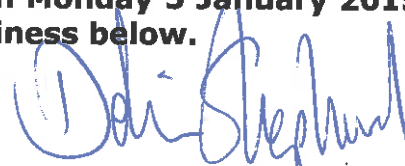


Sandy Town Council

To: Cllrs N Aldis, C Butterfield, W Jackson, M Pettitt, C Osborne, M Scott, K Sharp, D Sharman and R Smith

Cc Cllrs J Ali, M Runchman, P Sharman and S Sutton

You are hereby summoned to attend a meeting of the Policy, Finance and Resources Committee of Sandy Town Council which will be held in the Council Chamber at 10 Cambridge Road, Sandy, Bedfordshire on Monday 5 January 2015 at 7.30 pm for the purpose of transacting the items of business below.



Delia Shephard, Town Clerk
10 Cambridge Road
Sandy
SG19 1JE
01767 681491
24 December 2014

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

A G E N D A

1 Apologies for absence

Reports
x

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*

x

3 Minutes of previous meeting

To receive the minutes of the Policy, Finance and Resources Committee held on 24 November 2014 and to approve them as a correct record of proceedings.

x

4 Public Participation Session

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

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 year to the end of November 2014 ✓
- ii) To approve a schedule of payments made since previous meeting
- iii) To approve bank reconciliations and statements and to receive an oral report from the Clerk on changes to banking arrangements ✓

To follow

6 Cemetery Paths

To receive a report on defects and proposed action for maintenance of cemetery footpaths paths

7 Budget for 2015/16

To discuss the draft budget for the financial year 2015/16 and to propose a final version (including recommended precepted amount) for recommendation to council on 19 January 2015. ✓

8 Policy Matters

To consider adoption of the following new policies/procedures:

- i) Cemetery Burials Regulations
- ii) Driving at Work Policy

To follow

Sandy Town Council

Policy, Finance and Resources Committee of Sandy Town Council Monday 5 January 2015

R E P O R T S

Reports

5 Financial Reports

- i) Balance sheet and detailed financial report showing income and expenditure against the revenue budget for year to the end of November 2014 - attached
- ii) Schedule of payments made since previous meeting - attached
- iii) Bank reconciliations and statements will be available at the meeting for scrutiny

6 Cemetery Paths

Report attached

7 Budget for 2015/16

Draft budget for the financial year 2015/16 attached for discussion.

8 Policy Matters

To consider adoption of the following new policies/procedures:

- i) Cemetery Burials Regulations – Cllr Aldis to report
- ii) Driving at Work Policy - attached

Detailed Balance Sheet (Excluding Stock Movement)

Month No: 9

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
100	Debtors Control	930	
101	Stock	4,435	
105	VAT Control	13,054	
106	Vat Suspense	-3,900	
200	Current Bank A/c	45,976	
205	Capital a/c Santander	213,474	
206	Barclays Active Saver	409,745	
210	Petty Cash	300	
	Total Current Assets		684,014
	<u>Current Liabilities</u>		
501	Creditors Control	19,367	
	Total Current Liabilities		19,367
	Net Current Assets		664,647
	Total Assets less Current Liabilities		664,647
	<u>Represented By :-</u>		
300	Current Year Fund	147,087	
310	General Reserve	20,765	
320	Capital Receipts Reserve	72,795	
321	Earmarked Reserves	44,000	
322	EMR Fallowfied	380,000	
	Total Equity		664,647

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
401	Staff							
4001	Gross Salaries - Admin	8,017	61,106	129,750	68,644		68,644	47.1 %
4002	Gross Salaries - Works	6,774	65,843	74,000	8,157		8,157	89.0 %
4003	Employers NIC	958	6,971	11,500	4,529		4,529	60.6 %
4004	Employers Superannuation	2,123	18,893	26,000	7,107		7,107	72.7 %
4010	Miscellaneous Staff Costs	0	180	1,000	820		820	18.0 %
	Staff :- Expenditure	17,871	152,994	242,250	89,256	0	89,256	63.2 %
	Net Expenditure over Income	17,871	152,994	242,250	89,256			

Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Revised Estimate 2015/16

	<u>2013/14</u>		<u>2014/15</u>			<u>2015/16</u>		
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
<u>401 Staff</u>								
4001 Gross Salaries - Admin	107,134	106,150	104,000	25,750	129,750	38,908	79,300	116,000
4002 Gross Salaries - Works	75,254	86,684	74,000	0	74,000	43,877	88,750	83,000
4003 Employers NIC	12,730	10,927	11,500	0	11,500	4,441	9,000	14,100
4004 Employers Superannuation	21,630	24,679	26,000	0	26,000	12,706	25,600	29,750
4010 Miscellaneous Staff Costs	1,000	616	1,000	0	1,000	180	500	500
			<u>216,500</u>	<u>25,750</u>	<u>242,250</u>	<u>100,113</u>	<u>203,150</u>	<u>243,350</u>
OverHead Expenditure	217,748	229,055						
401 Net Expenditure	217,748	229,055	216,500	25,750	242,250	100,113	203,150	243,350

Month No : 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
402 Administration-Office							
4008 Training	0	1,660	3,500	1,840		1,840	47.4 %
4009 Travel & Subsistence	0	88	500	412		412	17.5 %
4010 Miscellaneous Staff Costs	0	45	0	-45		-45	0.0 %
4011 General Rates	0	6,005	6,100	95		95	98.4 %
4012 Water Rates	0	165	400	235		235	41.4 %
4014 Electricity	0	1,074	4,000	2,926		2,926	26.9 %
4015 Gas	0	481	1,800	1,319		1,319	26.7 %
4016 Cleaning Materials etc	57	1,202	1,250	48		48	96.2 %
4020 Misc Establishment Costs	0	1,034	2,000	967		967	51.7 %
4021 Telephone & Fax	0	1,620	3,200	1,580		1,580	50.6 %
4022 Postage	13	1,480	1,600	120		120	92.5 %
4023 Printing & Stationery	0	1,817	5,235	3,418		3,418	34.7 %
4024 Subscriptions	256	2,373	2,700	327		327	87.9 %
4025 Insurance (excl vehicles)	0	14,011	21,600	7,589		7,589	64.9 %
4026 Photocopy Costs	-1,420	1,422	2,270	848		848	62.6 %
4027 IT Costs incl Support	250	4,553	0	-4,553		-4,553	0.0 %
4028 Service Agreements (Other)	0	5,001	9,500	4,499		4,499	52.6 %
4035 Publications	0	50	300	250		250	16.6 %
4036 Property Maintenance/Security	25	2,337	3,500	1,163		1,163	66.8 %
4038 Consumables/Small Tools	0	3	0	-3		-3	0.0 %
4042 Equipment/Vehicle Maintenance	0	0	3,000	3,000		3,000	0.0 %
4051 Bank Charges	0	65	0	-65		-65	0.0 %
4056 Legal Expenses	0	860	1,000	140		140	86.0 %
4057 Audit Fees - External	0	0	2,350	2,350		2,350	0.0 %
4058 Audit Fees - Internal	0	375	0	-375		-375	0.0 %
4059 Accountancy Fees	0	4,537	0	-4,537		-4,537	0.0 %
4070 Refreshments	0	139	200	61		61	69.4 %
Administration-Office :- Expenditure	-819	52,396	76,005	23,609	0	23,609	68.9 %
1201 Rent Received Etc	0	2,119	2,575	-456			82.3 %
1202 Photocopying Income	0	64	52	13			125.2 %
1204 Sale of Council Minutes	0	0	195	-195			0.0 %
1205 Miscellaneous Income	0	2,706	0	2,706			0.0 %
Administration-Office :- Income	0	4,889	2,822	2,067			173.3 %
Net Expenditure over Income	-819	47,507	73,184	25,676			

Month No : 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
403 Administration-Works							
4005 Protective Clothing	91	911	1,400	489		489	65.1 %
4006 H&S Costs/Consultancy	0	75	1,000	925		925	7.5 %
4011 General Rates	0	1,955	2,010	55		55	97.2 %
4012 Water Rates	0	358	310	-48		-48	115.6 %
4014 Electricity	98	275	750	475		475	36.6 %
4017 Refuse Disposal	0	2,176	3,500	1,324		1,324	62.2 %
4036 Property Maintenance/Security	0	685	1,650	965		965	41.5 %
4038 Consumables/Small Tools	0	1,586	1,200	-386		-386	132.2 %
4039 Planting/Trees/Horticulture	0	4,385	5,700	1,315		1,315	76.9 %
4040 Equipment Purchases (Minor)	0	1,508	2,000	492		492	75.4 %
4042 Equipment/Vehicle Maintenance	7	2,909	5,500	2,591		2,591	52.9 %
4043 Equipment/Vehicle Fuel	43	1,649	3,000	1,351		1,351	55.0 %
4044 Vehicle Tax & Insurance	0	2,119	2,500	381		381	84.7 %
Administration-Works :- Expenditure	239	20,592	30,520	9,928	0	9,928	67.5 %
Net Expenditure over Income	239	20,592	30,520	9,928			

Month No : 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>404</u> <u>Allotments</u>							
4012 Water Rates	0	0	300	300		300	0.0 %
Allotments :- Expenditure	<u>0</u>	<u>0</u>	<u>300</u>	<u>300</u>	<u>0</u>	<u>300</u>	<u>0.0 %</u>
Net Expenditure over Income	<u>0</u>	<u>0</u>	<u>300</u>	<u>300</u>			

Month No : 9

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
405	Footway Lighting							
4014	Electricity	382	3,324	5,750	2,426		2,426	57.8 %
4042	Equipment/Vehicle Maintenance	0	1,150	2,000	850		850	57.5 %
	Footway Lighting :- Expenditure	382	4,474	7,750	3,276	0	3,276	57.7 %
	Net Expenditure over Income	382	4,474	7,750	3,276			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
406 Cemetery & Churchyard							
4011 General Rates	0	2,167	2,300	133		133	94.2 %
4012 Water Rates	0	47	180	133		133	26.0 %
4036 Property Maintenance/Security	69	69	1,000	931		931	6.9 %
4037 Grounds Maintenance	0	530	900	370		370	58.9 %
4039 Planting/Trees/Horticulture	0	78	350	273		273	22.1 %
4101 Grave Digging Costs	600	3,800	6,200	2,400		2,400	61.3 %
Cemetery & Churchyard :- Expenditure	669	6,690	10,930	4,240	0	4,240	61.2 %
1226 Burials/Memorials Income	0	16,965	20,000	-3,035			84.8 %
1228 Interest on Investment	0	26	26	0			101.5 %
Cemetery & Churchyard :- Income	0	16,992	20,026	-3,034			84.8 %
Net Expenditure over Income	669	-10,302	-9,096	1,206			

Month No : 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
408 <u>Town Centre (Including Market)</u>							
4011 General Rates	0	14,867	15,370	503		503	96.7 %
4036 Property Maintenance/Security	0	1,675	850	-825		-825	197.1 %
4053 Loan Interest	0	177	366	189		189	48.3 %
4054 Loan Capital Repaid	0	127	242	115		115	52.6 %
4100 CCTV Fees	0	1,000	15,000	14,000		14,000	6.7 %
Town Centre (Including Market) :- Expenditure	0	17,847	31,828	13,981	0	13,981	56.1 %
1236 Friday Market Fees	0	620	3,000	-2,380			20.7 %
1237 Saturday Market Fees	0	128	300	-172			42.7 %
1238 Other Income Car Park	0	410	200	210			205.0 %
Town Centre (Including Market) :- Income	0	1,158	3,500	-2,342			33.1 %
Net Expenditure over Income	0	16,689	28,328	11,639			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
409 Public Toilets - Car Park							
4011 General Rates	0	2,308	2,400	92		92	96.2 %
4012 Water Rates	0	90	1,400	1,310		1,310	6.4 %
4014 Electricity	0	579	380	-199		-199	152.4 %
4036 Property Maintenance/Security	0	190	550	360		360	34.5 %
Public Toilets - Car Park :- Expenditure	0	3,167	4,730	1,563	0	1,563	66.9 %
Net Expenditure over Income	0	3,167	4,730	1,563			

Month No : 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
500 <u>Play Areas and Open Spaces</u>							
4007 Health & Safety	0	390	0	-390		-390	0.0 %
4012 Water Rates	0	237	1,100	863		863	21.5 %
4014 Electricity	37	165	750	585		585	22.1 %
4036 Property Maintenance/Security	0	0	1,120	1,120		1,120	0.0 %
4037 Grounds Maintenance	827	2,079	4,000	1,921		1,921	52.0 %
4042 Equipment/Vehicle Maintenance	950	4,604	7,200	2,596		2,596	63.9 %
Play Areas and Open Spaces :- Expenditure	1,814	7,475	14,170	6,695	0	6,695	52.8 %
1241 Sandy FC Rent	0	0	450	-450			0.0 %
1242 Ice cream rent	0	0	330	-330			0.0 %
1251 Pitch Rental	0	511	0	511			0.0 %
Play Areas and Open Spaces :- Income	0	511	780	-269			65.6 %
Net Expenditure over Income	1,814	6,964	13,390	6,426			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
501	<u>Sunderland Road Rec Ground</u>						
4012	0	448	1,000	552		552	44.8 %
4014	0	-113	0	113		113	0.0 %
4015	0	1,170	0	-1,170		-1,170	0.0 %
4036	0	2,129	1,000	-1,129		-1,129	212.9 %
4046	0	1,664	0	-1,664		-1,664	0.0 %
4047	0	407	2,950	2,543		2,543	13.8 %
4048	0	2,256	2,140	-116		-116	105.4 %
4049	0	328	0	-328		-328	328430
4060	1,250	11,250	15,000	3,750		3,750	75.0 %
Sunderland Road Rec Ground :- Expenditure	1,250	19,540	22,090	2,550	0	2,550	88.5 %
1252	0	1,551	0	1,551			0.0 %
1253	0	387	389	-2			99.5 %
1255	0	0	260	-260			0.0 %
1256	0	0	170	-170			0.0 %
Sunderland Road Rec Ground :- Income	0	1,938	819	1,119			236.6 %
Net Expenditure over Income	1,250	17,602	21,271	3,669			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
502 Nature Reserves							
4037 Grounds Maintenance	0	369	2,050	1,681		1,681	18.0 %
4060 Other Professional Fees	0	1,600	9,240	7,640		7,640	17.3 %
Nature Reserves :- Expenditure	0	1,969	11,290	9,321	0	9,321	17.4 %
1306 Countryside Stewardship Grant	0	1,759	1,000	759			175.9 %
1307 Angling Licence Rent	0	486	475	11			102.3 %
Nature Reserves :- Income	0	2,245	1,475	770			152.2 %
Net Expenditure over Income	0	-276	9,815	10,091			

Month No : 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
504 Tourist Information Centre							
4001 Gross Salaries - Admin	1,801	15,127	0	-15,127		-15,127	0.0 %
4005 Protective Clothing	0	0	200	200		200	0.0 %
4021 Telephone & Fax	0	0	270	270		270	0.0 %
4024 Subscriptions	0	0	100	100		100	0.0 %
4026 Photocopy Costs	0	149	0	-149		-149	0.0 %
4301 Merchandise and Ticket Costs	60	3,684	5,550	1,866		1,866	66.4 %
Tourist Information Centre :- Expenditure	1,861	18,961	6,120	-12,841	0	-12,841	309.8 %
1360 Ticket Sales Commission	0	26	0	26			0.0 %
1402 Sales	0	8,689	12,000	-3,311			72.4 %
Tourist Information Centre :- Income	0	8,715	12,000	-3,285			72.6 %
Net Expenditure over Income	1,861	10,246	-5,880	-16,126			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
505 <u>Grass Cutting</u>							
4102 Grass Cutting	7,580	11,412	10,000	-1,412		-1,412	114.1 %
Grass Cutting :- Expenditure	7,580	11,412	10,000	-1,412	0	-1,412	114.1 %
Net Expenditure over Income	7,580	11,412	10,000	-1,412			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
506 <u>Litter Bins, Seats & Shelters</u>							
4042 Equipment/Vehicle Maintenance	0	0	500	500		500	0.0 %
Litter Bins, Seats & Shelters :- Expenditure	<u>0</u>	<u>0</u>	<u>500</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>0.0 %</u>
Net Expenditure over Income	<u>0</u>	<u>0</u>	<u>500</u>	<u>500</u>			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
508 S.E.G. NOT IN USE							
4020 Misc Establishment Costs	0	0	1,276	1,276		1,276	0.0 %
S.E.G. NOT IN USE :- Expenditure	<u>0</u>	<u>0</u>	<u>1,276</u>	<u>1,276</u>	<u>0</u>	<u>1,276</u>	<u>0.0 %</u>
Net Expenditure over Income	<u>0</u>	<u>0</u>	<u>1,276</u>	<u>1,276</u>			

Month No : 9

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
509	<u>Christmas Lights</u>							
4401	Christmas Illuminations	0	5,720	11,000	5,280		5,280	52.0 %
4402	Community Christmas Event	680	6,832	5,000	-1,832		-1,832	136.6 %
	Christmas Lights :- Expenditure	680	12,552	16,000	3,448	0	3,448	78.5 %
1365	Christmas Lights	0	4,270	4,000	270			106.7 %
	Christmas Lights :- Income	0	4,270	4,000	270			106.7 %
	Net Expenditure over Income	680	8,283	12,000	3,717			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
601 <u>Precept and Interest</u>							
1101 Precept	0	455,704	455,704	0			100.0 %
1320 Interest Received - All account	0	3,835	5,500	-1,665			69.7 %
Precept and Interest :- Income	0	459,539	461,204	-1,665			99.6 %
Net Expenditure over Income	0	-459,539	-461,204	-1,665			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
602 Democratic and Civic Costs							
4020 Misc Establishment Costs	0	90	0	-90		-90	0.0 %
4033 Annual Report & Newsletter	238	2,142	3,500	1,358		1,358	61.2 %
4042 Equipment/Vehicle Maintenance	0	0	200	200		200	0.0 %
4200 Mayor's Allowance	142	1,374	1,900	526		526	72.3 %
4202 Members' Expenses (Conf etc)	0	104	500	396		396	20.9 %
4210 Election Costs	0	0	4,000	4,000		4,000	0.0 %
4701 Grants/Donations Paid	0	1,380	1,500	120		120	92.0 %
Democratic and Civic Costs :- Expenditure	380	5,091	11,600	6,509	0	6,509	43.9 %
Net Expenditure over Income	380	5,091	11,600	6,509			

Month No : 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
700 Capital and Projects							
4802 CAP - Cemetery Extension	0	13,268	0	-13,268		-13,268	0.0 %
4803 CAP - WWI Board	0	1,215	0	-1,215		-1,215	0.0 %
4804 CAP - Street Light Replacement	0	3,200	2,500	-700		-700	128.0 %
4805 CAP - Toyota Van	225	433	0	-433		-433	0.0 %
Capital and Projects :- Expenditure	225	18,116	2,500	-15,616	0	-15,616	724.7 %
1364 S106 Money Received	0	106	0	106			0.0 %
Capital and Projects :- Income	0	106	0	106			
Net Expenditure over Income	225	18,011	2,500	-15,511			

At : 12:17

Current Bank A/c

List of Payments made between 01/11/2014 and 30/11/2014

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/11/2014	Aviva	Std Ord	1,785.54		Annual Insurance Premium
01/11/2014	CF Corporate Finance	Std Ord	523.67		Photocopier Rental
03/11/2014	Powerc IT Business Solutions	DDR	300.00		483/ITSupport Nov 2014
03/11/2014	Southern Electric DDR	DDR1	187.09		475/Supply 15.07.14-08.10.14
06/11/2014	1st Choice Staff Recruitment L	30116	1,944.72		449/R.Loake to 04.10.14
06/11/2014	1st Response Fire Protection	30117	62.40		447/Call out for Toilet Leak
06/11/2014	Anglian Water	30118	188.26		435/Supply 11.07.14-14.10.14
06/11/2014	Anglian Water	30119	91.97		436/Supply 11.07.14-13.10.14
06/11/2014	Anglian Water	30120	28.26		437/Supply 15.07.14-13.10.14
06/11/2014	Anglian Water	30121	53.70		488/Supply 04.07.14-06.10.14
06/11/2014	Beds Associat. of Town & Paris	30122	60.00		439/Chairmanship training
06/11/2014	George Browns Ltd	30123	312.50		434/Hire of TurfCo
06/11/2014	Cemetery Development Services	30124	3,084.00		443/Cem Extension Plan
06/11/2014	Central Bedfordshire Council	30125	1,500.00		481/Jenkins Management - Nov
06/11/2014	Colin Ross	30126	45.65		471/Safety Gloves
06/11/2014	DCK Beavers Ltd	30127	461.04		445/Contract Accounting
06/11/2014	Dyno-Rod Ltd	30128	96.00		446/Toilet Repairs
06/11/2014	Gilks Fencing Ltd	30129	14.88		453/PAR Timber Pales
06/11/2014	Groundcare Machinery Services	30130	1,380.46		459/Ransomes Mower Repairs
06/11/2014	Hedleys Solicitors	30131	80.00		460/Topsoil
06/11/2014	Henlow Building Supplies	30132	60.00		460/Topsoil
06/11/2014	Martin Howlett Trading Company	30133	47.40		462/Centre Feed Rolls
06/11/2014	A W Jackson	30134	67.03		463/Cllr Jackson Travel Expens
06/11/2014	A Jakins & Sons Christmas Tree	30135	360.00		482/Norway Spruce - Xmas Tree
06/11/2014	Lamps & Tubes Illuminations Lt	30136	5,074.66		464/Hire of Xmas Decs
06/11/2014	Town Mayor's Charity Fund	30137	6.00		465/Leighton Linslade Carols
06/11/2014	Mayor of Sandy's Charity Accou	30138	40.00		485/Return mayors Charity Fund
06/11/2014	Tim Miles	30139	400.00		466/Grave Digging 18/09/14
06/11/2014	Park Leisure UK Ltd	30140	113.40		468/Play Equipment Repairs
06/11/2014	Purchase Power	30141	524.70		469/Frinking Meter Reset
06/11/2014	Powerc IT Business Solutions	30142	203.94		470/SpamFighter for 1 Year
06/11/2014	Rosetta Publishing	30143	285.60		484/The Bulletin - November
06/11/2014	1st Sandy Scout Group	30144	380.00		487/Sale Scout Group Bonfire
06/11/2014	Seddington Garden Nursery	30145	976.80		472/Grounds Maintenance
06/11/2014	Delia Shepherd	30146	64.90		473/Personalised Pen Set
06/11/2014	Smith of Derby Ltd	30147	248.40		474/St Swithuns Church Clock
06/11/2014	UK Amenity Spraying Services L	30148	439.92		478/Spraying of Cricket/Footba
07/11/2014	Southern Electric DDR	DDR2	325.94		477/Supply 19.07.14-14.10.14
10/11/2014	DHE Professional Ltd	111142	1,650.00		507/Xmas Fair Set up
10/11/2014	British Gas DDR	DDR3	139.44		442/Supply 22.07.14-20.10.14
10/11/2014	Central Bedfordshire Council R	DDR	113.00		92/Annual Rates 14/15
11/11/2014	DHE Professional Ltd	111143	96.00		Purchase Ledger Payment
17/11/2014	UK Fuels Limited DDR	DDR4	106.58		480/Fuel Card
17/11/2014	Powerc IT Business Solutions	DDR5	254.26		529/Oct2014
17/11/2014	Bedford Borough Council	DDR6	18,356.64		495/Payroll November 2014
18/11/2014	Southern Electric DDR	DDR7	535.87		538/Supply to 031114
18/11/2014	Southern Electric DDR	DDR7	0.10		539/Supply to 031114

At: 12:17

Current Bank A/c

List of Payments made between 01/11/2014 and 30/11/2014

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
20/11/2014	Marshall's Castles	111145	285.00		525/Grotto Hire
20/11/2014	Delia Shepherd	111146	250.00		516/Toyota Van FD07HGU Deposit
24/11/2014	UK Fuels Limited DDR	DDR8	54.00		546/Fuel card charge
24/11/2014	Corona Energy Retail 2 Ltd DDR	DDR9	175.38		503/Supply to 061014
26/11/2014	M Hill	111144	500.00		Purchase Ledger Payment
30/11/2014	Reverse chq 30122 for BATPC	30122REV	-60.00		Reverse chq 30122 for BATPC
Total Payments			44,275.10		

Inspection of Paths - Cemetery

	Defects	Proposed Action
<p>Is the surface compact, firm, stable, obstacle free and slip resistant. What material are they made of?</p> <p>Are the paths free from algae or any other substance that may increase the risk of slipping?</p>	<p>The paths are asphalt with pea gravel on the path around the chapel. In their undamaged form they are firm, compact and obstacle free. However, many of the paths have defects as listed below.</p> <p>There is a significant amount of algae and in some places moss growth around the perimeter path. The internal paths are less affected.</p>	<p>Groundsmen to undertake clearing the moss and treating the algae January 2014.</p>
<p>Are there any significant gradients or ramps?</p> <p>Unexpected changes in the walking surface? Drainage channels, gratings or steps?</p>	<p>The path between G & H and I & J has risen in the middle until the extent of camber is significant. In addition some of the drains on this path have sunk causing a more uneven surface.</p>	<p>This needs a survey and costing to remedy, it is beyond the capabilities of the groundsmen. It is likely that the path will need to be completely relaid.</p>
<p>List any defects? Holes, surface erosion, damaged ironworks, raised slabs or paving. (Difference in surface height above 20mm constitutes a trip hazard).</p>	<p>There are numerous holes around the perimeter paths, especially in the new section. On the whole the old section is in good condition, except around the Potton Road entrance and the path leading from it in front of the chapel where vehicles are driven.</p> <p>The path between H and Stratford Road is particularly bad, with tree root damage causing cracks and holes which have widened over time. The area inside the Stratford Road entrance is badly damaged and in need of urgent attention.</p>	<p>The groundsmen will patch the holes on most of the paths with tarmac. They will add to the pea gravel around the chapel to fill in the significant dip there. This work will take place in January.</p> <p>The areas in front of the two entrances need specialist attention, as does the path between H and Stratford Road. It is recommended that Council consider closing this pathway until it is possible to repair it. However, the pedestrian access from Stratford Road cannot be closed and should be repaired as soon as possible.</p>
<p>Are there any procedures to deal with snow and ice?</p>	<p>The groundsmen carry out gritting when the paths are icy or snowy.</p>	

Sandy Town Council

(Updated 18-12-14)

Budget Summary

Year Ended 31st March 2016

	2014-15		2015-16	Budget
	Projected	Budgeted (Revised)	Proposed	Incr/Decr
REVENUE EXPENDITURE				
Staffing & Admin	321150	333390	363700	30310
Services	119998	163361	116340	-47021
	<u>441148</u>	<u>496751</u>	<u>480040</u>	<u>-16711</u>
INCOME				
Staffing & Admin	12025	8322	8500	178
Services	34392	42600	34352	-8248
	<u>46417</u>	<u>50922</u>	<u>42852</u>	<u>-8070</u>
NET REVENUE EXPENDITURE	<u>394731</u>	<u>445829</u>	<u>437188</u>	<u>-8641</u>
Capital Expenditure (Net)				
Rolling Capital Fund Allocation	15000	0	15000	15000
Capital & Projects (net)	4415	2500	9200	6700
Capital Receipts	-106	0	0	0
Loans	608	608	608	
Loan - Internal Repayment	0	0	9102	9102
	<u>19917</u>	<u>3108</u>	<u>33910</u>	<u>30802</u>
TOTAL NET EXPENDITURE	<u>414648</u>	<u>448937</u>	<u>471098</u>	<u>-30802</u>

Financed as follows

Reserves at 1st April	20765	30524	61821	
Reserves at 31st March	<u>61821</u>	<u>37291</u>	<u>69821</u> **	
Used to Fund Expenditure	-41056	-6767	-8000 ***	
PRECEPT FUNDING REQUIRED	<u>455704</u>	<u>455704</u>	<u>479098</u>	<u>23394</u> 5.13%
	<u>414648</u>	<u>448937</u>	<u>471098</u>	

Precept information

ADJUSTED BASIS

Band D Equivalents		<u>3778</u>	<u>3874</u>		2.54%
Precept per Band D Equivalent (£/annum)		<u>£ 120.62</u>	<u>£123.67</u>	<u>£3.05</u>	<u>2.53%</u>
Precept per Band D Equivalent (p/week)		<u>231.33</u>	<u>237.17</u>	<u>5.84 p</u>	

**Note: Recommended minimum reserve equal to
3 months net revenue expenditure

	98683	111457	109297
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General Reserve **Shortfall/Surplus** **-36862** **-74166** **-39476** ***

***Note To correct reserve shortfall within three years

Earmarked Reserve	31/03/2014	31/03/2015	31/03/2016
	(Actual)	(Projected)	(Available)
Rolling Capital Fund	0	15000	30000
Earmarked Reserves	44000	48000	52000
Fallowfield	380000	350000	94102
Fallowfield Internal Loan			240898
Revenue Earmarked Funds	424000	413000	417000
Capital Receipts Reserve	72795	40127	40127
TOTAL Earmarked Funds	<u>496795</u>	<u>453127</u>	<u>457127</u>
General Reserve (see above)	20765	61821	69821
Total Reserves	<u>517560</u>	<u>514948</u>	<u>526948</u>

Prepared by:
Derek R Kemp
DCK Beavers Ltd

For:
Sandy Town Council

10:29
24/12/2014

Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Revised Estimate 2015/16

	2013/14		2014/15			Next Year Budget		
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget		Actual YTD	Projected Actual
402 Administration-Office								
4008 Training	4,000	1,765	3,500	0	3,500	1,660	2,500	2,500
4009 Travel & Subsistence	500	406	500	0	500	85	250	250
4010 Miscellaneous Staff Costs	0	0	0	0	0	45	45	0
4011 General Rates	5,355	5,891	6,100	0	6,100	6,005	6,005	6,150
4012 Water Rates	360	439	400	0	400	73	400	400
4014 Electricity	1,440	3,600	4,000	0	4,000	764	2,500	2,500
4015 Gas	1,645	1,083	1,800	0	1,800	349	1,800	1,800
4016 Cleaning Materials etc	1,200	1,429	1,250	0	1,250	976	1,500	1,500
4020 Misc Establishment Costs	2,000	1,071	2,000	0	2,000	998	2,000	2,000
4021 Telephone & Fax	2,600	3,308	3,200	0	3,200	992	2,500	2,500
4022 Postage	1,000	1,422	1,600	0	1,600	865	1,700	1,700
4023 Printing & Stationery	4,000	3,700	4,000	1,235	5,235	1,525	5,235	5,000
4024 Subscriptions	2,575	758	2,700	0	2,700	2,117	2,500	2,600
4025 Insurance (excl vehicles)	19,673	20,353	21,600	0	21,600	10,464	21,200	22,250
4026 Photocopy Costs	1,400	2,124	2,270	0	2,270	2,174	4,000	4,000
4027 IT Costs incl Support	0	0	0	0	0	3,883	6,000	6,000
4028 Service Agreements (Other)	8,800	10,830	9,500	0	9,500	3,953	5,000	5,000
4035 Publications	300	347	300	0	300	43	100	200
4036 Property Maintenance/Security	3,430	2,937	3,500	0	3,500	2,308	3,000	3,000

Note : Revised Estimate 2015/16

	<u>2013/14</u>		<u>2014/15</u>			<u>2015/16</u>		
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
4042 Equipment/Vehicle Maintenance	2,000	1,396	3,000	0	3,000	0	0	0
4051 Bank Charges	0	0	0	0	0	65	100	100
4056 Legal Expenses	0	708	1,000	0	1,000	10	1,000	2,000
4057 Audit Fees - External	3,250	6,227	2,350	0	2,350	0	1,300	1,300
4058 Audit Fees - Internal	0	0	0	0	0	0	750	750
4059 Accountancy Fees	0	0	0	0	0	3,228	6,000	6,000
4070 Refreshments	150	149	200	0	200	84	200	200
4260 Contingency - NOT NOW IN USE	2,516	115	0	0	0	0	0	0
OverHead Expenditure	68,194	70,059	74,770	1,235	76,005	42,666	77,585	79,700
1102 Precept Support Grant	42,378	42,378	0	0	0	0	0	0
1201 Rent Received Etc	2,500	3,463	2,575	0	2,575	1,564	3,000	3,000
1202 Photocopying Income	50	42	52	0	52	13	25	0
1204 Sale of Council Minutes	182	364	195	0	195	0	0	0
1205 Miscellaneous Income	0	13,609	0	0	0	2,539	3,500	0
Total Income	45,110	59,856	2,822	0	2,822	4,117	6,525	3,000
402 Net Expenditure	23,084	10,203	71,949	1,235	73,184	38,549	71,060	76,700

Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Revised Estimate 2015/16

	<u>2013/14</u>		<u>2014/15</u>			<u>2015/16</u>		
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
403 Administration-Works								
4005 Protective Clothing	1,400	1,061	1,400	0	1,400	305	1,000	1,000
4006 H&S Costs/Consultancy	1,000	70	1,000	0	1,000	0	0	0
4011 General Rates	1,950	1,917	2,010	0	2,010	1,955	1,955	2,000
4012 Water Rates	300	38	310	0	310	358	700	700
4014 Electricity	1,200	456	750	0	750	177	500	500
4017 Refuse Disposal	3,500	4,264	3,500	0	3,500	1,735	3,500	3,500
4036 Property Maintenance/Security	1,600	2,027	1,650	0	1,650	478	1,000	1,000
4038 Consumables/Small Tools	1,200	1,105	1,200	0	1,200	1,346	2,500	2,500
4039 Planting/Trees/Horticulture	5,450	5,034	5,700	0	5,700	3,571	5,700	5,700
4040 Equipment Purchases (Minor)	1,600	728	2,000	0	2,000	1,508	2,000	2,000
4042 Equipment/Vehicle Maintenance	5,500	6,051	5,500	-4,000	1,500	1,768	5,500	5,500
4043 Equipment/Vehicle Fuel	3,500	2,360	3,000	0	3,000	1,278	2,000	2,000
4044 Vehicle Tax & Insurance	2,500	1,709	2,500	0	2,500	2,119	2,350	2,500
OverHead Expenditure	30,700	26,820	30,520	-4,000	26,520	16,597	28,705	28,900
403 Net Expenditure	30,700	26,820	30,520	-4,000	26,520	16,597	28,705	28,900

Note : Revised Estimate 2015/16

	<u>2013/14</u>		<u>2014/15</u>			<u>2015/16</u>		
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
<u>404 Allotments</u>								
4012 Water Rates	500	800	300	0	300	0	0	0
OverHead Expenditure	<u>500</u>	<u>800</u>	<u>300</u>	<u>0</u>	<u>300</u>	<u>0</u>	<u>0</u>	<u>0</u>
404 Net Expenditure	500	800	300	0	300	0	0	0

Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Revised Estimate 2015/16

	<u>2013/14</u>		<u>2014/15</u>			<u>2015/16</u>		
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
<u>405</u> <u>Footway Lighting</u>								
4014 Electricity	5,750	5,280	5,750	0	5,750	2,105	5,250	5,500
4042 Equipment/Vehicle Maintenance	3,805	4,135	4,500	-2,500	2,000	1,150	2,000	2,300
			10,250	-2,500	7,750	3,255	7,250	7,800
OverHead Expenditure	9,555	9,415						
405 Net Expenditure	9,555	9,415	10,250	-2,500	7,750	3,255	7,250	7,800

Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Revised Estimate 2015/16

	2013/14		2014/15			2015/16		
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget		Actual YTD	Projected Actual
406 Cemetery & Churchyard								
4011 General Rates	2,200	2,125	2,300	0	2,300	2,167	2,167	2,200
4012 Water Rates	180	96	180	0	180	19	100	100
4036 Property Maintenance/Security	500	5	1,000	0	1,000	0	1,000	1,000
4037 Grounds Maintenance	900	832	900	0	900	259	900	900
4039 Planting/Trees/Horticulture	350	117	350	0	350	78	350	350
4101 Grave Digging Costs	6,200	8,000	6,200	0	6,200	2,400	6,200	6,200
OverHead Expenditure	10,330	11,174	10,930	0	10,930	4,922	10,717	10,750
1226 Burials/Memorials Income	17,600	25,995	20,000	0	20,000	13,162	25,000	25,000
1228 Interest on Investment	53	53	26	0	26	26	52	52
Total Income	17,653	26,048	20,026	0	20,026	13,188	25,052	25,052
406 Net Expenditure	-7,323	-14,874	-9,096	0	-9,096	-8,267	-14,335	-14,302

Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Revised Estimate 2015/16

	<u>2013/14</u>		<u>2014/15</u>			<u>2015/16</u>		
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
408 Town Centre (Including Market)								
4011 General Rates	15,650	14,532	15,370	0	15,370	14,867	14,867	15,150
4036 Property Maintenance/Security	840	282	850	0	850	1,675	2,000	850
4053 Loan Interest	0	0	366	0	366	177	366	349
4054 Loan Capital Repaid	608	608	242	0	242	127	242	259
4100 CCTV Fees	22,000	22,947	15,000	0	15,000	1,000	16,000	15,000
OverHead Expenditure	39,098	38,369	31,828	0	31,828	17,847	33,475	31,608
1236 Friday Market Fees	1,800	3,546	3,000	0	3,000	470	470	0
1237 Saturday Market Fees	450	400	300	0	300	128	128	300
1238 Other Income Car Park	300	500	200	0	200	210	300	300
Total Income	2,550	4,446	3,500	0	3,500	808	898	600
408 Net Expenditure	36,548	33,923	28,328	0	28,328	17,039	32,577	31,008

Note : Revised Estimate 2015/16

	2013/14		2014/15			2015/16		
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget		Actual YTD	Projected Actual
409 Public Toilets - Car Park								
4011 General Rates	2,264	2,264	2,400	0	2,400	2,308	2,308	2,350
4012 Water Rates	1,200	1,143	1,400	0	1,400	90	500	500
4014 Electricity	320	220	380	0	380	213	400	400
4036 Property Maintenance/Security	515	731	550	0	550	58	550	550
OverHead Expenditure	4,299	4,358	4,730	0	4,730	2,668	3,758	3,800
409 Net Expenditure	4,299	4,358	4,730	0	4,730	2,668	3,758	3,800

	2013/14		2014/15			2015/16		
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget		Actual YTD	Projected Actual
500	<u>Play Areas and Open Spaces</u>							
4007	Health & Safety	0	0	0	0	390	390	400
4012	Water Rates	620	1,565	1,100	0	237	800	800
4014	Electricity	1,628	106	750	0	45	150	150
4036	Property Maintenance/Security	835	3,005	1,120	0	0	1,125	1,125
4037	Grounds Maintenance	3,000	2,548	4,000	0	501	2,500	2,500
4042	Equipment/Vehicle Maintenance	8,200	5,486	7,200	0	3,310	7,200	7,200
4972	Transfer from EMR Fallowfield	0	0	0	0	0	-30,000	-15,000
	OverHead Expenditure	14,283	12,710	0	14,170	4,482	-17,835	-2,825
1241	Sandy FC Rent	800	437	450	0	0	450	450
1242	Ice cream rent	270	315	330	0	0	330	330
1251	Pitch Rental	0	0	0	0	511	600	600
	Total Income	1,070	753	0	780	511	1,380	1,380
500	Net Expenditure	13,213	11,958	0	13,390	3,971	-19,215	-4,205

Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Revised Estimate 2015/16

	2013/14		2014/15			2015/16		
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget		Actual YTD	Projected Actual
501 Sunderland Road Rec Ground								
4012 Water Rates	2,000	1,111	1,000	0	1,000	395	600	600
4014 Electricity	2,000	3,232	0	0	0	-263	0	0
4015 Gas	3,100	3,754	0	0	0	905	0	0
4036 Property Maintenance/Security	1,000	480	1,000	0	1,000	1,043	1,000	1,000
4046 Bowling Green - SBC	0	0	0	2,000	2,000	1,643	2,180	2,232
4047 Equipment Maintenance - SBC	2,850	2,846	2,950	0	2,950	147	2,684	2,748
4048 Cricket Square - SCC	2,070	2,018	2,140	0	2,140	2,256	2,256	2,310
4049 Equipment Maintenance - SCC	0	0	0	2,000	2,000	0	2,500	2,500
4060 Other Professional Fees	19,500	48,000	15,000	0	15,000	8,750	15,000	15,000
OverHead Expenditure	32,520	61,441	22,090	4,000	26,090	14,875	26,220	26,390
1251 Pitch Rental	0	564	0	0	0	0	0	0
1252 Pavilion Rental	5,000	1,497	0	0	0	0	0	0
1253 Bowls Club Rental	378	378	389	0	389	387	387	390
1255 Cricket Club Rental	253	0	260	0	260	0	260	260
1256 Scouts ,ACF and SSLA	175	169	170	0	170	0	170	170
1260 Misc Sunderland Road	0	155	0	0	0	0	0	0
Total Income	5,806	2,763	819	0	819	387	817	820
501 Net Expenditure	26,714	58,678	21,271	4,000	25,271	14,488	25,403	25,570

Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Revised Estimate 2015/16

	2013/14		2014/15			2015/16		
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget		Actual YTD	Projected Actual
502 Nature Reserves								
4037 Grounds Maintenance	4,250	3,526	2,050	0	2,050	753	1,500	1,500
4060 Other Professional Fees	5,863	5,863	9,240	0	9,240	1,600	9,240	9,425
OverHead Expenditure	10,113	9,389	11,290	0	11,290	2,353	10,740	10,925
1306 Countryside Stewardship Grant	1,000	2,655	1,000	0	1,000	1,759	1,759	2,000
1307 Angling Licence Rent	0	0	0	475	475	486	0	500
Total Income	1,000	2,655	1,000	475	1,475	2,245	1,759	2,500
502 Net Expenditure	9,113	6,734	10,290	-475	9,815	109	8,981	8,425

Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Revised Estimate 2015/16

	2013/14		2014/15			2015/16		
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget		Actual YTD	Projected Actual
504 Tourist Information Centre								
4001 Gross Salaries - Admin	25,500	24,039	25,750	-25,750	0	9,874	20,100	0
4005 Protective Clothing	200	0	200	0	200	0	0	0
4020 Misc Establishment Costs	0	50	0	0	0	0	0	0
4021 Telephone & Fax	270	62	270	0	270	0	0	0
4022 Postage	175	175	0	0	0	0	0	0
4023 Printing & Stationery	1,235	611	1,235	-1,235	0	0	0	0
4024 Subscriptions	100	0	100	0	100	0	0	0
4026 Photocopy Costs	0	0	0	0	0	149	300	0
4301 Merchandise and Ticket Costs	7,500	7,451	5,550	0	5,550	3,294	5,550	0
OverHead Expenditure	34,980	32,387	-26,985	6,120	13,317		25,960	0
1360 Ticket Sales Commission	0	7	0	0	0	12	12	0
1402 Sales	12,325	12,004	12,000	0	12,000	6,920	12,000	0
Total Income	12,325	12,011	0	12,000	6,932		12,012	0
504 Net Expenditure	22,655	20,376	-26,985	-5,880	6,386		13,938	0

Note : Revised Estimate 2015/16

	<u>2013/14</u>		<u>2014/15</u>			<u>2015/16</u>		
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
<u>505</u> <u>Grass Cutting</u>								
4102 Grass Cutting	9,650	3,749	10,000	0	10,000	3,831	3,831	10,000
OverHead Expenditure	<u>9,650</u>	<u>3,749</u>	<u>10,000</u>	<u>0</u>	<u>10,000</u>	<u>3,831</u>	<u>3,831</u>	<u>10,000</u>
505 Net Expenditure	9,650	3,749	10,000	0	10,000	3,831	3,831	10,000

Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Revised Estimate 2015/16

	2013/14		2014/15			2015/16		
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget		Actual YTD	Projected Actual
<u>506</u> <u>Litter Bins, Seats & Shelters</u>								
4042 Equipment/Vehicle Maintenance	310	352	500	0	500	0	500	500
OverHead Expenditure	310	352	500	0	500	0	500	500
506 Net Expenditure	310	352	500	0	500	0	500	500

Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Revised Estimate 2015/16

	2013/14		2014/15			2015/16		
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget		Actual YTD	Projected Actual
508 S.E.G. NOT IN USE								
4020 Misc Establishment Costs	1,276	332	500	0	1,276	0	0	0
OverHead Expenditure	1,276	332	500	0	1,276	0	0	0
1296 SEG Sponsorships	0	121	0	0	0	0	0	0
Total Income	0	121	0	0	0	0	0	0
508 Net Expenditure	1,276	211	500	0	1,276	0	0	0

Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Revised Estimate 2015/16

	2013/14		2014/15			2015/16		
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget		Actual YTD	Projected Actual
<u>509</u> <u>Christmas Lights</u>								
4401 Christmas Illuminations	10,433	9,920	11,000	0	11,000	1,191	11,000	11,000
4402 Community Christmas Event	5,000	6,365	5,000	0	5,000	557	5,000	7,000
	<u>15,433</u>	<u>16,285</u>	<u>16,000</u>	<u>0</u>	<u>16,000</u>	<u>1,748</u>	<u>16,000</u>	<u>18,000</u>
1365 Christmas Lights	4,000	6,349	4,000	0	4,000	1,345	4,000	4,000
	<u>4,000</u>	<u>6,349</u>	<u>4,000</u>	<u>0</u>	<u>4,000</u>	<u>1,345</u>	<u>4,000</u>	<u>4,000</u>
Total Income	11,433	9,936	12,000	0	12,000	403	12,000	14,000
509 Net Expenditure								

Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Revised Estimate 2015/16

	<u>2013/14</u>		<u>2014/15</u>			<u>2015/16</u>		
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
601 Precept and Interest								
1101 Precept	398,491	398,491	455,704	0	455,704	455,704	455,704	479,098
1319 Interest Precept A.c	4,500	1,831	0	0	0	0	0	0
1320 Interest Received - All account	3,000	4,123	5,500	0	5,500	3,632	5,500	5,500
1321 DO NOT USE	0	1,014	0	0	0	0	0	0
1322 DO NOT USE	0	80	0	0	0	0	0	0
Total Income	405,991	405,539	461,204	0	461,204	459,336	461,204	484,598
601 Net Expenditure	-405,991	-405,539	-461,204	0	-461,204	-459,336	-461,204	-484,598

Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Revised Estimate 2015/16

	2013/14		2014/15			2015/16		
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget		Actual YTD	Projected Actual
<u>602 Democratic and Civic Costs</u>								
4020 Misc Establishment Costs	0	0	0	0	0	90	90	100
4033 Annual Report & Newsletter	3,500	2,142	3,500	0	3,500	1,666	3,500	3,500
4042 Equipment/Vehicle Maintenance	200	201	200	0	200	0	220	250
4200 Mayor's Allowance	1,900	1,635	1,900	0	1,900	868	1,900	1,900
4202 Members' Expenses (Conf etc)	500	657	500	0	500	74	500	500
4210 Election Costs	2,000	4,418	4,000	0	4,000	0	4,000	4,000
4701 Grants/Donations Paid	1,500	1,981	1,500	0	1,500	1,380	1,500	1,500
OverHead Expenditure	9,600	11,034	11,600	0	11,600	4,079	11,710	11,750
1307 Angling Licence Rent	474	477	475	-475	0	0	486	0
Total Income	474	477	475	-475	0	0	486	0
602 Net Expenditure	9,126	10,557	11,125	475	11,600	4,079	11,224	11,750

Continued on Page 20

Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Revised Estimate 2015/16

	2013/14		2014/15			2015/16		
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
<u>700 Capital and Projects</u>								
4153 Loan Interest - INTERNAL	0	0	0	0	0	0	0	7,903
4154 Loan Capital Repaid - INTERNAL	0	0	0	0	0	0	0	9,102
4800 S106 Expenditure	0	6,857	0	0	0	0	0	0
4801 CAP - Hearing Loop System	0	1,474	0	0	0	0	0	0
4802 CAP - Cemetary Extension	0	0	0	0	0	5,098	32,668	320,000
4803 CAP - WWJ Board	0	0	0	0	0	1,215	1,215	0
4804 CAP - Street Light Replacement	0	0	0	2,500	2,500	3,200	3,200	3,200
4805 CAP - BUSINESS PLAN	0	0	0	0	0	0	0	6,000
4915 Transfer to Rolling Capital Fd	0	0	0	0	0	0	15,000	15,000
4923 Internal Loan Repaid to F'fld	0	0	0	0	0	0	0	9,102
4970 Transfer from C R R	0	-1,491	0	0	0	0	-32,668	-70,000
OverHead Expenditure	0	6,840	0	2,500	2,500	9,513	19,415	300,307
1103 Internal Loan from F'field EMR	0	0	0	0	0	0	0	250,000
1153 Loan Interest Rec'd INTERNAL	0	0	0	0	0	0	0	7,903
1154 Loan Capital Rec'd INTERNAL	0	0	0	0	0	0	0	9,102
1364 S106 Money Received	0	2,159	0	0	0	106	106	0
Total Income	0	2,159	0	0	0	106	106	267,005
700 Net Expenditure	0	4,681	0	2,500	2,500	9,407	19,309	33,302

Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Revised Estimate 2015/16

	<u>2013/14</u>		<u>2014/15</u>			<u>2015/16</u>		
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
702 Reserve A/c DO NOT USE								
4921 Transfer to EMR	0	4,543	-15,000	0	-15,000	0	0	0
4970 Transfer from C R R	0	-1,400	0	0	0	0	0	0
			-15,000	0	-15,000	0	0	0
OverHead Expenditure	0	3,143						
1363 Reserve fund income	7	0	0	0	0	0	0	0
	7	0	0	0	0	0	0	0
Total Income	7	0						
702 Net Expenditure	-7	3,143	-15,000	0	-15,000	0	0	0
Total Budget Expenditure	508,589	547,713	484,083	0	484,859	242,266	461,171	780,955
Income	495,986	523,178	506,626	0	506,626	488,975	514,239	788,955
Net Expenditure	12,603	24,535	-22,542	0	-21,766	-246,709	-53,068	-8,000

Budget Summary - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Revised Estimate 2015/16

	<u>2013/14</u>		<u>2014/15</u>			<u>2015/16</u>		
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
<u>401 Staff</u>								
OverHead Expenditure	217,748	229,055	216,500	25,750	242,250	100,113	203,150	243,350
401 Net Expenditure	217,748	229,055	216,500	25,750	242,250	100,113	203,150	243,350
<u>402 Administration-Office</u>								
OverHead Expenditure	68,194	70,059	74,770	1,235	76,005	42,666	77,585	79,700
Total Income	45,110	59,856	2,822	0	2,822	4,117	6,525	3,000
402 Net Expenditure	23,084	10,203	71,949	1,235	73,184	38,549	71,060	76,700
<u>403 Administration-Works</u>								
OverHead Expenditure	30,700	26,820	30,520	-4,000	26,520	16,597	28,705	28,900
403 Net Expenditure	30,700	26,820	30,520	-4,000	26,520	16,597	28,705	28,900
<u>404 Allotments</u>								
OverHead Expenditure	500	800	300	0	300	0	0	0
404 Net Expenditure	500	800	300	0	300	0	0	0
<u>405 Footway Lighting</u>								
OverHead Expenditure	9,555	9,415	10,250	-2,500	7,750	3,255	7,250	7,800
405 Net Expenditure	9,555	9,415	10,250	-2,500	7,750	3,255	7,250	7,800

Budget Summary - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Revised Estimate 2015/16

	2013/14		2014/15			2015/16			
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget		Actual YTD	Projected Actual	Next Year Budget
406 Cemetery & Churchyard									
OverHead Expenditure	10,330	11,174	10,930	0	10,930	4,922	10,717	10,750	
Total Income	17,653	26,048	20,026	0	20,026	13,188	25,052	25,052	
406 Net Expenditure	-7,323	-14,874	-9,096	0	-9,096	-8,267	-14,335	-14,302	
408 Town Centre (Including Market)									
OverHead Expenditure	39,098	38,369	31,828	0	31,828	17,847	33,475	31,608	
Total Income	2,550	4,446	3,500	0	3,500	808	898	600	
408 Net Expenditure	36,548	33,923	28,328	0	28,328	17,039	32,577	31,008	
409 Public Toilets - Car Park									
OverHead Expenditure	4,299	4,358	4,730	0	4,730	2,668	3,758	3,800	
409 Net Expenditure	4,299	4,358	4,730	0	4,730	2,668	3,758	3,800	
500 Play Areas and Open Spaces									
OverHead Expenditure	14,283	12,710	14,170	0	14,170	4,482	-17,835	-2,825	
Total Income	1,070	753	780	0	780	511	1,380	1,380	
500 Net Expenditure	13,213	11,958	13,390	0	13,390	3,971	-19,215	-4,205	
501 Sunderland Road Rec Ground									
OverHead Expenditure	32,520	61,441	22,090	4,000	26,090	14,875	26,220	26,390	

Budget Summary - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Revised Estimate 2015/16

	2013/14		2014/15			2015/16		
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget		Actual YTD	Projected Actual
			819	0	819	387	817	820
Total Income	5,806	2,763						
501 Net Expenditure	26,714	58,678	21,271	4,000	25,271	14,488	25,403	25,570
502 Nature Reserves								
OverHead Expenditure	10,113	9,389	11,290	0	11,290	2,353	10,740	10,925
Total Income	1,000	2,655	1,000	475	1,475	2,245	1,759	2,500
502 Net Expenditure	9,113	6,734	10,290	-475	9,815	109	8,981	8,425
504 Tourist Information Centre								
OverHead Expenditure	34,980	32,387	33,105	-26,985	6,120	13,317	25,950	0
Total Income	12,325	12,011	12,000	0	12,000	6,932	12,012	0
504 Net Expenditure	22,655	20,376	21,105	-26,985	-5,880	6,386	13,938	0
505 Grass Cutting								
OverHead Expenditure	9,650	3,749	10,000	0	10,000	3,831	3,831	10,000
505 Net Expenditure	9,650	3,749	10,000	0	10,000	3,831	3,831	10,000
506 Litter Bins, Seats & Shelters								
OverHead Expenditure	310	352	500	0	500	0	500	500
506 Net Expenditure	310	352	500	0	500	0	500	500

Budget Summary - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Revised Estimate 2015/16

	2013/14		2014/15			2015/16		
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget		Actual YTD	Projected Actual
<u>508</u> <u>S.E.G. NOT IN USE</u>								
OverHead Expenditure	1,276	332	500	0	1,276	0	0	0
Total Income	0	121	0	0	0	0	0	0
508 Net Expenditure	1,276	211	500	0	1,276	0	0	0
<u>509</u> <u>Christmas Lights</u>								
OverHead Expenditure	15,433	16,285	16,000	0	16,000	1,748	16,000	18,000
Total Income	4,000	6,349	4,000	0	4,000	1,345	4,000	4,000
509 Net Expenditure	11,433	9,936	12,000	0	12,000	403	12,000	14,000
<u>601</u> <u>Precept and Interest</u>								
Total Income	405,991	405,539	461,204	0	461,204	459,336	461,204	484,598
601 Net Expenditure	-405,991	-405,539	-461,204	0	-461,204	-459,336	-461,204	-484,598
<u>602</u> <u>Democratic and Civic Costs</u>								
OverHead Expenditure	9,600	11,034	11,600	0	11,600	4,079	11,710	11,750
Total Income	474	477	475	-475	0	0	486	0
602 Net Expenditure	9,126	10,557	11,125	475	11,600	4,079	11,224	11,750
<u>700</u> <u>Capital and Projects</u>								
OverHead Expenditure	0	6,840	0	2,500	2,500	9,513	19,415	300,307

Budget Summary - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Revised Estimate 2015/16

	2013/14		2014/15			Projected Actual	Next Year Budget
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget		
Total Income	0	2,159	0	0	0	106	267,005
700 Net Expenditure	0	4,681	0	2,500	2,500	19,309	33,302
702 Reserve A/c DO NOT USE							
OverHead Expenditure	0	3,143	-15,000	0	-15,000	0	0
Total Income	7	0	0	0	0	0	0
702 Net Expenditure	-7	3,143	-15,000	0	-15,000	0	0
Total Budget Expenditure	508,589	547,713	484,083	0	484,859	461,171	780,955
Income	495,986	523,178	506,626	0	506,626	514,239	788,955
Net Expenditure	12,603	24,535	-22,542	0	-21,766	-53,068	-8,000

Driving at Work Policy

Town council

The Health and Safety at Work Act places a general duty on the Town Council to have a “duty of care” for the safety of employees at work, regardless of the type or size of the business. There is also a duty of care to all other road users.

The Management of Health and Safety at Work Regulations require the Town Council to ensure that risks are controlled by the implementation of necessary measures, appointment of competent people and appropriate information and training.

The Workplace (Health, Safety and Welfare) Regulations 1992 cover a wide range of basic health, safety and welfare issues including traffic routes for vehicles within the workplace.

Road Traffic Acts supported by the Highway Code apply to all road users and the Highway Code includes information on signs and markings, road users the law and driving penalties.

Management Policy

To be read in conjunction with the Section 19 of the Employee Handbook – Vehicle Policy and Use of Mobile Phone Policy.

The Town Clerk has specific responsibility for managing driving at work.

Risk Assessments dealing with all aspects of driving at work have been undertaken, will be regularly reviewed and findings acted upon.

Every incident involving any vehicle driven on behalf of Sandy Town Council is recorded and will be regularly analysed and action taken to reduce recurrence if necessary.

Driver Safety

Employees must follow the procedures set out in the driver’s handbook that includes safety guidance and sets out individual driver’s responsibilities in support of the Council’s policies and procedures.

New employees driving on behalf of the Town Council will have their driving documents checked to ensure they are properly licensed for the class of vehicle that they will be driving.

Employees will be required to present their driving documents yearly for inspection.

Town Clerk must be informed of any imposed or pending driving penalties or convictions within 5 working days. These will be dealt with on a case by case basis.

At work crashes and collisions must be reported promptly

Any road safety concerns felt by employees must be reported to the Town Clerk as soon as possible.

Further training may be offered to employees as a result of a high number of incidents or concerns from other employees. This training must be undertaken.

Seat belts must be worn at all times, if fitted in the vehicle.

Vehicle Safety

Sandy Town Council will ensure that its procurement policy is followed for vehicles purchased or hired for use by its employees and that the utmost importance is placed on safety features.

Vehicles will be regularly inspected and strictly maintained, adhering as a minimum to the manufacturer's recommended service schedules.

Employees are required to complete before use inspection checks for each vehicle they drive. Record sheets must be dated and signed and kept at the depot.

A vehicle defect form must be completed as soon as the defect is found – verbal reporting is not acceptable. The form must be handed to the Foreman for further action.

All reported defects will be dealt with promptly. Serious defects, or those rendering the vehicle illegal to drive on the public highway will result in the vehicle being taken off the road immediately until a repair has been carried out.

Alcohol & Drug Abuse Policy

To be read in conjunction with the Alcohol and Drug Abuse Policy contained in Section 16 of the Employee Handbook.

The Town Council operates a zero tolerance Drink and Drug Driving Policy.

Any pending prosecutions and/or cautions must be reported to the Town Clerk immediately, regardless of the vehicle that was being driven at the time. Failure to do so will result in disciplinary action.

Any driver prosecuted for such offences will be subject to an investigation under the Town Council's disciplinary procedure.

Employees are encouraged to report concerns about colleagues with regards to drink and drugs, this may be done anonymously.

Any driver taking prescription or over the counter medicines must check that they are fit to drive.

Mobile Phone Policy

This policy can be found in Section 19 of the Employee Handbook.

Drivers when driving own vehicles

Employees who drive their own vehicles for work purposes must:

Have appropriate insurance.

Have current road tax and MOT certificate if applicable.

Ensure their vehicle is maintained in a safe and roadworthy condition.

Satellite Navigation

Satellite Navigation Systems can be a useful tool for drivers; however, they can also be a dangerous distraction.

All destinations should be entered while the vehicle is stationary in a safe place. They should not impair vision when positioned inside the vehicle. They should not be positioned where they are likely to cause injuries in the event of a collision.

All in vehicle distractions should be kept to a minimum and it is the responsibility of the driver to ensure that they are not likely to be distracted.

Accident Procedure

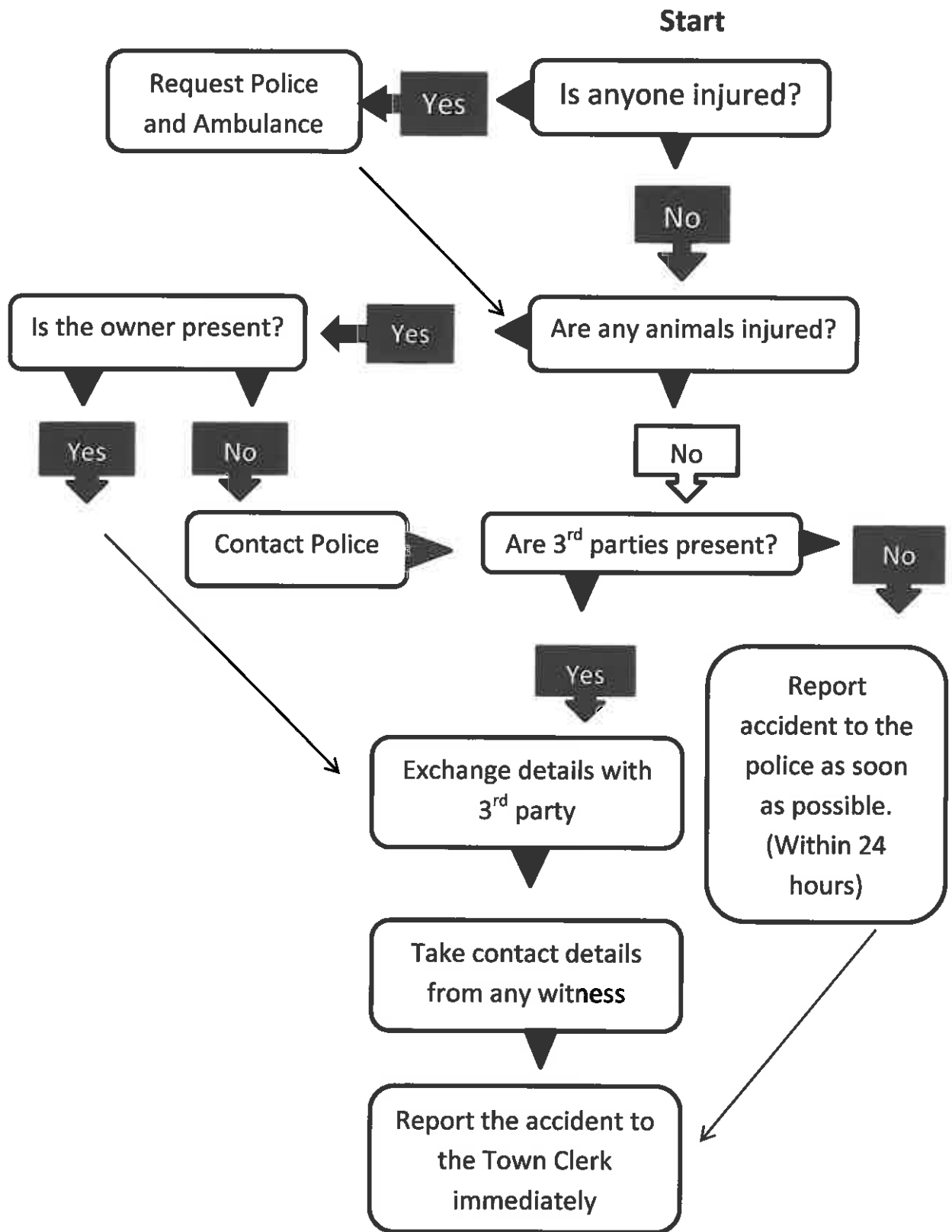
In the event of a collision employees must:

- Stop
- Keep Calm
- Be courteous and present a positive image
- Not accept liability

Employees must prioritise:

- Their own safety
- The safety of anyone else involved
- The safety of other road users

Follow the steps on the next page:



Incident Recording Form

If you have an incident:

- **Stop.**
- Remain calm.
- Call the emergency services if anyone is injured or if vehicles or property are seriously damaged.
- If the police attend the scene, note the reporting officer's name, identity number and station.
- Use this incident form to record information about the accident, to exchange details with third parties and to take the names and addresses of witnesses and police officers. Ensure that the names and addresses of any passengers are recorded.
- Third parties are obliged to give you their name, the vehicle registration number and insurance details under section 170 of the Road Traffic Act 1988.
- If a camera is available, photograph the scene from different angles. Take pictures of the vehicles involved and of the damage to your own and third party vehicles/property.
- Contact the Town Clerk as soon as it is practical to do so.

To be Retained by Company Driver

Incident Details

Date: _____ Time: _____

Location:

Speed limit:

Road conditions:

Police Details

Police attended: Y/ N Time: _____

Officer's name/number:

Phone:

Reporting officer's station:

Other Vehicle/Property Damage

(Use additional paper if required)

Vehicle type:

Make/model:

Driver name:

Registration number:

Third party insurer:

Policy number:

Description of damage to other vehicles/property:

Witness Details

(Use additional paper if required)

Witness 1 name:

Address 1:

To be completed and to be given to the third party involved
(Use additional incident paper if more than one third party is involved)

Driver Details

Driver's name (YOU):

Telephone number (YOURS):

Home address (YOURS):

Vehicle registration number (YOURS):

Vehicle make (YOURS):

Owner's name : **Sandy Town Council**

Owner's address: **10 Cambridge Road, Sandy, SG19 1JE**

Owner's insurer: **ERS**

Policy number: **FP/FP-004036120/30/06**

Incident Details

Date: _____ Time: _____

Incident location:

Description of damage to other vehicles/property:

Signature (YOURS): _____