Maintenance	4,756	75	5,000	4,925		4,925	1.5%	
4043 Equipment/Vehicle Fuel	3,369	561	3,500	2,939		2,939	16.0%	
4044 Vehicle Tax & Insurance	2,785	275	3,000	2,725		2,725	9.2%	
4045 Arboriculture	4,480	(280)	6,000	6,280		6,280	(4.7%)	
Administration-Works :- Indirect Expenditure	37,086	3,801	41,300	37,499	0	37,499	9.2%	0
Net Expenditure	(37,086)	(3,801)	(41,300)	(37,499)				
<u>405 Footway Lighting</u>								
1258 Insurance Claims Repayment	1,700	0	0	0			0.0%	
Footway Lighting :- Income	1,700	0	0	0				0
4014 Electricity	7,491	611	6,500	5,889		5,889	9.4%	
4042 Equipment/Vehicle Maintenance	9,675	2,475	10,000	7,525		7,525	24.8%	
Footway Lighting :- Indirect Expenditure	17,166	3,086	16,500	13,414	0	13,414	18.7%	0
Net Income over Expenditure	(15,466)	(3,086)	(16,500)	(13,414)				
<u>406 Cemetery & Churchyard</u>								
1226 Burials/Memorials Income	32,334	3,916	27,500	23,584			14.2%	
1227 Chapel Rental	0	0	660	660			0.0%	
Cemetery & Churchyard :- Income	32,334	3,916	28,160	24,244			13.9%	0

Detailed Income & Expenditure by Budget Heading 31st May 2021

Month No: 2

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4011 General Rates	3,471	1,971	3,500	1,529		1,529	56.3%	
4012 Water Rates	78	(7)	150	157		157	(4.9%)	
4036 Property Maintenance/Security	3,026	171	1,000	829		829	17.1%	
4037 Grounds Maintenance	718	135	900	765		765	15.0%	
4039 Planting/Trees/Horticulture	5	0	350	350		350	0.0%	
4101 Grave Digging Costs	8,005	720	6,000	5,280		5,280	12.0%	
Cemetery & Churchyard :- Indirect Expenditure	15,303	2,990	11,900	8,910	0	8,910	25.1%	0
Net Income over Expenditure	17,031	926	16,260	15,334				
408 Town Centre (Including Market)								
1238 Other Income Car Park	171	0	100	100			0.0%	
1258 Insurance Claims Repayment	0	3,249	0	(3,249)			0.0%	
Town Centre (Including Market) :- Income	171	3,249	100	(3,149)			3249.1%	0
4011 General Rates	12,630	6,315	12,900	6,585		6,585	49.0%	
4036 Property Maintenance/Security	831	0	1,500	1,500		1,500	0.0%	
4053 Loan Interest	223	0	197	197		197	0.0%	
4054 Loan Capital Repaid	385	0	412	412		412	0.0%	
4100 CCTV Fees	1,976	0	4,000	4,000		4,000	0.0%	
Town Centre (Including Market) :- Indirect Expenditure	16,045	6,315	19,009	12,694	0	12,694	33.2%	0
Net Income over Expenditure	(15,874)	(3,066)	(18,909)	(15,843)				
409 Public Toilets - Car Park								
4011 General Rates	1,859	935	0	(935)		(935)	0.0%	
4012 Water Rates	1,232	239	1,200	961		961	19.9%	
4014 Electricity	177	33	300	267		267	10.9%	
4036 Property Maintenance/Security	458	0	1,000	1,000		1,000	0.0%	
Public Toilets - Car Park :- Indirect Expenditure	3,726	1,207	2,500	1,293	0	1,293	48.3%	0
Net Expenditure	(3,726)	(1,207)	(2,500)	(1,293)				
500 Play Areas and Open Spaces								
1201 Rent Received Etc	0	0	1,200	1,200			0.0%	
1241 Sandy FC Rent	0	0	505	505			0.0%	
1251 Pitch Rental	680	0	600	600			0.0%	
1364 S106 Money Received	647	0	0	0			0.0%	
Play Areas and Open Spaces :- Income	1,327	0	2,305	2,305			0.0%	0
4007 Health & Safety	520	0	550	550		550	0.0%	

Detailed Income & Expenditure by Budget Heading 31st May 2021

Month No: 2

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4012 Water Rates	672	3	500	497		497	0.6%	
4014 Electricity	100	(100)	200	300		300	(50.0%)	
4036 Property Maintenance/Security	309	11	500	489		489	2.2%	
4037 Grounds Maintenance	1,206	59	2,500	2,441		2,441	2.4%	
4042 Equipment/Vehicle Maintenance	2,842	389	5,000	4,611		4,611	7.8%	
4971 Transfer from EMR	(311)	0	0	0		0	0.0%	
4972 Transfer from EMR Fallowfield	(7,500)	0	(7,500)	(7,500)		(7,500)	0.0%	
Play Areas and Open Spaces :- Indirect Expenditure	(2,163)	362	1,750	1,388	0	1,388	20.7%	0
Net Income over Expenditure	3,490	(362)	555	917				
501 Sunderland Road Rec Ground								
1201 Rent Received Etc	1,030	0	500	500			0.0%	
1253 Bowls Club Rental	224	0	455	455			0.0%	
1255 Cricket Club Rental	111	0	292	292			0.0%	
1256 Scouts ,ACF and SSLA	456	0	5	5			0.0%	
Sunderland Road Rec Ground :- Income	1,821	0	1,252	1,252			0.0%	0
4007 Health & Safety	0	276	0	(276)		(276)	0.0%	
4012 Water Rates	2,981	(63)	2,500	2,563		2,563	(2.5%)	
4014 Electricity	64	6	200	194		194	2.8%	
4036 Property Maintenance/Security	1,614	1,850	2,000	150		150	92.5%	
4046 Bowling Green - SBC	3,005	987	3,329	2,342		2,342	29.7%	
4047 Equipment Maintenance - SBC	2,119	58	2,679	2,621		2,621	2.2%	
4048 Cricket Square - SCC	2,304	30	2,645	2,615		2,615	1.1%	
4049 Equipment Maintenance - SCC	795	193	2,861	2,668		2,668	6.8%	
4060 Other Professional Fees	16,244	2,712	16,700	13,988		13,988	16.2%	
Sunderland Road Rec Ground :- Indirect Expenditure	29,126	6,049	32,914	26,865	0	26,865	18.4%	0
Net Income over Expenditure	(27,305)	(6,049)	(31,662)	(25,613)				
502 Nature Reserves								
1306 Countryside Stewardship Grant	2,641	0	2,000	2,000			0.0%	
1307 Angling Licence Rent	669	0	675	675			0.0%	
Nature Reserves :- Income	3,311	0	2,675	2,675			0.0%	0
4037 Grounds Maintenance	1,744	0	1,500	1,500		1,500	0.0%	
4060 Other Professional Fees	10,709	0	10,560	10,560		10,560	0.0%	
4703 Sandy Green Wheel	2,000	0	2,000	2,000		2,000	0.0%	
Nature Reserves :- Indirect Expenditure	14,452	0	14,060	14,060	0	14,060	0.0%	0
Net Income over Expenditure	(11,142)	0	(11,385)	(11,385)				

Detailed Income & Expenditure by Budget Heading 31st May 2021

Month No: 2

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>505</u> <u>Grass Cutting</u>								
4102 Grass Cutting	7,580	0	9,000	9,000		9,000	0.0%	
Grass Cutting :- Indirect Expenditure	7,580	0	9,000	9,000	0	9,000	0.0%	0
Net Expenditure	(7,580)	0	(9,000)	(9,000)				
<u>506</u> <u>Litter Bins, Seats & Shelters</u>								
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)				
<u>509</u> <u>Christmas Lights</u>								
1365 Christmas Lights	25	0	500	500			0.0%	
Christmas Lights :- Income	25	0	500	500			0.0%	0
4401 Christmas Illuminations	13,352	0	14,000	14,000		14,000	0.0%	
4402 Community Christmas Event	821	0	2,650	2,650		2,650	0.0%	
Christmas Lights :- Indirect Expenditure	14,173	0	16,650	16,650	0	16,650	0.0%	0
Net Income over Expenditure	(14,148)	0	(16,150)	(16,150)				
<u>601</u> <u>Precept and Interest</u>								
1101 Precept	594,768	299,678	599,356	299,678			50.0%	
1320 Interest Received - All account	1,343	32	1,000	968			3.2%	
Precept and Interest :- Income	596,111	299,710	600,356	300,646			49.9%	0
Net Income	596,111	299,710	600,356	300,646				
<u>602</u> <u>Democratic and Civic Costs</u>								
1245 Grants Received	1,200	875	0	(875)			0.0%	
1309 Misc Contributions	1,504	0	0	0			0.0%	
Democratic and Civic Costs :- Income	2,704	875	0	(875)				0
4020 Misc Establishment Costs	0	3	100	97		97	3.3%	
4033 Annual Report & Newsletter	1,936	726	3,000	2,274		2,274	24.2%	
4042 Equipment/Vehicle Maintenance	0	0	400	400		400	0.0%	
4200 Mayor's Allowance	128	0	2,200	2,200		2,200	0.0%	
4202 Members' Expenses (Conf etc)	60	140	500	360		360	28.1%	
4701 Grants/Donations Paid	3,875	500	4,000	3,500		3,500	12.5%	
4702 Community Events Support	1,394	1,280	7,040	5,760		5,760	18.2%	
4921 Transfer to EMR	1,200	0	0	0		0	0.0%	

Detailed Income & Expenditure by Budget Heading 31st May 2021

Month No: 2

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4971 Transfer from EMR	(180)	0	0	0		0	0.0%	
Democratic and Civic Costs :- Indirect Expenditure	8,413	2,650	17,240	14,590	0	14,590	15.4%	0
Net Income over Expenditure	(5,709)	(1,775)	(17,240)	(15,465)				
700 Capital and Projects								
1153 Loan Interest Rec'd - INTERNAL	7,903	0	7,903	7,903			0.0%	
1154 Loan Capital Rec'd - INTERNAL	12,000	0	12,000	12,000			0.0%	
1245 Grants Received	3,000	0	0	0			0.0%	
1364 S106 Money Received	31,243	0	0	0			0.0%	
Capital and Projects :- Income	54,146	0	19,903	19,903			0.0%	0
4153 Loan Interest - INTERNAL	7,903	0	7,903	7,903		7,903	0.0%	
4154 Loan Capital - INTERNAL	12,000	0	12,000	12,000		12,000	0.0%	
4814 CAP - IT Equipment	1,989	0	0	0		0	0.0%	
4818 CAP - Fallowfield	415	0	0	0		0	0.0%	
4824 CAP - Play Equipment (Bedford)	3,001	0	0	0		0	0.0%	
4826 CAP - Play Equipment (S'land)	10,153	0	0	0		0	0.0%	
4834 CAP - Machinery & Equipment	911	0	0	0		0	0.0%	
4835 CAP - CCTV	12,233	0	0	0		0	0.0%	
4836 CAP - Neighbourhood Plan	0	1,006	10,000	8,994		8,994	10.1%	
4837 CAP - Outdoor Fitness Equipmen	17,433	0	0	0		0	0.0%	
4838 CAP - Depot	1,130	0	0	0		0	0.0%	
4839 CAP - CBC Tree Fund Project	0	9,713	0	(9,713)		(9,713)	0.0%	
4915 Transfer to Rolling Capital Fd	120,710	51,300	51,300	0		0	100.0%	
4921 Transfer to EMR	6,017	0	0	0		0	0.0%	
4923 Internal Loan repaid to F'fild	12,000	0	12,000	12,000		12,000	0.0%	
4965 Funded from Rolling Capital	(271)	(9,713)	0	9,713		9,713	0.0%	
4969 Transfer from Rolling Capital	(15,352)	0	(10,000)	(10,000)		(10,000)	0.0%	
4971 Transfer from EMR	(5,706)	0	0	0		0	0.0%	
4972 Transfer from EMR Fallowfield	(415)	0	0	0		0	0.0%	
Capital and Projects :- Indirect Expenditure	184,150	52,306	83,203	30,897	0	30,897	62.9%	0
Net Income over Expenditure	(130,004)	(52,306)	(63,300)	(10,994)				
Grand Totals:- Income	694,808	308,050	655,501	347,451			47.0%	
Expenditure	694,808	140,227	655,501	515,274	0	515,274	21.4%	
Net Income over Expenditure	0	167,823	0	(167,823)				
Movement to/(from) Gen Reserve	0	167,823						

Sandy Town Council
Report to 31st May 2021

General Notes

Attached is the summary income & expenditure report for the month 1st May 2021 to 31st May 2021

This report shows a current year surplus of income over expenditure of £167,823

The balance sheet shows that total funds available to the Council are £791,898

This is made up of the following -

Current Year Fund	£167,823
General Reserve Brought Forward	£234,043
Rolling Capital Fund	£288,268
Fallowfield Reserve	£55,717
Earmarked Community Funds	£7,000
Earmarked Elections	£15,000
Earmarked Mayors Donation to SAIT	£1,020
Cemetery Development Reserve	£23,028
Total	£791,898

The percentage of budget if analysed evenly over the year to date is 16.67% 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. Funds spent and will be reflected in June accounts.

2) PAYE and Pension contributions outstanding refer to May 2021 payroll. Payments made to HMRC and LGPS in first week of June 2021.

Analysis by Cost Centre

401 Staff

Expenditure is 14.8% of the annual budget.

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

402 Administration

Expenditure is 19.6% of the annual budget.

1201 - Income from chamber rental for PCC election.

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

4012 - Low expenditure due to accrual of £100 for final 2020/21 bill. Actual bill only £69.52. Very low water bill for February to May of £14.08. Expected to increase following submission of readings.

4015 - High expenditure due to large bill of £318.76 in April 2021. Average monthly bills are usually approx £105 pcm. Boiler experienced a lot of issues and service calls during April, including failure to adjust temperature which may have lead to higher bill. New boiler advised and on agenda for discussion.

4020 - High expenditure due to cost of new wi-fi router and infrastructure in Chamber.

4021 - Includes service charge related to wi-fi service set up - reallocate to IT support.

4022 - High expenditure due to top up of franking machine. Postage is paid in advance and then used via the franking machine. Higher expenditure over the last year due to regular postage of all Councillors' agendas.

Sandy Town Council
Report to 31st May 2021

Analysis by Cost Centre [Continued]

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

4026 - High expenditure as includes photocopier rental for first quarter of 2021 to the end of June. (inc. printing cos

4036 - Large expenditure on one-off 2021/22 annual costs for Redcare line (alarm), Annual keyolding security service and interuder alarm service. Potential to reduce expenditure in 2022/23 budget as ADT are moving from Redcare lines to simcards/data which will be included in exisiting alarm provision costs.

4057 - Accrual for 2020/21 external auditor fees. Invoice to be received.

403 Works

Expenditure is 9.2% of the annual budget.

4005 - Accrual made for work fleeces bought in March 2021. £9 less than anticipated was incurred which has led to a small credit in the current year's budget.

4008 - High expedntiure due to payment of chainsaw and cross cutting training course for C Dainton.

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

4012 - Accrual made for final 2020/21 water costs. Bill not yet received.

4045 - Accrual made for Bedford Road tree work. Work came in at £280 less than originally quoted leading to a credit in the budget line for the current month.

405 Footway Lighting

Expenditure is 18.7% of the annual budget.

4042 - Large expenditure incurred due to quarterly maintenance charge, replacment of one lantern and the complete replacement of column S3 West Road, which was damaged and completely replaced.

406 Cemetery & Churchyard

Expenditure is 25.1% of the annual budget.

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

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

4036 - Expenditure on large entrance matt for cemetery chapel.

408 Town Centre

Expenditure is 33.2% of the annual budget.

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

409 Public Toilets - Car Park

Expenditure is 48.3% of the annual budget.

4011 - Public Convenience releif bill held up. In March 2021 bill passed through Lords and is due to have Third Reading prior to Royal Assent. Rebate to be received once bill comes into action.

4012 - High bill resulting from period prior to completion of repairs to washing unit and toilet cisterns.

Sandy Town Council
Report to 31st May 2021

Analysis by Cost Centre [Continued]

500 Play Areas and Open Spaces

Expenditure is 20.7% of the annual budget.

4014 - Accrual of £100 for final 20/21 electricity costs. Bill not yet received.

Cost centre appears overspent overall due to Fallowfield Transfer from EMR which will need to be completed later in the year.

501 Sunderland Road Recreation Ground

Expenditure is 6.7% of the annual budget.

4012- Accrual of £200 made for final 2020/21 water bill. Bill received was less than anticipated, leading to a credit in the budget code for the current year.

4014 - Low due to accrual and lower than anticipated final bill for 2020/21 electricity.

4036 - High expenditure due to inclusion of costs for repair of the Banks Pavilion roof. To be reallocated to the Rolling Capital Fund as previously agreed.

502 Nature Reserves

Expenditure is 0% of the annual budget.

505 Grass Cutting

Expenditure is 0% of the annual budget.

506 Litter Bins, Seats & Shelters

Expenditure is 0% of the annual budget.

509 Christmas Lights

Expenditure is 0% of the annual budget.

601 Precept and Interest

Expenditure is 49.9% of the annual budget. First half of precept received in April 2021.

602 Democratic and Civic Costs

Expenditure is 15.7% of the annual budget.

4033 - High expenditure as it includes payment of April to June Bulletin issues.

4202 - High due to expenditure on NALC training courses for Councillors. Transfer to 402 4008 (Training)

4702 - High due to £1,135 for Three Town Mosaic Trail map cost, which was run through STC.

Expenditure offset by contributions totalling £875 received from CBC, PTC and BTC. (602/1245)

£341 for two information display boards allocated to budget, to be moved to 700 4836 (NDP budget).

Sandy Town Council Current Year

Time: 13:24

Current Bank A/c

List of Payments made between 01/04/2021 and 30/04/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2021	Premium Credit Limited	DD	1,654.43		Premium Credit Limited
06/04/2021	UK Fuels Limited DDR	DD16	97.67		1985-Motor fuel
07/04/2021	1st Response Fire Protection &	32214	261.07		1950 -Electrical repair work in toilets
07/04/2021	ADT Fire & Security Plc	32215	1,237.24		1941- BT Redcare and alarm cover 21/22
07/04/2021	Bakker & Wilson Plumbing & Hea	32216	72.00		1942-Boiler breakdown call out
07/04/2021	BATPC	32217	2,101.00		1943-Affiliation fee 21/22
07/04/2021	Ben Burgess & Co Ltd	32218	1,851.81		1945-Roberine New servicing
07/04/2021	Central Bedfordshire Council	32219	10,723.74		1980- 2020/21 Grass cutting and Jenkins
07/04/2021	Certas Energy UK Ltd	32220	258.30		1947-Packed gas oil
07/04/2021	CLPM Limited	32221	808.20		1948-Consultancy Energy Audit
07/04/2021	Sandy Cricket Club	32222	20.00		1963-Motor fuel-reimburse
07/04/2021	DCK Accounting Solutions Ltd	32223	450.30		1997-Contract accounting-Feb
07/04/2021	East Beds Community Bus Ltd	32224	1,000.00		1949-East Beds Bus Grant 20/21
07/04/2021	Fenland Leisure Products Ltd	32225	3,410.11		1951-Prosafe play park gate & safety repairs
07/04/2021	Fuel Tank Shop Ltd	32226	1,356.00		1952-1000 ltr Diesel tank
07/04/2021	Gilks Fencing Ltd	32227	498.51		1953-Amend fence length
07/04/2021	Harrisons Accountancy Ltd	32228	691.20		1954-Payroll 2021/22
07/04/2021	Hertfordshire County Council	32229	117.48		1955- Stationary Purchase
07/04/2021	Arthur Ibbett Ltd	32230	2,184.62		1940- Various grounds equip.(Electric Strimmer)
07/04/2021	Tim Miles	32231	720.00		1956-Gravedigging March
07/04/2021	Millenium Security Services	32232	660.00		1957-Annual keyholding 21/22
07/04/2021	FD Odell & Sons Ltd	32233	1,327.20		1960- Skip emptying 2 x sites
07/04/2021	Rosetta Publishing	32234	580.80		1962-Beds bulletin-Feb 21
07/04/2021	Brady Corp Ltd	32235	13.18		1964-150x125 No Dogs signage
07/04/2021	Shire Pest Control & Wildlife	32236	180.00		1965-Rodent treatment
07/04/2021	T&J Seymour Electrical Install	32237	4,950.00		1978- Streetlight repair works
07/04/2021	Travis Perkins Trading Co Ltd	32238	108.22		1979-gravel/shingle Bulk bag
07/04/2021	Grenke Leasing - Copier Lease	DD	765.54		Grenke Leasing - Copier Lease
07/04/2021	Commission Charge	CHRG	41.35		Commission Charge
07/04/2021	HMRC PAYE/NI Due	BACS	3,828.00		HMRC PAYE/NI Due
07/04/2021	Pension Contribution Due	BACS	4,937.08		Pension Contribution Due
07/04/2021	Mr S Gregory	BACS01	458.00		1982-Allet Service/Grind
07/04/2021	Purchase Power	DD01	0.57		1981-Postage charge
07/04/2021	Travis Perkins Trading Co Ltd	CNXL32238	-108.22		P/Ledger Electronic Payment
09/04/2021	Barclays Active Saver	Tfr	149,839.00		Transfer of precept to savings
09/04/2021	Barclays Active Saver	Tfr	149,839.00		Transfer of precept to savings
09/04/2021	Barclays Active Saver	Tfr	149,839.00		Transfer of precept to savings *See note
09/04/2021	Ampower UK Ltd	DD02	710.27		2096-Elec March 2021
09/04/2021	Ampower UK Ltd	DD03	463.70		2097-Elec March 2021
09/04/2021	Ampower UK Ltd	DD04	229.33		2098-Elec March 2021
12/04/2021	UK Fuels Limited DDR	DD05	66.73		1984-Motor fuel
12/04/2021	Todd's Nursery Limited	BACS02	975.00		2075-Plants,trees and ties
12/04/2021	Todd's Nursery Limited	BACS03	1,218.84		2076-Plants,trees and ties
12/04/2021	Todd's Nursery Limited	BACS04	1,254.74		2079-Plants,trees and ties
13/04/2021	Todd's Nursery Limited	BACS05	1,235.40		2080-Plants,trees and ties
13/04/2021	Todd's Nursery Limited	BACS06	2,668.03		2078-Plants,trees and ties
13/04/2021	Todd's Nursery Limited	BACS07	4,303.20		2077-Plants,trees and ties

List of Payments made between 01/04/2021 and 30/04/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
15/04/2021	Staff Salaries April 2021	BACS	15,878.29		Staff Salaries April 2021
15/04/2021	Ampower UK Ltd	DD06	114.06		2101-Gas March 2021
15/04/2021	Chess Ltd DDR	DD07	315.49		1987-Monthly managed service
21/04/2021	Ampower UK Ltd	DD08	33.54		2102-Elec March 2021
21/04/2021	Ampower UK Ltd	DD09	19.71		2100-Elec March 2021
21/04/2021	Ampower UK Ltd	DD10	12.02		2099-Elec March 2021
29/04/2021	Chess Ltd DDR	DD11	297.56		2105-Monthly call charge
30/04/2021	Chess Ltd DDR	DD12	4.31		P/Ledger Electronic Payment
30/04/2021	Anglian Water Business Ltd. (N	DD13	53.06		2104-Water 14.01.21-13.01.21
30/04/2021	Anglian Water Business Ltd. (N	DD14	35.17		2103-Water 22.01.21-13.04.21
30/04/2021	Purchase Power	DD15	2.30		Postage charge
Total Payments			<u>526,663.15</u>		

Note: Transfer of precept from current account to savings account happens in two stages due to limit on transfer amounts. Third transfer was a duplication and was reversed. For audit purposes it must be shown within the list.

Date: 08/06/2021

Sandy Town Council Current Year

Page 1

Time: 11:32

Current Bank A/c

List of Payments made between 01/05/2021 and 31/05/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/05/2021	Premium Credit Ltd	DD	1,654.43		Premium Credit Ltd-Insurance
06/05/2021	Bank charge payable	CHRG	29.55		Bank charge payable
06/05/2021	Travis Perkins Trading Co Ltd	BACS01	108.22		Gravel/Shingle
09/05/2021	Central Bedfordshire Council	DD	6,175.25		CBC-Car Park Rates 2021/22
09/05/2021	Central Bedfordshire Council	DD	139.44		CBC-Market&Prem Rates 21/22
09/05/2021	Central Bedfordshire Council	DD	923.30		CBC-Store Rates 21/22
09/05/2021	Central Bedfordshire Council	DD	3,368.50		CBC-Office Rates 21/22
09/05/2021	Central Bedfordshire Council	DD	1,971.10		CBC-Cemetery Capel Rates 21/22
09/05/2021	Central Bedfordshire Council	DD	935.25		CBC-Public Conv. Rates 21/22
10/05/2021	Ampower UK Ltd	DD01	708.54		2089-Elec April 2021
10/05/2021	Ampower UK Ltd	DD02	303.29		2090-Elec April 2021
10/05/2021	Ampower UK Ltd	DD03	301.76		2091-Elec April 2021
11/05/2021	Amberol Limited	32239	552.00		2046-Barrier planting baskets
11/05/2021	Ms. C. M. T. Blake	32240	250.00		2068-Three town mosiac heritag
11/05/2021	Sandy Town Bowls Club	32241	21.43		2062-Fuel
11/05/2021	Central Bedfordshire Council	32242	1,627.36		2047-Jenkins Monthly fee May
11/05/2021	Certas Energy UK Ltd	32243	258.30		2050-Vehicle fuels
11/05/2021	Colin Ross Workwear & Safety	32244	259.15		2049-PPE and work clothing
11/05/2021	Sandy Cricket Club	32245	23.02		2061-Petrol for mowers
11/05/2021	DCK Accounting Solutions Ltd	32246	545.42		2051-Contract accountancy
11/05/2021	Fenland Leisure Products Ltd	32247	466.51		2052-Replacement+maintenance play equip.
11/05/2021	Frontier Agriculture Ltd	32248	253.80		2053-Roundup Biactive GL
11/05/2021	Atlantic Autos Ltd	32249	90.12		2048-Vehicle repairs
11/05/2021	Hertfordshire County Council	32250	145.19		2054-Mis janitorial+stationery
11/05/2021	Sandy Helping Hands Counsellin	32251	500.00		2074-Grant 2021/22
11/05/2021	ICCM	32252	95.00		2055-Membership-Council
11/05/2021	Tim Miles	32253	720.00		2056-Grave digging
11/05/2021	National Association of Local	32254	51.71		2057-NALC Member Training Course
11/05/2021	FD Odell & Sons Ltd	32255	479.70		2059-Mixed waste collection
11/05/2021	Rosetta Publishing	32256	290.40		2060-Beds bulletin May
11/05/2021	Agrovista UK Ltd	32257	1,839.10		2045-Soil
11/05/2021	Shire Pest Control & Wildlife	32258	135.00		2063-Cemetery rodent treatment
11/05/2021	Steve Dear Tree Services Ltd	32259	1,680.00		2064-Tree work-Sandy Bedford Rd rec
11/05/2021	T&J Seymour Electrical Install	32260	2,970.00		2067-Qtrly maint. and streetlight repair
11/05/2021	J. Tribe	32261	955.00		2070-Three tree mosaic trail
11/05/2021	Verto (UK) Ltd	32262	118.80		2071-Domain renewal
11/05/2021	XL Displays Ltd	32263	616.80		2073-Display board NDP Steering Grp
11/05/2021	Ampower UK Ltd	DD4	382.51		2087-Gas April 2021
12/05/2021	HMRC PAYE/NI Due	BACS	4,945.81		HMRC PAYE/NI Due
12/05/2021	Pension Due	BACS	6,042.77		Pension Due
12/05/2021	Ampower UK Ltd	DD05	33.54		2088-Elec April 2021
12/05/2021	Ampower UK Ltd	DD06	35.54		2086-Elec April 2021
12/05/2021	Mr S Gregory	BACS02	174.00		Machinery Service
12/05/2021	Purchase Power	BACS03	513.00		Postage top up -franking
13/05/2021	Ampower UK Ltd	DD07	14.79		2085-Elec April 2021
14/05/2021	Staff Salaries May 2021	BACS	13,822.03		Staff Salaries May 2021
17/05/2021	UK Fuels Limited DDR	DD08	145.39		2093-Motor fuel

Continued on Page 2

List of Payments made between 01/05/2021 and 31/05/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
17/05/2021	Chess Ltd DDR	DD09	315.49		2106-Endpoint service IT support
20/05/2021	Anglian Water Business Ltd. (N	DD10	101.63		2084-Water 04.02.21-03.05.21
21/05/2021	Anglian Water Business Ltd. (N	DD11	69.52		2082-Water 05.02.21-04.05.2021
21/05/2021	Anglian Water Business Ltd. (N	DD12	12.68		2083-Water 05.02.21-04.05.21
24/05/2021	Anglian Water Business Ltd. (N	DD13	438.80		2092-Water 06.02.21-05.05.21
25/05/2021	Anglian Water Business Ltd. (N	DD15	16.89		2184-Water 09.02.21-08.05.21
27/05/2021	Chess Ltd DDR	DD16	332.30		2185-Monthly phone charge
28/05/2021	Viking Carpentry	BACS04	200.00		2175-Library box with stand

Total Payments	<u>59,159.13</u>
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Sandy Town Council

Schedule of Earmarked Reserves

Year Ended 31st March 2021

	<u>Balance at</u> <u>01/04/2020</u>	<u>Contribution</u> <u>to reserve</u>	<u>Contribution</u> <u>from reserve</u>	<u>Balance at</u> <u>31/03/2021</u>
	£	£	£	£
<u>Capital Projects Reserves</u>				
Rolling Capital Fund	141594	120,710	(15,623)	246,681
	<u>141,594</u>	<u>120,710</u>	<u>(15,623)</u>	<u>246,681</u>
<u>Other Earmarked Reserves</u>				
Fallowfield	51632	12,000	(7,915)	55,717
Cemetery Development Reserve	23028			23,028
Community Funds	7000			7,000
Elections	15000			15,000
Christmas Activities	0			0
SAIT	0	1,200	(180)	1,020
Outdoor Gym Equipment	0	3,000	(3,000)	0
S106 Fallowfield	0	2,706	(2,706)	0
S106 Bedford	0	311	(311)	0
	<u>96,660</u>	<u>19,217</u>	<u>(14,112)</u>	<u>101,765</u>
TOTAL EARMARKED RESERVES	<u>£238,254</u>	<u>£139,927</u>	<u>(£29,735)</u>	<u>£348,446</u>

Sandy Town Council

Annual Return Statement of Accounts

	2019/20	2020/21
	£	£
1 Balances brought forward	656,288	472,296
2 (+) Annual Precept	580,198	594,768
3 (+) Total other receipts	105,184	80,137
4 (-) Staff costs	-263,932	-276,532
5 (-) Loan interest/capital repayments	-608	-608
6 (-) Total other payments	-604,834	-287,573
7 (=) Balances carried forward	472,296	582,488
8 Total Cash & Investments	509,046	618,903
9 Total Fixed assets	3,282,785	3,329,634
10 Total Borrowings	3,313	2,928

Reconciliation of Boxes 7 and 8

Box 7 as above	472,296	582,488
Add: Creditors	58,163	51,326
Deduct: Debtors and Stock	-21,413	-14,911
Box 8 as above	509,046	618,903

Sandy Town Council

Unaudited Financial Statements

For the year ended 31 March 2021

Sandy Town Council

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31 March 2021

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Sandy Town Council

Council Information

31 March 2021

(Information current at 28th June 2021)

Chairperson

Cllr M. Pettitt

Councillors

Cllr J. Hewitt (Deputy Mayor)

Cllr P. N. Aldis

Cllr P. Blaine

Cllr A Gibson

Cllr A. M. Hill

Cllr A. W. Jackson

Cllr T Knagg

Cllr R. Lock

Cllr C. Osborne MBE JP

Cllr S. Paterson

Cllr S. Scott

Cllr P. Sharman

Cllr S. Sutton

Cllr. Dr. N. Thompson

Town Clerk

Chris Robson

Auditors

Mazars LLP

Salvus House

Aykley Heads

Durham

DH1 5TS

Internal Auditors

Haines Watts

Woburn Court

2 Railton Road

Kempston

Bedford

MK42 7PN

Sandy Town Council
Statement of Accounting Policies
31 March 2021

Auditors

The name and address of the External Auditors is provided for information only.

These Statements are not subject to audit and the External Auditors have no responsibility for them.

Accounting Convention

The accounts have been prepared in accordance with the Accounting Guidance Notes for Local Councils (the Guide) issued by The Chartered Institute of Public Finance and Accountancy (CIPFA) as applicable to a medium sized council.

These accounts have been prepared having regard to the fundamental accounting concepts of: Going Concern, Prudence, Accruals, Relevance, Consistency, Reliability, Comparability, Understandability and Materiality.

The accounts have been prepared under the historical cost convention.

Fixed Assets

All expenditure on the acquisition, creation or enhancement of fixed assets is reported in the notes to the accounts, provided that the fixed asset yields benefits to the authority and the services it provides for a period of more than one year. Fixed assets are valued on the basis recommended by CIPFA. The year end values are stated on the following basis:

land, operational properties and other operational assets are reported in notes to the accounts cost (where known) or at insurance values current when first reported as approximating to the lower of net replacement cost and net realisable value at that time (previous years at current insurance values)

all other assets are included at historical cost except that certain community assets are the subject of restrictive covenants as to their use and/or future disposal. Such assets are therefore considered to have no appreciable realisable value and are included at a nominal value only.

Revenue Grants

Revenue grants are credited to income when conditions attached thereto have been fulfilled and/or equivalent expenditure has been incurred. Grants received in respect of which the conditions have not been fulfilled, or expenditure incurred, are carried forward as deferred revenue grants.

Debtors and Creditors

The council reviews the level of its commercial debtors on a regular basis and provisions are made, as required, where the likelihood of amounts proving ultimately collectable is in doubt.

Value Added Tax

Income and Expenditure excludes any amounts related to VAT, as all VAT suffered/collected is recoverable from or payable to HM Revenue and Customs. Any amounts not so recoverable are treated as a separate expense.

External Loan Repayments

The council is not required by the Guide to incorporate external borrowings in its Balance Sheet. Details are shown at note 12.

Sandy Town Council
Statement of Accounting Policies
31 March 2021

Leases

The council is not required by the Guide to incorporate Hire Purchase and/or Finance Lease obligations in its Balance Sheet. Details are shown at note 11.

Reserves

The council maintains certain reserves to meet general and specific future expenditure. The purpose of the council's reserves is explained in notes 13 to 14.

Interest Income

All interest receipts are credited initially to general funds.

Pensions

The pension costs that are charged against precept in the council's accounts, in respect of its employees, are equal to the contributions paid to the funded pension scheme for those employees.

These contributions are determined by the fund's actuary on a triennial basis and are set to meet 100% of the liabilities of the pension fund, in accordance with relevant government regulations.

The next actuarial valuation is due at 31st March 2022 and any change in contribution rates as a result of that valuation will take effect from 1st April 2023.

Sandy Town Council
Income and Expenditure Account
31 March 2021

	Notes	2021 £	2020 £
INCOME			
Precept on Principal Authority		594,768	580,198
Capital Grants and Sale of Assets		36,340	62,656
Interest and Investment Income	1	1,343	2,654
Recreation Grounds and Open Spaces		5,811	5,883
Cemetery		32,334	28,172
Tourist Information		-	1,099
Car Park and Market		171	1,234
Highways - Footpaths and Lighting		1,700	-
Establishment/General Administration		909	2,025
Civic and Democratic		1,504	310
Christmas Lights		25	1,151
		674,905	685,382
EXPENDITURE			
Establishment/General Administration		351,687	337,306
Election Expenses		-	3,708
Capital Expenditure	8	46,849	343,947
Loan Interest and Capital Repayments		608	608
Operational Expenditure:			
Recreation Grounds and Open Spaces		56,807	57,937
Cemetery		15,303	12,957
Tourist Information		-	949
Public Toilets		3,726	3,689
Car Park and Market		13,461	17,726
Lighting and Street Furniture		17,166	19,381
Civic and Democratic Costs		188	2,490
Grants and Donations		5,269	5,177
Christmas Lights		14,173	16,665
CCTV Fees		1,976	14,293
Outside Services		37,500	32,541
		564,713	869,374
General Fund			
Balance at 01 April 2020		234,042	284,043
Add: Total Income		674,905	685,382
		908,947	969,425
Deduct: Total Expenditure		564,713	869,374
		344,234	100,051
Transfer (to)/from Capital Receipts Reserve	13	-	55,324
Transfer (to)/from Earmarked Reserves	14	(110,192)	78,667
General Reserve Balance at 31 March 2021		234,042	234,042

The notes on pages 8 to 12 form part of these unaudited statements.

Sandy Town Council

Balance Sheet

31 March 2021

	Notes	2021 £	2021 £	2020 £
Current Assets				
Debtors and prepayments	9	14,911		21,413
Cash at bank and in hand		<u>618,903</u>		<u>509,046</u>
		633,814		530,459
Current Liabilities				
Creditors and income in advance	10	<u>(51,326)</u>		<u>(58,163)</u>
Net Current Assets			582,488	472,296
Total Assets Less Current Liabilities			582,488	472,296
Total Assets Less Liabilities			<u>582,488</u>	<u>472,296</u>
Capital and Reserves				
Earmarked Reserves	14		348,446	238,254
General Reserve			<u>234,042</u>	<u>234,042</u>
			<u>582,488</u>	<u>472,296</u>

Signed:

Cllr M. Pettitt
Chairperson

.....

Chris Robson
Responsible Financial Officer

Date:

.....

The notes on pages 8 to 12 form part of these unaudited statements.

Sandy Town Council

Notes to the Accounts

31 March 2021

1 Interest and Investment Income

	2021	2020
	£	£
Interest Income - General Funds	1,343	2,654
	<u>1,343</u>	<u>2,654</u>

2 Agency Work

During the year the Council undertook no agency work on behalf of other authorities.

During the year the Council commissioned no agency work to be performed by other authorities.

3 General Power of Competence

With effect from 13th May 2019 Sandy Town Council acquired the right to exercise the General Power of Competence extended to Town and Parish Councils under the Localism Act 2011 by S.I. 2012 No 965 (The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012). Therefore, with effect from 13th May 2019 the council no longer exercises the powers conveyed by Section 137 of the Local Government Act 1972 (as amended).

4 Publicity

Section 5 of the Local Government Act 1986 requires the council to disclose expenditure on publicity. Details are shown under the following broad categories:

	2021	2020
	£	£
Annual Report & Newsletter	1,936	2,630
	<u>1,936</u>	<u>2,630</u>

5 Tenancies

During the year the following tenancies were held:

Council as landlord

Tenant	Property	Rent p.a. £	Repairing / Non-Repairing
Sandy Sports & Leisure Association	Land For Artificial Pitch – Sunderland Rd Rec	Peppercorn	N/A
Sandy Football Club	Pitch & Pavilion – Bedford Rd Rec. Ground	254	Repairing
Sandy Village Hall Mgmt C'ttee	Land for Sandy Village Hall	5	N/A
Sandy Bowling Club	Bowling Green, Sunderland Road	224	N/A
Sandy Air Cadets 22 Squadron	Land for Army Cadet HQ at Berwick Way	246	N/A
Sandy Cricket Club	Cricket Pitch, Sunderland Road	111	N/A
Biggleswade & Hitchin Angling	Angling Rights	669	N/A
Scout Hut	Scout Hut – Sunderland Rd Rec	Peppercorn	N/A

Council as tenant

Landlord	Property	Rent p.a. £	Repairing / Non-Repairing
Everton Estate	Recreation Land	-	Non-Repairing

Sandy Town Council

Notes to the Accounts

31 March 2021

6 Pensions

For the year of account the council's contributions equal 24.80% of employees' pensionable pay. These contributions will increase to 25.80%, in future years.

7 Fixed Assets

	2021	2020
	£	£
	Value	Value
At 31 March the following assets were held:		
<u>Freehold Land and Buildings</u>		
Council Offices	215,000	215,000
Car Park & Market Storage Passageway	325,000	325,000
Public Toilets	150,000	150,000
Bedford Rd Recreation Ground and Buildings	240,500	240,500
Sunderland Rd Recreation Ground and Buildings	742,000	742,000
Cemetery incl Chapel and Shed	176,000	176,000
Cemetery Extension (under development)	236,992	236,992
Cemetery Extension Land	19,000	19,000
Scout Hut and ATC HQ Land	4,500	4,500
The Riddy Nature Reserve	63,000	63,000
Stratford Road Depot & Assos Yard	206,577	206,577
	<hr/> 2,378,569	<hr/> 2,378,569
<u>Vehicles and Equipment</u>		
John Deere Tractor	18,250	18,250
Rotamec Triple Deck Mower	11,150	11,150
Protea 12 Blade Mower	2,845	2,845
Grounds Maintenance & Depot Equipment	44,465	42,424
Play Equipment	423,812	410,659
Furniture and Equipment	138,241	136,252
Display Cabinets	15,000	15,000
Market Stalls (10) Boards & Covers	3,500	3,500
Market Storage Container	1,600	1,600
Chamber Hearing Loop	1,474	1,474
Gazebos (25)	2,494	2,494
Toyota Van FD07 HGU	8,370	8,370
Toyota Van AK12 WLJ	15,000	15,000
Defibrillator and Cabinet	631	631
Goal Posts	4,605	4,605
Roberine Flail Mower	29,500	29,500
War Memorial Plaque	540	540
Bowls Club Irrigation Pump	1,594	1,594
Beeston Green Defibrillator	660	660
Scoreboard	3,809	3,809
Depot CCTV	13,699	1,466
Outdoor Fitness Equipment	17,433	-
	<hr/> 758,672	<hr/> 711,823

Sandy Town Council

Notes to the Accounts

31 March 2021

7 Fixed Assets (Cont'd)

	2021	2020
	£	£
	Value	Value
<u>Infrastructure Assets</u>		
Street Lighting Columns	127,688	127,688
Noticeboards (11)	8,400	8,400
Car Park Barriers	11,500	11,500
Seats and Benches (84)	32,775	32,775
Bins and other street furniture	1,159	1,159
Anti Climb Fence Panels (50)	1,490	1,490
World War I Board	1,215	1,215
Railings	5,002	5,002
Bedford Road Fencing	2,481	2,481
Flagpole	677	677
	<u>192,387</u>	<u>192,387</u>
<u>Community Assets</u>		
Beeston Green	1	1
War Memorial	1	1
Disused Railway Embankment	1	1
Rose Garden	1	1
The Limes play area	1	1
Fallowfield open space and play area	1	1
	<u>6</u>	<u>6</u>
	<u>3,329,634</u>	<u>3,282,785</u>

The basis of valuation of the above assets is set out in the Statement of Accounting Policies.
In certain instances current insurance values have been used as approximate current replacement cost.

8 Fixed Assets - Additions and Disposals

	2021	2020
	£	£
	Cost	Cost
During the year the following assets were purchased:		
Operational Land and Buildings	-	278,738
Vehicles and Equipment	46,849	65,209
	<u>46,849</u>	<u>343,947</u>
During the year the following assets were disposed of:		
Vehicles and Equipment	250	-
	<u>250</u>	<u>-</u>

Sandy Town Council

Notes to the Accounts

31 March 2021

9 Debtors

	2021	2020
	£	£
VAT Recoverable	13,978	19,369
Prepayments	933	2,044
	<u>14,911</u>	<u>21,413</u>

10 Creditors and Accrued Expenses

	2021	2020
	£	£
Trade Creditors	30,877	37,859
Superannuation Payable	4,937	4,709
Payroll Taxes and Social Security	3,828	3,953
Accruals	11,534	11,642
Income in Advance	150	-
	<u>51,326</u>	<u>58,163</u>

11 Hire Purchase and Lease Obligations

At 31 March the following hire purchase agreement(s) and lease(s) were in operation:

Hire/Lessor	Purpose	Annual Lease/Hire Payable	Year of Expiry
		£	
Control Print Solutions	Service/Prints for Photocopier	1,098	2023
Pitney Bowes	Franking Machine	290	Ongoing
Grenke Leasing	Photocopier	3,062	2023

12 Loans

At the close of business on 31 March 2021 the following loans to the council were outstanding:

Lender	Loan Period	Amount	Years Remaining
		£	
Public Works Loan Board	Repayable to 27 th August 2025	914	4.5
Public Works Loan Board	Repayable to 27 th February 2028	2,014	7

13 Usable Capital Receipts Reserve

	2021	2020
	£	£
Balance at 01 April	-	55,324
<i>Less:</i>		
Capital used to fund expenditure	-	(55,324)
Balance at 31 March	<u>-</u>	<u>-</u>

The Usable Capital Receipts Reserve represents capital receipts available to finance capital expenditure in future years.

Sandy Town Council

Notes to the Accounts

31 March 2021

14 Earmarked Reserves

	Balance at 01/04/2020	Contribution to reserve	Contribution from reserve	Balance at 31/03/2021
	£	£	£	£
Capital Projects Reserves	141,594	120,710	(15,623)	246,681
Asset Renewal Reserves	-	-	-	-
Other Earmarked Reserves	96,660	19,217	(14,112)	101,765
Total Earmarked Reserves	<u>238,254</u>	<u>139,927</u>	<u>(29,735)</u>	<u>348,446</u>

The Capital Projects Reserves are credited with amounts set aside from revenue to part finance specific projects which are part of the council's capital programme.

The Other Earmarked Reserves are credited with amounts set aside from revenue to fund specific known commitments of the council.

The Other Earmarked Reserves at 31 March 2021 are set out in detail at Appendix A.

15 Capital Commitments

The council had no other capital commitments at 31 March 2021 not otherwise provided for in these accounts.

16 Contingent Liabilities

The council is not aware of any contingent liabilities at the date of these accounts.



**SANDY TOWN COUNCIL
INTERNAL AUDIT REPORT YEAR ENDING 31st March 2021**

The final internal audit was carried out on 11th May 2021 at the premises of Sandy Town Council.

Work Done

Bank Reconciliations

The year end bank reconciliations were reviewed and agreed to ensure that they had been prepared correctly. In addition, the reconciliation file was reviewed to ensure completeness as per the interim internal audit report. Cheque book & paying-in book cut off was confirmed to ensure that all transactions were entered in the correct accounting period.

Trade Debtors & Creditors

Trade debtor and creditor balances were reviewed for reasonableness and to ensure that there were no outstanding balances that require doubtful debt provisions.

Review of VAT returns

VAT returns for the year were reviewed and the closing balance was reconciled to the financial statements.

Accruals

Accruals were reviewed and compared to the previous year to ensure they are reasonable.

Accounting for Income & Expenditure

Sample testing of the Council's income and expenditure was carried out during the first internal audit visit. Results of this testing were satisfactory and no further testing of this area was considered necessary during this visit.

Review of Risk Assessment

The Council's risk assessment was reviewed to ensure that significant risks have been identified and that adequate arrangements and controls are in place to minimise these risks.

Fixed Asset Register

The fixed asset register was reviewed to ensure that it was complete, accurate and properly maintained.

Insurance

The insurance policies and schedules were reviewed to ensure that cover was sufficient.

Meeting Minutes

Minutes of the Council meetings were reviewed to ensure that expenditure was approved and monitored and that decisions regarding the Council's finances were documented.

Review of Accounts

A review of the accounts was required to ensure that they had been correctly prepared and to ensure agreement to the underlying accounting records.

Results

Bank Reconciliations

All year end bank reconciliations were reviewed and appeared to be correctly prepared. Reconciliations have been prepared monthly and reviewed and approved at Council meetings. All items outstanding at the year-end were tested for clearance and 100% were found to have cleared by the beginning of April 2021.

We can conclude that the amount recorded in the accounts for cash in hand does not reflect the value (£350.00) shown on the financial statements. A cash sheet is recorded on a monthly basis and reimbursed through the bank account. The nominal value on the accounts does not get amended to reflect the true value left over each month.

Trade Debtors & Creditors

There were no trade debtors outstanding at the yearend date. The trade creditor balance totalled £30,877.78 and were deemed to be accurate and complete from errors.

We can conclude that the amounts recorded in the accounts for debtors and creditors are reasonable and reflect the underlying books & records of the Council.

VAT

The closing VAT balance was checked to VAT returns and a VAT control completed. The Council receives repayment of VAT as there is only a small amount of taxable supplies made. The majority of the Council's supplies are zero rated. There was no VAT visit during the year.

We can conclude that the amount recorded in the accounts as VAT debtor is reasonable and reflects the underlying books & records of the Council.

Accruals

Accruals were reviewed and noted to be comparable with the prior year. Accruals reviewed for reasonableness and April invoices reviewed for completeness.

We can conclude that the amount recorded in the accounts for accruals is reasonable and reflects the underlying books & records of the Council.

Risk Assessment

The current risk assessment identifies the individual risks faced by the organisation, the threat levels of these risks and the controls that have been put in place. The risk assessment is produced by Chris Robson, the Town Clerk.

It was noted that the risk assessment was received, reviewed and adopted by the Town Council on 17th February 2020. A review is set to take place by February 2022.

We can therefore conclude that the Council has assessed the significant risks to achieving its objectives and that adequate control procedures are in place to mitigate these risks.

Fixed Assets

The Council keeps a fixed asset register and this has been maintained on a regular basis during the year. All additions have been recorded in the year. As with most Councils, the register is maintained at cost price.

We can therefore conclude that the amount recorded in the accounts as fixed assets reflects the original cost of assets purchased.

Insurance

Two separate policies are held, one for the fleet (ERS) and one to cover buildings, contents, public liability, employers liability etc (Aviva). The Council considers the insurance adequate for their needs.

We conclude that the Council has assessed the insurance requirements and adequate controls are in place to ensure the cover is sufficient.

Meeting Minutes

The Council meets regularly & follows regular agenda items including Council finance. Council expenditure is approved on a monthly basis and accounts are reviewed and approved by the Council.

The budget is also reviewed monthly. Meeting notes are numbered using a stamp system and initialled each month. We can conclude that a complete and accurate record of all the Council meetings is being prepared by the Council.

Review of Minutes of Meeting

- A Neighbourhood plan budget of £10,000 is to be included in the 2021/22 financial year budget. The funding is to be provided via a transfer from the rolling capital fund.
- Precept of £599,356 was agreed for the 2021/22 financial year (an increase of £4,588 from the previous year or 0.77%).
- The Band D Council tax for the year is to be set at £149.24 per calendar month. This equates to an increase from 2020/21 (£0.55% or £0.81).
- The under spend in the 2020/21 revenue is to be transferred to the rolling capital fund.
- Monies totalling £17,433 + VAT was spent at installing outdoor fitness equipment at Sunderland Road Recreational Ground, as the first step in a wider project of developing a fitness and activity trail across the town.

Conclusion

In our opinion, books and records are being kept in order. Appropriate risk assessment procedures and internal controls are in place and these are being adhered to by the Council.

Haines Watts

.....
R Hammond FCA - Partner
Haines Watts
First Floor, Woburn Court
2 Railton Road
Woburn Road Industrial Estate
Kempston
Bedford
MK42 7PN

25TH MAY 2021.

.....
Date



SANDY
Town Council

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

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

POLICY, FINANCE AND RESOURCES COMMITTEE				
Est. Cost	Objective	Actions	Responsibility	Timescale
2021/22 Activities				
Services and Contracts				
£20,000 Budget	Current insurance agreement runs until 2023 but annual review is carried out and agreed with insurer.	<ol style="list-style-type: none"> 1) Review of existing policy and drawing up any amendments or additions that are required. 2) Meeting with insurers to review and update policy. 3) Confirmation of any amendments made and copy of 2021/22 policy documents to be presented to PFR committee. 	<ol style="list-style-type: none"> 1) Clerk/Admin Lead 2) Clerk/Admin Lead/Insurer 3) Clerk/Admin Lead 	Complete June 2021 26 th July 2021
£550 service contract currently paid	Review keyholder and alarm callout service provision by current provider and consider alternative quotations for 2022/23.	<ol style="list-style-type: none"> 1) Review of provision and research into alternative providers. 2) Quotes to be obtained by current and alternative providers for consideration. 3) Report to PFR with purpose, review and costs of service provision over the last three years. Quotes and recommendation to be considered. 4) New contractor to be started. 	<ol style="list-style-type: none"> 1) Admin Lead 2) Admin Lead 3) Admin Lead/PFR 4) PFR/Admin Lead 	October 2021 Nov/Dec 2021 Dec 2021 March 2022
Current budget of £1,500 retainer	Review and renew HR and health and safety advisor contract.	<ol style="list-style-type: none"> 1) Review of existing provision to be carried out. 2) Quotations for new contract to be obtained from current and alternative providers. 3) Report, with quotes and recommendation to be considered. 4) Contractor to be appointed. 	<ol style="list-style-type: none"> 1) Clerk/HR Committee 2) Clerk/Admin Lead 3) Clerk/HR Committee 4) Clerk/PFR 	5 th Jul 2021 Jun/Jul 2021 6 th Sep 2021 Sept 2021

AGENDA ITEM 9

APPENDIX VII

£14,000 Per year for three years	Agree a new Christmas Lights Contract to cover the years 2022-2023 <i>Starts in this council year, but actions continue into 2022/23 council year.</i>	<ol style="list-style-type: none"> 1) Review of contract and lights over the last three years following 2021 display. 2) Draw up tender document for 2022-2023 contract. 3) Start tender process with agreement of PFR 4) Engage with FOSCL over colours/motifs etc 5) Consider and approve preferred contractor/quotation 6) Final agreement of light scheme colours and motifs with contractor for 2022-2024 	<ol style="list-style-type: none"> 1) Admin Lead 2) Admin Lead 3) Clerk/Admin Lead 4) Admin 5) PFR 6) Clerk/Admin Lead 	<p>January 2022</p> <p>Feb-Mar 2022</p> <p>April 2022</p> <p>Apr – Jun 2022</p> <p>June 2022</p> <p>July 2022</p>
Budgeting and Accounting				
	Agreement of 2022/23 budget and precept	<ol style="list-style-type: none"> 1) Produce Year on Year budget/expenditure report for review 2) Review of 2021/22 revenue budget report & 2022/23 recommendation 3) Review and amendment of 2022/23 revenue and capital budget 4) Review and amendment of 2022/23 budget and precept level 5) Recommend of budget and precept to Full Council 6) Approval of 2022/23 budget and precept 	<ol style="list-style-type: none"> 1) Clerk 2) PFR 3) PFR 4) PFR 5) PFR 6) Full Council 	<p>Sep 2021</p> <p>18th Oct 2021</p> <p>22nd Nov 2021</p> <p>10th Jan 2022</p> <p>10th Jan 2022</p> <p>24th Jan 2022</p>
	Agreement of 2022/23 Scale of Charges	<ol style="list-style-type: none"> 1) Apply RPI increases to 2022/23 Scale of Charges 2) Review and approve 2022/23 Scale of Charges 3) Amend 2022/23 budget to reflect Scale of Charges 	<ol style="list-style-type: none"> 1) Admin Lead 2) PFR 3) Admin Lead 	<p>Nov 2021</p> <p>10th Jan 2022</p> <p>Jan 2022</p>
Large Capital Equipment Investment (beyond standard equipment covered within revenue budget)				
TBC Est. £22,000 inc in RCF	Research and develop proposals for the replacement of the older of the Council's works trucks.	<ol style="list-style-type: none"> 1) Review of vehicle requirements and understand what form of new vehicle would be appropriate 2) Research of vehicles and options available to the Council, along with costings and options such as leasing. 3) Report to committee with recommendations of preferred replacement vehicle, costs and funding options. 4) Factor proposed new vehicle costs into the 2022/23 budget. 	<ol style="list-style-type: none"> 1) Cllrs/Outdoor Lead 2) Cllrs/Outdoor Lead /Clerk 3) Cllrs/Outdoor Lead 4) Clerk/PFR 	<p>July-Aug 2021</p> <p>Aug-Oct 2021</p> <p>Oct –Nov 2021</p> <p>Dec 2021</p>
Projects				
Up to £10,790	Agreement and installation of gates to cemetery extension car park	<ol style="list-style-type: none"> 1) Quotations and designs to be obtained and considered by Working Group. Recommendation to be made to PFR committee. 2) Order to be placed with chosen contractor. 3) Installation of brick pillars. 4) Installation of gates and entrance fencing. 	<ol style="list-style-type: none"> 1) Clerk/Cem Wrk Grp 2) PFR/Clerk 3) Contractor/Clerk 4) Contractor/Clerk 	<p>Complete</p> <p>Complete</p> <p>June 2021</p> <p>June/July 2021</p>

AGENDA ITEM 9

APPENDIX VII

EMR £23,028	Progress development of the cemetery burial site landscaping and pathways	<ol style="list-style-type: none"> 1) Tender document for the landscaping and path work of the burial extension site to be drawn up. 2) Tender document and process for landscaping work to be developed and agreed by Cem Wrk Group. 3) Any amendments to layout plans as a result of tender to be approved by planning and CBC archaeological officer. 4) Tender process to be undertaken by Cem Wrk Grp and recommendation made to the Council on preferred contractor. 5) Works on landscaping to start. 	<ol style="list-style-type: none"> 1) Clerk 2) Clerk/Cem. Wrk Grp 3) Clerk/Cem Wrk. Grp 4) Cem Wrk Grp 5) Contractor/Cem Wrk Grp 	<p>July 2021</p> <p>Jul -Sep 2021</p> <p>TBD</p> <p>TBD</p> <p>TBD</p>
£67,000	Archaeological work at the cemetery extension site as per the planning permission granted	<ol style="list-style-type: none"> 1) Agree revised cost for work with archaeological contractor following further discussion with CBC. 2) Committee to approve expenditure on second stage of post excavation work and instruct archaeologist to commence. 3) Archaeologist to complete post excavation analysis stage and report back to the Council. 4) Agreement of final reporting stage commencement 5) Archaeologist to report back to CBC when reporting stage complete 	<ol style="list-style-type: none"> 1) Clerk/Cem Wrk Grp 2) PFR 3) Contractor 4) PFR 5) Contractor 	<p>Complete</p> <p>Complete</p> <p>Ongoing</p> <p>TBC</p> <p>TBC</p>
Policy and Administration				
£1,800 legal costs approved	Complete registration of all Council owned land with the Land registry	<ol style="list-style-type: none"> 1) Committee to approve expenditure on appointing a solicitor to undertake land registry work. 2) Documents to support registration of land to be catalogued and provided to solicitor. 3) Solicitor to undertake and complete registration process (committee to be advised on completion) 	<ol style="list-style-type: none"> 1) Clerk/PFR 2) Admin 3) Solicitor 	<p>Complete</p> <p>Complete</p> <p>Ongoing</p>
£2,000 legal costs approved	Adoption of 'Berwick Way' amenity land from Taylor Wimpey	<ol style="list-style-type: none"> 1) Council to agree proposed adoption of parcels of land. 2) Clerk to hold site meeting with TW rep and agree exact red line boundaries of each parcel. 3) Appointment of solicitor to deal with adoption legal work. 4) Obtain costs for cutting of the land to be adopted and budget accordingly. 5) Appointed solicitor to work with TW solicitor on completion of land transfer. 	<ol style="list-style-type: none"> 1) Full Council 2) Clerk 3) PFR/Clerk 4) Clerk 5) Solicitor/Clerk 	<p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Ongoing</p>

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TBC	Completion of Army Cadets HQ lease / land matter (Berwick Way)	<ol style="list-style-type: none"> 1) Seek agreement from landowner Taylor Wimpey to transfer a small parcel of land at the site of the Cadet HQ to STC and progress accordingly. 2) Alternatively, that TW join a lease with STC and the Army Cadets for the HQ building. 3) Further actions will be dependant on responses from TW. 	<ol style="list-style-type: none"> 1) Clerk/PFR 2) Clerk/PFR 	Ongoing
	Beeston Green Working Group to develop proposals to address parking Issues at Beeston Green.	<ol style="list-style-type: none"> 1) Clerk to obtain legal advice from NALC related to parking on village greens and actions that can be taken from a legal point of view. 2) Consideration of legal advice received, along with advice previously given from the Open Spaces Society in context of parking issues. 3) Proposal on recommended action to be developed and presented to the PFR committee for consideration. 	<ol style="list-style-type: none"> 1) Clerk 2) Beeston Wrk Grp 3) Beeston Wrk Grp 	Ongoing
	Carry out further work on the development of an approved contractor list to allow the Council to use 'go-to' contractors for quick service provision.	<ol style="list-style-type: none"> 1) Clerk to research how adoption of an approved contractors list could work within Financial Regulations and relevant legislation. 2) Clerk to report to PFR on how an approved contractors list will work, criteria for inclusion on the list and limits on values of work to be undertaken. Any amendments to Financial Regulations that would be required are to be advised. 3) List of approved contractors to be developed and relevant contractor information/quotes/submissions to be gathered. 4) Council to approve list of approved contractors (annual basis) 	<ol style="list-style-type: none"> 1) Clerk 2) Clerk/PFR 3) Admin/Works Leads 4) PFR/Clerk 	<p>Aug-Sep 2021</p> <p>18th Oct 2021</p> <p>Oct - Feb 2022</p> <p>TBC</p>
Ongoing Activities				
Business as Usual	Running the Committee	Agendas, minutes, reports, finance, administration		
	Council Administration	Administration		
	Council finances, yearend accounts, payroll and audit	Administration, monthly account review and monitoring, recommendations for decisions or action to Full Council. Review and consideration of internal audit reports, Council risk assessments and associated documents/actions.		
	Annual Report	Preparation and publication		
	Action Plan	Annual review and publication		
	Council Policies	Ongoing review and administration		
	Burial Regulations	Review and consideration of Burial Regulations.		

AGENDA ITEM 9**APPENDIX VII**

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

Policy, Finance and Resources Committee

Date:	14th June 2021
Title:	Skatepark Project Tendering Process
Contact Officer:	Town Clerk

Purpose of the Report

1. To receive a draft tender document for the appointment of a contractor to partner with the Town Council for the consultation, design and construction of an updated skatepark at Sunderland Road. To agree that the Skatepark Working Group start the tendering process and report back to the Policy, Finance and Resources Committee with a recommended contractor.

Recommendation

2. That the Committee approves the tender document and that the Working Group and Clerk start and complete the tendering process for the appointment of partner to work with the Council on the provision of an updated/refurbished skatepark. That due to the financial value of the contract, the final awarding of any work will be made by the Full Council based on the recommendation of the Skatepark Working Group.

Background

3. The Council were previously successful in applying for and committing £34,000 in section 106 funding towards a new skatepark facility in Sandy. The Council established a working group to look at how the project could be progressed, and further fundraising achieved. A Skatepark Project Plan was brought forward and agreed.
4. The Community, Services and Environment (CSE) committee previously received a report from the Skatepark Working Group stating a proposed way forward that would see a contractor brought on at an early stage to act as a 'partner' in the project and help move it forward. The CSE committee agreed that;
 - A tender document for the appointment of a contractor to work in partnership with the Council on designing, consulting and fundraising for the new concrete skatepark facility be drawn up.
 - The tender document be approved by the Policy, Finance and Resources committee prior to the process starting.
 - That Councillors on the Skatepark Working Group carry out the tendering process and make a recommendation on a preferred contractor/partner to the Council.

Proposals/Information

5. The tender document attached to this report is based on a format adopted by Central Bedfordshire Council. The tendering document and the process that will follow is the same that was used when the Council tendered for a contractor for the provision and installation of new playpark equipment and the three town mosaic artwork and installation. The tender process will be points-based.
6. Due to the value of the work, the tender opportunity must be advertised online for at least three weeks and a formal advert will need to be published. Companies the Working Group are aware of will also be

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APPENDIX VIII

directly invited to tender. All contractors will be required to complete the attached tender document and submit it to the Clerk by a deadline to be agreed by the Skatepark Working Group. Tenders received will remain sealed and will all be opened at the same time after the submission deadline.

7. An agreed assessment panel will individually review tenders and score them on a sheet provided by the Clerk. The Clerk will take the panel through the scoring criteria and how to record scores. The panel will then review the overall scores for tenders and agree a shortlist of two applicants to interview.
8. The panel will hold an interview/presentation with the contractors, ensuring each contractor is asked the same questions as part of this process. Following the interview/presentation a recommendation on a preferred contractor will then be agreed.
9. The Working Group will need to agree all dates and the tender timeline to complete the attached document.

Financial Implications

10. As detailed in the above-mentioned report to the CSE committee, there are no direct financial costs involved in appointing a contractor at this stage and no financial expense should be incurred to the contractor until the design is agreed, the funding is in place and a build starts. There may be costs involved in the project at the consultation stage (printing, leaflets etc.) or if any ground surveys or planning costs be needed. Such costs would need to come from funds allocated to the project.
11. The Council has so far secured £37,631.80 in grant funding towards the project. The CSE committee is making a recommendation to the Council that it agree to allocate £7,000 in uncommitted EMR to the project, which would give a total fund of £44,631.80 committed to date. To be agreed by the Council on 28th June 2021.

Policy Implications

12. Tendering for a partner to work with the Council on bringing the skatepark project forward is in line with the Council's Skatepark Project Plan and recreation Ground Investment plan.
13. The Council's Financial Regulations, which cover procurement, will need to be followed in the tendering and awarding of any contract.
14. Any messaging or publicity around the tender must go via the office in line with the Council's Media and Social Media policies. There will be a need to ensure that communication regarding the tender is joined up with the Council's wider messaging about its ambition.

Legal Powers

15. The action undertaken is covered by the Localism Act 2011, s.1 the General Power of Competence, for which Sandy Town Council is eligible and is a power of first resort, allowing the Council to do anything an individual can do.
16. The Public Contracts Regulations 2015 must be adhered to.

Risk Management

17. The Working Group must follow the tender process to ensure that it can make a recommendation to the Council in confidence and that a fair, transparent appointment is made. Failure to do so could leave the Council open to challenge or reputational risk.



REQUEST FOR TENDER

Supplier Name:

Tender for	Partnering with the Town Council to fundraise, consult design and construct a concrete replacement skate park	Our Ref	STC-
Contract Location	Sunderland Road Recreation Ground, Sandy, SG19 1QY	Tender submission deadline	TBD

Introduction to The Council

The Council is a town council within Central Bedfordshire in the county of Bedfordshire, England. Sandy Town Council is an elected statutory body of 15 members with legal powers to provide services for the community of Sandy and Beeston. The Council works with partners, such as Central Bedfordshire Council, to help improve local service delivery. The town has an approximate population of 12,000 with over 5,000 households.

Brief Description of Services

You are invited to tender on a contract to work in partnership with Sandy Town Council for the Consultation, Design and Construction of a concrete replacement skate park in Sandy. The works are subject to funding.

General Information

Please check this document together with all accompanying documents, particularly the Specification, and if any pages are missing, duplicated or the text is indistinct, please notify the Council, as we will accept no liability for such errors or omissions.

All items in the Pricing Schedule should be priced. Our Payment terms are 30 days after approved invoice. This must be replicated as a maximum for subcontractors used on this project.

For the proper comparison of Tenders, it is important that no unauthorised alterations have been made to the Tender documents. Tenders containing unauthorised alterations or qualifications may be rejected. If you consider that changes are necessary, your proposals for such changes must be submitted to the Council for consideration and if the Council approves them, they will be circulated to all other potential suppliers.

You are welcome to enclose any documents, brochures or other materials unless you believe will support your tender. You must retain the sequence of the questions and the numbering in your response.

Bids shall remain open for acceptance for a minimum of 90 days from the date that the Tender return is posted onto the In-tend tendering portal. The Council expects to decide award of contract within **TBD** days of the closing date for submission of Tenders.

The Council is not bound to accept a Tender or make an award from this Invitation to Tender.

The contract will be awarded on the basis of the Most Economically Advantageous Tender, based on the award criteria as set out below subject to satisfying the Council’s requirements set out in Part A (Suitability Assessment Questions). Acceptance of the tender by the Council shall be in writing and on the Council’s terms and conditions which are supplied as part of our Tender requirements.

Exclusion

You will be excluded from this procurement process if you meet any of the grounds for exclusion contained in Part A.

If the Council finds conflicting or false information has been provided in a Tenderer’s submission the Council reserves the right to reject the bid at any stage.

The Council may exclude a bidder from this procurement if the Council establishes that it is unable to answer “No” in respect of any of the discretionary exclusion criteria set out below.

DISCRETIONARY EXCLUSION CRITERIA	
Bona fide (Genuine / in good faith) Tender	
Any Tender submitted must be bona fide and without canvassing or soliciting any member or employee of Sandy Town Council or fixing the rates with another supplier. By submitting a Tender, you are agreeing this is a Bona fide Tender.	
Do you have any reason or basis to consider that your tender is not a Bona fide Tender	Yes / No
You should also declare if anyone in your company has a family or close friend who works for the Council or is a member of the Council. You must advise their role and if they have any connections to this Tender. The Council will undertake its legal obligation to mitigate and manage any conflict of interest to enable your tender to proceed.	
Do you have family or close friends who either work for the Council, or are Members of the Council? If Yes , please detail their names and roles below and how you would manage that conflict of interest.	Yes / No

Tender Timelines

Below is an indication of this Tender timeline which may change, and Sandy Town Council will not be liable for any changes.

ACTIVITY	DATE
Last date for receiving questions or points of clarification	TBC
Deadline for receipt of Tenders	TBC
STC to evaluate tender responses.	TBC
Presentation	TBC
Award of Contract	TBC
Target contract commencement date or delivery date	TBC

Return of Tender

Completed Tenders and attachments should be submitted via email by the due date, or by hard copy to 10 Cambridge Road, Sandy, SG19 1JE.

Your Tender must be submitted by no later than **12:00 noon on XXXXX XX XXX 2021**. Tenders received after that time will be excluded.

How Your Tender is Assessed

This tender document is split into two parts: Part A and Part B.

A presentation stage will be required by the top two suppliers who score the highest in their tender submission.

Your organisation is assessed on the 'Suitability Assessment' questions contained in Part A.

The 'Suitability Assessment' questions are to ensure bidders meet requirements or minimum standards of suitability, capability, legal status or financial standing to perform the contract to be awarded.

Bidders must pass Part A in order to be considered for award.

A 'Pass' will be achieved providing the bidder has successfully demonstrated the requirements and minimum standards for each question and provided evidence if requested. The Council has set minimum standards and requirements which are relevant and proportionate to the subject matter of the Contract. The aim is to achieve an appropriate balance between fair competition and safeguarding public money.

If the Council requires a reference to demonstrate experience, the reference given will need to demonstrate sufficient capability to perform the Contract. In particular, the Council will have regard to the degree to which your experience is relevant to the subject matter of the Contract and demonstration of the relevant ability, skills and resource required to perform the Contract.

If you are unable to meet any minimum standards or requirements, the Council may reject your tender at its absolute discretion. The Council may, but has no obligation to do so, consider alternative means of demonstrating suitability in the event that you are unable to meet any minimum standards or requirements. The Council's decision is final in all respects.

The Council reserves its rights not to award a contract to any bidder which does not pass basic credit checks or if, for any other reason, the Council considers any bidder's financial standing is a material risk to the delivery of the services.

After passing Part A, your response to Part B will be assessed.

Part B contains the 'Award criteria' to determine the 'Most Economically Advantageous Tender' (MEAT) for the award of the contract.

Your tender is assessed in accordance with the following award criteria:

Resources/Quality = 70% Costs = 10% Presentation = 20%

Presentation

The project team, following evaluation of both Part A and Part B of the tender submissions, will invite the top two highest scoring suppliers through to 'Presentation stage'.

The date for this is expected to be Week commencing **Monday XX XXXX 2021**

Only those top two companies with the two highest quality scores will be invited for presentation. 5 questions will be released upon invitation to Presentation stage and the supplier is expected to prepare an answer prior to the meeting.

Once at the meeting for the Presentation, the project team will expect:

- 10-15-minute presentation on the supplier's ability to complete the project.
- 5 answers to the questions which were prepared prior to Presentation stage.
- 5 'ad hoc' questions will be asked by the Council project team on the day of the presentation.

Evaluation will be based upon content and delivery and scored in accordance with the methodology stated below

Weighting and Scoring

The marks available for the Quality aspect of your submission will be split into a range of individual elements and weighted according to their importance. Evaluation will be a measure of the extent to which you have met the requirements of the service specification. The evidence you provide in terms of the Quality information you submit will be assessed and scored accordingly. Each member of the evaluation team will assess every submission individually and consequently, a collective score will then be awarded.

Questions in this section are linked to the subject matter of this contract and Key Performance Indicators (KPI's) as detailed in the specification. Your answers should reflect this.

If there is an **(R)** after the 'weighting score', it indicates that there is also a 'minimum' threshold to that question and suppliers will be rejected if they do not meet a minimum requirement threshold. The minimum threshold is 30% and if, for example, the total number of points available is 30 and a score of 8 or below is awarded, this will lead to the rejection of your tender in its entirety.

All questions are scored out of 5 points as per the criteria below. Answers are then multiplied by the weighting factor given for each question. For example, a question weighted as 10 would have a maximum weighted score of 50 (5 x 10), and an answer awarded 4 points would have a weighted score of 40 (4 x 10).

See example below:

Question	Weighting	Score (Example only)	Total
1.	10	5	50
2.	10	4	40
3.	10	3	30
Total Points			120

Award Criteria – Scoring Methodology

Score	Criteria to Award Score – Quality Questions	Criteria to Award Score – Technical & Professional Ability
5	<p>The Potential Provider's response enables the evaluator to have a comprehensive understanding of how the requirement will be met. The evaluator can clearly identify comprehensive evidence that the response given will deliver all stated requirements and exceeds those requirements.</p>	<p>Satisfies the requirement with significant and relevant evidence and experience and some Government experience at or above the contract value or other Considerable public sector experience. Considerable, comparable and relevant private sector experience at or above the contract value may also suffice. Experience is very clearly centred on the subject matter of the Services.</p>
4	<p>The Potential Provider's response enables the evaluator to have a comprehensive understanding of how the requirement will be met. The evaluator can clearly identify comprehensive evidence that the response given will deliver all of the stated requirement(s).</p>	<p>Satisfies the requirement with recognisable evidence and experience. Very good level of public sector experience demonstrated perhaps with some experience in Local Government or Central Government at or near the contract value. Very good, comparable and relevant private sector experience at or near the contract value may also suffice.</p>
3	<p>The Potential Provider's response enables the evaluator to have an understanding of how the requirement(s) will be met. The evaluator can identify sufficient evidence that the response given will deliver most of the stated requirement(s).</p>	<p>Satisfies the requirement. A reasonable level of public sector experience demonstrated perhaps mixed with some private sector experience near the contract value. Possible limited Local Government or Central Government experience demonstrated and some relevant and comparable private sector experience demonstrated. The majority of all experience demonstrated is relevant to the subject matter of the Services.</p>

2	The Potential Provider's response enables the evaluator to have an understanding of how the requirement(s) will be met. The evaluator can identify limited evidence that the response given will partially deliver the requirement(s). The response may have raised significant concern(s).	Satisfies the requirement with minor reservations . Some relevant public sector experience demonstrated but lacking in depth or scope and perhaps mixed with some private sector experience some of which is demonstrates experience of the subject matter of the Services. Some experience is perhaps materially below the Contract value.
1	The Potential Provider's response does not enable the evaluator to have a clear understanding of how the requirement(s) will be met. The evaluator cannot clearly identify that the response given will deliver the stated requirement(s) due to insufficient evidence, the Potential Provider's limited understanding and/ or omissions.	Major reservations . Very little public sector experience or comparable private sector experience demonstrated and difficult to glean how the Applicant could provide the Services. Much of the experience demonstrated is limited in terms of relevance to the subject matter of the Services.
0	The evaluator believes that Potential Provider has failed to either answer the question or provide a relevant response.	Does not meet the requirement. Does not comply and / or insufficient information provided to demonstrate that the Applicant has the ability, understanding or experience

Costs

The tender with the lowest cost (that has met all Quality thresholds) will gain full marks available for the price element of the evaluation.

All other tenders over and above the lowest price tender will score a proportion of the marks available on a pro-rata basis. This is calculated using the percentage their cost would need to reduce to match the lowest price and reducing their score by the same percentage. This is calculated using the following formula:

$$\frac{\text{Lowest cost offered}}{\text{Price offered by a particular tenderer}} \times 10$$

An example of this price evaluation formula being applied is provided below: -

	COST OF THE PROPOSAL	MARKS GAINED OUT OF THE 10 AVAILABLE
Tenderer A	£9,000	10.0
Tenderer B	£10,000	9.0
Tenderer C	£12,000	7.5
Tenderer D	£18,000	5.0
Tenderer E	£30,000	3.0

Word Limits

The word limits may apply to each answer. Please adhere to the word limits. Any additional appendices that are over and above the word limits will be discounted from the evaluation process unless the question specifically invites additional information to be submitted in this manner.

Help and Support

The Council will provide as much support and information as it can in order to help guide you through the Tender process. Questions asked together with the Council's response will be made available to all tenderers to ensure a fair and consistent approach to all.

If there is anything you are not sure of or need clarification on, please contact us using the Correspondence facility on the In-tend portal.

'Reject' Questions

If there is an **(R)** after the weighting score, it indicates that there is also a minimum threshold to that particular question and, at the Council's absolute discretion, tenderers may be rejected if they do not meet a minimum requirement threshold in line with the scoring methodology above. The minimum threshold is set at 30%.

If the Council finds conflicting or false information has been provided in a Tenderer's submission the Council reserves the right to reject the bid at any stage.

Please complete the following Quality Information and the Pricing Schedule attached in order that your Quotation may be assessed.

Specification of Works, Supplies and Services

This specification is a requirement for Consultation, Design, Provision and Installation of a concrete skate park, located at Sunderland Road recreation ground, Sandy, SG19 1QY.

The Skate Park facility is to be installed on the area used for the existing skate park, which consisted of metal ramps and of which most parts were removed in 2014.

The Council is looking to appoint a partner to work with the Council in helping it reach its funding target and the design and consultation of the new concrete skatepark. The Council has a minimum target of **£100,000 excluding VAT** and tenders should indicate what the Council could achieve for that level of funding. Funding in excess of £100,000 may be achieved depending on grant application outcomes.

This Tender will be to identify and select a single Contractor to work in partnership with the Council to bring forward a new skatepark facility. The Contractor's tasks will be:

- Support the Council in fundraising identification and supporting information.
- Consultation,
- Final design
- Provision and Installation of the concrete skatepark (including landscaping)
- Arrange/attend official opening ceremony.
- The contractor must ensure that the area is to suit the needs of the local users whilst taking into account a range of ages, abilities and wheel types such as; scooters, skateboards and BMX, whilst consideration is taken to ensure the site constraints.
- The Contractor must account for any planning conditions and demands that the Council includes within the project management process.

The existing area is approximately 20X28m.(potential to reach 20x34m.)

Measurements are approximate, it is the Bidders responsibility to undertake a site survey prior to bid submission at their own cost.

The area is open to the public at all times and Bidders are welcome to visit at their leisure. If an accompanied site visit is required, please request this by contacting the Town Clerk at clerk@sandytowncouncil.gov.uk.

Services and works:

The tender must include detailed information as requested within the Quality questions. When submitting your response, please account for:

- Consultation and design
- Surveys, utilities searches & engineering drawings for construction
- Identification of any risks involved.
- Preparation and submission of documentation for Planning Application if such an application is required. *Planning permission is not required in accordance with part 12 of the Town & Country (General Permitted Development Order)2015 provided no part of the skate park would*

*exceed 4 metres in height or in total 200 cubic metres in capacity.
Applicable to ramps and base layer if above existing ground level.*

- Project management (to include H&S and CDM compliance)
- Provision of JCT Minor Works 2016 with Contractors Design documentation
- Site Safety
- Preliminaries
- Groundworks & drainage
- Noise impact assessment
- Steelworks
- Concrete
- Landscaping
- Opening Ceremony – *this is to be conducted after soft opening, an Official opening event of skate park with Councillors and press etc*
- Warranties
- Future maintenance

Where possible the skate park is to be surrounded by soft landscaping to help alleviate noise but at the same time be integrated into the neighbouring sports areas, MUGA and play area. There is existing CCTV on site to support the new skatepark.

This Tender aims to select a Contractor based upon examples of previous work, financial viability, Health & Safety procedures, skills, experience of working with Councils and Community Groups, and expertise to delivering a fully funded project from start to finish within budget.

The tender is required to provide value for money, use local suppliers where possible, deliver added value, cause minimum disturbance to the community whilst delivering a durable, well designed concrete skatepark built to a high quality that suits the needs of the local users and adheres to the Authority's requirements.

Installation and Completion

- Once funding is in place and a final design agreed the installation works shall provide a finished state, suitable for use on completion. The site shall be left clean and tidy at the end of the contract and much be handed over in pristine condition.
- Damage to surrounding areas shall be minimized and any damage within or outside of the completed site shall be reinstated to the satisfaction of the Council. Any reinstatement of grass areas shall be with turf.

Post Installation Inspection

- A post installation inspection will be arranged by Sandy Town Council to be conducted within 7 days of install completion through the Play Inspection Company to ensure **BS EN 14974** – Wheeled Sports (Skate) is met.
- Completion of any remedial works highlighted in the post installation report to be conducted within 14 days of report completion.

All stages of the project are to be approved by the Town Council's Skatepark project team (Skatepark Working Group, This is in reference to all the stages e.g. consultation, design etc.)

Fundraising is already underway and to satisfy funding providers already committed it is desired that the replacement skate park should be completed by **April 2022**.

1.	BASIC DETAILS OF YOUR ORGANISATION	
1.1	Name of the organisation in whose name the tender would be submitted:	
1.2	Contact name for enquiries about this bid:	
1.3	Contact position (Job Title):	
1.4	Address: Post Code:	
1.5	Telephone number:	
1.6	Fax number:	
1.7	e-Mail address:	
1.8	Website address (if any):	
1.9	Company Registration number (if this applies):	
1.10	Charities or Housing Association or other Registration number (if this applies). Please specify registering body:	
1.11	Date of Registration:	
1.12	Registered address if different from the above (including post code)	
1.13	VAT Registration number:	
1.14	Is your organisation: (Please indicate one)	i) a public limited company? Yes / No
		ii) a limited company? Yes / No

		iii) a partnership	Yes / No
		iv) a sole trader	Yes / No
		v) other (please specify)	Yes / No
1.15	Name of (ultimate) parent company (if this applies):		
1.16	Companies House Registration number of parent company (if this applies):		

PART A (suitability assessment questions)
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2. Question	Response
<p>2.1 Financial - The Council requires your organisation's turnover to be at least twice the estimated annual value of the Contract and evidenced by your organisation's last 2 years accounts which should be attached to your tender response.</p> <p>If your organisation has been established for less than two years, please provide a business plan for the whole organisation, including the profit and loss account, cash flow forecast and projected balance sheets covering at least the period of the contract.</p>	<p>Is your turnover at least twice the annual value of the Contract? Yes/No</p>
(a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation.	Yes/No
(b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.	Yes/No
(c) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).	Yes/No
2.2 Financial - Has your organization met the terms of its banking facilities and loan agreements (if any) during the past year?	Yes/No
<p>3. Professional and Technical Ability - Please provide details from two recent contracts (within the last 3 years) that your organisation has undertaken which are relevant to Sandy Town Council's requirement. Details should include the following: The organisation's name & contact details, including email, for a Reference. Details of the contract, explaining why the contract is relevant to Sandy Town Council's requirement, when and where the contract was performed, and whether the outcomes were successfully achieved. Please also confirm the contract value.</p>	
<p>4. Insurance - Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:</p> <p>Employer's (Compulsory) Liability Insurance = £ 5,000,000.00 Public Liability Insurance = £ 10,000,000.00</p> <p>Professional Indemnity Insurance = £ 5,000,000 *It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.</p>	

PART B (AWARD CRITERIA)

Quality Questions in relation to you achieving our specification

QUALITY QUESTIONS	
<p>1. (Weighting = 50) (R)</p>	<p>Method Statement - Please confirm you can achieve our specification? If not, what part can you not meet? Provide detailed information on your proposed method for meeting the criteria for all services/work as identified in the specification (e.g., consultation, design, surveys etc) including provisional items and any work that will be sub-contracted (including list of the sub-contractors). Include, timetable of delivery and installation, Health and Safety procedures, site safety, warranties, accreditations and future maintenance of equipment.</p> <p>Word limit 1000</p>
<p>2. (Weighting = 10)</p>	<p>Resources - Detail the resources and your technical ability (inclusive of sub contractors) to carry out the service. Provide Information on:</p> <ul style="list-style-type: none"> • The workforce to be employed for performance • The service and level of experience • The level of resources to be used e.g. time. <p>Word limit 500</p>
<p>3. (Weighting = 10)</p>	<p>Monitoring - Provide information on monitoring of the contract and how you will ensure our required outcomes are met.</p> <p>Word limit 500</p>
<p>5. (Weighting = 10)</p>	<p>Communication - Provide information on how you will effectively communicate with the Council and where applicable the community and your procedure for responding to a complaint. Please include names, position and contact details.</p> <p>Word limit 500</p>

<p>6. (Weighting = 20)</p>	<p>Design consultation - The Contractor will be required to run a minimum of three design consultation events with local users, residents and stakeholders. Recent consultation responses to be considered as part of the design process. Provide details as to how design consultation events with local users, residents and stakeholders will be conducted?</p> <p>Word limit 500</p>
<p>7. (Weighting = 5)</p>	<p>Risk - Identify any risks involved and how you suggest these could be managed effectively (include roles and responsibilities).</p> <p>Word limit 500</p>
<p>8. (Weighting = 10)</p>	<p>Noise - Demonstrate that the replacement skate park will have less impact on the surrounding area/residents than the previous one.</p> <p>Word limit 500</p>
<p>9. (Weighting = 10)</p>	<p>Social Value – Demonstrate how your proposal might offer the social, economic and environmental benefits to the community and take into account social provisions over and above the provision of the service.</p> <p>This could include (but not limited to) creating jobs, improving skills, increasing local volunteering opportunities, improving community cohesion or improving environmental conditions over the relevant area. “the relevant area” means the area consisting of the area or areas of the one or more relevant authorities on whose behalf a public services contract is, or contracts based on a framework agreement are, intended to be made.</p> <p>Word limit 500</p>

Preamble to the Pricing Schedule

Please see below 'Request for Tender below OJEU PT66 Pricing table' and complete accordingly.

This preamble forms part of the Pricing Schedule. The Supplier where applicable should visit the area to satisfy himself as to the local conditions, the full extent and character of the operation, parking and general traffic level conditions, the supply and conditions affecting labour and all other factors which could affect the execution of the Contract generally, as no claims on the ground of lack of knowledge will be entertained.

- (a) The Supplier is to read the preambles in conjunction with the Pricing Schedules and all other Contract documents.
- (b) The Supplier is notified that all quantities given are approximate and given for guidance purposes only. No claim from the Supplier will be entertained by the Council for any mistakes in the information given.
- (c) The Supplier shall price all items. No other costs will be accepted other than those in the pricing schedule. Prices should exclude VAT – see (k)
- (d) The rates to be inserted in the Pricing Schedule for works are to be the full inclusive costs. Labour rates must include all overheads, supervisory and administrative costs, together with an element of profit. No additions to these rates will be allowed other than in accordance with the method of review detailed in the Conditions of Contract.
- (e) The prices and/or rates stated in this Price Schedule constitute the only reimbursement and profit to the company for providing the Services. The prices are deemed to cover all costs, expenses and profit incurred directly or indirectly by the Supplier in providing the Works, Supplies or Services.
- (f) The price invoiced will be benchmarked against the original Tender and recorded throughout the life of the agreement as a KPI (Key Performance Indicator). This will be part of our annual efficiency contract review.
- (g) All administration costs including overheads, printing, posting, copyright etc. are included within the prices tendered below.
- (h) The actual price to be paid will be a product of the rates detailed in this document. All work shall be authorised in advance in writing by the Council's authorised officer.
- (i) Where pricing exceeds our expectations or budget, we reserve the right to implement Best and Final Offer (BAFO)
- (j) Where the Council has decided to award the contract on basis of the dynamic bidding format, also called the E-auction. Quality assessments scores will be embedded within the E-auction tool within the Intend system, thus ensuring adequate Quality weighting is applied. A Rules document will be circulated to the qualified suppliers prior to the E-auction. The Rules document is intended to provide guidance to bidders regarding rules of the final round and to assist bidders to make through pricing strategies.
- (k) All sums payable by or to the Council or the Supplier are exclusive of Value Added Tax ("VAT"). Where VAT is chargeable on such sums, the payer shall pay, upon production of a valid VAT invoice by the payee, such VAT in addition to such sum

Pricing Schedule PART 2 – Skate Park

DESCRIPTION Please use a line for each item as identified in the specification (Specify all stages of the project where a cost will be incurred eg: consultation, design, surveys, planning approval, supply and install, site safety etc)	COST PER ITEM £	TOTAL PRICE £
	EXAMPLE £200.00 PER DAY X 5	£1000.00
Total Sum of Skate park £		£

TENDER COMPLETED BY (an authorised employee of your company)			
Company		Name:	
Position (Job Title):			
Date:		Address	
Telephone number:		Email Address	

SPECIAL TERMS

Clarifications about the Contents of the Tenders

The Council reserves the right (but shall not be obliged) to seek clarification of any unclear or ambiguous aspect of a supplier's Tender during the evaluation phase where necessary for the purposes of carrying out a fair evaluation. Suppliers are asked to respond to such requests promptly. For the avoidance of any doubt, the Council will not provide opportunity to submit revised bids or improved submissions.

Confidentiality and Freedom of Information

This ITT is made available on condition that its contents (including the fact that the Supplier has received this ITT) is kept confidential by the Supplier and is not copied, reproduced, distributed or passed to any other person at any time, except for the purpose of enabling the Supplier to submit a Tender.

As a public body, the Council is subject to the provisions of the Freedom of Information Act 2000 ("FOIA") and Environmental Information Regulations 2004 ("EIR") in respect of information it holds (including third-party information). Any member of the public or other interested party may make a request for information.

The Council shall treat all Suppliers' responses as confidential during the procurement process. Requests for information received following the procurement process shall be considered on a case-by-case basis, applying the principles of the FOIA or the EIR.

While the Council aims to consult with third-party providers of information before it is disclosed, it cannot guarantee that this will be done.

Suppliers should be aware that, in compliance with its transparency obligations, the Council routinely publishes details of its contract(s), including the contract values and the identities of its suppliers on its website.

Publicity

No publicity regarding the Services or the award of any Contract will be permitted unless and until the Council has given express written consent to the relevant communication. For example, no statements may be made to the media regarding the nature of any Tender, its contents or any proposals relating to it without the prior written consent of the Council.

Suppliers Conduct and Conflicts of Interest

Any attempt by Suppliers or their advisors to influence the contract award process in any way may result in the Supplier being disqualified. Specifically, Suppliers shall not directly or indirectly at any time:

- Devise or amend the content of their Tender in accordance with any agreement or arrangement with any other person, other than in good faith with a person who is a proposed partner, supplier, consortium member or provider of finance.
- Enter into any agreement or arrangement with any other person as to the form or content of any other Tender or offer to pay any sum of money or valuable consideration to any person to effect changes to the form or content of any other Tender.
- Enter into any agreement or arrangement with any other person that has the effect of prohibiting or excluding that person from submitting a Tender.
- Canvass the Council or any employees or agents of the Council in relation to this procurement.
- Attempt to obtain information from any of the employees or agents of the Council or their advisors concerning another Supplier or Tender.

Suppliers are responsible for ensuring that no conflicts of interest exist between the Supplier and its advisers, and the Council and its advisors. Any Supplier who fails to comply with this requirement may be disqualified from the procurement at the discretion of the Council.

Council's Rights

The Council reserves the right to:

- Waive or change the requirements of this ITT from time to time without prior (or any) notice being given by the Council.
- Seek clarification or documents in respect of a Supplier's submission.
- Disqualify any Supplier that does not submit a compliant Tender in accordance with the instructions in this ITT.
- Disqualify any Supplier that is guilty of serious misrepresentation in relation to its Tender, expression of interest or the tender process.
- Withdraw this ITT at any time, or to re-invite Tenders on the same or any alternative basis.
- Choose not to award any Contract as a result of the current procurement process.
- Make whatever changes it sees fit to the Timetable, structure or content of the procurement process, depending on approvals processes or for any other reason.

Bid costs

The Council will not be liable for any bid costs, expenditure, work or effort incurred by a Supplier in proceeding with or participating in this procurement, including if the procurement process is terminated or amended by the Council.

Council's Values

The Council expects its suppliers to deliver works, services or goods with due regard to environmental protection, health and safety and equalities legislation and Council's contract reflects these values.

Branding

Sandy Town Council branding should where possible be incorporated on all publicity materials and letters to the public produced on our behalf by contractors, after approval. This branding should be the Town Council's 'Sandy Town Council' logo with crest. Please contact the Town Clerk at clerk@sandytowncouncil.gov.uk or call 01767 681491 to obtain the logo and obtain further information.

Policy, Finance and Resources Committee

Date:	14th June 2021
Title:	Cambridge Road Boiler
Contact Officer:	Carol Baker-Smith, Administration Team Leader

Purpose of the Report

1. To receive and consider a report and quote for a new boiler at the Council's offices, 10 Cambridge Road, Sandy.

Recommendation

2. That the Council replaces its boiler with Option C including 10 years' warranty, at a cost of £2,000 to be taken from the Council's rolling capital fund.

Background

3. The Council's existing boiler (*Greenstar Worcester/Bosch Combi 30kw*) is approximately 14 years old. The boiler has been regularly serviced by certified professionals. Recently the boiler has started to incur problems for which numerous boiler engineer callouts have been necessary. The boiler has continued to encounter problems, including the control panel not working and the building having no heating at all, or getting stuck at a high heat setting which cannot be lowered. New control panels have been installed but have failed on three occasions. The engineer believes this is because the motherboard in the boiler is deteriorating. The engineer has informed the Administration Team Leader that the boiler's age means it is reaching the end of its life and a new boiler should be considered. Recently the boiler has become stuck at a temperature and has not responded to lowering or increasing.

Proposals/Information

4. The company commissioned to carry out the Council's 10 Cambridge Road Energy Audit were asked to provide comment on a replacement boiler and whether an alternative solution should be looked at from an energy use and environmental point of view. The company advised that although their initial report recommends consideration of a heat pump system, they do not believe this would actually be a practical viable option at this time and would be an expensive capital cost. The existing radiators would require changing and a new hot water tank would need to be installed. Locating a heat pump would be particularly complicated as it would need to be near free air, which limits options in the Council offices. The energy auditor's suggestion is to remain with gas and carry out thermal improvements instead (such as loft insulation). The Environmental Working group will be considering the Energy Audit further and bringing forward any recommendations on actions.
5. The below prices have been obtained for a new combi boiler from the heating engineer who maintains the Council's boiler. The quotes are for a 'like for like' boiler, with all material and labour, including;
 - Cleanse and clean old heating system
 - Remove old boiler
 - Install new boiler
 - Re pipe boiler to suite
 - Install magnetic filter on return
 - Run condense pipe into waste
 - Install new flue
 - Install new programmer
 - Install scale reducer
 - Install shock arrestor
 - Clean and tidy site
 - Reg boiler with gas safe
 - Reg warranty Commission

Option	Combi Boiler	Cost including Labour
A	Ideal imini 30kw (5 year warranty)	£1600 plus vat
B	Ideal logic plus 30kw (7 year warranty)	£1800 plus vat
C	Ideal logic max 30kw (10 years warranty)	£2000 plus vat
D	Ideal vogue max 32kw (12 years warranty)	£2100 plus vat
Note: The prices for the boiler increase based on the length of warranty the council wishes to have.		

Financial Implications

6. Funds are available in the Council's rolling capital fund to cover the costs of replacing the boiler. The cost will be dependent on the option/quote approved by the committee.
7. Failure to ensure the boiler is working correctly could lead to higher running costs, especially if the boiler continues to get stuck on high heating settings and cannot be lowered. Additional repair costs will continue to be incurred in the Council's maintenance budget if a new boiler is not invested in.

Other Implications

8. As an employer, the Council should ensure the boiler is safe and working and that its offices are not excessively hot or cold with no ability to control the temperature.

Policy Implications

9. The Council's environmental working group previously considered the matter and the advice from the Energy Audit company in relation to the Council's Environmental Plan.

Legal Powers

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

Risk Management

11. All contractors undertaking work for the Council will need to supply the relevant professional certifications, insurance and safety documents. The boiler will be regularly serviced, and those services recorded for inspection by the Council's Health and Safety inspector during its annual review. There remains a risk to the Council if it fails to take action to upgrade to a new boiler, if the current boiler continues to fail and ultimately stops working completely.

SANDY TOWN COUNCIL

Complaints Policy

- 1 Definition of a complaint:
 "A complaint is an expression of dissatisfaction by one or more Members of the public about the Council's action or lack of action or about the standard of a service, whether the action was taken or the service provided by the Council itself or a person or body acting on behalf of the Council." (Local Government Ombudsman)

- 2 This policy sets out Sandy Town Council's policy and procedures for dealing with complaints from members of the public or organisations about its **administration and procedures**. In the first instance, complaints should be made orally or in writing to: The Town Clerk, Sandy Town Council, 10 Cambridge Road, Sandy, SG19 1JE. Any oral complaints should be followed up in writing.

- 3 Different arrangements apply for the following types of complaint:

Type of conduct	Refer to
Financial irregularity	Local electors have a statutory right to object to the Council's audit of accounts pursuant to S16 of the Audit Commission Act 1998. Sandy Town Council's auditors are: Mazars LLP Salvus House Aykley Head Durham DH1 5TS and they should be contacted directly in the event of an objection to the accounts.
Criminal activity	Any complaints or allegations of criminal activity should be referred to the Police: Bedfordshire Police Woburn Road Kempston MK43 9AX

<p>Complaints about individuals</p>	<p>Member conduct Complaints relating to a Council member's failure to comply with Sandy Town Council's code of conduct must be submitted to Central Bedfordshire Council:</p> <p><i>The Monitoring Officer Central Bedfordshire Council Priory House Monks Walk Chicksands Shefford Bedfordshire SG17 5TQ</i></p> <p>Employee conduct Complaints about the individual behaviour of members of staff will be addressed using the Council's internal disciplinary procedure.</p> <p>Complaints should be made in writing to:</p> <p>The Town Clerk Sandy Town Council 10 Cambridge Road Sandy SG19 1JE 01767 681491</p> <p><i>Or if the complaint is about the behaviour of the Town Clerk to</i></p> <p>The Town Mayor Sandy Town Council 10 Cambridge Road Sandy SG19 1JE 01767 681491</p>
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- 4 In the first instance, if an oral or written complaint is made to the Town Clerk, a Councillor or the whole Council, then the Town Clerk shall investigate the matter on behalf of the Council and report back to the complainant as promptly as possible. If Councillors are notified of oral complaints, they will inform the Town Clerk within 2 working days. The Town Clerk will respond to complaints within 10 working days to provide an update, a final report or a reasonable timescale for when a final report on

the complaint and any remedy shall be made available. The Clerk will first attempt to settle all complaints directly with the complainant.

- 5 If the complainant is not satisfied with the outcome of the attempt to settle the complaint directly, then a further formal written complaint should be made in writing to the Town Clerk and the matter will be dealt with by the Complaints Committee of Sandy Town Council.
- 6 If the complainant does not wish to put the complaint in writing to the Town Clerk it should be made in writing to the Town Mayor.
- 7 The Town Clerk or other nominated officer will acknowledge receipt of the complaint within 10 working days and advise the complainant when the matter will be considered by the Complaints Committee. This Complaints Committee will have five members, which will exclude members of the HR Committee, and they will be elected at the annual meeting of the Town Council specifically for the purpose of hearing complaints. If members of the committee elected at the annual meeting are unable to participate in the complaints hearing for any reason (eg conflict of interest, absence) the Town Council will appoint alternative members to the committee.
- 8 Whenever possible, the identity of the complainant will only be made known to those who need to consider the complaint. However, the general nature of the complaint may be published on an agenda. The complainant will be advised about what information is to be made public at this stage. The complainant shall be invited to attend the meeting to hear the complaint and to bring a representative with them if they wish. The Council will do their best to accommodate a convenient meeting date for the complainant. Once agreed a meeting will not be rescheduled unless there are exceptional circumstances.
- 9 Both the Council and the complainant shall provide copies of any documentation or other evidence relied on to the other party seven clear working days prior to the meeting.
- 10 At the meeting, the committee shall consider whether under the terms of Schedule 12a of the Local Government Act 1972 a complaint will be likely to disclose exempt information and warrant the exclusion of the public and press, pursuant to the provision of the Public Bodies Act 1960. Any decision on a complaint will be announced at the meeting in public.
- 11 If the meeting is in private session the following procedure will be followed:
 - 11.1 The chairman will introduce everyone and explain the procedure.
 - 11.2 The complainant (or representative) should outline the grounds for complaint and thereafter, questions may be asked by (i) the Town Clerk or other nominated officer and then (ii) members. If the complainant (or representative) does not wish to speak, the outline

of the complaint provided in writing by the complainant will be used.

- 11.3 The Town Clerk or other nominated officer will have the opportunity to explain the Council's position and questions may be asked by (i) the complainant (or representative) and (ii) members.
- 11.4 The Town Clerk or other nominated officer and the complainant should be offered the opportunity to summarise their position.
- 11.5 The Town Clerk or other nominated officer, and the complainant should be asked to leave the room while members decide whether or not the grounds for the complaint have been made. If a point of clarification is necessary, both parties shall be invited back into the room.
- 11.6 Once a decision is reached both parties will be invited back into the room and the meeting will resume in public session and the chairman will announce the committee's decision. In the unlikely event that a decision is not reached, an agreement will be made with the complainant to arrange a further meeting of the complaints committee.

12. If the Committee is in public session:

- 12.1 The chairman will introduce everyone and explain the procedure.
- 12.2 The complainant (or representative) should outline the grounds for complaint and thereafter, questions may be asked by (i) the Town Clerk or other nominated officer and then (ii) members. If the complainant (or representative) does not wish to speak, the outline of the complaint provided in writing by the complainant will be used.
- 12.3 The Town Clerk or other nominated officer will have the opportunity to explain the Council's position and questions may be asked by (i) the complainant (or representative) and (ii) members.
- 12.4 The Town Clerk or other nominated officer and the complainant should be offered the opportunity to summarise their position.
- 12.5 The Council can make a decision to go into private session if it is deemed that discussions are at risk of disclosing exempt information subject to schedule 12a of the Local Government Act 1972.
- 12.6 The chairman will announce the committee's decision. In the unlikely event that a decision is not reached an agreement will be made with the complainant to arrange a further meeting of the Complaints Committee.

- 13 After the meeting, the decision should be confirmed in writing within seven working days together with details of any action to be taken.
- 14 The Council has adopted a Vexatious Complaints and Unreasonable Behaviour policy and procedure which describes how the Council deals with complaints which it believes falls into the category of vexatious or unreasonable.
- 15 Pursuant to the Local Government Act 1974 the Local Government Ombudsman (LGO) has no jurisdiction over parish and town councils in England; consequently, there are no statutory mechanisms in place for complaints against local councils in England. Complainants who are dissatisfied with the outcome of the complaints procedure may consider the remedy of Judicial Review in the absence of any other appeal mechanism.

Adopted: 08.05.17 Amended April 2018 Amended June 2019 Review Due: June 2021

SANDY TOWN COUNCIL**Media Policy****1 Introduction**

- 1.1 The purpose of this policy is to define the roles and responsibilities within the Council for working with the media and deals with the day-to-day relationship between the Council and the media.
- 1.2 It is not the intention of this policy to curb freedom of speech or to enforce strict rules and regulations. Rather, the intention is to establish a framework for achieving an effective working relationship with the media. The Council welcomes the opportunity to talk to the media and, through them, to debate issues in the public arena.

2 Aims

- 2.1 Sandy Town Council is accountable to the local community for its actions and this can only be achieved through effective two-way communications. The media – press, radio, TV, internet – are crucially important in conveying information to the community so the Council must maintain positive, constructive media relations and work with them to increase public awareness of the services and facilities provided by the Council and to explain the reasons for particular policies and priorities.
- 2.2 The news media play an important role on behalf of the local community in holding the Council to account for its policies and actions. It is important that they have access to Officers and Members and to background information to assist them in this role. To balance this, the Council will defend itself from any unfounded criticism and will ensure that the public are properly informed of all the relevant facts using other channels of communication if necessary.

3 Legal Framework

- 3.1 The law governing communications in local authorities can be found in the Local Government Acts 1986 and 1988 and the Localism Act 2011. The Council must also have regard to the government's Code of Recommended Practice on Local Authority Publicity. Some aspects of the Code are relevant to this policy:
 - "Any publicity describing the Council's policies and aims [and the provision of services] should be as objective as possible, concentrating on facts or explanation or both."

- "Publicity touching on issues that are controversial, or on which there are arguments for and against the views or policies of the Council... should be handled with particular care. Issues must be presented clearly, fairly and as simply as possible, although councils should not oversimplify facts, issues or arguments."
 - "Publicity should not attack, nor appear to undermine, generally accepted moral standards."
 - "Local authorities should not use public funds to mount publicity campaigns whose primary purpose is to persuade the public to hold a particular view on a question of policy."
- 3.2 In particular, Officers and Members should always have due regard for the long-term reputation of the Council in all their dealings with the media.
- 3.3 Confidential documents, reports, papers and private correspondence should not be disclosed to the media. The content of letters and emails addressed to Sandy Town Council and not marked as confidential will be treated as being in the public domain and their contents may be disclosed if the contents of such disclosures do not breach the privacy of others.
- 3.4 If representatives of news media wish to discuss an issue that is, or is likely to be, subject to legal proceedings then advice should be taken from the Council's appointed solicitor before any response is made.
- 3.5 Officers and Members must not disclose any personal or confidential information about other officers or members. This include the release of personal information, such as home address and telephone number, disciplinary procedures and long-term sickness absences that are affecting service provision. Members' details are available in the public domain and through their Members Interest declaration.
- 3.6 The Town Clerk is responsible for issuing formal press releases on behalf of the Council and will do this in consultation with the Town Mayor.

4 Contact with News Media Organisations

- 4.1 Statements made by the Mayor or, in the absence of the Mayor, the Deputy Mayor or Town Clerk, should reflect the Council's opinion.

- 4.2 Other Councillors may talk to the media but must ensure that it is clear that the opinions given were their own and not necessarily those of the Council.
- 4.3 Caution should be exercised when submitting letters to the editor for publication in newspapers. **Letters representing the views of the Council should only be submitted by the Mayor or the Clerk.** If other Members choose to use the letters column to express their own opinions on Council policies, they must make it clear that the views expressed are their own and do not necessarily reflect the views of the Council or any of its Members.
- 4.4 At all times consideration should be given as to how the correspondence may affect the reputation of the Council. Sandy Town Council's code of conduct includes a requirement upon members not to bring the Council into disrepute.

5 Attendance of news media representatives at Town Council meetings

- 5.1 The Local Government Act 1972 requires that agendas, reports and minutes are sent to the media on request.
- 5.2 Representatives of the news media are encouraged to attend Council meetings and seating and workspace will be made available.
- 5.3 Any filming or taping of Council proceedings by representatives of news media or private individuals must be with prior notice to the Clerk and Chairman of the meeting.

6 Elections

- 6.1 The Code of Recommended Practice on Local Authority Publicity contains guidance for providing publicity for Members and for publicity around elections. The code makes it clear that Council resources should not be used on publicising individual Members unless it is relevant to the particular position they hold in the Council. These extracts from the Code illustrate the main points:-
- "Publicity about individual councillors may include the contact details, the positions they hold in the council (for example, Chairman or Chairman of a committee), and their responsibilities. Publicity may also include information about individual councillors' proposals, decisions and recommendations only where this is relevant to their position and responsibilities within the Council. All such publicity should be objective and explanatory, and ... personalisation of issues or personal image making should be avoided."

- “Publicity should not be, or be liable to be misrepresented as being, party political. Whilst it may be appropriate to describe policies put forward by an individual councillor which are relevant to their position and responsibilities within the council, and to put forward their justification in defence of them, this should not be done in party political terms, using political slogans, expressly advocating policies of those of a particular party or directly attacking policies and opinions of other parties, groups or individuals.”
 - “The period between the notice of an election and the election itself should preclude proactive publicity in all its forms of candidates and other politicians involved directly in the election.”
- 6.2 In line with practice elsewhere in the country, the Council will not quote any Councillor in a news release or involve them in proactive publicity events during the election period, regardless of whether or not they are standing for election. The only exception to this (as laid down in the Code of Recommended Practice on Local Authority Publicity) is during an emergency or where there is a genuine need for a member level response to an important event outside the control of the Council. In this situation, Members holding key civic positions should be able to comment.

7 News Releases

- 7.1 The purpose of a news release is to make the media aware of a potential story, to provide important public information or to explain the Council’s position on a particular issue. It is the responsibility of all Officers and Members to look for opportunities where the issuing of a press release may be beneficial.
- 7.2. Any Officer or Member may draft a news release on behalf of Sandy Town Council, however they must all be issued by the Town Clerk in order to ensure that the principles outlined in section three (Legal Framework) are adhered to, that there is consistency of style across the Council and that the use of the press release can be monitored.

Adopted: May 2013 Amended: March 2019 Review:

SANDY TOWN COUNCIL**Minutes Policy**

1. This policy sets out practical procedures and lawful practice for dealing with minutes of Sandy Town Council meetings and the meetings of its committees and sub-committees. It does not apply to notes taken at working groups or other meetings.
2. Minutes will follow a standard format as laid out in Sandy Town Council's minute protocol.
3. Minutes will be composed by the appointed minute taker at a meeting on the basis of contemporaneous notes. The minute taker may be the Clerk, another officer or a designated Member of Council who is nominated to act as minute taker in the absence of an officer. In the absence of officers, the minute taker may be the chairman.
4. All notes taken by the minute taker at a Council, committee or sub-committee meeting will be subject to inspection under the Freedom of Information Act (as are all notes taken by all Members and officers during meetings).
5. Draft minutes may be shown to the chairman of the meeting by the minute taker before circulating the draft minutes to other Members of the meeting.
6. Draft minutes will be circulated to all Members of the body which held the meeting (whether they were absent or present at the meeting) at the earliest opportunity.
7. If the draft minutes are not available until the day of the next meeting of the body, the minutes of the meeting may not be taken as read but will be read out to the meeting prior to approval.
8. Draft minutes will be published on the Council's website as soon as practicable.
9. The draft minutes will be considered and any suggested amendments to them will be proposed and voted upon in accordance with current standing orders.
10. Draft minutes may only be approved by resolution of the body (Council, committee or sub-committee) which held the original meeting of which the minutes form a record.

11. Decisions contained within draft minutes may be implemented before the minutes are approved.
12. Recommendations contained within draft minutes may be referred to the relevant body for approval before the minutes are approved.
13. Once formally approved, minutes will be published within 5 working days and will be posted on the Council's website.
14. Approved minutes of a sub-committee will be reported to the parent committee at the next available committee meeting for noting.
15. Approved minutes of a committee will be reported to the next available meeting of Town Council for noting.

Adopted: March 2013 Reviewed: 12 June 2017 Due for Review: June 2021
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SANDY TOWN COUNCIL**Customer Care Policy
And Service Standards**

1. Sandy Town Council aims to satisfy its customers, this includes treating people properly and delivering a high standard of service and customer care in all areas of our work.
2. Customer Care involves putting customers first and respecting their rights, needs and views. The Council has many customers both external and internal. This policy relates to our most important group of customers: the people who live and work in Sandy.
3. This document is primarily intended for our employees but is made available to members of the public in the interests of transparency.
4. The Council will comply with the service standards described below.

SERVICE STANDARDS**Premises**

- Our reception areas and public rooms will be non-smoking, clean, tidy, safe, welcoming and comfortable.
- Access will be provided, wherever possible, to customers with prams, pushchairs, wheelchairs and mobility disabilities.
- We are striving to meet the needs of all people with disabilities.

Facilities

- Our indoor and outdoor facilities will be well maintained and safe.
- Access will be provided, wherever possible, to customers with prams, pushchairs, wheelchairs and mobility disabilities.
- We are striving to meet the needs of all people with disabilities.

Accessibility of our offices and officers

- Please refer to our website for the office opening hours. These can be found at the bottom of the homepage.
- Members of the public may “drop in” during the days the offices are open or may telephone from Monday to Friday for an appointment at a specific time.
- A request to see an individual officer will be responded to within three working days.
- Drop in visitors should not have to wait any more than 5 minutes before being seen. Specific members of staff may not be available during the drop in sessions.
- Customers attending a pre-booked appointment should not have to wait more than 5 minutes from the appointment time.
- When our offices are closed due to the public holidays or other circumstances we will publicise this. On occasion the office may be closed without notice for operational reasons.

Contact by Phone

- Our offices provide a telephone services between 9am to 5pm Monday to Thursday and 9am to 4.30pm on Fridays. Outside these times an answering machine is available.
- We cannot answer all calls immediately because of our limited number of staff and phone lines. Telephone messages will be responded to within one working day.
- Our telephone response will be courteous.
- We aim to answer calls within 7 rings.

Website

- Information about Sandy Town Council is available on our website www.sandytowncouncil.gov.uk
- We aim to post agendas and reports to our website no less than 3 working days before our meetings.
- We aim to post approved minutes of meetings within 5 working days of the meeting at which they were approved.
- We aim to make the written information we send out easy to read and understand. We try to avoid the use of jargon, use clear and concise language, good layout and design and readable type faces and print sizes.

Staff

- The Town Council will ensure that our staff has the appropriate skills and knowledge to perform their jobs effectively.
- All our staff will be tidily dressed.
- The grounds staff will wear uniforms.
- Staff will be polite and constructive and will treat customers as they would wish to be treated themselves.
- Staff will supply their names and job titles to customers when requested.

Communication and right to information

- Sandy Town Council aims to make public as much information about its activities as practicable and our primary channel for this is our website.
- Sandy Town Council will also publish an annual report.
- Customers have the right of access to personal information which we hold on them.
- Customers also have the right of access to council information under the freedom of information Act.

Confidentiality

- Sandy Town Council respects the legislation which requires it to keep personal information confidential.
- The Council has security arrangements to prevent unauthorised access to our records and we aim to comply with the principles of good practice included in the Data Protection Act 1998.
- Letters received from customers that are addressed to the Council as a body and which do not include personal information or a specific request to keep information confidential may be publicly disclosed.

Complaints

- Sandy Town Council aims to give customers the best service possible but sometimes things go wrong. If customers have a complaint, we will try to put things right and apologise if we have made a mistake.
- The Council has a formal complaints procedure which is on the Council's website and will be provided to customers who are not satisfied.