

# 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 in the Council Chamber at 10 Cambridge Road, Sandy, Bedfordshire on Monday 26<sup>th</sup> July 2021 commencing at 7.30pm.**



Chris Robson  
Town Clerk  
10 Cambridge Road  
Sandy, SG19 1JE  
01767 681491  
20<sup>th</sup> July 2021

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

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

### **1 Apologies for absence**

### **2 Declarations of interest**

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

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

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

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

To consider the minutes of the Policy, Finance and Resources Committee held on Monday 14<sup>th</sup> June 2021 and to approve

# Sandy Town Council

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 30<sup>th</sup> June 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 Grant Applications

To receive and consider the following grant applications;

i) An application from Keech Hospice Care. Appendix IV

ii) An application from Magpas Air Ambulance. Appendix V

To receive and consider the following community event support grant applications;

iii) An application from Let's Get Going Community Interest Group. Appendix VI

iv) An application from Il Pecoro. Appendix VII

## 7 Sunderland Road Knee Rail Fencing

To consider a report and quotes for the repair/replacement of damaged knee rail fencing at Sunderland Road recreation ground. Appendix VIII

## 8 Bedford Road Recreation Ground Slide

To receive recommendations and quotations for repair work to a slide at Bedford Road. Appendix IX

## 9 Community Event Support Grants

To receive and consider a report and draft community event support specific grant application form from the Town Clerk. Appendix X

## 10 Internal Audit Plan

To review the Council's Internal Audit Plan. Appendix XI

# Sandy Town Council

- 11 Data Protection Policy**  
To review the Council's adopted Data Protection Policy. Appendix XII
- 12 Freeman/Woman of the Town Policy**  
To review the Council's adopted Freeman/Woman of the Town Policy. Appendix XIII
- 13 Death of a Royal Protocol**  
To review the Council's adopted policy for actions to be taken in the event of a Royal death and note the amendments made in red. Appendix XIV
- 14 Chairman's Items**
- 15 Date of Next Meeting**  
Monday 6<sup>th</sup> September 2021

**Detailed Balance Sheet - Excluding Stock Movement****Month 3 Date 30/06/2021**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
105	VAT Control	9,542	
200	Current Bank A/c	3,553	
201	Clerks Imprest A/c	389	
205	Capital a/c Santander	218,770	
206	Barclays Active Saver	328,370	
208	Public Sector Deposit Fund	205,441	
210	Petty Cash	250	
	<b>Total Current Assets</b>		<b>766,314</b>
	<u>Current Liabilities</u>		
501	Creditors Control	18,522	
515	PAYE/NI Control AC	3,705	
516	Superannuation Due	4,969	
	<b>Total Current Liabilities</b>		<b>27,195</b>
	<b>Net Current Assets</b>		<b>739,119</b>
	<b>Total Assets less Current Liabilities</b>		<b>739,119</b>
	<u>Represented by :-</u>		
300	Current Year Fund	119,743	
310	General Reserve	234,043	
315	Rolling Capital Fund	271,568	
321	Cemetery Development Reserve	23,028	
322	EMR Fallowfield	67,717	
323	EMR Community Funds	7,000	
324	EMR Elections	15,000	
326	EMR SAIT	1,020	
	<b>Total Equity</b>		<b>739,119</b>

## Summary Income &amp; Expenditure by Budget Heading 30/06/2021

Month No: 3

## Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
401 Staff	Expenditure	23,761	69,624	308,925	239,301		239,301	22.5%
402 Administration-Office	Income	0	450	250	(200)			180.0%
	Expenditure	3,421	19,003	79,550	60,547		60,547	23.9%
	Movement to/(from) Gen Reserve	<u>(3,421)</u>	<u>(18,553)</u>					
403 Administration-Works	Expenditure	4,085	7,885	41,300	33,415		33,415	19.1%
405 Footway Lighting	Expenditure	634	3,721	16,500	12,779		12,779	22.5%
406 Cemetery & Churchyard	Income	1,907	5,823	28,160	22,337			20.7%
	Expenditure	480	3,470	11,900	8,430		8,430	29.2%
	Movement to/(from) Gen Reserve	<u>1,427</u>	<u>2,353</u>					
408 Town Centre (Including Market)	Income	(3,249)	0	100	100			0.0%
	Expenditure	51	6,366	19,009	12,643		12,643	33.5%
	Movement to/(from) Gen Reserve	<u>(3,300)</u>	<u>(6,366)</u>					
409 Public Toilets - Car Park	Expenditure	220	1,426	2,500	1,074		1,074	57.1%
500 Play Areas and Open Spaces	Income	0	0	2,305	2,305			0.0%
	Expenditure	120	482	1,750	1,268		1,268	27.5%
	Movement to/(from) Gen Reserve	<u>(120)</u>	<u>(482)</u>					
501 Sunderland Road Rec Ground	Income	5	5	1,252	1,247			0.4%
	Expenditure	1,596	7,645	32,914	25,269		25,269	23.2%
	Movement to/(from) Gen Reserve	<u>(1,591)</u>	<u>(7,640)</u>					
502 Nature Reserves	Income	0	0	2,675	2,675			0.0%
	Expenditure	41	41	14,060	14,019		14,019	0.3%
	Movement to/(from) Gen Reserve	<u>(41)</u>	<u>(41)</u>					
505 Grass Cutting	Expenditure	0	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	0	0	500	500			0.0%
	Expenditure	0	0	16,650	16,650		16,650	0.0%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					
601 Precept and Interest	Income	4	299,696	600,356	300,660			49.9%
602 Democratic and Civic Costs	Income	0	875	0	(875)			0.0%
	Expenditure	430	3,080	17,240	14,160		14,160	17.9%
	Movement to/(from) Gen Reserve	<u>(430)</u>	<u>(2,205)</u>					
700 Capital and Projects	Income	3,768	23,671	19,903	(3,768)			118.9%
	Expenditure	3,826	88,035	83,203	(4,832)		(4,832)	105.8%
	Movement to/(from) Gen Reserve	<u>(58)</u>	<u>(64,364)</u>					

## Summary Income &amp; Expenditure by Budget Heading 30/06/2021

Month No: 3

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	2,435	330,520	655,501	324,981			50.4%
Expenditure	38,665	210,777	655,501	444,724	0	444,724	32.2%
Net Income over Expenditure	<u>(36,230)</u>	<u>119,743</u>	<u>0</u>	<u>(119,743)</u>			
Movement to/(from) Gen Reserve	<u>(36,230)</u>	<u>119,743</u>					

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2021

Month No: 3

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>401 Staff</b>								
4001 Gross Salaries - Admin	9,648	28,825	122,500	93,675		93,675	23.5%	
4002 Gross Salaries - Works	7,479	22,389	110,000	87,611		87,611	20.4%	
4003 Employers NIC	1,347	4,357	19,350	14,993		14,993	22.5%	
4004 Employers Superannuation	4,002	12,185	55,500	43,315		43,315	22.0%	
4006 H&S Costs/Consultancy	0	0	600	600		600	0.0%	
4010 Miscellaneous Staff Costs	0	583	700	117		117	83.3%	
4019 Agency Staff	1,285	1,285	0	(1,285)		(1,285)	0.0%	
4030 Recruitment Advertising	0	0	275	275		275	0.0%	
Staff :- Indirect Expenditure	<b>23,761</b>	<b>69,624</b>	<b>308,925</b>	<b>239,301</b>	<b>0</b>	<b>239,301</b>	<b>22.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(23,761)</b>	<b>(69,624)</b>	<b>(308,925)</b>	<b>(239,301)</b>				
<b>402 Administration-Office</b>								
1201 Rent Received Etc	0	300	250	(50)			120.0%	
1245 Grants Received	0	150	0	(150)			0.0%	
Administration-Office :- Income	<b>0</b>	<b>450</b>	<b>250</b>	<b>(200)</b>			<b>180.0%</b>	<b>0</b>
4008 Training	45	45	2,000	1,955		1,955	2.3%	
4009 Travel & Subsistence	0	0	200	200		200	0.0%	
4011 General Rates	0	3,369	6,850	3,482		3,482	49.2%	
4012 Water Rates	0	(16)	800	816		816	(2.0%)	
4014 Electricity	169	373	2,300	1,927		1,927	16.2%	
4015 Gas	103	380	1,300	920		920	29.3%	
4016 Cleaning Materials etc	118	300	1,250	950		950	24.0%	
4018 General Data Protection Regs	0	0	500	500		500	0.0%	
4020 Misc Establishment Costs	106	773	2,000	1,227		1,227	38.7%	
4021 Telephone & Fax	360	931	2,700	1,769		1,769	34.5%	
4022 Postage	72	588	1,300	712		712	45.2%	
4023 Printing & Stationery	66	175	1,000	825		825	17.5%	
4024 Subscriptions	0	2,730	3,150	420		420	86.7%	
4025 Insurance (excl vehicles)	1,654	4,963	20,000	15,037		15,037	24.8%	
4026 Photocopy Costs	0	1,171	5,200	4,029		4,029	22.5%	
4027 IT Costs incl Support	(80)	460	3,500	3,040		3,040	13.1%	
4028 Service Agreements (Other)	673	1,522	6,500	4,978		4,978	23.4%	
4035 Publications	0	8	100	92		92	7.7%	
4036 Property Maintenance/Security	94	1,675	4,000	2,325		2,325	41.9%	
4040 Equipment Purchases (Minor)	0	207	2,000	1,793		1,793	10.3%	
4050 Tourism Expenditure	0	0	100	100		100	0.0%	
4051 Bank Charges	41	109	550	441		441	19.8%	
4056 Legal Expenses	0	0	2,500	2,500		2,500	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2021

Month No: 3

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4057 Audit Fees - External	0	(1,300)	1,300	2,600		2,600	(100.0%)	
4058 Audit Fees - Internal	0	0	900	900		900	0.0%	
4059 Accountancy Fees	0	534	7,350	6,816		6,816	7.3%	
4070 Refreshments	0	7	200	193		193	3.7%	
Administration-Office :- Indirect Expenditure	<b>3,421</b>	<b>19,003</b>	<b>79,550</b>	<b>60,547</b>	<b>0</b>	<b>60,547</b>	<b>23.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(3,421)</b>	<b>(18,553)</b>	<b>(79,300)</b>	<b>(60,747)</b>				
<u>403 Administration-Works</u>								
4005 Protective Clothing	0	(9)	1,300	1,309		1,309	(0.7%)	
4008 Training	0	425	1,950	1,525		1,525	21.8%	
4011 General Rates	0	923	1,900	977		977	48.6%	
4012 Water Rates	0	(25)	200	225		225	(12.5%)	
4014 Electricity	73	111	1,200	1,089		1,089	9.2%	
4017 Refuse Disposal	394	1,144	4,500	3,356		3,356	25.4%	
4036 Property Maintenance/Security	0	54	2,000	1,946		1,946	2.7%	
4038 Consumables/Small Tools	0	348	2,500	2,152		2,152	13.9%	
4039 Planting/Trees/Horticulture	669	1,273	6,250	4,977		4,977	20.4%	
4040 Equipment Purchases (Minor)	0	61	2,000	1,939		1,939	3.1%	
4042 Equipment/Vehicle Maintenance	149	224	5,000	4,776		4,776	4.5%	
4043 Equipment/Vehicle Fuel	387	948	3,500	2,552		2,552	27.1%	
4044 Vehicle Tax & Insurance	2,413	2,688	3,000	312		312	89.6%	
4045 Arboriculture	0	(280)	6,000	6,280		6,280	(4.7%)	
Administration-Works :- Indirect Expenditure	<b>4,085</b>	<b>7,885</b>	<b>41,300</b>	<b>33,415</b>	<b>0</b>	<b>33,415</b>	<b>19.1%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(4,085)</b>	<b>(7,885)</b>	<b>(41,300)</b>	<b>(33,415)</b>				
<u>405 Footway Lighting</u>								
4014 Electricity	634	1,246	6,500	5,254		5,254	19.2%	
4042 Equipment/Vehicle Maintenance	0	2,475	10,000	7,525		7,525	24.8%	
Footway Lighting :- Indirect Expenditure	<b>634</b>	<b>3,721</b>	<b>16,500</b>	<b>12,779</b>	<b>0</b>	<b>12,779</b>	<b>22.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(634)</b>	<b>(3,721)</b>	<b>(16,500)</b>	<b>(12,779)</b>				
<u>406 Cemetery &amp; Churchyard</u>								
1226 Burials/Memorials Income	1,907	5,823	27,500	21,677			21.2%	
1227 Chapel Rental	0	0	660	660			0.0%	
Cemetery & Churchyard :- Income	<b>1,907</b>	<b>5,823</b>	<b>28,160</b>	<b>22,337</b>			<b>20.7%</b>	<b>0</b>
4011 General Rates	0	1,971	3,500	1,529		1,529	56.3%	
4012 Water Rates	0	(7)	150	157		157	(4.9%)	



## Detailed Income &amp; Expenditure by Budget Heading 30/06/2021

Month No: 3

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4036 Property Maintenance/Security	0	171	1,000	829		829	17.1%	
4037 Grounds Maintenance	0	135	900	765		765	15.0%	
4039 Planting/Trees/Horticulture	0	0	350	350		350	0.0%	
4101 Grave Digging Costs	480	1,200	6,000	4,800		4,800	20.0%	
<b>Cemetery &amp; Churchyard :- Indirect Expenditure</b>	<b>480</b>	<b>3,470</b>	<b>11,900</b>	<b>8,430</b>	<b>0</b>	<b>8,430</b>	<b>29.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>1,427</b>	<b>2,353</b>	<b>16,260</b>	<b>13,907</b>				
<b>408 Town Centre (Including Market)</b>								
1238 Other Income Car Park	0	0	100	100			0.0%	
1258 Insurance Claims Repayment	(3,249)	0	0	0			0.0%	
<b>Town Centre (Including Market) :- Income</b>	<b>(3,249)</b>	<b>0</b>	<b>100</b>	<b>100</b>			<b>0.0%</b>	<b>0</b>
4011 General Rates	0	6,315	12,900	6,585		6,585	49.0%	
4036 Property Maintenance/Security	51	51	1,500	1,449		1,449	3.4%	
4053 Loan Interest	0	0	197	197		197	0.0%	
4054 Loan Capital Repaid	0	0	412	412		412	0.0%	
4100 CCTV Fees	0	0	4,000	4,000		4,000	0.0%	
<b>Town Centre (Including Market) :- Indirect Expenditure</b>	<b>51</b>	<b>6,366</b>	<b>19,009</b>	<b>12,643</b>	<b>0</b>	<b>12,643</b>	<b>33.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(3,300)</b>	<b>(6,366)</b>	<b>(18,909)</b>	<b>(12,543)</b>				
<b>409 Public Toilets - Car Park</b>								
4011 General Rates	0	935	0	(935)		(935)	0.0%	
4012 Water Rates	0	239	1,200	961		961	19.9%	
4014 Electricity	39	71	300	229		229	23.7%	
4036 Property Maintenance/Security	181	181	1,000	819		819	18.1%	
<b>Public Toilets - Car Park :- Indirect Expenditure</b>	<b>220</b>	<b>1,426</b>	<b>2,500</b>	<b>1,074</b>	<b>0</b>	<b>1,074</b>	<b>57.1%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(220)</b>	<b>(1,426)</b>	<b>(2,500)</b>	<b>(1,074)</b>				
<b>500 Play Areas and Open Spaces</b>								
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	0	0	600	600			0.0%	
<b>Play Areas and Open Spaces :- Income</b>	<b>0</b>	<b>0</b>	<b>2,305</b>	<b>2,305</b>			<b>0.0%</b>	<b>0</b>
4007 Health & Safety	0	0	550	550		550	0.0%	
4012 Water Rates	0	3	500	497		497	0.6%	
4014 Electricity	0	(100)	200	300		300	(50.0%)	
4036 Property Maintenance/Security	0	11	500	489		489	2.2%	

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2021

Month No: 3

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4037 Grounds Maintenance	0	59	2,500	2,441		2,441	2.4%	
4042 Equipment/Vehicle Maintenance	120	509	5,000	4,491		4,491	10.2%	
4972 Transfer from EMR Fallowfield	0	0	(7,500)	(7,500)		(7,500)	0.0%	
<b>Play Areas and Open Spaces :- Indirect Expenditure</b>	<b>120</b>	<b>482</b>	<b>1,750</b>	<b>1,268</b>	<b>0</b>	<b>1,268</b>	<b>27.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(120)</b>	<b>(482)</b>	<b>555</b>	<b>1,037</b>				
<b>501 Sunderland Road Rec Ground</b>								
1201 Rent Received Etc	5	5	500	495			1.0%	
1253 Bowls Club Rental	0	0	455	455			0.0%	
1255 Cricket Club Rental	0	0	292	292			0.0%	
1256 Scouts ,ACF and SSLA	0	0	5	5			0.0%	
<b>Sunderland Road Rec Ground :- Income</b>	<b>5</b>	<b>5</b>	<b>1,252</b>	<b>1,247</b>			<b>0.4%</b>	<b>0</b>
4007 Health & Safety	0	276	0	(276)		(276)	0.0%	
4012 Water Rates	0	(63)	2,500	2,563		2,563	(2.5%)	
4014 Electricity	13	19	200	181		181	9.3%	
4036 Property Maintenance/Security	0	1,850	2,000	150		150	92.5%	
4046 Bowling Green - SBC	15	1,002	3,329	2,327		2,327	30.1%	
4047 Equipment Maintenance - SBC	22	80	2,679	2,599		2,599	3.0%	
4048 Cricket Square - SCC	38	68	2,645	2,577		2,577	2.6%	
4049 Equipment Maintenance - SCC	153	346	2,861	2,515		2,515	12.1%	
4060 Other Professional Fees	1,356	4,068	16,700	12,632		12,632	24.4%	
<b>Sunderland Road Rec Ground :- Indirect Expenditure</b>	<b>1,596</b>	<b>7,645</b>	<b>32,914</b>	<b>25,269</b>	<b>0</b>	<b>25,269</b>	<b>23.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,591)</b>	<b>(7,640)</b>	<b>(31,662)</b>	<b>(24,022)</b>				
<b>502 Nature Reserves</b>								
1306 Countryside Stewardship Grant	0	0	2,000	2,000			0.0%	
1307 Angling Licence Rent	0	0	675	675			0.0%	
<b>Nature Reserves :- Income</b>	<b>0</b>	<b>0</b>	<b>2,675</b>	<b>2,675</b>			<b>0.0%</b>	<b>0</b>
4037 Grounds Maintenance	41	41	1,500	1,459		1,459	2.7%	
4060 Other Professional Fees	0	0	10,560	10,560		10,560	0.0%	
4703 Sandy Green Wheel	0	0	2,000	2,000		2,000	0.0%	
<b>Nature Reserves :- Indirect Expenditure</b>	<b>41</b>	<b>41</b>	<b>14,060</b>	<b>14,019</b>	<b>0</b>	<b>14,019</b>	<b>0.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(41)</b>	<b>(41)</b>	<b>(11,385)</b>	<b>(11,344)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2021

Month No: 3

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>505 Grass Cutting</u>								
4102 Grass Cutting	0	0	9,000	9,000		9,000	0.0%	
Grass Cutting :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>9,000</u>	<u>9,000</u>	<u>0</u>	<u>9,000</u>	<u>0.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>0</u>	<u>0</u>	<u>(9,000)</u>	<u>(9,000)</u>				
<u>506 Litter Bins, Seats &amp; Shelters</u>								
4042 Equipment/Vehicle Maintenance	0	0	1,000	1,000		1,000	0.0%	
Litter Bins, Seats & Shelters :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>1,000</u>	<u>0</u>	<u>1,000</u>	<u>0.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>0</u>	<u>0</u>	<u>(1,000)</u>	<u>(1,000)</u>				
<u>509 Christmas Lights</u>								
1365 Christmas Lights	0	0	500	500			0.0%	
Christmas Lights :- Income	<u>0</u>	<u>0</u>	<u>500</u>	<u>500</u>			<u>0.0%</u>	<u>0</u>
4401 Christmas Illuminations	0	0	14,000	14,000		14,000	0.0%	
4402 Community Christmas Event	0	0	2,650	2,650		2,650	0.0%	
Christmas Lights :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>16,650</u>	<u>16,650</u>	<u>0</u>	<u>16,650</u>	<u>0.0%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>0</u>	<u>0</u>	<u>(16,150)</u>	<u>(16,150)</u>				
<u>601 Precept and Interest</u>								
1101 Precept	0	299,678	599,356	299,678			50.0%	
1320 Interest Received - All account	4	18	1,000	982			1.8%	
Precept and Interest :- Income	<u>4</u>	<u>299,696</u>	<u>600,356</u>	<u>300,660</u>			<u>49.9%</u>	<u>0</u>
<b>Net Income</b>	<u>4</u>	<u>299,696</u>	<u>600,356</u>	<u>300,660</u>				
<u>602 Democratic and Civic Costs</u>								
1245 Grants Received	0	875	0	(875)			0.0%	
Democratic and Civic Costs :- Income	<u>0</u>	<u>875</u>	<u>0</u>	<u>(875)</u>				<u>0</u>
4020 Misc Establishment Costs	9	12	100	88		88	12.3%	
4033 Annual Report & Newsletter	242	968	3,000	2,032		2,032	32.3%	
4042 Equipment/Vehicle Maintenance	0	0	400	400		400	0.0%	
4200 Mayor's Allowance	0	0	2,200	2,200		2,200	0.0%	
4202 Members' Expenses (Conf etc)	0	140	500	360		360	28.1%	
4701 Grants/Donations Paid	0	500	4,000	3,500		3,500	12.5%	
4702 Community Events Support	179	1,459	7,040	5,581		5,581	20.7%	
Democratic and Civic Costs :- Indirect Expenditure	<u>430</u>	<u>3,080</u>	<u>17,240</u>	<u>14,160</u>	<u>0</u>	<u>14,160</u>	<u>17.9%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(430)</u>	<u>(2,205)</u>	<u>(17,240)</u>	<u>(15,035)</u>				

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2021

Month No: 3

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>700 Capital and Projects</b>								
1153 Loan Interest Rec'd - INTERNAL	0	7,903	7,903	0			100.0%	
1154 Loan Capital Rec'd - INTERNAL	0	12,000	12,000	0			100.0%	
1258 Insurance Claims Repayment	3,249	3,249	0	(3,249)			0.0%	
1364 S106 Money Received	519	519	0	(519)			0.0%	
Capital and Projects :- Income	<b>3,768</b>	<b>23,671</b>	<b>19,903</b>	<b>(3,768)</b>			<b>118.9%</b>	<b>0</b>
4153 Loan Interest - INTERNAL	0	7,903	7,903	0	0	0	100.0%	
4154 Loan Capital - INTERNAL	0	12,000	12,000	0	0	0	100.0%	
4828 CAP - Dropped Kerb	2,100	2,100	0	(2,100)	(2,100)	(2,100)	0.0%	
4829 CAP - Car Park	6,178	6,178	0	(6,178)	(6,178)	(6,178)	0.0%	
4833 CAP - Village Hall Paving	5,500	5,500	0	(5,500)	(5,500)	(5,500)	0.0%	
4836 CAP - Neighbourhood Plan	58	1,064	10,000	8,936	8,936	8,936	10.6%	
4838 CAP - Depot	2,110	2,110	0	(2,110)	(2,110)	(2,110)	0.0%	
4839 CAP - CBC Tree Fund Project	0	9,713	0	(9,713)	(9,713)	(9,713)	0.0%	
4840 CAP - Pipe/Pottery Assesment	3,070	3,070	0	(3,070)	(3,070)	(3,070)	0.0%	
4841 CAP - Litter Bins	991	991	0	(991)	(991)	(991)	0.0%	
4842 CAP - Bowls Club Fence	519	519	0	(519)	(519)	(519)	0.0%	
4915 Transfer to Rolling Capital Fd	0	51,300	51,300	0	0	0	100.0%	
4923 Internal Loan repaid to F'ild	0	12,000	12,000	0	0	0	100.0%	
4965 Funded from Rolling Capital	(16,700)	(26,413)	(10,000)	16,413	16,413	16,413	264.1%	
Capital and Projects :- Indirect Expenditure	<b>3,826</b>	<b>88,035</b>	<b>83,203</b>	<b>(4,832)</b>	<b>0</b>	<b>(4,832)</b>	<b>105.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(58)</b>	<b>(64,364)</b>	<b>(63,300)</b>	<b>1,064</b>				
Grand Totals:- Income	<b>2,435</b>	<b>330,520</b>	<b>655,501</b>	<b>324,981</b>			<b>50.4%</b>	
Expenditure	<b>38,665</b>	<b>210,777</b>	<b>655,501</b>	<b>444,724</b>	<b>0</b>	<b>444,724</b>	<b>32.2%</b>	
<b>Net Income over Expenditure</b>	<b>(36,230)</b>	<b>119,743</b>	<b>0</b>	<b>(119,743)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>(36,230)</b>	<b>119,743</b>						

**Sandy Town Council**  
**Report to 30th June 2021**

General Notes

Attached is the summary income & expenditure report for the month 1st June 2021 to 30th June 2021

This report shows a current year surplus of income over expenditure of £119,743

The balance sheet shows that total funds available to the Council are £739,119

This is made up of the following -

Current Year Fund	£119,743
General Reserve Brought Forward	£234,043
Rolling Capital Fund	£271,568
Fallowfield Reserve	£67,717
Skatepark Project EMR	£7,000
Earmarked Elections	£15,000
Earmarked Mayors Donation to SAIT	£1,020
Cemetery Development Reserve	£23,028
Total	£739,119

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

**Balance Sheet Notes:**

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

Analysis by Cost Centre

**401      Staff**

Expenditure is 22.4% of the annual budget.

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

**402      Administration**

Expenditure is 24.5% 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. Potential 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 led to higher bill. New boiler now installed. Costs to be monitored.

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. Quarterly lease charge of £72.44 paid in June.

**Sandy Town Council**  
**Report to 30th June 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.

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

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

---

**403      Works**

---

Expenditure is 19.1% 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.

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. Further bill not yet received.

4043 - Costs for fuel usually higher in summer following the purchase of more red diesel for tractor and fuel for mowers and strimmers.

4044 - Tax and insurances paid annually for Council vehicles. Costs for ride on mower still to be incurred.

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. Expenditure incurred in July 21 for emergency work to a tree at beeston Green. Further costs to be incurred in aut Q3/Q4.

---

**405      Footway Lighting**

---

Expenditure is 22.5% of the annual budget.

No concerns/comments

---

**406      Cemetery & Churchyard**

---

Expenditure is 29.2% 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 resulted in credit. Further bills awaited.

---

**408      Town Centre**

---

Expenditure is 33.5% 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 - Credit due to refund for previously paid rates for public toilets. Public toilets are now exempt from business rates.

**Sandy Town Council**  
**Report to 30th June 2021**

Analysis by Cost Centre [Continued]

**500 Play Areas and Open Spaces**

---

Expenditure is 27.5% 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.

1201 - Rent from SSLA for all-weather pitch. Peppercorn five year rent.

4012- Accrual of £200 made for final 2020/21 water bill. Bill received was less than anticipated, leading to a credit the budget code for the current year. Bill for Q. January to April was £53.06. Next bill is awaited.

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 0.3% 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 17.9% of the annual budget.

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

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

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

**700 Capital**

---

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

## Sandy Town Council Current Year

Page 1

## Current Bank A/c

## List of Payments made between 01/06/2021 and 30/06/2021

<u>Date Paid</u>	<u>Payee name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
04/06/2021	Premium Credit	DDR	1,654.43	Insurance
04/06/2021	HMRC	FP	3,575.84	PAYE/NI May 21
04/06/2021	Beds Pension Fund	FP	4,962.58	Pensions May 21
07/06/2021	Barclays	DDR	45.83	Bank Charges
07/06/2021	UK Fuels Limited	DDR1	63.52	2188-Fuel for works vehicle
07/06/2021	M Rogers Plumbing & Heatir	FP	2,810.00	2268-Car Park Toilets Repairs
08/06/2021	1st Response Fire Protection	32264	259.36	2157-Maint/Powder Extinguishers
08/06/2021	Amberol Ltd	32265	172.80	2149-Liners for barrier basket
08/06/2021	Sandy Town Bowls Club	32266	47.74	2170-Bowls Club petrol claim
08/06/2021	Central Bedfordshire Council	32267	1,627.36	2152-Jenkins Pav Monthly-June
08/06/2021	Bedford College	32268	425.00	2151-NPTC Lvl 2 award (Chainsaw)
08/06/2021	Collier Turf Care Ltd	32269	27.19	2153-Snowcal 25kg Omya
08/06/2021	Sandy Cricket Club	32270	24.04	2168-Sandy Cricket Petrol
08/06/2021	DCK Accounting Solutions Ltd	32271	1,205.70	2155-Contract Visit May21
08/06/2021	Haines Watts Ltd	32272	516.00	2158-Internal audit 20/21
08/06/2021	Hertfordshire County Cnl	32273	103.93	2159-Janitorial items
08/06/2021	Arthur Ibbett Ltd	32274	38.32	2150-Nut plain, blade
08/06/2021	The Lion Press	32275	590.40	2171-NDP Questionnaires+posters
08/06/2021	FD O'Dell & Sons Ltd	32276	491.70	2161-Mixed waste collection
08/06/2021	GeoXphere Ltd	32277	243.00	2162-Parish Online May 21/22
08/06/2021	The Play Inspection Co Ltd	32278	330.84	2172-Annual play equip inspect
08/06/2021	Simon M Goldman	32280	1,850.00	2163-Banks pav. roof works
08/06/2021	Railtas Business Solutions	32281	807.60	2164-Annual software support
08/06/2021	Rosetta Publishing	32282	290.40	2165-Beds Bulletin-June
08/06/2021	The Rural Serves P.ship	32283	180.00	2166-Town Group Membership
08/06/2021	Mr S Nedic	32284	7,600.00	2167-Resurfacing roadway-Vhall
08/06/2021	Turfcare Leisure Serv Ltd	32285	135.60	2173-Fit throttle cable clamp
08/06/2021	Verto (UK) Ltd	32286	900.00	2174-6mth Maintenance STC
08/06/2021	Placing People Bedford Ltd	32279	566.40	Temporary Agency Cover Salary
08/06/2021	Ampower UK Ltd	DDR2	722.12	2177-Elec May 2021
10/06/2021	Ampower UK Ltd	DDR3	34.18	2178-Elec May 2021
10/06/2021	Ampower UK Ltd	DDR4	13.62	2180-Elec May 2021
10/06/2021	Ampower UK Ltd	DDR5	40.45	2179-Elec May 2021
10/06/2021	Ampower UK Ltd	DDR6	108.07	2176-Gas May 2021
14/06/2021	UK Fuels Limited	DDR7	95.77	2187-Fuel for vehicles
14/06/2021	Ampower UK Ltd	DDR8	202.43	2224-Office electricity
14/06/2021	Ampower UK Ltd	DDR9	76.34	2225-Depot electricity
15/06/2021	June Salaries	DDR	13,802.72	June Salaries
16/06/2021	Chess Ltd	DDR10	315.49	2188-IT Support
18/06/2021	Purchase Power	DDR11	86.93	2288-Frinking Machine Lease
21/08/2021	UK Fuels Limited	DDR12	73.55	2183-Vehcile/Equipment Fuel
28/08/2021	Chess Ltd	DDR13	696.29	2181-Radio Access Point WIFI
28/06/2021	Chess Ltd	DDR14	322.03	2231-Telephone May 21
30/06/2021	Control Print Solutions Ltd	DDR15	639.30	2182-Copier Printing Charge
<b>Total Payments</b>			<b>48,774.87</b>	



**APPLICATION FOR GRANT AID FROM**  
**SANDY TOWN COUNCIL**

<b><u>Name of the Organisation/Group</u></b>	
Keech Hospice Care	
Are you affiliated to a national organisation? If so, which one?	No, we are an independent charity.
Local venue/meeting place	We provide specialist care services both at our hospice in Luton, and in our communities across Bedfordshire, Hertfordshire and Milton Keynes.
Are you a registered charity? If so, give your charity number?	1035089
What are the aims and activities of the organisation?	Keech Hospice Care is the children's hospice for Bedfordshire, Hertfordshire and Milton Keynes, as well as the adult hospice for Luton and south Bedfordshire. We care for children with life-limiting conditions through our in-patient unit, community nursing, day support and supportive care. Our teams are there at times of crisis and when our specialist care is needed day to day: Making the difference when it matters the most.
How many members do you have?	Volunteers/Leaders We currently have 270 members of staff and 1669 volunteers.
Members:	Junior 352 child patients
	Senior 1427 adult patients
What is your annual subscription?	Junior £0 All of our services are provided free of charge to patients and their relatives.
	Senior £0 All of our services are provided free of charge to patients and their relatives.



<b>Project Information</b>	
What would the grant be used for?	<p>We are requesting support towards our music and art therapy service; an important pre- and post-bereavement support.</p> <p>Our qualified therapists work with children and their families to explore and express a range of complex emotions, whether that be through the creation of a piece of art, song writing, or simply entering into discussion with the therapist in the comfort of the session.</p> <p>Our music room is full of instruments, many of which can be played intuitively. For some children the sessions are a way to release pent up emotion by making some noise and having some fun.</p>
In what manner will the residents of Sandy benefit?	<p>Music and art therapy is offered to all child patients and their relatives, including those in Sandy. Using music and art as a mode of expression and communication can help to explore and process an individual's thoughts, feelings, and experiences. This can include coming to terms with a death; fears over their own diagnosis or that of a loved one; being creative; and helping to express physical or emotional pain.</p>
Approximately how many Sandy residents will benefit from this grant?	<p>Last year we provided 277 music and art therapy sessions to 34 children and their families. We supported 1 child, and members of their family, from Sandy.</p>
Estimated total cost of project	<p>Music and art therapy is an on-going service at Keech Hospice Care. To provide this service to children and their relatives this year will cost approximately £35,679.</p>
Please state clearly how much you are applying for from Sandy Town Council.	<p>£200</p>
What amount is being met from your own funds?	<p>We have a wide fundraising base which includes individual giving, retail, legacies, a weekly lottery, and corporate philanthropy that will be used to fund the remainder of this service.</p>

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

<u>Source</u>	<u>Amount</u>	<u>Confirmed/Pending/Unsuccessful</u>
D'oyly Carte Charitable Trust	£3,000	Pending
Northill Parish Council	£300	Pending
Martyn Donaldson Music Trust	£500	Pending
Blakemore Foundation	£100	Pending

### **Financial Details**


<p>Please specify how any income, particularly surplus, is spent.</p>	<p>Keech Hospice Care's income is mainly spent on charitable activities including the adult and children's in-patient units, Wellbeing Centre, children's services, community nursing, supportive care, education and training. There are also associated costs for generating funds, governance, and support costs.</p> <p>Any surplus funds at the end of the financial year are transferred into our general reserves. The trustee's policy is to hold 6 months costs in reserve.</p>
<p>Please attach accounts (audited/independently examined) for the last two years and your budget forecast for the forthcoming/current year.</p>	<p>Please find attached Keech Hospice Care's statutory accounts for years 2018/19 and 2019/20.</p>

<b>Payment Details</b>	
Account Title	Keech Hospice Care
Account Number	
Bank/Building Society Name and Address	Natwest 4 High Street North Dunstable LU6 1JU
<b>Contact Details</b>	
Please give details of the person with whom this application can be discussed and to whom any cheque should be sent:	Harry White
Position in organisation	Trusts and Grants Officer
Address	Great Bramingham Lane Streatley Luton LU3 3NT
Telephone Number	01582 707963
E-mail address	

## **Declaration**

**Please sign this form to confirm that:**

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

<b>Signed:</b> 
<b>Name:</b> Harry White
<b>Position:</b> Trusts and Grants Officer
<b>Date:</b> 10/06/21

**Please enclose with your application copies of:**

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

**APPLICATION FOR GRANT AID FROM**


**SANDY TOWN COUNCIL**

Name of organisation/group	Magpas Air Ambulance
Are you affiliated to a national organisation? If so, which one?	Air Ambulances UK
Local venue/meeting place	N/A
Are you a registered charity? If so, give your charity number?	1119279
What are the aims and activities of the organisation?	<p>Magpas Air Ambulance is a charity that exists to save lives. We do this by providing an enhanced emergency medical service, 24/7, across Sandy, wider Bedfordshire and other counties in the East of England. The care we offer is enhanced because we're able to perform procedures, treatments and give drugs that are not available from a standard land ambulance and can usually only be accessed in hospital A&amp;E. This saves vital time for patients in life-threatening situations.</p> <p>Our medical team always includes a doctor and paramedic, both specially trained in pre-hospital emergency medicine, and we bring their skills (rated as 'outstanding' by the CQC) to the patient quickly using our air ambulance helicopter and rapid response vehicles. We know that this enhanced service saves lives, particularly for patients suffering from traumatic injury or experiencing a cardiac arrest. We are dispatched on average 4 times a day by the 999 service and are typically on scene within 16 minutes.</p>



How many members do you have?	Volunteers - 37  Leaders – 4 people make up the charities Executive Leadership Team
Members:	Junior - 0  Senior - 0
What is your annual subscription?	Junior – N/A  Senior – N/A
<b>PROJECT INFORMATION</b>	
What would the grant be used for?	<p>Every second counts when a patient’s life hangs in the balance. Our request to the council is for a grant of £1000 for fuel for the AW-169 helicopter, which last year covered 38,403 air miles – taking our medics skills and knowledge to patients quickly and transferring them to hospital for urgent on-going care. In total costs for helicopter fuel amount to £60,000 each year.</p> <p>The AW-169 came into operation in May 2019 and over the last two years has had a significant, positive impact on the care we are able to give to patients. With the AW-169 we have been able to fly faster, cover a wide geographical area and reduce the amount of time spent offline refuelling. The benefits of this aircraft compared to our previous model – the MD902 – can be seen in Appendix A.</p>
In what manner will the residents of Sandy benefit?	Magpas Air Ambulance is the service dispatched most regularly to life-threatening emergencies across Bedfordshire by the East of England Ambulance Service 999 dispatch board. The map in Appendix B shows our busiest areas for missions in and around Sandy in the last 12 months.



	<p>Your residents could be anywhere when they need us – at home, on the commute to or at work, on the high street or walking in an isolated field.</p>
<p>Approximately how many Sandy residents will benefit from this grant?</p>	<p>Our medics were called to Sandy once a month during the last year – however we can never know exactly where and when we will be dispatched to next. Our patients can be anywhere when they need us. Little Josh Bright (pictured below) was ten when he almost lost his legs in a car accident. His mum and dad had taken him out to his favourite restaurant in Bedford for a treat and after the meal, as they were making their way along the pavement, a car came speeding along, swerving, and it crashed into him, crushing his legs between two cars.</p> <p><i>Josh's Dad Nick said 'The Magpas team worked on Josh on the road for half an hour, and then stayed with him in the ambulance to Addenbrooke's. The collision destroyed 80% of the muscle tissue around Josh's knee and since then he has had 16 operations and has had to learn to walk again. But he is walking again! It's a miracle. As a family, we are so, so grateful to the whole Magpas team. If they weren't around, life would be very different for Josh, and for us all.'</i></p> 

Estimated total cost of project	£60,000
Please state clearly how much you are applying for from Sandy Town Council.	£1000
What amount is being met from your own funds?	£30,000 – via Magpas Air Ambulance lottery income

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

Source	Amount	Confirmed/Pending/Unsuccessful
Whittlesey TC	£1000	Pending
Wisbech St Mary PC	£1000	Pending
March TC	£1000	Pending
Tesco Bags for Life	£1000	Pending
Trusts and Foundations	£21,000	Pending
Other Town/Parish Councils	£5000	Pending
<b>Total:</b>	<b>£30,000</b>	

### Financial Details

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

Expenditure as per our July 19 – June 20 accounts are as follows:

Total cost of charitable service/activities:  
£3,531,010




Including:

- Cost of helicopter operations £1,803,195
- Clinical staffing, Doctor, Paramedic staff costs including Clinical Supervision £631,442

Cost of raising funds: £1,234,040

Historically Magpas Air Ambulance has reinvested surplus funds into service improvement.


	<p>In the last 5 years investments have been made in the lease of a new aircraft and transitioning into a 24/7 service to meet the need of patients within our region.</p> <p>Magpas Air Ambulance forecasts a deficit budget in 21/22 due to essential investment in the clinical service paired with necessary investment in fundraising to future proof the charity. Additional costs will also be incurred due to the development of the new Magpas Airbase at Alconbury Weald. After a challenging 12 months the Trustees have agreed to draw funds from surplus income in order to mitigate the financial impact of covid on our operations in the years to come whilst maintaining an adequate level of reserves.</p>																								
<p>Please attach accounts (audited/independently examined) for the last two years and your budget forecast for the forthcoming/current year.</p>	<p>Enclosed with application.</p> <p>21/22 Budget Forecast</p> <table data-bbox="719 1077 1318 1256"> <tr> <td colspan="2"><b>Income</b></td> </tr> <tr> <td>Clinical operations &amp; Support</td> <td>£ 19,206</td> </tr> <tr> <td>Medical Training</td> <td>£ 26,600</td> </tr> <tr> <td>Fundraising</td> <td><u>£ 5,321,359</u></td> </tr> <tr> <td><b>TOTAL</b></td> <td><b>£ 5,367,165</b></td> </tr> </table> <table data-bbox="719 1301 1358 1547"> <tr> <td colspan="2"><b>Expenditure</b></td> </tr> <tr> <td>Clinical operations, Man &amp; Support</td> <td>£ 4,164,314</td> </tr> <tr> <td>Training</td> <td>£ 59,679</td> </tr> <tr> <td>Fundraising</td> <td>£ 1,712,465</td> </tr> <tr> <td>Comms</td> <td>£ 17,793</td> </tr> <tr> <td>Governance</td> <td><u>£ 141,039</u></td> </tr> <tr> <td><b>TOTAL</b></td> <td><b>£ 6,095,290</b></td> </tr> </table> <p>Magpas Air Ambulance forecasts a deficit budget in 21/22 due to essential investment in the clinical service paired with necessary investment in fundraising to future proof the charity. Additional costs will also be incurred due to the development of the new Magpas Airbase at Alconbury Weald.</p>	<b>Income</b>		Clinical operations & Support	£ 19,206	Medical Training	£ 26,600	Fundraising	<u>£ 5,321,359</u>	<b>TOTAL</b>	<b>£ 5,367,165</b>	<b>Expenditure</b>		Clinical operations, Man & Support	£ 4,164,314	Training	£ 59,679	Fundraising	£ 1,712,465	Comms	£ 17,793	Governance	<u>£ 141,039</u>	<b>TOTAL</b>	<b>£ 6,095,290</b>
<b>Income</b>																									
Clinical operations & Support	£ 19,206																								
Medical Training	£ 26,600																								
Fundraising	<u>£ 5,321,359</u>																								
<b>TOTAL</b>	<b>£ 5,367,165</b>																								
<b>Expenditure</b>																									
Clinical operations, Man & Support	£ 4,164,314																								
Training	£ 59,679																								
Fundraising	£ 1,712,465																								
Comms	£ 17,793																								
Governance	<u>£ 141,039</u>																								
<b>TOTAL</b>	<b>£ 6,095,290</b>																								

	After a challenging 12 months the Trustees have agreed to draw funds from surplus income in order to mitigate the financial impact of covid on our operations in the years to come whilst maintaining an adequate level of reserves.
<b>Payment Details</b>	
Account Title	Magpas
Account Number	
Sort Code	
Bank/Building Society Name and Address	CAF Bank Ltd 25 Kings Hill Avenue, Kings Hill, West Malling, ME19 4JQ
<b>Contact Details</b>	
Please give details of the person with whom this application can be discussed and to whom any cheque should be sent:	Emma Sanders
Position in Organisation	Community & Events Officer
Address	Centenary House, St Mary's Street, Huntingdon, PE29 3PE
Telephone number	
E-mail address	

### **Declaration**

**Please sign this form to confirm that:**

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

<b>Signed:</b>	
<b>Name:</b>	Emma Sanders
<b>Position:</b>	Community & Events Officer
<b>Date:</b>	23/06/2021

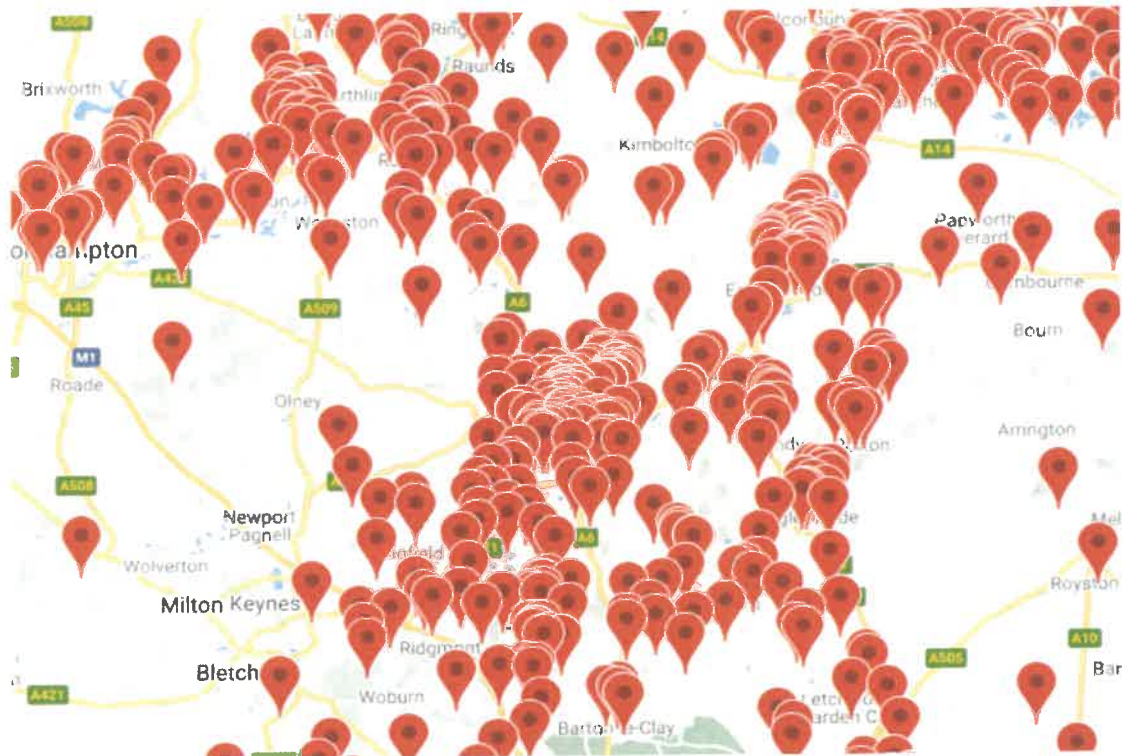
**Please enclose with your application copies of:**

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

Appendix A – Magpas Air Ambulance helicopter AW-169



Appendix B – Magpas Air Ambulance activations to Sandy and surrounding areas over the last 12 months



**APPLICATION FOR GRANT AID FROM**  
**SANDY TOWN COUNCIL**


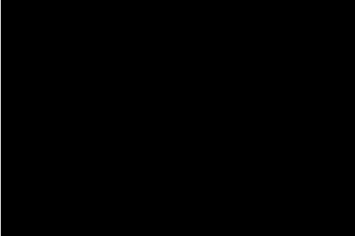

<b><u>Name of the Organisation/Group</u></b>	
Let's Get Going Community Interest Company	
Are you affiliated to a national organisation? If so, which one?	No
Local venue/meeting place	Not a Meeting place, but the address is 13 Brickhill Road, Sandy, SG19 1JH
Are you a registered charity? If so, give your charity number?	Community Interest Company (social enterprise) No.11718959
What are the aims and activities of the organisation?	To run health and wellbeing projects to improve mental and physical health through moving play, creativity and nature.  Including running fundraising events and fun-days to help connect with the public.
How many members do you have?	Volunteers/Leaders 0
Members:	Junior 0
	Senior 0
What is your annual subscription?	Junior £ 0
	Senior £ 0

<b>Project Information</b>	
What would the grant be used for?	<p>Organising and running the Community Fun Day on 22.08.21 at Bedford Road Recreation Ground.</p> <p>Costs to cover PL Insurance for the event,</p> <p>time for running the event,</p> <p>Banner to advertise, Social media marketing,</p> <p>cost of St Johns Ambulance on the day,</p> <p>Cost of hiring bins from Carnival Committee.</p> <p>Cost of high vis vests for volunteers / marshalls on the day</p> <p>MC equipment and presenter to communicate with public</p>
In what manner will the residents of Sandy benefit?	<p>Sandy residents would benefit from this event because:</p> <p>Local clubs and activity groups that are running Covid safe movement sessions on the day, the public can join in!</p> <p>Information will be provided for things that they can attend and do in the local area</p> <p>Some local stalls will be fundraising and sharing what they offer</p> <p>Local food and drink refreshments available</p> <p>A socially distanced event for the community of Sandy, with a focus on what you can do that's fun and includes moving!</p>
Approximately how many Sandy residents will benefit from this grant?	<1000
Estimated total cost of project	<p>Insurance £350</p> <p>Time Preparation – 40 hours</p> <p>Time on the day - £200</p> <p>Banner and Marketing £150</p> <p>SJA £200*</p> <p>Bins £50*</p> <p>Hi Viz Vests for Volunteers £50</p> <p>MC Hire £50</p>





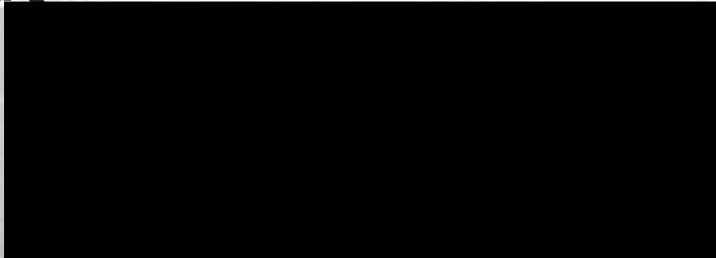
<p>Please attach accounts (audited/independently examined) for the last two years and your budget forecast for the forthcoming/current year.</p>	

<b>Payment Details</b>	
Account Title	Let's Get Going Community Interest Company
Account Number	
Bank/Building Society Name and Address	
<b>Contact Details</b>	
Please give details of the person with whom this application can be discussed and to whom any cheque should be sent:	Emma Foxley
Position in organisation	Director
Address	
Telephone Number	07763944587
E-mail address	info@letsgetgoingcic.com

## **Declaration**

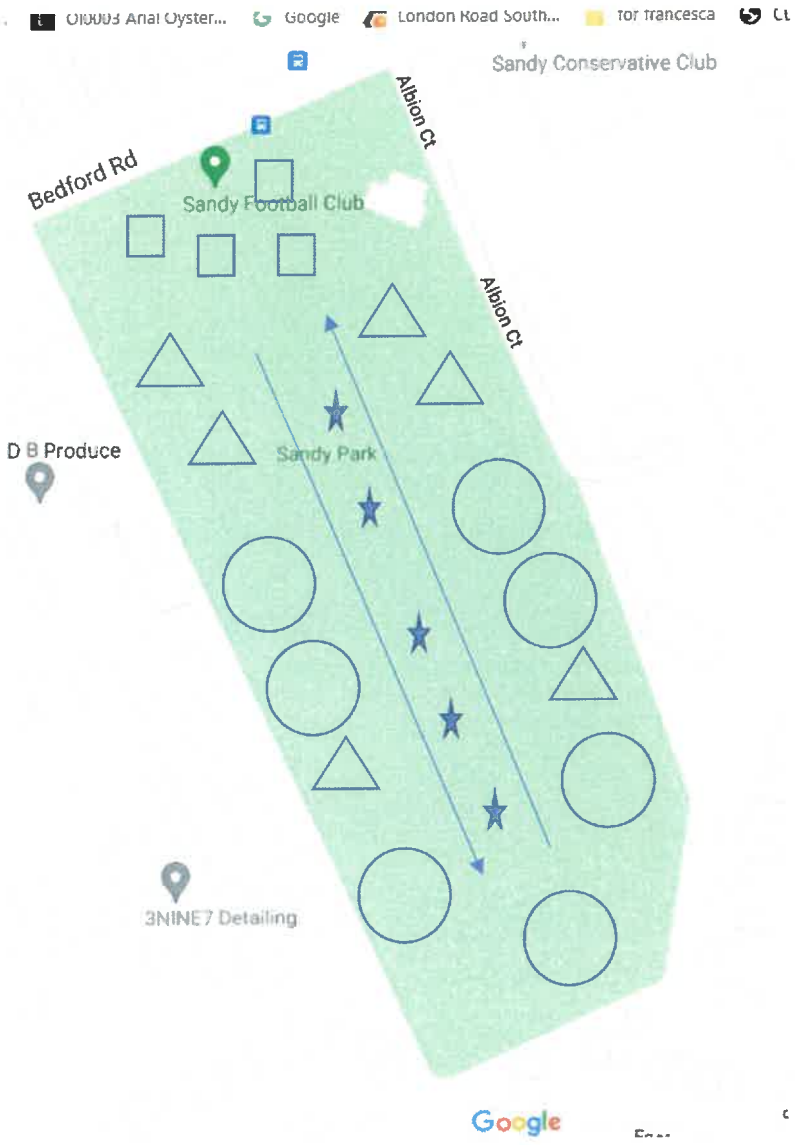
**Please sign this form to confirm that:**

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

<b>Signed:</b> 
<b>Name:</b> Emma Foxley
<b>Position:</b> Director
<b>Date:</b> 20.07.21

**Please enclose with your application copies of:**

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



□ Eatery Stalls – near to the toilets, bins, road and existing seating areas – hopefully under a shade (will we get the shade sail by then?!)

△ Community Group stalls – who ever wants to have their fundraising stall e.g. Local schools, Carnival, Guides etc

○ Local active groups EG – Junior Rugby, football coaching, Karate Club, Biggleswade Athletic Club etc running 30 min trial sessions for 30 people max or small groups Covid secure.

Dance Groups, Walking groups, all invited to have demonstration / participation session.

↓ One way system for public to walk with a 2m distance

★ Cones separating walkways as much as possible

## **SANDY TOWN COUNCIL**

### **General Criteria for Grant Aid**

Organisations will be considered for grant aid from the Town Council where they meet the following criteria:

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

Applications should be linked to a specific project rather than to assist with running costs.

### **Conditions**

Grant aid must be used for the purposes stated on the application only. If the organisation decides it wishes to spend the monies on something different it must ask the Town Council for written permission to do so, or the Grant will be withdrawn.

Generally, grants must not be used to settle debts on behalf of the organisation, nor be used to retrospectively fund projects.

Sandy Town Council reserves the right to recall any grant given to an organisation which ceases to operate during the financial year for which the grant was given. The Council should be consulted prior to distribution of any remaining assets. Full details and accounts must be submitted to the Council as soon as possible.

### **Successful Organisations Must**

1. Be prepared to participate in publicity/awareness initiatives organised by the Council.
2. Be willing to attend a reception to receive their cheque if requested.
3. Be willing for a representative of the Town Council to attend the organisation's executive meetings, if so requested by the Council.
4. Provide evidence within the twelve months of the award of the grant that the money has been used for the purpose stated in the application, and, where possible, provide Sandy Town Council with photograph(s) of the project funded.
5. Acknowledge the grant aid together with other sources of funding in appropriate publicity and detailing how it was spent in its annual report and accounts. A copy of which should be sent to the Council as soon as it is published.

Completed application form and supporting documents to be returned to:

Town Clerk  
Sandy Town Council  
Council Offices  
10 Cambridge Road  
Sandy  
Beds SG19 1JE

e-mail: [finance@sandytowncouncil.gov.uk](mailto:finance@sandytowncouncil.gov.uk) or  
[admin@sandytowncouncil.gov.uk](mailto:admin@sandytowncouncil.gov.uk)

# APPLICATION FOR GRANT AID FROM

## SANDY TOWN COUNCIL

<b><u>Name of the Organisation/Group</u></b> Il Pecoro Ltd	
Are you affiliated to a national organisation? If so, which one?	
Local venue/meeting place	Sandy Band Stand
Are you a registered charity? If so, give your charity number?	No
What are the aims and activities of the organisation?	Italian café/ Restaurant & Take away
How many members do you have? For the event	Volunteers/Leaders Annabel Foxley – organiser Kirsty Crawford Technical support Ellen May – promoter Simon Scofield – Sound technician Jess Greenfield – musician & talent liason
Members:	Junior
	Senior
What is your annual subscription?	Junior £
	Senior £

--	--



## Project Information

What would the grant be used for?	<p>To organise a non-profit music event in Sandy market square one Friday in August using local musicians and technical support team.</p> <p>The music event will include local bands and also offer an open mic for new local talent.</p> <p>The musicians shortlisted are local professional artists Additional seating provided</p>
In what manner will the residents of Sandy benefit?	<p>A non profit event To attract residents to the town centre and offer entertainment for the local community. Extra footfall will help local retailers. Financial support for local musicians and technical staff that have been financially affected from COVID. An opportunity to showcase local talent</p>
Approximately how many Sandy residents will benefit from this grant?	<p>Musicians and technical team = 18 Audience – Sandy residents. No charge.</p>
Estimated total cost of project	<p>Technical equipment &amp; staff £250 Bands / buskers £150 Total £400</p>
Please state clearly how much you are applying for from Sandy Town Council	<p>£400</p>
What amount is being met from your own funds?	<p>This is a non-profit event. Organisation and marketing of the events = no charge</p>

	<p>Pecoro will provide food and drinks for the musicians and staff          If successful – we intend to host future events</p> <p>The main aim to help drive footfall to the town centre and offer local entertainment during the summer holidays.</p>
--	---

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


Source	Amount	Confirmed/Pending/Unsuccessful

<b>Financial Details</b>	
<p>Please specify how any income, particularly surplus, is spent.</p>	<p>Technical equipment &amp; staff £250            Bands £150</p> <p>Total cost £400</p>

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

attached


<b>Payment Details</b>	
Account Title	[REDACTED]
Account Number	[REDACTED]
Bank/Building Society Name and Address	[REDACTED]
<b>Contact Details</b>	
Please give details of the person with whom this application can be discussed and to whom any cheque should be sent:	[REDACTED]
Position in organisation	Shareholder 50 %
Address	12 Market Square Sandy Beds SG19 1HU
Telephone Number	[REDACTED]

E-mail address	

## **Declaration**

**Please sign this form to confirm that:**

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

<b>Signed:</b> 
<b>Name:</b> Annabel Foxley
<b>Position:</b> Pecoro – 50% shareholder
<b>Date:</b> 13.07.21

**Please enclose with your application copies of:**

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

Policy, Finance and Resources Committee

---

Date: 26<sup>th</sup> July 2021  
Title: Sunderland Road Knee Rail  
Contact Officer: Town Clerk

**Purpose of the Report**

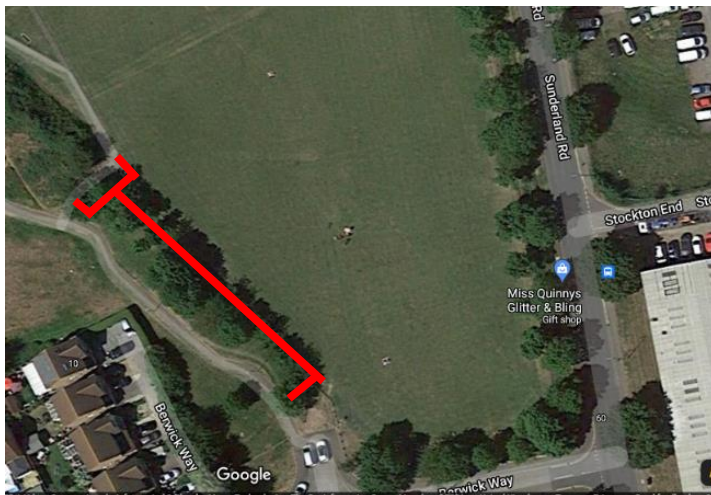
1. To receive and consider recommendations and a quote on work required to replace/repair damaged knee rail fencing at Sunderland Road recreation ground.

**Recommendation**

2. That the outdoor team make secure any posts/sections of the knee rail fencing which are loose and that only the most damaged sections, totalling approx. 20m are replaced by a contractor at an estimated cost of £843.

**Background**

3. The Sunderland Road recreation ground is surrounded by knee rail fencing at various points along its perimeter. The fencing is to help stop unauthorised vehicles entering the site. As the knee rail fencing ages, it starts to deteriorate, and the outdoor team have carried out various repairs to small sections of the fencing over the years. However, a section of the fencing was recently damaged and inspections by contractors have suggested that the line of fencing running from the Berwick Way end vehicle barrier up to the point where the footpath from Taylor Wimpey land turns into the recreation ground needs replacing. Supporting images are below.

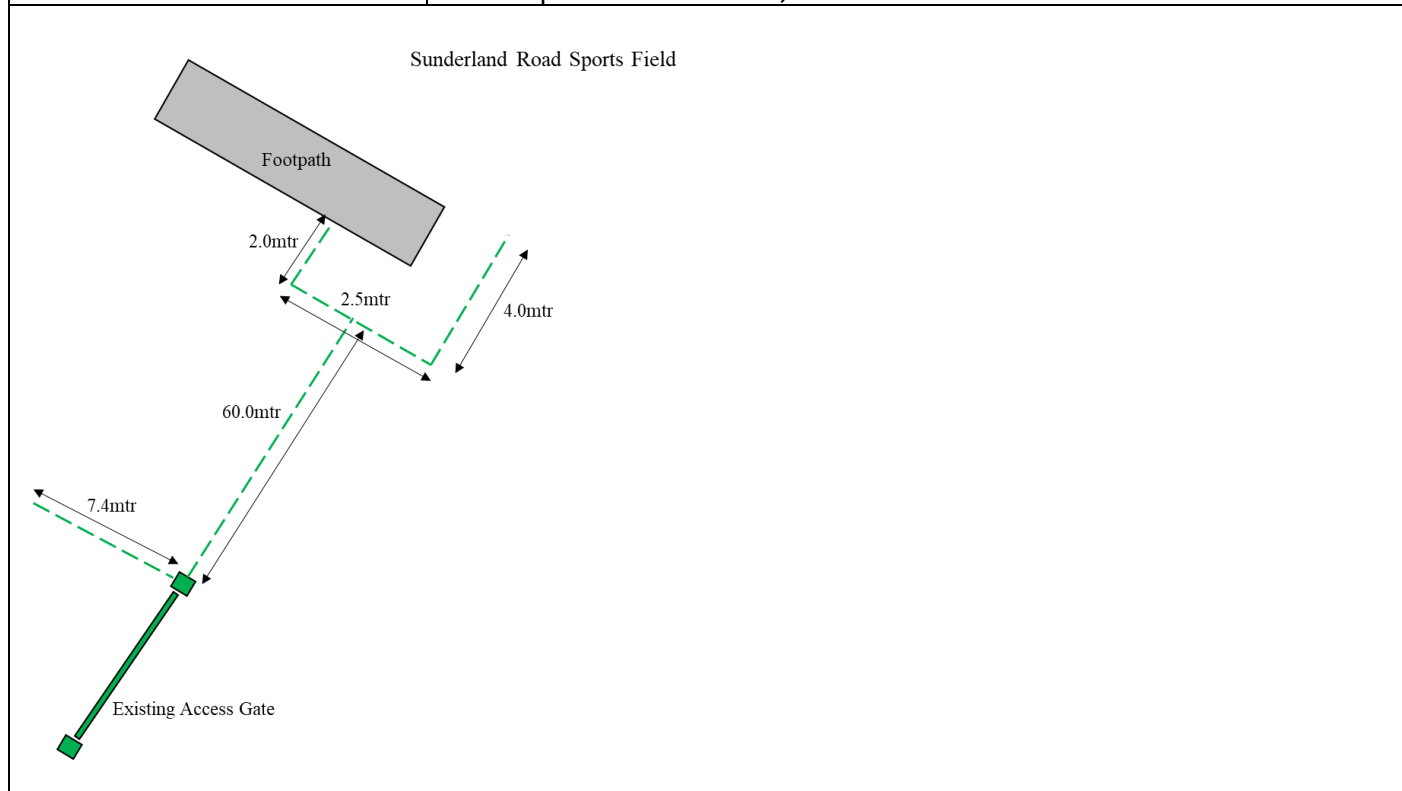



Proposals/Information

4. The following quotes/recommendations have been obtained for the work required.

Quote 1 (Replacement of Timbers Only)	
<b>Recommendation / Work</b>	To take down and remove existing 450mm knee rail fencing and replace with 76m of new using 0.9m 100 x 100 v-notch posts plus 1.8m 100 x 100mm long top post secured in place by 5 bend galvanised straps. All posts to be fitted with post saver sleeves.
<b>Cost</b>	<b>£4,655.52 + VAT</b>

Quote 2	
<b>Recommendation / Work</b>	<p>Timber Knee Rail: (Sunderland Road Sports Field)</p> <p>To supply and erect 76.0 Liner Metres of 600mm high Timber Knee Rail on 100 x 100 x 1200mm Long V top treated posts are to be let into ground and concreted at 2.4mtr centres max, 100 x 100 x 2400mm treated top rails are to be secured into the V top posts c/w galvanised post tin straps.</p> <p>All timbers to be treated Brown</p>
<b>Cost</b>	£42.15 per Lin Meter = <b>£3, 203.4 + VAT</b>



Quote 3	
<b>Recommendation / Work</b>	<p>To supply and erect 76.0 Liner Meters of 600mm high Metal Knee Rail as per the photos attached.</p> 
<b>Cost</b>	£79.60 + vat per Lin Meter



<b>Total Cost</b>	<b>£6,049.60</b>
-------------------	------------------

5. The costs for replacing this entire line of fencing are high and some posts and rails appear to be adequate. In addition, the majority of the fencing runs alongside trees/vegetation rather than an open pavement, road or grassed area as per the below picture.



6. An alternative to the contractor's quote is that the outdoor team make stable what posts they can and carry out some maintenance work to the fencing, replacing some cross bars where the posts remain or can be made solid. That only a smaller section of fencing which is missing or badly damaged is replaced by the contractor, approximately 20 lin meter at a cost of £843 using the per lin meter charge from the contractor who submitted quote 2.

### Financial Implications

7. If the Committee wish to replace the entire line of knee rail fencing and approve one of the quotes provided, the costs will need to come from the Council's Rolling Capital Fund for which funds can sufficiently cover the cost of the work.
8. Alternatively, only the worst sections of fencing could be replaced at an estimated cost of £843 from the Rolling Capital Fund. Maintenance work on the remainder of the fence would be covered by the Council's revenue budget 500 4037.

### Policy Implications

9. The proposed work will support the Council's Recreational Area Improvement Plan, which highlights the Council's ambition to maintain and enhance its play areas.

### Legal Powers

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

## Policy, Finance and Resources Committee

---

<b>Date:</b>	<b>26<sup>th</sup> July 2021</b>
<b>Title:</b>	<b>Bedford Road Recreation Ground Slide</b>
<b>Contact Officer:</b>	<b>Town Clerk</b>

### Purpose of the Report

1. To receive and consider recommendations and a quote on repair work required to a slide in Bedford Road park.

### Recommendation

2. That quote 3 is approved at a cost of £2,121.60 inc VAT. That costs come from the Outdoor/Play Parks maintenance budget. (500 – 4042)

### Background

3. The Council has an annual inspection of all its play equipment carried out by a certified play inspection body. This year's inspection was carried out by the Play Inspection Company and was completed in June 2021. As part of the inspection, the inspector provides an Annual Inspection Report which highlights any risks, the level of risk and actions to be taken.
4. The outdoor team are reviewing the reports and carrying out any recommended actions detailed within them. Most actions can be carried out by the outdoor team as part of their regular maintenance works. However, the report highlighted a need to take some action on the embankment slide located in Bedford Road for which a contractor is needed. Recommendations and quotes have been obtained and are included under section 6 of this report.
5. The inspector's findings in relation to the embankment slide, to which this report refers are detailed in the table below. Those points requiring action are highlighted in orange.

<b>Embankment Slide – Bedford Road Recreation Ground</b>	
<b>Finding</b>	<b>Action</b>
The concrete sides and steps form a hard object within the impact area of the equipment in contravention of the requirements of BS EN 1176 Part 1	Monitor – No remedial work recommended
The slide runout is included at more than the 5 degrees recommended by BS EN 1176 for a Type 2 slide	Monitor – No remedial work recommended
There are a number of dents in the slide surface	Monitor for further deterioration and repair as required.
There are trip hazards present on the steps	Reinstate surrounding surfaces to level to remove the trip points.
Timber on and around the steps has rotted	Replace all timbers
The slide start section included is not in the direction of travel; it should slope towards the direction of the sliding surface	Monitor – No remedial work recommended

## Proposals/Information

6. The following quotes/recommendations have been obtained for work to address the recommendations made by the play equipment inspector.

<b>Quote 1 (Replacement of Timbers Only)</b>	
<b>Recommendation / Work</b>	<p>Take down and remove from site all the old timbers from the face of the steps and sides.</p> <p>Replace the old timbers for new Treated 1500mm x 120 x 200mm Timbers to the face of the steps, and 4.0mtr x 50 x 200 timbers for the sides.</p> <p>Secure the timbers onto the existing concrete spurs with coach bolts, make good the ground where the side timbers have been removed.</p>
<b>Cost</b>	<b>£2,730.00 + vat</b>
<b>Note from contractor</b>	Please Note: The concrete that forms the steps not level with the old timbers, cracked, broken and there are some that are smooth that you could slip on, also there are no hand rails to either side of the steps.

<b>Quote 2 (Replacement of Timbers and new concrete steps)</b>	
<b>Recommendation / Work</b>	<p>Take down and remove from site all the old timbers from the face of the steps and sides.</p> <p>Break out and remove from site all the old concrete that forms the steps.</p> <p>Replace the old timbers for new treated 1500mm x 120 x 200mm timbers to the face of the steps, and 4.0mtr x 50 x 200 timbers for the sides.</p> <p>Secure the timbers onto the existing concrete spurs with coach bolts, make good the ground where the side timbers have been removed.</p> <p>Lay new concrete to form the steps and finish off with a tamped &amp; brush finish.</p>
<b>Cost</b>	<b>£3,865.00 + vat</b>

<b>Quote 3 (Replacement of Timbers and some concrete works)</b>	
<b>Recommendation / Work</b>	<p>To take out and remove 13no. existing 1.5m 200 x 100mm sleepers and replace with new.</p> <p>Job involves breaking out concrete where needed and removing coach screws to release sleepers from concrete spurs.</p> <p>Before installation of new sleepers, a concrete base will be laid to sit new sleepers on, other works to include making good concrete.</p>
<b>Cost</b>	<b>£2,121.60 inc VAT</b>

## Financial Implications

7. The Council maintains an annual budget for the maintenance of play equipment as part of its revenue budget (500 - 4042). The budget for the current financial year is £5,000. To date expenditure of £509 has been incurred leaving an available play equipment revenue budget of £4,491.
8. The costs for the approved quote will be taken from this revenue budget, which depending on the quote selected could result in close to full expenditure within the budget. Further expenditure will be required on some new safety matting to replace that of old equipment in some parks, although this should not be a large expenditure it may lead to an overspend in the budget code. Budget will need to

**AGENDA ITEM: 8****APPENDIX IX**

be monitored closely and committee advised accordingly. Previous years budgets have been largely underspent due to the replacement of old equipment in 2018/19.

**Policy Implications**

9. The proposed work will support the Council's Recreational Area Improvement Plan, which highlights the Council's ambition to maintain and enhance its play areas. The work will also support the Council's Health and Safety responsibilities.

**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. Although the Play Inspector indicates that the risk is low, failure to carry out the recommended work could result in injury to a user and leave the Council open to reputational damage and potential action related to any injuries sustained.

**Policy, Finance and Resources Committee**

---

<b>Date:</b>	<b>26<sup>th</sup> July 2021</b>
<b>Title:</b>	<b>Community Event Support Grant Applications</b>
<b>Contact Officer:</b>	<b>Town Clerk</b>

**Purpose of the Report**

1. To receive and consider a proposed specific form for applications asking for support with local events.

**Recommendation**

2. That the Committee agree to have a separate grant application form for applications related to financial support for community events.
3. That the Committee approve and recommend the draft form included within this report.

**Background**

4. The Council has a community event support budget which was originally established with the purpose of providing financial support for community events within Sandy, particularly those large events such as the Sandy Carnival and Sandy Show, which had been provided grant funding in the past. Separating the event support funding from the wider community grant applications reduced pressure on the wider grants budget.
5. The Community Events budget was increased to provide funding to support costs of Sandy Town Council run events. A large increase was made for a proposed VE day event, which unfortunately could not be run due to COVID19.
6. The Council has received queries about grant funding for community events, which may become a more common occurrence. The existing grant form for community grants may not be appropriate for smaller scale community events organised by volunteer or community groups. As such the Council may want to consider adopting a specific community event support grant form.

**Proposals/Information**

7. The adoption of a separate grant application for community event support may simplify the process for volunteers or community groups looking to hold an event in Sandy, while also allowing the Council to ask more pertinent questions about the event and its benefit and impact for the town and community. Use of a separate application would also allow members to clearly identify from which budget the grant application is being requested.
8. A draft application form is included with this report for Members' consideration.

**Financial Implications**

9. The Council has a Community Event Support budget of £7,040 with a current available budget of £5,581. Any funds awarded for community support will come from this budget. The requirements for this budget will need to be reviewed as part of the annual budget process to ensure any planned STC expenditure is covered along with available funds for grant applications for events from outside community groups/volunteers.

10. The Council's Grant Awarding Policy will need to be updated to include the adoption of a specific event support form. Members would need to consider community event support as part of its annual budget considerations.

**Legal Powers**

11. 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**

12. Event organisers will need to show evidence of all relevant risk assessments, insurance and any licenses (i.e Temporary Event Notice) which might be required. The level to which the Council will get involved with any risk assessments is dependent on if the event is to be held on Town Council land. However, the Council should be confident that any event for which a grant is awarded has demonstrated due diligence in ensuring all safety precautions and the safe running of the event have been accounted for.



**SANDY**  
Town Council

---

## **DRAFT EVENTS GRANTS**

**APPLICATION FORM**  
**PLEASE COMPLETE USING CAPITAL LETTERS**

**1. Full Name**.....

**Position**.....

**2. Organisation / Event Planner - Name and Address**

(All correspondence will go to this address unless specified below)

Postcode:

**Alternative Address:**

Postcode:

**3. Telephone number**

Main Number:

Mobile number:

**4. Other contact details**

Main contact name:

Email address:

Website address:

**5. What type of event will you be holding?**

Please give details

**6. What is the event you wish to organise, please provide detailed plans for the event including costings – attach plan or provide a full description below.**

Please give details

**7. What is the location and date of your event?**

Location

Date

**8. Please indicate if you are using local independent traders and where possible local performers to be part of the event.**

Yes

No

**If yes please provide details.**

**If no please provide reasons**

**9. Please attach a detailed risk assessment, this must take into consideration any national guidance around mass participation events.**

**10. Please attach any proof you have been granted all the appropriate licenses and/or permits needed for your event if required.**

**11. How much funding are you requesting in this application?**

**12. Have you received any grant funding before, if so what for and from whom? Please give full details.**



**Applicant Declaration**

I hereby declare that the information I have provided in this application and all the enclosures is true and accurate and details the plans for the future event. Any deviations to the plan after approval will be sent to the Council for further consideration.

Signed.....

Print Name.....Date.....

Position in Organisation.....

**Your completed application form must be accompanied with the following:**

- **Detailed plan for event including costings**
- **Risk assessment**
- **Proof of any licenses and/or permits needed.**

**Notes**

- Please ensure that all questions are answered fully.
- Absence of information requested may delay processing of application.

Please send your completed form, with all the necessary information requested, to [admin@sandytowncouncil.gov.uk](mailto:admin@sandytowncouncil.gov.uk)

**Data Protection:**

**Please tick.** I confirm that the above details will be retained by Sandy Town Council (STC) for the duration of the proposed event. By supplying this information I consent to these details being stored on the TDC database for these purposes and in accordance with the latest GDPR legislation.

**TERMS & CONDITIONS**

**Grants are awarded subject to the following Terms & Conditions:**

Grants are awarded subject to the following Terms & Conditions:

1. Grants will only be considered to applicants organising an event within the parish of Sandy. However, this excludes national retailers, chains, banks and national charities.
2. Applications for grants will be decided by the Town Council’s Policy, Finance and Resources Committee. Their decision will be final, and no further correspondence will be entered into.
3. All grants are discretionary and subject to the availability of funds.
4. This grant scheme is of a fixed term and is only available for events that will take place within 3 MONTHS of the grant being approved.
5. Where possible any businesses taking part in the event should be local independent businesses. This excludes chains and national businesses unless

evidence is provided that this service cannot be provided by a local independent business.

6. All artists, entertainers, dancers, musicians or any other form of performer, where possible, should be from the local area.

7. Any events to be held in public will conform to any licensing or permit restrictions and these must be sort prior to the event taking place.

8. All events must take into consideration any national guidance around participation events and a detailed risk assessment must be produced at the time of application.

9. A detailed plan of the event including costings must be submitted at the time of application.

10. Any deviations to the original plan submitted for approval must be sent to the Council for further consideration.

11. Any event must not involve or in any way be connected with:

- Nude/ semi-nude modelling
- Gambling
- Offering sexual services of any kind
- Pornography
- The promotion of particular religious or political views
- Any illegal activity
- Any other activity which STC has indicated that does not regard as suitable for support from public funds

12. Sandy Town Council reserves the right to publicise and promote these awards in any way it sees fit, including if you are successful in being awarded a grant; this could include press releases, photography, printed material, web site, social media or any other appropriate means.

For further information or any other assistance, please e mail  
[admin@sandytowncouncil.gov.uk](mailto:admin@sandytowncouncil.gov.uk)

**SANDY TOWN COUNCIL****Internal Audit Plan****The maintenance of an adequate and effective system of Internal Audit**

- a) Parish and Town Councils have a duty under the Account & Audit Regulations 2011 as amended to maintain an adequate and effective system of Internal Audit of their accounting records and of their systems of internal control in accordance with the proper practices in relation to internal control.
- b) The purpose of Internal Audit is to review whether the systems of financial and other controls are effective.
- c) Parish and Town Councils set out the control objectives usually in the form of standing orders and financial regulations.
- d) Councils determine the scope and extent of their Internal Audits and appoint an Internal Auditor who;
  - Must not have any involvement in the decision-making management or control of the Council thereby satisfying the principle of independence
  - Understands basic accounting processes, the role of Internal Audit in reviewing systems rather than undertaking detailed checks (the responsibility of management), accounting requirements of the legal framework and powers of local councils and has an awareness of risk issues thereby satisfying the principle of competence.
- e) The role of the internal auditor is to provide independent review and appraisal of the Council's internal control.

**The Plan**

- a) The Town Council appoints an internal auditor to carry out two inspections during each financial year. The internal auditor must satisfy the principle of independence and competence.
- b) The Council will require the Internal Auditor to conduct the annual audit exercise as soon as possible after the year end by agreement. The Internal Auditor will have all the documents he/she requires and access to officers to undertake an effective audit on each occasion.
- c) The Council will provide the Internal Auditor with Terms of Reference for the annual audit.
- d) The Terms of Reference will ensure that;
  - The Internal Auditor has access to the evidence that will enable them to complete Section 4 of the Annual Return

- The Council will have an independent opinion of its system of internal control that will underpin its Annual Governance Statement (Section 2 of the Annual Return)

Should the Internal Auditor be unable to complete any of the boxes in Section 4, he/she will provide an explanation.

- e) The Council will conduct a review once during the financial year of the effectiveness of its system of Internal Audit.
- f) The Council shall consider at an appropriate time, the findings of the review and incorporate them in its Statement of Internal Control.
- g) The Audit Plan timetable is attached.

**Review of effectiveness of the System of Internal Audit**

- a) The review will take place each financial year.
- b) The review will be undertaken by the Town Clerk and Policy, Finance and Resources Committee, which will report to Council.
- c) The review will have two components;
  - Whether the Internal Auditor met the Council's expected standards, eg. the scope of the Internal Auditor's work (does it for example enable the Auditor to complete Section 4 of the Annual Return, giving the Council the assurance that it needs to complete Section 2 of the Annual Return? A review of competency and independence)
  - Consideration of not just how valuable and useful the Internal Audit has been but how to incorporate new guidance and changes to the Council's own activities.
- d) The report considered by the Policy, Finance and Resources Committee will result in a recommendation from the committee to the Full Council as to whether the Internal Audit has been considered effective and will incorporate the outcome of the review in its Annual, Statement of Internal Control.

## Sandy Town Council

### Internal Audit Service – Terms of Reference

Revision 1/20

#### 1. Mission

- 1.1 To assist the Town Council and improve internal control in accordance with proper practice as set out in the Accounts and Audit Regulations.

#### 2. Internal Audit Objectives and Responsibilities

- 2.1 The primary objective of Internal Audit is to review, appraise and report upon the adequacy of internal control systems operating throughout the council, and to achieve this will adopt a predominantly systems-based approach to audit.

- 2.2 The Council's internal control system comprises the whole network of systems established within the council to provide reasonable assurance that the council's objectives will be achieved, with particular reference to:

- The effectiveness of operations
- The economic and efficient use of resources
- Compliance with applicable policies, procedures, laws and regulation
- The safeguarding of assets and interests from losses of all kinds, including those arising from fraud, irregularity and corruption
- The integrity and reliability of information, accounts and data

- 2.3 Accordingly, in the conduct of planned audits Internal Audit may:

- Carry out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year in order to be able to complete Section 4 (annual internal audit report) of the Annual Return.
- Review the reliability and integrity of financial information and the means used to identify, measure, classify and report such information.
- Review the means of safeguarding assets and, as appropriate, verify the existence of such assets.
- Appraise the economy and efficiency of which resources are employed, identify opportunities to improve performance and recommend solutions to problems
- Review the established systems to ensure compliance with the policies, procedures, laws and regulations which could have a significant impact on operations and determine whether the council is in compliance.
- Review operations and activities to ascertain whether results are consistent with objectives and whether they are being carried out as planned.

#### 3. Scope of Internal Audit Activity

- 3.1 There are no limitations on Internal Audit's scope of activities. The scope of Internal Audit allows for unrestricted coverage of the council's activities, including both financial and non-financial systems of internal control.

**4. Independence**

4.1 The main determinant of the effectiveness of Internal Audit is that it is seen to be independent in its planning and operation. To ensure this, Internal Audit will operate within a framework that allows:

- Unrestricted access to the officers of the council
- Reporting in its own name
- Segregation from the day to day operations of the council

4.2 Every effort will be made to preserve objectivity by ensuring that all Internal Auditors are free from any conflicts of interest and do not undertake any non-audit duties on behalf of the council.

**5. Rights of Access**

5.1 There are no limitations on Internal Audit's access to records. Internal Auditors have the authority to:

- access council premises at reasonable times agreed in advance
- access all assets, records, documents, correspondence and control systems
- receive any information and explanation considered necessary concerning any matter under consideration
- require any employee of the council to account for cash, stores or any other council asset under his/her control
- access records belonging to third parties, such as contractors when required

**6. The Council's Responsibilities**

6.1 The Responsible Financial Officer and Proper Officer have clearly defined responsibilities for Risk Management, Internal Control, Internal Audit and preventing Fraud and Corruption.

6.2 The existence of Internal Audit does not diminish the responsibility of the council to establish systems of internal control to ensure that activities are conducted in a secure and well-ordered manner.

**7. Reporting**

7.1 The Internal Auditor will formally report the results of audits and the recommendations made to council and will follow up at subsequent Internal Audits to make sure that corrective actions are taken.

Adopted: January 2019 Reviewed: August 2020 Review Due: August 2021
---

**SANDY TOWN COUNCIL**

**AUDIT PLAN – TIMETABLE OF AUDIT & CORPORATE GOVERNANCE TASKS 2021/22**



<b>TASK</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>
Review Risk Management	✓											
Review Financial Risk Assessment	✓											
Review General Risk Assessment	✓											
Annual Safety Inspection (Play Equipment)				✓								
Review Insurance at Renewal			✓									
Asset Register Updated		✓										
Annual Return			✓									
Review Internal Audit Terms of Reference					✓							
Review Audit Plan					✓							
Appointment of Internal Auditor						✓						
Review Standing Orders		✓										
Review Financial Regulations		✓										
Preparation of Annual Estimates							✓	✓	✓	✓		
Agreeing Budget and Precept										✓		
Monitor Budgets	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Visits by Internal Auditor		✓						✓				

See in conjunction with Internal Audit Plan

**SANDY TOWN COUNCIL****INFORMATION & DATA PROTECTION POLICY****Introduction**

In order to conduct its business, services and duties, Sandy Town Council processes a wide range of data, relating to its own operations and some which it handles on behalf of partners. In broad terms, this data can be classified as:

- Data shared in the public arena about the services it offers, its mode of operations and other information it is required to make available to the public.
- Confidential information and data not yet in the public arena such as ideas or policies that are being worked on.
- Confidential information about other organisations because of commercial sensitivity.
- Personal data concerning its current, past and potential employees, Councillors, and volunteers.
- Personal data concerning individuals who contact us for information, to access services or facilities or to make a complaint.

Sandy Town Council will adopt procedures and manage responsibly, all data which it handles and will respect the confidentiality of both its own data and that belonging to partner organisations it works with and members of the public. In some cases, it will have contractual obligations towards confidential data, but in addition will have specific legal responsibilities for personal and sensitive information under data protection legislation.

The Town Council will periodically review and revise this policy in the light of experience, comments from data subjects and guidance from the Information Commissioners Office.

The Council will be as transparent as possible about its operations and will work closely with public, community and voluntary organisations. Therefore, in the case of all information which is not personal or confidential, it will be prepared to make it available to partners and members of the Town's communities. Details of information which is routinely available is contained in the Council's Publication Scheme which is based on the statutory model publication scheme for local councils.

**Protecting Confidential or Sensitive Information**

Sandy Town Council recognises it must at times, keep and process sensitive and personal information about both employees and the public, it has therefore adopted this policy not only to meet its legal obligations but to ensure high standards.

The General Data Protection Regulation (GDPR) which became law on 25<sup>th</sup> May 2018 and will like the the Data Protection Act 1998 before them, seek to strike a balance between the rights of individuals and the sometimes, competing interests of those such as the Town Council with legitimate reasons for using personal information. The policy is based on the premise that Personal Data must be:

- Processed fairly, lawfully and in a transparent manner in relation to the data subject.
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is



incompatible with those purposes.

- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
- Accurate and, where necessary, kept up to date.
- Kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.
- Processed in a manner that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

### **Data Protection Terminology**

Data subject means the person whose personal data is being processed.

That may be an employee, prospective employee, associate or prospective associate of STC or someone transacting with it in some way, or an employee, Member or volunteer with one of our clients, or persons transacting or contracting with one of our clients when we process data for them.

Personal data means any information relating to a natural person or data subject that can be used directly or indirectly to identify the person.

It can be anything from a name, a photo, address, date of birth, an email address, bank details, posts on social networking sites or a computer IP address.

Sensitive personal data includes information about racial or ethnic origin, political opinions, religious or other beliefs, trade union membership, medical information, sexual orientation, genetic and biometric data or information related to offences or alleged offences where it is used to uniquely identify an individual.

Data controller means a person who (either alone or jointly or in common with other persons) (e.g. Town Council, employer, council) determines the purposes for which and the manner in which any personal data is to be processed.

Data processor, in relation to personal data, means any person (other than an employee of the data controller) who processes the data on behalf of the data controller.

Processing information or data means obtaining, recording or holding the information or data or carrying out any operation or set of operations on the information or data, including:

- organising, adapting or altering it
- retrieving, consulting or using the information or data
- disclosing the information or data by transmission, dissemination or otherwise making it available
- aligning, combining, blocking, erasing or destroying the information or data. regardless of the technology used.

Sandy Town Council processes **personal data** in order to:

- fulfil its duties as an employer by complying with the terms of contracts of employment, safeguarding the employee and maintaining information required by law.
- pursue the legitimate interests of its business and its duties as a public body, by fulfilling contractual terms with other organisations, and maintaining information required by law.
- monitor its activities including the equality and diversity of its activities
- fulfil its duties in operating the business premises including security

- assist regulatory and law enforcement agencies
- process information including the recording and updating details about its Councillors, employees, partners and volunteers.
- process information including the recording and updating details about individuals who contact it for information, or to access a service, or make a complaint.
- undertake surveys, censuses and questionnaires to fulfil the objectives and purposes of the Council.
- undertake research, audit and quality improvement work to fulfil its objects and purposes.
- carry out Council administration.

Where appropriate and governed by necessary safeguards we will carry out the above processing jointly with other appropriate bodies from time to time.

The Council will ensure that at least one of the following conditions is met for personal information to be considered fairly processed:

- The individual has consented to the processing
- Processing is necessary for the performance of a contract or agreement with the individual
- Processing is required under a legal obligation
- Processing is necessary to protect the vital interests of the individual
- Processing is necessary to carry out public functions
- Processing is necessary in order to pursue the legitimate interests of the data controller or third parties.

Particular attention is paid to the processing of any **sensitive personal information** and the Town Council will ensure that at least one of the following conditions is met:

- Explicit consent of the individual
- Required by law to process the data for employment purposes
- A requirement in order to protect the vital interests of the individual or another person

#### **Who is responsible for protecting a person's personal data?**

The Town Council as a corporate body has ultimate responsibility for ensuring compliance with the Data Protection legislation. The Council has delegated this responsibility day to day to the Town Clerk.

- Email: [clerk@sandytowncouncil.gov.uk](mailto:clerk@sandytowncouncil.gov.uk)
- Phone: 01767 681491
- Correspondence: The Town Clerk, Sandy Town Council, 10 Cambridge Road, Sandy, SG19 1JE

The Town Council has also appointed an external Data Protection Officer to ensure compliance with

Data Protection legislation who may be contacted at: [Claire.Rance@Pnc-hr.org](mailto:Claire.Rance@Pnc-hr.org)

#### Diversity Monitoring

Sandy Town Council monitors the diversity of its employees, and Councillors, in order to ensure that there is no inappropriate or unlawful discrimination in the way it conducts its activities. It undertakes similar data handling in respect of prospective employees. This data will always be treated as confidential. It will only be accessed by authorised

individuals within the Council and will not be disclosed to any other bodies or individuals. Diversity information will never be used as selection criteria and will not be made available to others involved in the recruitment process. Anonymised data derived from diversity monitoring will be used for monitoring purposes and may be published and passed to other bodies.

The Council will always give guidance on personnel data to employees, councillors, partners and volunteers through a Privacy Notice and ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

Appropriate technical and organisational measures will be taken against Unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.

Personal data shall not be transferred to a country or territory outside the European Economic Areas unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

#### Information provided to us

The information provided (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible for us to contact, respond to or conduct the transaction requested by the individual. By transacting with Sandy Town Council, individuals are deemed to be giving consent for their personal data provided to be used and transferred in accordance with this policy, however wherever possible specific written consent will be sought. It is the responsibility of those individuals to ensure that the Town Council is able to keep their personal data accurate and up-to-date. The personal information will be not shared or provided to any other third party or be used for any purpose other than that for which it was provided.

#### The Councils Right to Process Information

General Data Protection Regulations (and Data Protection Act) Article 6 (1) (a) (b) and (e)  
Processing is with consent of the data subject, or  
Processing is necessary for compliance with a legal obligation.  
Processing is necessary for the legitimate interests of the Council.

#### Information Security

The Town Council cares to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies.

We will only keep your data for the purpose it was collected for and only for as long as is necessary. after which it will be deleted.

#### Children

We will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned.

#### **Rights of a Data Subject**

Access to Information: an individual has the right to request access to the information we have on them. They can do this by contacting our Town Clerk or Data Protection Officer:

Information Correction: If they believe that the information we have about them is incorrect, they may contact us so that we can update it and keep their data accurate. Please contact: Town Clerk.

Information Deletion: If the individual wishes the Town Council to delete the information about them, they can do so by contacting the Town Clerk.

Right to Object: If an individual believes their data is not being processed for the purpose it has been collected for, they may object by contacting the Town Clerk or Data Protection Officer.

The Town Council does not use automated decision making or profiling of individual personal data.

Complaints: If an individual has a complaint regarding the way their personal data has been processed, they may make a complaint to the Town Clerk, Data Protection Officer or the Information Commissioners Office [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113.

The Council will always give guidance on personnel data to employees through the Employee handbook.

The Council will ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

### **Making Information Available**

The Publication Scheme is a means by which the Council can make a significant amount of information available routinely, without waiting for someone to specifically request it. The scheme is intended to encourage local people to take an interest in the work of the Council and its role within the community.

In accordance with the provisions of the Freedom of Information Act 2000, this Scheme specifies the classes of information which the Council publishes or intends to publish. It is supplemented with an Information Guide which will give greater detail of what the Council will make available and hopefully make it easier for people to access it.

All formal meetings of Council and its committees are subject to statutory notice being given on notice boards, the website and sent to the local media. All formal meetings are open to the public and press and reports to those meetings and relevant background papers are available for the public to see. The Council welcomes public participation and has a public participation session on each Council and committee meeting. Details can be seen in the Council's Standing Orders, which are available on its Website or at its Offices.

Occasionally, Council or committees may need to consider matters in private. Examples of this are matters involving personal details of staff, or a particular member of the public, or where details of commercial/contractual sensitivity are to be discussed. This will only happen after a formal resolution has been passed to exclude the press and public and reasons for the decision are stated. Minutes from all formal meetings are public documents.

The Openness of Local Government Bodies Regulations 2014 requires written records to be made of certain decisions taken by officers under delegated powers. These are not routine operational and administrative decisions such as giving instructions to the workforce or paying an invoice approved by Council, but would include urgent action taken after consultation with the Chairman, such as responding to a planning application in advance of Council. In other words, decisions which would have been made by Council or committee had the delegation not been in place.

The 2014 Regulations also amend the Public Bodies (Admission to Meetings) Act 1960 to allow the public or press to film, photograph or make an audio recording of council and committee meetings normally open to the public. The Council will where possible facilitate such recording unless it is being disruptive. It will also take steps to ensure that children, the vulnerable and members of the public who object to being filmed are protected without undermining the broader purpose of the meeting.

The Council will be pleased to make special arrangements on request for persons who do not have English as their first language or those with hearing or sight difficulties.

### **Disclosure Information**

The Council will as necessary undertake checks on both staff and Members with the the Disclosure and Barring Service and will comply with their Code of Conduct relating to the secure storage, handling, use, retention and disposal of Disclosures and Disclosure Information. It will include an appropriate operating procedure in its integrated quality management system.

### **Data Transparency**

The Council has resolved to act in accordance with the Code of Recommended Practice for Local Authorities on Data Transparency (September 2011). This sets out the key principles for local authorities in creating greater transparency through the publication of public data and is intended to help them meet obligations of the legislative framework concerning information.

“Public data” means the objective, factual data on which policy decisions are based and on which public services are assessed, or which is collected or generated in the course of public service delivery.

The Code will therefore underpin the Council’s decisions on the release of public data and ensure it is proactive in pursuing higher standards and responding to best practice as it develops.

The principles of the Code are:

Demand led: new technologies and publication of data should support transparency and accountability.

Open: the provision of public data will be integral to the Council’s engagement with residents so that it drives accountability to them.

Timely: data will be published as soon as possible following production.

Government has also issued a further Code of Recommended Practice on Transparency, compliance of which is compulsory for parish councils with turnover (gross income or gross expenditure) not exceeding £25,000 per annum. These councils will be exempt from the

## AGENDA ITEM: 11

## APPENDIX XII

requirement to have an external audit from April 2017. Sandy Town Council exceeds this turnover but will nevertheless ensure the following information is published on its Website for ease of access:

- All transactions above £100.
- End of year accounts
- Annual Governance Statements
- Internal Audit Reports
- List of Councillors or Member responsibilities
- Draft minutes of Council and committees within one month
- Agendas and associated papers no later than three clear days before the meeting.

Adopted: 25.06.18

Reviewed: August 2020

Review Date: August 2021

**SANDY TOWN COUNCIL****Honorary Freeman or Honorary Freewoman of the Town Policy****Policy Statement**

By virtue of section 249(5) and (6) of the 1972 Local Government Act, as amended by the Local Democracy, Economic Development and Construction Act 2009, the Town Council is able to award a Title of Dignity to a person in recognition of significant contributions being made to the local community.

The Town Council wishes to recognise the efforts of members of the community who demonstrate outstanding commitment to the town of Sandy. The Council will do this, in special circumstances that meet the criteria of this policy, by awarding to an individual the title of Honorary Freeman (or Freewoman) of Sandy. This honour will be awarded only on rare and exceptional occasions.

**Nomination Criteria**

The candidates must meet the following criteria:

- The nominee has been a Town Councillor but has now retired from this post and has made an outstanding contribution, or, rendered eminent service to the Council during their term of office.

or

- The nominee has made an outstanding contribution to the local community over a period of more than 25 years.

**Nomination Procedure**

1. There is no limit to the number of nominations or holders of the title but the nature of the nomination criteria means that it is unlikely the honour will be bestowed frequently. It is intended that the award will confer distinction.
2. Nominations should be made in the strictest confidence without the nominee's knowledge. Any resident or elector of Sandy may make a nomination, but it must be sponsored by a Town Councillor.
3. Nominations must be made in writing to the Town Clerk and supported by evidence of the voluntary service provided by the individual to the community and any other examples of service which justifies the honour. On receipt of a nomination, it will be circulated to Councillors for confidential consideration.
4. When a nomination has been received it will be considered by a Special Meeting of the Town Council. The motion must be approved by no less than two-thirds of the Members at the meeting.

5. Following the resolution that an award is to be made the title of "Honorary Freeman (or woman) of the Town" will be granted by the Town Mayor and the title holder presented with an address citing the grounds for the award. The presentation will be made at the next Annual Town Meeting.
6. The decision of the Council on all nominations is final.

**Entitlement**

The honour will be awarded for the individual's lifetime and not as a hereditary award.

Any person awarded the honour may designate himself / herself Honorary Freeman (or Freewoman) of Sandy.

**Confidentiality**

All nominations of Honorary Freeman are to be treated in the strictest confidence. The nominee should not be informed that they have been nominated, as it is not fair to raise expectations in case they are not met. It is imperative that submissions are not discussed with any other persons (except anyone providing a letter in support of the application) or with the individual concerned.

Adopted: January 2011 Reviewed: 13.02.17 Review Due: 2021
---



**SANDY TOWN COUNCIL**

**Protocol For Marking The Death Of A Royal Or  
Senior National Figure Or Local Holder  
Of High Office**

**Contents:**

- 1. Senior National Figure or Local Holder of High Office**
- 2. Flying the Flag**
- 3. Book of Condolence**
- 4. Flowers**
- 5. Civic Engagements**
- 6. Dress Code**
- 7. Public Observance of Silence**
- 8. Letter of Condolence from Sandy Town Council**
- 9. The Royal Train**

## 1. Senior National Figure or Local Holder of High Office

This protocol sets out the action to be taken in the event of the death of:

- HM The Queen
- HRH The Prince of Wales
- HRH The Duchess of Cornwall
- HRH The Duke of Cambridge
- HRH The Duchess of Cambridge
- HRH Prince George of Cambridge
- HRH Princess Charlotte of Cambridge
- HRH Prince Louis of Cambridge
- HRH The Duke of Sussex
- HRH The Duchess of Sussex
- HRH The Duke of York
- HRH The Earl of Wessex
- HRH The Princess Royal
- HRH The Countess of Wessex
  
- The Prime Minister
- The serving Member of Parliament for North East Bedfordshire
- A serving Town Mayor
- A serving member of the Council
- A Former Town Mayor of the Council

Action Required	Authorised by
Sandy Town Council's mourning protocol will be implemented on the formal announcement of the death of any one of those persons named above.	Implementation will be authorised by the Town Clerk or in their absence, the administration team leader.

## 2. Flying the Flag

Action Required	Implemented by	Other Notes
<b>Immediately</b> , at the request of the Town Clerk or the administration team leader, the flag at Faynes Corner and 10 Cambridge Road will be lowered to half-mast.	Faynes Corner Head of Grounds Team.  10 Cambridge Road Administration Team Leader.	See STC Flag Flying Policy

<p>In the case of the death of the Sovereign, the day following the death will be the Proclamation Day (the day when the new Sovereign is proclaimed). On Proclamation Day flags will, at the start of the day, be flying at half-mast. All flags will be flown from the Mast Head from 1100 hours on Proclamation Day (D + 1) to coincide with the Reading of the Principle Proclamation and until 1300 hrs the following day (D + 2). At 13.00 on D+2 flags should be returned to half-mast.</p> <p>For any other prominent figures or local holder of high office, the flag should fly at half-mast only on the day of death and the day of the funeral.</p>	<p>Faynes Corner Head of Grounds Team.</p> <p>10 Cambridge Road Administration Team Leader.</p>	<p>The funeral of the Sovereign will take place 10 days after the day of death. (Or 11 days if the 10<sup>th</sup> day falls on a Sunday.)</p>
<p>At Sandy Town Council, following the death of the Sovereign or other members of the Royal Family identified in the list on page 1, flags will continue to be flown at half-mast until 0800hrs on the day following the funeral.</p> <p>For all others identified in the list on page 1, flags at Sandy Town Council will fly at half-mast on the day of the announcement of the death. On subsequent days, the usual local arrangements will resume (see the note opposite) until the day of the funeral when they will again fly at half-mast.</p>	<p>As above</p>	<p>The funeral of the Sovereign will take place 10 days after the day of death. (Or 11 days if the 10<sup>th</sup> day falls on a Sunday.)</p> <p>The phrase 'Usual local arrangements' should be read as meaning that where a flag is usually flown it can, on the day following the funeral, again be flown at full mast. If no flag is usually flown, the flag</p>

		can be taken down.
--	--	--------------------

## 1. Website

Action Required	Implemented By	Other Notes
Immediately, at the request of the Town Clerk or the administration team leader, the header/slipper on the website will be turned to black with a supporting message of condolence and official image.	Town Clerk or administrator responsible for website updates.	

## 2. Book of Condolence

A quiet location for the book should be considered so that those signing the books can have a moment of privacy and quiet reflection whilst doing so.

Action Required	Implemented By	Other Notes
<p>On the day following the announcement of the death of the Sovereign, The Prince of Wales or The Duchess of Cornwall, a Book of Condolence will be opened at the Town Council offices.</p> <p>Book of Condolence will be open from 1000hrs – 1600 hrs Monday to Friday and will remain open until the day following the funeral.</p> <p>A table and chair should be made available for members to sign the Book of Condolence.</p>	Town Clerk	<p>The officer should ensure there is adequate paper available in the book. Pages that have been defaced or include offensive or other questionable comments should be quietly removed until such time as a decision can be taken at senior level (Town Clerk) on whether or not they should be permanently excluded.</p> <p>Books of Condolence should be opened on the first working day after death. Depending on anticipated demand, consider whether one or</p>

		<p>two books should be available. It should be in an easily accessible place.</p> <p>Downloadable images of the Royal Family are available from <a href="http://www.royal.gov.uk">www.royal.gov.uk</a></p>
<p>The Mayor will issue a statement via the Town Clerk expressing the sadness of the Council and people of Sandy at the news of the death of ..... The statement will also appear on the home page of the website.</p> <p>The statement will confirm that flags are to be flown at half-mast and will give details of the Books of Condolence. In the case of the death of the Sovereign or a member of the Royal Family it will also mention any arrangements for an e-Book of Condolence on the Royal Website.</p> <p>On the death of any other significant person, the Town Clerk will discuss with the Town Mayor whether an e-book of Condolence should be opened on the Council's website.</p>	Statement to be issued by the Town Clerk.	Guidance on the content of the statement is set out in Appendix B.
When the Book of Condolence has been closed, the Town Clerk will arrange for the pages to be bound and make arrangements for the final bound version to be lodged in the Town Council/county archives.	Town Clerk	

### 3. Flowers

Many people now choose to express their sadness by laying flowers. A growing carpet of flowers within a town centre would provide a strong visual image and focal point.

<b>Action Required</b>	<b>Implemented By</b>	<b>Other Notes</b>
Allocate a designated area for residents to lay flowers during the period of mourning. Sandy Town Council have allocated St Swithun's Churchyard.	Head of Grounds Team.	Ensure there is enough space for the flowers without impeding any access routes.
Following a period of two weeks the flowers will be removed and composted. The compost will be used to plant a memorial tree at a place to be decided by the Council.		

#### **4. Civic Engagements and Council Meetings**

From the day of death until the day after the funeral, careful thought should be given to the type of events and activities the Town Mayor should host or attend. Lunches, dinners and receptions may not fit in with the mood of the nation and as a mark of respect may need to be cancelled or postponed.

Where school visits are scheduled it might be helpful for the Town Mayor to spend time with the children to talk about the events that are unfolding. This should not be pressed upon a Town Mayor who is not comfortable with taking on such a role.

<b>Action Required</b>	<b>Authorised /Implemented By</b>	<b>Other Notes</b>
To review the programme of engagements undertaken by the Town Mayor to ensure it is appropriate in a time of national mourning and that it sits comfortably with the national mood.	The Town Mayor in conjunction with the Town Clerk.	Consider working with local faith groups to arrange some sort of service on the eve of the funeral.
Council meetings cannot be held, or agendas issued during days of national mourning. Meetings may need to be re-scheduled.	The Chairman of the Council in conjunction with Committee Chairmen and the Town Clerk.	

## 5. Dress Code

If a full Council meeting falls during the period of mourning it might be felt appropriate for Councillors to wear a black tie or black arm band.

<b>Action Required</b>	<b>Implemented By</b>	<b>Other Notes</b>
A stock of black ties and black armbands will be held in and available from the Office for use by the Councillors and officers following the death of a senior figure.	The stock to be issued and maintained in good order by the Office Staff.	At the time of the review of this protocol, consideration will be given to the number of items in stock, their condition and the need for cleaning, repair or replacement.
On the death of the Sovereign, the Chains of office will not be worn by the Mayor or Deputy Mayor and instead badges of office will be worn on black neck ribbons.	Town Clerk	The black ribbon for the chains of office to be held with black ties and arm bands in the Civic Office.

## 6. Public Observance of Silence

<b>Action Required</b>	<b>Implemented By</b>	<b>Other Notes</b>
<p>When the death of a senior member of the Royal Family is to be marked by a Silence, an announcement will be made by Buckingham Palace.</p> <p>Consideration to be given to whether it would be appropriate for the Town Mayor to lead a public silence. If so, the location to be determined and all those listed in Appendix C to be invited to be present. Councillors to wear black ties/arm bands/rosettes.</p>	The Town Mayor in conjunction with the Town Clerk.	

If not, the Silence will be observed at the Council offices by Members and staff.		
---	--	--

## 7. Letter of Condolence from Sandy Town Council

Action Required	Implemented By	Other Notes
As soon as practical, a letter of condolence will be drafted and circulated to the Town Mayor before dispatch.	Town Clerk.	

## 8. The Royal Train

*(Note: This section has been added using the information in a letter provided by Central Bedfordshire Council)*

If the death of the Sovereign occurs at Balmoral, arrangements have been made to transport the coffin by rail to London. The Royal Train would pass through Sandy station enroute to London. The Lord Lieutenant or a Deputy will be in attendance at each station as the train passes through.

Action Required	Implemented By	Other Notes
Liaise with Central Bedfordshire Council's Emergency Planning Team to ensure safe viewing points for the public.	Town Clerk	Publicise the safe viewing points in advance of the Royal Train's journey
Sandy Town Mayor will attend the station alongside the Lord Lieutenant or Deputy	Town Mayor and Town Clerk	

### Appendix A

Full details on the correct way to fly flags at half-mast is given on the website of the Flag Institute ([www.flaginstitute.org](http://www.flaginstitute.org)).



It is important that the guidance given by the Flag Institute is adhered to strictly. Half-mast means the flag is flown two-thirds of the way up the flagpole with at least the height of the flag between the top of the flag and the top of the flagpole. Flags cannot be flown at half-mast on poles that are more than 45° from the vertical but a mourning cravat can be used instead.

When a flag is to be flown at half mast, it should first be raised all the way to the top of the mast, allowed to remain there for a second and then be lowered to the half-mast position. When it is being lowered from the half mast, it should again be raised to the top of the mast for a second before being fully lowered.

### **Appendix B**

The statement should begin with a suitable expression of sadness of the Town Council on hearing the announcement.

It might go on to state that flags will be flown at half-mast.

If it is an occasion when Books of Condolence will be opened, then reference could be made to that.

When a decision has been taken on the Council's programme of events and engagements, it might be stated that events are being cancelled as a mark of respect or that they will begin with a period of silence.

If in doubt, do not rush out a statement which commits the Town Council to action before that action has been discussed and has the necessary agreement from the political leadership.

### **Appendix C**

All members of the Council  
Town Clerk and other senior officers

Adopted: 25 June 2019 Review: Bi-annually
--