

Sandy Town Council

To: Cllrs N Aldis, P Blaine, J Hewitt, R Lock, C Osborne (Chair), M Pettitt, M Scott, and P Sharman
c.c. J Ivanciu-Wilkinson, L Ivanciu-Wilkinson, S Sutton and N Thompson

You are hereby summoned to attend a meeting of the Policy, Finance and Resources Committee of Sandy Town Council to be held in the Council Chamber at 10 Cambridge Road, Sandy, Bedfordshire on Monday 8th August 2022 commencing at 7.30pm.



Nicola Sewell
Town Clerk
10 Cambridge Road
Sandy, SG19 1JE
01767 681491
3rd August 2022

A G E N D A

1 Apologies for absence

2 Declarations of interest

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

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

- i) Disclosable Pecuniary Interests*
- ii) Non-disclosable Interests*
- iii) Dispensations*

3 Minutes of Previous Meeting

To consider the minutes of the Policy, Finance and Resources Committee held on Monday 20th June 2022 and to approve them as a correct record of proceedings.

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 31st May 2022. Appendix I
 - ii) To receive and note a budget overview report. Appendix II
 - iii) To approve schedules of payments made since previous meeting. Appendix III
 - iv) The Chair to approve bank reconciliations and statements.
- 6 Cemetery Rules & Fees**
To receive and note a report from the Clerk how cemetery charges should be set out and editorial amends to the current Burial Regulations (as set out using tracked changes). Appendix IV
- To agree the following:
- i. Definition of a resident and definition of non-resident
- 7 Grave digger fees**
To receive and note a report from the Clerk on comparison fees for grave digging services. Appendix V
- 8 Cemetery Extension**
To receive a report from the Clerk regarding the next phase of work set out by CDS for the Cemetery Extension project and agree funding to enable this work to continue. Appendix VI
- 9 Football Club**
- 9.1** To receive a request from Sandy Football for Sandy Town Council to take over management of the Utility Bill for Bedford Road Recreation Park. Appendix VII
- 9.2** To receive feedback from Sandy Football Club in regard to pitch fees and management of football pitches at Sunderland Road, Recreational Grounds. Appendix VIII
- 10 Public Liability Insurance**
To receive a report and quote to increase the Council's Public Liability coverage from £10,000,000 to £15,000,000 Appendix IX
- 11 Church Clock** Appendix X
To receive a request to replace the automatic regulator in the Church Clock at a cost of £3,000.
- 12 Council Chamber**
To receive a request from the Bedfordshire Branch of the Society of Local Council Clerks to waiver the fee of £39 + VAT to enable them to hold their Branch AGM in the Council Chamber on Thursday 8th September free of charge.

Sandy Town Council

**13 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960
EXCLUSION OF THE PRESS AND THE PUBLIC**

To resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the Meeting.

14 Salary miscalculation

To note report on salary miscalculation payment

Confidential

**15 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960
RE-ADMITTANCE OF THE PRESS AND THE PUBLIC**

To resolve that the confidential business having been concluded, the Press and Public be re-admitted to the meeting

16 Chairman's Items

17 Date of Next Meeting

Monday 26th September 2022

06/07/2022

Sandy Town Council Current Year

Page 1

12:06

Detailed Balance Sheet - Excluding Stock Movement**Month 3 Date 30/06/2022**

| <u>A/c</u> | <u>Description</u> | <u>Actual</u> | |
|------------|--|---------------|----------------|
| | <u>Current Assets</u> | | |
| 105 | VAT Control | 39,486 | |
| 123 | S106 Debtor | 545 | |
| 200 | Current Bank A/c | 40,820 | |
| 201 | Clerks Imprest A/c | 387 | |
| 205 | Capital a/c Santander | 218,792 | |
| 206 | Barclays Active Saver | 284,982 | |
| 208 | Public Sector Deposit Fund | 205,902 | |
| 210 | Petty Cash | 250 | |
| | Total Current Assets | | 791,163 |
| | <u>Current Liabilities</u> | | |
| 501 | Creditors Control | 62,845 | |
| 506 | Retentions Payable | 860 | |
| 510 | Accruals | 1,386 | |
| 515 | PAYE/NI Control AC | 4,555 | |
| 516 | Superannuation Due | 6,405 | |
| | Total Current Liabilities | | 76,051 |
| | Net Current Assets | | 715,112 |
| | Total Assets less Current Liabilities | | 715,112 |
| | <u>Represented by :-</u> | | |
| 300 | Current Year Fund | 112,828 | |
| 310 | General Reserve | 234,786 | |
| 315 | Rolling Capital Fund | 245,599 | |
| 321 | Cemetery Development Reserve | 23,028 | |
| 322 | EMR Fallowfield | 72,217 | |
| 324 | EMR Elections | 15,000 | |
| 328 | EMR Neighbourhood Plan | 7,564 | |
| 331 | S106 FField | 4,090 | |
| | Total Equity | | 715,112 |

06/07/2022

Sandy Town Council Current Year

Page 1

12:06

Summary Income & Expenditure by Budget Heading 30/06/2022

Month No: 3

June 22

| | | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent |
|------------------------------------|--------------------------------|------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|
| Full Council | | | | | | | | |
| 401 Staff | Expenditure | 26,914 | 75,546 | 330,000 | 254,454 | | 254,454 | 22.9% |
| 402 Administration-Office | Income | 65 | 105 | 2,100 | 1,995 | | | 5.0% |
| | Expenditure | 20,897 | 37,715 | 81,550 | 43,835 | | 43,835 | 46.2% |
| | Movement to/(from) Gen Reserve | <u>(20,832)</u> | <u>(37,610)</u> | | | | | |
| 403 Administration-Works | Expenditure | 2,071 | 6,990 | 41,050 | 34,060 | | 34,060 | 17.0% |
| 405 Footway Lighting | Expenditure | 1,215 | 2,058 | 23,000 | 20,942 | | 20,942 | 8.9% |
| 406 Cemetery & Churchyard | Income | 4,431 | 11,833 | 28,160 | 16,328 | | | 42.0% |
| | Expenditure | 480 | 3,740 | 12,300 | 8,560 | | 8,560 | 30.4% |
| | Movement to/(from) Gen Reserve | <u>3,951</u> | <u>8,093</u> | | | | | |
| 408 Town Centre (Including Market) | Expenditure | 0 | 480 | 17,508 | 17,028 | | 17,028 | 2.7% |
| 409 Public Toilets - Car Park | Expenditure | 41 | 6,381 | 2,650 | (3,731) | | (3,731) | 240.8% |
| 500 Play Areas and Open Spaces | Income | 0 | 10 | 2,313 | 2,303 | | | 0.4% |
| | Expenditure | 534 | 716 | 1,250 | 534 | | 534 | 57.3% |
| | Movement to/(from) Gen Reserve | <u>(534)</u> | <u>(706)</u> | | | | | |
| 501 Sunderland Road Rec Ground | Income | (500) | 714 | 1,959 | 1,245 | | | 36.4% |
| | Expenditure | 1,828 | 6,457 | 33,821 | 27,364 | | 27,364 | 19.1% |
| | Movement to/(from) Gen Reserve | <u>(2,328)</u> | <u>(5,743)</u> | | | | | |
| 502 Nature Reserves | Income | 0 | 0 | 2,685 | 2,685 | | | 0.0% |
| | Expenditure | 0 | 42 | 14,550 | 14,508 | | 14,508 | 0.3% |
| | Movement to/(from) Gen Reserve | <u>0</u> | <u>(42)</u> | | | | | |
| 505 Grass Cutting | Expenditure | 0 | 0 | 9,000 | 9,000 | | 9,000 | 0.0% |
| 506 Litter Bins, Seats & Shelters | Expenditure | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% |
| 509 Christmas Lights | Income | 0 | 0 | 1,000 | 1,000 | | | 0.0% |
| | Expenditure | 21 | 21 | 17,250 | 17,229 | | 17,229 | 0.1% |
| | Movement to/(from) Gen Reserve | <u>(21)</u> | <u>(21)</u> | | | | | |
| 601 Precept and Interest | Income | 149 | 314,396 | 628,012 | 313,616 | | | 50.1% |
| 602 Democratic and Civic Costs | Income | 300 | 300 | 0 | (300) | | | 0.0% |
| | Expenditure | 2,019 | 3,049 | 18,000 | 14,951 | | 14,951 | 16.9% |
| | Movement to/(from) Gen Reserve | <u>(1,719)</u> | <u>(2,749)</u> | | | | | |
| 700 Capital and Projects | Income | 1,545 | 40,948 | 19,903 | (21,045) | | | 205.7% |
| | Expenditure | 4,879 | 112,281 | 83,203 | (29,078) | | (29,078) | 134.9% |
| | Movement to/(from) Gen Reserve | <u>(3,334)</u> | <u>(71,333)</u> | | | | | |
| | Full Council Income | 5,990 | 368,306 | 686,132 | 317,826 | | | 53.7% |
| | Expenditure | 60,899 | 255,477 | 686,132 | 430,655 | 0 | 430,655 | 37.2% |
| | Movement to/(from) Gen Reserve | <u>(54,909)</u> | <u>112,828</u> | | | | | |

Continued over page

06/07/2022

Sandy Town Council Current Year

Page 2

12:06

Summary Income & Expenditure by Budget Heading 30/06/2022**Month No: 3****June 22**

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent |
|--------------------------------|------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|
| Grand Totals:- Income | 5,990 | 368,306 | 686,132 | 317,826 | | | 53.7% |
| Expenditure | 60,899 | 255,477 | 686,132 | 430,655 | 0 | 430,655 | 37.2% |
| Net Income over Expenditure | <u>(54,909)</u> | <u>112,828</u> | <u>0</u> | <u>(112,828)</u> | | | |
| Movement to/(from) Gen Reserve | <u>(54,909)</u> | <u>112,828</u> | | | | | |

06/07/2022

Sandy Town Council Current Year

Page 1

12:06

Detailed Income & Expenditure by Budget Heading 30/06/2022

Month No: 3

June 22

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| <u>401 Staff</u> | | | | | | | | |
| 4001 Gross Salaries - Admin | 9,972 | 29,774 | 129,250 | 99,476 | | 99,476 | 23.0% | |
| 4002 Gross Salaries - Works | 9,825 | 25,716 | 115,250 | 89,534 | | 89,534 | 22.3% | |
| 4003 Employers NIC | 1,694 | 4,731 | 23,000 | 18,269 | | 18,269 | 20.6% | |
| 4004 Employers Superannuation | 4,832 | 13,371 | 60,750 | 47,379 | | 47,379 | 22.0% | |
| 4006 H&S Costs/Consultancy | 600 | 600 | 600 | 0 | | 0 | 100.0% | |
| 4010 Miscellaneous Staff Costs | (10) | 575 | 800 | 225 | | 225 | 71.8% | |
| 4030 Recruitment Advertising | 0 | 780 | 350 | (430) | | (430) | 222.9% | |
| Staff :- Indirect Expenditure | <u>26,914</u> | <u>75,546</u> | <u>330,000</u> | <u>254,454</u> | <u>0</u> | <u>254,454</u> | <u>22.9%</u> | <u>0</u> |
| Net Expenditure | <u>(26,914)</u> | <u>(75,546)</u> | <u>(330,000)</u> | <u>(254,454)</u> | | | | |

06/07/2022

Sandy Town Council Current Year

Page 2

12:06

Detailed Income & Expenditure by Budget Heading 30/06/2022

Month No: 3

June 22

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 402 Administration-Office | | | | | | | | |
| 1003 Tourism Income | 27 | 27 | 300 | 273 | | | 9.0% | |
| 1201 Rent Received Etc | 0 | 0 | 500 | 500 | | | 0.0% | |
| 1202 Photocopying Income | 13 | 13 | 0 | (13) | | | 0.0% | |
| 1205 Miscellaneous Income | 25 | 65 | 0 | (65) | | | 0.0% | |
| 1259 Expenses Recovered | 0 | 0 | 1,300 | 1,300 | | | 0.0% | |
| Administration-Office :- Income | 65 | 105 | 2,100 | 1,995 | | | 5.0% | 0 |
| 4008 Training | 0 | 0 | 1,800 | 1,800 | | 1,800 | 0.0% | |
| 4009 Travel & Subsistence | 0 | 0 | 150 | 150 | | 150 | 0.0% | |
| 4010 Miscellaneous Staff Costs | 62 | 62 | 0 | (62) | | (62) | 0.0% | |
| 4011 General Rates | 0 | 3,369 | 6,950 | 3,582 | | 3,582 | 48.5% | |
| 4012 Water Rates | 0 | (35) | 800 | 835 | | 835 | (4.3%) | |
| 4014 Electricity | 310 | 888 | 4,900 | 4,012 | | 4,012 | 18.1% | |
| 4015 Gas | 89 | 37 | 2,350 | 2,313 | | 2,313 | 1.6% | |
| 4016 Cleaning Materials etc | 35 | 300 | 1,250 | 950 | | 950 | 24.0% | |
| 4018 General Data Protection Regs | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4020 Misc Establishment Costs | 65 | 130 | 2,000 | 1,870 | | 1,870 | 6.5% | |
| 4021 Telephone & Fax | 496 | 596 | 3,200 | 2,604 | | 2,604 | 18.6% | |
| 4022 Postage | 604 | 604 | 1,300 | 696 | | 696 | 46.5% | |
| 4023 Printing & Stationery | 108 | 301 | 700 | 399 | | 399 | 42.9% | |
| 4024 Subscriptions | 40 | 2,785 | 3,150 | 365 | | 365 | 88.4% | |
| 4025 Insurance (excl vehicles) | 17,098 | 21,711 | 18,600 | (3,111) | | (3,111) | 116.7% | |
| 4026 Photocopy Costs | 0 | 1,215 | 5,000 | 3,785 | | 3,785 | 24.3% | |
| 4027 IT Costs incl Support | 281 | 954 | 3,000 | 2,046 | | 2,046 | 31.8% | |
| 4028 Service Agreements (Other) | 687 | 1,987 | 5,500 | 3,513 | | 3,513 | 36.1% | |
| 4035 Publications | 5 | 10 | 100 | 90 | | 90 | 10.3% | |
| 4036 Property Maintenance/Security | 432 | 1,539 | 3,600 | 2,061 | | 2,061 | 42.8% | |
| 4040 Equipment Purchases (Minor) | 62 | 94 | 2,000 | 1,906 | | 1,906 | 4.7% | |
| 4050 Tourism Expenditure | 0 | 0 | 100 | 100 | | 100 | 0.0% | |
| 4051 Bank Charges | 47 | 138 | 550 | 412 | | 412 | 25.1% | |
| 4056 Legal Expenses | 0 | 0 | 4,300 | 4,300 | | 4,300 | 0.0% | |
| 4057 Audit Fees - External | 0 | 0 | 1,300 | 1,300 | | 1,300 | 0.0% | |
| 4058 Audit Fees - Internal | 0 | 0 | 900 | 900 | | 900 | 0.0% | |
| 4059 Accountancy Fees | 469 | 1,011 | 7,350 | 6,339 | | 6,339 | 13.8% | |
| 4070 Refreshments | 7 | 20 | 200 | 180 | | 180 | 10.1% | |
| Administration-Office :- Indirect Expenditure | 20,897 | 37,715 | 81,550 | 43,835 | 0 | 43,835 | 46.2% | 0 |
| Net Income over Expenditure | (20,832) | (37,610) | (79,450) | (41,840) | | | | |

Continued over page

06/07/2022

Sandy Town Council Current Year

Page 3

12:06

Detailed Income & Expenditure by Budget Heading 30/06/2022

Month No: 3

June 22

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| <u>403 Administration-Works</u> | | | | | | | | |
| 4005 Protective Clothing | 0 | 0 | 1,300 | 1,300 | | 1,300 | 0.0% | |
| 4008 Training | 0 | 0 | 1,500 | 1,500 | | 1,500 | 0.0% | |
| 4011 General Rates | 0 | 923 | 1,900 | 977 | | 977 | 48.6% | |
| 4012 Water Rates | 0 | (3) | 200 | 203 | | 203 | (1.6%) | |
| 4014 Electricity | 0 | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |
| 4017 Refuse Disposal | 417 | 1,204 | 4,500 | 3,296 | | 3,296 | 26.8% | |
| 4036 Property Maintenance/Security | 36 | 74 | 1,400 | 1,326 | | 1,326 | 5.3% | |
| 4038 Consumables/Small Tools | 98 | 180 | 2,000 | 1,820 | | 1,820 | 9.0% | |
| 4039 Planting/Trees/Horticulture | 750 | 3,070 | 6,250 | 3,180 | | 3,180 | 49.1% | |
| 4040 Equipment Purchases (Minor) | 0 | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |
| 4042 Equipment/Vehicle Maintenance | 618 | 684 | 5,000 | 4,316 | | 4,316 | 13.7% | |
| 4043 Equipment/Vehicle Fuel | 153 | 584 | 4,000 | 3,416 | | 3,416 | 14.6% | |
| 4044 Vehicle Tax & Insurance | 0 | 275 | 3,000 | 2,725 | | 2,725 | 9.2% | |
| 4045 Arboriculture | 0 | 0 | 6,000 | 6,000 | | 6,000 | 0.0% | |
| Administration-Works :- Indirect Expenditure | 2,071 | 6,990 | 41,050 | 34,060 | 0 | 34,060 | 17.0% | 0 |
| Net Expenditure | (2,071) | (6,990) | (41,050) | (34,060) | | | | |

06/07/2022

Sandy Town Council Current Year

Page 4

12:06

Detailed Income & Expenditure by Budget Heading 30/06/2022

Month No: 3

June 22

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|-------------|-------------------------|
| <u>405 Footway Lighting</u> | | | | | | | | |
| 4014 Electricity | 815 | 1,658 | 13,000 | 11,342 | | 11,342 | 12.8% | |
| 4042 Equipment/Vehicle Maintenance | 400 | 400 | 10,000 | 9,600 | | 9,600 | 4.0% | |
| Footway Lighting :- Indirect Expenditure | <u>1,215</u> | <u>2,058</u> | <u>23,000</u> | <u>20,942</u> | <u>0</u> | <u>20,942</u> | <u>8.9%</u> | <u>0</u> |
| Net Expenditure | <u>(1,215)</u> | <u>(2,058)</u> | <u>(23,000)</u> | <u>(20,942)</u> | | | | |

06/07/2022

Sandy Town Council Current Year

Page 5

12:06

Detailed Income & Expenditure by Budget Heading 30/06/2022

Month No: 3

June 22

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 406 Cemetery & Churchyard | | | | | | | | |
| 1226 Burials/Memorials Income | 4,431 | 11,833 | 27,500 | 15,668 | | | 43.0% | |
| 1227 Chapel Rental | 0 | 0 | 660 | 660 | | | 0.0% | |
| Cemetery & Churchyard :- Income | 4,431 | 11,833 | 28,160 | 16,328 | | | 42.0% | 0 |
| 4011 General Rates | 0 | 1,971 | 4,100 | 2,129 | | 2,129 | 48.1% | |
| 4012 Water Rates | 0 | (6) | 150 | 156 | | 156 | (4.1%) | |
| 4036 Property Maintenance/Security | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4037 Grounds Maintenance | 0 | 155 | 700 | 545 | | 545 | 22.1% | |
| 4039 Planting/Trees/Horticulture | 0 | 0 | 350 | 350 | | 350 | 0.0% | |
| 4101 Grave Digging Costs | 480 | 1,620 | 6,000 | 4,380 | | 4,380 | 27.0% | |
| Cemetery & Churchyard :- Indirect Expenditure | 480 | 3,740 | 12,300 | 8,560 | 0 | 8,560 | 30.4% | 0 |
| Net Income over Expenditure | 3,951 | 8,093 | 15,860 | 7,767 | | | | |

06/07/2022

Sandy Town Council Current Year

Page 6

12:06

Detailed Income & Expenditure by Budget Heading 30/06/2022

Month No: 3

June 22

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|-------------|-------------------------|
| <u>408 Town Centre (Including Market)</u> | | | | | | | | |
| 4011 General Rates | 0 | 139 | 13,050 | 12,911 | | 12,911 | 1.1% | |
| 4029 Lamppost Banners | 0 | 0 | 850 | 850 | | 850 | 0.0% | |
| 4036 Property Maintenance/Security | 0 | 341 | 1,000 | 659 | | 659 | 34.1% | |
| 4053 Loan Interest | 0 | 0 | 168 | 168 | | 168 | 0.0% | |
| 4054 Loan Capital Repaid | 0 | 0 | 440 | 440 | | 440 | 0.0% | |
| 4100 CCTV Fees | 0 | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |
| Town Centre (Including Market) :- Indirect Expenditure | 0 | 480 | 17,508 | 17,028 | 0 | 17,028 | 2.7% | 0 |
| Net Expenditure | 0 | (480) | (17,508) | (17,028) | | | | |

06/07/2022

Sandy Town Council Current Year

Page 7

12:06

Detailed Income & Expenditure by Budget Heading 30/06/2022

Month No: 3

June 22

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| <u>409 Public Toilets - Car Park</u> | | | | | | | | |
| 4011 General Rates | 0 | 6,175 | 0 | (6,175) | | (6,175) | 0.0% | |
| 4012 Water Rates | 0 | 145 | 1,300 | 1,155 | | 1,155 | 11.1% | |
| 4014 Electricity | 41 | 60 | 350 | 290 | | 290 | 17.3% | |
| 4036 Property Maintenance/Security | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| Public Toilets - Car Park :- Indirect Expenditure | 41 | 6,381 | 2,650 | (3,731) | 0 | (3,731) | 240.8% | 0 |
| Net Expenditure | (41) | (6,381) | (2,650) | 3,731 | | | | |

06/07/2022

Sandy Town Council Current Year

Page 8

12:06

Detailed Income & Expenditure by Budget Heading 30/06/2022

Month No: 3

June 22

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 500 Play Areas and Open Spaces | | | | | | | | |
| 1201 Rent Received Etc | 0 | 0 | 1,200 | 1,200 | | | 0.0% | |
| 1241 Sandy FC Rent | 0 | 0 | 513 | 513 | | | 0.0% | |
| 1251 Pitch Rental | 0 | 10 | 600 | 590 | | | 1.7% | |
| Play Areas and Open Spaces :- Income | 0 | 10 | 2,313 | 2,303 | | | 0.4% | 0 |
| 4007 Health & Safety | 284 | 284 | 300 | 16 | | 16 | 94.7% | |
| 4012 Water Rates | 0 | 182 | 500 | 318 | | 318 | 36.3% | |
| 4014 Electricity | 0 | 0 | 200 | 200 | | 200 | 0.0% | |
| 4036 Property Maintenance/Security | 250 | 250 | 500 | 250 | | 250 | 50.0% | |
| 4037 Grounds Maintenance | 0 | 0 | 2,250 | 2,250 | | 2,250 | 0.0% | |
| 4042 Equipment/Vehicle Maintenance | 0 | 0 | 5,000 | 5,000 | | 5,000 | 0.0% | |
| 4972 Transfer from EMR Fallowfield | 0 | 0 | (7,500) | (7,500) | | (7,500) | 0.0% | |
| Play Areas and Open Spaces :- Indirect Expenditure | 534 | 716 | 1,250 | 534 | 0 | 534 | 57.3% | 0 |
| Net Income over Expenditure | (534) | (706) | 1,063 | 1,769 | | | | |

06/07/2022

Sandy Town Council Current Year

Page 9

12:06

Detailed Income & Expenditure by Budget Heading 30/06/2022

Month No: 3

June 22

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 501 Sunderland Road Rec Ground | | | | | | | | |
| 1201 Rent Received Etc | (500) | 714 | 1,000 | 286 | | | 71.4% | |
| 1253 Bowls Club Rental | 0 | 0 | 462 | 462 | | | 0.0% | |
| 1255 Cricket Club Rental | 0 | 0 | 297 | 297 | | | 0.0% | |
| 1256 Scouts ,ACF and SSLA | 0 | 0 | 200 | 200 | | | 0.0% | |
| Sunderland Road Rec Ground :- Income | (500) | 714 | 1,959 | 1,245 | | | 36.4% | 0 |
| 4012 Water Rates | 0 | 9 | 2,500 | 2,491 | | 2,491 | 0.3% | |
| 4014 Electricity | 18 | 33 | 200 | 167 | | 167 | 16.7% | |
| 4036 Property Maintenance/Security | 0 | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |
| 4046 Bowling Green - SBC | 108 | 695 | 3,489 | 2,794 | | 2,794 | 19.9% | |
| 4047 Equipment Maintenance - SBC | 30 | 1,209 | 2,808 | 1,599 | | 1,599 | 43.0% | |
| 4048 Cricket Square - SCC | 20 | 60 | 2,772 | 2,712 | | 2,712 | 2.2% | |
| 4049 Equipment Maintenance - SCC | 252 | 252 | 3,000 | 2,748 | | 2,748 | 8.4% | |
| 4060 Other Professional Fees | 1,400 | 4,200 | 17,052 | 12,852 | | 12,852 | 24.6% | |
| Sunderland Road Rec Ground :- Indirect Expenditure | 1,828 | 6,457 | 33,821 | 27,364 | 0 | 27,364 | 19.1% | 0 |
| Net Income over Expenditure | (2,328) | (5,743) | (31,862) | (26,119) | | | | |

06/07/2022

Sandy Town Council Current Year

Page 10

12:06

Detailed Income & Expenditure by Budget Heading 30/06/2022

Month No: 3

June 22

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|-------------|-------------------------|
| <u>502 Nature Reserves</u> | | | | | | | | |
| 1306 Countryside Stewardship Grant | 0 | 0 | 2,000 | 2,000 | | | 0.0% | |
| 1307 Angling Licence Rent | 0 | 0 | 685 | 685 | | | 0.0% | |
| Nature Reserves :- Income | 0 | 0 | 2,685 | 2,685 | | | 0.0% | 0 |
| 4037 Grounds Maintenance | 0 | 42 | 1,500 | 1,458 | | 1,458 | 2.8% | |
| 4060 Other Professional Fees | 0 | 0 | 11,050 | 11,050 | | 11,050 | 0.0% | |
| 4703 Sandy Green Wheel | 0 | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |
| Nature Reserves :- Indirect Expenditure | 0 | 42 | 14,550 | 14,508 | 0 | 14,508 | 0.3% | 0 |
| Net Income over Expenditure | 0 | (42) | (11,865) | (11,823) | | | | |

06/07/2022

Sandy Town Council Current Year

Page 11

12:06

Detailed Income & Expenditure by Budget Heading 30/06/2022

Month No: 3

June 22

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|-------------|-------------------------|
| <u>505</u> <u>Grass Cutting</u> | | | | | | | | |
| 4102 Grass Cutting | 0 | 0 | 9,000 | 9,000 | | 9,000 | 0.0% | |
| Grass Cutting :- Indirect Expenditure | 0 | 0 | 9,000 | 9,000 | 0 | 9,000 | 0.0% | 0 |
| Net Expenditure | 0 | 0 | (9,000) | (9,000) | | | | |

06/07/2022

Sandy Town Council Current Year

Page 12

12:06

Detailed Income & Expenditure by Budget Heading 30/06/2022**Month No: 3****June 22**

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|-------------|-------------------------|
| <u>506 Litter Bins, Seats & Shelters</u> | | | | | | | | |
| 4042 Equipment/Vehicle Maintenance | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| Litter Bins, Seats & Shelters :- Indirect Expenditure | 0 | 0 | 1,000 | 1,000 | 0 | 1,000 | 0.0% | 0 |
| Net Expenditure | 0 | 0 | (1,000) | (1,000) | | | | |

06/07/2022

Sandy Town Council Current Year

Page 13

12:06

Detailed Income & Expenditure by Budget Heading 30/06/2022

Month No: 3

June 22

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|-------------|-------------------------|
| <u>509 Christmas Lights</u> | | | | | | | | |
| 1365 Christmas Lights | 0 | 0 | 1,000 | 1,000 | | | 0.0% | |
| Christmas Lights :- Income | 0 | 0 | 1,000 | 1,000 | | | 0.0% | 0 |
| 4401 Christmas Illuminations | 21 | 21 | 14,000 | 13,979 | | 13,979 | 0.1% | |
| 4402 Community Christmas Event | 0 | 0 | 3,250 | 3,250 | | 3,250 | 0.0% | |
| Christmas Lights :- Indirect Expenditure | 21 | 21 | 17,250 | 17,229 | 0 | 17,229 | 0.1% | 0 |
| Net Income over Expenditure | (21) | (21) | (16,250) | (16,229) | | | | |

06/07/2022

Sandy Town Council Current Year

Page 14

12:06

Detailed Income & Expenditure by Budget Heading 30/06/2022

Month No: 3

June 22

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| <u>601 Precept and Interest</u> | | | | | | | | |
| 1101 Precept | 0 | 314,060 | 627,512 | 313,452 | | | 50.0% | |
| 1320 Interest Received - All account | 149 | 336 | 500 | 164 | | | 67.2% | |
| Precept and Interest :- Income | 149 | 314,396 | 628,012 | 313,616 | | | 50.1% | 0 |
| Net Income | 149 | 314,396 | 628,012 | 313,616 | | | | |

06/07/2022

Sandy Town Council Current Year

Page 15

12:06

Detailed Income & Expenditure by Budget Heading 30/06/2022

Month No: 3

June 22

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 602 Democratic and Civic Costs | | | | | | | | |
| 1309 Misc Contributions | 300 | 300 | 0 | (300) | | | 0.0% | |
| Democratic and Civic Costs :- Income | 300 | 300 | 0 | (300) | | | | 0 |
| 4020 Misc Establishment Costs | 0 | 0 | 100 | 100 | | 100 | 0.0% | |
| 4033 Annual Report & Newsletter | 0 | 726 | 3,000 | 2,274 | | 2,274 | 24.2% | |
| 4042 Equipment/Vehicle Maintenance | 0 | 85 | 1,000 | 915 | | 915 | 8.5% | |
| 4200 Mayor's Allowance | 0 | 85 | 2,200 | 2,115 | | 2,115 | 3.9% | |
| 4202 Members' Expenses (Conf etc) | 0 | 30 | 500 | 470 | | 470 | 6.0% | |
| 4701 Grants/Donations Paid | 1,998 | 1,998 | 4,000 | 2,002 | | 2,002 | 50.0% | |
| 4702 Community Events Support | 21 | 125 | 7,000 | 6,875 | | 6,875 | 1.8% | |
| 4704 Remembrance Parade | 0 | 0 | 200 | 200 | | 200 | 0.0% | |
| Democratic and Civic Costs :- Indirect Expenditure | 2,019 | 3,049 | 18,000 | 14,951 | 0 | 14,951 | 16.9% | 0 |
| Net Income over Expenditure | (1,719) | (2,749) | (18,000) | (15,251) | | | | |

Detailed Income & Expenditure by Budget Heading 30/06/2022

Month No: 3

June 22

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 700 Capital and Projects | | | | | | | | |
| 1153 Loan Interest Rec'd - INTERNAL | 0 | 7,903 | 7,903 | 0 | | | 100.0% | |
| 1154 Loan Capital Rec'd - INTERNAL | 0 | 12,000 | 12,000 | 0 | | | 100.0% | |
| 1245 Grants Received | 545 | 20,045 | 0 | (20,045) | | | 0.0% | |
| 1309 Misc Contributions | 1,000 | 1,000 | 0 | (1,000) | | | 0.0% | |
| Capital and Projects :- Income | 1,545 | 40,948 | 19,903 | (21,045) | | | 205.7% | 0 |
| 4153 Loan Interest - INTERNAL | 0 | 7,903 | 7,903 | 0 | 0 | 0 | 100.0% | |
| 4154 Loan Capital - INTERNAL | 0 | 12,000 | 12,000 | 0 | 0 | 0 | 100.0% | |
| 4802 CAP - Cemetery Extension | 7,900 | 18,700 | 0 | (18,700) | (18,700) | (18,700) | 0.0% | |
| 4836 CAP - Neighbourhood Plan | 7,047 | 7,436 | 0 | (7,436) | (7,436) | (7,436) | 0.0% | |
| 4849 CAP - Queen Platinum Jubilee | 4,334 | 9,033 | 0 | (9,033) | (9,033) | (9,033) | 0.0% | |
| 4852 CAP - Skatepark | 17,200 | 17,200 | 0 | (17,200) | (17,200) | (17,200) | 0.0% | |
| 4853 CAP - Easygate Unit | 0 | 1,650 | 0 | (1,650) | (1,650) | (1,650) | 0.0% | |
| 4915 Transfer to Rolling Capital Fd | 0 | 51,300 | 51,300 | 0 | 0 | 0 | 100.0% | |
| 4921 Transfer to EMR | 0 | 19,500 | 0 | (19,500) | (19,500) | (19,500) | 0.0% | |
| 4923 Internal Loan repaid to F'ild | 0 | 12,000 | 12,000 | 0 | 0 | 0 | 100.0% | |
| 4965 Funded from Rolling Capital | (7,900) | (14,950) | 0 | 14,950 | 14,950 | 14,950 | 0.0% | |
| 4969 Transfer from Rolling Capital | 0 | (5,400) | 0 | 5,400 | 5,400 | 5,400 | 0.0% | |
| 4971 Transfer from EMR | (23,702) | (24,091) | 0 | 24,091 | 24,091 | 24,091 | 0.0% | |
| Capital and Projects :- Indirect Expenditure | 4,879 | 112,281 | 83,203 | (29,078) | 0 | (29,078) | 134.9% | 0 |
| Net Income over Expenditure | (3,334) | (71,333) | (63,300) | 8,033 | | | | |
| Grand Totals:- Income | 5,990 | 368,306 | 686,132 | 317,826 | | | 53.7% | |
| Expenditure | 60,899 | 255,477 | 686,132 | 430,655 | 0 | 430,655 | 37.2% | |
| Net Income over Expenditure | (54,909) | 112,828 | 0 | (112,828) | | | | |
| Movement to/(from) Gen Reserve | (54,909) | 112,828 | | | | | | |

Sandy Town Council
Report to 30th June 2022

General Notes

Attached is the summary income & expenditure report for the year 1st June 2022 to 30th June 2022

This report shows a current year surplus of income over expenditure of £112,828

The balance sheet shows that total funds available to the Council are 715,112

This is made up of the following -

| | |
|---------------------------------|----------|
| Current Year Fund | £112,828 |
| General Reserve Brought Forward | £234,786 |
| Rolling Capital Fund | £245,599 |
| Fallowfield Reserve | £72,217 |
| Earmarked Elections | £15,000 |
| Earmarked Neighbourhood Plan | £7,564 |
| S106 FField | £4,090 |
| Cemetery Development Reserve | £23,028 |
| Total | £715,112 |

The percentage of budget if analysed evenly over the year to date is 25% but Members are reminded that income & expenditure rarely follows this pattern over the year.

Balance Sheet Notes:Analysis by Cost Centre

401 Staff

Expenditure is 22.9% of the annual budget.

4030 - Large expenditure at start of financial year due to advertising costs for recruitment at end of 2021/22 payroll service.

4010 - Annual Cost for Pay roll services

402 Administration

Expenditure is 46.2% of the annual budget.

4011 - General rates paid twice a year (50% of full bill)

4024 - The majority of the Council's annual subscriptions are paid at the start of the financial year. Therefore expenditure appears high.

4025 - Insurance payment for cover that rund from July - June. Payment includes first 3 months of 2023/24 cover.

4036 - Property maintenance and Security Costs, annual charge for Alarm Maintenance

Analysis by Cost Centre [Continued]

403 Works

Expenditure is 17% of the annual budget.

4011 - General rates paid twice a year (50% of full bill)

405 Footway Lighting

Expenditure is 8.9% of the annual budget.

406 Cemetery & Churchyard

Expenditure is 30.4% of the annual budget.

4011 - General rates paid twice a year (50% of full bill)

Analysis by Cost Centre [Continued]

408 Town Centre

Expenditure is 2.7% of the annual budget.

4036 - call out charge for car park barrier and new cards

409 Public Toilets - Car Park

Expenditure is 240.8% of the annual budget.

4011 - General rates, public toilets are exempt.

Funds are showing in the wrong cost code and should be under 408.

Accountant will update accordingly.

500 Play Areas and Open Spaces

Expenditure is 57.3% of the annual budget.

4007 - Play Ground Inspection costs - annual charge

4012 - Expenditure due to water rates

501 Sunderland Road Recreation Ground

Expenditure is 19.1% of the annual budget.

4047 - Bowls club equipment costs to replace bearings £992.00

502 Nature Reserves

Expenditure is 0.3% of the annual budget.

505 Grass Cutting

Expenditure is 0% of the annual budget.

506 Litter Bins, Seats & Shelters

Expenditure is 0% of the annual budget.

509 Christmas Lights

Expenditure is 0.1% of the annual budget.

601 Precept and Interest

Income is 50.1% of the annual budget.

602 Democratic and Civic Costs

Expenditure is 16.9% of the annual budget.

4701 - Four grants awarded

Date: 06/07/2022

Sandy Town Council Current Year

Page 1

Time: 12:07

Current Bank A/c

List of Payments made between 01/06/2022 and 30/06/2022

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|------------------|--------------------------------|------------------|--------------------|-----------------------|---------------------------------|
| 06/06/2022 | UK Fuels Limited DDR | DDR1 | 83.00 | | 128-Motor fuel |
| 08/06/2022 | 1st Response Fire Protection & | 32529 | 124.26 | | 135-Supply&fit tube light |
| 08/06/2022 | Acute Ambulance & Medical Serv | 32530 | 660.00 | | 94-First aid supp-Jubilee |
| 08/06/2022 | AOC Holdings Ltd | 32531 | 6,480.00 | | 59-Project management |
| 08/06/2022 | Beds Bulletin Ltd | 32532 | 242.00 | | 97-Beds Bulletin-June |
| 08/06/2022 | Sandy Town Bowls Club | 32533 | 34.82 | | 87-Fuel claim-Bowls club |
| 08/06/2022 | Sandy Carnival Association | 32534 | 522.00 | | 85-Sandy Carnival Grant 22/23 |
| 08/06/2022 | Central Bedfordshire Council | 32535 | 3,359.64 | | 63-Jenkins Pav-May 2022 |
| 08/06/2022 | Sandy Cricket Club | 32536 | 31.86 | | 86-Fuel claim |
| 08/06/2022 | DCK Accounting Solutions Ltd | 32537 | 569.27 | | 64-Accounts support 4th May |
| 08/06/2022 | Bedfordshire & River Ivel I D | 32538 | 42.30 | | 61-Agricultural drainage rates |
| 08/06/2022 | Eclipse Sound & Light Ltd | 32539 | 2,520.00 | | 65-Hire-Town Jubilee |
| 08/06/2022 | Miles Elliott | 32540 | 40.00 | | 130-MC'ing Jubilee concert |
| 08/06/2022 | Haines Watts Ltd | 32541 | 516.00 | | 67-Internal audit fee 21/22 |
| 08/06/2022 | Hertfordshire County Council | 32542 | 329.22 | | 68-Misc cleaning, stationery |
| 08/06/2022 | Arthur Ibbett Ltd | 32543 | 69.99 | | 60-Brushcutter grease, etc. |
| 08/06/2022 | Molyneux Jones | 32544 | 480.00 | | 139-RE:Vanderson-Refund |
| 08/06/2022 | Lamps & Tubes Illuminations Lt | 32545 | 609.12 | | 70-Install jubilee banners |
| 08/06/2022 | Tim Miles | 32546 | 1,140.00 | | 71-Grave digging Apr/May |
| 08/06/2022 | FD Odell & Sons Ltd | 32547 | 1,007.40 | | 76-Monthly skip rental-May |
| 08/06/2022 | GeoXphere Ltd | 32548 | 270.00 | | 77-Parish online May 22/23 |
| 08/06/2022 | G Burley & Sons Ltd | 32549 | 2,346.00 | | 78-Summer works 2022 |
| 08/06/2022 | PNC HR LTD | 32550 | 720.00 | | 79-Emp support to Clerk & HR |
| 08/06/2022 | PPL PRS Ltd | 32551 | 281.87 | | 80-PPL PRS Royalty |
| 08/06/2022 | Pristine Security Services Ltd | 32552 | 2,856.00 | | 81-Event security-10 SIA Office |
| 08/06/2022 | Rialtas Business Solutions Ltd | 32553 | 824.40 | | 82-Annual Omega Subscription |
| 08/06/2022 | Rosetta Publishing | 32554 | 290.40 | | 83-Beds Bulletin-May 2022 |
| 08/06/2022 | The Rural Services Partnership | 32555 | 156.00 | | 84-Rural market town Apr22/23 |
| 08/06/2022 | Agrovista UK Ltd | 32556 | 656.19 | | 58-Seavolution -10 Ltr |
| 08/06/2022 | Sandy Secondary School | 32557 | 96.00 | | 88-Sandy Sec School-Grant22/23 |
| 08/06/2022 | Mrs S Sutton | 32558 | 120.12 | | 89-Jubilee refreshmt-reimburse |
| 08/06/2022 | TTM Consultancy Services Ltd | 32559 | 409.20 | | 92-Call out charge |
| 08/06/2022 | Verto (UK) Ltd | 32560 | 900.00 | | 93-Maint. STC for 6 months |
| 08/06/2022 | Barclays | DDR | 50.28 | | Bank charges |
| 13/06/2022 | Yu Energy | DDR9 | 371.60 | | 117-Elec charge May 2022 |
| 13/06/2022 | Yu Energy | DDR10 | 19.35 | | 115-Elec May 2022 |
| 13/06/2022 | Yu Energy | DDR11 | 899.94 | | 119-Elec charge May 2022 |
| 13/06/2022 | Yu Energy | DDR12 | 68.48 | | 118-Elec charge May 2022 |
| 13/06/2022 | Yu Energy | DDR13 | 43.17 | | 120-Elec charge May 2022 |
| 13/06/2022 | Yu Energy | DDR14 | 93.39 | | 116-Gas charge May 2022 |
| 13/06/2022 | Yu Energy | DDR15 | 78.84 | | Purchase Ledger Payment |
| 14/06/2022 | Ninola Sewell | BP2 | 52.50 | | 96-Reimbursement for jubilee |
| 14/06/2022 | Mr J Diggle | BP3 | 100.00 | | 98-Live performarnc-Jubilee |
| 14/06/2022 | Hobbs SJ | BP4 | 100.00 | | 100-Musical performance-Jubile |
| 14/06/2022 | James R | BP5 | 500.00 | | Refund Deposit-Circus |
| 14/06/2022 | Savin Nurseries | BP6 | 651.00 | | 3000-Flowers |
| 14/06/2022 | Mr S Gregory | BP7 | 1,122.00 | | 102-Pick/drop off-repair cylin |

Continued on Page 2

Date: 06/07/2022

Sandy Town Council Current Year**Page 2**

Time: 12:07

Current Bank A/c**List of Payments made between 01/06/2022 and 30/06/2022**

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|-----------------------|-----------------------------|------------------|--------------------|-----------------------|----------------------------|
| 14/06/2022 | HMRC | DDR | 3,871.87 | | PAYE/NI |
| 14/06/2022 | BEDS PENSION FUND | DDR | 4,964.28 | | PENSIONS |
| 14/06/2022 | Helen Lester | BP | 100.00 | | 240-Jubilee performer |
| 15/06/2022 | Chess Ltd DDR | DDR8 | 78.96 | | 229-Office 365 |
| 15/06/2022 | Chess Ltd DDR | DDR | 258.52 | | 231-IT Support |
| 15/06/2022 | June Salaries | DDR | 15,895.47 | | June Salaries |
| 20/06/2022 | UK Fuels Limited DDR | DDR16 | 127.36 | | 129-Motor fuel |
| 20/06/2022 | Purchase Power | DDR17 | 99.63 | | 227-Franking machine lease |
| 29/06/2022 | Chess Ltd DDR | DDR18 | 267.70 | | 232-Telephone |
| 30/06/2022 | Control Print Solutions Ltd | DDR19 | 692.44 | | 114-Copier charge |
| Total Payments | | | <u>59,293.84</u> | | |

Finance, Policy & Resources Committee

| | |
|-------------------------|--|
| Date: | 8th August 2022 |
| Title: | Amendments to Cemetery Rules & Fees |
| Contact Officer: | Town Clerk |

Purpose of the Report

1. To receive suggested editorial amends to the current Cemetery Fees listings and Burial Regulations and to agree a definition for resident and non-resident status for billing purposes.

Recommendation

2. To agree with the recommended editorial amends. Class a non-resident as a person who has not lived in the Parish for three or more years prior to death (this is in line with most other burial authorities). If the person had to move out of their home into a nursing home, residential care or into a family home in another parish for care then they are still classed as a resident.
 - 2.1 Once a definition and parameters are agreed all future queries are handled accordingly preventing the need for each case to be considered by Committee.

Background

3. In the past four months the Council has received 4 separate requests to reduce the cemetery fees. All these requests stem from families being charged non-resident fees for cemetery services.
 - 3.1 In three of these cases this has resulted in refunds being given to the families, the 4th request has not yet been settled as we are awaiting further details.

Information/Proposals

4 Clearer rules in our burial regulations and agreed definition on how a person is classed as either resident or non-resident will make it easier for officers to manage queries and ensure STC treats all enquiries equally.

Financial Implications

5. No financial implications over and above any printing costs that may occur, in the long run should prevent refunds having to be given.

Legal Powers

6. Council holds the General Power of Competence, for which Sandy Town Council is eligible and is a power of first resort (Localism Act 2011, s.1).

Policy Implications

7. These changes will ensure that STC has a clear policy when it comes to charging for Cemetery Services.

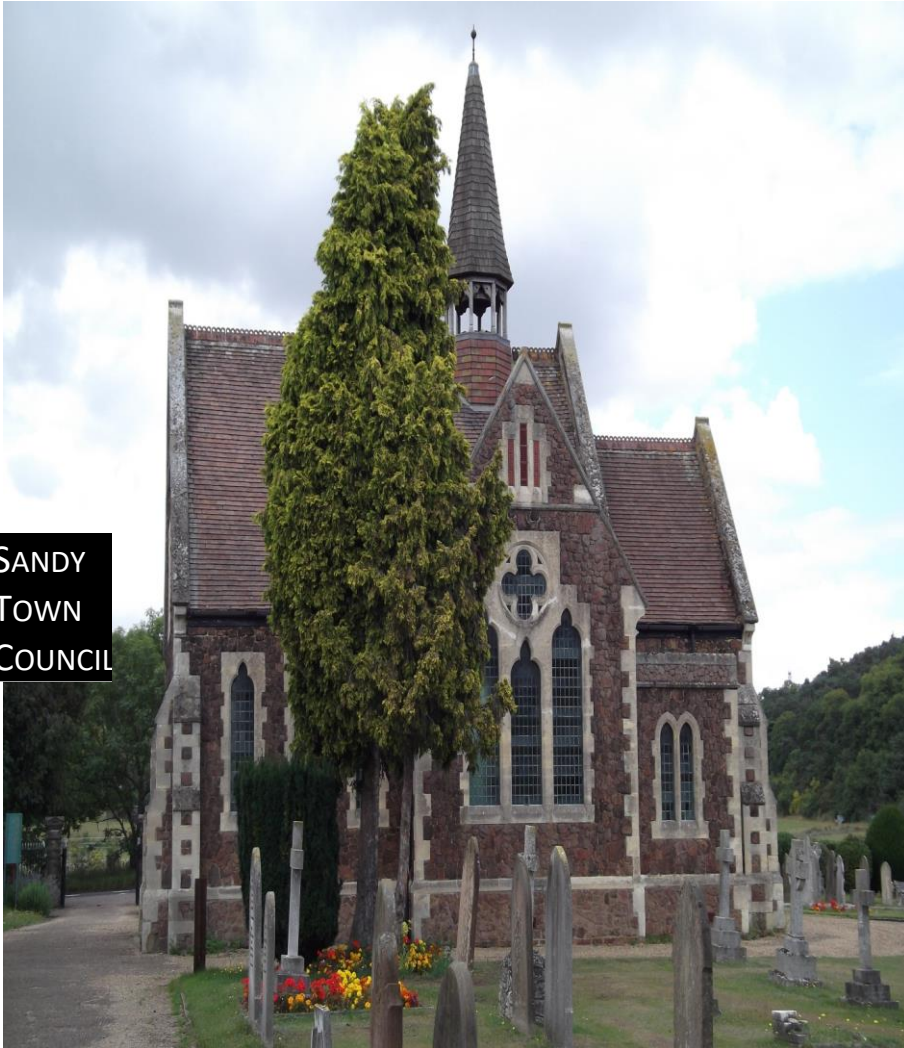
| BURIALS AND MEMORIALS | | |
|--|----------|---------------|
| Exclusive Rights to Burial | Resident | Non-Resident* |
| Burial in all sections 7 ft x 3 ft | £212.00 | £636.00 |
| | | |
| Fee for transfer of rights of burial document | £68.00 | £204.00 |
| | | |
| Exclusive Rights to Burial of Cremated Remains | Resident | Non-Resident* |
| Cremated remains in earthen grave 2 ft x 2 ft | £111.50 | £334.50 |
| | | |
| Tablets are the only memorials permitted | | |
| | | |
| Interment Fees | Resident | Non-Resident* |
| Interment of a body of a non-viable foetus or a child whose age at the time of death did not exceed 12 months | £30.00 | £30.00 |
| Interment of a body of a child whose age at the time of death exceeded 12 months but did not exceed 12 years | £63.00 | £189.00 |
| Interment of a body of a person whose age at the time of death exceeded 12 years** | £490.40 | £1471.20 |
| Cremated remains | £144.50 | £433.50 |
| Scattering of cremated remains | £29.00 | £87.00 |
| <i>Fees above include the digging of the grave and apply only where the interment is made between the hours of 10 am and 4 pm Monday to Friday or on the certificate of a coroner or registered medical practitioner that immediate interment is necessary. In any other case an additional fee is payable available on application at the time of the interment</i> | | |
| Extra charge per ft for excavations deeper than 7 ft | £84.00 | £252.00 |
| | | |
| Hire of Cemetery Chapel | 115.50 | £115.50 |
| | | |
| Memorial Fees | Resident | Non-Resident* |
| Any headstone, vase or tablet permitted under the regulations | £165.00 | £495.00 |
| Subsequent inscriptions | £56.50 | £169.50 |
| Restoration and Replacement of kerbing | £56.50 | £169.50 |
| | | |
| Maintenance Fees | | |
| Maintenance of graves (per single grave not planted per annum) | £63.00 | |
| Maintenance of graves (per single grave planted x 2 per annum) | £136.50 | |
| New requests for maintenance of planted grave | £170.00 | |

| | | |
|---|---------------------------------------|--|
| Maintenance in perpetuity | £2,682.50 | |
| Standard administration charge for cemetery requests not covered by the above – <i>Such as moving of headstones etc.</i> | £40.00 | |
| Exhumation Fees | £ | |
| Administration costs and personnel attendance at exhumation. | To be considered on individual basis. | |
| Transfer of Ownership -Grave plots | £50.00 | |

**A non-resident is any person who has not lived in the Parish for 3 or more years prior to death, unless that person only moved into either a nursing home, residential care home or family home outside of the Parish for the purposes of being cared for.*

*** Includes grave digging fees of £300. STC subcontracts grave digging to a third party.*

2022-2023



SANDY
TOWN
COUNCIL

Burial Regulations

The following regulations apply to the current cemetery which has its main entrance off Potton Road, Sandy.

This cemetery is laid to lawn, and the aim of these regulations is to maintain the long term maintenance of the Cemetery for the parishioners of Sandy and the remaining friends and relatives of those buried in the graves.

The Cemetery will be open to the public on:

Weekdays from 7.30am - 8.00pm (April to September)
Weekends from 9.00am - 8.00pm (April to September)

Weekdays from 7.30am - 5.00pm (October to March)
Weekends from 9.00am - 5.00pm (October to March)

A map of the Cemetery is available to view at the Councils offices. Certain sections are designated for children's graves and cremated remains, the remaining areas are for normal interments.

Please note the following:

Any reference to 'Council' means Sandy Town Council.

Interments

1. Notice of interment is to be given to the office between the hours of 9.30am and 3.30pm, Mondays to Fridays (excluding Bank Holidays), giving at least three clear working days' notice. If any interment is to take place in a vault or bricked grave then this will be increased to three days.
2. Notice is to be given on the Form of Application provided by the Council.
3. Interments will be between the following hours:
 - a) 10.00am to 2.45pm Monday to Thursday
 - b) 10.00am to 2.30pm Friday

Interments required outside these hours will need to be agreed by the Council with additional fees paid by the undertaker.

4. Before a burial can take place the applicant shall give written notice to the Registrar accompanied by the certificate for disposal issued by A Registrar of Births & Deaths or an order for burial issued by a Coroner, and where applicable the grant of exclusive right of burial or satisfactory evidence thereof in respect of a burial in a purchased grave and any other document which may in special circumstances be required by the Council.
5. Unless agreed in writing by Council all graves will be excavated and opened by a sub-contractor. All graves will be dug nominally eight feet deep.

6. If more than one body is interred in any grave must have the following levels of earth between each coffin:
 - a) Where bricked graves or vaults are not present -- six inches of soil must be present between each coffin, and four feet of earth between the top of the upper coffin and the ordinary level of the ground.
 - b) In bricked graves - six inches of soil must be present between each coffin, and twelve inches of soil must be left between the top of any vault and the ordinary level of the ground.
7. The interment of cremated remains will be permitted in any grave subject to a maximum of four interments of cremated remains in the grave space, and payment of the relevant fee.
8. All coffins of wood or approved material may be placed in earthen graves.
9. The bricking of graves is only allowed in existing bricked graves. Re-opening and closing of these bricked graves is carried out at the expense of the person responsible for the interment.
10. All first interments are conditional upon the purchase of Exclusive Right of Burial for the plot concerned.

Exclusive Rights of Burial

- Any persons wishing to purchase Exclusive Rights of Burial in a grave space, must pay the appropriate fee. The Grant of Exclusive Right of Burial does not confer ownership rights of the land to the purchaser. The Council will confirm purchase by the issue of a certificate entitling the purchaser to the plot for a period of 10 years renewable at no additional fee for a maximum of 50 years. This is to ensure that the records are correct and that the grave space is still required by the purchaser. Purchases can only be made in the names of individuals. At the present time, the Town Council does not allow
2. Purchasers must obtain the permission of the Council if they wish to bury a non-parishioner in a purchased plot, except where such non-parishioner is a son or daughter of the said purchaser. In all circumstances this interment must be accompanied by the Form of Application.
 3. Purchasers or owners of Exclusive Rights of Burial cannot transfer ownership of these rights to any other persons without the written permission of the Council.
 4. It is the owner's responsibility to keep the Council informed of any change of address. If after purchase of Exclusive Rights of Burial, the purchaser moves out of the parish, this will not affect these rights.
 5. The Council reserves the right to allocate graves for purchase as it sees fit.

6. No persons will be able to hold Exclusive Rights of Burial on more than one grave at any one time.
7. Sufficient evidence of the right to inter in a grave must be produced at the office of the Clerk to the Council at the time of application for the interment.

Memorials

8. Memorials are permitted in sections B, C, D, E, F, G, H, I, J, and L.

A memorial which may be either:

- a) A headstone (without kerbs) not exceeding 900mm in height, 650mm in width and 100mm thickness; or
- b) A flower vase not exceeding 150mm in height

Shall be of any approved material, and erected upon plinths (of suitable material) which shall not exceed 900mm in length, 300mm in width and 150mm in thickness. No other type of memorial will be permitted.

Headstones must be erected using an approved, recognised system of fixing, i.e.: National Association of Monumental Masons ground fixing system in accordance with BS8415 and the NAMM Code of Practices, traditional shoe foundation or the burial of 1/3rd of the memorial into the earth. This regulation also applies to memorials removed from the cemetery for additional lettering.

A headstone should not be placed on a grave without consultation between groundstaff and the stonemason on the suitability of ground conditions.

9. Before any headstone or vase is placed in the cemetery, a drawing thereof showing the dimensions, type of stone and finish, system of fixing and the inscription must be sent to and approved by the Council.
10. The headstone or vase to be placed at the head of the grave only.
11. A temporary marker may be retained on the grave for a maximum of two years after the interment or until replaced by the headstone or vase, whichever is soonest. No planting or fencing is permitted in sections where the cemetery is laid to lawn.
12. a) During the period of 15 months following interment any item placed on the grave must be within 300mm of the front of the temporary marker if this has not already been replaced with a permanent headstone and should not interfere with routine maintenance.
b) Thereafter any item left on a grave must be securely attached to the memorial plinth at the base of the headstone and should not be left on or pushed into the ground at the side or edge of the plinth or headstone so as to interfere with or hinder routine maintenance of the cemetery.

- c) The Council reserves the right to remove any items not securely attached as described and in addition any item(s) and object(s) which in its opinion are objectionable, unsightly and potentially dangerous including items of pottery, tin or glass, plus bricks, blocks and wire mesh or any item likely to cause offence or distress in a cemetery environment. These items will be stored for 28 days awaiting collection by a representative of the deceased person.
- d) Plastic items will be permitted. A single white solar light will be allowed but they must be securely attached as described.
- e) Council will routinely dispose of withered, fading and dead flowers and wreaths.

13. All monuments, gravestones or other structures and places of burial must be kept in good repair by the owner.
14. The Council will carry out regular checks of monuments, headstones and any other structures ensuring that they are safe. If, in the Council's opinion, a structure has become unsafe, and it has the owners contact details, it will give the owner 28 days' notice to remove the said structure. If the Council does not have the contact details of the owner it will place a notice at the site of the memorial, its notice boards and on its website giving the owner 3 weeks to contact them. If the owner fails to carry out the requirements laid out by the Council the Council will carry out the removal itself. Any costs involved shall be recoverable from the owner as a simple contract debt in any court of competent jurisdiction.
15. Any employee of the Council is not permitted to carry out private work in the cemetery or take any gratuity.
16. In Sections G & H (which were children's graves and are now used for cremated remains) the following are permitted:
 - a) Cremation tablets flush to the ground, not exceeding 610mm x 610mm or a memorial headstone 450mm (18") in height.
 - b) Memorials as noted in regulation 8.
17. Section K is reserved for cremated remains only. The following are permitted:
 - a) Cremation tablets not exceeding 610mm x 610mm.
 - b) A sloping or shaped tablet will be permitted, subject to a maximum height restriction of 205mm.
 - c) All designs must be approved as stated in regulation 18.
18. No fee will be charged for the erection of the memorials, or inscriptions on memorials provided by the Imperial War Graves Commission, or for private memorials erected by relatives of personnel serving in H M Forces at the time of death.
19. Memorial kerbing is not permitted in the cemetery; however where kerbing is already in place on older memorials, like for like restoration or

replacement is permitted. A fee will be charged for restoration or replacement work to existing kerbing.

General

20. A non-resident is any person not living in the Parish or appearing on the electoral register for 3 or more years prior to death unless that person only moved from the Parish to reside in a nursing home, residential care home or to a family home outside of the Parish for the purposes of being cared for.

20.21. A Register of the Burials will be kept at the Office of the Clerk to the Council, where, during office hours, searches may be made, and certified extracts may be made.

21.22. No trees or shrubs are to be planted anywhere in the Cemetery except by the Council.

22.23. All materials, gravestones or monuments must be transported into the Cemetery by hand, or in an approved vehicle with rubber tyres. Any damage in the cemetery, to graves or memorials caused during this visit will be the responsibility of the delivery agent to repair to the satisfaction of the Council.

23.24. The Council will not be responsible for any damage caused to monuments, gravestones and other structures other than damage caused by its own employees.

24.25. The Council will regularly inspect the appearance of in the Cemetery. Where, in the opinion of the Council a grave is neglected to such a point as to affect adjoining graves or the aesthetics of the cemetery. The owner, (if known) will be given 3 months' notice to bring the grave up to standard. If no action is carried out before the period lapses, then the Council will remove all reference to the grave, level it off and re-turf the area.

25.26. Any persons found to be damaging any items within the cemetery, such as walls, footpaths, trees/shrubs, or gravestones will be liable to prosecution. This also applies to any persons found wilfully disturbing a funeral.

26.27. Dogs are not allowed in the cemetery at any time, with the exception of registered Assistance dogs, in which case the dog must be on a lead, supervised and under control at all times.

27.28. No smoking is allowed in the Cemetery.

28.29. Any child under the age of 12 is not allowed in the Cemetery unless accompanied by an adult.

29.30. Skateboards and any other similar recreational equipment are prohibited from being used in the cemetery.

30.31. These regulations will be subject to a review once every 2 years to be carried out in March 2022.

Finance, Policy & Resources Committee

| | |
|-------------------------|-----------------------------------|
| Date: | 8th August 2022 |
| Title: | Grave Digger Fees |
| Contact Officer: | Town Clerk |

Purpose of the Report

1. To receive a comparison of grave digger fees.

Recommendation

2 To continue to contract with our current grave digger as he offers the best value for money, reliable and we have a working history with him.

Background

3 Our current contractor has recently increased fees for the service. As guardians of the public purse STC is obliged to check competing rates to ensure it is offering residents the best value for money.

Information/Proposals

4 Most other burial authorities do not sub-contract grave digging work to individuals, with the preferred route of requesting the Funeral Director organise this as part of the funeral service charges. Below are the fees paid by funeral directors for this service.

4.1

| Town/Parish/Company | Fees |
|----------------------------------|-------------|
| Tim Miles (current grave digger) | £300.00 |
| G&H Seamer | £475.00 |
| Benedict Funeral Care | £550 -£600 |
| Abbott Funeral Support | £495.- £550 |

Financial Implications

5. Currently by sub-contracting grave digging out directly STC is making a saving of £175.00 per grave.

Legal Powers

6. Council holds the General Power of Competence, for which Sandy Town Council is eligible and is a power of first resort (Localism Act 2011, s.1).

Policy Implications

7. STC has a duty of care to be guardians of the public purse and seeking the most competitive rates for works enables them to offer the best value for money to residents.

Policy, Finance and Resources Committee

| | |
|-------------------------|-----------------------------------|
| Date: | 8th August 2022 |
| Title: | Cemetery Extension |
| Contact Officer: | Town Clerk |

1. **Purpose of the Report**

- 1.1 To provide recommendations and costs from the Cemetery Development Service on progressing the next stages of the cemetery site extension.

2. **Recommendation**

- 2.1 The Cemetery Working Group recommend that the Council approve costs to enable CDS to undertake the next stage of work on preparing the cemetery site at a cost of £10,250 to be funded from the Council's Cemetery Development EMR.

3. **Background**

CDS were appointed to undertake initial works on the cemetery extension design and have completed the following work at a cost of £6,000.00. Design of cemetery plot layout and to address conditions 6, 12 and 14;

| | |
|--|-----------|
| Topographical survey of developed features on site | £750.00 |
| Re-design of site layout to include burial and ash interment plots and numbering; footpaths, boundary, buffer and fence planting, ecology boxes, hard standing materials | £3,750.00 |
| Drainage design review and amendments | £750.00 |
| Project Management | £750.00 |
| | £6,000.00 |

4. **Proposals/Information**

- 4.1 The following works are recommended by CDS for the next stage of the development;

| | |
|---|------------|
| Installation of three permanent groundwater monitoring wells | £7,500.00 |
| Refined groundwater risk assessment within 6 months of operation of first interment to include risk management measures | £2,750.00 |
| | £10,250.00 |

5. **Financial Implications**

- 5.1 The costs of the work can be funded from the Council's EMR for Cemetery Development. The EMR currently stands at £23,028.00.

6. **Policy Implications**

- 6.1 There are no direct policy implications of the actions within this report. The Committee is of course following procedure set out within its Financial Regulations. The progression of this work helps meet

AGENDA ITEM: 8**APPENDIX VI**

actions set out within the Council's committee action plans and its ambition to improve and enhance the areas it owns.

7. Legal Powers

- 7.1 Parish Councils and Burial Authorities (miscellaneous Provisions) Act 1970; sections 214 and 215 of, and Schedule 26 to, the Local Government Act 1972
- 7.2 Local Authorities' Cemetery Order 1977 (SI 1977 No 204)

Policy, Finance and Resources Committee

| | |
|-------------------------|---|
| Date: | 8th August 2022 |
| Title: | Sandy Football Club – Bedford Road Utilities |
| Contact Officer: | Town Clerk |

1. Purpose of the Report

1.1 To receive a request from Sandy Football Club to manage utility bills at Bedford Road recreation ground for the club and charge them rather than them charge us.

2. Recommendation

2.1 To agree to the Football Clubs request as utilities here can be managed alongside the council's other utilities provision.

3. Background

3.1 Sandy Football Club, as the council's tenants for the Pavilion at Bedford Road, has always managed the utility bills for the building and invoiced Sandy Town Council a percentage of the charge to cover the cost of utilities not used by the club.

3.2 The Club Secretary and Treasurer met with the Town Clerk and Cllr Sutton recently to explain the management of the utilities was becoming onerous for the club as the committee did not have the time to undertake the necessary admin to find the best deals and also undertake the necessary meter readings (meters are situated in the ladies public toilets). They requested the Council take over the management and simply provide a bill for the club to pay.

4. Proposals/Information

4.1 if the council were to take on the management of the utilities at Bedford Road Pavilion it is not envisaged that this would create much extra work for officers.

4.2 Including the Pavilion utilities with the Council's other utility provider may result in a better deal for all.

4.3 It would be easy for the Council to agree a percentage of the bill and invoice the club directly.

5. Financial Implications

5.1 No major financial implications, other than if the tenant's default on payments. This is an unlikely risk.

6. Policy Implications

6.1 There are no direct policy implications of the actions within this report.

7. Legal Powers

7.1 Council holds the General Power of Competence, for which Sandy Town Council is eligible and is a power of first resort (Localism Act 2011, s.1).

Policy, Finance and Resources Committee

| | |
|-------------------------|---|
| Date: | 8th August 2022 |
| Title: | Sandy Football Club – Sunderland Road Pitch Fees |
| Contact Officer: | Town Clerk |

1. Purpose of the Report

1.1 To receive feedback from Sandy Football Club in regard to the management of pitch fees at Sunderland Road recreation ground.

2. Recommendation

2.1 To consider whether any further action can be taken to improve the management of the area.

3. Background

3.1 The Club Secretary and Treasurer of Sandy Football Club met with the Town Clerk and Cllr Sutton to report issues they faced regarding the management of pitch fees and use at Sunderland Road.

3.2 They reported that while they were the only club paying to use the pitches here, the management company had been allowing other non-paying football clubs to also use the pitch. This had resulted in pitch deterioration and the Club Secretary related an incident where STC had instructed the club not to use the pitch over a period due to the prevailing weather conditions, however, another club had used it over this period and subsequently damaged the pitch.

3.3 The Town Clerk contacted the Centre Manager at the Jenkins Pavilion who manage the pitches on the Council's behalf. He confirmed that they did not charge any other clubs for use of the pitches, and that it would be difficult to prevent other clubs from using them.

4. Financial Implications

5.1 Potential loss of income from Football Club if they are unhappy that the issue cannot be improved or resolved.

5. Policy Implications

5.1 There are no direct policy implications of the actions within this report.

6. Legal Powers

7.1 Council holds the General Power of Competence, for which Sandy Town Council is eligible and is a power of first resort (Localism Act 2011, s.1).

Policy, Finance and Resources Committee

| | |
|-------------------------|-----------------------------------|
| Date: | 8th August 2022 |
| Title: | Public Liability Insurance |
| Contact Officer: | Town Clerk |

1. Purpose of the Report

1.1 To receive a quote from Allianz to increase the current Excess Public Liability insurance from £10,000,000.00 to £15,000,000.00 at a cost of £560.00

2. Recommendation

2.1 To decide if the current Excess Public Liability insurance cover is enough in which case no action needs to be taken. If the Council deem the amount needs to be increased, to agree the extra £560.00 charge to take on the new policy.

3. Background

3.1 The Council agreed a renewal quote for its insurance in June from broker James Hallam and its recommendation to take insurance cover with Aviva.

3.2 The Aviva insurance quote only provisioned for £10,000,000 Excess Public Liability cover which was £5,000,000 less than the previous year's insurance cover. A separate quote was offered if the Council wished to increase the cover.

3.3 Allianz is the recommended policy for this extra Excess Public Liability cover as provided by James Hallam.

3.4 The minimum liability cover required by the Safety Advisory Group for the recent Jubilee Event was £5,000,000.

4. Financial Implications

5.1 Budget for insurance (not including vehicles) is £18,600.00. The current spend for 2022/23 (after adjustments have been made to move money into 2023/24 budget) is £17,435.46. Which leaves £1,164.54 in the budget.

Policy Implications

4.1 There are no direct policy implications of the actions within this report.

5. Legal Powers

7.1 Council holds the General Power of Competence, for which Sandy Town Council is eligible and is a power of first resort (Localism Act 2011, s.1).

Policy, Finance and Resources Committee

| | |
|-------------------------|---|
| Date: | 8th August 2022 |
| Title: | Church Clock Automatic Regulator |
| Contact Officer: | Town Clerk |

1. Purpose of the Report

1.1 To provide a quotation for works to replace the automatic regulator on the Church Clock at St Swithuns as supplied by Time Assured Limited.

2. Recommendation

2.1 To consider the cost of works and to agree whether the Town Council should fund this work in whole or part.

3. Background

3.1 Time Assured Limited have just completed an annual service on the Church Clock. From this service they report the clock's automatic regulator is faulty and have submitted a quote for it's replacement.

3.2 The automatic regulation system allows the clock to keep itself at the correct timekeeping, especially if no one is going up the tower on a regular basis to look after the clock movement. The regulator ensures the Clock shows the correct time and can alter the Clock for BST/GMT by stopping and then restarting the pendulum.

3.3 The automatic regulator comes with a manufacturer's 10 year Guarantee.

3.4 The quotation includes the following works:

- Arrive at St Swithun's Church
- Stop the clock
- Remove the old regulator.
- Carry out a train count to ascertain the beats per minute of the clock.
- Supply and install the regulator behind the clock movement.
- Supply and install the regulator control unit.
- Set up and test the regulator.
- Leave the clock in working order.

3.5 STC has just been billed for £165.00 + VAT for the annual clock service

4. Financial Implications

4.1 The costs of the work is £3,000.00. The council has £1,380 combined in cost centre 406 (Cemetery and Churchyard) across budget lines 4036 (Property Maintenance) and 4037 (Grounds Maintenance) – *this calculation includes subtracting the £165 for service from the funds available.*

4.2 The budget lines above need to cover miscellaneous costs such as replacing damaged vases and other Cemetery Maintenance.

4.3 If the Council wishes to cover the full cost they would need to vire the funds from another budget line or from the rolling capital fund.

5. Policy Implications

5.1 There are no direct policy implications of the actions within this report. The Committee is of course following procedure set out within its Financial Regulations.

6. Legal Powers

Parish Councils Act 1957 s 2 (right to Provide public clocks)

A parish council may provide, maintain and light such public clocks within the parish as they consider necessary, and (subject to the provisions of section five of this Act) may cause them to be installed on or against any premises or in any other place the situation of which may be convenient.