

Sandy Town Council

To: Cllrs P Blaine, T Cole, 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 3 September 2018 at 7.30pm for the purpose of transacting the items of business below.

C J Robson
Chris Robson
Town Clerk
10 Cambridge Road
Sandy SG19 1JE
01767 681491
28 August 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 23 July 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 July 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 Grant Applications

- i) To receive and consider a grant application from Sandy Twinning Association. Appendix IV
- ii) To receive and consider a grant application from Sandy Good Neighbours. Appendix V

7 Action List

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

8 Councillor David Sharman

- i) To note that the Mayor, Chairman of Policy, Finance and Resources and the Town Clerk agreed that the family of the late Cllr D Sharman be granted free use of the Chamber following Cllr D Sharman's funeral.
- ii) To consider whether the Council wishes to donate to St John's Hospice, Moggerhanger in memory of Cllr D Sharman.

9 Friends of Sandy Christmas Lights

To receive and consider a report from the Friends of Sandy Christmas Lights and the proposed division of costs and responsibilities for the Christmas Lights Switch on Event. Appendix VII

10 Capital Expenditure Works

To receive and consider a report on the projects which would incur capital expenditure and will need to be considered as part of the upcoming 2019/20 budget considerations.

- i) Installation of electric charge points.
- ii) Resurfacing of entrance track to the Village Hall and Jenkins Pavilion car park. Appendix VIII
- iii) Conversion of Streetlighting to LED Lanterns

Sandy Town Council

11 Internal Controls Procedure

To receive and review a draft Internal Controls Procedure which clarifies actions the Town Council takes to ensure suitable internal controls are in place.

Appendix IX

12 Model Publication Scheme

To review and approve the Town Council's publication scheme.

Appendix X

13 Central Bedfordshire Council Leisure Centre Survey

To receive correspondence from CBC's Assistant Director for Leisure, Libraries and Countryside and consider the current consultation document.

Appendix XI

14 Chairman's Items

15 Date of Next Meeting: 15 October 2018

24/08/2018

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Detailed Balance Sheet - Excluding Stock Movement

Month 4 Date 31/07/2018

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<u>Current Assets</u>			
100	Debtors Control	432	
105	VAT Control	4,740	
122	Scout Firework Loan	3,385	
200	Current Bank A/c	26,496	
201	Clerks Imprest A/c	87	
205	Capital a/c Santander	216,794	
206	Barclays Active Saver	322,143	
208	Public Sector Deposit Fund	202,480	
210	Petty Cash	250	
Total Current Assets			776,808
<u>Current Liabilities</u>			
501	Creditors Control	26,546	
508	Ticket Control Account	114	
Total Current Liabilities		26,660	
Net Current Assets			750,148
Total Assets less Current Liabilities			750,148
<u>Represented by :-</u>			
300	Current Year Fund	77,536	
310	General Reserve	227,395	
315	Rolling Capital Fund	32,545	
320	Capital Receipts Reserve	54,934	
321	Earmarked Reserves	23,028	
322	EMR Fallowfield	312,530	
323	EMR Community Funds	7,000	
324	EMR Elections	12,000	
325	EMR Christmas Activities	3,180	
Total Equity			750,148

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Summary Income & Expenditure by Budget Heading 31/07/2018

Month No: 4

Cost Centre Report

		Actual Last Year	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	249,609	88,839	274,250	185,411		185,411	32.4%
	Movement to/(from) Gen Reserve	<u>(249,609)</u>	<u>(88,650)</u>					
402 Administration-Office	Income	2,335	767	1,750	983			43.8%
	Expenditure	72,977	25,775	81,000	55,225		55,225	31.8%
	Movement to/(from) Gen Reserve	<u>(70,642)</u>	<u>(25,008)</u>					
403 Administration-Works	Income	10,540	0	0	0			0.0%
	Expenditure	34,227	13,206	39,968	26,761		26,761	33.0%
	Movement to/(from) Gen Reserve	<u>(23,687)</u>	<u>(13,206)</u>					
405 Footway Lighting	Expenditure	22,827	7,666	13,300	5,634		5,634	57.6%
406 Cemetery & Churchyard	Income	19,323	9,202	20,000	10,798			46.0%
	Expenditure	6,917	3,436	9,810	6,374		6,374	35.0%
	Movement to/(from) Gen Reserve	<u>12,406</u>	<u>5,766</u>					
408 Town Centre (Including Market)	Income	2,325	190	135	(55)			140.7%
	Expenditure	31,870	7,181	32,918	25,737		25,737	21.8%
	Movement to/(from) Gen Reserve	<u>(29,545)</u>	<u>(6,991)</u>					
409 Public Toilets - Car Park	Expenditure	3,644	1,079	4,200	3,121		3,121	25.7%
500 Play Areas and Open Spaces	Income	1,003	1,089	1,550	461			70.3%
	Expenditure	(12,537)	2,330	(5,700)	(8,030)		(8,030)	(40.9%)
	Movement to/(from) Gen Reserve	<u>13,540</u>	<u>(1,241)</u>					
501 Sunderland Road Rec Ground	Income	1,243	0	685	685			0.0%
	Expenditure	27,041	10,968	28,129	17,161		17,161	39.0%
	Movement to/(from) Gen Reserve	<u>(25,798)</u>	<u>(10,968)</u>					
502 Nature Reserves	Income	3,374	0	2,500	2,500			0.0%
	Expenditure	11,934	2,039	13,350	11,311		11,311	15.3%
	Movement to/(from) Gen Reserve	<u>(8,559)</u>	<u>(2,039)</u>					
505 Grass Cutting	Expenditure	7,580	0	10,000	10,000		10,000	0.0%
506 Litter Bins, Seats & Shelters	Expenditure	417	191	650	459		459	29.3%
509 Christmas Lights	Income	5,180	0	2,500	2,500			0.0%
	Expenditure	21,319	1,056	19,000	17,944		17,944	5.6%
	Movement to/(from) Gen Reserve	<u>(16,139)</u>	<u>(1,056)</u>					
601 Precept and Interest	Income	540,352	281,552	563,407	281,855			50.0%
602 Democratic and Civic Costs	Expenditure	12,165	3,187	14,050	10,863		10,863	22.7%
700 Capital and Projects	Income	4,973	2,250	267,005	264,755			0.8%
	Expenditure	58,927	50,750	324,607	273,857		273,857	15.6%
	Movement to/(from) Gen Reserve	<u>(53,954)</u>	<u>(48,500)</u>					

Summary Income & Expenditure by Budget Heading 31/07/2018

Month No: 4

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	590,650	295,240	859,532	564,292			34.3%
Expenditure	548,918	217,704	859,532	641,827	0	641,827	25.3%
Net Income over Expenditure	<u>41,731</u>	<u>77,536</u>	<u>1</u>	<u>(77,535)</u>			
Movement to/(from) Gen Reserve	<u>41,731</u>	<u>77,536</u>					

Detailed Income & Expenditure by Budget Heading 31/07/2018

Month No: 4

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
401 Staff								
1245 Grants Received	0	190	0	(190)			0.0%	
Staff :- Income	0	190	0	(190)				0
4001 Gross Salaries - Admin	104,195	35,880	114,000	78,120	78,120	31.5%		
4002 Gross Salaries - Works	92,366	33,057	97,250	64,193	64,193	34.0%		
4003 Employers NIC	14,216	5,362	16,900	11,538	11,538	31.7%		
4004 Employers Superannuation	37,170	14,254	44,350	30,096	30,096	32.1%		
4006 H&S Costs/Consultancy	0	0	500	500	500	0.0%		
4010 Miscellaneous Staff Costs	1,433	286	1,000	714	714	28.6%		
4030 Recruitment Advertising	229	0	250	250	250	0.0%		
Staff :- Indirect Expenditure	249,609	88,839	274,250	185,411	0	185,411	32.4%	0
Movement to/(from) Gen Reserve	(249,609)	(88,650)						
402 Administration-Office								
1003 Tourism Income	161	423	200	(223)			211.4%	
1201 Rent Received Etc	1,077	302	1,500	1,198			20.1%	
1202 Photocopying Income	102	18	50	33			35.0%	
1205 Miscellaneous Income	13	25	0	(25)			0.0%	
1206 Wayleaves	24	0	0	0			0.0%	
1245 Grants Received	958	0	0	0			0.0%	
Administration-Office :- Income	2,335	767	1,750	983			43.8%	0
4008 Training	565	349	2,000	1,651	1,651	17.5%		
4009 Travel & Subsistence	13	7	50	43	43	13.5%		
4011 General Rates	6,291	3,240	6,500	3,260	3,260	49.8%		
4012 Water Rates	1,303	424	600	176	176	70.7%		
4014 Electricity	2,210	1,256	2,500	1,244	1,244	50.2%		
4015 Gas	993	107	1,500	1,393	1,393	7.2%		
4016 Cleaning Materials etc	990	401	1,250	849	849	32.1%		
4018 General Data Protection Regs	0	500	2,000	1,500	1,500	25.0%		
4020 Misc Establishment Costs	1,316	60	2,000	1,940	1,940	3.0%		
4021 Telephone & Fax	2,369	1,353	2,500	1,147	1,147	54.1%		
4022 Postage	1,105	85	1,200	1,115	1,115	7.0%		
4023 Printing & Stationery	2,455	280	3,000	2,720	2,720	9.3%		
4024 Subscriptions	2,760	2,256	2,700	444	444	83.6%		
4025 Insurance (excl vehicles)	20,677	7,023	21,500	14,477	14,477	32.7%		
4026 Photocopy Costs	3,552	1,228	3,500	2,272	2,272	35.1%		
4027 IT Costs incl Support	5,674	1,736	6,000	4,264	4,264	28.9%		
4028 Service Agreements (Other)	5,851	2,347	6,500	4,153	4,153	36.1%		
4035 Publications	45	14	100	86	86	14.3%		

Detailed Income & Expenditure by Budget Heading 31/07/2018

Month No: 4

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4036 Property Maintenance/Security	3,826	2,191	3,000	809		809	73.0%	
4040 Equipment Purchases (Minor)	1,799	507	2,000	1,493		1,493	25.3%	
4050 Tourism Expenditure	0	32	250	219		219	12.6%	
4051 Bank Charges	16	10	100	90		90	10.0%	
4056 Legal Expenses	403	374	1,500	1,126		1,126	24.9%	
4057 Audit Fees - External	1,300	(1,300)	1,300	2,600		2,600	(100.0%)	
4058 Audit Fees - Internal	800	0	750	750		750	0.0%	
4059 Accountancy Fees	6,531	1,234	6,500	5,266		5,266	19.0%	
4070 Refreshments	132	61	200	139		139	30.6%	
Administration-Office :- Indirect Expenditure	72,977	25,775	81,000	55,225	0	55,225	31.8%	0
Movement to/(from) Gen Reserve	(70,642)	(25,008)						
403 Administration-Works								
1258 Insurance Claims Repayment	10,540	0	0	0			0.0%	
Administration-Works :- Income	10,540	0	0	0				0
4005 Protective Clothing	1,207	552	1,150	598		598	48.0%	
4008 Training	578	0	1,000	1,000		1,000	0.0%	
4011 General Rates	1,724	888	1,800	912		912	49.3%	
4012 Water Rates	117	102	200	98		98	51.1%	
4014 Electricity	(1,071)	0	1,000	1,000		1,000	0.0%	
4017 Refuse Disposal	6,743	1,199	5,500	4,301		4,301	21.8%	
4036 Property Maintenance/Security	2,289	578	2,000	1,422		1,422	28.9%	
4038 Consumables/Small Tools	2,439	518	2,500	1,982		1,982	20.7%	
4039 Planting/Trees/Horticulture	4,461	3,678	6,250	2,572		2,572	58.8%	
4040 Equipment Purchases (Minor)	8,008	48	2,000	1,952		1,952	2.4%	
4042 Equipment/Vehicle Maintenance	2,471	1,463	5,000	3,537		3,537	29.3%	
4043 Equipment/Vehicle Fuel	2,957	1,635	3,000	1,365		1,365	54.5%	
4044 Vehicle Tax & Insurance	2,306	2,284	2,500	216		216	91.4%	
4045 Arboriculture	0	260	6,068	5,808		5,808	4.3%	
Administration-Works :- Indirect Expenditure	34,227	13,206	39,968	26,761	0	26,761	33.0%	0
Movement to/(from) Gen Reserve	(23,687)	(13,206)						
405 Footway Lighting								
4014 Electricity	5,549	886	5,500	4,614		4,614	16.1%	
4042 Equipment/Vehicle Maintenance	17,278	6,780	7,800	1,020		1,020	86.9%	
Footway Lighting :- Indirect Expenditure	22,827	7,666	13,300	5,634	0	5,634	57.6%	0
Movement to/(from) Gen Reserve	(22,827)	(7,666)						

Detailed Income & Expenditure by Budget Heading 31/07/2018

Month No: 4

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
406 Cemetery & Churchyard								
1226 Burials/Memorials Income	19,323	9,202	20,000	10,798			46.0%	
Cemetery & Churchyard :- Income	19,323	9,202	20,000	10,798			46.0%	0
4011 General Rates	2,384	1,320	2,460	1,140	1,140	53.7%		
4012 Water Rates	153	(93)	100	193	193	(92.6%)		
4036 Property Maintenance/Security	498	528	1,000	472	472	52.8%		
4037 Grounds Maintenance	128	0	900	900	900	0.0%		
4039 Planting/Trees/Horticulture	13	0	350	350	350	0.0%		
4101 Grave Digging Costs	3,740	1,680	5,000	3,320	3,320	33.6%		
Cemetery & Churchyard :- Indirect Expenditure	6,917	3,436	9,810	6,374	0	6,374	35.0%	0
Movement to/(from) Gen Reserve	12,406	5,766						
408 Town Centre (Including Market)								
1238 Other Income Car Park	2,325	190	135	(55)			140.7%	
Town Centre (Including Market) :- Income	2,325	190	135	(55)			140.7%	0
4007 Health & Safety	0	0	150	150	150	0.0%		
4011 General Rates	14,229	7,181	14,660	7,479	7,479	49.0%		
4036 Property Maintenance/Security	1,320	0	1,500	1,500	1,500	0.0%		
4053 Loan Interest	293	0	273	273	273	0.0%		
4054 Loan Capital Repaid	316	0	335	335	335	0.0%		
4100 CCTV Fees	15,713	0	16,000	16,000	16,000	0.0%		
Town Centre (Including Market) :- Indirect Expenditure	31,870	7,181	32,918	25,737	0	25,737	21.8%	0
Movement to/(from) Gen Reserve	(29,545)	(6,991)						
409 Public Toilets - Car Park								
4011 General Rates	1,935	900	2,000	1,100	1,100	45.0%		
4012 Water Rates	535	41	1,000	959	959	4.1%		
4014 Electricity	141	87	200	113	113	43.7%		
4036 Property Maintenance/Security	1,032	51	1,000	950	950	5.1%		
Public Toilets - Car Park :- Indirect Expenditure	3,644	1,079	4,200	3,121	0	3,121	25.7%	0
Movement to/(from) Gen Reserve	(3,644)	(1,079)						
500 Play Areas and Open Spaces								
1201 Rent Received Etc	500	0	500	500			0.0%	
1241 Sandy FC Rent	0	479	500	21			95.8%	
1251 Pitch Rental	503	610	550	(60)			111.0%	
Play Areas and Open Spaces :- Income	1,003	1,089	1,550	461			70.3%	0

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Detailed Income & Expenditure by Budget Heading 31/07/2018

Month No: 4

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4007 Health & Safety	399	399	400	1		1	99.8%	
4012 Water Rates	662	226	700	474		474	32.3%	
4014 Electricity	151	49	200	151		151	24.5%	
4036 Property Maintenance/Security	19	1,411	500	(911)		(911)	282.2%	
4037 Grounds Maintenance	1,233	245	2,500	2,255		2,255	9.8%	
4042 Equipment/Vehicle Maintenance	0	0	5,000	5,000		5,000	0.0%	
4972 Transfer from EMR Fallowfield	(15,000)	0	(15,000)	(15,000)		(15,000)	0.0%	
Play Areas and Open Spaces :- Indirect Expenditure	(12,537)	2,330	(5,700)	(8,030)	0	(8,030)	(40.9%)	0
Movement to/(from) Gen Reserve	13,540	(1,241)						
501 Sunderland Road Rec Ground								
1201 Rent Received Etc	646	0	0	0			0.0%	
1253 Bowls Club Rental	407	0	410	410			0.0%	
1255 Cricket Club Rental	0	0	270	270			0.0%	
1256 Scouts ,ACF and SSLA	190	0	5	5			0.0%	
Sunderland Road Rec Ground :- Income	1,243	0	685	685			0.0%	0
4012 Water Rates	733	131	800	669		669	16.4%	
4014 Electricity	160	496	200	(296)		(296)	247.9%	
4036 Property Maintenance/Security	1,192	1,432	1,250	(182)		(182)	114.6%	
4046 Bowling Green - SBC	3,411	1,145	3,058	1,913		1,913	37.4%	
4047 Equipment Maintenance - SBC	2,076	2,384	2,485	101		101	95.9%	
4048 Cricket Square - SCC	2,294	45	2,455	2,410		2,410	1.8%	
4049 Equipment Maintenance - SCC	2,077	303	2,656	2,353		2,353	11.4%	
4060 Other Professional Fees	15,098	5,032	15,225	10,193		10,193	33.1%	
Sunderland Road Rec Ground :- Indirect Expenditure	27,041	10,968	28,129	17,161	0	17,161	39.0%	0
Movement to/(from) Gen Reserve	(25,798)	(10,968)						
502 Nature Reserves								
1306 Countryside Stewardship Grant	2,865	0	2,000	2,000			0.0%	
1307 Angling Licence Rent	509	0	500	500			0.0%	
Nature Reserves :- Income	3,374	0	2,500	2,500			0.0%	0
4037 Grounds Maintenance	39	39	1,500	1,461		1,461	2.6%	
4060 Other Professional Fees	9,895	0	9,850	9,850		9,850	0.0%	
4703 Sandy Green Wheel	2,000	2,000	2,000	0		0	100.0%	
Nature Reserves :- Indirect Expenditure	11,934	2,039	13,350	11,311	0	11,311	15.3%	0
Movement to/(from) Gen Reserve	(8,559)	(2,039)						

Detailed Income & Expenditure by Budget Heading 31/07/2018

Month No: 4

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
505 Grass Cutting								
4102 Grass Cutting	7,580	0	10,000	10,000		10,000	0.0%	
Grass Cutting :- Indirect Expenditure	<u>7,580</u>	<u>0</u>	<u>10,000</u>	<u>10,000</u>	<u>0</u>	<u>10,000</u>	<u>0.0%</u>	<u>0</u>
Movement to/(from) Gen Reserve	(7,580)	0						
506 Litter Bins, Seats & Shelters								
4042 Equipment/Vehicle Maintenance	417	191	650	459		459	29.3%	
Litter Bins, Seats & Shelters :- Indirect Expenditure	<u>417</u>	<u>191</u>	<u>650</u>	<u>459</u>	<u>0</u>	<u>459</u>	<u>29.3%</u>	<u>0</u>
Movement to/(from) Gen Reserve	(417)	(191)						
509 Christmas Lights								
1365 Christmas Lights	5,180	0	2,500	2,500			0.0%	
Christmas Lights :- Income	<u>5,180</u>	<u>0</u>	<u>2,500</u>	<u>2,500</u>			<u>0.0%</u>	<u>0</u>
4401 Christmas Illuminations	12,882	0	14,000	14,000		14,000	0.0%	
4402 Community Christmas Event	5,257	1,056	5,000	3,944		3,944	21.1%	
4921 Transfer to EMR	3,180	0	0	0		0	0.0%	
Christmas Lights :- Indirect Expenditure	<u>21,319</u>	<u>1,056</u>	<u>19,000</u>	<u>17,944</u>	<u>0</u>	<u>17,944</u>	<u>5.6%</u>	<u>0</u>
Movement to/(from) Gen Reserve	(16,139)	(1,056)						
601 Precept and Interest								
1101 Precept	538,809	281,304	562,607	281,303			50.0%	
1320 Interest Received - All account	1,543	248	800	552			31.0%	
Precept and Interest :- Income	<u>540,352</u>	<u>281,552</u>	<u>563,407</u>	<u>281,855</u>			<u>50.0%</u>	<u>0</u>
Movement to/(from) Gen Reserve	540,352	281,552						
602 Democratic and Civic Costs								
4007 Health & Safety	73	0	0	0		0	0.0%	
4020 Misc Establishment Costs	0	59	100	41		41	59.2%	
4033 Annual Report & Newsletter	2,857	1,190	3,000	1,810		1,810	39.7%	
4042 Equipment/Vehicle Maintenance	170	0	250	250		250	0.0%	
4200 Mayor's Allowance	2,044	415	2,200	1,785		1,785	18.9%	
4202 Members' Expenses (Conf etc)	270	40	500	460		460	8.0%	
4210 Election Costs	0	0	3,000	3,000		3,000	0.0%	
4701 Grants/Donations Paid	2,751	650	3,000	2,350		2,350	21.7%	
4702 Community Events Support	1,000	833	2,000	1,167		1,167	41.6%	
4921 Transfer to EMR	3,000	0	0	0		0	0.0%	
Democratic and Civic Costs :- Indirect Expenditure	<u>12,165</u>	<u>3,187</u>	<u>14,050</u>	<u>10,863</u>	<u>0</u>	<u>10,863</u>	<u>22.7%</u>	<u>0</u>
Movement to/(from) Gen Reserve	(12,165)	(3,187)						

Detailed Income & Expenditure by Budget Heading 31/07/2018

Month No: 4

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
700 Capital and Projects								
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%	
1210 Sale of Assets	2,000	2,250	0	(2,250)			0.0%	
1364 S106 Money Received	2,973	0	0	0			0.0%	
Capital and Projects :- Income	4,973	2,250	267,005	264,755			0.8%	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	4,709	61,343	293,220	231,877	231,877		20.9%	
4810 CAP - Goal Posts	2,841	0	0	0	0		0.0%	
4815 CAP - Tree Works	8,650	0	0	0	0		0.0%	
4816 CAP - Benchmarking	150	0	0	0	0		0.0%	
4817 CAP - War Memorial	3,440	0	0	0	0		0.0%	
4818 CAP - Fallowfield	5,002	0	0	0	0		0.0%	
4819 CAP - Vehicle	29,500	0	0	0	0		0.0%	
4820 CAP - Bandstand	918	0	0	0	0		0.0%	
4821 CAP - Fencing Bedford Rd	0	2,481	0	(2,481)	(2,481)		0.0%	
4915 Transfer to Rolling Capital Fd	48,277	48,500	48,500	0	0		100.0%	
4920 Transfer to C R R	0	2,250	0	(2,250)	(2,250)		0.0%	
4923 Internal Loan repaid to F'ild	0	0	9,102	9,102	9,102		0.0%	
4965 Funded from Rolling Capital	(34,849)	(63,504)	0	63,504	63,504		0.0%	
4970 Transfer from C R R	(4,709)	0	(43,220)	(43,220)	(43,220)		0.0%	
4971 Transfer from EMR	0	(320)	0	320	320		0.0%	
4972 Transfer from EMR Fallowfield	(5,002)	0	0	0	0		0.0%	
Capital and Projects :- Indirect Expenditure	58,927	50,750	324,607	273,857	0	273,857	15.6%	0
Movement to/(from) Gen Reserve	(53,954)	(48,500)						
Grand Totals:- Income	590,650	295,240	859,532	564,292			34.3%	
Expenditure	548,918	217,704	859,532	641,827	0	641,827	25.3%	
Net Income over Expenditure	41,731	77,536	1	(77,535)				
Movement to/(from) Gen Reserve	41,731	77,536						

Sandy Town Council
Report to 31st July 2018

General Notes

Attached are the summary income & expenditure report for month 1st to 31st July 2018. This report shows a current year surplus of income over expenditure of £77,885 which includes only the first half of the precept (£281,304) which was received on 1st April 2018.

The balance sheet shows that total funds available to the Council are £750,497

This is made up of the following -

Current Year Surplus	£77,885
General Reserve Brought Forward	£227,395
Rolling Capital Fund	£32,545
Capital Receipts Reserve	£54,934
Fallowfield Reserve	£312,530
Earmarked Community Funds	£7,000
Earmarked Elections	£12,000
Earmarked Christmas Activities	£3,180
Other Earmarked Reserves	£23,028
Total	<u>£750,497</u>

The percentage of budget if analysed evenly over the year to date is 33.33% but Members are reminded that income & expenditure rarely follows this pattern over the year.

Analysis by Cost Centre

401 Staff

Expenditure is 32.4% of the annual budget.

No concerns

402 Administration

Expenditure is 31.8% of the annual budget.

4011 - 50% of total cost of rates are paid at the beginning of the financial year.

4012 - Estimated charges reduced resulting in £937.11 credit from August 2018

4014 - Includes charges from last financial year (Jan/Feb/March). First quarter of 18/19 financial year readings to be provided and investigated further.

4021 - Telephone and Fax is overbudget due to an overcharge on unused lines. Refund of £621 to be received from Chess Ltd. This will bring overall expenditure to 29.3% of the annual budget.

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

4026 - High due to rental charge period for copier (Covers up until 25 October 2018)

4028 - High due to annual charge for toilet sanitation and website hosting and Omega Accounting (up to March 2019)

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.

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

Sandy Town Council
Report to 31st July 2018

Analysis by Cost Centre [Continued]

403 Works

Expenditure is 33.0% of the annual budget.

4011 - 50% of total cost of rates are paid at the beginning of the financial year.

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.

4043 - High due to purchase of Red Diesel for tractor and ride on mower during high grass cutting season.

4044 - High as road tax and insurance are paid at the beginning of the financial year.

405 Footway Lighting

Expenditure is 57.6% of the annual budget.

4942 - 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 35.0% of the annual budget.

4011 - 50% of total cost of rates are paid at the beginning of the financial year.

4012 - Credit shown is accrual for upcoming charge.

4036 - High expenditure due to service works and repairs work to St Swithun's Clock.

408 Town Centre (Incl. Market)

Expenditure is 21.8% of the annual budget

4011 - 50% of total cost of rates are paid at the beginning of the financial year.

No concerns.

409 Public Toilets - Car Park

Expenditure is 25.7% of the annual budget.

4011 - 50% of total cost of rates are paid at the beginning of the financial year.

4014 - Electricity charges based on estimates. Reading to be provided to SSE prior to a change in providers in September 2018.

500 Play Areas and Open Spaces

Expenditure is -40.9% of the annual budget.

4007 - High due to annual ROSPA inspection costs.

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

Sandy Town Council
Report to 31st July 2018

Analysis by Cost Centre [Continued]

501 Sunderland Road Rec.

Expenditure is 39.0% of the annual budget.

4014 - Misallocation of £442 streetlight electricity bill. Corrected and allocated to 405 4014 for month 5

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

4047 - Service of all bowls club equipment is complete for the year.

502 Nature Reserves

Expenditure is 15.3% 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 5.6% of the annual budget.

No concerns.

601 Precept and Interest

The first half of the precept has been received. Second half due in September 2018.

602 Democratic & Civic Costs

Expenditure is 22.7% of the annual budget.

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

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

4702 - Expenditure on WW1 Remembrance Silhouttes and Sandy Show grant.

Date: 24/08/2018

Sandy Town Council 2018-19

Page 1

Time: 12:40

Current Bank A/c

List of Payments made between 01/07/2018 and 31/07/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2018	Aviva	Std Ord	1,848.12		Annual Insurance Premium
09/07/2018	FAST FUEL	DD01	88.47		2774/Vehicle fuel
12/07/2018	AOC Holdings Ltd	31358	45,210.00		2761/Archaeological Work
12/07/2018	Sandy Town Bowls Club	31359	52.16		2792/Fuels for machine
12/07/2018	Ben Burgess & Co Ltd	31360	845.68		2764/Vehicle fuel + misc items
12/07/2018	Central Bedfordshire Council	31361	1,509.60		2811/Leisure man contract inc
12/07/2018	Colin Ross Workwear & Safety	31362	146.14		2769/Staff uniform
12/07/2018	D W Sutton	31363	100.00		2812/Installation of Steels
12/07/2018	DCK Accounting Solutions Ltd	31364	1,568.40		2770/Year-end
12/07/2018	DHE Productions Ltd	31365	808.50		2772/Christmas lights On
12/07/2018	Door Wise	31366	1,014.00		2773/replace shutter motor
12/07/2018	Froods Autoservices	31367	268.96		2777/Locking petrol cap
12/07/2018	Haines Watts Ltd	31368	480.00		2779/Internal audit visit
12/07/2018	Hands Free Computing Ltd	31369	450.00		2780/1 Dya Dragon Training
12/07/2018	Hertfordshire County Council	31370	159.44		2781/Stationery items
12/07/2018	Hire or Buy Group Ltd	31371	76.99		2783/Yellow & red trimmer line
12/07/2018	Hortech Systems Ltd	31372	211.54		2784/Repair to fittings + pump
12/07/2018	Martin Howlett Trading Company	31373	12.40		2785/Paper towel
12/07/2018	Arthur Ibbett Ltd	31374	29.99		2762/Barrel pump-lever
12/07/2018	Town Mayor's Charity Fund	31375	40.00		2824/Town Mayor's Charity Meal
12/07/2018	Marshall's Events Ltd	31376	300.00		2786/Santa's grotto
12/07/2018	Mr T Munns	31377	320.00		2825/Monthly storage rental
12/07/2018	FD Odell & Sons Ltd	31378	923.40		2787/Mixed waste
12/07/2018	Playsafety Limited	31379	478.80		2790/Annual inspection
12/07/2018	Rosetta Publishing	31380	285.60		2789/July Issue
12/07/2018	Seddington Nursery	31381	1,533.00		2835/Summer plantings
12/07/2018	Agrovista UK Ltd	31382	95.04		2759/E2 Pro liquidx20 Ltr
12/07/2018	SLCC Enterprises Ltd	31383	250.00		2823/CilCA registration
12/07/2018	Smith of Derby Ltd	31384	180.00		2797/Church clock-Fault
12/07/2018	Team Flitwick	31385	258.30		2803/Vehicle fuel
12/07/2018	T&J Seymour Electrical Install	31386	2,246.40		2795/Check faulty light
12/07/2018	Travis Perkins Trading Co Ltd	31387	327.75		2805/topsoil bulk bag
12/07/2018	Turfcare Leisure Services Ltd	31388	1,256.81		2807/Repair and replace valve
12/07/2018	Mrs J Whiteaker	31389	372.00		2808/Steel posts for Pinnacle
12/07/2018	WPS Insurance Brokers	31390	25.00		2810/Insurance renewal
12/07/2018	Mrs J Whitaker	031389	-372.00		Cancel Chq - Replaced 111302
12/07/2018	Whitaker Machine Mtce	111302	372.00		Replace Chq 031389
17/07/2018	SELECTRIC 6770596318	DD02	555.10		2817/Elec - June 2018
17/07/2018	BEDFORD BOROUGH	DD03	22,701.97		2852/ Salaries July 18
20/07/2018	SELECTRIC 1166053411	DD04	17.35		2818/Elec Monthly - June 18
23/07/2018	BNP PARIBAS	DD08	358.80		2765/Photocopier rental
23/07/2018	RS FENCING	111303	2,977.44		2853/ Fencing Bedford Rd Rec
24/07/2018	GAZPROM ENERGY	DD01	15.30		Gas 31 May-30 Jun 18
25/07/2018	CHESS	DD02	216.54		2722/IT SUpport Contract
30/07/2018	FAST FUEL	DD05	158.46		2830/Vehicle fuels
30/07/2018	CHESS	DD06	67.68		2829/Telephone charge April
30/07/2018	CHESS	DD07	411.79		2851/Telephone Costs June

Total Payments	91,252.92
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APPLICATION FOR GRANT AID FROM
SANDY TOWN COUNCIL

<u>Name of the Organisation/Group</u>	
SANDY TWINNING ASSOCIATION	
Are you affiliated to a national organisation? If so, which one?	No. International Government Bureau axed by the Coalition government. The ever-decreasing numbers of Twinning Associations all run independently. No national network.
Local venue/meeting place	Sandy Conservative club
Are you a registered charity? If so, give your charity number?	No
What are the aims and activities of the organisation?	<p>To promote and foster friendship and understanding between the people of Sandy and district and those of MALAUNAY in France and SKARSZEWY IN Poland.</p> <p>To encourage visits by individuals and groups to and from linked towns , particularly by children and young people, and the development of personal contacts, and by so doing to broaden the mutual understanding of the cultural, recreational, educational and commercial activities of the linked towns.</p> <p>To organise fund-raising activities to foster the aims of the Association.</p>
How many members do you have?	Volunteers/Leaders A management committee of 8
Members:	<p>Junior 30*</p> <p>* Stratton US students are members when taking part in summer schools and many other young people have taken part in activities over the years</p>
	<p>Senior 70+</p> <p>Plus many others who come and go. There are more than 400 on the database.</p>
What is your annual subscription?	Nil. We aim to raise funds for specific purposes as and when required. There is a social programme of events. Members fund their own visits abroad as well as the hospitality for visiting guests and dignitaries.

Project Information

<p>What would the grant be used for?</p>	<p>The grant will again have a single focus this year.** The grant will be used, as in the past ten years, for expenses incurred in respect of the official visit to Sandy by a small, civic delegation from Skarszewy over the long weekend November 09-12th. An invitation from the Mayor of Sandy to his Polish counterpart was accepted back in 2008 to take part, with French representatives from Malaunay, in the Remembrance Day activities. A delegation of 3-6 persons is expected and we organise a Polish wreath to be laid at the war memorial. Delegates tend to be town hall officials or representatives from the Cultural bureau. The mayor's PA is expected this year.</p> <p>Other expenses are expected in connection with the church service (reprographics etc.), a second wreath-laying ceremony at the international Polish war graves in St Neots cemetery, and with the programme of events anticipated for that weekend. This year additional events are planned to mark the ending of WW1.</p>
<p>In what manner will the residents of Sandy benefit?</p>	<p>Remembrance day is an important event in the Sandy calendar and the presence of Polish representatives in the formal proceedings is a poignant reminder of the vital role played by Polish allies in the last war, particularly in this area of the country. Polish residents are visibly supportive of the events in both Sandy and St Neots.</p>
<p>Approximately how many Sandy residents will benefit from this grant?</p>	<p>The visit always generates a considerable amount of goodwill and interest. For the past three years the Sandy service has been followed by a second Remembrance Day event at the town cemetery in St Neots This is organised by the mayor of St. Neots and takes place at the Polish National War graves area. This is an official war graves site and contains around 50 tombstones. Reports and pictures of the Remembrance day ceremonies in both Sandy and St Neots have featured on the front page of the national Polish newspaper for Polish residents living in England. It has an amazingly large circulation.</p> <p>We expect over 50 residents will take part in the visit in some way or another, either as hosts/guides etc.</p>

<p>Estimated total cost of project</p>	<p>Difficult to estimate as we tend not to know who is coming until the last minute. The members of the Twinning Association have tended to provide accommodation for guests and organise travelling arrangements. Based on the experience of the last few years the cost to the Association is in the region of £600, not counting the goodwill aspect and not including any hotel accommodation. **</p>
<p>Please state clearly how much you are applying for from Sandy Town Council.</p>	<p>£250 See explanation and discussion paper below. **</p>
<p>What amount is being met from your own funds?</p>	<p>Costs of travel/ cultural visits and accommodation for guests.</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.

None. The nature of the activity restricts sources of grant application, particularly since the demise of the International Bureau and the fact that District Councils/ Unitary Authorities are no longer receptive to such applications. Brexit is likely to reduce opportunities still further.

** The Sandy- Skarszewy link has gone through a number of phases during the past 23 years largely reflecting the changes of political regime. We have worked with 5 different mayors all with very different agendas.

The current mayor is clearly supportive of international links but does see them as a means to an end. He is much more entrepreneurial than his predecessors and is prepared to spend largesse in promoting his town as a commercial and tourist centre. He would also like more links at council level. It would appear that the civic invitation to attend their annual Sobotki is now an annual one.

Sandy Council members who have attended over the past three years have been accommodated in relative luxury and hosted regally over a three-day visit. Our invitation in November has not been on quite the same scale but do we want to try and reciprocate and/or extend the invitations currently on offer? The only other annual feature of the Sandy-Skarszewy link is the hugely successful English summer school, now into its 22nd year. Other activities such as the Kings Arms AC exchange happen biannually. If the Sandy Council does wish to increase its level of involvement with the town council in Skarszewy, this will need to be handled very sensitively to avoid significant financial commitments. Until two years ago visitors in November were accommodated in families but when the mayor himself came two years ago, he preferred to stay at the Holiday Inn with his party and they paid for their own accommodation. This is election year in Poland. At present we assume the current mayor will be re-elected for a further four-year term but all elections there are fierce politic battles with a lot of nastiness and tension. A far cry from what happens here! As the link is likely to continue it would be helpful to have a consensus from the Council on the following:

- Would Council members favour closer ties with their counterparts in Skarszewy?
- How can this be achieved with minimal cost?
- How might we increase the scope of the link from a Council perspective given that commerce and tourism are their main priorities?

In considering our options we need to remember that local government in Poland is organised very differently from what it is here and reflects what is the normal set-up on the continent. The Skarszewy council has infinitely greater responsibilities than we do and has a huge budget as compared to what we are managing. They manage primary education, local business and planning and have their own police and fire services. The Skarszewy Town Council employs around 140 people as opposed to our 9!! The concept of volunteering for public office is unknown in Poland!

Financial Details	
Please specify how any income, particularly surplus, is spent.	The grant would be only a small contribution towards the overall costs and reflect primarily civic involvement in the visit.
Please attach accounts (audited/independently examined) for the last two years and your budget forecast for the forthcoming/current year.	Accounts attached

Application form submitted by:

**Max Hill
 21 The Green
 Beeston
 Sandy
 Beds
 SG191PE
 01767 681469**


amaxhill@outlook.com

Payment Details	
Account Title	Sandy Twinning Association
Account Number **	00986278
Bank/Building Society Name and Address **	Lloyds Bank PLC High Street, Biggleswade, SG18 0JD
Contact Details	
Please give details of the person with whom this application can be discussed and to whom any cheque should be sent:	Mr Stephen Higgins
Position in organisation	Treasurer
Address	14 Filland Court Sandy SG19 1HW
Telephone Number	01767 223104
E-mail address	stephenhiggins@ntlworld.com

Declaration

Please sign this form to confirm that:

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

Signed: 
Name: Mr A MAX HILL
Position: Chairman Sandy Twinning Association
Date: July 30 th 2018

Please enclose with your application copies of:

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

APPLICATION FOR GRANT AID FROM
SANDY TOWN COUNCIL

<u>Name of the Organisation/Group</u>	
Sandy Good Neighbours	
Are you affiliated to a national organisation? If so, which one?	No.
Local venue/meeting place	Stonecroft Community Hall and members homes.
Are you a registered charity? If so, give your charity number?	No, but we work under the umbrella of Bedford Rural Communities Charity.
What are the aims and activities of the organisation?	Please see the attached copy of an article published in the Biggleswade Chronicle on 24/06/18.
How many members do you have?	Volunteers/Leaders 37/6
Members:	Junior 0
	Senior 37
What is your annual subscription?	Junior £ Zero
	Senior £ Zero

Project Information

What would the grant be used for?	The grant would be used to purchase a laptop computer. Please see the attached sheet "The Need for a Laptop"
In what manner will the residents of Sandy benefit?	Sandy Good Neighbours is run entirely by volunteers. By using a laptop for administration SGN will become more efficient and be able to provide a more responsive and efficient service to the residents of Sandy.
Approximately how many Sandy residents will benefit from this grant?	In 2017 we were contacted for assistance by 162 Sandy residents and we completed 1071 tasks. We anticipate that these numbers will increase in 2018.
Estimated total cost of project	£390
Please state clearly how much you are applying for from Sandy Town Council.	£390
What amount is being met from your own funds?	We do not want to use money from our own funds as these are used to meet the running costs of Sandy Good Neighbours.

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
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Financial Details


<p>Please specify how any income, particularly surplus, is spent.</p>	<p>Sandy Good Neighbours is funded solely by donations from clients and fund raising events. Funds are used to pay for the group telephone, insurance and publicity. Any surplus is held in reserve to cover future running costs.</p>
<p>Please attach accounts (audited/independently examined) for the last two years and your budget forecast for the forthcoming/current year.</p>	<p>It is anticipated that the running costs and donations for 2018 will be very similar to 2017.</p>

Payment Details	
Account Title	Sandy Good Neighbours
Account Number	65126491
Bank/Building Society Name and Address	National Westminster Bank Sort Code: 60-02-29
Contact Details	
Please give details of the person with whom this application can be discussed and to whom any cheque should be sent:	Stephen Ralph
Position in organisation	Vice Chairman
Address	16 Cedar Gardens Sandy Beds SG19 1EY
Telephone Number	01767 224978 0794 104 2134
E-mail address	stephen.ralph@ntlworld.com

Declaration

Please sign this form to confirm that:

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

Signed:	
Name:	P. N. ALDIS
Position:	Chairman SEN
Date:	18th August 2018

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

Sandy Good Neighbours

The need for a laptop

Sandy Good Neighbours (SGN) is run entirely by volunteers. One of the critical functions for successful operation of SGN is that of Phone Holder. A group of volunteers, currently 5, take it in turns to hold the group phone for a week. They take all of the calls from people requiring assistance and try to match the requirement with a suitable volunteer.

This is a very demanding task and is currently carried out by manually filling in forms and looking through a register of volunteers to find a match. This can be very time consuming, especially if the task requires a driver.

The use of a laptop would help to speed up this process and enable the phone holder to identify the correct volunteer for the job.

In addition, the phone holder role requires a good knowledge of the client base and the volunteer skill set and availability. The use of a laptop would make it easier for new volunteers to become familiar with the requirements of the task.

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	Archaeologists due back on site on 3 rd September to complete excavation. AOC Project Manager looking at ways to possibly mitigate some onsite costs.
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.	Installation of electricity and lighting scheme of four lights confirmed at £13,945 and CCTV camera at £5,500. Awaiting figure from BT for installation of fibre cabling connections. BT have confirmed relevant links and are to provide a cost.

AGENDA ITEM 9

SANDY TOWN COUNCIL

COMMITTEE: Policy, Finance and Resources

DATE: 3rd September 2018

AUTHOR: Cllr Nigel Aldis

SUBJECT: Friends of Christmas Lights Constitution and Other Matters

1. Introduction

- 1.1 The Council has agreed to the Friends of Sandy's Christmas Lights having the responsibility for delivering the Community Event on the day when the town centre lights are switched on in early December.

To help achieve this responsibility the "Friends" have requested that they have a separate bank account in order to pay bills in the most appropriate way.

- 1.2 The Council has agreed to this request "in principle" but has asked for details of a Constitution for the Group and a breakdown of which party pays for various elements needed for a successful occasion. This report sets out to address those concerns.

2. Constitution

- 2.1 Following the Council meeting, the Friends have reviewed the proposed Constitution, making minor amendments and are now recommending it for approval.

CHARITY CONSTITUTION

Suitable for small charities with an annual income under £15,000 that don't own a building or employ people and do not intend to register with the Charity Commission.

NAME: The charity's name is Friends of Sandy Christmas Lights

THE PURPOSES OF THE CHARITY ARE:-

- To promote the Community Event which leads to the switch on of the Town's Christmas Lights Display.
- To provide entertainment at the event.
- To generate funds to support the event.

TRUSTEES

The charity shall be managed by a committee of trustees who are appointed at the Annual General Meeting (AGM) of the charity.

The AGM will be held within eight weeks of the event.

CARRYING OUT THE PURPOSES

In order to carry out the charitable purposes, the trustees have the power to:

- (1) raise funds, receive grants and donations
- (2) apply funds to carry out the work of the charity
- (3) co-operate with and support other charities with similar purposes
- (4) do anything which is lawful and necessary to achieve the purposes

MEMBERSHIP

The charity shall have a membership which will be people who support the work of the charity and are aged 18 or over, who can apply to the trustees to become a member. Once accepted by the trustees, membership lasts for 3 years and may be renewed. The trustees will keep an up-to-date membership list.

The trustees may remove a person's membership if they believe it is in the best interests of the charity. The member has the right to be heard by the trustees before the decision is made and can be accompanied by a friend.

ANNUAL GENERAL MEETING - AGM

- (1) The AGM must be held every year, with 14 days' notice given to all members telling them what is on the agenda. Minutes must be kept of the AGM.
- (2) There must be at least 7 members present at the AGM.
- (3) Every member has one vote.
- (4) The trustees shall present the annual report and accounts.
- (5) The AGM will appoint an individual or a company to audit the accounts.
- (6) Any member may stand for election as a trustee.
- (7) At the AGM they will elect a chair, treasurer and secretary and other officers allowed for under this constitution.

- (8) Members shall elect between 3 and 10 trustees to serve for the next year. They will retire at the next AGM but may stand for re-election.

TRUSTEE MEETINGS

- (1) Trustees must hold at least 3 meetings each year. Trustees may act by majority decision.
- (2) At least 3 trustees must be present at the meeting to be able to take decisions. Minutes shall be kept for every meeting.
- (3) If trustees have a conflict of interest they must declare it and leave the meeting while this matter is being discussed or decided.
- (4) During the year, the trustees may appoint up to 2 additional trustees. They will stand down at the next AGM but be eligible for election.
- (5) The trustees may make reasonable additional rules to help run the charity. These rules must not conflict with this constitution or the law.

MONEY AND PROPERTY

- (1) Money and property must only be used for the charity's purposes.
- (2) Trustees must keep accounts. The most recent annual accounts can be seen by anybody on request.
- (3) Trustees cannot receive any money or property from the charity, except to refund reasonable out of pocket expenses.
- (4) Money must be held in the charity's bank account. All cheques must be signed by 2 trustees.

GENERAL MEETINGS

If the Trustees consider it is necessary to change the constitution, or wind up the charity, they must call a General Meeting so that the membership can make the decision. Trustees must also call a General Meeting if they receive a written request from the majority of members. All members must be given 14 days' notice and told the reason for the meeting. All decisions require a two-thirds majority. Minutes must be kept.

- (1) Winding up - any money or property remaining after payment of debts must be given to a charity with similar purposes to this one.

- (2) Changes to the Constitution - can be made at AGMs or General Meetings. No change can be made that would make the organisation no longer a charity.
- (3) General Meeting - called on written request from a majority of members.
- (4) Trustees may also call a General Meeting to consult the membership

SETTING UP THE CHARITY

This constitution was adopted on **19th September 2018** by the people whose signatures appear below. They are the first members of the charity and will be the trustees until the AGM, which must be held within eight weeks of the first Community Event under the auspices of this Constitution.

Signed

Print name and address

3. Financial Areas of Responsibility

- 3.1 The FOSCL have also reviewed the areas of financial responsibility and this report summarises the items for which each party should take responsibility for future years events.
- 3.2 The Chairman of FOSCL has asked that staging and PA system remain with the Council for the next couple of years due to uncertainty over the level of income the FOSCL will be able to raise.
- 3.3 Figures are based on 2017 expenditure and should be taken as estimates. The figures are for the event itself and do not include the Council's budget of £14,000 for the provision and erection of Christmas Lights.

Areas of Financial Responsibility 2019 Event Onwards			
STC	£	FOSCL	£
Stage	1,925	Father Christmas Grotto	300
PA System		Father Christmas	-
Road Closure Application	-	FC elves & minder	-
Risk Assessments	-	Purchase & wrapping of FC presents	170
Christmas Tree purchase & delivery	620	Advertising Posters – design and distribution	-
Christmas Tree erection arrangements		Advertising leaflets - design and distribution	-
Crowd barriers	165	Advertising to all media outlets	-

APPENDIX VII

Temporary Events Notice (alcohol licence)	21	Advertising Banners	?
First Aid	218	Sponsorship package & letters	-
Provision of gazebos	-	Christmas stars, purchase & sale	25
Toilets	-	Mulled wine purchase & supply	70
Letter to Stagecoach re Road Closure	-	Street Entertainment	350
Police	-	Stage Entertainment	150
Fire Brigade	-	Sleigh runs	-
Fairground (Harris)	-	Lottery licence	40
Rubbish bins borrowed from Carnival	-	Raffle tickets	135
Insurance	Inc.	Lottery prizes purchase	?
		Arrangements for community group stalls	-
		Hog Roast	-
		Volunteers – public, air/army cadets	-
		Money pouches	-
		Gunns breakfast for volunteers	-
		Food for volunteers	65
		Letter to Market Square Properties – production & distribution	-
		Stalls at Carnival & Sandy Show	-
		Liaison with Scouts	-
Total Expenditure: £2,949		Total Expenditure: £1,305	
Income		Income	
Harris Fun Fair	500	Stall Booking	380
		Santa's Grotto	255
		Tree Stars	20
		Mulled Wine Sale	300
		Donations	1540
		Raffle Income	1,735
		FOSCL Tombola	485
Total Income: £500		Total Income: £4,715	
Balance: - £2,449		Balance: £3,410	

(*) Costs exclude VAT which may be applicable on some purchases.

APPENDIX VII

It should be noted that the Council incurs additional expenditure which hits different budget lines in running the event;

	£
STC Staff costs (on day)*	926
Cost of providing Chamber for meetings	257
	1,183

() Costs based on assumption less staff hours would be needed if the FOSCL take over running of the mulled wine stall and Santa's grotto.*

3.4 As the FOSCL do not yet have a bank account the Council has already incurred expenditure on the 2018 event:

Expenditure	£
Temporary Event Notice	21
Deposit street entertainment	66.67
Stall at Carnival	16
Deposit Staging/PA	673.75
Santa's Grotto	300
Street Entertainment	350
First Aid	218
Total	1,645.42

It should be noted that the Council team will also be running the mulled wine stall for the 2018 event.

3.5 The Council currently has in place a £5,000 expenditure budget for the event, which is set against a £2,500 income budget. The FOSCL do not currently have the funds to pay for set-up costs and the Council will need to continue to pay for the 2018 event. It is therefore suggested that any income generated above and beyond the budgeted £2,500 be earmarked for use by the FOSCL. There are currently already £3,180 in earmarked funds to support the running of the event.

4. Recommendations

- 1) The Council accepts the proposed FOSCL constitution.
- 2) The Council agree with the setting up of a separate bank account by the FOSCL as a separate body independent of the Council.

APPENDIX VII

- 3) The Council note the financial position of the FOSCL for the current financial year and that any profits made by the group above and beyond £2,500 identified in the Council's budget be earmarked for the FOSCL.
- 4) The Council approves the proposed division in costs and responsibilities between STC and FOSCL.
- 5) Once the FOSCL become a ratified body with their own account, funds held in earmarked reserves for the supporting of the Christmas Light Switch on event be donated to the FOSCL for the sole purpose of running the event.

SANDY TOWN COUNCIL**COMMITTEE: Policy, Finance and Resources****DATE: 3 September 2018****AUTHOR: Town Clerk****SUBJECT: Capital Expenditure Works Summary****1. Summary**

1.1 At the next meeting of the Policy, Finance and Resources Committee, Members will begin the 2019/20 budget setting and precept process. Members are asked to consider the potential costs of three capital expenditure projects for which a need or interest has previously been identified. Members are asked to consider the projects and confirm whether the Council wishes to continue to pursue these so costs can be included in the 2019/20 budget.

2. Installation of electric car charging points

2.1 The Community Services and Environment Committee received and considered a proposal for the installation of electric car charging points in the Town Council's car park. The committee asked that further information be brought back on the Council's eligibility for support funding and whether the charge point company would install the units for free as they would be running and profiting from the points.

The below table summarises the total cost of installing two charge points:

Description	Quantity	Cost (£)
F7 – Floor Mounted Dual Socketed 7kW Charge Point Type 2 Sockets RFID Card Operated 7kW Power Capacity (32A Per socket) – Single Phase Supply Communications Package via GPRS or Ethernet connection 3 Year Warranty	1	1,790.00
On-site engineer	1	100.00
Delivery	1	120.00
Protective Guard	1	200.00
Installation	1	2,200
Remote Frequency Access ID (RFID) Card	2	12.00
Communications Package Viewable on online national online map Secure online access to software Real-time reporting of users, KWh consumed Remote diagnostics & upgrade capability Remote monitoring		Included
Maintenance Package		

<ul style="list-style-type: none"> • 24/7 365 days a year access to engineer support • 2 on-site maintenance inspections per annum, including: • On-site support and cleaning • Visual inspection - Test RFID reader • Check voltage & polarity - Test power outlets • Check operation and adjust components as required • Check latch mechanisms operate correctly 	
Total one-off cost to Council	£5,306.40
<p>Installing Points Free of Charge Chargemaster does install charging points at no cost to the car park owner in some cases. However, the Council is not eligible as the car park must be accessible 24/7 for all potential charge point users.</p>	
<p>Grant Support Funding Support funding of up to 75% for councils is available via the government's 'On Street Residential Parking' Scheme. The Scheme gives Local Authorities access to grant funding which can be used to part-fund the procurement and installation of on-street electric vehicle charge point infrastructure, however this must be to meet residential needs, rather than general car park user needs. Therefore, funding for the installation of charging points in a car park which is closed to residents at certain times would be difficult to obtain.</p>	

2.2 *Members are asked to consider whether they wish to include costs (£5,306.40) for the installation of electric charging points in the 2019/20 draft budget.*

3. Resurfacing of the Village Hall Car Park Entrance

3.1 The Council has received complaints about the state of the entrance track to the Village Hall car park, for which the Council is responsible. The track has deteriorated over time and has been patched up on previous occasions. The entrance track has been identified as a trip hazard.

Quotes have been obtained for resurfacing works and are detailed below to give an indication of cost for Members' information.

Option	Works	Estimated Cost
Resurfacing of whole area with tarmac, including entrance track and car park (1310 m2)	<ul style="list-style-type: none"> • Cut out all damaged areas • Supply and lay new edging • Clean & prepare all areas • Spray with liquid tar • First layer of tarmac in damaged areas & lower areas • Compact with heavy roller • Second layer of 10 mil tarmac to a depth of 2" to 2.5" • Compact with roller • Removal of rubbish from site 	£24,400 exc. VAT

Patch areas of damage and apply tack coat and macadam surface to whole area (1310 m2)	<ul style="list-style-type: none"> • Cut keys/joints/gullies into the current surface where necessary to allow for neat finish to edges • Raise manhole cover by 40mm, flush with the finish level. • Apply tack cost to the existing surface • Supply and lay AC10 close graded surface course macadam at depth of 40mm • Removal of rubbish from site 	£16,035 exc. VAT
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 cost to the existing surface • Supply and lay AC10 close graded surface course macadem at depth of 40mm • Removal of rubbish from site 	£5,630 exc. VAT

3.2 The above quotes are based on responses from two contractors. Additional quotes have been sought, including quotes to carry out repair/patch work of damaged areas only, without the resurfacing of the area. This should provide a cheaper option for Council to consider, which may allow works to be carried out in this financial year.

3.3 *Members are asked to confirm that repair work be limited to repair work on the entrance track only, where damage is at its worst. That an allowance is made for the works in the draft budget to be presented to the committee in October 2018.*

4. Streetlight Conversion

4.1 The Town Council previously considered the conversion of its streetlight stock to LED lanterns. The Council owns and maintains 219 streetlights. Due to gradual conversion as lanterns fail 26 of these lights are now already LED.

4.2 A quote previously obtained for the cost of converting all streetlights to LED came in at £90,000 + VAT. The Clerk has since met with other streetlighting contractors and looked at the lighting and conversion schemes further.

As a result, further costs/quotes have been obtained which have resulted in a large reduction in the anticipated overall costs. A contractor has quoted the below costs for the completion of LED conversion.

Upgrade works	£38,343.60
Supply & Install Double Pole Insulator (may not be needed on every streetlight – possible reduction in cost)	£6,343.60
Total Cost	£45,337.50 (exc. VAT)

- 4.3 The Council is eligible for a Salix interest free loan and the company quoted above has confirmed that they can assist the council in securing the funds to part pay for the works.
- 4.4 Under Salix funding the project must pay for itself from energy savings within a maximum of a 5-year period. The Council will not make the required £9,067.50 energy saving per year from the conversion to LED. However, Salix have confirmed the part funding can be made and consideration would be given to extending the loan beyond the amount made in energy savings. The loan will still need to be paid back within the five years. Salix will be able to confirm this once a partner (contractor) is in place who is able to provide accurate post Kwh usage figures.
- 4.5 It is anticipated that the Council will make savings of approximately £22,000 over the 5-year period. Therefore, if Salix limit the loan to the energy saving amount the Council will need to pay the remaining £23,000 from capital expenditure or via a PWL.
- 4.6 *Members are asked to confirm whether they wish to progress conversion of the Council's streetlight stock in the next financial year.*

Members are asked to confirm if they wish to receive a presentation from the above quoted company with a view to seeking assistance in securing Salix funding. This would allow the Council to firm up Salix funding amounts.

SANDY TOWN COUNCIL STATEMENT ON INTERNAL CONTROL

1. SCOPE

Sandy Town Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for as well as being used economically, efficiently and effectively.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

2. THE SYSTEM OF INTERNAL CONTROL

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness.

The system of internal control is based on an ongoing process designed to;

- a) Identify and prioritise the risks to the achievement of the Council's services, policies, aims and objectives;
- b) To evaluate the likelihood of those risks being realised and the impact should they be realised;
- c) To manage them efficiently, effectively and economically.

The system of internal control has been in place at the Council for the last three years and the current financial year and accords with proper practice as laid down by the Council's Financial Regulations which are annually in May.

3. THE COUNCIL'S INTERNAL CONTROLS

- a) The Council elects a Chairman who is responsible for the smooth running of meetings and for ensuring that all Council decisions are lawful.

The Council elects Chairman of its four standing committees who are responsible for the smooth running of committee meetings and for ensuring that all Council decisions are lawful.

The Council's Policy, Finance and Resources committee reviews the Council's obligations and objectives and approves budgets for the following year from October and makes a recommendation to Full Council to be approved in January. The January meeting of the Council approves the level of precept for the following financial year.

In 2016 the Town Council carried out a renewed review of risks and established a new Council Risk Management Policy. The Policy (Assessment) is reviewed annually by the Policy, Finance and Resources and any required changes are recommended for approval to Full Council.

The Council's Policy, Finance and Resources Committee monitors progress against objectives, financial systems and procedures, budgetary control and carries out regular reviews of financial matters every six weeks. The Committee will meet up to nine times a year and ensure that all Rialtas entries are completed and the bank reconciled. A list of all payments and receipts for each month will also be provided along with a report comparing against the budget. From this, it will make recommendations to the Full Council.

The Full Council meets nine times a year and monitors progress against its aims and objectives at each meeting by reviewing and ratifying the recommendations of the Policy, Finance and Resources Committee and by receiving relevant reports from the Clerk.

The Council through the recommendations of the Policy, Finance and Resources Committee, carries out regular reviews of its internal controls, systems and procedures.

- b) The Council has appointed a Clerk to the Council who acts as the Council's advisor and administrator. The Clerk as the Council's Responsible Financial Officer manages and administers the Council's finances. The Clerk is responsible for the day to day compliance with laws and regulations that the Council is subject to and for managing risks as well as ensuring adherence to the Council's procedures and policies. To ensure that the Council can meet its legal obligations during times when the Responsible Financial Officer is absent, the Council has appointed an accountant who will be able to advise the Council.
- c) The Council has appointed DCK Beavers as its accountant. The accountant assists the Clerk in managing the Council's finances, providing sound advice to ensure compliance with laws and regulations and assistance with budgetary monitoring and planning.
- d) All payments are made by cheque, direct debit, standing order or BACS. All payments are reported to the Council for approval, resolution and minuting. Two Members of the Council must authorise every payment through signature of invoices. The Clerk or Administration Team Leader will act as a required third signatory.
- e) The Council annually reviews the risks facing the Council and the mitigating actions taken to minimise those risks. A formal risk management policy (assessment) is agreed each year.
- f) The Council has appointed an Independent Internal Auditor who reports to the Council on the adequacy of its:
 - records

- procedures
- systems
- internal control regulations
- risk management
- reviews

g) The Council's External Auditors, Mazars, submits an annual Report of Audit, which is presented to the Council.

4. EFFECTIVENESS

The Council has responsibility for conducting an annual review of the effectiveness of its system of internal controls. The review of the effectiveness of the system of internal controls is informed by the work of:

- the Policy, Finance and Resources committee
- the Full Council
- the Clerk to the Council/Responsible Financial Officer who has responsibility for the development and maintenance of the internal control environment and the management of risks
- the Council's appointed accountants
- the independent Internal Auditor who reviews the Council's system of internal controls
- the Council's External Auditors, who make the final check using the Annual Return, a form completed and signed by the Responsible Financial Officer, the Chairman and the Internal Auditor.
- the External Auditor produces a final report which is presented to the Town Council
- the number of significant issues that are raised during the year.

5. SIGNIFICANT INTERNAL CONTROL ISSUES

No other significant internal control issues were identified during the year. The Council strives for the continuous improvement of the system it has adopted for internal control and has adopted new Financial Regulations based on new model regulations amended since the introduction of Governance and Accountability for Local Councils and Openness and Transparency Acts were introduced in 2014/15.

Sandy Town Council

Committee: Policy, Finance and Resources

Date: 3 September

Subject: Information available from Sandy Town Council under model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only.</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>		
<p>Who's who on the Council and its Committees</p>	Hard Copy or Website – ➤ The Council/Councillors ➤ The Council/The Mayor	
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	Hard Copy or Website – ➤ The Council/Staff Team	
<p>Location of main Council office and accessibility details</p>	Hard Copy or Website – ➤ Homepage ➤ Contact us page Facebook Page	
<p>Staffing structure</p>	Website - ➤ The Council/Staff Team	

<p>Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	<p>Hard copy and/or website</p>	
<p>Annual return form and report by auditor</p>	<p>Website -</p> <ul style="list-style-type: none"> ➢ Annual Return ➢ Council/Finance/Annual Report, Annual Return & Accounts 	
<p>Finalised budget</p>	<p>Hard copy and/or website -</p> <ul style="list-style-type: none"> ➢ Council/Finance/Budget 	
<p>Precept</p>	<p>Hard copy and/or Website</p> <ul style="list-style-type: none"> ➢ Council/Finance/Budget 	
<p>Financial Standing Orders and Regulations</p>	<p>Hard copy and/or website -</p> <ul style="list-style-type: none"> ➢ The Council/How We Work/Meetings ➢ Financial Regulations – The Council/Finance/Financial Regulations 	
<p>Grants given and received</p>	<p>Hard copy and/or website -</p> <ul style="list-style-type: none"> ➢ The Council/Finance/Annual Reports, Annual Return & Accounts 	
<p>List of current contracts awarded and value of contract</p>	<p>Hard copy</p>	
<p>Members' allowances and expenses</p>	<p>No allowances granted. Hard copy of expenses claimed.</p>	

<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	
<p>Current and previous year as a minimum</p>	
<p>Town Plan</p>	<p>Website Town Plan – The Community/Town Plan</p>
<p>Annual Report to Parish or Community Meeting (current and previous year as a minimum)</p>	<p>Website The council/How We Work/Annual Report & Accounts</p>
<p>Quality status</p>	<p>Website Logo on bottom of webpage</p>
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p>	
<p>Current and previous council year as a minimum</p>	
<p>Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)</p>	<p>Hard copy and/or website ➤ The Council/How We Work/Meetings</p>
<p>Agendas of meetings (as above)</p>	<p>Hard copy and/or website ➤ Downloads/Agendas</p>
<p>Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.</p>	<p>Hard copy and/or website ➤ Downloads/Minutes</p>
<p>Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.</p>	<p>Website ➤ Downloads/Agendas</p>
<p>Responses to consultation papers</p>	<p>Hard copy</p>

Responses to planning applications	Website ➤ Downloads/Minutes (of Development Scrutiny Committee)	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	(hard copy or website)	
Current information only		
Policies and procedures for the conduct of council business:		
Policy statements	Website – ➤ Downloads/Policies	
Procedural standing orders	Website - ➤ The Council/How We Work/Meetings	
Committee and sub-committee terms of reference	Website - ➤ The Council/How We Work/Decision Making - Scheme of Delegations	
Delegated authority in respect of officers	Website - ➤ The Council/How We Work/Decision Making - Scheme of Delegations	

Code of Conduct	Website – ➤ The Council/How We Work/Code of Conduct	
Policies and procedures for the provision of services and about the employment of staff:		
Internal instructions to staff and policies relating to the delivery of services	Hard copy	
Equality and diversity policy	Hard copy and/or website – ➤ Downloads/Policies	
Health and safety policy	Hard copy and/or website – ➤ Downloads/Policies	
Recruitment policies (including current vacancies)	Hard copy and/or website – ➤ Downloads/Policies	
Policies and procedures for handling requests for information	Hard copy and/or website – ➤ Downloads/Policies	
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy and/or website – ➤ Downloads/Policies	
Records management policies (records retention, destruction and archive)	Hard copy	
Data protection policies	Hard copy and/or website – ➤ Downloads/Policies	
Schedule of charges (for the publication of information)	Hard copy and/or website – ➤ The Council/Finance/Scale of Charges	

<p>Class 6 – Lists and Registers Currently maintained lists and registers only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>
<p>Assets register</p>	<p>Hard copy</p>
<p>Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)</p>	<p>Hard copy</p>
<p>Register of members' interests</p>	<p>Website – ➤ Council/Councillors/Councillors Register of Interests</p>
<p>Register of gifts and hospitality</p>	<p>Hard copy</p>
<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>
<p>Allotments</p>	<p>Website – What We Do/Allotments</p>
<p>Burial grounds and closed churchyards</p>	<p>Website – What We Do/Cemetery & Churchyard</p>
<p>Car parking</p>	<p>Website – What We Do/car park</p>
<p>Community centres and village halls</p>	<p>Website – What We Do – Jenkins Pavilion</p>
<p>Parks, playing fields and recreational facilities</p>	<p>Website – What We Do/Play Areas What We Do/ Recreation Grounds & Open Spaces</p>

Seating, litter bins, clocks, memorials and lighting	Website – What We Do/Street Lighting and Street Furniture	NA
Public conveniences	Website – What We Do/Public Toilets	NA
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website – The Council/Finance/Scale of Charges	NA
Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Town Clerk
Sandy Town Council

10 Cambridge Road
Sandy
Bedfordshire
SG19 1JE

SCHEDULE OF CHARGES

This describes how the charges have been arrived at

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement Cost	Photo Copying @ XX per A4 sheet (black and White)	Actual Cost
	Photocopying @ per A3 sheet (black and white)	Actual Cost
	Photo Copying @ XX per A4 sheet (Colour)	Actual Cost
	Photo Copying @ XX per A3 sheet (Colour)	Actual Cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislations

Have your say on our leisure centres

Dear Chairman and Clerk,

We're seeking public feedback on our six leisure centres, including finding out what would encourage those who don't currently use them. The feedback will help us to improve our future services.

One of our main priorities is improving the health and wellbeing of our residents. Activity can improve health and reduce the risk of major illnesses. Research also shows that physical activity can also boost self-esteem, mood, sleep quality and energy, as well as reducing the risk of stress, depression, dementia and Alzheimer's disease.

At a time when public services across the country are being squeezed, we have invested in new and improved leisure facilities. Back in January 2013, we adopted a new leisure strategy which provided £40million worth of investment to support active lifestyles and help improve public health.

As a result, we've seen the numbers of people using our leisure centres increase, but we want to know what else we can do to encourage more people to use them. We want both users and non-users of our leisure centres to give us their views.

The survey runs to 16 September 2018, and can be accessed at www.centralbedfordshire.gov.uk/consultations , with paper copies available from local libraries and leisure centres.

Yours,

Jill Dickinson
Assistant Director Leisure, Libraries and Countryside