

Sandy Town Council

To: Cllrs P N Aldis, P Blaine, T Cole, A M Hill, W Jackson, C Osborne, M Pettitt, M Scott (Chair), D Sharman and P Sharman
c.c. T Knagg, G Leach, J Sparrow, S Sutton

You are hereby summoned to attend a meeting of the Policy, Finance and Resources Committee of Sandy Town Council which will be held in the Council Chamber at 10 Cambridge Road, Sandy, Bedfordshire on Monday 8 May 2017 at 7.30pm for the purpose of transacting the items of business below.

Chris Robson

Chris Robson
Town Clerk
10 Cambridge Road
Sandy SG19 1JE
01767 681491
3 May 2017

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

A G E N D A

Reports

1 Apologies for absence

2 Declarations of interest

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

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

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

3 Public Participation Session

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

Previously
circulated

4 Minutes of previous meeting

To receive the minutes of the Policy, Finance and Resources Committee held on 27 March 2017 and to approve them as a correct record of proceedings.

Sandy Town Council

5 Financial Reports

- i) To consider a balance sheet and detailed financial report showing income and expenditure against the revenue budget for 31 March 2017. Appendix I
- ii) To receive a budget overview report. Appendix II
- iii) To approve a schedule of payments made since previous meeting. Appendix III
- iv) To receive and consider the annual accounts for the 2016/17 financial year and recommend these to Full Council for agreement. Appendix IV
- v) The Chair to approve bank reconciliations and statements.

6 Grant Applications

To receive and consider a grant application from the Bedfordshire Geology Group. Appendix V

7 Action List

To receive Action Report and any update. Appendix VI

8 Town Council Street Lights

To receive and consider a report and recommendations from the Town Clerk on matters related to Town Council owned street lights. Appendix VII

9 Jenkins Pavilion Agreement

To receive and recommend for agreement an updated management agreement with Central Bedfordshire Council and Stevenage Leisure Limited. Appendix VIII

10 Jenkins Pavilion Scoreboard Shutter

To receive a report from the Town Clerk. Appendix IX

11 Complaints Policy

To receive and consider an updated complaints policy for adoption by the Council. Appendix X

12 Treasury Management Policy

To receive and review the Council's Freedom of Information policy. Appendix XI

13 Chairman's Items

14 Date of Next Meeting: 12 June 2017

AGENDA ITEM 5

Date :- 03/05/2017

Sandy Town Council 2016-17

APPENDIX I

Time :- 13:54

Detailed Balance Sheet (Excluding Stock Movement)

Month No: 12 31st March 2017

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
100	Debtors Control	2,203	
105	VAT Control	15,055	
110	Prepayments	934	
115	Accrued Income	2,690	
200	Current Bank A/c	-6,506	
201	Clerks Imprest A/c	542	
205	Capital a/c Santander	216,456	
206	Barclays Active Saver	228,115	
208	Public Sector Deposit Fund	201,712	
210	Petty Cash	112	
	Total Current Assets		661,313
	<u>Current Liabilities</u>		
501	Creditors Control	3,111	
503	Income in Advance	925	
510	Accruals	8,122	
	Total Current Liabilities		12,158
	Net Current Assets		649,156
	Total Assets less Current Liabilities		649,156
	<u>Represented By :-</u>		
300	Current Year Fund	58,036	
310	General Reserve	127,728	
315	Rolling Capital Fund	34,120	
320	Capital Receipts Reserve	57,712	
321	Earmarked Reserves	23,028	
322	EMR Fallowfield	332,532	
323	EMR Community Funds	7,000	
324	EMR Elections	9,000	
	Total Equity		649,156

Summary Income & Expenditure by Budget Heading 31 March 2017

Month No : 12

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
401 Staff	Expenditure	19,802	246,988	264,650	17,662		17,662	93.3 %
402 Administration-Office	Expenditure	7,662	68,227	80,950	12,723		12,723	84.3 %
	Income	87	3,699	6,500	-2,801			56.9 %
403 Administration-Works	Expenditure	436	26,572	28,300	1,728		1,728	93.9 %
	Income	0	794	0	794			0.0 %
405 Footway Lighting	Expenditure	1,620	8,322	7,800	-522		-522	106.7 %
406 Cemetery & Churchyard	Expenditure	740	7,345	10,800	3,455		3,455	68.0 %
	Income	3,160	25,835	20,000	5,835			129.2 %
408 Town Centre (Including Market)	Expenditure	14,350	35,671	34,958	-713		-713	102.0 %
	Income	0	3,048	2,253	795			135.3 %
409 Public Toilets - Car Park	Expenditure	290	4,559	3,650	-909		-909	124.9 %
500 Play Areas and Open Spaces	Expenditure	-13,893	-10,085	-4,800	5,285		5,285	210.1 %
	Income	461	1,656	1,530	126			108.2 %
501 Sunderland Road Rec Ground	Expenditure	4,698	32,106	27,493	-4,613		-4,613	116.8 %
	Income	2,500	5,741	400	5,341			1435.3 %
502 Nature Reserves	Expenditure	0	11,107	11,000	-107		-107	101.0 %
	Income	0	2,531	3,700	-1,169			68.4 %
505 Grass Cutting	Expenditure	0	7,580	10,000	2,420		2,420	75.8 %
506 Litter Bins, Seats & Shelters	Expenditure	0	150	500	350		350	30.0 %
509 Christmas Lights	Expenditure	0	18,507	18,000	-507		-507	102.8 %
	Income	0	2,354	5,500	-3,146			42.8 %
601 Precept and Interest	Income	41	520,389	521,647	-1,258			99.8 %
602 Democratic and Civic Costs	Expenditure	3,462	10,963	11,750	787		787	93.3 %
700 Capital and Projects	Expenditure	0	57,852	316,107	258,255		258,255	18.3 %
	Income	0	17,852	267,005	-249,153			6.7 %
INCOME - EXPENDITURE TOTALS	Expenditure	39,167	525,864	821,158	295,294	0	295,294	64.0 %
	Income	6,248	583,900	828,535	-244,635			70.5 %
	Net Expenditure over Income	32,919	-58,036	-7,377	50,659			

Month No : 12

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
401	Staff							
4001	Gross Salaries - Admin	9,541	102,492	114,000	11,508		11,508	89.9 %
4002	Gross Salaries - Works	6,075	99,777	97,700	-2,077		-2,077	102.1 %
4003	Employers NIC	1,038	13,428	22,100	8,672		8,672	60.8 %
4004	Employers Superannuation	2,918	29,419	29,850	431		431	98.6 %
4010	Miscellaneous Staff Costs	229	1,873	1,000	-873		-873	187.3 %
	Staff :- Expenditure	19,802	246,988	264,650	17,662	0	17,662	93.3 %
	Net Expenditure over Income	19,802	246,988	264,650	17,662			
402	Administration-Office							
4001	Gross Salaries - Admin	0	0	0	0		0	0.0 %
4008	Training	0	929	2,500	1,571		1,571	37.2 %
4009	Travel & Subsistence	11	51	250	199		199	20.2 %
4011	General Rates	0	6,171	6,250	79		79	98.7 %
4012	Water Rates	100	542	400	-142		-142	135.4 %
4014	Electricity	0	2,062	2,500	438		438	82.5 %
4015	Gas	197	1,342	1,200	-142		-142	111.9 %
4016	Cleaning Materials etc	76	1,085	1,500	415		415	72.3 %
4020	Misc Establishment Costs	0	719	2,000	1,281		1,281	36.0 %
4021	Telephone & Fax	166	2,113	2,500	387		387	84.5 %
4022	Postage	515	1,470	1,700	230		230	86.5 %
4023	Printing & Stationery	418	2,126	3,500	1,374		1,374	60.7 %
4024	Subscriptions	0	2,351	2,700	349		349	87.1 %
4025	Insurance (excl vehicles)	1,760	20,437	22,250	1,814		1,814	91.8 %
4026	Photocopy Costs	0	4,005	3,000	-1,005		-1,005	133.5 %
4027	IT Costs incl Support	1,412	4,263	6,000	1,737		1,737	71.1 %
4028	Service Agreements (Other)	-445	6,258	5,500	-758		-758	113.8 %
4035	Publications	6	119	100	-19		-19	119.4 %
4036	Property Maintenance/Security	2	2,110	3,000	890		890	70.3 %
4040	Equipment Purchases (Minor)	0	307	2,000	1,693		1,693	15.3 %
4050	Tourism Expenditure	0	39	2,000	1,962		1,962	1.9 %
4051	Bank Charges	0	30	100	70		70	30.3 %
4056	Legal Expenses	0	1,264	1,000	-264		-264	126.4 %
4057	Audit Fees - External	1,300	1,300	1,300	0		0	100.0 %
4058	Audit Fees - Internal	375	750	1,000	250		250	75.0 %
4059	Accountancy Fees	1,747	6,259	6,500	241		241	96.3 %
4070	Refreshments	23	125	200	75		75	62.6 %
	Administration-Office :- Expenditure	7,662	68,227	80,950	12,723	0	12,723	84.3 %
1003	Tourism Income	0	1,118	5,000	-3,882			22.4 %

Month No : 12

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1201	Rent Received Etc	77	2,372	1,500	872			158.1 %
1202	Photocopying Income	10	53	0	53			0.0 %
1205	Miscellaneous Income	0	59	0	59			0.0 %
1360	Ticket Sales Commission	0	97	0	97			0.0 %
	Administration-Office :- Income	87	3,699	6,500	-2,801			56.9 %
	Net Expenditure over Income	7,576	64,528	74,450	9,922			
403	Administration-Works							
4005	Protective Clothing	0	769	1,000	231		231	76.9 %
4008	Training	0	419	500	81		81	83.8 %
4011	General Rates	0	2,009	2,050	41		41	98.0 %
4012	Water Rates	23	139	400	261		261	34.8 %
4014	Electricity	25	1,371	500	-871		-871	274.2 %
4016	Cleaning Materials etc	0	0	100	100		100	0.0 %
4017	Refuse Disposal	59	3,294	3,500	206		206	94.1 %
4036	Property Maintenance/Security	0	1,210	1,000	-210		-210	121.0 %
4038	Consumables/Small Tools	165	1,545	2,500	955		955	61.8 %
4039	Planting/Trees/Horticulture	0	5,211	5,000	-211		-211	104.2 %
4040	Equipment Purchases (Minor)	0	1,682	2,000	318		318	84.1 %
4042	Equipment/Vehicle Maintenance	0	4,304	5,500	1,196		1,196	78.3 %
4043	Equipment/Vehicle Fuel	165	2,498	2,000	-498		-498	124.9 %
4044	Vehicle Tax & Insurance	0	2,120	2,250	130		130	94.2 %
	Administration-Works :- Expenditure	436	26,572	28,300	1,728	0	1,728	93.9 %
1212	Miscellaneous Works Income	0	794	0	794			0.0 %
	Administration-Works :- Income	0	794	0	794			
	Net Expenditure over Income	436	25,778	28,300	2,522			
405	Footway Lighting							
4014	Electricity	870	5,367	5,500	133		133	97.6 %
4042	Equipment/Vehicle Maintenance	750	2,955	2,300	-655		-655	128.5 %
	Footway Lighting :- Expenditure	1,620	8,322	7,800	-522	0	-522	106.7 %
	Net Expenditure over Income	1,620	8,322	7,800	-522			
406	Cemetery & Churchyard							
4011	General Rates	0	2,226	2,250	24		24	99.0 %
4012	Water Rates	25	89	100	11		11	88.6 %
4036	Property Maintenance/Security	0	150	1,000	850		850	15.0 %

Month No : 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4037	0	0	900	900		900	0.0 %
4039	0	5	350	345		345	1.4 %
4101	715	4,875	6,200	1,325		1,325	78.6 %
	740	7,345	10,800	3,455	0	3,455	68.0 %
1226	3,160	25,835	20,000	5,835			129.2 %
	3,160	25,835	20,000	5,835			129.2 %
	-2,420	-18,490	-9,200	9,290			
Net Expenditure over Income							
408 Town Centre (Including Market)							
4011	0	15,326	15,500	174		174	98.9 %
4036	57	4,057	850	-3,207		-3,207	477.3 %
4053	-5	313	313	0		0	100.0 %
4054	5	295	295	0		0	100.1 %
4100	14,293	15,680	18,000	2,320		2,320	87.1 %
	14,350	35,671	34,958	-713	0	-713	102.0 %
1235	0	0	833	-833			0.0 %
1236	0	80	1,000	-920			8.0 %
1237	0	8	300	-292			2.7 %
1238	0	230	120	110			191.7 %
1258	0	2,230	0	2,230			0.0 %
1309	0	500	0	500			0.0 %
	0	3,048	2,253	795			135.3 %
	14,350	32,623	32,705	82			
Net Expenditure over Income							
409 Public Toilets - Car Park							
4011	0	2,372	2,400	28		28	98.8 %
4012	250	1,198	500	-698		-698	239.6 %
4014	40	228	200	-28		-28	114.1 %
4036	0	761	550	-211		-211	138.4 %
	290	4,559	3,650	-909	0	-909	124.9 %
	290	4,559	3,650	-909			
Net Expenditure over Income							
500 Play Areas and Open Spaces							
4007	0	399	400	1		1	99.8 %
4012	140	301	1,600	1,300		1,300	18.8 %
4014	34	160	200	40		40	79.9 %
4036	0	492	500	8		8	98.4 %

Month No : 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4037 Grounds Maintenance	0	1,352	2,500	1,148		1,148	54.1 %
4042 Equipment/Vehicle Maintenance	933	2,211	5,000	2,789		2,789	44.2 %
4972 Transfer from EMR Fallowfield	-15,000	-15,000	-15,000	0		0	100.0 %
Play Areas and Open Spaces :- Expenditure	-13,893	-10,085	-4,800	5,285	0	5,285	210.1 %
1201 Rent Received Etc	922	1,476	0	1,476			0.0 %
1241 Sandy FC Rent	-461	-361	600	-961			-60.1 %
1242 Ice cream rent	0	0	330	-330			0.0 %
1251 Pitch Rental	0	541	600	-60			90.1 %
Play Areas and Open Spaces :- Income	461	1,656	1,530	126			108.2 %
Net Expenditure over Income	-14,354	-11,741	-6,330	5,411			
501 Sunderland Road Rec Ground							
4012 Water Rates	285	1,119	800	-319		-319	139.9 %
4014 Electricity	38	200	100	-100		-100	199.6 %
4036 Property Maintenance/Security	1,192	1,226	1,000	-226		-226	122.6 %
4046 Bowling Green - SBC	2,975	6,129	2,894	-3,235		-3,235	211.8 %
4047 Equipment Maintenance - SBC	0	567	2,352	1,785		1,785	24.1 %
4048 Cricket Square - SCC	186	3,639	2,328	-1,311		-1,311	156.3 %
4049 Equipment Maintenance - SCC	21	4,002	2,519	-1,483		-1,483	158.9 %
4060 Other Professional Fees	0	15,225	15,500	275		275	98.2 %
Sunderland Road Rec Ground :- Expenditure	4,698	32,106	27,493	-4,613	0	-4,613	116.8 %
1201 Rent Received Etc	-190	190	0	190			0.0 %
1250 Grants Recieved - Bowls Club	2,690	3,155	0	3,155			0.0 %
1253 Bowls Club Rental	0	399	400	-1			99.8 %
1254 Grants Received - Cricket Club	0	1,730	0	1,730			0.0 %
1255 Cricket Club Rental	0	263	0	263			0.0 %
1256 Scouts ,ACF and SSLA	0	5	0	5			0.0 %
Sunderland Road Rec Ground :- Income	2,500	5,741	400	5,341			1435.3
Net Expenditure over Income	2,198	26,365	27,093	728			
502 Nature Reserves							
4037 Grounds Maintenance	0	2,921	1,500	-1,421		-1,421	194.7 %
4060 Other Professional Fees	0	9,607	9,500	-107		-107	101.1 %
4965 Funded from Rolling Capital	0	-1,421	0	1,421		1,421	0.0 %
Nature Reserves :- Expenditure	0	11,107	11,000	-107	0	-107	101.0 %
1306 Countryside Stewardship Grant	0	2,034	3,200	-1,166			63.6 %
1307 Angling Licence Rent	0	496	500	-4			99.3 %
Nature Reserves :- Income	0	2,531	3,700	-1,169			68.4 %
Net Expenditure over Income	0	8,576	7,300	-1,276			

Month No : 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
505 Grass Cutting							
4102 Grass Cutting	0	7,580	10,000	2,420		2,420	75.8 %
Grass Cutting :- Expenditure	0	7,580	10,000	2,420	0	2,420	75.8 %
Net Expenditure over Income	0	7,580	10,000	2,420			
506 Litter Bins, Seats & Shelters							
4042 Equipment/Vehicle Maintenance	0	150	500	350		350	30.0 %
Litter Bins, Seats & Shelters :- Expenditure	0	150	500	350	0	350	30.0 %
Net Expenditure over Income	0	150	500	350			
509 Christmas Lights							
4401 Christmas Illuminations	0	13,569	11,000	-2,569		-2,569	123.4 %
4402 Community Christmas Event	0	4,938	7,000	2,062		2,062	70.5 %
Christmas Lights :- Expenditure	0	18,507	18,000	-507	0	-507	102.8 %
1365 Christmas Lights	0	2,354	5,500	-3,146			42.8 %
Christmas Lights :- Income	0	2,354	5,500	-3,146			42.8 %
Net Expenditure over Income	0	16,153	12,500	-3,653			
601 Precept and Interest							
1101 Precept	0	517,647	517,647	0			100.0 %
1228 Interest on Investment	41	734	1,000	-266			73.4 %
1320 Interest Received - All account	0	2,008	3,000	-992			66.9 %
Precept and Interest :- Income	41	520,389	521,647	-1,258			99.8 %
Net Expenditure over Income	-41	-520,389	-521,647	-1,258			
602 Democratic and Civic Costs							
4020 Misc Establishment Costs	0	215	100	-115		-115	215.4 %
4033 Annual Report & Newsletter	0	2,856	3,000	144		144	95.2 %
4042 Equipment/Vehicle Maintenance	0	5	250	245		245	2.0 %
4200 Mayor's Allowance	371	1,921	1,900	-21		-21	101.1 %
4202 Members' Expenses (Conf etc)	0	66	500	434		434	13.2 %
4210 Election Costs	0	0	3,000	3,000		3,000	0.0 %
4701 Grants/Donations Paid	91	2,900	3,000	100		100	96.7 %
4921 Transfer to EMR	3,000	3,000	0	-3,000		-3,000	0.0 %
Democratic and Civic Costs :- Expenditure	3,462	10,963	11,750	787	0	787	93.3 %
Net Expenditure over Income	3,462	10,963	11,750	787			

Month No : 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
700 Capital and Projects							
4153 Loan Interest - INTERNAL	0	0	7,903	7,903		7,903	0.0 %
4154 Loan Capital - INTERNAL	0	0	9,102	9,102		9,102	0.0 %
4802 CAP - Cemetery Extension	0	0	295,000	295,000		295,000	0.0 %
4810 CAP - Goal Posts	0	1,764	0	-1,764		-1,764	0.0 %
4811 CAP - Village Hall Roof	0	8,656	0	-8,656		-8,656	0.0 %
4814 CAP - IT Equipment	0	4,874	0	-4,874		-4,874	0.0 %
4815 CAP - Tree Works	1,015	2,055	0	-2,055		-2,055	0.0 %
4816 CAP - Benchmarking	1,300	1,300	0	-1,300		-1,300	0.0 %
4915 Transfer to Rolling Capital Fd	0	50,852	40,000	-10,852		-10,852	127.1 %
4921 Transfer to EMR	6,000	13,000	0	-13,000		-13,000	0.0 %
4923 Internal Loan repaid to F'ild	0	0	9,102	9,102		9,102	0.0 %
4965 Funded from Rolling Capital	-2,315	-18,648	0	18,648		18,648	0.0 %
4970 Transfer from C R R	0	0	-45,000	-45,000		-45,000	0.0 %
4971 Transfer from EMR	-6,000	-6,000	0	6,000		6,000	0.0 %
Capital and Projects :- Expenditure	0	57,852	316,107	258,255	0	258,255	18.3 %
1103 Internal Loan from F'ild EMR	0	0	250,000	-250,000			0.0 %
1153 Loan Interest Rec'd - INTERNAL	0	0	7,903	-7,903			0.0 %
1154 Loan Capital Rec'd - INTERNAL	0	0	9,102	-9,102			0.0 %
1309 Misc Contributions	0	7,000	0	7,000			0.0 %
1364 S106 Money Received	0	10,852	0	10,852			0.0 %
Capital and Projects :- Income	0	17,852	267,005	-249,153			6.7 %
Net Expenditure over Income	0	40,000	49,102	9,102			

Sandy Town Council
Report to 31st March 2017

General Notes

Attached are the summary income & expenditure report for month 12 to 31st March 2017. This report shows a current year surplus of income over expenditure of £58,036 which includes the second half of the precept (£258,823) which was received on 8th September 2016

The balance sheet shows that total funds available to the council are £649,156

This is made up of the following -

Current Year Surplus	£58,036
General Reserve Brought Forward	£127,728
Rolling Capital Fund	£34,120
Capital Receipts Reserve	£57,712
Fallowfield Reserve	£332,532
Earmarked Elections	£9,000
Earmarked Community Funds	£7,000
Other Earmarked Reserves	£23,028
Total	£649,156

The percentage of budget if analysed evenly over the year to date is 100.00%

Analysis by Cost Centre

401 Staff

Cost Centre underspent. Expenditure is 93.3% of the annual budget.

Works salaries are overspent by 2.1% due to temporary recruitment costs to cover long term staff absence

Miscellaneous Staff Costs is 87.3% overbudget due to unexpected external human resources support and occupational health costs

402 Administration

Cost Centre underspent. Expenditure is 84.3% of the annual budget.

Photocopier printing costs are overspent by 33.5%. A new copier contract which started in April 2017 will see the cost of printing reduced going forward. Colour is limited to essential documents. has been allowed for in the 2017/18 financial year.

Service Level Agreements are overspent to date. This is due to an ongoing PHS contract which the admin team leader has renegotiated and cost savings of up to 70% will be send from April 2017 and onwards

Legal Expenses relate to solicitors expenses for work carried out on a dedication agreement with CBC for the maintenance of area around the edge of the Fallowfield estate/Sunderland Road and aged work carried out by a solicitor on the adoption of land at Berwick way.

403 Works

Cost Centre underspent. Expenditure is 93.9% of the annual budget.

Electricity (4014) is overspent heavily overspent. This was the same in 2015/16 and the Council later received a credit. The largest expenditure relates to the fourth quarter (December 2016 - March 2017) An increase has been allowed for next year and the office is investigating the final quarter payment.

Sandy Town Council
Report to 31st March 2017

Analysis by Cost Centre

403 Works

Property Maintenance (4036) is overspent by 21%. This is due to alarm call out charges early in the year. Budget has been increased in 2017/18 to allow for any unexpected costs related to security.

Planting, Trees & Horticultural budget is overspent by 4.2%. Bulk purchase of topsoil for future use.

Vehicle Fuel (4043) costs are over spent by 24.9%. Increased budget allowed for in 2017/18 financial year.

405 Footway Lighting

Cost Centre Overspent. Expenditure is 106.7% of the annual budget

Unexpected streetlight repairs, including work to Jenkins Pavilion lighting. Budget increased in 2017/18 financial year to provide greater allowance for unexpected works

406 Cemetery & Churchyard

Cost Centre Underspent. Expenditure is 68% of the annual budget.

Income from burials is 29.2% greater than anticipated.

408 Town Centre

Cost Centre overspent. Expenditure is 102% of the annual budget

Overspend is due to property maintenance costs (4036). £2,230 of the spend is in relation to the repair of the carpark barrier after it was hit by a car. The drivers insurance covered these costs and a receipt of £2,230 offsets the expenditure

Unexpected work was required to the barrier earlier in the year (£870) to repair wiring underneath the road surface. Budget increased for next financial year.

Misc. Contribution (1309) of £500 refers to a receipt from CBC Market Town Match Fund towards costs of benchmarking work

409 Public Toilets - Car Park

Cost Centre overspent. Expenditure is 124.9% of the annual budget.

Unexpected repairs to the public toilets earlier in the year have pushed this cost centre over budget. (4036) Budget increased in 2017/18 financial year

Water rates (4012) up on last years usage. Especially high for final quarter of 2016/17 financial year. Investigating with Anglian Water. Budget has been increased for next financial year.

Repair and plumbing work to ladies toilets and general repair work following damage took the maintenance costs (4036) over budget by 38.4%

500 Play Areas and Open Spaces

Cost Centre underspent.

Budgeted transfers from Fallowfield reserves transferred.

Sandy Town Council
Report to 31st March 2017

501 Sunderland Road Rec.

Cost Centre overspent. Expenditure is 116.8% of the annual budget.

Water rates (4012) are steady over the year, but as with the Public Toilets costs are up on last year.

Electricity budget (4014) is overspent by 99.6%. Expenditure is relatively steady through year, but large expenditure in August accounts for some of the overspend. Budget increased to £200 in 2017/18 to provide a more realistic budget

Property Maintenance (4036) is overspent by 22.6%. This is due to costs in fixing external lights on the the Jenkins Pavilion.

Bowls (4046) and Cricket (4048) appear overspent. This is due to Sc106 purchases which come out of this budget line and are reimbursed by CBC. Grant funding credits in 1250 and 1254 offset expenditure

The purchase of a replacement mower brought 4049 overbudget. This is offset by underspend in 4048 and the future sale of the old mower.

Once grants received are taken into account the Cost Centre is underspent at 99.01% of budget.

502 Nature Reserves

Cost Centre overspent. Expenditure is 101% of the annual budget.

Overspend in grounds maintenance (4037) is due to agreed expenditure on fencing work to the Riddy. Part of the cost of the work (£1,421) was funded from the rolling capital.

Professional Fees (4060) Slight increase in costs of Riddy management agreement with wildlife trust. (RPI)

505 Grass Cutting

Cost Centre underspent. Expenditure is 75.8% of the annual budget.

506 Litter Bins, Seats & Shelters

Cost Centre is underspent. Expenditure is 30% of the annual budget.

509 Christmas Lights

Cost Centre overspent. Expenditure is 102.8% of the annual budget.

Some additional expenditure linked to the installation of the children's design Christmas light. When Council appointed contractor in May 2016 the number of lights displayed in the town increased.

Income was short of budget at 42.8% of anticipated income.

601 Precept and Interest

All of the precept was received and interest earned behind budget at 68.53%.

602 Democratic & Civic Costs

Cost Centre underspent. Expenditure is 93.3% of the annual budget.

Costs relating to the Queens Birthday celebration event took Misc. Establishment (4020) costs over budget.

£100 remaining in the grants/donations budget committed for Twinning gift.

No concerns.

AGENDA ITEM 5

Sandy Town Council 2016-17

APPENDIX III

At : 15:48

Current Bank A/c

List of Payments made between 01/02/2017 and 28/02/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/02/2017	1st Choice Staff Recruitment L	30869	2,238.09		1785/R. Hooper W/e 14.01.17
01/02/2017	1st Response Fire Protection	30870	46.80		1787/Call out for Recep Lights
01/02/2017	Ampthill Town Council	30871	30.00		1808/Mayors Garden Tour
01/02/2017	Bedford Borough Council	30872	71.29		1810/Refuse 05.09.16-04.12.16
01/02/2017	Bingham Ground Services	30873	1,170.00		1778/Pitch Refurbishment
01/02/2017	Bishop Sports & Leisure Ltd	30874	427.19		1779/Multi Boot wiper
01/02/2017	Ben Burgess & Co Ltd	30875	1,147.61		1777/Mower Repairs
01/02/2017	Central Bedfordshire Council	30876	1,522.50		1811/Management Fee Feb17
01/02/2017	Bedford College	30877	249.00		1776/Brushcutter Training
01/02/2017	DCK Beavers Ltd	30878	505.20		1782/Contract Accounting
01/02/2017	Hertfordshire County Council	30879	179.77		1789/Lamps, Bulbs
01/02/2017	The Mayor's Appeals Fund	30880	20.00		1819/Mayors Shepherds Pie Night
01/02/2017	Martin Howlett Trading Company	30881	16.00		1820/Paper Towels
01/02/2017	Tim Miles	30882	220.00		1821/Grave Digging 17.02.17
01/02/2017	FD Odell & Sons Ltd	30883	36.00		1790/Skip Rental Jan17
01/02/2017	Rivendell Projects Ltd	30884	3,414.00		1822/Protea 12 Blade Mower
01/02/2017	Rosetta Publishing	30885	285.60		1792/The Bulletin Feb
01/02/2017	SLCC Enterprises Ltd	30886	314.20		1824/Local Council Admin. Book
01/02/2017	Smith of Derby Ltd	30887	180.00		1793/St Swithuns Clock Repairs
01/02/2017	Steve Dear Tree Services Ltd	30888	1,248.00		1794/Tree Works
01/02/2017	Story in Stone	30889	12,562.50	Cancelled	1795/Stage One Mosaic Trail
01/02/2017	T&J Seymour Electrical Install	30890	420.00		1826/Pavilion lighting Repairs
01/02/2017	Travis Perkins Trading Co Ltd	30891	81.60		1801/Postcrete
01/02/2017	TTM Consultancy Ltd	30892	157.20		1802/Barrier Call Out
01/02/2017	UK Amenity Ltd	30893	214.80		1803/Credit for Field Spraying
01/02/2017	Verto (UK) Ltd	30894	238.80		1827/Hosting for 2017-18
01/02/2017	Walters Ltd	30895	924.46		1828/Copy Charges to 08.02.17
01/02/2017	The Wildlife Trust BCN	30896	11,147.00		1829/Fencing at The Riddy/management fees
01/02/2017	Aviva	Std Ord	1,760.47		Annual Insurance Premium
01/02/2017	CF Corporate Finance	Std Ord	523.67		Photocopier Rental
06/02/2017	UK Fuels Limited DDR	DDR	77.77		1766/Fuel Cards
06/02/2017	Gazprom Energy	DDR2	142.67		1788/Gas 31.12.16-13.01.17
13/02/2017	Petty Cash Imprest	111241	195.20		Petty Cash Imprest
16/02/2017	Bedford Borough Council	BACS	17,493.45		1809/ERs Pension Salaries
16/02/2017	Southern Electric DDR	DDR3	264.51		Purchase Ledger Payment
20/02/2017	UK Fuels Limited DDR	DDR4	73.66		1783/Fuel Cards
23/02/2017	Gazprom Energy	DDR5	59.18		1817/Gas 13.01.17-31.01.17
24/02/2017	Beds Crimebeat	111242	40.00		Beds Crimebeat
24/02/2017	Sandy Cricket Club	111243	22.50		Sandy Cricket Club Fuel
27/02/2017	Stevenage Leisure	111244	12.00		Stevenage Leisure - Concert
27/02/2017	UK Fuels Limited DDR	DDR6	53.58		1814/Fuel Cards
27/02/2017	PWLB Loan Repayment	DDR	304.12		PWLB Loan Repayment
28/02/2017	Staff Costs	111245	5,370.00		Staff Costs
28/02/2017	Chess Ltd	DDR7	27.00		1812/Telephony Support
28/02/2017	Chess Ltd	DDR8	209.62		1781/Phone Bills to 31.01.17
28/02/2017	Petty Cash Imprest	111241	0.05		Petty Cash Imprest
Total Payments			65,697.06		

At: 10:09

Current Bank A/c

List of Payments made between 01/03/2017 and 31/03/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/03/2017	Aviva	Std Ord	1,760.47		Annual Insurance Premium
06/03/2017	UK Fuels Limited DDR	DDR	155.42		1813/Fuel Cards
16/03/2017	Southern Electric DDR	DDR2	500.94		1912/Elec 02.02.17-01.03.17
16/03/2017	Bedford Borough Council	DDR3	17,843.72		Salaries and Numbers
17/03/2017	CBC MTFM 030889	111246	12,562.50		Mosaics Project 030889
20/03/2017	Southern Electric DDR	DDR4	25.32		1876/Elec 02.01.17-01.03.17
22/03/2017	1st Choice Staff Recruitment L	30897	1,609.04		1845/R. Hooper Hrs w/e 18.02.1
22/03/2017	Bedfordshire Rural Communities	30898	3,840.00		1836/Pinnacle Wander Services
22/03/2017	Ben Burgess & Co Ltd	30899	401.90		1837/Repairs to John Deere
22/03/2017	Central Bedfordshire Council	30900	27,770.16		1838/Grass Cutting 2016/17/CCTV
22/03/2017	Chess Ltd	30901	6,110.16		1643/Spamfighter 1 Yr
22/03/2017	Cycling Campaign for North Bed	30902	4.00		1842/Cycle Maps
22/03/2017	DCK Beavers Ltd	30903	949.20		1843/Contract Accounting
22/03/2017	Groundcare Machinery Services	30904	832.71		1846/Mower Repairs
22/03/2017	Hertfordshire County Council	30905	230.78		1849/Stationery Supplies
22/03/2017	Martin Howlett Trading Company	30906	23.40		1870/Refuse Sacks
22/03/2017	FD Odell & Sons Ltd	30907	443.70		1850/Refuse Disposal
22/03/2017	Colin Osborne	30908	140.10		1871/C. Osborne Travel
22/03/2017	People & Places Insight Ltd	30909	1,560.00		1872/Benchmarking
22/03/2017	PHS Group	30910	418.28		1851/Sanitation Services
22/03/2017	Purchase Power	30911	513.00		1873/Postage Meter Reset
22/03/2017	Premier Solicitors	30912	420.00		1852/Legal Costs
22/03/2017	Rosetta Publishing	30913	571.20		1854/The bulletin Jan
22/03/2017	G & H Seamer	30914	275.00		1874/Gravedigging
22/03/2017	Sandy Football Club	30915	35.37		1879/Elec 13.12.16-08.03.17
22/03/2017	Steve Dear Tree Services Ltd	30916	1,218.00		1877/Tree Works
22/03/2017	The Health & Safety People Ltd	30917	240.00		1848/Employment Safe Services
22/03/2017	Travis Perkins Trading Co Ltd	30918	24.48		1858/Postcrete
22/03/2017	TTM Consultancy Ltd	30919	2,578.80		1859/Replace Car Park Barrier
22/03/2017	Woodfines LLP	30920	1,270.00		1860/Berwick Way Legal Fees
23/03/2017	RJ Landscapes	111248	3,228.00		1909/Landscaping Works S106
24/03/2017	Gazprom Energy	DDR5	101.70		1869/Gas 31.01.17-28.02.17
27/03/2017	Replace TTM Chq 111247	111247	2,578.80		Replace TTM Chq 111247
27/03/2017	UK Fuels Limited DDR	DDR6	122.30		1866/Fuel Cards
31/03/2017	Replace CBC Chq 30900	111249	27,770.16		Replace CBC Chq 30900
31/03/2017	Chess Ltd	DDR7	27.00		1864/Telephony Support March
31/03/2017	Chess Ltd	DDR8	200.95		1841/Phone/broadband Feb17

Total Payments 118,356.56

Sandy Town Council

Annual Return Statement of Accounts

	2015/16 £	2016/17 £
1 Balances brought forward	544,461	565,337
2 (+) Annual Precept	479,098	517,647
3 (+) Total other receipts	40,918	66,251
4 (-) Staff costs	-215,611	-245,115
5 (-) Loan interest/capital repayments	-608	-608
6 (-) Total other payments	-282,921	-254,357
7 (=) Balances carried forward	565,337	649,155
8 Total Cash & Investments	573,976	640,431
9 Total Fixed assets	2,822,154	2,831,637
10 Total Borrowings	4,623	4,327

Reconciliation of Boxes 7 and 8

Box 7 as above	565,337	649,155
Add: Creditors	24,607	12,158
Deduct: Debtors and Stock	-15,968	-20,882
Box 8 as above	573,976	640,431

Sandy Town Council

Unaudited Financial Statements

For the year ended 31 March 2017

Sandy Town Council

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31 March 2017

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Sandy Town Council

Council Information

31 March 2017

(Information current at 22nd May 2017)

Chairperson

Cllr C. Osborne MBE, JP

Councillors

Cllr M. P. Scott (Vice Chairperson)

Cllr P. N. Aldis
Cllr P. Blaine
Cllr Mrs T. Cole
Cllr A. M. Hill
Cllr A. W. Jackson
Cllr T Knagg
Cllr Mrs G. Leach
Cllr M. Pettitt
Cllr D. Sharman
Cllr P. Sharman
Cllr Mrs J. Sparrow
Cllr Mrs S Sutton

Town Clerk

Chris Robson

Auditors

BDO LLP
Arcadia House
Maritime Walk
Ocean Village
Southampton
SO14 3TL

Internal Auditors

Haines Watts
136/140 Bedford Road
Kempston
Bedford
MK42 8BH

Sandy Town Council
Statement of Accounting Policies
31 March 2017

Auditors

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

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

Accounting Convention

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

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

The accounts have been prepared under the historical cost convention.

Fixed Assets

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

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

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

Revenue Grants

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

Debtors and Creditors

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

Value Added Tax

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

External Loan Repayments

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

Leases

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

Reserves

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

Sandy Town Council
Statement of Accounting Policies
31 March 2017

Interest Income

All interest receipts are credited initially to general funds.

Interest is reallocated to certain reserves based on the level of their fund balance.

Pensions

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

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

The next actuarial valuation is due at 31st March 2019 and any change in contribution rates as a result of that valuation will take effect from 1st April 2020.

Sandy Town Council
Income and Expenditure Account
31 March 2017

	Notes	2017 £	2016 £
INCOME			
Precept on Principal Authority		517,647	479,098
Capital Grants and Sale of Assets		17,852	4,361
Interest and Investment Income	1	2,742	3,559
Recreation Grounds and Open Spaces		9,927	4,466
Cemetery		25,835	18,535
Tourist Information		1,215	2,181
Car Park and Market		3,048	1,460
Establishment/General Administration		2,484	1,788
Civic and Democratic		-	50
Christmas Lights		2,354	2,099
CCTV Fees		-	833
Outside Services		794	1,586
		583,898	520,016
EXPENDITURE			
Establishment/General Administration		327,988	316,504
Election Expenses		-	421
S137 Expenditure	3	1,366	-
Capital Expenditure	8	9,483	21,942
Loan Interest and Capital Repayments		608	608
Operational Expenditure:			
Recreation Grounds and Open Spaces		56,339	54,345
Allotments		-	812
Cemetery		7,345	6,992
Tourist Information		38	4,246
Public Toilets		4,559	2,638
Car Park and Market		19,383	15,202
Lighting and Street Furniture		8,472	11,951
Civic and Democratic Costs		2,207	5,107
Grants and Donations		1,534	1,556
Christmas Lights		18,507	13,748
CCTV Fees		15,680	17,255
Outside Services		26,571	25,813
		500,080	499,140
General Fund			
Balance at 01 April 2016		127,728	80,106
Add: Total Income		583,898	520,016
		711,626	600,122
Deduct: Total Expenditure		500,080	499,140
		211,546	100,982
Transfer (to)/from Capital Receipts Reserve	13	-	15,083
Transfer (to)/from Earmarked Reserves	14	(25,783)	11,663
General Reserve Balance at 31 March 2017		185,763	127,728

The notes on pages 8 to 13 form part of these unaudited statements.

Sandy Town Council

Balance Sheet

31 March 2017

	Notes	2017 £	2017 £	2016 £
Current Assets				
Debtors and prepayments	9	20,882		15,968
Cash at bank and in hand		640,431		573,976
		<u>661,313</u>		<u>589,944</u>
Current Liabilities				
Creditors and income in advance	10	<u>(12,158)</u>		<u>(24,607)</u>
Net Current Assets			649,155	565,337
Total Assets Less Current Liabilities			649,155	565,337
Total Assets Less Liabilities				
			<u>649,155</u>	<u>565,337</u>
Capital and Reserves				
Usable Capital Receipts Reserve	13		57,712	57,712
Earmarked Reserves	14		405,680	379,897
General Reserve			185,763	127,728
			<u>649,155</u>	<u>565,337</u>

Signed:

Cllr C. Osborne MBE, JP
Chairperson

.....

Chris Robson
Responsible Financial Officer

Date:

.....

The notes on pages 8 to 13 form part of these unaudited statements.

Sandy Town Council

Notes to the Accounts

31 March 2017

1 Interest and Investment Income

	2017	2016
	£	£
Interest Income - General Funds	2,008	2,649
Interest Income - Earmarked Funds	734	910
Discount in Year	-	-
	<u>2,742</u>	<u>3,559</u>

2 Agency Work

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

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

3 S.137 Expenditure

Section 137 of the Local Government Act 1972 (as amended) enabled the council to spend up to the product of £7.42 (year ended 31 March 2016 - £7.36) per head on the electoral roll in any one year for the benefit of people in its area on activities or projects not specifically authorised by other powers.

	2017	2016
	£	£
The total amount of available for this purpose was	<u>68,145</u>	-
Expenditure was incurred for the following purposes:		
Sandy Army Cadets	500	-
Sandy Twinning Association	250	-
Biggles FM	500	-
Sandy Upper School	25	-
Autism Bedfordshire	91	-
	<u>1,366</u>	-

It should be noted that grants to bodies such as the Citizen's Advice Bureau are made under other specific legal powers and so are not included in the above figures.

4 Publicity

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

	2017	2016
	£	£
Recruitment Advertising	-	265
Annual Report & Newsletter	2,856	2,618
	<u>2,856</u>	<u>2,883</u>

Sandy Town Council

Notes to the Accounts

31 March 2017

5 Tenancies

During the year the following tenancies were held:

Council as landlord

Tenant	Property	Rent p.a. £	Repairing / Non-Repairing
Territorial Auxiliary & Volunteer Reserve Association	Land for Army Cadet HQ at Berwick Way	Peppercorn	N/A
Sandy Sports & Leisure Association	Land For Artificial Pitch – Sunderland Rd Rec	Peppercorn	N/A
Sandy Skating Association	Land For Skating Eqpt – Sunderland Rd Rec	Peppercorn	N/A
Sandy Football Club	Pitch & Pavilion – Bedford Rd Rec. Ground	460	Repairing
Scout Association Trust	Land for Scout HQ – Sunderland Rd	Peppercorn	N/A
Sandy Village Hall Mgmt C'ttee	Land for Sandy Village Hall	Peppercorn	N/A
Sandy Bowling Club	Bowling Green, Sunderland Road	399	N/A
Central Bedfordshire Council	Land for Signpost at Sunderland Road	Peppercorn	N/A
Sandy Air Cadets 22 Squadron	Land for Army Cadet HQ at Berwick Way	190	N/A
Sandy Cricket Club	Cricket Pitch, Sunderland Road	262	N/A

Council as tenant

Landlord	Property	Rent p.a. £	Repairing / Non-Repairing
Pym Estate	The Pinnacle Recreation Park	Peppercorn	N/A

6 Pensions

For the year of account the council's contributions equal 20.80% of employees' pensionable pay. These contributions will increase to 21.80% in future years.

Sandy Town Council

Notes to the Accounts

31 March 2017

7 Fixed Assets

	2017	2016
	£	£
	Value	Value
At 31 March the following assets were held:		
<u>Freehold Land and Buildings</u>		
Council Offices	215,000	215,000
Car Park & Market Storage Passageway	325,000	325,000
Public Toilets	150,000	150,000
Bedford Rd Recreation Ground and Buildings	240,500	240,500
Sunderland Rd Recreation Ground and Buildings	742,000	742,000
Cemetery incl Chapel and Shed	176,000	176,000
Cemetery Extension (under development)	38,118	38,118
DSO Depot	78,000	78,000
Allotments	19,000	19,000
Scout Hut and ATC HQ Land	4,500	4,500
The Riddy Nature Reserve	63,000	63,000
	<u>2,051,118</u>	<u>2,051,118</u>
<u>Vehicles and Equipment</u>		
John Deere Tractor	18,250	18,250
Rotamec Triple Deck Mower	11,150	11,150
John Deere 900 Ride-on Mower	21,090	21,090
Protea 12 Blade Mower	2,845	-
Grounds Maintenance & Depot Equipment	42,424	42,424
Play Equipment	306,500	306,500
Furniture and Equipment	135,044	130,170
Display Cabinets	15,000	15,000
Portakabin at DSO Depot	9,000	9,000
Market Stalls (10) Boards & Covers	3,500	3,500
Market Storage Container	1,600	1,600
Chamber Hearing Loop	1,474	1,474
Gazebos (25)	2,494	2,494
Father Christmas Sleigh	150	150
Toyota Van FD07 HGU	8,370	8,370
Toyota Van AK12 WLJ	15,000	15,000
Defibrillator and Cabinet	631	631
Goal Posts	1,764	-
	<u>596,286</u>	<u>586,803</u>
<u>Infrastructure Assets</u>		
Street Lighting Columns	127,688	127,688
Noticeboards (11)	8,400	8,400
Car Park Barriers	11,500	11,500
Seats and Benches (84)	32,775	32,775
Bins and other street furniture	1,159	1,159
Anti Climb Fence Panels (50)	1,490	1,490
World War I Board	1,215	1,215
	<u>184,227</u>	<u>184,227</u>

Sandy Town Council

Notes to the Accounts

31 March 2017

7 Fixed Assets (cont'd)

	2017 £ Value	2016 £ Value
Community Assets		
Beeston Green	1	1
War Memorial	1	1
Disused Railway Embankment	1	1
Rose Garden	1	1
The Limes play area	1	1
Fallowfield open space and play area	1	1
	<u>6</u>	<u>6</u>
	<u>2,831,637</u>	<u>2,822,154</u>

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

8 Fixed Assets - Additions and Disposals

	2017 £ Cost	2016 £ Cost
During the year the following assets were purchased:		
Operational Land and Buildings	-	19,250
Vehicles and Equipment	9,483	2,692
	<u>9,483</u>	<u>21,942</u>

	Proceeds	Proceeds
During the year the following assets were disposed of:		
Vehicles and Equipment	-	4,167
	<u>-</u>	<u>4,167</u>

No assets were disposed of during the year.

Sandy Town Council

Notes to the Accounts

31 March 2017

9 Debtors

	2017	2016
	£	£
Trade Debtors	2,203	728
VAT Recoverable	15,055	12,182
Prepayments	934	3,058
Accrued Income	2,690	-
	<u>20,882</u>	<u>15,968</u>

10 Creditors and Accrued Expenses

	2017	2016
	£	£
Trade Creditors	3,111	15,789
Accruals	8,122	8,084
Income in Advance	925	734
	<u>12,158</u>	<u>24,607</u>

11 Hire Purchase and Lease Obligations

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

Hire/Lessor	Purpose	Annual Lease/Hire Payable	Year of Expiry
		£	
CF Corporate	Photocopier	1746	2017

12 Loans

At the close of business on 31 March 2017 the following loans to the council were outstanding:

Lender	Loan Period	Amount	Years Remaining
		£	
Public Works Loan Board	Repayable to 27 th August 2025	1,546	8.5
Public Works Loan Board	Repayable to 27 th February 2028	2,781	11

13 Usable Capital Receipts Reserve

	2017	2016
	£	£
Balance at 01 April	57,712	72,795
Capital receipts (asset sales) during the year	-	4,167
<i>Less:</i>		
Capital used to fund expenditure	-	(19,250)
Balance at 31 March	<u>57,712</u>	<u>57,712</u>

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

Sandy Town Council

Notes to the Accounts

31 March 2017

14 Earmarked Reserves

	Balance at 01/04/2016	Contribution to reserve	Contribution from reserve	Balance at 31/03/2017
	£	£	£	£
Capital Projects Reserves	3,337	50,852	(20,069)	34,120
Other Earmarked Reserves	376,560	16,000	(21,000)	371,560
Total Earmarked Reserves	379,897	66,852	(41,069)	405,680

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

The Other Earmarked Reserves at 31 March 2017 are set out in detail at Appendix A.

15 Capital Commitments

The council had no other capital commitments at 31 March 2017 not otherwise provided for in these accounts.

16 Contingent Liabilities

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

Appendix A

Sandy Town Council

Schedule of Earmarked Reserves

Year Ended 31st March 2017

	<u>Balance at</u> <u>01/04/2015</u> £	<u>Contribution</u> <u>to reserve</u> £	<u>Contribution</u> <u>from reserve</u> £	<u>Balance at</u> <u>31/03/2016</u> £
<u>Capital Projects Reserves</u>				
Rolling Capital Fund	3337	50,852	(20,069)	34,120
	<u>3,337</u>	<u>50,852</u>	<u>(20,069)</u>	<u>34,120</u>
<u>Other Earmarked Reserves</u>				
Fallowfield	347,532		(15,000)	332,532
Other Earmarked Reserves	29,028		(6,000)	23,028
Community Funds	0	7,000		7,000
Elections	0	9,000		9,000
	<u>376,560</u>	<u>16,000</u>	<u>(21,000)</u>	<u>371,560</u>
TOTAL EARMARKED RESERVES	<u>£379,897</u>	<u>£66,852</u>	<u>(£41,069)</u>	<u>£405,680</u>

APPENDIX V
20 APR 2017

APPLICATION FOR GRANT AID FROM
SANDY TOWN COUNCIL

<u>Name of the Organisation/Group</u>	
Bedfordshire Geology Group (BGG)	
Are you affiliated to a national organisation? If so, which one?	The Geology Trusts
Local venue/meeting place	Monthly meetings at various sites/venues across Bedfordshire
Are you a registered charity? If so, give your charity number?	No
What are the aims and activities of the organisation?	<ul style="list-style-type: none"> • To encourage an understanding of the rocks and landforms of the county for the benefit of all. • To help educate the public in local geology and geoconservation.
How many members do you have?	Volunteers/Leaders ~50 / 9-12
Members:	Junior N/A
	Senior ~50
What is your annual subscription?	Junior £ N/A
	Senior £ 7.50

Project Information

<p>What would the grant be used for?</p>	<p>BGG are part of the Greensand Country Landscape Partnership and as part of this initiative are developing 3 new walking trails. One of which is centred on the RSPB. The grant would be used to improve access to the best exposure of local sandstone in Bedfordshire via a new walkway.</p>
<p>In what manner will the residents of Sandy benefit?</p>	<p>Improved access at Sandy Warren Lodge quarry and the new trail will allow Sandy residents to learn about the local geology, walk safely through the area gaining a healthier lifestyle both physically and mentally.</p>
<p>Approximately how many Sandy residents will benefit from this grant?</p>	<p>100+</p>
<p>Estimated total cost of project</p>	<p>£15151</p>
<p>Please state clearly how much you are applying for from Sandy Town Council</p>	<p>£1000</p>
<p>What amount is being met from your own funds?</p>	<p>£120 funds £1000 in-kind contributions</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
Heritage Lottery Fund	£7500	Confirmed
Geologists Association -Curry Fund	£3000	Confirmed
Tesco Bags for life	£4000 (share of)	Pending
Waitrose	£1500 (share of)	Pending
Potlondon Consolidated	£1000	Pending

Financial Details

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

Surplus income is used to improve Local Geological Sites in Bedfordshire, reprinting of information leaflets and room hire to run educational workshops.

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

Attached

Payment Details	
Account Title	Bedfordshire Geology Group
Account Number	40-33-33 52615568
Bank/Building Society Name and Address	HSBC 19 Midsummer Place Milton Keynes MK9 3GB
Contact Details	
Please give details of the person with whom this application can be discussed and to whom any cheque should be sent:	Mrs Beverley Fowlston
Position in organisation	Events Coordinator and GCLP representative
Address	38 Jupiter Drive Leighton Buzzard Beds LU7 3XA
Telephone Number	01525 375353 07919158622
E-mail address	bev.fowlston@gmail.com

Declaration

Please sign this form to confirm that:

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

Signed: <i>B A Fowlston</i>
Name: B A FOWLSTON
Position: COMMITTEE MEMBER for Events & GCLP rep
Date: 19.4.2017

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

Bedfordshire Geology Group

Photographs of proposed works for which Sandy Town Council's funds would be used.



Figure 1: Sandy Warren Lodge Quarry Local Geological Site.

Focus of new Greensand Country Landscape Partnership Eastern Geotrail.



Figure 2: Focus group testing out proposed new geotrail and site for

enhanced walkway and steps to improve access to sandstone outcrop.

Bedfordshire Geology Group Budget Forecast 2017

	Actual	Budget
Income		
Membership Contributions	0	310
Grants: Heritage Lottery Fund	0	2969
Geologists Assoc. Curry Fund	0	1000
Total income	0	4279
Expenses		
Geology Trust membership	10	10
Towergate Insurance	110	110
Web hosting	65	65
GCUK membership	10	10
Greensand Country Landscape Partnership	0	3469
Hall hire	0	50
Total expenses	195	3714

Income:			
Name	Brief Description	Payment due	Amount
Membership	Individual & corporate	1* April annually	£310 (based on summary I&E 2016)

Expenditure:			
Name	Brief Description	Payment due	Amount
Geology Trust	Subscription	Annually March (date can vary)	£10 (This may be subject to an increase)
Towergate Insurance	Public Liability	1* April annually	Approx £110
Web hosting (via Martin Sims)	Website	Every 2 years in July (next due July 2018)	Approx £110
GCUK	Subscription	Aug/Sep annually	£10

Bedfordshire Geology Group

Income and Expenditure Account for year ending 31st August 2016

BGG Current Account		
Opening bank balance as at 1 st September 2015		2388.69
Less unrepresented cheque (no:000128 p:GCUK)	10.00	
Closing bank balance as at 31st August 2016		2519.57
<i>Difference</i>	<i>120.88</i>	

Breakdown of current account:

Income:	£	£
Petty Cash		49.70
Membership		310.00
Wildlife Trust Grant for Biddenham Interpretation Board		400.00
Sales (Xmas raffle, 1 building stones booklet & 1 non member charge at a BGG event)		35.00
Income Total:		794.70
Expenditure:		
Petty Cash	0.00	
Insurance	108.99	
Subscriptions to GCUK (2 years) & Geology Trust @ £10 each	30.00	
Hire of Flitton VH for Xmas Social 2015	25.00	
Web Hosting (via M Sims)	109.83	
Biddenham Interpretation Board (see W.T. income above)	400.00	
Expenditure Total:	673.82	
<i>Excess income over expenditure</i>		<i>120.88</i>

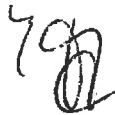
BGG Savings account		
(ringfenced - matched funding re. GCLP project)		
	Expenditure	Income
Opening bank balance as at 1 st September 2015		0.94
08/12/2015 Waitrose 'tokens'		220.00
Interest to date		0.08
Closing bank balance as at 31st August 2016		221.02

Petty Cash Tin		
	Expenditure	Income
Opening bank balance as at 1 st September 2015		63.74
03/12/15 - stamps purchased	14.04	
25/08/16 - balance transferred to BGG current a/c	49.70	
Closing bank balance as at 31st August 2016		0.00

BEDFORDSHIRE GEOLOGY GROUP
INDEPENDENT ACCOUNTANTS REPORT

The accounts have been examined in accordance with instructions given and we can confirm that from the information provided they represent an accurate picture of the trading position for the year to 31 August 2016.

An audit of the full records of the Association has not been conducted and this report is based on the limited information made available.

A handwritten signature in black ink, appearing to be 'E. Grasby'.

E Grasby & Associates
25 Heath Park Drive
Leighton Buzzard
Beds
LU7 3BF

11 November 2016

Bedfordshire Geology Group

Income and Expenditure Account for year ending 31st August 2015

Income:	£	£
Membership	350.50	
Reimbursement of Hire of HR Memorial Hall (AGM 2014)	50.00	
Educational Visits	90.00	
Clophill Heritage Trust (payment to BF)	263.70	
Sales (Xmas raffle, 2 nd hand book sale & sale of fossils)	85.00	
Income Total:		839.20
Expenditure:		
Insurance	110.12	
Subscriptions (2) to GCUK & Geology Trust	20.00	
Hire of H/C RR for Xmas Social 2014, Jubilee Hall (talk) & Meppershall VH (AGM)	79.00	
1000 leaflets of Clophill Geo-walk	99.00	
Payment to BF (Clophill Heritage Trust)	263.70	
Purchase of BGS maps	113.30	
Web Hosting (via M Sims)	101.49	
Reprint of revised 'North Beds Geology' leaflet (from Wixamtree Grant 2013/14)	575.00	
Refreshments	8.69	
Expenditure Total:		1370.30
Excess expenditure over income		531.10

Opening bank balance as at 1 st September 2014		2919.79
Closing bank balance as at 31 st August 2015		2388.69
Difference	531.10	

BEDFORDSHIRE GEOLOGY GROUP
INDEPENDENT ACCOUNTANTS REPORT

The accounts have been examined in accordance with instructions given and we can confirm that from the information provided they represent an accurate picture of the trading position for the year to 31 August 2015.

An audit of the full records of the Association has not been conducted and this report is based on the limited information made available.



E Grasby & Associates
25 Heath Park Drive
Leighton Buzzard
Beds
LU7 3BF

20 August 2016

AGENDA NUMBER 7

Policy Finance and Resources Committee - Action list

Subject	Action to be taken		Response/ Status
	Minute	Action	
Meeting 22/6/15			
Renewal of Service Agreements	(11-15/16)	The Town Clerk to review all outside contracts.	On going Franking Machine renewal due in July.
Meeting 16/11/15			
War Memorial Restoration Work	(58-15/16)	Town Clerk to get quotes and submit the pre grant application	Work Scheduled for 22 May 2017. Grant approved.
Meeting 18/4/16			
Cemetery Extension	(86-15/16)	Company C is the preferred Archaeological Contract tender and that the tender bid be accepted	Clerk to set up Cemetery working group meeting.
Meeting 22/8/16			
Jenkins Contract	(42-16/17)	Working group to review initial contract and suggest changes/areas in need of attention.	Amended draft contact on Agenda CBC anticipate July 17 signing.
Drone Policy	(46-16/17)	To continue to investigate a drone policy and how effective it may be. To liaise with CBC to see how they may be able to assist.	On going
Meeting 13.2.17			
Complaints Policy	(106-16/17)	Cllr T Cole to review policy with Clerk and put through amendments	On agenda
Memorial Policy	(105-16/17)	Clerk to amend proposed policy and bring back to committee for further review	Clerk reviewing

AGENDA ITEM 8

SANDY TOWN COUNCIL

COMMITTEE: Policy, Finance and Resources

DATE: 8 May 2017

AUTHOR: Town Clerk

SUBJECT: Town Council Street Lights

1. Summary

- 1.1 The Town Council recently agreed a new contract with its light street maintenance contractor. At the time of agreeing the quote a Member asked that the Clerk establish the costs of removing the unused street light columns at Sunderland Road recreation ground.
- 1.2 The Council has received two street lighting requests for consideration from Members of the public and some advisory work from the street light contractor.
- 1.3 The following report summarises the requests/advice and provides costs for Members' consideration.
- 1.4 Members are asked to consider the works and advise whether they wish to proceed with any or all of the works detailed.

2. Information

- 2.1 The 2017/18 Street Lighting maintenance budget is £4,000.
- 2.2 £1,600 of the budget is committed to the annual cost of routine maintenance. £2,400 is available for additional maintenance, repair or installation.
- 2.3 A summary of the requests and associated costs can be found below;

1 Installation of light shield at Church Path	
On 10 April 2017, a resident of Church Path, Sandy contacted Sandy Town Council with a request that the Council consider the installation of a shield around a street lamp situated outside his bedroom window, in the hope of preventing light shining directly towards homes in this area, whilst appreciating that the security aspect of streetlighting is paramount.	
Scope of work	Cost
Supplying and fitting an aluminium baffle to light	£50.00 + VAT

2	Removal of redundant lamp post columns – Sunderland Recreation Ground	
The removal of 6 redundant lamp post columns at the Jenkins pavilion end of the Sunderland Road recreation ground and the making good of the ground following removal.		
Scope of work		Cost
Excavation of each column, joining cables in the ground, removing old columns and re-instating the ground works		£600.00 + VAT

3	Repair of leaning column at Sunderland Road Recreation Ground	
One column at the Jenkins Pavilion end of the Sunderland Road recreation ground requires realigning.		
Scope of work		Cost
Straighten leaning column and re-concrete accordingly.		£100 +VAT

4	Repair of damaged column Cambridge Road	
Column S9 in Cambridge Road has been damaged and is leaning. The contractor excavated around the base of the column and found that the column casting has cracked and that the column requires replacing.		
Scope of work		Cost
Disconnection and removal of old column. Supply and fit of 1 new 5Mtr galvanised steel column complete with new 36 watt PL lantern. Internal wiring coupled with new column isolation and fusing equipment. UK Power networks column transfer charges.		£1,700.00 +VAT

5	Installation of light shield at Church Path	
Request from a resident to reinstate a lamp post outside 16, 18 and 20 Western Way, Sandy.		
Former lamppost was removed in 2011 after a traffic accident knocked the lamp post down. The Council took the decision not to reinstate the streetlight following a review of all streetlight stock at that time.		
The resident states that the area is very dark and a lot of older people walk dogs in the area and must use a torch. Uneven tarmac also creates a hazard for pedestrians who cannot see properly after dark. The lack of lighting creates a safety hazard.		
Scope of work		Cost
Supply and fit of 1 new 5Mtr galvanised steel column complete with new 36 watt PL lantern. Internal wiring coupled with new column isolation and fusing equipment. Connection charges.		Est. £1,700.00 + VAT

Total cost of all works detailed above; £4,150

Dated**of****2017**

Agreement between Sandy Town Council (the "Council") and Central Bedfordshire Council ("CBC") and Stevenage Leisure Limited (SLL) for operation and management of the Jenkins Pavilion and booking of associated pitch facilities at Sunderland Road Recreation Ground, Sandy SG19 1TH

- 1 The agreement between CBC and SLL is for an initial period of 7 years commencing on 1 April 2014. There is an option to extend for a further 7 years.
- 2 The Council will pay to CBC an annual management fee of £15,000.00 and such annual management fee to increase in line with RPI each year during the initial period and any extension.
 - (a) In the event that SLL ceases to manage leisure facilities at Sandy Upper School, SLL may terminate this agreement by providing 3 month's notice with the effect that this Agreement shall terminate on expiry of such notice. Any management fee paid in advance, in relation to any period from termination to the date paid up to, shall be refunded to the Council without undue delay.
- 3 SLL agrees to use the management fee to provide
 - i) Cleaning and maintenance of the Jenkins Pavilion
 - ii) Rates payable on the Jenkins Pavilion
 - iii) H&S legislative checks necessary for the operation of the Jenkins Pavilion
 - iv) Bookings management for the Jenkins Pavilion and the cricket and football pitches at Sunderland Road Recreation Ground
 - v) Utilities
- 4 The Council agrees to retain responsibility for
 - i) Buildings, pitch and contents insurance
 - ii) Maintenance of the cricket wicket and outfield
 - iii) Maintenance of the football pitches
 - iv) Maintenance of all other outdoor facilities at Sunderland Road Recreation Ground for which the Council is responsible.

- 5 The following bookings will remain in place under the Council's previous commitments and will attract a protected bookings fee:

Sandy Cricket Club (terms of agreement between the Council and Sandy Cricket Club will apply)

Sandy Colts Football Club (fee agreement between the Council and Sandy Colts Football Club will continue)

These fees will be communicated to CBC in writing by the Council.

- 6 All other bookings will be made using a standardised pricing for the facilities agreed between the Council and the CBC
- 7 CBC will be responsible for ensuring that all users are aware of their H&S responsibilities and ensuring that appropriate use of the premises is maintained.
- 8 The Council will inspect the cricket and football pitches on a regular basis and between Monday and Friday will advise SLL in a timely manner if it becomes aware of any reason why the pitches becoming unusable or unsuitable. The referee manager of the team will make the final decision following advice from the Council.
- 9 SLL shall
- i) Inspect the premises on a daily basis and maintain them to the highest possible standard of cleanliness, environmental guidelines and security
 - ii) Return the premises to the owner in the same condition in which they took over the premises save for reasonably wear and tear.

Report to the Council any significant damage to the premises and/or any criminal activity associated with the premises which shall be reported to the police
 - iii) Provide the Council with a monthly usage report and P&L account
 - iv) Meet with the Town Clerk (at a minimum) on a quarterly basis to discuss the operation of this agreement
 - v) Advertise, market and promote the facilities at Jenkins Pavilion
 - vi) Work to increase bookings and usage of the Jenkins Pavilion by developing positive synergies between Sandy Sports Centre and the Jenkins Pavilion for the benefit of local people

- vii) Work to exploit development opportunities with the FA following review of the existing football development plan
- viii) Provide users of the facility with a customer user forum to enable them to express concerns and contribute their views and to take these concerns and views into account in providing appropriate management of the facility
- ix) Have due regard to compliance with all laws and guidance relating to health and safety in undertaking its functions and obligations under this Agreement.

10 The Council undertakes to

- i) Provide CBC with full access to all information it requires pertaining to the premises
- ii) Allow CBC to use the premises in whichever way it deems most appropriate to secure the shared goals of increased community usage and cost effective management of the facility
- iii) Use the bookings system provided by SLL.
- iv) Respect all previous bookings accepted by SLL if the Council wishes to make use of the premises itself
- v) Comply with all reasonable instructions from CBC in respect of health and safety
- vi) In so far as practicable and reasonable, ensure appropriate and proper supervision of users of the Jenkins Pavilion
- vii) In so far as required to meet its obligations under this Agreement, comply with all laws in connection with health and safety and safeguarding
- viii) Cooperate with CBC in relation to the provision of good management and operation and act in good faith in this regard
- ix) Keep the building in good repair and condition

11 No alterations to the internal or external physical structure of the premises will be undertaken by either party during the term of this agreement unless a separate written agreement between parties is reached

12 If reasonably required and in consultation with the Council, SLL will be responsible for providing additional signage at the premises to be funded from the management agreement fee, the location and design of which is to be approved by the Council

Signed on behalf of SLL

Authorised Signatory

Signed on behalf of Central Bedfordshire Council

Authorised Signatory

Signed on behalf of Sandy Town Council

Authorised Signatory

AGENDA ITEM 10

SANDY TOWN COUNCIL

COMMITTEE: Policy, Finance and Resources

DATE: 8 May 2017

AUTHOR: Town Clerk

SUBJECT: Jenkins Pavilion Scoreboard

1. Summary

- 1.1 The electronic scoreboard on the Jenkins Pavilion, which is used by Sandy Town Cricket Club has been damaged beyond repair.
- 1.2 The scoreboard manufacturer has advised that while a new scoreboard can be installed the same damage may happen again if the protective shutter is not altered to better protect the board.
- 1.3 Members are asked to consider an attached quote on the alteration of the protective shutter.

2. Information

- 2.1 The damage caused to the electronic scoreboard is due to footballs being kicked at the protective shutter over several years. The space between the shutter and the face of board is not sufficient enough to fully protect the board from the impact of footballs hitting the shutter. As a result, the continued impact from footballs has damaged the scoreboard beyond repair and it is no longer usable by the club.
- 2.2 The electronic scoreboard has been assessed by its original installers, who confirmed that a repair cannot be carried out on the existing board due to the damage. A new board can be installed at a cost of £2,446. The Chairman of P,F&R and the Clerk are in discussions with the Cricket Club as to how this could be funded.
- 2.3 Prior to the installation of any scoreboard the shutter would need to be adjusted to allow for a greater space between the scoreboard and the shutter itself. This is to protect a new screen from the impact.
- 2.4 The Clerk has spoken with a shutter company which has previously carried out work for the Council. The company has provided a quote for Members consideration.



Address and Registered Office:

Burnet Road, Sweet Briar Industrial Estate, Norwich, NR3 2BS
Telephone: Norwich (01603) 410304 Fax: (01603) 467078
E-mail: sales@cooksblinds.co.uk
E-mail: sales@cooksdoors.co.uk
www.cooksblinds.co.uk
www.cooksdoors.co.uk

Quotation

Your Ref:

Our Ref: Q080223

Chris Robson

Site Address:

Sandy Town Council
10 Cambridge Road
Sandy
Beds
SG19 1JE

Sandy Cricket Club
Medusa Way
Sandy
Bedfordshire
SG19 1JE

Ref: Roller Shutter Door.

We thank you for your enquiry and have pleasure in submitting our quotation as follows:

To take down door, pack out by approx. 50mm and refit to building, test for correct operation and leave in good working order.

For the sum of £731.00 plus vat.
Delivery currently 3-4 Working weeks from date of order.
Inclusive of mobile scaffold tower.

****Painting and making good prior to the above by others.**

Yours Faithfully

Mark Brant



SANDY TOWN COUNCIL

Complaints Policy

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

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

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

Type of conduct	Refer to
Financial irregularity	Local electors have a statutory right to object to the Council's audit of accounts pursuant to S16 of the Audit Commission Act 1998. Sandy Town Council's auditors are: BDO LLP Arcadia House Maritime Walk Ocean Village Southampton SO14 3TL and they should be contacted directly in the event of an objection to the accounts.
Criminal activity	Any complaints or allegations of criminal activity should be referred to the Police: Bedfordshire Police Woburn Road Kempston MK43 9AX

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

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

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

nominated officer and then (ii) members. If the complainant (or representative) does not wish to speak the outline of the complaint provided in writing by the complainant will be used.

11.3 The Town Clerk or other nominated officer will have the opportunity to explain the Council's position and questions may be asked by (i) the complainant (or representative) and (ii) members.

11.4 The Town Clerk or other nominated officer and the complainant should be offered the opportunity to summarise their position.

11.5 The Town Clerk or other nominated officer, and the complainant should be asked to leave the room while members decide whether or not the grounds for the complaint have been made. If a point of clarification is necessary, both parties shall be invited back into the room.

11.6 Once a decision is reached both parties will be invited back into the room and the meeting will resume in public session and the chairman will announce the committee's decision. In the unlikely event that a decision is not reached an agreement will be made with the complainant to arrange a further meeting of the complaints committee.

12. If the Committee is in public session:

12.1 The chairman will introduce everyone and explain the procedure.

12.2 The complainant (or representative) should outline the grounds for complaint and thereafter, questions may be asked by (i) the Town Clerk or other nominated officer and then (ii) members. If the complainant (or representative) does not wish to speak the outline of the complaint provided in writing by the complainant will be used.

12.3 The Town Clerk or other nominated officer will have the opportunity to explain the Council's position and questions may be asked by (i) the complainant (or representative) and (ii) members.

12.4 The Town Clerk or other nominated officer and the complainant should be offered the opportunity to summarise their position.

12.5 The Council can make a decision to go into private session if it is deemed that discussions are at risk of disclosing exempt information subject to schedule 12a of the Local Government Act 1972.

12.6 The chairman will announce the committee's decision. In the unlikely event that a decision is not reached an agreement will be made with the complainant to arrange a further meeting of the complaints committee.

13 After the meeting the decision should be confirmed in writing within seven working days together with details of any action to be taken.

14 The Council has adopted a Vexatious Complaints and Unreasonable Behaviour policy and procedure which describes how the council deal with complaints which it believes falls into the category of vexatious or unreasonable.

15 Pursuant to the Local Government Act 1974 the Local Government Ombudsman (LGO) has no jurisdiction over parish and Town Councils in England consequently there are no statutory mechanisms in place for complaints against local Councils in England. Complainants who are dissatisfied with the outcome of the complaints procedure may consider the remedy of Judicial Review in the absence of any other appeal mechanism.

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

- 1 Sandy Town Council defines its treasury management activities as “the management of the Council’s cash flows, its banking, its investment transactions and the effective control of the risks associated with those activities, and the pursuit of optimum performance consistent with those risks”.
- 2 The borrowing of monies purely to invest or lend and make a return is unlawful and this Council will not engage in such activity.
- 3 The Council will only enter into long term borrowing through the Public Works Loan Board when absolutely necessary for essential major works or capital purchases.
- 4 A general balance/reserve will be maintained to protect the Council from unforeseen events and to give time to respond to such events. The Council will work towards maintaining a general balance/reserve equivalent to 40% of the annual precept.
- 5 The Council will aim to reduce reliance on use of reserves when setting future years’ budgets and work towards increasing its general reserve to a recommended minimum level as indicated above at point 4.
- 6 Additional earmarked reserves may be accumulated for the purpose of specific projects.
- 7 The general policy for the Council is the prudent investment of its treasury balances. The Council’s investment priorities are:
 - i) The security of capital and
 - ii) The liquidity of its investments
- 8 The Council will aim to achieve the optimum return on its investments commensurate with the proper levels of security and liquidity.
- 9 The Council will maintain one or more business deposit bank accounts providing instant access to funds, with no minimum deposit or balance and no penalties for withdrawals. These accounts will be used for the deposit of at least 50% of the Council’s general reserve. Earmarked reserves and the remainder of the general reserve may be invested separately in accordance with 10 below.
- 10 The Council will invest in bank deposits but may also consider investment in gilts. Reserves will be invested through the Council’s bankers in short term deposit accounts or short term cash based investment bonds. The period of time for which funds may prudently be committed will be determined by the Town Council with advice from the Responsible Financial Officer both of whom shall properly assess the risk of committing funds to longer term investments.