

# Sandy Town Council

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**To: Cllrs P N Aldis, C Butterfield, C Osborne, M Pettitt, M Runchman, M Scott, D Sharman, R Smith and S Walsh (One vacancy)**

**Cc Cllrs J Ali, W Jackson, K Lynch, A Maycock, 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 6 January 2014 at 7.30pm for the purpose of transacting the items of business below.**



Delia Shephard, Town Clerk  
10 Cambridge Road  
Sandy  
SG19 1JE  
01767 681491  
24 December 2013

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

### **1 Apologies for absence**

### **2 Declarations of interest and requests for dispensations**

*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) Personal Interests*

### **3 Minutes of previous meeting**

To receive the minutes of the Policy, Finance and Resources Committee held on 25 November 2013 and to approve them as a correct record of proceedings.

### **4 Financial Matters**

- i) To consider a detailed report of performance against budget for the year 2013/14.
- ii) To receive the written report of the internal auditor following the mid-year internal audit visit.
- iii) To note the potential impact of a by-election in Fallowfield on the 2013/14 accounts.

# Sandy Town Council

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**5 CCTV**

To consider a report from the Town Clerk and oral information from Mike Read, Operations Manager Hertfordshire CCTV Partnership and Sgt Gary Kidd, Bedfordshire Police concerning the future maintenance, monitoring and provision of CCTV surveillance of Town Council property.

**6 Correspondence from Bowls Club**

To consider correspondence from Sandy Town Bowling Club requesting that financial provision for paving of two sides of the Bowling Green by Sandy Town Council is included in the Council's budget for 2014/15.

**7 Fallowfield**

To consider recommendations arising from the meeting of the Community Services and Environment Committee of Sandy Town Council on Monday 16 December 2013.

**8 Estimates and Precept Setting**

To review the second draft of the Town Council's budget for 2014/15 and to make budget and precept recommendations to be considered at a meeting of Sandy Town Council on Monday 13 January 2014 when the precept will be set.

**9 News Release**

# Sandy Town Council

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## REPORTS TO ACCOMPANY AGENDA FOR PF&R COMMITTEE on 6 JANUARY 2014

### 4 Financial Matters

- i) Report of performance against budget for the year to date 2013/14 to follow
- ii) Written report of the internal auditor following the mid-year internal audit visit attached.
- iii) Town Clerk's Notes  
At the time of writing it is not known whether a by-election will be demanded in respect of the current councillor vacancy in the Fallowfield Ward. Members should note that the likely cost of a by-election in this ward would be close to £4,000 and not the lower sums of c£1,800 which have recently been quoted by residents on the Sandy and Fallowfield Face Book pages.

# SANDY TOWN COUNCIL INTERIM INTERNAL AUDIT REPORT

The interim internal audit was carried out on 12<sup>th</sup> November 2013 at the offices of Sandy Town Council. This interim audit was more concerned with transactional testing. Further in-depth testing of Balance Sheet items and systems will be carried out at the year-end.

## **Work Done**

### **External audit report review**

The report of the external auditor was reviewed and any issues arising taken note of.

### **Payroll**

Bedford Borough Council prepares the Payroll externally. Reliance can be placed on the work of this third party in respect of this wages preparation. For the month of April 2013 the gross pay of three employees was verified to the contract files. The charge in the accounts was viewed for reasonableness for the period to September 2013.

### **Bank Reconciliations**

The bank reconciliation file was reviewed to ensure that regular reconciliations are being prepared. The bank reconciliations for April were tested to ensure that they were being prepared correctly. Clearance of outstanding items was viewed.

### **Income**

A sample of five sales invoices were selected at random from the sales invoices file. They were traced through the system to ensure that income has been received and correctly accounted for.

### **Payments**

A total of four purchase invoices were tested from two months. For each invoice it was ensured they were correctly posted, the details were correct, the payment was authorised and the payment was agreed to the bank statements

### **Trade Debtors/Creditors**

The council enters payments and receipts as they are paid or received, hence there are no debtors or creditors entered in the accounts system.

### **Minutes of meetings**

The minutes of meetings were reviewed and any relevant information was noted.

### **Trial balance & Budget variance**

The Trial balance to date was reviewed for reasonableness along with detailed income & expenditure with variances against budget for year to date.

# SANDY TOWN COUNCIL INTERIM INTERNAL AUDIT REPORT

## Results

### **External audit report review**

The external auditor, BDO, provided an unqualified opinion on the accounts for the year ending 31<sup>st</sup> March 2013. There were no recommendation/points to note.

### **Payroll**

Wages are being paid at the correct pay scale rates and employees' contract files have been updated. There has been a pay rise of 1% agreed in July which will be back dated to April once it has been implemented.

Staff employed at the Tourist Information Centre have still not had their contracts harmonised, however there is currently a staff restructure underway and the contracts will be reviewed as part of this process.

The payroll charge for April-October 2013 equates to 60% of the annual budget, which further indicates that staff are being paid at appropriate rates in accordance with the Council budget.

Reliance has been placed on the work of third parties in respect of the calculation of net wages, PAYE & national insurance liabilities and pension contributions.

### **Bank Reconciliations**

Bank reconciliations are being prepared on a monthly basis, however the current year file could not be located during the audit. The current reconciliation was printed from the system and reviewed which showed the majority of the outstanding items related to the current month with only two old items that need to be written off, these were discussed with the Clerk. Confident the reconciliations have been carried out as current reconciliation is well controlled, however will need to review them at year end.

Santander interest of £4,122.85 has not been posted to accounts as statement received 22/11/13, to be adjusted for by the Clerk.

### **Income**

Income receipts tested were agreed to supporting documentation and had been correctly recorded. One item was noted to have undercharged by £2.50 due to incorrect rates being used to prepare the invoice. Suggest that up to date rates be kept on a file for double checking during invoice preparation.

Following recommendations at last internal audit an additional control has been introduced to ensure numbers are allocated to invoices in order & any cancelled invoices are appropriately marked up.

### **Payments**

The payments tested were agreed to supporting documentation. They had all been correctly recorded and approved by the Finance Committee. It should be noted that expenditure is recorded on a payments basis.

# SANDY TOWN COUNCIL INTERIM INTERNAL AUDIT REPORT

The Clerk is considering outsourcing the accountancy function to produce the sales and purchase ledgers. This is currently being investigated and quotes obtained.

## **Trade Debtors**

Under the present system, debtors are not being entered in the accounts system. A file with all sales invoices is kept & regularly checked for unpaid items which are effectively chased by office staff. Any bad debts must be agreed by the council, but this is very rare.

## **Trade Creditors**

As stated, there are no trade creditors entered in the accounting system. Unpaid invoices are collected & taken to the council for approval & payment on a monthly basis.

## **Minutes of Meetings**

The full council meets on a monthly basis with various committees including the finance and resources committee meeting quarterly. All payments are agreed by the council meeting prior to payment being made to suppliers (although some regular direct debits will be taken before the meeting date). Points of interest from meetings held since the last internal audit include:

- Resolved to invest £200,000 in bond with Barclays Bank
- Resolved to outsource accountancy function of council

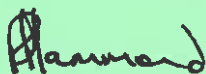
## **Trial balance & Budget variance**

The trial balance to 31/10/13 was printed & reviewed for reasonableness.

The detailed income & expenditure report by budget headings was reviewed for reasonableness. The precept for the year has been received in accordance with the amount applied for as per minutes (£398,491 ). There were no significant variances.

## **Conclusion**

In our opinion, subject to correction of the errors noted in bank reconciliation, the council are keeping their books and records in order and are following internal control procedures they have set up.



.....  
R Hammond

**Haines Watts**  
**Chartered Accountants**  
136-140 Bedford Road  
Kempston, Beds  
MK42 8BH  
Tel: 01234 841842  
Fax: 01234 841843



# Sandy Town Council

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## 5 Clerk's Report on CCTV

Members of the committee will recall that on 25 November 2013 the Town Clerk was instructed to seek views from law enforcement agencies about the impact of reducing CCTV surveillance of its property in Sandy and to collect further information about the implications of making changes to current provision. Unfortunately because of staff sickness it has not been possible to provide a detailed report on this matter within the necessary timescale. Keith Moore and Mike Read of Hertfordshire CCTV Partnership have been invited to attend the committee meeting to express their views about the service provided and to answer members' questions. Sgt Gary Kidd of Bedfordshire Police will also be in attendance to express the view of the Police about the likely impact on policing in Sandy.

A news release advising that the Council was considering this matter was issued on Monday 23 December 2013 and the Town Council website was amended on 20 December 2013 with a news item inviting comments from residents.

Attached to this report are minutes of a meeting held with representatives of Central Bedfordshire Council and Shefford and Biggleswade Town Councils on 13 November 2013 and attended by the Town Clerk. The Deputy Clerk attended a further meeting with these representatives and representatives of HCCTV on 19 December 2013. The minutes of which are not available at the time of writing. However information provided at the meeting showing how frequently footage has been requested in evidence from all the cameras in the area is attached.

Sandy Town Council contributes financially to two CCTV contracts. The single redeployable camera at Cauldwell Court costs £1,200 per annum and this year a new SIM card costing over £640 has also been necessary. The other four cameras are included in the contract between CBC and HCCTV and historically the costs of these cameras were calculated according to a formula prepared by the former Mid Bedfordshire District Council. It has now been agreed that the costs will be calculated by pooling the bills and dividing by the number of cameras included in the contract. At the time of writing it is not known what the costs for 2014/15 will be because of changes to service providers and connections.

**Members will wish to obtain as much information as possible from the parties represented prior to making any recommendations to Council bearing in mind that 6 months' notice is required if the Council wishes to withdraw from the contracts.**

# Minutes

|                          |  |  |
|--------------------------|--|--|
| <b>Title of Meeting:</b> | CCTV Meeting   |  |
| <b>Date:</b>             | 13 <sup>th</sup> November 2013   |  |
| <b>Attendees:</b>        | Jeanette Keyte (JK)<br>Steve Barrett (SB)<br>Robert McGregor (RM)<br>Delia Shepard (DS)<br>Geoff Barham (GB)<br>Carole Pratt (CPT)<br><i>(minutes)</i> | Head of Community Safety CBC<br>Community Safety Operations Manager CBC<br>Biggleswade Town Council Clerk<br><br>Sandy Town Council Clerk<br>Shefford Town Council Clerk<br>Domestic Abuse and Sexual Abuse Team<br>Administration Officer |
| <b>Venue:</b>            | Sandy Town Council office  |  |
| <b>Contact:</b>          | Jeanette Keyte   |  |

|     |   | Action |
|-----|---|--------|
| 1.0 | Introduction  |        |
| 2.0 | <p><b>Minutes and Actions from last meeting 15 August 2013</b></p> <p><i>JK to contact Hertfordshire to clarify what connections are in the contract and will pick up on contra information – The response received from Stevenage does not provide clarity. HCCTVP state the contract is for monitoring only.</i></p> <p>SB has spoken to the accounts manager from Virgin and has explained issues around contracts. Accounts manager confirmed that Biggleswade will receive an invoice for their respective links. Virgin will pick up with HCCTVP as to why they think links still sit with them.</p> <p><b>Action – Rob McGregor to pick up with Stevenage on links.</b></p> <p>The CCTV contracts were discussed and the following noted:</p> <ul style="list-style-type: none"> <li>• Maintenance for CBC cameras and Town Council cameras is part of a wider contract between HCCTVP and Quadrant. Quadrant invoice CBC.</li> <li>• HCCTVP have been asked if they would be prepared to enter into individual contracts but no response has been received.</li> <li>• Cost for service for Biggleswade Virgin/NTL links would be more expensive from BT.</li> <li>• DS informed the meeting that Sandy are considering all options including withdrawing from the Hertfordshire contract. Sandy have always understood that contract was for monitoring and maintenance. Sandy need to inform CBC if they wish to terminate the contract and CBC will inform Stevenage.</li> <li>• Sandy Town Council feel that they get little value for money from their own cameras. If costs were significantly reduced Sandy Town Council would need to make a decision on a way</li> </ul> | RM     |




forward.

- Sandy Town Council want to look at other options.
- CBC is the client for HCCTVP and Shefford, Biggleswade and Sandy are part of that.
- CBC is billed for the contract. Town Councils are then billed for their contribution.
- HCCTVP has visited the Town Councils but they have not contacted CBC.
- CBC would like a meeting with HCCTVP to discuss how the contract is managed.
- CBC will be speaking to CBC Members about CCTV in Central Bedfordshire. This may lead to the current HCCTVP contract ending.
- As HCCTVP \_maintenance contract is due to come up for tender now is the time to flag issues and make changes.
- JK gave a brief outline of other options that are being explored including wireless connections.
- GB met with HCCTVP and was advised that they were looking at the possibility of reducing rental costs but nothing further has been heard.
- GB confirmed that Shefford will now be staying in the contract.
- Police provided Shefford Town Council with crime figures and this assisted in their decision to continue with the contract. Figures have never been provided by Stevenage although some figures are available on the website.
- The contract states that performance monitoring will be provided but this does not happen.
- RM has not met with HCCTVP other than a very brief meeting with the CCTV manager. RM says there is no contact.
- Shefford Town Council hired some equipment from Aragon Housing which resulted in an incident being recorded and the perpetrators were picked up.
- It was noted that Ampthill Town Council have their own contract.
- JK requested confirmation from the Town Councils if they want contracts to continue.
- Biggleswade Town Council need to know what CBC is doing before a decision is made.
- All confirmed that a joint meeting with Keith Moore would be helpful.
- The use of wireless technology was discussed but due to distance between Dunstable and Sandy and Biggleswade this may not be viable..
- HCCTVP are not the only providers. Bedford and other local authorities could be approached.
- Biggleswade Town Council have radio link in the office which is helpful.

Clarity on the following is needed from Stevenage:

- Contract termination
- What challenges would this create?
- Are HCCTVP looking at wireless, if so what are the timescales?

|     |   |  |
|-----|---|--|
|     | <ul style="list-style-type: none"> <li>• Possibility of a cost reduction</li> <li>• How did HCCTVP arrive at monitoring costs?</li> </ul> <p>Also need to establish if another other local authority or CCTV provider could take on the monitoring.</p> <p><b>Agreed</b> that a meeting should be set up as quickly as possible. Agenda to be set from these minutes with agreement of all of the councils. Will ensure everything that needs to be discussed is listed.</p> <p>Suggested that HCCTP is invited to attend the regular quarterly meetings.</p> <p>Financial issues need to come through CBC.</p>   | <p><b>SB to arrange meeting</b></p> <p><b>SB</b></p>   |
| 3.0 | <p><b>Town Council billing and invoicing issues</b></p> <ul style="list-style-type: none"> <li>• Refunds are being progressed and payments will be made under the normal payment procedures.</li> <li>• It was agreed at the last meeting that costs for 2013/14 would be looked at. Town Councils are invoiced on a model set up by Mid Beds District Council. There have been issues with BT, Virgin and Stevenage. Settlements have now been made up until last year.</li> <li>• It is felt that the best way forward is to pool all the bills and then divide by the number of cameras (16).</li> <li>• Following work around the costs a new schedule has been drawn up. There will be an increase in costs of around £300 per camera.</li> <li>• Attached schedule was tabled and SB took the group through the indicative figures.</li> <li>• RPI is not included.</li> <li>• Some issues are still to be resolved.</li> <li>• All agreed that they were happy with this approach.</li> <li>• Conversations need to take place about costs for next year. Keith Moore may be able to assist with this.</li> <li>• There were no other issues.</li> </ul> |  <p>H:\CCTV\111<br/>Indicative CCTV</p> |
| 4.0 | <p><b>CCTV Contracts</b></p> <ul style="list-style-type: none"> <li>• Most of this has already been covered.</li> <li>• JK asked the Town Councils what their time scales were on decisions about CCTV.</li> <li>• Sandy Town Council need to make a decision by 24<sup>th</sup> January but information is needed prior to that in order for it to go through council.</li> <li>• Biggleswade have no time pressures.</li> <li>• Shefford Town Council has made the decision that they will continue for the year 2014/15.</li> <li>• DS agreed to send a letter today stating that Sandy Town Council are considering coming out of the contract in the New Year and will expect CBC to negotiate with Hertfordshire.</li> <li>• JK confirmed that CBC will contact HCCTVP and ask what impact this will have on the existing contract.</li> </ul>  | <p><b>DS</b></p>   |

|            |  |           |
|------------|--|-----------|
|            | <ul style="list-style-type: none"> <li>• SB to ask CCTV Team Leader to visit HCCTVP control room .</li> </ul>  | <b>SB</b> |
| <b>5.0</b> | <p><b>AOB</b><br/><u>Anti Social Behaviour figures</u></p> <ul style="list-style-type: none"> <li>• DS informed the group that recent ASB figures have been low and this has not encouraged Sandy Town Council to stay in the CCTV contract.</li> <li>• There have been some issues around how ASB is recorded resulting in a drop in figures. DS to share figures. Figures have recently been broken down by ward. JK to ask Lisa Rose to look at figures.</li> <li>• ASB figures are down nationally.</li> </ul> <p>There was no other business.</p> | <b>JK</b> |
| <b>6.0</b> | <p><b>Date of next meeting</b><br/>Next meeting date of 19<sup>th</sup> February 2014 to remain but an additional meeting to be arranged in the meantime before the end of December.</p>   |           |



**HERTFORDSHIRE  
POLICE  
CCTV**  
DATA REPORT



## Incident and Arrest Statistics for the Beds desk between 01/01/2013 and 16/12/2013

(With comparison for the same period in 2012)

|                  | 2012<br>Incidents | 2012<br>Arrests | 2013<br>Incidents | 2013<br>Arrest | 2013<br>Incidents | 2013<br>Arrests |
|------------------|-------------------|-----------------|-------------------|----------------|-------------------|-----------------|
| Amphill          | 21                | 5               | 14                | 2              | -7                | -3              |
| Biggleswade Town | 70                | 14              | 74                | 8              | 4                 | -6              |
| Sandy Town       | 40                | 4               | 32                | 1              | -8                | -3              |
| Shefford         | 10                | 2               | 12                | 4              | 2                 | 2               |



**HERTFORDSHIRE**  
**CCTV**  
POLICE

## Beds

### Cameras requested in evidence.

**01/01/2013 to 16/12/2013**

Cameras in the Beds area have been used 177 times in the production of evidential DVD's during the period outlined above.

#### Group Area: **Amphill**

| Camera Number | Location         | Used in Evidence |
|---------------|------------------|------------------|
| 571           | Church Street    | 1                |
| 572           | Woburn Street    | 2                |
| 574           | Dunstable Street | 2                |

#### Group Area: **Biggleswade Town**

| Camera Number | Location                              | Used in Evidence |
|---------------|---------------------------------------|------------------|
| 10441         | Biggleswade HWRC - Main entrance Area | 1                |
| 10442         | Biggleswade HWRC - Left side Fence    | 1                |
| 10443         | Biggleswade HWRC - Back Dome PTZ      | 1                |
| 10444         | Biggleswade HWRC - Right side fence   | 1                |
| 10445         | Biggleswade HWRC - Main Area          | 1                |
| 10446         | Biggleswade HWRC - Exit Camera        | 1                |
| 10447         | Biggleswade HWRC - Exit Camera        | 1                |
| 520           | ASDA and Rear of The Crown Hotel      | 9                |
| 521           | THRESHERS                             | 20               |
| 522           | The Crown Hotel & The New Inn         | 24               |
| 523           | The White Hart                        | 33               |
| 524           | Bingo Hall & Fairfield Care Products  | 9                |
| 525           | Car Park                              | 5                |
| 526           | St Andrews Street                     | 16               |
| 527           | SHORTMEAD ST                          | 4                |

Group Area: Dunstable

| Camera Number | Location                      | Used in Evidence |
|---------------|-------------------------------|------------------|
| 10416         | Dunstable HWRC - Fixed Middle | 2                |
| 10417         | Dunstable HWRC - Main area 2  | 2                |
| 10418         | Dunstable HWRC - Exit         | 2                |

Group Area: Sandy Town

| Camera Number | Location                          | Used in Evidence |
|---------------|-----------------------------------|------------------|
| 20024         | Cauldwell Court                   | 1 TC mobile      |
| 551           | Budgens Post Office               | 11               |
| 552           | Lord Robert PH                    | 10               |
| 553           | Queens Head Beer Garden           | 2 TC             |
| 554           | Church Yard, Sir William Peel P/H | 6                |
| 555           | Bedford Road Play area            | 4 TC             |

Group Area: Shefford

| Camera Number | Location    | Used in Evidence |
|---------------|-------------|------------------|
| 556           | High Street | 5                |

This report was compiled on 16/12/2013 14:18:57

557. Skate park.  
558. Jenkins Pavilion.

Camera 20024 is maintained and monitored on a separate contract between STZ and HCC TV only.

Cameras 553, 555, 557 and 558 are part of the joint contract between CBC and HCC TV to which STC, BTC and SHTC are connected.



# Sandy Town Council

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## 6 Correspondence from Bowls Club Clerk's Report

A letter from the Treasurer of Sandy Town Bowling Club is attached. Members will recollect that the issue of communications between the Bowls Club and the Town Council has been considered on a number of occasions and in a number of venues over the past year. A meeting between two representatives of the Bowling Club and two representatives of the Council was held during December 2013 and progress was made on a number of outstanding issues to the satisfaction of all parties.

The attached letter notes that "the customary letter asking for an estimation of cost of consumables and any additional requirements" from the Town Council had not been received this year. This is correct; following consultation with the Mayor and the Deputy Mayor the Town Clerk did not send this letter which is a courtesy and not a legal requirement of the lease.

The paragraph numbered one refers to requests for permission for the Bowling Club to install a water supply within the storage space allocated to the Club inside the Town Council's Banks Pavilion along with 13 amp electrical sockets in the same location. Following consultation with the Mayor and the Deputy Mayor permission was not granted for these alterations pending inspection, further information and a meeting with representatives of the Club. The Deputy Clerk has had the opportunity to inspect the premises and recommends that a water supply is not installed inside the Banks Pavilion although there are no objections to an external tap provided the Club pays for this. However, an external water supply already exists close to the store used by the Cricket Club and it is felt that the use of this and a short length of hose would easily meet the needs of the Bowling Club and would save the Club any additional expenditure.

There is no objection to the provision of electrical sockets provided these are funded by the Club. Members should however consider that water and electrical costs for the Banks Pavilion may rise as a consequence of the use of these facilities (it is understood that previously the Club used the Village Hall supplies) and the storage space at the Pavilion is currently provided without any charge to its users who include the Bowling Club, Sandy Colts FC and Sandy Cricket Club.

**It is intended to grant permission for an external tap and two internal electrical sockets to be funded by Sandy Bowling Club unless members raise a specific objection to this plan.**

In paragraph numbered two the Treasurer advises that on health and

# Sandy Town Council

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safety grounds the Club has provided paving to two sides of the bowling green at the expense of the club. The estimates for this work (which were shown to the Town Council when permission was requested in March 2012) were in the region of £2,400 to £2,900 excluding VAT. However the estimates also included some fencing works and it is difficult to say what the likely cost of additional paving for the remaining two sides would be in 2014 without the provision of an up to date and specific quote. The Club now wishes to pave the remaining sides with funds provided by the Town Council.

**Members are asked to consider whether a relevant sum is to be included in the budget for 2014/15 for this purpose.**

# Sandy Town Bowling Club.

*Affiliated to Bowls Bedfordshire and Bowls England.*

**President, Mr.B.Chapman.**

**Chairman.**  
**Mr. J Weeks**  
**6 Glebe Close,**  
**Sandy,**  
**Beds.**  
**SG19 1LW**  
**01767 680171**

**Secretary.**  
**Mr.G.Tubby.**  
**18, Hills Close,**  
**Roxton,**  
**Beds.**  
**MK44 3EE**  
**01234 870488**

**Treasurer.**  
**Mr.J.Gurney.**  
**14, Ivel View,**  
**Sandy,**  
**Beds.**  
**SG191AU**  
**01767 681211**

[www.sandytownbowlingclub.org.uk](http://www.sandytownbowlingclub.org.uk)

10 December 2013

Sandy Town Council  
10 Cambridge Road  
Sandy  
SG19 1JE

Dear Ms Shephard

It is noted that the customary letter asking for an estimation of cost of consumables and any additional requirements has not been received this year. I can confirm that the index-linked grant for consumables should be adequate to meet all known and expected needs. However, our club would like your members to consider two additional items.

1. A letter dated 30 September requested either Sandy Town Council should provide, or gave permission for Sandy Town Bowling Club to provide, 13 amp electrical sockets and a water supply to within the storage space allocated as part of the former Banks pavilion.

These items are necessary in order to better maintain the more recently provided equipment, namely the Trojan Sprayer, the Groundsman Industries aerator and the Allett Tournament mower, with a total purchase value of in excess of £12,000.

Your letter of 3 December again refuses, without adequate explanation, to allow this provision. As no trace of this matter being considered by elected members can be found it is now requested that consideration is given as an element of the budget process.

2. In order to overcome health and safety issues our club has, with Town Council permission, provided paving to two sides of the bowling green at entirely club expense. It is beyond the immediate means of our club to pave the two remaining sides but as it is now believed the Central Bedfordshire Council

recreational strategy for outdoor bowls will result in increased participation it is asked that your Council gives urgent consideration to this issue and we therefore ask that this is also included within the budget process.

Yours sincerely

A handwritten signature in black ink, appearing to read 'J A Gurney', with a stylized flourish at the end.

J A Gurney  
Treasurer, Sandy Town Bowling Club

Cc Town Mayor and Deputy Mayor

# Sandy Town Council

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## **7 Fallowfield**

At a meeting of the Community Services and Environment Committee of Sandy Town Council on Monday 16 December 2013 committee members were asked to consider grounds and maintenance work in Fallowfield following provision of quotations from independent contractors for various pieces of work. Members are referred to their reports for that meeting and the draft minutes which are included with this mailing.

**Members are asked to consider the financial and staff resource implications of this work and make any appropriate recommendations to Council.**

# Sandy Town Council

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## **8 Estimates and Precept Setting**

A second draft of the Town Council's budget for 2014/15 is attached which incorporates recommendations made at the meeting of the Policy, Finance and Resources Committee on Monday 25 November 2013.

Members attention is once again drawn to the fact that the current draft budget does not include any provision for contingencies and relies on a 13% increase in precept to meet the reduction in income which results from the council's reduced tax base and CBC's refusal to pass on the CT support funding which Central Government has now identified in its local government settlement grant for CBC.

Although the Town Council has approved changes to the Staff Structure these are subject to further work and cannot be implemented instantly. It is unlikely that they will result in savings during 2014/15. The proposal to stop/reduce CCTV coverage will also be subject to the giving of 6 months' notice to CBC and therefore savings will only apply during part of the year 2014/15 if this proposal is implemented.

All members have been asked to propose cost cutting measures but at the time of writing none has been received by the Town Clerk.

**Members are asked to agree recommendations for Town Council.**



Sandy Town Council  
Budget Detail - By Centre

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

|                                     | 2012/13        |                | 2013/14        |                |              |                |                | Projected Actual | 2014/15 Next Year Budget |
|-------------------------------------|----------------|----------------|----------------|----------------|--------------|----------------|----------------|------------------|--------------------------|
|                                     | Budget         | Actual         | Agreed Budget  | Fwd/Rev Budget | Net Virement | Revised Budget | Actual YTD     |                  |                          |
| <b>401 Staff</b>                    |                |                |                |                |              |                |                |                  |                          |
| 4101 Gross Salaries                 | 106,073        | 102,411        | 107,134        | 0              | 0            | 107,134        | 60,087         | 103,000          | 104,000                  |
| 4102 Gross Wages                    | 74,509         | 77,644         | 75,254         | 0              | 0            | 75,254         | 49,927         | 86,300           | 74,000                   |
| 4113 Employers NI                   | 12,189         | 10,647         | 12,730         | 0              | 0            | 12,730         | 6,236          | 11,000           | 11,500                   |
| 4114 Employers Pension Contrib.     | 21,000         | 20,717         | 21,630         | 0              | 0            | 21,630         | 13,799         | 24,300           | 26,000                   |
| 4116 Miscellaneous Staff Costs      | 650            | 644            | 1,000          | 0              | 0            | 1,000          | 616            | 1,000            | 1,000                    |
| <b>Overhead Expenditure</b>         | <b>214,421</b> | <b>212,063</b> | <b>217,748</b> | <b>0</b>       | <b>0</b>     | <b>217,748</b> | <b>130,665</b> | <b>225,600</b>   | <b>216,500</b>           |
| <b>401 Net Expenditure</b>          | <b>214,421</b> | <b>212,063</b> | <b>217,748</b> | <b>0</b>       | <b>0</b>     | <b>217,748</b> | <b>130,665</b> | <b>225,600</b>   | <b>216,500</b>           |
| <b>402 Administration-Office</b>    |                |                |                |                |              |                |                |                  |                          |
| 4203 General Rates                  | 5,220          | 5,664          | 5,355          | 0              | 0            | 5,355          | 5,891          | 5,892            | 6,100                    |
| 4204 Water Charges                  | 320            | 401            | 360            | 0              | 0            | 360            | 270            | 360              | 400                      |
| 4205 Electricity                    | 1,400          | 1,247          | 1,440          | 0              | 0            | 1,440          | 1,924          | 3,600            | 4,000                    |
| 4206 Gas                            | 1,200          | 1,583          | 1,645          | 0              | 0            | 1,645          | 324            | 1,645            | 1,800                    |
| 4207 Insurance (Excluding Vehicles) | 16,500         | 18,171         | 19,673         | 0              | 0            | 19,673         | 11,977         | 20,600           | 21,600                   |
| 4217 Office Maintenance/Security    | 3,200          | 3,608          | 3,430          | 0              | 0            | 3,430          | 1,839          | 3,430            | 3,500                    |
| 4218 Cleaning Materials             | 820            | 1,169          | 1,200          | 0              | 0            | 1,200          | 821            | 1,200            | 1,250                    |
| 4219 Telephone                      | 1,800          | 3,145          | 2,600          | 0              | 0            | 2,600          | 1,864          | 3,200            | 3,200                    |
| 4220 Print & Stationery etc         | 2,200          | 4,409          | 4,000          | 0              | 0            | 4,000          | 2,018          | 4,000            | 4,000                    |
| 4221 Postage Incl Members Delivery  | 1,300          | 1,136          | 1,000          | 0              | 0            | 1,000          | 849            | 1,600            | 1,600                    |

Sandy Town Council

Budget Detail - By Centre

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

|                                     | 2012/13       |               | 2013/14       |                |               |                |               | 2014/15          |                  |
|-------------------------------------|---------------|---------------|---------------|----------------|---------------|----------------|---------------|------------------|------------------|
|                                     | Budget        | Actual        | Agreed Budget | Fwd/Rev Budget | Net Virement  | Revised Budget | Actual YTD    | Projected Actual | Next Year Budget |
| 4223 Refreshments                   | 150           | 219           | 150           | 0              | 0             | 150            | 99            | 200              | 200              |
| 4225 Equipment Maintenance/Purchase | 4,105         | 3,676         | 2,000         | 0              | 0             | 2,000          | 1,111         | 3,000            | 3,000            |
| 4226 Audit & Accounts Fees          | 3,200         | 3,170         | 3,250         | 0              | 0             | 3,250          | 2,693         | 5,600            | 2,350            |
| 4227 Legal & Land Agents Costs      | 0             | 1,379         | 0             | 0              | 0             | 0              | 708           | 2,000            | 1,000            |
| 4228 Subscriptions                  | 2,500         | 2,812         | 2,575         | 0              | 0             | 2,575          | 590           | 1,000            | 2,700            |
| 4229 Publications                   | 400           | 85            | 300           | 0              | 0             | 300            | 150           | 300              | 300              |
| 4230 Mayors Allowance               | 1,900         | 1,267         | 1,900         | 0              | 0             | 1,900          | 1,165         | 1,900            | 1,900            |
| 4232 Members Conference Fees/Exp.   | 2,000         | 474           | 500           | 0              | 0             | 500            | 303           | 500              | 500              |
| 4233 Council Grants/Donations       | 3,500         | 3,485         | 1,500         | 0              | 0             | 1,500          | 1,281         | 1,500            | 1,500            |
| 4234 Photocopying                   | 1,200         | 1,550         | 1,400         | 0              | 0             | 1,400          | 1,135         | 2,270            | 2,270            |
| 4235 Service Agreements             | 8,500         | 11,330        | 8,800         | 0              | 0             | 8,800          | 7,849         | 9,100            | 9,500            |
| 4236 Election Costs                 | 1,000         | 6,090         | 2,000         | 0              | 0             | 2,000          | 4,418         | 4,418            | 4,000            |
| 4237 Training/Conferences Staff     | 3,500         | 3,128         | 3,000         | 0              | 1,000         | 4,000          | 734           | 4,000            | 3,500            |
| 4238 Miscellaneous Admin Costs      | 2,000         | 7,170         | 2,000         | 0              | 0             | 2,000          | 769           | 2,000            | 2,000            |
| 4239 Other pay (Mileage etc) Admin  | 1,000         | 0             | 500           | 0              | 0             | 500            | 389           | 500              | 500              |
| 4260 Contingency                    | 4,876         | 7,269         | 5,000         | 0              | -2,484        | 2,516          | 115           | 5,000            | 0                |
| <b>Overhead Expenditure</b>         | <b>73,791</b> | <b>93,637</b> | <b>75,578</b> | <b>0</b>       | <b>-1,484</b> | <b>74,094</b>  | <b>51,288</b> | <b>88,815</b>    | <b>82,670</b>    |
| 7101 Precept                        | 412,412       | 412,412       | 398,491       | 0              | 0             | 398,491        | 398,491       | 398,491          | 440,869          |
| 7102 Precept Support Grant          | 0             | 0             | 42,378        | 0              | 0             | 42,378         | 42,378        | 42,378           | 0                |
| 7201 Rent Received Etc              | 1,800         | 3,398         | 2,500         | 0              | 0             | 2,500          | 2,149         | 2,500            | 2,575            |

**Sandy Town Council  
Budget Detail - By Centre**

Note: (-) Net Expenditure means Income is greater than Expenditure  
 Note : First Draft Budget 2014/15v2 - Services and staff "as is" and no change to CT Income

|                                    | 2012/13         |                 | 2013/14         |                |               |                 |                 | Projected Actual | Next Year Budget |
|------------------------------------|-----------------|-----------------|-----------------|----------------|---------------|-----------------|-----------------|------------------|------------------|
|                                    | Budget          | Actual          | Agreed Budget   | Fwd/Rev Budget | Net Virement  | Revised Budget  | Actual YTD      |                  |                  |
| 7202 Photocopying Income           | 0               | 86              | 50              | 0              | 0             | 50              | 37              | 52               | 52               |
| 7204 Sale of Council Minutes       | 178             | 0               | 182             | 0              | 0             | 182             | 182             | 182              | 195              |
| 7205 Miscellaneous Income          | 0               | 383,242         | 0               | 0              | 0             | 0               | 10,916          | 182              | 195              |
| <b>Total Income</b>                | <b>414,390</b>  | <b>799,138</b>  | <b>443,601</b>  | <b>0</b>       | <b>0</b>      | <b>443,601</b>  | <b>454,153</b>  | <b>7,000</b>     | <b>0</b>         |
| <b>402 Net Expenditure</b>         | <b>-340,599</b> | <b>-705,501</b> | <b>-368,023</b> | <b>0</b>       | <b>-1,484</b> | <b>-369,507</b> | <b>-402,865</b> | <b>450,603</b>   | <b>443,691</b>   |
| <b>1 403 Administration-Works</b>  |                 |                 |                 |                |               |                 |                 | <b>-361,788</b>  | <b>-361,021</b>  |
| 4303 General Rates                 | 1,900           | 1,868           | 1,950           | 0              | 0             | 1,950           | 1,917           | 1,917            | 2,010            |
| 4304 Water Charges                 | 300             | 9               | 300             | 0              | 0             | 300             | 38              | 300              | 310              |
| 4305 Electricity                   | 700             | 873             | 1,200           | 0              | 0             | 1,200           | 273             | 370              | 750              |
| 4307 Vehicle Insurance & Licences  | 2,250           | 2,103           | 2,500           | 0              | 0             | 2,500           | 1,709           | 2,200            | 2,500            |
| 4309 Vehicle Maintenance           | 1,500           | 948             | 1,500           | 0              | 0             | 1,500           | 856             | 1,300            | 1,500            |
| 4337 Maintenance of Buildings      | 1,600           | 1,822           | 1,600           | 0              | 0             | 1,600           | 1,405           | 1,600            | 1,650            |
| 4338 Equipment Maintenance         | 4,000           | 4,229           | 4,000           | 0              | 0             | 4,000           | 1,699           | 4,000            | 4,000            |
| 4339 New Purchases                 | 2,250           | 1,972           | 1,600           | 0              | 0             | 1,600           | 0               | 1,600            | 2,000            |
| 4340 Fuel                          | 3,000           | 2,746           | 3,500           | 0              | 0             | 3,500           | 1,499           | 2,600            | 3,000            |
| 4341 Planting Contract Etc.        | 5,800           | 5,628           | 5,450           | 0              | 0             | 5,450           | 3,784           | 5,450            | 5,700            |
| 4342 Consumables & Small Tools     | 1,200           | 1,160           | 1,200           | 0              | 0             | 1,200           | 794             | 0                | 1,200            |
| 4343 Protective/Corporate Clothing | 1,600           | 1,262           | 1,400           | 0              | 0             | 1,400           | 392             | 1,000            | 1,400            |
| 4344 Disposal of Rubbish           | 2,200           | 3,334           | 3,500           | 0              | 0             | 3,500           | 1,924           | 3,400            | 3,500            |

Budget Detail - By Centre

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

|                                    | 2012/13 |        | 2013/14       |                |              |                |            | 2014/15          |                  |
|------------------------------------|---------|--------|---------------|----------------|--------------|----------------|------------|------------------|------------------|
|                                    | Budget  | Actual | Agreed Budget | Fwd/Rev Budget | Net Virement | Revised Budget | Actual YTD | Projected Actual | Next Year Budget |
| 4345 Health/Safety & Environmental | 1,000   | 760    | 1,000         | 0              | 0            | 1,000          | 35         | 800              | 1,000            |
| OverHead Expenditure               | 29,300  | 28,712 | 30,700        | 0              | 0            | 30,700         | 16,323     | 26,537           | 30,520           |
| 7211 Sale of Machinery             | 0       | 800    | 0             | 0              | 0            | 0              | 0          | 0                | 0                |
| Total Income                       | 0       | 800    | 0             | 0              | 0            | 0              | 0          | 0                | 0                |
| 403 Net Expenditure                | 29,300  | 27,912 | 30,700        | 0              | 0            | 30,700         | 16,323     | 26,537           | 30,520           |
| <b>404 Allotments</b>              |         |        |               |                |              |                |            |                  |                  |
| 4404 Allotment Water Charges       | 350     | 240    | 500           | 0              | 0            | 500            | 273        | 300              | 300              |
| OverHead Expenditure               | 350     | 240    | 500           | 0              | 0            | 500            | 273        | 300              | 300              |
| 7216 Allotment Rents               | 1,000   | 283    | 0             | 0              | 0            | 0              | 0          | 0                | 0                |
| Total Income                       | 1,000   | 283    | 0             | 0              | 0            | 0              | 0          | 0                | 0                |
| 404 Net Expenditure                | -650    | -44    | 500           | 0              | 0            | 500            | 273        | 300              | 300              |
| <b>405 Footway Lighting</b>        |         |        |               |                |              |                |            |                  |                  |
| 4545 Energy Charges (Lighting)     | 5,750   | 4,112  | 5,750         | 0              | 0            | 5,750          | 2,802      | 5,750            | 5,750            |
| 4546 Lighting Maintenance          | 3,200   | 2,940  | 3,200         | 605            | 0            | 3,805          | 1,605      | 3,200            | 4,500            |
| OverHead Expenditure               | 8,950   | 7,052  | 8,950         | 605            | 0            | 9,555          | 4,407      | 8,950            | 10,250           |
| 405 Net Expenditure                | 8,950   | 7,052  | 8,950         | 605            | 0            | 9,555          | 4,407      | 8,950            | 10,250           |

Sandy Town Council  
Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure  
Note : First Draft Budget 2014/15v2 - Services and staff "as is" and no change to CT Income

|                                | 2012/13 |        | 2013/14       |                |              |                |            | Projected Actual | 2014/15 Next Year Budget |
|--------------------------------|---------|--------|---------------|----------------|--------------|----------------|------------|------------------|--------------------------|
|                                | Budget  | Actual | Agreed Budget | Fwd/Rev Budget | Net Virement | Revised Budget | Actual YTD |                  |                          |
| <u>406 Cemetery</u>            |         |        |               |                |              |                |            |                  |                          |
| 4603 Cemetery Rates            | 2,100   | 2,070  | 2,200         | 0              | 0            | 2,200          | 2,125      | 2,300            |                          |
| 4604 Cemetery Water Charges    | 180     | 35     | 180           | 0              | 0            | 180            | 55         | 180              |                          |
| 4650 Cemetery Maintenance      | 100     | 93     | 300           | 0              | 0            | 300            | 0          | 300              |                          |
| 4651 Chapel Maintenance        | 500     | 92     | 500           | 0              | 0            | 500            | 0          | 1,000            |                          |
| 4652 Cemetery Footpaths & Mice | 1,100   | 511    | 0             | 0              | 0            | 0              | 0          | 0                |                          |
| 4654 Plants/Bulbs Etc.         | 200     | 184    | 200           | 0              | 0            | 200            | 0          | 200              |                          |
| 4656 Grave Digging             | 6,200   | 5,685  | 6,200         | 0              | 0            | 6,200          | 5,200      | 6,200            |                          |
| OverHead Expenditure           | 10,360  | 8,670  | 9,580         | 0              | 0            | 9,580          | 7,380      | 10,180           |                          |
| 7226 Burials/Memorials Income  | 16,000  | 17,227 | 17,600        | 0              | 0            | 17,600         | 16,933     | 20,000           |                          |
| 7228 Interest on Investment    | 53      | 26     | 53            | 0              | 0            | 53             | 26         | 26               |                          |
| Total Income                   | 16,053  | 17,253 | 17,653        | 0              | 0            | 17,653         | 16,959     | 20,026           |                          |
| 406 Net Expenditure            | -5,693  | -8,583 | -8,073        | 0              | 0            | -8,073         | -9,579     | -9,846           |                          |
| <u>407 Churchyard</u>          |         |        |               |                |              |                |            |                  |                          |
| 4756 Churchyard Maintenance    | 0       | 0      | 0             | 0              | 0            | 0              | 0          | 300              |                          |
| 4757 Churchyard Paths & Walls  | 0       | 0      | 0             | 0              | 0            | 0              | 0          | 300              |                          |
| 4758 Churchyard Plants         | 150     | 0      | 150           | 0              | 0            | 150            | 0          | 300              |                          |
| OverHead Expenditure           | 150     | 0      | 150           | 0              | 0            | 150            | 0          | 150              |                          |
| 407 Net Expenditure            | 150     | 0      | 150           | 0              | 0            | 150            | 0          | 750              |                          |

Note : First Draft Budget 2014/15V2 - Services and staff "as is" and no change to CT income

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

|  | 2012/13       |               | 2013/14       |                |              |                |               | 2014/15          |                  |
|--|---------------|---------------|---------------|----------------|--------------|----------------|---------------|------------------|------------------|
|  | Budget        | Actual        | Agreed Budget | Fwd/Rev Budget | Net Virement | Revised Budget | Actual YTD    | Projected Actual | Next Year Budget |
| <b>408 Car Park (Including Market)</b> |               |               |               |                |              |                |               |                  |                  |
| 4803 Car Park Rates                    | 14,400        | 13,053        | 14,400        | 0              | 0            | 14,400         | 13,424        | 13,424           | 14,200           |
| 4808 Loan Repayments                   | 608           | 608           | 608           | 0              | 0            | 608            | 304           | 608              | 608              |
| 4844 Market waste collections          | 225           | 563           | 0             | 0              | 0            | 0              | 0             | 0                | 0                |
| 4860 Car Park Maintenance              | 840           | 1,154         | 840           | 0              | 0            | 840            | 115           | 840              | 850              |
| 4862 Car Park (Market) Rates           | 1,200         | 1,080         | 1,250         | 0              | 0            | 1,250          | 776           | 1,110            | 1,170            |
| <b>Overhead Expenditure</b>            | <b>17,273</b> | <b>16,459</b> | <b>17,098</b> | <b>0</b>       | <b>0</b>     | <b>17,098</b>  | <b>14,619</b> | <b>15,982</b>    | <b>16,828</b>    |
| 7236 Friday Market Fees                | 2,800         | 2,802         | 1,800         | 0              | 0            | 1,800          | 2,676         | 3,000            | 3,000            |
| 7237 Saturday Market Fees              | 400           | 416           | 450           | 0              | 0            | 450            | 256           | 300              | 300              |
| 7238 Other Income Car Park             | 300           | 250           | 300           | 0              | 0            | 300            | 200           | 200              | 200              |
| <b>Total Income</b>                    | <b>3,500</b>  | <b>3,468</b>  | <b>2,550</b>  | <b>0</b>       | <b>0</b>     | <b>2,550</b>   | <b>3,132</b>  | <b>3,500</b>     | <b>3,500</b>     |
| <b>408 Net Expenditure</b>             | <b>13,773</b> | <b>12,991</b> | <b>14,548</b> | <b>0</b>       | <b>0</b>     | <b>14,548</b>  | <b>11,486</b> | <b>12,482</b>    | <b>13,328</b>    |
| <b>409 Public Toilets - Car Park</b>   |               |               |               |                |              |                |               |                  |                  |
| 4903 General Rates                     | 2,100         | 2,205         | 2,264         | 0              | 0            | 2,264          | 2,264         | 2,400            | 2,400            |
| 4904 AWA Charges                       | 525           | 1,371         | 1,200         | 0              | 0            | 1,200          | 992           | 1,200            | 1,400            |
| 4905 Electricity                       | 220           | 391           | 320           | 0              | 0            | 320            | 160           | 250              | 380              |
| 4964 Maintenance                       | 500           | 436           | 515           | 0              | 0            | 515            | 433           | 515              | 550              |
| <b>Overhead Expenditure</b>            | <b>3,345</b>  | <b>4,403</b>  | <b>4,299</b>  | <b>0</b>       | <b>0</b>     | <b>4,299</b>   | <b>3,849</b>  | <b>4,365</b>     | <b>4,730</b>     |
| <b>Total Income</b>                    | <b>0</b>      | <b>0</b>      | <b>0</b>      | <b>0</b>       | <b>0</b>     | <b>0</b>       | <b>0</b>      | <b>0</b>         | <b>0</b>         |
| <b>409 Net Expenditure</b>             | <b>3,345</b>  | <b>4,403</b>  | <b>4,299</b>  | <b>0</b>       | <b>0</b>     | <b>4,299</b>   | <b>3,849</b>  | <b>4,365</b>     | <b>4,730</b>     |

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**Sandy Town Council  
Budget Detail - By Centre**

Note : First Draft Budget 2014/15v2 - Services and staff "as is" and no change to CT income

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

|  | 2012/13      |              | 2013/14       |                |              |                |              | Projected Actual | 2014/15 Next Year Budget |
|--|--------------|--------------|---------------|----------------|--------------|----------------|--------------|------------------|--------------------------|
|  | Budget       | Actual       | Agreed Budget | Fwd/Rev Budget | Net Virement | Revised Budget | Actual YTD   |                  |                          |
| <b>500 Bedford Road Open Space</b>           |              |              |               |                |              |                |              |                  |                          |
| 5004 Water Charges                           | 570          | 769          | 620           | 0              | 0            | 620            | 1,037        | 1,037            | 1,100                    |
| 5005 Electricity                             | 1,000        | 596          | 1,224         | 404            | 0            | 1,628          | 0            | 375              | 750                      |
| 5063 Bedford Rd Pavilion Maintenance         | 0            | 0            | 0             | 0              | 0            | 0              | 0            | 0                | 500                      |
| 5064 Maintenance Public Convenience          | 525          | 55           | 525           | 0              | 0            | 525            | 166          | 300              | 300                      |
| 5066 Maintenance Play Area                   | 4,000        | 2,975        | 4,000         | 0              | 0            | 4,000          | 1,650        | 4,000            | 4,000                    |
| 5067 General Maintenance                     | 300          | 0            | 310           | 0              | 0            | 310            | 2,680        | 310              | 320                      |
| <b>OverHead Expenditure</b>                  | <b>6,395</b> | <b>4,395</b> | <b>6,679</b>  | <b>404</b>     | <b>0</b>     | <b>7,083</b>   | <b>5,533</b> | <b>6,022</b>     | <b>6,970</b>             |
| 7241 Sandy FC Rent                           | 800          | 425          | 800           | 0              | 0            | 800            | 0            | 450              | 450                      |
| 7242 Ice cream rent                          | 269          | 314          | 270           | 0              | 0            | 270            | 315          | 315              | 330                      |
| 7244 Miscellaneous Income                    | 0            | 464          | 0             | 0              | 0            | 0              | 0            | 0                | 0                        |
| <b>Total Income</b>                          | <b>1,069</b> | <b>1,202</b> | <b>1,070</b>  | <b>0</b>       | <b>0</b>     | <b>1,070</b>   | <b>315</b>   | <b>765</b>       | <b>780</b>               |
| <b>500 Net Expenditure</b>                   | <b>5,326</b> | <b>3,192</b> | <b>5,609</b>  | <b>404</b>     | <b>0</b>     | <b>6,013</b>   | <b>5,218</b> | <b>5,257</b>     | <b>6,190</b>             |
| <b>501 Sund,Rd Open Space &amp; Pavilion</b> |              |              |               |                |              |                |              |                  |                          |
| 5103 General Rates                           | 4,725        | 0            | 0             | 0              | 0            | 0              | 0            | 0                | 0                        |
| 5104 Water Charges                           | 2,200        | 1,114        | 2,000         | 0              | 0            | 2,000          | 452          | 1,000            | 1,000                    |
| 5105 Electricity                             | 2,000        | 1,573        | 2,000         | 0              | 0            | 2,000          | 1,056        | 2,000            | 2,000                    |
| 5106 Pavillion Gas                           | 3,000        | 4,056        | 3,100         | 0              | 0            | 3,100          | 1,721        | 3,440            | 0                        |

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

|                                  | 2012/13       |               | 2013/14       |                |              |                |               | 2014/15          |                  |
|----------------------------------|---------------|---------------|---------------|----------------|--------------|----------------|---------------|------------------|------------------|
|                                  | Budget        | Actual        | Agreed Budget | Fwd/Rev Budget | Net Virement | Revised Budget | Actual YTD    | Projected Actual | Next Year Budget |
| 5166 Management Fee              | 0             | 19,500        | 19,500        | 0              | 0            | 19,500         | 0             | 19,500           | 15,000           |
| 5167 Building Maintenance        | 8,000         | 1,836         | 1,000         | 0              | 0            | 1,000          | 236           | 1,000            | 1,000            |
| 5168 Play Area Maintenance       | 3,050         | 5,783         | 3,200         | 0              | 0            | 3,200          | 1,545         | 3,200            | 3,200            |
| 5171 Bowling Green               | 2,767         | 2,486         | 2,850         | 0              | 0            | 2,850          | 1,694         | 2,850            | 2,950            |
| 5172 Cricket Square              | 2,000         | 1,907         | 2,070         | 0              | 0            | 2,070          | 1,505         | 2,070            | 2,140            |
| 5173 Fertiliser                  | 400           | 0             | 0             | 0              | 0            | 0              | 0             | 0                | 0                |
| <b>OverHead Expenditure</b>      | <b>28,142</b> | <b>38,254</b> | <b>35,720</b> | <b>0</b>       | <b>0</b>     | <b>35,720</b>  | <b>8,209</b>  | <b>35,060</b>    | <b>25,290</b>    |
| 7251 Pitch Rental                | 0             | 86            | 0             | 0              | 0            | 0              | 564           | 0                | 0                |
| 7252 Pavilion Rental             | 2,100         | 6,027         | 5,000         | 0              | 0            | 5,000          | -6,000        | 4,000            | 0                |
| 7253 Bowls Club Rental           | 368           | 368           | 378           | 0              | 0            | 378            | 378           | 378              | 389              |
| 7255 Cricket Club Rental         | 247           | 0             | 253           | 0              | 0            | 253            | 0             | 253              | 260              |
| 7256 Scouts ,ACF and SSLA        | 155           | 175           | 175           | 0              | 0            | 175            | 169           | 169              | 170              |
| 7260 Misc Sunderland Road        | 0             | 0             | 0             | 0              | 0            | 0              | 400           | 150              | 0                |
| <b>Total Income</b>              | <b>2,870</b>  | <b>6,656</b>  | <b>5,806</b>  | <b>0</b>       | <b>0</b>     | <b>5,806</b>   | <b>-4,489</b> | <b>4,960</b>     | <b>819</b>       |
| <b>501 Net Expenditure</b>       | <b>25,272</b> | <b>31,599</b> | <b>29,914</b> | <b>0</b>       | <b>0</b>     | <b>29,914</b>  | <b>12,698</b> | <b>30,110</b>    | <b>24,471</b>    |
| <b>502 Beeston Green</b>         |               |               |               |                |              |                |               |                  |                  |
| 5273 General Maintenance         | 500           | 281           | 1,000         | 0              | 0            | 1,000          | 40            | 650              | 1,000            |
| 5274 Miscellaneous Beeston Green | 0             | 0             | 0             | 0              | 0            | 0              | 0             | 0                | 1,000            |
| <b>OverHead Expenditure</b>      | <b>500</b>    | <b>281</b>    | <b>1,000</b>  | <b>0</b>       | <b>0</b>     | <b>1,000</b>   | <b>40</b>     | <b>650</b>       | <b>2,000</b>     |
| <b>502 Net Expenditure</b>       | <b>500</b>    | <b>281</b>    | <b>1,000</b>  | <b>0</b>       | <b>0</b>     | <b>1,000</b>   | <b>40</b>     | <b>650</b>       | <b>2,000</b>     |

Sandy Town Council  
Budget Detail - By Centre

Note : First Draft Budget 2014/15V2 - Services and staff "as is" and no change to CT income  
Note: (-) Net Expenditure means Income is greater than Expenditure

|                                       | 2012/13 |        | 2013/14       |                |              |                |            | Projected Actual | 2014/15 Next Year Budget |
|---------------------------------------|---------|--------|---------------|----------------|--------------|----------------|------------|------------------|--------------------------|
|                                       | Budget  | Actual | Agreed Budget | Fwd/Rev Budget | Net Virement | Revised Budget | Actual YTD |                  |                          |
| <b>503 The Pinnacle</b>               |         |        |               |                |              |                |            |                  |                          |
| 5375 Pinnacle Maintenance             | 3,650   | 3,000  | 3,700         | 0              | 0            | 3,700          | 0          | 3,700            | 3,700                    |
| OverHead Expenditure                  | 3,650   | 3,000  | 3,700         | 0              | 0            | 3,700          | 0          | 3,700            | 3,700                    |
| 503 Net Expenditure                   | 3,650   | 3,000  | 3,700         | 0              | 0            | 3,700          | 0          | 3,700            | 3,700                    |
| <b>504 Tourist Information Centre</b> |         |        |               |                |              |                |            |                  |                          |
| 5401 Staff Costs Salaries             | 27,000  | 24,269 | 25,500        | 0              | 0            | 25,500         | 14,846     | 25,450           | 25,750                   |
| 5402 Staff Uniforms                   | 250     | 248    | 200           | 0              | 0            | 200            | 0          | 100              | 200                      |
| 5405 Services                         | 660     | 37     | 0             | 0              | 0            | 0              | 50         | 0                | 0                        |
| 5419 Communications                   | 262     | 119    | 270           | 0              | 0            | 270            | 62         | 150              | 270                      |
| 5420 Printing & Stationery            | 1,200   | 1,287  | 1,235         | 0              | 0            | 1,235          | 316        | 500              | 1,235                    |
| 5421 Postage                          | 200     | 105    | 175           | 0              | 0            | 175            | 0          | 0                | 0                        |
| 5422 Petty Cash                       | 100     | 78     | 0             | 0              | 0            | 0              | 0          | 0                | 0                        |
| 5424 Ticket Sales/Merchandise         | 13,500  | 9,460  | 7,500         | 0              | 0            | 7,500          | 4,027      | 6,500            | 5,550                    |
| 5425 Stock Movement                   | 0       | 737    | 0             | 0              | 0            | 0              | 0          | 0                | 0                        |
| 5428 Membership Fees                  | 100     | 0      | 100           | 0              | 0            | 100            | 0          | 50               | 100                      |
| 5430 Transfer Costs (Contingency)     | 0       | 71     | 0             | 0              | 0            | 0              | 0          | 0                | 0                        |
| OverHead Expenditure                  | 43,272  | 36,413 | 34,980        | 0              | 0            | 34,980         | 19,302     | 32,750           | 33,105                   |
| 7402 Sales                            | 21,000  | 11,413 | 12,325        | 0              | 0            | 12,325         | 7,440      | 11,700           | 12,000                   |
| Total Income                          | 21,000  | 11,413 | 12,325        | 0              | 0            | 12,325         | 7,440      | 11,700           | 12,000                   |
| 504 Net Expenditure                   | 22,272  | 25,000 | 22,655        | 0              | 0            | 22,655         | 11,862     | 21,050           | 21,105                   |

Sandy Town Council

Budget Detail - By Centre

Note : First Draft Budget 2014/15V2 - Services and staff "as is" and no change to CT Income

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

|            | 2012/13                                  |        | 2013/14       |                |              |                |            | Projected Actual | 2014/15 Next Year Budget |        |
|------------|--|--------|---------------|----------------|--------------|----------------|------------|------------------|--------------------------|--------|
|            | Budget                                   | Actual | Agreed Budget | Fwd/Rev Budget | Net Virement | Revised Budget | Actual YTD |                  |                          |        |
| <b>505</b> | <b>Grass Cutting</b>                     |        |               |                |              |                |            |                  |                          |        |
| 5584       | Grass Cutting                            | 5,250  | 3,749         | 9,650          | 0            | 0              | 9,650      | 0                | 9,650                    | 10,000 |
|            | Overhead Expenditure                     | 5,250  | 3,749         | 9,650          | 0            | 0              | 9,650      | 0                | 9,650                    | 10,000 |
|            | Total Income                             | 0      | 0             | 0              | 0            | 0              | 0          | 0                | 0                        | 0      |
|            | 505 Net Expenditure                      | 5,250  | 3,749         | 9,650          | 0            | 0              | 9,650      | 0                | 9,650                    | 10,000 |
| <b>506</b> | <b>Litter Bins, Seats &amp; Shelters</b> |        |               |                |              |                |            |                  |                          |        |
| 5680       | Maintenance Street Furniture             | 300    | 508           | 310            | 0            | 0              | 310        | 313              | 313                      | 500    |
|            | Overhead Expenditure                     | 300    | 508           | 310            | 0            | 0              | 310        | 313              | 313                      | 500    |
|            | Total Income                             | 0      | 0             | 0              | 0            | 0              | 0          | 0                | 0                        | 0      |
|            | 506 Net Expenditure                      | 300    | 508           | 310            | 0            | 0              | 310        | 313              | 313                      | 500    |
| <b>507</b> | <b>Annual Report &amp; Newsletter</b>    |        |               |                |              |                |            |                  |                          |        |
| 5785       | Printing Costs                           | 4,000  | 2,618         | 3,500          | 0            | 0              | 3,500      | 952              | 2,870                    | 3,500  |
|            | Overhead Expenditure                     | 4,000  | 2,618         | 3,500          | 0            | 0              | 3,500      | 952              | 2,870                    | 3,500  |
| 7291       | Annual Report Advertising                | 1,500  | 0             | 0              | 0            | 0              | 0          | 0                | 0                        | 0      |
|            | Total Income                             | 1,500  | 0             | 0              | 0            | 0              | 0          | 0                | 0                        | 0      |
|            | 507 Net Expenditure                      | 2,500  | 2,618         | 3,500          | 0            | 0              | 3,500      | 952              | 2,870                    | 3,500  |

Sandy Town Council  
Budget Detail - By Centre

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

|                                 | 2012/13 |        | 2013/14       |                |              |                |            | Projected Actual | 2014/15<br>Next Year Budget |
|---------------------------------|---------|--------|---------------|----------------|--------------|----------------|------------|------------------|-----------------------------|
|                                 | Budget  | Actual | Agreed Budget | Fwd/Rev Budget | Net Virement | Revised Budget | Actual YTD |                  |                             |
| <u>508</u> S.E.G.               |         |        |               |                |              |                |            |                  |                             |
| 5886 Council Contribution (SEG) | 1,000   | 224    | 500           | 776            | 0            | 1,276          | 284        | 500              | 500                         |
| OverHead Expenditure            | 1,000   | 224    | 500           | 776            | 0            | 1,276          | 284        | 500              | 500                         |
| 7296 SEG Sponsorships           | 0       | 0      | 0             | 0              | 0            | 0              | 121        | 121              | 0                           |
| Total Income                    | 0       | 0      | 0             | 0              | 0            | 0              | 121        | 121              | 0                           |
| 508 Net Expenditure             | 1,000   | 224    | 500           | 776            | 0            | 1,276          | 163        | 379              | 500                         |
| <u>509</u> Christmas Lights     |         |        |               |                |              |                |            |                  |                             |
| 5987 Christmas Illuminations    | 9,000   | 8,483  | 8,949         | 0              | 1,484        | 10,433         | 1,160      | 10,433           | 11,000                      |
| 5986 Community Christmas Event  | 0       | 0      | 5,000         | 0              | 0            | 5,000          | 703        | 5,000            | 5,000                       |
| OverHead Expenditure            | 9,000   | 8,483  | 13,949        | 0              | 1,484        | 15,433         | 1,863      | 15,433           | 16,000                      |
| 7365 Christmas Lights           | 2,000   | 3,627  | 4,000         | 0              | 0            | 4,000          | 1,620      | 4,000            | 3,000                       |
| Total Income                    | 2,000   | 3,627  | 4,000         | 0              | 0            | 4,000          | 1,620      | 4,000            | 3,000                       |
| 509 Net Expenditure             | 7,000   | 4,857  | 9,949         | 0              | 1,484        | 11,433         | 243        | 11,433           | 13,000                      |
| <u>510</u> Fallowfield          |         |        |               |                |              |                |            |                  |                             |
| 5175 Maintenance                | 0       | 770    | 3,000         | 0              | 0            | 3,000          | 1,800      | 3,000            | 3,000                       |
| OverHead Expenditure            | 0       | 770    | 3,000         | 0              | 0            | 3,000          | 1,800      | 3,000            | 3,000                       |
| 510 Net Expenditure             | 0       | 770    | 3,000         | 0              | 0            | 3,000          | 1,800      | 3,000            | 3,000                       |

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

|   | 2012/13       |               | 2013/14       |                |              |                |             | Projected Actual | Next Year Budget |
|---|---------------|---------------|---------------|----------------|--------------|----------------|-------------|------------------|------------------|
|   | Budget        | Actual        | Agreed Budget | Fwd/Rev Budget | Net Virement | Revised Budget | Actual YTD  |                  |                  |
| <b>600 The Riddy</b>                      |               |               |               |                |              |                |             |                  |                  |
| 6001 Drainage Costs                       | 50            | 38            | 50            | 0              | 0            | 50             | 39          | 39               | 50               |
| 6002 Riddy Maintenance                    | 500           | 25            | 500           | 0              | 0            | 500            | 25          | 500              | 500              |
| 6003 Riddy Management Fee                 | 6,165         | 5,665         | 5,863         | 0              | 0            | 5,863          | 0           | 5,863            | 6,040            |
| <b>OverHead Expenditure</b>               | <b>6,715</b>  | <b>5,728</b>  | <b>6,413</b>  | <b>0</b>       | <b>0</b>     | <b>6,413</b>   | <b>64</b>   | <b>6,402</b>     | <b>6,590</b>     |
| 7306 Countryside Stewardship Grant        | 1,300         | 1,712         | 1,000         | 0              | 0            | 1,000          | 479         | 958              | 1,000            |
| 7307 Angling Licence Rent                 | 462           | 462           | 474           | 0              | 0            | 474            | 477         | 477              | 475              |
| <b>Total Income</b>                       | <b>1,762</b>  | <b>2,174</b>  | <b>1,474</b>  | <b>0</b>       | <b>0</b>     | <b>1,474</b>   | <b>956</b>  | <b>1,435</b>     | <b>1,475</b>     |
| <b>600 Net Expenditure</b>                | <b>4,953</b>  | <b>3,555</b>  | <b>4,939</b>  | <b>0</b>       | <b>0</b>     | <b>4,939</b>   | <b>-892</b> | <b>4,967</b>     | <b>5,115</b>     |
| <b>601 Miscellaneous (Incl. Interest)</b> |               |               |               |                |              |                |             |                  |                  |
| 6177 Parish Clock                         | 190           | 195           | 200           | 0              | 0            | 200            | 0           | 200              | 200              |
| 6178 Village Hall Loan                    | 0             | 2,500         | 0             | 0              | 0            | 0              | 0           | 0                | 0                |
| 6184 CCTV Fees                            | 21,420        | 20,114        | 22,000        | 0              | 0            | 22,000         | 575         | 24,000           | 25,000           |
| 6185 Asset Valuation                      | 0             | 0             | 0             | 0              | 0            | 0              | 0           | 0                | 500              |
| <b>OverHead Expenditure</b>               | <b>21,610</b> | <b>22,809</b> | <b>22,200</b> | <b>0</b>       | <b>0</b>     | <b>22,200</b>  | <b>575</b>  | <b>24,200</b>    | <b>25,700</b>    |
| 7319 Interest Precept A.c                 | 60            | 41            | 4,500         | 0              | 0            | 4,500          | 0           | 1,000            | 2,000            |
| 7320 Interest Santander Ac                | 3,165         | 3,769         | 3,000         | 0              | 0            | 3,000          | 0           | 4,122            | 3,500            |



Sandy Town Council  
Budget Detail - By Centre

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

|                                     | 2012/13       |               | 2013/14       |                |              |                |               | 2014/15          |                  |
|-------------------------------------|---------------|---------------|---------------|----------------|--------------|----------------|---------------|------------------|------------------|
|                                     | Budget        | Actual        | Agreed Budget | Fwd/Rev Budget | Net Virement | Revised Budget | Actual YTD    | Projected Actual | Next Year Budget |
| 7321 Interest Barclays Active Saver | 0             | 203           | 0             | 0              | 0            | 0              | 0             | 200              | 0                |
| 7351 Miscellaneous                  | 12,300        | 792           | 0             | 0              | 0            | 0              | 0             | 0                | 0                |
| <b>Total Income</b>                 | <b>15,525</b> | <b>4,806</b>  | <b>7,500</b>  | <b>0</b>       | <b>0</b>     | <b>7,500</b>   | <b>0</b>      | <b>5,322</b>     | <b>5,500</b>     |
| 601 Net Expenditure                 | 6,085         | 18,004        | 14,700        | 0              | 0            | 14,700         | 575           | 18,878           | 20,200           |
| <b>700 Capital A/c</b>              |               |               |               |                |              |                |               |                  |                  |
| 6188 Capital a/c Expenditure        | 30,210        | 32,426        | 0             | 0              | 0            | 0              | 2,244         | 0                | 0                |
| 6191 S106 Expenditure               | 0             | 1,681         | 0             | 0              | 0            | 0              | 6,857         | 0                | 0                |
| 6501 CAP - Hearing Loop System      | 0             | 0             | 0             | 0              | 0            | 0              | 1,474         | 0                | 0                |
| <b>OverHead Expenditure</b>         | <b>30,210</b> | <b>34,107</b> | <b>0</b>      | <b>0</b>       | <b>0</b>     | <b>0</b>       | <b>10,575</b> | <b>0</b>         | <b>0</b>         |
| 7364 S106 Money Received            | 0             | 9,426         | 0             | 0              | 0            | 0              | -4,760        | 0                | 0                |
| <b>Total Income</b>                 | <b>0</b>      | <b>9,426</b>  | <b>0</b>      | <b>0</b>       | <b>0</b>     | <b>0</b>       | <b>-4,760</b> | <b>0</b>         | <b>0</b>         |
| <b>700 Net Expenditure</b>          | <b>30,210</b> | <b>24,681</b> | <b>0</b>      | <b>0</b>       | <b>0</b>     | <b>0</b>       | <b>15,335</b> | <b>0</b>         | <b>0</b>         |
| <b>702 Reserve A/c</b>              |               |               |               |                |              |                |               |                  |                  |
| 6189 Reserve Fund                   | 0             | 4,417         | 0             | 0              | 0            | 0              | 3,143         | 0                | -15,000          |
| <b>OverHead Expenditure</b>         | <b>0</b>      | <b>4,417</b>  | <b>0</b>      | <b>0</b>       | <b>0</b>     | <b>0</b>       | <b>3,143</b>  | <b>0</b>         | <b>-15,000</b>   |
| 7363 Reserve fund income            | 0             | 0             | 7             | 0              | 0            | 7              | 0             | 0                | -15,000          |
| <b>Total Income</b>                 | <b>0</b>      | <b>0</b>      | <b>7</b>      | <b>0</b>       | <b>0</b>     | <b>7</b>       | <b>0</b>      | <b>0</b>         | <b>0</b>         |
| <b>702 Net Expenditure</b>          | <b>0</b>      | <b>4,417</b>  | <b>-7</b>     | <b>0</b>       | <b>0</b>     | <b>-7</b>      | <b>3,143</b>  | <b>0</b>         | <b>-15,000</b>   |

Note : First Draft Budget 2014/15v2 - Services and staff "as is" and no change to CT Income

|                          | 2012/13 |          | 2013/14       |                |              |                | 2014/15    |                  |                  |
|--------------------------|---------|----------|---------------|----------------|--------------|----------------|------------|------------------|------------------|
|                          | Budget  | Actual   | Agreed Budget | Fwd/Rev Budget | Net Virement | Revised Budget | Actual YTD | Projected Actual | Next Year Budget |
| Total Budget Expenditure | 517,984 | 536,994  | 506,204       | 1,785          | 0            | 507,989        | 281,457    | 519,774          | 494,583          |
| Income                   | 480,669 | 860,245  | 495,986       | 0              | 0            | 495,986        | 475,448    | 501,422          | 490,791          |
| Net Expenditure          | 37,315  | -323,251 | 10,218        | 1,785          | 0            | 12,003         | -193,991   | 18,352           | 3,793            |

NB 5% of a precept of £440,869 is £22,043. At TC on 4.12.2013 it was resolved to add 5% of precept to the general reserve. If this is done in 2014/15 the precept would be £462,912 and CT payers would be facing a rise of over 16% in their 2013/14 precept.