

Sandy Town Council

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

You are hereby summoned to attend a meeting of the Policy, Finance and Resources Committee of Sandy Town Council which will be held in the Council Chamber at 10 Cambridge Road, Sandy, Bedfordshire on Monday 26 November 2018 at 7.30pm for the purpose of transacting the items of business below.

Chris Robson
Town Clerk
10 Cambridge Road
Sandy SG19 1JE
01767 681491
20 November 2018

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

A G E N D A

Reports

1 Apologies for absence

2 Declarations of interest

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

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

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

3 Public Participation Session

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

4 Minutes of previous meeting

To receive the minutes of the Policy, Finance and Resources Committee held on 15 October 2018 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 October 2018. 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) The Chair to approve bank reconciliations and statements.

6 Funding Request

To consider a funding request from Ivel Sprinter towards running costs of the community bus service. Appendix IV

7 Internal Audit Report

To receive a copy of the Internal Auditor's six monthly report. To Follow

8 Action List

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

9 Sandy Fireworks 2018

To receive a profit and loss account of the Sandy Fireworks from the 1st Sandy Scouts. Appendix VII

10 CCTV Savings and Upgrades

To receive and consider potential costs of reducing CCTV coverage and improving some cameras. Appendix VIII

11 Fallowfield Recreation Ground Lighting

To receive and consider a report on the costs of lighting on Fallowfield Recreation Ground. Appendix IX

12 Village Hall Access Track Resurfacing

To consider the costs of resurfacing the village hall car park entrance track and including works within the 2019/20 budget. Appendix X

13 2019/20 Budget Preparation

To receive and consider a report from the Town Clerk on the 2019/20 revenue budgets. Appendix XI

14 Tree Works

To note that the Council's appointed tree contractors are to start work needed on willow trees at Beeston Green which will result in maximum expenditure of the Council's arboriculture budget.

Sandy Town Council

15 Calendar of Meetings

To consider a draft calendar of meetings for 2019/20.

Appendix XII

16 Health and Safety – Procurement Policy

To receive and review the Town Council’s health and safety procurement policy.

Appendix
XIII

17 Chairman’s Items

18 Date of Next Meeting: 7 January 2019

07/11/2018

Sandy Town Council 2018-19

15:17

Detailed Balance Sheet - Excluding Stock Movement

Month 7 Date 31st October 2018

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<i><u>Current Assets</u></i>			
100	Debtors Control	400	
105	VAT Control	29,739	
122	Scout Firework Loan	3,385	
200	Current Bank A/c	(53,680)	
201	Clerks Imprest A/c	191	
205	Capital a/c Santander	217,287	
206	Barclays Active Saver	460,965	
208	Public Sector Deposit Fund	202,879	
210	Petty Cash	250	
Total Current Assets			861,416
<i><u>Current Liabilities</u></i>			
501	Creditors Control	19,282	
508	Ticket Control Account	114	
Total Current Liabilities			19,396
Net Current Assets			842,020
Total Assets less Current Liabilities			842,020
<i><u>Represented by :-</u></i>			
300	Current Year Fund	175,313	
310	General Reserve	227,395	
315	Rolling Capital Fund	93,568	
320	Capital Receipts Reserve	55,574	
321	Earmarked Reserves	23,028	
322	EMR Fallowfield	244,962	
323	EMR Community Funds	7,000	
324	EMR Elections	12,000	
325	EMR Christmas Activities	3,180	
Total Equity			842,020

Summary Income & Expenditure by Budget Heading 31st October 2018

Month No: 7

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
401 Staff	Income	0	190	0	(190)			0.0%
	Expenditure	19,672	149,722	274,250	124,528		124,528	54.6%
	Movement to/(from) Gen Reserve	<u>(19,672)</u>	<u>(149,532)</u>					
402 Administration-Office	Income	1,034	1,785	1,750	(35)			102.0%
	Expenditure	8,323	43,927	81,000	37,073		37,073	54.2%
	Movement to/(from) Gen Reserve	<u>(7,289)</u>	<u>(42,142)</u>					
403 Administration-Works	Income	0	60	0	(60)			0.0%
	Expenditure	1,606	18,113	39,968	21,855		21,855	45.3%
	Movement to/(from) Gen Reserve	<u>(1,606)</u>	<u>(18,053)</u>					
405 Footway Lighting	Expenditure	935	11,545	13,300	1,755		1,755	86.8%
406 Cemetery & Churchyard	Income	1,774	14,776	20,000	5,224			73.9%
	Expenditure	1,573	6,295	9,810	3,515		3,515	64.2%
	Movement to/(from) Gen Reserve	<u>201</u>	<u>8,481</u>					
408 Town Centre (Including Market)	Income	0	380	135	(245)			281.5%
	Expenditure	5,382	11,987	32,918	20,931		20,931	36.4%
	Movement to/(from) Gen Reserve	<u>(5,382)</u>	<u>(11,607)</u>					
409 Public Toilets - Car Park	Expenditure	1,676	2,812	4,200	1,388		1,388	67.0%
500 Play Areas and Open Spaces	Income	0	1,089	1,550	461			70.3%
	Expenditure	0	2,960	(5,700)	(8,660)		(8,660)	(51.9%)
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(1,871)</u>					
501 Sunderland Road Rec Ground	Income	0	423	685	262			61.8%
	Expenditure	3,584	18,628	28,129	9,501		9,501	66.2%
	Movement to/(from) Gen Reserve	<u>(3,584)</u>	<u>(18,205)</u>					
502 Nature Reserves	Income	240	770	2,500	1,730			30.8%
	Expenditure	3,395	5,434	13,350	7,916		7,916	40.7%
	Movement to/(from) Gen Reserve	<u>(3,155)</u>	<u>(4,664)</u>					
505 Grass Cutting	Expenditure	0	0	10,000	10,000		10,000	0.0%
506 Litter Bins, Seats & Shelters	Expenditure	0	191	650	459		459	29.3%
509 Christmas Lights	Income	143	319	2,500	2,181			12.8%
	Expenditure	9,862	11,242	19,000	7,758		7,758	59.2%
	Movement to/(from) Gen Reserve	<u>(9,719)</u>	<u>(10,923)</u>					
601 Precept and Interest	Income	105	563,747	563,407	(340)			100.1%
602 Democratic and Civic Costs	Income	0	387	0	(387)			0.0%
	Expenditure	995	6,162	14,050	7,888		7,888	43.9%
	Movement to/(from) Gen Reserve	<u>(995)</u>	<u>(5,775)</u>					
700 Capital and Projects	Income	320	82,205	267,005	184,800			30.8%
	Expenditure	1,914	201,802	324,607	122,805		122,805	62.2%
	Movement to/(from) Gen Reserve	<u>(1,594)</u>	<u>(119,596)</u>					

Summary Income & Expenditure by Budget Heading 31st October 2018

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	3,616	666,130	859,532	193,402			77.5%
Expenditure	58,917	490,818	859,532	368,714	0	368,714	57.1%
Net Income over Expenditure	<u>(55,301)</u>	<u>175,313</u>	<u>0</u>	<u>(175,312)</u>			
Movement to/(from) Gen Reserve	<u>(55,301)</u>	<u>175,313</u>					

Detailed Income & Expenditure by Budget Heading 31st October 2018

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
401 Staff								
1245 Grants Received	0	190	0	(190)			0.0%	
Staff :- Income	<u>0</u>	<u>190</u>	<u>0</u>	<u>(190)</u>				<u>0</u>
4001 Gross Salaries - Admin	8,793	62,344	114,000	51,656		51,656	54.7%	
4002 Gross Salaries - Works	6,447	53,628	97,250	43,622		43,622	55.1%	
4003 Employers NIC	1,196	9,072	16,900	7,828		7,828	53.7%	
4004 Employers Superannuation	3,171	24,127	44,350	20,223		20,223	54.4%	
4006 H&S Costs/Consultancy	0	0	500	500		500	0.0%	
4010 Miscellaneous Staff Costs	65	551	1,000	449		449	55.1%	
4030 Recruitment Advertising	0	0	250	250		250	0.0%	
Staff :- Indirect Expenditure	<u>19,672</u>	<u>149,722</u>	<u>274,250</u>	<u>124,528</u>	<u>0</u>	<u>124,528</u>	<u>54.6%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(19,672)</u>	<u>(149,532)</u>						
402 Administration-Office								
1003 Tourism Income	369	629	200	(429)			314.4%	
1201 Rent Received Etc	(20)	340	1,500	1,160			22.6%	
1202 Photocopying Income	8	54	50	(4)			107.5%	
1205 Miscellaneous Income	0	86	0	(86)			0.0%	
1245 Grants Received	677	677	0	(677)			0.0%	
Administration-Office :- Income	<u>1,034</u>	<u>1,785</u>	<u>1,750</u>	<u>(35)</u>			<u>102.0%</u>	<u>0</u>
4008 Training	0	814	2,000	1,186		1,186	40.7%	
4009 Travel & Subsistence	7	61	50	(11)		(11)	122.4%	
4011 General Rates	3,240	6,480	6,500	20		20	99.7%	
4012 Water Rates	0	(101)	600	701		701	(16.8%)	
4014 Electricity	192	1,828	2,500	672		672	73.1%	
4015 Gas	127	265	1,500	1,235		1,235	17.7%	
4016 Cleaning Materials etc	119	645	1,250	605		605	51.6%	
4018 General Data Protection Regs	0	500	2,000	1,500		1,500	25.0%	
4020 Misc Establishment Costs	103	169	2,000	1,831		1,831	8.4%	
4021 Telephone & Fax	265	1,723	2,500	777		777	68.9%	
4022 Postage	3	673	1,200	527		527	56.1%	
4023 Printing & Stationery	348	776	3,000	2,224		2,224	25.9%	
4024 Subscriptions	258	2,514	2,700	186		186	93.1%	
4025 Insurance (excl vehicles)	1,848	12,567	21,500	8,933		8,933	58.5%	
4026 Photocopy Costs	71	1,688	3,500	1,812		1,812	48.2%	
4027 IT Costs incl Support	237	2,446	6,000	3,554		3,554	40.8%	
4028 Service Agreements (Other)	0	2,809	6,500	3,691		3,691	43.2%	
4035 Publications	126	146	100	(46)		(46)	146.4%	
4036 Property Maintenance/Security	0	2,281	3,000	719		719	76.0%	

Detailed Income & Expenditure by Budget Heading 31st October 2018

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4039 Planting/Trees/Horticulture	1,203	1,203	0	(1,203)		(1,203)	0.0%	
4040 Equipment Purchases (Minor)	34	581	2,000	1,419		1,419	29.0%	
4050 Tourism Expenditure	0	32	250	219		219	12.6%	
4051 Bank Charges	0	14	100	86		86	13.6%	
4056 Legal Expenses	117	1,367	1,500	133		133	91.1%	
4057 Audit Fees - External	0	0	1,300	1,300		1,300	0.0%	
4058 Audit Fees - Internal	0	0	750	750		750	0.0%	
4059 Accountancy Fees	0	2,329	6,500	4,172		4,172	35.8%	
4070 Refreshments	26	120	200	81		81	59.8%	
Administration-Office :- Indirect Expenditure	8,323	43,927	81,000	37,073	0	37,073	54.2%	0
Movement to/(from) Gen Reserve	(7,289)	(42,142)						
403 Administration-Works								
1212 Miscellaneous Works Income	0	60	0	(60)			0.0%	
Administration-Works :- Income	0	60	0	(60)				0
4005 Protective Clothing	18	569	1,150	581		581	49.5%	
4007 Health & Safety	97	97	0	(97)		(97)	0.0%	
4008 Training	0	0	1,000	1,000		1,000	0.0%	
4011 General Rates	888	1,776	1,800	24		24	98.7%	
4012 Water Rates	0	160	200	40		40	79.8%	
4014 Electricity	0	0	1,000	1,000		1,000	0.0%	
4017 Refuse Disposal	370	2,369	5,500	3,132		3,132	43.1%	
4036 Property Maintenance/Security	0	578	2,000	1,422		1,422	28.9%	
4038 Consumables/Small Tools	83	675	2,500	1,825		1,825	27.0%	
4039 Planting/Trees/Horticulture	74	3,752	6,250	2,498		2,498	60.0%	
4040 Equipment Purchases (Minor)	164	212	2,000	1,788		1,788	10.6%	
4042 Equipment/Vehicle Maintenance	15	2,115	5,000	2,885		2,885	42.3%	
4043 Equipment/Vehicle Fuel	436	2,363	3,000	637		637	78.8%	
4044 Vehicle Tax & Insurance	(538)	1,821	2,500	679		679	72.8%	
4045 Arboriculture	0	1,625	6,068	4,443		4,443	26.8%	
Administration-Works :- Indirect Expenditure	1,606	18,113	39,968	21,855	0	21,855	45.3%	0
Movement to/(from) Gen Reserve	(1,606)	(18,053)						
405 Footway Lighting								
4014 Electricity	535	2,765	5,500	2,735		2,735	50.3%	
4042 Equipment/Vehicle Maintenance	400	8,780	7,800	(980)		(980)	112.6%	
Footway Lighting :- Indirect Expenditure	935	11,545	13,300	1,755	0	1,755	86.8%	0
Movement to/(from) Gen Reserve	(935)	(11,545)						

Detailed Income & Expenditure by Budget Heading 31st October 2018

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
406 Cemetery & Churchyard								
1226 Burials/Memorials Income	1,774	14,776	20,000	5,224			73.9%	
Cemetery & Churchyard :- Income	1,774	14,776	20,000	5,224			73.9%	0
4011 General Rates	1,320	2,640	2,460	(180)		(180)	107.3%	
4012 Water Rates	0	(77)	100	177		177	(76.9%)	
4036 Property Maintenance/Security	13	542	1,000	458		458	54.2%	
4037 Grounds Maintenance	0	0	900	900		900	0.0%	
4039 Planting/Trees/Horticulture	0	0	350	350		350	0.0%	
4101 Grave Digging Costs	240	3,190	5,000	1,810		1,810	63.8%	
Cemetery & Churchyard :- Indirect Expenditure	1,573	6,295	9,810	3,515	0	3,515	64.2%	0
Movement to/(from) Gen Reserve	201	8,481						
408 Town Centre (Including Market)								
1238 Other Income Car Park	0	380	135	(245)			281.5%	
Town Centre (Including Market) :- Income	0	380	135	(245)			281.5%	0
4007 Health & Safety	0	0	150	150		150	0.0%	
4011 General Rates	5,382	10,816	14,660	3,844		3,844	73.8%	
4036 Property Maintenance/Security	0	867	1,500	633		633	57.8%	
4053 Loan Interest	0	138	273	135		135	50.7%	
4054 Loan Capital Repaid	0	166	335	169		169	49.5%	
4100 CCTV Fees	0	0	16,000	16,000		16,000	0.0%	
Town Centre (Including Market) :- Indirect Expenditure	5,382	11,987	32,918	20,931	0	20,931	36.4%	0
Movement to/(from) Gen Reserve	(5,382)	(11,607)						
409 Public Toilets - Car Park								
4011 General Rates	900	1,800	2,000	200		200	90.0%	
4012 Water Rates	514	555	1,000	445		445	55.5%	
4014 Electricity	0	145	200	55		55	72.5%	
4036 Property Maintenance/Security	262	313	1,000	688		688	31.3%	
Public Toilets - Car Park :- Indirect Expenditure	1,676	2,812	4,200	1,388	0	1,388	67.0%	0
Movement to/(from) Gen Reserve	(1,676)	(2,812)						
500 Play Areas and Open Spaces								
1201 Rent Received Etc	0	0	500	500			0.0%	
1241 Sandy FC Rent	0	479	500	21			95.8%	
1251 Pitch Rental	0	610	550	(60)			111.0%	
Play Areas and Open Spaces :- Income	0	1,089	1,550	461			70.3%	0

Detailed Income & Expenditure by Budget Heading 31st October 2018

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4007 Health & Safety	0	399	400	1		1	99.8%	
4012 Water Rates	0	487	700	213		213	69.6%	
4014 Electricity	0	49	200	151		151	24.5%	
4036 Property Maintenance/Security	0	1,429	500	(929)		(929)	285.9%	
4037 Grounds Maintenance	0	332	2,500	2,168		2,168	13.3%	
4042 Equipment/Vehicle Maintenance	0	263	5,000	4,737		4,737	5.3%	
4972 Transfer from EMR Fallowfield	0	0	(15,000)	(15,000)		(15,000)	0.0%	
Play Areas and Open Spaces :- Indirect Expenditure	0	2,960	(5,700)	(8,660)	0	(8,660)	(51.9%)	0
Movement to/(from) Gen Reserve	0	(1,871)						
501 Sunderland Road Rec Ground								
1253 Bowls Club Rental	0	423	410	(13)			103.2%	
1255 Cricket Club Rental	0	0	270	270			0.0%	
1256 Scouts ,ACF and SSLA	0	0	5	5			0.0%	
Sunderland Road Rec Ground :- Income	0	423	685	262			61.8%	0
4012 Water Rates	166	173	800	627		627	21.7%	
4014 Electricity	0	129	200	71		71	64.3%	
4036 Property Maintenance/Security	0	1,432	1,250	(182)		(182)	114.6%	
4046 Bowling Green - SBC	1,685	3,107	3,058	(49)		(49)	101.6%	
4047 Equipment Maintenance - SBC	0	2,404	2,485	81		81	96.7%	
4048 Cricket Square - SCC	475	2,274	2,455	181		181	92.6%	
4049 Equipment Maintenance - SCC	0	303	2,656	2,353		2,353	11.4%	
4060 Other Professional Fees	1,258	8,806	15,225	6,419		6,419	57.8%	
Sunderland Road Rec Ground :- Indirect Expenditure	3,584	18,628	28,129	9,501	0	9,501	66.2%	0
Movement to/(from) Gen Reserve	(3,584)	(18,205)						
502 Nature Reserves								
1306 Countryside Stewardship Grant	240	240	2,000	1,760			12.0%	
1307 Angling Licence Rent	0	530	500	(30)			106.0%	
Nature Reserves :- Income	240	770	2,500	1,730			30.8%	0
4037 Grounds Maintenance	0	39	1,500	1,461		1,461	2.6%	
4060 Other Professional Fees	3,395	3,395	9,850	6,455		6,455	34.5%	
4703 Sandy Green Wheel	0	2,000	2,000	0		0	100.0%	
Nature Reserves :- Indirect Expenditure	3,395	5,434	13,350	7,916	0	7,916	40.7%	0
Movement to/(from) Gen Reserve	(3,155)	(4,664)						

Detailed Income & Expenditure by Budget Heading 31st October 2018

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
505 Grass Cutting								
4102 Grass Cutting	0	0	10,000	10,000		10,000	0.0%	
Grass Cutting :- Indirect Expenditure	0	0	10,000	10,000	0	10,000	0.0%	0
Movement to/(from) Gen Reserve	0	0						
506 Litter Bins, Seats & Shelters								
4042 Equipment/Vehicle Maintenance	0	191	650	459		459	29.3%	
Litter Bins, Seats & Shelters :- Indirect Expenditure	0	191	650	459	0	459	29.3%	0
Movement to/(from) Gen Reserve	0	(191)						
509 Christmas Lights								
1365 Christmas Lights	143	319	2,500	2,181			12.8%	
Christmas Lights :- Income	143	319	2,500	2,181			12.8%	0
4401 Christmas Illuminations	7,821	7,821	14,000	6,179		6,179	55.9%	
4402 Community Christmas Event	2,041	3,421	5,000	1,579		1,579	68.4%	
Christmas Lights :- Indirect Expenditure	9,862	11,242	19,000	7,758	0	7,758	59.2%	0
Movement to/(from) Gen Reserve	(9,719)	(10,923)						
601 Precept and Interest								
1101 Precept	0	562,607	562,607	0			100.0%	
1320 Interest Received - All account	105	1,140	800	(340)			142.5%	
Precept and Interest :- Income	105	563,747	563,407	(340)			100.1%	0
Movement to/(from) Gen Reserve	105	563,747						
602 Democratic and Civic Costs								
1309 Misc Contributions	0	387	0	(387)			0.0%	
Democratic and Civic Costs :- Income	0	387	0	(387)				0
4020 Misc Establishment Costs	0	59	100	41		41	59.2%	
4033 Annual Report & Newsletter	238	1,904	3,000	1,096		1,096	63.5%	
4042 Equipment/Vehicle Maintenance	0	168	250	82		82	67.2%	
4200 Mayor's Allowance	271	1,160	2,200	1,040		1,040	52.7%	
4202 Members' Expenses (Conf etc)	0	99	500	401		401	19.8%	
4210 Election Costs	0	0	3,000	3,000		3,000	0.0%	
4701 Grants/Donations Paid	300	1,465	3,000	1,535		1,535	48.8%	
4702 Community Events Support	186	1,306	2,000	694		694	65.3%	
Democratic and Civic Costs :- Indirect Expenditure	995	6,162	14,050	7,888	0	7,888	43.9%	0
Movement to/(from) Gen Reserve	(995)	(5,775)						

Detailed Income & Expenditure by Budget Heading 31st October 2018

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
700 Capital and Projects								
1103 Internal Loan from F'fld EMR	320	67,568	250,000	182,432			27.0%	
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%	
1210 Sale of Assets	0	2,250	0	(2,250)			0.0%	
1364 S106 Money Received	0	12,387	0	(12,387)			0.0%	
Capital and Projects :- Income	320	82,205	267,005	184,800			30.8%	0
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	320	67,568	293,220	225,652		225,652	23.0%	
4821 CAP - Fencing Bedford Rd	0	2,481	0	(2,481)		(2,481)	0.0%	
4822 CAP - Play Equipment (Limes)	0	3,833	0	(3,833)		(3,833)	0.0%	
4823 CAP - Play Equipment (Beeston)	0	8,554	0	(8,554)		(8,554)	0.0%	
4824 CAP - Play Equipment (Bedford)	0	53,703	0	(53,703)		(53,703)	0.0%	
4825 CAP - Play Equipment (F/Field)	0	15,479	0	(15,479)		(15,479)	0.0%	
4826 CAP - Play Equipment (S'land)	0	0	0	0		0	0.0%	
4915 Transfer to Rolling Capital Fd	0	48,500	48,500	0		0	100.0%	
4920 Transfer to C R R	0	2,570	0	(2,570)		(2,570)	0.0%	
4923 Internal Loan repaid to F'fld	0	0	9,102	9,102		9,102	0.0%	
4965 Funded from Rolling Capital	1,594	(887)	0	887		887	0.0%	
4970 Transfer from C R R	0	0	(43,220)	(43,220)		(43,220)	0.0%	
Capital and Projects :- Indirect Expenditure	1,914	201,802	324,607	122,805	0	122,805	62.2%	0
Movement to/(from) Gen Reserve	(1,594)	(119,596)						
Grand Totals:- Income	3,616	666,130	859,532	193,402			77.5%	
Expenditure	58,917	490,818	859,532	368,714	0	368,714	57.1%	
Net Income over Expenditure	(55,301)	175,313	0	(175,312)				
Movement to/(from) Gen Reserve	(55,301)	175,313						

Sandy Town Council
Report to 31st October 2018

General Notes

Attached are the summary income & expenditure report for month 1st to 31st October 2018. This report shows a current year surplus of income over expenditure of £175,313 includes only the second half of the precept (£281,303) which was received on 6th September 2018.

The balance sheet shows that total funds available to the Council are £842,020

This is made up of the following -

Current Year Surplus	£175,313
General Reserve Brought Forward	£227,395
Rolling Capital Fund	£93,568
Capital Receipts Reserve	£55,574
Fallowfield Reserve	£244,962
Earmarked Community Funds	£7,000
Earmarked Elections	£12,000
Earmarked Christmas Activities	£3,180
Other Earmarked Reserves	£23,028
Total	<u>£842,020</u>

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

Analysis by Cost Centre

401 Staff

Expenditure is 54.6% of the annual budget.

No concerns

402 Administration

Expenditure is 54.2% of the annual budget.

4009 - Overspend due to attendance at training courses/conference.

4014 - Electricity charges based on estimates. Readings provided and switch to new provider. Rebate of £629 received in November 2018.

4021 - High due to costs of support and setting up new line for Red Care (alarm activation for office)

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

4035 - Over spend to required purchase of Arnold Baker for local councils and purchase of Charity Trustee reference guide to support Clerk in advising Council on role as trustee of SSLA.

4036 - High due to annual charge to alarm and security company for covering Council property. Covers up until March 2019. Asbestos survey required under health and safety increased expenditure by £395.

4056 - Legal Expenses high due to registering of council owned cemetery land and Village Green advice

1003 - Tourist Income is high due to income from WW1 talk series.

Sandy Town Council
Report to 31st October 2018

Analysis by Cost Centre [Continued]

403 Works

Expenditure is 45.3% of the annual budget.

4012 - Includes charges from last financial year and water usage by depot demolition company.

4039 - High due to time of year. Expenditure on summer planters and hanging baskets. Winter bedding planting costs due.

4043 - Fuel expenditure is high in part due to delivery of red diesel supply in October. Increased verti-drain and cutting activities for sports fields will have impact on winter fuel use. Increase allowed for in 2019/20 budget draft.

4044 - High due to annual insurance and tax payments earlier in year. One more payment due for mower.

405 Footway Lighting

Expenditure is 86.8% of the annual budget.

4042 - Expenditure is high due to replacement of two streetlight columns and replacement of lanterns to LED on lights which have faulted.

406 Cemetery & Churchyard

Expenditure is 64.2% of the annual budget.

4101 - High expenditure due to higher than anticipated burial rate in first half of the year.

1226 - High expenditure due to higher than anticipated burial rate in first half of the year.

408 Town Centre (Incl. Market)

Expenditure is 36.4% of the annual budget

4011 - Low due to recalculation of rateable value and refund for current year.

No concerns

409 Public Toilets - Car Park

Expenditure is 67.0% of the annual budget.

4011 - Rates refund of £1,767 for car park rates incorrectly coded. Moved to 408 4011.

4014 - Electricity charges based on estimates. Readings provided and switch to new provider. Rebate anticipated.

500 Play Areas and Open Spaces

Expenditure is -51.9% of the annual budget.

4007 - High due to annual ROSPA inspection costs.

4036 - Water rates based on estimates. Readings provided for meters at Sunderland Road. Awaiting recalculation.

4036 - Over spend due to charges related to eviction of unauthorised encampment from The Pinnacle Field.

Sandy Town Council
Report to 31st October 2018

Analysis by Cost Centre [Continued]

501 Sunderland Road Rec.

Expenditure is 66.2% of the annual budget.

4014 - Electricity charges based on estimates. Readings provided and switch to new provider. Rebate anticipated.

4036 - High due to repair of handwasher heater, new fire extinguisher and repair work to pavilion shutter door.

502 Nature Reserves

Expenditure is 40.7% of the annual budget.

No concerns.

505 Grass Cutting

No spend to date.

Invoice from CBC due in March 2018.

506 Litter Bins, Seats & Shelters

Expenditure is 29.3% of the annual budget.

No concerns

509 Christmas Lights

Expenditure is 59.2% of the annual budget.

4402 - Expenditure high due to cost of staging and PA system ahead of event.

601 Precept and Interest

The second half of the precept was received in September 2018.

No Concerns.

602 Democratic & Civic Costs

Expenditure is 43.9% of the annual budget.

4020 - High due to cost of renting venue for Beeston Management Plan consultation.

4033 - High as November's Bulletin charge has also hit the budget line.

4042 - Cost of updating Mayor's Board in Council Chamber

4702 - Expenditure on WW1 Remembrance Silhouettes & poppies, Battles Over Event and Sandy Show grant.

Sandy Town Council 2018-19
Current Bank A/c
List of Payments made between 01/10/2018 and 31/10/2018

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/10/2018	Aviva	DDR01	1,848.12		Aviva
04/10/2018	AMPOWER-DDR	DD01	531.27		SEPT-18/3022/Ampower UK Ltd
09/10/2018	AMPOWER-DDR	DD02	30.33		INV-20181004011/3010/Ampower U
09/10/2018	Central Bedfordshire Council	Std Ord	1,320.20		Non Dom Rates - Cemetery
09/10/2018	Rates correction	CORRECT	- 0.20		Rates correction
09/10/2018	Central Bedfordshire Council	Std Ord	3,240.00		Non Don Rates - Council Office
09/10/2018	Central Bedfordshire Council	Std Ord	900.00		Non Dom Rates - Toilets
09/10/2018	Central Bedfordshire Council	Std Ord	888.00		Non Dom Rates - Stratford Road
09/10/2018	Central Bedfordshire Council	Std Ord	342.00		Non dom Rates - Market
10/10/2018	SHERRIFF AMENITY	31506	764.18		CD970688298/3034/Agrovista UK
10/10/2018	ALIVE NETWORK	31473	378.00		GWHA5004787AVR/3035/Alive Netw
10/10/2018	ANGLIAN 0204277401	31474	15.76		9067740261/3036/Anglian Water
10/10/2018	ANGLIAN 0390983201	31475	57.43		9067827582/3037/Anglian Water
10/10/2018	BEN BURGESS	31480	608.87		779010/3038/Ben Burgess & Co L
10/10/2018	BINDER LOAMS	31476	746.89		20320/3039/Binder Loams Ltd
10/10/2018	BRITE SPARKS	31478	156.00		156/3040/Brite Sparks Auto Ele
10/10/2018	BROOME SIGNS	31479	201.60		2326-0618/3041/Broome Signs
10/10/2018	CENTRAL BEDS	31481	1,509.60		7010324362/3042/Central Bedfor
10/10/2018	DCK ACCOUNTING	31482	505.20		TPC8239/3043/DCK Accounting So
10/10/2018	DHE	31483	1,501.50		DP902/3044/DHE Productions Ltd
10/10/2018	DUNSTABLE	31484	45.00		GOKARTING/3045/Dunstable Town
10/10/2018	ELLIOTT-FLOCKHART A	31485	47.70		SEP18/3046/Mrs A Elliott-Flock
10/10/2018	1ST RESPONSE FIRE	31472	267.66		Purchase Ledger Payment
10/10/2018	HERTFORDSHIRE COUNTY	31487	194.97		H091807451/3048/Hertfordshire
10/10/2018	LAWRENCE	31489	75.00		WINDSCREEN/3049/Mrs P Lawrence
10/10/2018	LEIGHTON-LINSLADE	31491	75.00		BALL/3050/Town Mayor's Charity
10/10/2018	LOCAL COUNCIL	31490	40.00		1733/3051/Local Council Public
10/10/2018	LUTON BC	31493	36.00		CURRY/3052/The Mayors Fund
10/10/2018	LGSS LAW	31492	655.19		SAN001/002/3055/LGSS Law Ltd
10/10/2018	MARTIN HOWLETT	31488	51.10		004977/3057/Martin Howlett Tra
10/10/2018	MAZARS	31494	1,560.00		1455351-SB07261/3058/Mazars LL
10/10/2018	TIM MILES	31495	720.00		1029/J246/3060/Tim Miles
10/10/2018	TONY MUNNS	31496	320.00		OCT18/3061/Mr T Munns
10/10/2018	FD ODELL	31497	854.70		OUT-22046/3063/FD Odell & Sons
10/10/2018	FENLAND	31486	27.12		SIN027785/3064/Fenland Leisure
10/10/2018	PETTITT	31498	93.60		SEPT18/3065/Mr M Pettitt
10/10/2018	PHS GROUP	31499	15.00		66105213/3066/PHS Group
10/10/2018	PITNEY BOWES	31500	513.00		BF819715/3067/Purchase Power
10/10/2018	ROSETTA PUBLISH	31502	285.60		BB2291/3068/Rosetta Publishing
10/10/2018	SANDY LOWER	31503	25.00		GRANT/3069/Sandy Lower School
10/10/2018	BOWLING CLUB	31477	23.92		FUEL/3070/Sandy Town Bowls Clu
10/10/2018	SLCC	31508	258.00		SUBS/3071/The Society of Local
10/10/2018	SLCC	31507	414.00		126456/3072/SLCC Enterprises L
10/10/2018	STEVE DEAR	31509	1,638.00		10925/3073/Steve Dear Tree Ser
10/10/2018	SCOTT	31504	138.60		MILEAGE/3074/Mr M Scott
10/10/2018	SEAMER	31505	250.00		S/9/0136/3075/G & H Seamer
10/10/2018	TTM CONSULTANCY	31512	1,040.40		01007926/3078/TTM Consultancy
10/10/2018	TURFCARE LEISURE	31513	2,022.00		14011/3079/Turfcare Leisure Se
10/10/2018	TERRY SEYMOUR	31511	1,920.00		S10788/3083/T&J Seymour Electr
10/10/2018	VERTO (UK)	31514	118.80		25439/3084/Verto (UK) Ltd
10/10/2018	WYTHE MARTIN	31515	475.00		3142/3085/Martin Wythe
10/10/2018	SUTCLIFFE	31510	83,018.23		OP/I112038/3089/Sutcliffe Play
10/10/2018	PARTY PONIES	31501	350.00		Purchase Ledger Payment
10/10/2018	Central Bedfordshire Council	Std Ord	5,040.00		Non Dom Rates - Car Park

Sandy Town Council 2018-19
Current Bank A/c
List of Payments made between 01/10/2018 and 31/10/2018

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
10/10/2018	Michael Scott - Mayors Allowance	11305	211.00		Michael Scott - Mayors Allowance
10/10/2018	Charity Event - Mayors Allowance	11307	60.00		Charity Event - Mayors Allowance
10/10/2018	Sandy Lower School	111306	25.00		Sandy Lower School
15/10/2018	FAST FUEL	DD03	95.96		1380360/3016/UK Fuels Limited
15/10/2018	ANGLIAN 0334002001	111308	430.75		3187/Water charge - Public
16/10/2018	AMPOWER-DDR	DD04	230.64		Electricity September
16/10/2018	BEDFORD BOROUGH	DD05	19,685.13		Payroll for October 2018
18/10/2018	Air Cadets Assistance - Donati	111309	50.00		Air Cadets Assistance - Donation
18/10/2018	Mr A Watson- Goodwill	111310	100.00		Mr A Watson- Goodwill
19/10/2018	1st Sandy Scout Group	111311	50.00		1st Sandy Scout Group
22/10/2018	GAZPROM ENERGY	DD11	133.49		Gas Sept 2018
24/10/2018	CHESS	DD10	216.54		1000336902/3014/Chess Ltd DDR
26/10/2018	BNP PARIBAS	DD06	358.80		FLLA6569176/3012/BNP Paribas L
29/10/2018	FAST FUEL	DD08	65.57		Motor fuel
29/10/2018	CHESS	DD09	67.68		1000337183/3015/Chess Ltd DDR
30/10/2018	CHESS	DD07	317.92		Monthly call charge
31/10/2018	CNXL - Sandy Lower School	CNXL031503	- 25.00		CNXL - Sandy Lower School
Total Payments			140,226.82		

East Beds Community Bus Ltd
operating the



General Secretary:

Terry Woods
40 The Paddocks
Potton
Beds SG19 2QD

Tel. 01767 261047

Email:

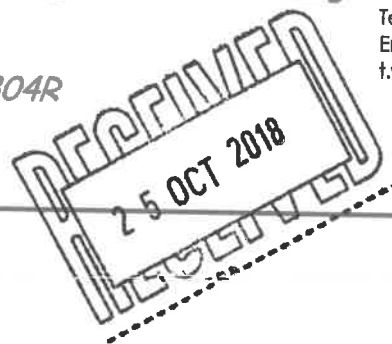
t.woods@btinternet.com

A Registered Charity

Industrial & Provident Society No: 27804R

VAT no 974 6777 53

www.ivalsprinter.org



24/10/18

Dear Sir

As you are probably aware we provide a local community bus service run entirely by volunteers in and around the local area, and I am pleased to say it is well used by the people of Sandy.

In order to keep this service running we need to continually raise funds over and above what we collect in fares. I would therefore like to ask if there is any possibility that the Town Council may be able to make a contribution to help with our running costs and savings towards buying our next bus which we will need to do in the next couple of years

Regards

Terry Woods

Terry Woods - General Secretary - Ivel Sprinter

Policy Finance and Resources Committee - Action list

Subject	Action to be taken		Response/ Status
	Minute	Action	
Meeting 18/4/16			
Cemetery Extension	(86-15/16)	Archaeological Excavation and Depot Build	Archaeological Excavation works have been completed. Post excavation works are still to be completed and agreed by CBC. AOC currently working on time table of works to satisfy planning archaeologist. Building contractors have prepared the ground ready for foundation work. Building regulation have carried out an initial site inspection.
Meeting 9/4/18			
Fallowfield Lighting and CCTV	(110-17/18)	RESOLVED that the Clerk include mobile and static CCTV options within the Fallowfield lighting scheme to be brought forward to a future meeting of the Policy, Finance and Resources committee.	Item on Agenda.

AGENDA ITEM 9

APPENDIX VII

1st Sandy Scout Annual Bonfire Profit/Loss

Expenditure	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>
Firework Cost	3,384.79	3,400.00	3,223.00	3,177.58	3,021.60	4,075.00
Marketing/Advertising	160.00	192.00	160.00	161.00	239.96	152.40
St Johns	198.72	170.00	161.00	161.00	130.00	126.00
Raynet	0.00	0.00	0.00	0.00	30.00	50.00
Light Towers	0.00	330.00	330.00	140.00	500.00	383.24
Sections Ticket Commission	0.00	0.00	100.00	0.00	100.00	0.00
Contribution to Japan Jamboree	0.00	0.00	0.00	0.00	42.00	0.00
Sundries	109.40	291.00	165.00	106.84	201.18	131.50
Repay Town Council Loan	3,384.79	3,400.00	3,223.00	2,000.00	N/A	N/A
	<u>7,237.70</u>	<u>7,783.00</u>	<u>7,362.00</u>	<u>5,746.42</u>	<u>4,264.74</u>	<u>4,918.14</u>
Income						
Council Loan	3,384.79	3400	3223	2000	0	0
Poster Sponsorship	0.00	0	0	400	540	0
Stall Donations	160.00	150	55	195	185	270
Fred Spicer (Light Tower Sponsor)	0.00	0	0	0	500	0
Ticket Sales	6,499.85	6299	6240	6585	5247	6483
Lighting the Firework	0.00	0	0	0	58.06	65
Light Rope Donations	0.00	0	0	0	84	0
Community Fund Grant	0.00	0	0	0	1000	0
	<u>10,044.64</u>	<u>9,849.00</u>	<u>9,518.00</u>	<u>9,180.00</u>	<u>7,614.06</u>	<u>6,818.00</u>
Profit	<u>2,806.94</u>	<u>2,066.00</u>	<u>2,156.00</u>	<u>3,433.58</u>	<u>3,349.32</u>	<u>1,899.86</u>

AGENDA ITEM 10**SANDY TOWN COUNCIL****COMMITTEE:** Policy, Finance and Resources**DATE:** 26 November 2018**AUTHOR:** Town Clerk**SUBJECT:** CCTV Savings and Upgrades**1. Summary**

- 1.1 At a meeting of the Community Services and Environment (CSE) Committee held on 1 October 2018 it was agreed that the Clerk on savings which could be made to annual CCTV expenditure if low use cameras were removed and whether the funds saved could fund the purchase of new cameras for critical points within the town.

2. Static Camera Review

- 2.1 On 1 October 2018 Members of the CSE committee reviewed statics for the CCTV cameras in Sandy which were taken from information provided by the CCTV monitoring company. Members noted that over the last 6 years camera 553 (Car Park/Queens Head) and camera 558 (Jenkins Pavilion) had picked up low numbers of incidents and queried whether they could still be justified.

2.2 Cameras;

Camera No	Location	Owner
551	Coop/Budgens	CBC
552	Post Office/Robert Peel	CBC
553	Queens Head/Car Park	STC
554	Church Yard/William Peel	CBC - Decommissioned
555	Bedford Road Rec	STC
557	Skate Park	STC
558	Jenkins Pavilion	STC

- 2.3 As part of its work towards establishing a CCTV monitoring centre at Chicksands, Central Bedfordshire Council (CBC) has also undertaken a review of the CCTV cameras in Sandy and has suggested cameras 555 (Bedford Road recreation ground) and 558 (Jenkins Pavilion) could be considered for removal. A copy of the CBC review has been provided to Members.

- 2.4 The review by CBC does not suggest the removal of camera 553 (Car park/Queens Head) but does note that it is not currently meeting operation requirements. The report does find that the camera's location is justifiable, but that it needs infra-red and the trees obscuring its view need clearing.
- 2.5 Cameras 551 and 552 belong to CBC and will be upgraded by CBC as part of their CCTV upgrade and development. CBC are continuing to work with a contractor on the development of a control room at Chicksands which they believe will offer considerable cost savings to STC if it has its cameras monitored by CBC as apposed to Herts CCTV when the control room is online.

3. Costs of removing unjustifiable cameras

- 3.1 In 2017/18 the cost of monitoring and maintaining static CCTV cameras cost the Council £14,292.73. An additional cost of £1,420 was incurred for the monitoring of a mobile camera which the Council no longer has. The Council has a budget of £16,000 in place for the costs of CCTV in the current financial year. This represents 2.84% of the Council's total annual budget.
- 3.2 Central Bedfordshire Council calculate recharges for Sandy, Biggleswade and Shefford, taking into account all the costs of running the cameras in all three towns. The costs are then divided by the total number of cameras. CBC pays their share based on their camera assets over the three towns and then invoice the town councils accordingly based on the cost per camera multiplied by the number of cameras in the town.
- 3.3 If the Council were to decommission two cameras it believed it could no longer justify this would result in a saving of £4,764 on the annual monitoring and maintenance charge for the STC owned cameras.

4. Upgrading of static CCTV cameras

- 4.1 It was previously reported that newer cameras would inevitably provide better quality and better range images which would have a higher chance of successful identification or use by police. There is therefore greater value in upgrading key cameras which are at the most strategic and justifiable points in Sandy.
- 4.2 The most recently quoted cost of upgrading three static cameras would be £4,999, inclusive of installation. This upgrade would be via Hertfordshire CCTV Partnership. The cameras would be Redvision 1080p and would be suitable for Wifi conversion in the future. New cameras would have a far more powerful long-range white light and infra-red with both providing facial recognition at up to 40ft. It should be noted that both CBC and HertsCCTV feel that change over to wifi is 3 -5 years away.

Annual revenue saving for decommissioning of two cameras:4,764
Capital upgrade expense for upgrade of three new cameras: £4,999

AGENDA ITEM 11

SANDY TOWN COUNCIL

COMMITTEE: Policy, Finance and Resources

DATE: 26 November 2018

AUTHOR: Town Clerk

SUBJECT: Fallowfield Lighting Scheme

1. Summary

- 1.1 The Committee previously agreed to obtain further costs on the installation of streetlighting on the Fallowfield recreation ground, along with the installation of a static CCTV camera. The following report provides costs obtained from lighting providers, BT and Herts CCTV for Members' consideration.
- 1.2 Members are asked to consider the costs of the scheme and whether it should be brought forward in 2019 and allowance made for the project in the 2019/20 budgeting process.

2. Installation of electricity and streetlighting

2.1 As Members are aware, there are no electricity supply cables running through Fallowfield recreation ground to support installation of streetlights. Any lighting will require the installation of an electrical feeder pillar and associated fusing equipment. Contractors have indicated connecting the feeder pillar to the existing supply in Osprey Close would be a feasible option. This would require permission from Central Bedfordshire Council's Highways department who own the Osprey Close lighting columns.

2.2 Quotes were obtained for the following works;

- Supply utility services information plans for area of works
- Supply safety file and documentation for client retention
- Supply and install H985mm x W365mm feeder pillar, including;
 - Electronic controls
 - Foundation
 - Earth Mat
 - Connection to existing column
 - Electrical test
 - Electrical test certificate
- Trench up to 300mm wide and 550mm in depth

- Supply and lay 100mm orange MPDE flexible duct and 4mm SWA 3 core cable
- Carry out permanent re-instatement of grass and replace turf and re-seed if required or re-instatement of tarmac if required
- Supply and install;
 - 4 x 6m raise and lower aluminium lighting columns with brackets
 - new LED lantern with 6m cable
 - Photocell Control Unit, double Pole Isolator and Earth Matting

2.3 Quotes were previously obtained from three companies for the above works;

Company A	14,641.99 + VAT	Note: Increase to 8 lights = £20,830 +VAT
Company B	14,677 + VAT	
Company C	13, 943.11 + VAT	Note: quoted 5m columns rather than 6m

2.4 Members were previously advised that as an alternative, a scheme of 4 solar power lanterns would cost £6,286.52. If the provision of lighting is the Council’s aim then this could be a workable alternative, however, the lights would not be able to support a mobile CCTV camera and the lack of electricity would mean a static camera would not be able to be included in the scheme.

3. Installation of CCTV – Fibre Connection

3.1 The installation of a static CCTV camera would require a BT fibre connection to provide a feed back to Herts CCTV control room.

3.2 As street lighting would require the provision of a new duct for the mains power for the lighting columns, BT could install a separate duct alongside the mains power (for their sole use) between a new wide based camera pole which would be needed and Osprey Close, this could then be used for BT’s fibre. BT would also require mains power to be provided into the base of the camera column.

3.3 Cost to provide either an RS1000 service providing 1 video and 1 data (if you are using an analogue camera) or an RS1000D service providing 100mbs (if using an IP camera) between the camera pole and Stevenage CCTV Control Room would be;

Connection Charge	£7,500
Annual Rental and Maintenance	£1,200pa

Costs exclude VAT and are based on a 5-year contract and provision of mains power is the Town Council’s responsibility.

3.4 A static CCTV and pole to support it would need to be purchased and installed at an initial quoted cost of £4,500.

3.5 Space has been left between the installation new play equipment and the pavement which would allow for the electricity duct. However, if the Council wish to install fencing around the new play equipment in the future, the electricity trenching may need to go behind/around the play equipment (indicated in blue on the attached plan)

4. Total Cost of lighting and static CCTV scheme

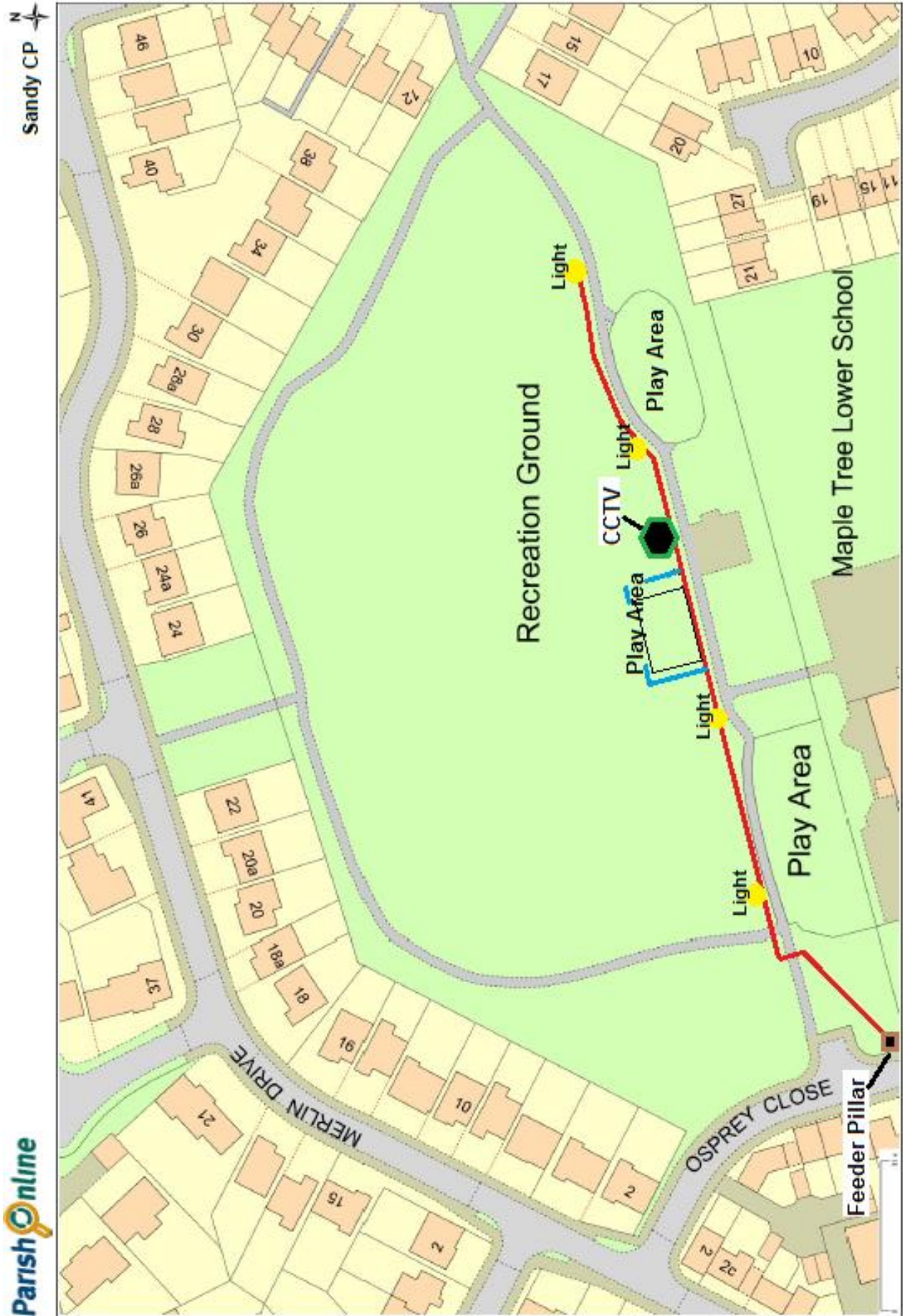
4.1 Total estimated cost of installation of a lighting scheme and static CCTV camera and pole;

Activity	Cost £
Trenching and connection of electricity and provision of 4 streetlights (based on three quotes received)	£14,700
BT fibre and connection	£ 7,500
CCTV Pole and Camera (including installation and connection)	£ 4,500
Total	£26,700

Annual costs based on current CCTV agreement;

	£
BT annual rental and maintenance charge for fibre connection	£1,200
CCTV monitoring and maintenance	£4,765
	£5,965

4.2 Members should note that the installation of a CCTV camera will need to be justified for data protection purposes. STC will need to work with the data controller, Herts CCTV to ensure the relevant documentation and suitable justification is submitted and approved.



SANDY TOWN COUNCIL

COMMITTEE: Policy, Finance and Resources

DATE: 26 November 2018

AUTHOR: Town Clerk

SUBJECT: Resurfacing of the Village Hall Car Park Entrance

1. Summary

- 1.1 Members previously considered the need for improvement works to the access track to the village hall car park, which is under the ownership of Sandy Town Council.
- 1.2 Members considered options for resurfacing the whole area, including the parking area with tarmac, carrying out targeted patching work or focusing repair work on the entrance track patching. It was resolved to include improvement work to the entrance track only, where damage is at its worst, in the 2019/20 budget consideration.
- 1.3 Members are asked to consider the estimated costs of work and confirm whether they wish to include these in capital expenditure in 2019/20.
- 1.4 Members are asked to note that the lease agreement with the Village Hall Management Committee, which runs until 2083 states that the lessees may pay on demand 55% of the cost of maintenance and upkeep of the roadway and car park. If Members confirm that works are to be included in the 2019/20 budget, discussions will need to be had with the Village Hall Management Committee on the scope of works, contributions and costs. It is advised that the Council’s Village Hall Management Committee representative work with the Clerk to liaise over any future works.

Patch areas of damage and apply tack coat and macadam surface to entrance track only (Approx. 460 m2)	<ul style="list-style-type: none"> • Cut keys/joints/gullies into the current entrance track surface where necessary to allow for neat finish to edges • Raise manhole cover by 40mm, flush with the finish level. • Apply tack coat to the existing surface • Supply and lay AC10 close graded surface course macadam at depth of 40mm • Removal of rubbish from site 	Company A
		£5,630 exc. VAT
		Company B
		£5,150 Exc.VAT
		Company C
		Awaiting Quote

Sandy Town Council

(Prepared 12.10.18)

Budget Summary**Year Ended 31st March 2020**

	2018-19		2019-20	Budget	
	Projected	Budgeted (Revised)	Proposed	Incr/Decr	
REVENUE EXPENDITURE					
Staffing & Admin	395343	409268	419275		10007
Services	118954	125049	124285		-764
	<u>514297</u>	<u>534317</u>	<u>543560</u>		<u>9243</u>
INCOME					
Staffing & Admin	3537	2550	2300		-250
Services	25417	27370	25620		-1750
	<u>28954</u>	<u>29920</u>	<u>27920</u>		<u>-2000</u>
NET REVENUE EXPENDITURE	<u>485343</u>	<u>504397</u>	<u>515640</u>		<u>11243</u>
Capital Expenditure (Net)					
Rolling Capital Fund Allocation	48500	48500	48500		0
Capital & Projects (net)	320	0	0		0
Loans	608	608	608		0
Loan - Internal Repayment	9102	9102	9102		0
	<u>58530</u>	<u>58210</u>	<u>58210</u>		<u>0</u>
TOTAL NET EXPENDITURE	<u>543873</u>	<u>562607</u>	<u>573850</u>		<u>0</u>
Financed as follows					
Reserves at 1st April	227395	223208	246129		
Reserves at 31st March	246129	223208	246129	**	
Used to Fund Expenditure	-18734	0	0	***	
PRECEPT FUNDING REQUIRED	<u>562607</u>	<u>562607</u>	<u>573850</u>		<u>11243</u> 2.00%
	<u>543873</u>	<u>562607</u>	<u>573850</u>		

Precept information**ADJUSTED BASIS**

Band D Equivalents		3949	4001	(NYA)	1.32%
Precept per Band D Equivalent (£/annum)	£	142.47	£143.43	£0.96	0.67%
Precept per Band D Equivalent (p/week)		273.23	275.07	1.84 p	

**Note: Recommended minimum reserve equal to			
3 months net revenue expenditure	121336	126099	128910
General Reserve Shortfall/Surplus	124793	97109	117219

Earmarked Reserve	31/03/2018	31/03/2019	30/03/2020
	(Actual)	(Projected)	(Available)
Rolling Capital Fund	47549	93568	142068
Earmarked Reserves	45207	48207	51207
Fallowfield	62530	56632	50734
Fallowfield Internal Loan	250000	240898	231796
Revenue Earmarked Funds	405286	439305	475805
Capital Receipts Reserve	53004	12654	12654
TOTAL Earmarked Funds	458290	451959	488459
General Reserve (see above)	227395	246129	246129
Total Reserves	685685	698088	734588

**Sandy Town Council 2018-19
Annual Budget - By Centre
Note: Proposed 2019/20 Budget**

	<u>2017/18</u>		<u>2018/19</u>			<u>2019/20</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMIR	Carried Forward
<u>401</u> Staff									
Total Income	0	0	0	190	190	0	0	0	0
Overhead Expenditure	276,450	249,609	274,250	149,722	263,000	0	282,075	0	0
Movement to/(from) Gen Reserve	<u>(276,450)</u>	<u>(249,609)</u>	<u>(274,250)</u>	<u>(149,532)</u>	<u>(262,810)</u>		<u>(282,075)</u>		
<u>402</u> Administration-Office									
Total Income	4,700	2,335	1,750	1,785	1,400	0	1,300	0	0
Overhead Expenditure	81,455	72,977	81,000	44,030	80,349	0	79,900	0	0
Movement to/(from) Gen Reserve	<u>(76,755)</u>	<u>(70,642)</u>	<u>(79,250)</u>	<u>(42,245)</u>	<u>(78,949)</u>		<u>(78,600)</u>		
<u>403</u> Administration-Works									
Total Income	0	10,540	0	60	60	0	0	0	0
Overhead Expenditure	31,429	34,227	39,968	18,151	37,944	0	41,100	0	0
Movement to/(from) Gen Reserve	<u>(31,429)</u>	<u>(23,687)</u>	<u>(39,968)</u>	<u>(18,091)</u>	<u>(37,884)</u>		<u>(41,100)</u>		
<u>405</u> Footway Lighting									
Overhead Expenditure	9,500	22,827	13,300	11,545	15,500	0	15,750	0	0
Movement to/(from) Gen Reserve	<u>(9,500)</u>	<u>(22,827)</u>	<u>(13,300)</u>	<u>(11,545)</u>	<u>(15,500)</u>		<u>(15,750)</u>		
<u>406</u> Cemetery & Churchyard									
Total Income	25,000	19,323	20,000	14,776	20,000	0	20,000	0	0
Overhead Expenditure	11,129	6,917	9,810	7,015	9,990	0	10,100	0	0
Movement to/(from) Gen Reserve	<u>13,871</u>	<u>12,406</u>	<u>10,190</u>	<u>7,761</u>	<u>10,010</u>		<u>9,900</u>		

**Sandy Town Council 2018-19
Annual Budget - By Centre**

Note: Proposed 2019/20 Budget

	2017/18		2018/19			2019/20			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
408 <u>Town Centre (including Market)</u>									
Total Income	620	2,325	135	380	400	0	300	0	0
Overhead Expenditure	34,513	31,870	32,918	11,987	28,391	0	30,335	0	0
Movement to/(from) Gen Reserve	(33,893)	(29,545)	(32,783)	(11,607)	(27,991)		(30,035)		
409 <u>Public Toilets - Car Park</u>									
Overhead Expenditure	4,131	3,644	4,200	2,812	4,100	0	4,150	0	0
Movement to/(from) Gen Reserve	(4,131)	(3,644)	(4,200)	(2,812)	(4,100)		(4,150)		
500 <u>Play Areas and Open Spaces</u>									
Total Income	1,115	1,003	1,550	1,089	1,089	0	1,550	0	0
Overhead Expenditure	-5,700	-12,537	-5,700	3,600	-5,700	0	-5,700	0	0
Movement to/(from) Gen Reserve	6,815	13,540	7,250	(2,511)	6,789		7,250		
501 <u>Sunderland Road Rec Ground</u>									
Total Income	679	1,243	685	423	698	0	720	0	0
Overhead Expenditure	27,510	27,041	28,129	19,886	28,551	0	29,000	0	0
Movement to/(from) Gen Reserve	(26,831)	(25,798)	(27,444)	(19,463)	(27,853)		(28,280)		
502 <u>Nature Reserves</u>									
Total Income	3,700	3,374	2,500	770	2,530	0	2,550	0	0
Overhead Expenditure	13,000	11,934	13,350	5,434	13,500	0	13,500	0	0
Movement to/(from) Gen Reserve	(9,300)	(8,559)	(10,850)	(4,664)	(10,970)		(10,950)		

Continued on next page

**Sandy Town Council 2018-19
Annual Budget - By Centre
Note: Proposed 2019/20 Budget**

	<u>2017/18</u>		<u>2018/19</u>				<u>2019/20</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>505</u> <u>Grass Cutting</u>									
Overhead Expenditure	10,000	7,580	10,000	0	7,580	0	10,000	0	0
Movement to/(from) Gen Reserve	(10,000)	(7,580)	(10,000)	0	(7,580)		(10,000)		
<u>506</u> <u>Litter Bins, Seats & Shelters</u>									
Overhead Expenditure	500	417	650	191	650	0	650	0	0
Movement to/(from) Gen Reserve	(500)	(417)	(650)	(191)	(650)		(650)		
<u>509</u> <u>Christmas Lights</u>									
Total Income	2,000	5,180	2,500	319	700	0	500	0	0
Overhead Expenditure	18,000	21,319	19,000	11,242	17,000	0	16,500	0	0
Movement to/(from) Gen Reserve	(16,000)	(16,139)	(16,500)	(10,923)	(16,300)		(16,000)		
<u>601</u> <u>Precept and Interest</u>									
Total Income	542,309	540,352	563,407	563,747	564,107	0	571,483	0	0
Movement to/(from) Gen Reserve	542,309	540,352	563,407	563,747	564,107		571,483		
<u>602</u> <u>Democratic and Civic Costs</u>									
Total Income	0	0	0	387	387	0	0	0	0
Overhead Expenditure	13,800	12,165	14,050	6,563	14,050	0	16,200	0	0
Movement to/(from) Gen Reserve	(13,800)	(12,165)	(14,050)	(6,176)	(13,663)		(16,200)		
<u>700</u> <u>Capital and Projects</u>									
Total Income	267,005	4,973	267,005	82,205	414,439	0	17,005	0	0

**Sandy Town Council 2018-19
Annual Budget - By Centre**

Note: Proposed 2019/20 Budget

	<u>2017/18</u>		<u>2018/19</u>				<u>2019/20</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure	321,411	58,927	324,607	202,122	472,361	0	74,607	0	0
Movement to/(from) Gen Reserve	(54,406)	(53,954)	(57,602)	(119,916)	(57,922)		(57,602)		
Total Budget Income	847,128	590,650	859,532	666,130	1,006,000	0	615,408	0	0
Expenditure	847,128	548,918	859,532	494,298	987,266	0	618,167	0	0
Movement to/(from) Gen Reserve	0	41,731	0	171,833	18,734		(2,759)		

**Sandy Town Council 2018-19
Annual Budget - By Centre**

Note: Proposed 2019/20 Budget

	<u>2017/18</u>		<u>2018/19</u>			<u>2019/20</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
401 Staff									
1245 Grants Received	0	0	0	190	190	0	0	0	0
Total Income	0	0	0	190	190	0	0	0	0
4001 Gross Salaries - Admin	114,000	104,195	114,000	62,344	107,500	0	113,000	0	0
4002 Gross Salaries - Works	97,700	92,366	97,250	53,628	95,000	0	102,500	0	0
4003 Employers NIC	22,100	14,216	16,900	9,072	16,000	0	17,300	0	0
4004 Employers Superannuation	41,450	37,170	44,350	24,127	43,000	0	47,500	0	0
4006 H&S Costs/Consultancy	0	0	500	0	500	0	500	0	0
4010 Miscellaneous Staff Costs	1,000	1,433	1,000	551	1,000	0	1,000	0	0
4030 Recruitment Advertising	200	229	250	0	0	0	275	0	0
Overhead Expenditure	276,450	249,609	274,250	149,722	263,000	0	282,075	0	0
Movement to/(from) Gen Reserve	<u>(276,450)</u>	<u>(249,609)</u>	<u>(274,250)</u>	<u>(149,532)</u>	<u>(262,810)</u>		<u>(282,075)</u>		
402 Administration-Office									
1003 Tourism Income	2,000	161	200	629	500	0	500	0	0
1201 Rent Received Etc	2,500	1,077	1,500	340	750	0	750	0	0
1202 Photocopying Income	0	102	50	54	50	0	50	0	0
1205 Miscellaneous Income	0	13	0	86	100	0	0	0	0
1206 Wayleaves	0	24	0	0	0	0	0	0	0
1245 Grants Received	0	958	0	677	0	0	0	0	0
1360 Ticket Sales Commission	200	0	0	0	0	0	0	0	0
Total Income	4,700	2,335	1,750	1,785	1,400	0	1,300	0	0

Continued on next page

**Sandy Town Council 2018-19
Annual Budget - By Centre
Note: Proposed 2019/20 Budget**

	<u>2017/18</u>		<u>2018/19</u>			<u>2019/20</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4008 Training	2,500	565	2,000	814	2,000	0	2,000	0	0
4009 Travel & Subsistence	250	13	50	164	200	0	200	0	0
4011 General Rates	6,305	6,291	6,500	6,480	6,480	0	6,700	0	0
4012 Water Rates	400	1,303	600	-101	600	0	600	0	0
4014 Electricity	3,500	2,210	2,500	1,828	3,000	0	2,500	0	0
4015 Gas	1,800	993	1,500	265	1,500	0	1,500	0	0
4016 Cleaning Materials etc	1,250	990	1,250	645	1,250	0	1,250	0	0
4018 General Data Protection Regs	0	0	2,000	500	1,000	0	1,000	0	0
4020 Misc Establishment Costs	2,000	1,316	2,000	169	2,000	0	2,000	0	0
4021 Telephone & Fax	2,500	2,369	2,500	1,723	3,000	0	2,500	0	0
4022 Postage	1,700	1,105	1,200	673	1,200	0	1,200	0	0
4023 Printing & Stationery	3,000	2,455	3,000	776	1,000	0	2,000	0	0
4024 Subscriptions	2,700	2,760	2,700	2,514	2,700	0	2,850	0	0
4025 Insurance (excl vehicles)	22,250	20,677	21,500	12,567	21,069	0	21,500	0	0
4026 Photocopy Costs	3,500	3,552	3,500	1,688	3,500	0	3,500	0	0
4027 IT Costs Incl Support	6,000	5,674	6,000	2,446	6,000	0	4,500	0	0
4028 Service Agreements (Other)	6,000	5,851	6,500	2,809	6,500	0	6,500	0	0
4035 Publications	100	45	100	146	150	0	100	0	0
4036 Property Maintenance/Security	3,000	3,826	3,000	2,281	4,000	0	4,000	0	0
4039 Planting/Trees/Horticulture	0	0	0	1,203	0	0	0	0	0
4040 Equipment Purchases (Minor)	2,000	1,799	2,000	581	2,000	0	2,000	0	0
4050 Tourism Expenditure	750	0	250	32	250	0	250	0	0
4051 Bank Charges	100	16	100	14	500	0	500	0	0
4056 Legal Expenses	1,000	403	1,500	1,367	1,500	0	1,500	0	0

**Sandy Town Council 2018-19
Annual Budget - By Centre
Note: Proposed 2019/20 Budget**

	<u>2017/18</u>		<u>2018/19</u>			<u>2019/20</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4057	1,300	1,300	1,300	0	1,500	0	1,300	0	0
4058	850	800	750	0	750	0	750	0	0
4059	6,500	6,531	6,500	2,329	6,500	0	7,000	0	0
4070	200	132	200	120	200	0	200	0	0
	81,455	72,977	81,000	44,030	80,349	0	79,900	0	0
	(76,755)	(70,642)	(79,250)	(42,245)	(78,949)		(78,600)		
403	Administration-Works								
1212	0	0	0	60	60	0	0	0	0
1258	0	10,540	0	0	0	0	0	0	0
	0	10,540	0	60	60	0	0	0	0
	Total Income								
4005	1,000	1,207	1,150	569	1,300	0	1,300	0	0
4007	0	0	0	135	0	0	0	0	0
4008	500	578	1,000	0	600	0	1,000	0	0
4011	2,279	1,724	1,800	1,776	1,776	0	1,850	0	0
4012	200	117	200	160	200	0	200	0	0
4014	1,000	-1,071	1,000	0	0	0	1,000	0	0
4017	3,500	6,743	5,500	2,369	4,000	0	5,500	0	0
4036	2,000	2,289	2,000	578	2,000	0	2,000	0	0
4038	2,500	2,439	2,500	675	2,500	0	2,500	0	0
4039	6,500	4,461	6,250	3,752	6,250	0	6,250	0	0
4040	2,000	8,008	2,000	212	2,000	0	2,000	0	0
4042	5,500	2,471	5,000	2,115	5,000	0	5,000	0	0

**Sandy Town Council 2018-19
Annual Budget - By Centre**

at 10:37

Note: Proposed 2019/20 Budget

	2017/18		2018/19			2019/20			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4043 Equipment/Vehicle Fuel	2,200	2,957	3,000	2,363	3,500	0	3,500	0	0
4044 Vehicle Tax & Insurance	2,250	2,306	2,500	1,821	2,750	0	3,000	0	0
4045 Arboriculture	0	0	6,068	1,625	6,068	0	6,000	0	0
Overhead Expenditure	31,429	34,227	39,968	18,151	37,944	0	41,100	0	0
Movement to/(from) Gen Reserve	<u>(31,429)</u>	<u>(23,687)</u>	<u>(39,968)</u>	<u>(18,091)</u>	<u>(37,884)</u>		<u>(41,100)</u>		
405 Footway Lighting									
4014 Electricity	5,500	5,549	5,500	2,765	5,500	0	5,750	0	0
4042 Equipment/Vehicle Maintenance	4,000	17,278	7,800	8,780	10,000	0	10,000	0	0
Overhead Expenditure	9,500	22,827	13,300	11,545	15,500	0	15,750	0	0
Movement to/(from) Gen Reserve	<u>(9,500)</u>	<u>(22,827)</u>	<u>(13,300)</u>	<u>(11,545)</u>	<u>(15,500)</u>		<u>(15,750)</u>		
406 Cemetery & Churchyard									
1226 Burials/Memorials Income	25,000	19,323	20,000	14,776	20,000	0	20,000	0	0
Total Income	25,000	19,323	20,000	14,776	20,000	0	20,000	0	0
4011 General Rates	2,579	2,384	2,460	2,640	2,640	0	2,750	0	0
4012 Water Rates	100	153	100	-77	100	0	100	0	0
4036 Property Maintenance/Security	1,000	498	1,000	542	1,000	0	1,000	0	0
4037 Grounds Maintenance	900	128	900	0	900	0	900	0	0
4039 Planting/Trees/Horticulture	350	13	350	0	350	0	350	0	0
4101 Grave Digging Costs	6,200	3,740	5,000	3,910	5,000	0	5,000	0	0
Overhead Expenditure	11,129	6,917	9,810	7,015	9,990	0	10,100	0	0

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**Sandy Town Council 2018-19
Annual Budget - By Centre
Note: Proposed 2019/20 Budget**

	2017/18		2018/19				2019/20		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve	<u>13,871</u>	<u>12,406</u>	<u>10,190</u>	<u>7,761</u>	<u>10,010</u>		<u>9,900</u>		
408 Town Centre (Including Market)									
1236 Market Fees	500	0	0	0	0	0	0	0	0
1238 Other Income Car Park	120	2,325	135	380	400	0	300	0	0
Total Income	620	2,325	135	380	400	0	300	0	0
4007 Health & Safety	150	0	150	0	150	0	0	0	0
4011 General Rates	14,255	14,229	14,660	10,816	10,133	0	12,227	0	0
4036 Property Maintenance/Security	1,500	1,320	1,500	867	1,500	0	1,500	0	0
4053 Loan Interest	293	293	273	138	273	0	253	0	0
4054 Loan Capital Repaid	315	316	335	166	335	0	355	0	0
4100 CCTV Fees	18,000	15,713	16,000	0	16,000	0	16,000	0	0
Overhead Expenditure	34,513	31,870	32,918	11,987	28,391	0	30,335	0	0
Movement to/(from) Gen Reserve	<u>(33,893)</u>	<u>(29,545)</u>	<u>(32,783)</u>	<u>(11,607)</u>	<u>(27,991)</u>		<u>(30,035)</u>		
409 Public Toilets - Car Park									
4011 General Rates	1,931	1,935	2,000	1,800	1,800	0	1,850	0	0
4012 Water Rates	1,000	535	1,000	555	1,000	0	1,000	0	0
4014 Electricity	200	141	200	145	300	0	300	0	0
4036 Property Maintenance/Security	1,000	1,032	1,000	313	1,000	0	1,000	0	0
Overhead Expenditure	4,131	3,644	4,200	2,812	4,100	0	4,150	0	0
Movement to/(from) Gen Reserve	<u>(4,131)</u>	<u>(3,644)</u>	<u>(4,200)</u>	<u>(2,812)</u>	<u>(4,100)</u>		<u>(4,150)</u>		

**Sandy Town Council 2018-19
Annual Budget - By Centre
Note: Proposed 2019/20 Budget**

	2017/18		2018/19			2019/20			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
500	<u>Play Areas and Open Spaces</u>								
1201	0	500	500	0	0	0	500	0	0
1241	565	0	500	479	479	0	500	0	0
1251	550	503	550	610	610	0	550	0	0
	1,115	1,003	1,550	1,089	1,089	0	1,550	0	0
	Total Income								
4007	400	399	400	399	400	0	400	0	0
4012	700	662	700	487	700	0	700	0	0
4014	200	151	200	49	200	0	200	0	0
4036	500	19	500	1,429	500	0	500	0	0
4037	2,500	1,233	2,500	972	2,500	0	2,500	0	0
4042	5,000	0	5,000	263	5,000	0	5,000	0	0
4972	-15,000	-15,000	-15,000	0	-15,000	0	-15,000	0	0
	-5,700	-12,537	-5,700	3,600	-5,700	0	-5,700	0	0
	6,815	13,540	7,250	(2,511)	6,789		7,250		
	Overhead Expenditure								
	Movement to/(from) Gen Reserve								
501	<u>Sunderland Road Rec Ground</u>								
1201	0	646	0	0	0	0	0	0	0
1253	407	407	410	423	423	0	435	0	0
1255	267	0	270	0	270	0	280	0	0
1256	5	190	5	0	5	0	5	0	0
	679	1,243	685	423	698	0	720	0	0
	Total Income								
4012	800	733	800	173	800	0	800	0	0

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**Sandy Town Council 2018-19
Annual Budget - By Centre**

Note: Proposed 2019/20 Budget

	<u>2017/18</u>		<u>2018/19</u>			<u>2019/20</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4014 Electricity	200	160	200	129	200	0	200	0	0
4036 Property Maintenance/Security	1,000	1,192	1,250	1,432	1,750	0	1,750	0	0
4046 Bowling Green - SBC	2,952	3,411	3,058	3,107	3,107	0	3,165	0	0
4047 Equipment Maintenance - SBC	2,399	2,076	2,485	2,404	2,485	0	2,572	0	0
4048 Cricket Square - SCC	2,370	2,294	2,455	2,274	2,455	0	2,540	0	0
4049 Equipment Maintenance - SCC	2,564	2,077	2,656	303	2,656	0	2,748	0	0
4060 Other Professional Fees	15,225	15,098	15,225	10,064	15,098	0	15,225	0	0
Overhead Expenditure	27,510	27,041	28,129	19,886	28,551	0	29,000	0	0
Movement to/(from) Gen Reserve	(26,831)	(25,798)	(27,444)	(19,463)	(27,853)		(28,280)		
502 Nature Reserves									
1306 Countryside Stewardship Grant	3,200	2,865	2,000	240	2,000	0	2,000	0	0
1307 Angling Licence Rent	500	509	500	530	530	0	550	0	0
Total Income	3,700	3,374	2,500	770	2,530	0	2,550	0	0
4037 Grounds Maintenance	1,500	39	1,500	39	1,500	0	1,500	0	0
4060 Other Professional Fees	9,500	9,895	9,850	3,395	10,000	0	10,000	0	0
4703 Sandy Green Wheel	2,000	2,000	2,000	2,000	2,000	0	2,000	0	0
Overhead Expenditure	13,000	11,934	13,350	5,434	13,500	0	13,500	0	0
Movement to/(from) Gen Reserve	(9,300)	(8,559)	(10,850)	(4,664)	(10,970)		(10,950)		
505 Grass Cutting									
4102 Grass Cutting	10,000	7,580	10,000	0	7,580	0	10,000	0	0
Overhead Expenditure	10,000	7,580	10,000	0	7,580	0	10,000	0	0

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**Sandy Town Council 2018-19
Annual Budget - By Centre
Note: Proposed 2019/20 Budget**

	2017/18		2018/19			2019/20			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	(10,000)	(7,580)	(10,000)	0	(7,580)		(10,000)		
Movement to/(from) Gen Reserve									
506 Litter Bins, Seats & Shelters									
4042 Equipment/Vehicle Maintenance	500	417	650	191	650	0	650	0	0
Overhead Expenditure									
Movement to/(from) Gen Reserve	(500)	(417)	(650)	(191)	(650)	0	(650)	0	0
509 Christmas Lights									
1365 Christmas Lights	2,000	5,180	2,500	319	700	0	500	0	0
Total Income	2,000	5,180	2,500	319	700	0	500	0	0
4401 Christmas Illuminations	13,000	12,882	14,000	7,821	14,000	0	14,000	0	0
4402 Community Christmas Event	5,000	5,257	5,000	3,421	3,000	0	2,500	0	0
4921 Transfer to EMR	0	3,180	0	0	0	0	0	0	0
Overhead Expenditure	18,000	21,319	19,000	11,242	17,000	0	16,500	0	0
Movement to/(from) Gen Reserve	(16,000)	(16,139)	(16,500)	(10,923)	(16,300)		(16,000)		
601 Precept and Interest									
1101 Precept	538,809	538,809	562,607	562,607	562,607	0	570,483	0	0
1320 Interest Received - All account	3,500	1,543	800	1,140	1,500	0	1,000	0	0
Total Income	542,309	540,352	563,407	563,747	564,107	0	571,483	0	0
Movement to/(from) Gen Reserve	542,309	540,352	563,407	563,747	564,107		571,483		
602 Democratic and Civic Costs									

**Sandy Town Council 2018-19
Annual Budget - By Centre
Note: Proposed 2019/20 Budget**

	2017/18		2018/19			2019/20			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1309 Misc Contributions	0	0	0	387	387	0	0	0	0
Total Income	0	0	0	387	387	0	0	0	0
4007 Health & Safety	0	73	0	0	0	0	0	0	0
4020 Misc Establishment Costs	100	0	100	59	100	0	100	0	0
4033 Annual Report & Newsletter	3,000	2,857	3,000	1,904	3,000	0	3,000	0	0
4042 Equipment/Vehicle Maintenance	250	170	250	168	250	0	400	0	0
4200 Mayor's Allowance	1,950	2,044	2,200	1,160	2,200	0	2,200	0	0
4202 Members' Expenses (Conf etc)	500	270	500	99	500	0	500	0	0
4210 Election Costs	3,000	0	3,000	0	3,000	0	3,000	0	0
4701 Grants/Donations Paid	3,000	2,751	3,000	1,658	3,000	0	3,000	0	0
4702 Community Events Support	2,000	1,000	2,000	1,515	2,000	0	4,000	0	0
4921 Transfer to EMR	0	3,000	0	0	0	0	0	0	0
Overhead Expenditure	13,800	12,165	14,050	6,563	14,050	0	16,200	0	0
Movement to/(from) Gen Reserve	<u>(13,800)</u>	<u>(12,165)</u>	<u>(14,050)</u>	<u>(6,176)</u>	<u>(13,663)</u>		<u>(16,200)</u>		
700 Capital and Projects									
1103 Internal Loan from F'ild EMR	250,000	0	250,000	67,568	250,000	0	0	0	0
1153 Loan Interest Rec'd - INTERNAL	7,903	0	7,903	0	7,903	0	7,903	0	0
1154 Loan Capital Rec'd - INTERNAL	9,102	0	9,102	0	9,102	0	9,102	0	0
1210 Sale of Assets	0	2,000	0	2,250	2,250	0	0	0	0
1364 S106 Money Received	0	2,973	0	12,387	145,184	0	0	0	0
Total Income	267,005	4,973	267,005	82,205	414,439	0	17,005	0	0
4153 Loan Interest - INTERNAL	7,903	0	7,903	0	7,903	0	7,903	0	0

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**Sandy Town Council 2018-19
Annual Budget - By Centre
Note: Proposed 2019/20 Budget**

	2017/18		2018/19				2019/20		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4154 Loan Capital - INTERNAL	9,102	0	9,102	0	9,102	0	9,102	0	0
4802 CAP - Cemetery Extension	295,000	4,709	293,220	67,888	293,220	0	0	0	0
4810 CAP - Goal Posts	0	2,841	0	0	0	0	0	0	0
4815 CAP - Tree Works	0	8,650	0	0	0	0	0	0	0
4816 CAP - Benchmarking	0	150	0	0	0	0	0	0	0
4817 CAP - War Memorial	0	3,440	0	0	0	0	0	0	0
4818 CAP - Fallowfield	0	5,002	0	0	0	0	0	0	0
4819 CAP - Vehicle	0	29,500	0	0	0	0	0	0	0
4820 CAP - Bandstand	0	918	0	0	0	0	0	0	0
4821 CAP - Fencing Bedford Rd	0	0	0	2,481	2,481	0	0	0	0
4822 CAP - Play Equipment (Limes)	0	0	0	3,833	3,833	0	0	0	0
4823 CAP - Play Equipment (Beeston)	0	0	0	8,554	8,554	0	0	0	0
4824 CAP - Play Equipment (Bedford)	0	0	0	53,703	53,703	0	0	0	0
4825 CAP - Play Equipment (F/Field)	0	0	0	15,479	15,479	0	0	0	0
4826 CAP - Play Equipment (S'land)	0	0	0	0	63,615	0	0	0	0
4915 Transfer to Rolling Capital Fd	45,304	48,277	48,500	48,500	48,500	0	48,500	0	0
4920 Transfer to C R R	0	0	0	2,570	2,570	0	0	0	0
4923 Internal Loan repaid to F'ild	9,102	0	9,102	0	9,102	0	9,102	0	0
4965 Funded from Rolling Capital	0	-34,849	0	-887	-2,481	0	0	0	0
4970 Transfer from C R R	-45,000	-4,709	-43,220	0	-43,220	0	0	0	0
4972 Transfer from EMR Fallowfield	0	-5,002	0	0	0	0	0	0	0
Overhead Expenditure	321,411	58,927	324,607	202,122	472,361	0	74,607	0	0
Movement to/(from) Gen Reserve	(54,406)	(53,954)	(57,602)	(119,916)	(57,922)		(57,602)		

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**Sandy Town Council 2018-19
Annual Budget - By Centre**

Note: Proposed 2019/20 Budget

	<u>2017/18</u>		<u>2018/19</u>				<u>2019/20</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Budget Income	847,128	590,650	859,532	666,130	1,006,000	0	615,408	0	0
Expenditure	847,128	548,918	859,532	494,298	987,266	0	618,167	0	0
Movement to/(from) Gen Reserve	0	41,731	0	171,833	18,734		(2,759)		

**SANDY TOWN COUNCIL
CALENDAR OF MEETINGS**

2019/2020

2019		
13.05.19	Town Council Annual Meeting	
20.05.19	Development Scrutiny	Community Services & Environment (1)
27.05.19	Spring Bank Holiday	
03.06.19	Human Resources (1)	
10.06.19	Development Scrutiny	Policy Finance & Resources (1)
17.06.19		
24.06.19	Town Council (2)	
01.07.19	Development Scrutiny	Community Services & Environment (2)
08.07.19		
15.07.19		
22.07.19	Development Scrutiny	Policy Finance & Resources (2)
29.07.19		
05.08.19	Town Council (3)	
12.08.19	Development Scrutiny	Community Services & Environment (3)
19.08.19		
26.08.19	Bank Holiday	
02.09.19	Development Scrutiny	Policy Finance & Resources (3)
09.09.19	Human Resources (2)	
16.09.19	Town Council (4)	
23.09.19	Development Scrutiny	Community Services & Environment (4)
30.09.19		
07.10.19		
14.10.19	Development Scrutiny	Policy Finance & Resources (4)
21.10.19		
28.10.19	Town Council (5)	
04.11.19	Development Scrutiny	Community Services & Environment (5)
11.11.19		
18.11.19		
25.11.19	Development Scrutiny	Policy Finance & Resources (5)
02.12.19		
09.12.19	Town Council (6)	
16.12.19	Development Scrutiny	Community Services & Environment (6)
23.12.19	Human Resources (3)	
30.12.19		
2020		
06.01.20	Development Scrutiny	Policy Finance & Resources (6)
13.01.20		

20.01.20	Town Council (7)	
27.01.20	Development Scrutiny	Community Services & Environments (7)
03.02.20		
10.02.20		
17.02.20	Development Scrutiny	Policy Finance & Resources (7)
24.02.20		
02.03.20	Town Council (8)	
09.03.20	Development Scrutiny	Community Services & Environment (8)
16.03.20	Human Resources (4)	
23.03.20	Policy Finance & Resources (8)	
30.03.20	Development Scrutiny	
06.04.20	Town Council (9)	
13.04.20	Easter Monday	
20.04.20	Development Scrutiny	Community Services and Environment (9)
27.04.20	Annual Town Meeting	
04.05.20	May Day Holiday	
11.05.20	Development Scrutiny	Policy Finance & Resources (9)
18.05.20	Town Council Annual Meeting	
25.05.20	Spring Holiday	

SANDY TOWN COUNCIL**Health and Safety Procurement Policy****1. Town council**

- 1.1 The Health and Safety at Work Act places a general duty on the Town Council to ensure that plant, articles and substances used at work are safe and without risks to health.
- 1.2 The Management of Health and Safety at Work Regulations require the Town Council to ensure that risks are controlled by careful selection of equipment articles and substances.

2. Town Clerk

- 2.1 It is the responsibility of the Town Clerk authorising the purchase to ensure that goods and services are selected which are safe. Risk assessments must be in place and the equipment and substances purchased must comply with the assessment.
- 2.2 The policy outlines the main health and safety requirements which relate to the purchasing of equipment and substances.

3. Work Equipment

The Provision and Use of Work Equipment Regulations require the Town Council to select equipment that has been designed and constructed to comply with any EC Essential Safety Requirements relating to that equipment. All equipment purchased must be safe to use and maintain and must be suitable in terms of its initial integrity, the place where it will be used and the purpose for which it will be used. Before new equipment is put into use a risk assessment must be carried out to determine its suitability. When selecting work equipment, the Clerk must take account of ergonomic factors and should select the least hazardous type of equipment that can adequately perform the task. Preference should be given to equipment that reduces health and safety risks to users to as low as is reasonably practicable.

Safety features such as the following should be selected whenever possible:

- Low noise levels
- Low vibration levels
- Low voltage electrical equipment
- Lightweight (reducing manual handling risks)
- Adjustable dimensions such as height – improving ergonomic fit.

Written instructions provided by the supplier must be made available to those using the equipment.

4. Furniture and Furnishings

The Furniture and Furnishings (Fire) (Safety) Regulations require the Town Council to purchase furniture and furnishings which are flame retardant, comply with the relevant British Standards and are labelled accordingly.

5. Display Screen Equipment

The Health and Safety (Display Screen Equipment) Regulations require the Town Council to ensure that Display Screen Equipment (DSE) used by operators meets the requirements laid down in the Schedule to the Regulations.

6. Hazardous Substances

The Control of Substances Hazardous to Health Regulations prohibits the Town Council from carrying out work with hazardous substances unless a suitable assessment of the health risks from exposure to that substance has first been undertaken. Information in the form of material safety data sheets regarding the hazard(s) of the substances proposed to be used must be obtained from the supplier and considered as part of the COSHH assessment. As far as is reasonably practicable the least hazardous substance, or form of the substance, should be selected. The buyer should always consider the disposal of hazardous substances prior to making the purchase.

7. Personal Protective Equipment (PPE)

The Personal Protective Equipment at Work Regulations require the Town Council to select and provide suitable personal protective equipment (PPE) in accordance with the findings of the risk assessment for the activity in question. Such PPE must be provided to employees free of charge. PPE purchased must comply with the appropriate European Standards (BS EN) and should be CE-marked accordingly.

8. Supplier Responsibilities

The Sale of Goods Act require the supplier to supply goods which are fit for their purpose. They must also be of merchantable quality unless defects are specifically drawn to the buyer's attention before the contract is made, or, if the buyer examines the goods before the contract is made, as regards defects which that examination ought to reveal.

The Health and Safety at Work Act lays a duty on those who design, manufacture, import or supply any article for use at work to ensure, so far as is reasonably practical, that the article is designed, constructed and installed so as to be safe and without risks to health when used. In addition, the person supplied with the article must be provided with adequate information such that it may be used safely and without risks to health.

The Supply of Machinery (Safety) Regulations set out the essential health and safety requirements that must be met by manufacturers and suppliers before new (CE-marked) machinery is placed on the market.

Suppliers of electrical equipment must also ensure that their products comply with the requirements of The Low Voltage Electrical Equipment (Safety) Regulations, The Electronic Compatibility Regulations and The Electrical Equipment (Safety) Regulations.