

Sandy Town Council

To: Cllrs P N Aldis, P Blaine, A M Hill, W Jackson, G Leach, C Osborne, M Pettitt, M Scott (Chair), D Sharman and P Sharman
c.c. Cllr J Ali, T Cole, D Quick, J Sparrow, 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 1 February 2016 at 7.30pm for the purpose of transacting the items of business below.

Chris Robson

Chris Robson
Town Clerk
10 Cambridge Road
Sandy SG19 1JE
01767 681491
26 January 2016

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

A G E N D A

Reports

1 Apologies for absence

2 Declarations of interest

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

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

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

3 Minutes of previous meeting

To receive the minutes of the Policy, Finance and Resources Committee held on 7 December 2015 and to approve them as a correct record of proceedings.

Previously
circulated

Sandy Town Council

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.

5 Financial Reports

- i) To consider a balance sheet and detailed financial report showing income and expenditure against the revenue budget for November 2015. Appendix I
- ii) To consider a balance sheet and detailed financial report showing income and expenditure against the revenue budget for December 2015. Appendix II
- iii) To receive an overview of the budget from the Town Clerk. Appendix III
- iv) To approve a schedule of payments made since previous meeting. Appendix IV
- v) The Chair to approve bank reconciliations and statements.

6 Action List

To receive Action Report and any update. Appendix V

7 Section 106 Funding

To receive a report from the Town Clerk on potential Sc106 funding. Appendix VI

8 Jenkins Pavilion

To receive a report on the Jenkins Pavilion sewage pumps. Appendix VII

9 Cemetery Chapel

To receive a report for pest control work at the Cemetery Chapel. Appendix VIII

10 Street lighting

To receive a report regarding required street lighting work. Appendix IX

11 To agree a calendar of Council meetings for 2016/17

Appendix X

12 CCTV Coverage in Sandy

To receive and consider a report from the Town Clerk Appendix XI

13 Chairman's Items

14 Date of Next Meeting: 14 March 2016

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>	
<u>Current Assets</u>			
100	Debtors Control	644	
101	Stock	2,184	
105	VAT Control	3,890	
120	Sundry Debtors	2,000	
200	Current Bank A/c	37,066	
201	Capital A/c	325	
205	Capital a/c Santander	215,503	
206	Barclays Active Saver	259,975	
208	Public Sector Deposit Fund	200,534	
210	Petty Cash	300	
	Total Current Assets		722,421
<u>Current Liabilities</u>			
501	Creditors Control	2,571	
12	Other Creditors	-100	
506	Retentions Payable	270	
	Total Current Liabilities		2,741
	Net Current Assets		719,680
	Total Assets less Current Liabilities		719,680
<u>Represented By :-</u>			
300	Current Year Fund	190,800	
310	General Reserve	80,107	
315	Rolling Capital Fund	3,668	
320	Capital Receipts Reserve	53,545	
321	Earmarked Reserves	29,028	
322	EMR Fallowfied	362,532	
	Total Equity		719,680

Summary Income & Expenditure by Budget Heading 30th November 2015

Month No : 8

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
401 Staff	Expenditure	18,565	160,504	243,350	82,846		82,846	66.0 %
402 Administration-Office	Expenditure	5,392	53,788	82,700	28,912		28,912	65.0 %
	Income	257	4,294	6,000	-1,706			71.6 %
403 Administration-Works	Expenditure	1,297	21,946	28,900	6,954		6,954	75.9 %
405 Footway Lighting	Expenditure	455	5,310	7,800	2,490		2,490	68.1 %
406 Cemetery & Churchyard	Expenditure	0	5,068	10,750	5,682		5,682	47.1 %
	Income	470	11,515	25,052	-13,537			46.0 %
408 Town Centre (Including Market)	Expenditure	0	16,867	31,608	14,741		14,741	53.4 %
	Income	10	1,990	600	1,390			331.6 %
409 Public Toilets - Car Park	Expenditure	106	2,413	3,800	1,387		1,387	63.5 %
500 Play Areas and Open Spaces	Expenditure	717	3,027	-2,825	-5,852		-5,852	-107.1 %
	Income	0	668	1,380	-712			48.4 %
501 Sunderland Road Rec Ground	Expenditure	1,230	15,237	26,390	11,153		11,153	57.7 %
	Income	0	396	820	-424			48.3 %
502 Nature Reserves	Expenditure	1,600	1,789	10,925	9,136		9,136	16.4 %
	Income	0	491	2,500	-2,009			19.6 %
505 Grass Cutting	Expenditure	0	0	12,000	12,000		12,000	0.0 %
506 Litter Bins, Seats & Shelters	Expenditure	0	0	500	500		500	0.0 %
509 Christmas Lights	Expenditure	941	8,907	18,000	9,093		9,093	49.5 %
	Income	606	976	4,000	-3,024			24.4 %
601 Precept and Interest	Income	0	481,593	484,598	-3,005			99.4 %
602 Democratic and Civic Costs	Expenditure	747	5,378	10,750	5,372		5,372	50.0 %
	Income	0	50	0	50			0.0 %
700 Capital and Projects	Expenditure	0	15,000	300,307	285,307		285,307	5.0 %
	Income	0	4,061	267,005	-262,944			1.5 %
INCOME - EXPENDITURE TOTALS								
	Expenditure	31,048	315,234	784,955	469,721	0	469,721	40.2 %
	Income	1,343	506,034	791,955	-285,921			63.9 %
	Net Expenditure over Income	29,706	-190,800	-7,000	183,800			

Month No : 8

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
401	Staff							
4001	Gross Salaries - Admin	7,993	57,823	116,000	58,178		58,178	49.8 %
4002	Gross Salaries - Works	7,627	60,677	83,000	22,323		22,323	73.1 %
4003	Employers NIC	892	6,401	14,100	7,699		7,699	45.4 %
4004	Employers Superannuation	2,052	14,629	29,750	15,121		15,121	49.2 %
4010	Miscellaneous Staff Costs	0	20,710	500	-20,210		-20,210	4142.0
4030	Recruitment Advertising	0	265	0	-265		-265	0.0 %
	Staff :- Expenditure	18,565	160,504	243,350	82,846	0	82,846	66.0 %
	Net Expenditure over Income	18,565	160,504	243,350	82,846			

Month No : 8

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
402	Administration-Office							
4008	Training	292	1,361	3,500	2,139		2,139	38.9 %
4009	Travel & Subsistence	0	150	250	101		101	59.8 %
4011	General Rates	0	6,120	6,150	30		30	99.5 %
4012	Water Rates	0	164	400	236		236	41.0 %
4014	Electricity	0	4,641	2,500	-2,141		-2,141	185.6 %
4015	Gas	0	129	1,800	1,671		1,671	7.2 %
4016	Cleaning Materials etc	84	685	1,500	815		815	45.7 %
4020	Misc Establishment Costs	38	1,137	2,000	863		863	56.8 %
4021	Telephone & Fax	0	1,488	2,500	1,012		1,012	59.5 %
4022	Postage	514	1,379	1,700	321		321	81.1 %
4023	Printing & Stationery	572	2,406	5,000	2,594		2,594	48.1 %
4024	Subscriptions	0	2,366	2,600	234		234	91.0 %
4025	Insurance (excl vehicles)	1,700	12,598	22,250	9,652		9,652	56.6 %
4026	Photocopy Costs	436	1,194	4,000	2,806		2,806	29.9 %
4027	IT Costs incl Support	250	3,582	6,000	2,418		2,418	59.7 %
4028	Service Agreements (Other)	199	5,526	5,000	-526		-526	110.5 %
4035	Publications	6	29	200	171		171	14.4 %
4036	Property Maintenance/Security	330	2,031	3,000	969		969	67.7 %
4040	Equipment Purchases (Minor)	-1,388	0	0	0		0	0.0 %
4050	Tourism Expenditure	1,058	1,867	2,000	133		133	93.4 %
4051	Bank Charges	0	0	100	100		100	0.0 %
4056	Legal Expenses	0	350	2,000	1,650		1,650	17.5 %
4057	Audit Fees - External	0	35	1,300	1,265		1,265	2.7 %
4058	Audit Fees - Internal	375	455	750	295		295	60.7 %
4059	Accountancy Fees	902	4,001	6,000	1,999		1,999	66.7 %
4070	Refreshments	24	94	200	106		106	46.8 %
	Administration-Office :- Expenditure	5,392	53,788	82,700	28,912	0	28,912	65.0 %
1003	Tourism Income	172	3,120	3,000	120			104.0 %
1201	Rent Received Etc	85	953	3,000	-2,047			31.8 %
1202	Photocopying Income	0	31	0	31			0.0 %
1205	Miscellaneous Income	0	190	0	190			0.0 %
	Administration-Office :- Income	257	4,294	6,000	-1,706			71.6 %
	Net Expenditure over Income	5,135	49,494	76,700	27,206			

Month No : 8

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
403 Administration-Works							
4005 Protective Clothing	127	240	1,000	760		760	24.0 %
4008 Training	-214	0	0	0		0	0.0 %
4011 General Rates	0	1,992	2,000	8		8	99.6 %
4012 Water Rates	0	-159	700	859		859	-22.7 %
4014 Electricity	0	400	500	100		100	80.0 %
4017 Refuse Disposal	86	3,276	3,500	224		224	93.6 %
4036 Property Maintenance/Security	250	2,486	1,000	-1,486		-1,486	248.6 %
4038 Consumables/Small Tools	182	1,301	2,500	1,199		1,199	52.0 %
4039 Planting/Trees/Horticulture	0	4,825	5,700	875		875	84.6 %
4040 Equipment Purchases (Minor)	0	2,061	2,000	-61		-61	103.1 %
4042 Equipment/Vehicle Maintenance	595	2,241	5,500	3,259		3,259	40.7 %
4043 Equipment/Vehicle Fuel	272	1,559	2,000	441		441	77.9 %
4044 Vehicle Tax & Insurance	0	1,725	2,500	775		775	69.0 %
Administration-Works :- Expenditure	1,297	21,946	28,900	6,954	0	6,954	75.9 %
Net Expenditure over Income	1,297	21,946	28,900	6,954			

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Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>405</u>	<u>Footway Lighting</u>							
4014	Electricity	455	3,253	5,500	2,247		2,247	59.2 %
4042	Equipment/Vehicle Maintenance	0	2,057	2,300	243		243	89.4 %
	Footway Lighting :- Expenditure	<u>455</u>	<u>5,310</u>	<u>7,800</u>	<u>2,490</u>	<u>0</u>	<u>2,490</u>	<u>68.1 %</u>
	Net Expenditure over Income	<u>455</u>	<u>5,310</u>	<u>7,800</u>	<u>2,490</u>			

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Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
406 Cemetery & Churchyard							
4011 General Rates	0	2,208	2,200	-8		-8	100.4 %
4012 Water Rates	0	51	100	49		49	50.7 %
4036 Property Maintenance/Security	0	0	1,000	1,000		1,000	0.0 %
4037 Grounds Maintenance	0	66	900	834		834	7.3 %
4039 Planting/Trees/Horticulture	0	174	350	176		176	49.7 %
4101 Grave Digging Costs	0	2,570	6,200	3,630		3,630	41.5 %
Cemetery & Churchyard :- Expenditure	0	5,068	10,750	5,682	0	5,682	47.1 %
1226 Burials/Memorials Income	470	11,515	25,000	-13,485			46.1 %
1228 Interest on Investment	0	0	52	-52			0.0 %
Cemetery & Churchyard :- Income	470	11,515	25,052	-13,537			46.0 %
Net Expenditure over Income	-470	-6,447	-14,302	-7,855			

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Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
408 <u>Town Centre (Including Market)</u>							
4011 General Rates	0	15,203	15,150	-53		-53	100.3 %
4036 Property Maintenance/Security	0	0	850	850		850	0.0 %
4053 Loan Interest	0	168	349	181		181	48.2 %
4054 Loan Capital Repaid	0	136	259	123		123	52.5 %
4100 CCTV Fees	0	1,360	15,000	13,640		13,640	9.1 %
Town Centre (Including Market) :- Expenditure	0	16,867	31,608	14,741	0	14,741	53.4 %
1235 CCTV Monitoring	0	833	0	833			0.0 %
1236 Friday Market Fees	10	902	0	902			0.0 %
1237 Saturday Market Fees	0	136	300	-164			45.3 %
1238 Other Income Car Park	0	118	300	-182			39.4 %
Town Centre (Including Market) :- Income	10	1,990	600	1,390			331.6 %
Net Expenditure over Income	-10	14,877	31,008	16,131			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>409</u> <u>Public Toilets - Car Park</u>							
4011 General Rates	0	2,352	2,350	-2		-2	100.1 %
4012 Water Rates	0	332	500	168		168	66.4 %
4014 Electricity	0	-477	400	877		877	-119.2
4036 Property Maintenance/Security	106	206	550	344		344	37.4 %
Public Toilets - Car Park :- Expenditure	106	2,413	3,800	1,387	0	1,387	63.5 %
Net Expenditure over Income	106	2,413	3,800	1,387			

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Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
500	<u>Play Areas and Open Spaces</u>						
4007	0	0	400	400		400	0.0 %
4012	0	790	800	10		10	98.8 %
4014	65	151	150	-1		-1	100.9 %
4036	0	171	1,125	954		954	15.2 %
4037	250	1,076	2,500	1,424		1,424	43.0 %
4042	402	838	7,200	6,362		6,362	11.6 %
4972	0	0	-15,000	-15,000		-15,000	0.0 %
	717	3,027	-2,825	-5,852	0	-5,852	-107.1 %
Play Areas and Open Spaces :- Expenditure							
1241	0	583	450	133			129.6 %
1242	0	0	330	-330			0.0 %
1244	0	85	0	85			0.0 %
1251	0	0	600	-600			0.0 %
	0	668	1,380	-712			48.4 %
Play Areas and Open Spaces :- Income							
Net Expenditure over Income	717	2,358	-4,205	-6,563			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget	
501	Sunderland Road Rec Ground							
4012	0	553	600	47		47	92.1 %	
4014	-57	0	0	0		0	0.0 %	
4036	0	738	1,000	262		262	73.8 %	
4046	19	2,759	2,748	-11		-11	100.4 %	
4047	0	1,091	2,232	1,141		1,141	48.9 %	
4048	0	1,055	2,310	1,255		1,255	45.7 %	
4049	0	160	2,500	2,340		2,340	6.4 %	
4060	1,269	8,881	15,000	6,119		6,119	59.2 %	
	Sunderland Road Rec Ground :- Expenditure	1,230	15,237	26,390	11,153	0	11,153	57.7 %
1253	0	396	390	6			101.6 %	
1255	0	0	260	-260			0.0 %	
1256	0	0	170	-170			0.0 %	
	Sunderland Road Rec Ground :- Income	0	396	820	-424			48.3 %
	Net Expenditure over Income	1,230	14,841	25,570	10,729			

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Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
502 Nature Reserves							
4037 Grounds Maintenance	0	150	1,500	1,350		1,350	10.0 %
4060 Other Professional Fees	1,600	1,639	9,425	7,786		7,786	17.4 %
Nature Reserves :- Expenditure	1,600	1,789	10,925	9,136	0	9,136	16.4 %
1306 Countryside Stewardship Grant	0	0	2,000	-2,000			0.0 %
1307 Angling Licence Rent	0	491	500	-9			98.2 %
Nature Reserves :- Income	0	491	2,500	-2,009			19.6 %
Net Expenditure over Income	1,600	1,298	8,425	7,127			

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>505</u>	<u>Grass Cutting</u>							
4102	Grass Cutting	0	0	12,000	12,000		12,000	0.0 %
	Grass Cutting :- Expenditure	<u>0</u>	<u>0</u>	<u>12,000</u>	<u>12,000</u>	<u>0</u>	<u>12,000</u>	<u>0.0 %</u>
	Net Expenditure over Income	<u>0</u>	<u>0</u>	<u>12,000</u>	<u>12,000</u>			

Month No : 8

Cost Centre Report

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

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
509	Christmas Lights							
4401	Christmas Illuminations	0	5,216	11,000	5,784		5,784	47.4 %
4402	Community Christmas Event	941	3,690	7,000	3,310		3,310	52.7 %
	Christmas Lights :- Expenditure	941	8,907	18,000	9,093	0	9,093	49.5 %
1365	Christmas Lights	606	976	4,000	-3,024			24.4 %
	Christmas Lights :- Income	606	976	4,000	-3,024			24.4 %
	Net Expenditure over Income	335	7,931	14,000	6,069			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>601</u> <u>Precept and Interest</u>							
1101 Precept	0	479,098	479,098	0			100.0 %
1228 Interest on Investment	0	466	0	466			0.0 %
1320 Interest Received - All account	0	2,029	5,500	-3,471			36.9 %
Precept and Interest :- Income	<u>0</u>	<u>481,593</u>	<u>484,598</u>	<u>-3,005</u>			<u>99.4 %</u>
Net Expenditure over Income	<u>0</u>	<u>-481,593</u>	<u>-484,598</u>	<u>-3,005</u>			

Month No : 8

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
602 <u>Democratic and Civic Costs</u>							
4020 Misc Establishment Costs	0	0	100	100		100	0.0 %
4033 Annual Report & Newsletter	476	2,142	3,500	1,358		1,358	61.2 %
4042 Equipment/Vehicle Maintenance	0	0	250	250		250	0.0 %
4200 Mayor's Allowance	271	1,243	1,900	657		657	65.4 %
4202 Members' Expenses (Conf etc)	0	265	500	235		235	53.1 %
4210 Election Costs	0	421	7,000	6,579		6,579	6.0 %
4701 Grants/Donations Paid	0	1,306	1,500	194		194	87.1 %
4971 Transfer from EMR	0	0	-4,000	-4,000		-4,000	0.0 %
Democratic and Civic Costs :- Expenditure	747	5,378	10,750	5,372	0	5,372	50.0 %
1309 Misc Contributions	0	50	0	50			0.0 %
Democratic and Civic Costs :- Income	0	50	0	50			
Net Expenditure over Income	747	5,328	10,750	5,422			

Month No : 8

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
700 Capital and Projects							
4153 Loan Interest - INTERNAL	0	0	7,903	7,903		7,903	0.0 %
4154 Loan Capital - INTERNAL	0	0	9,102	9,102		9,102	0.0 %
4802 CAP - Cemetery Extension	0	19,250	320,000	300,750		300,750	6.0 %
4804 CAP - Street Light Replacement	0	0	3,200	3,200		3,200	0.0 %
4805 CAP - Toyota Van	0	0	6,000	6,000		6,000	0.0 %
4807 CAP - Allotments	0	813	0	-813		-813	0.0 %
4808 CAP - Cambridge Rd Alterations	0	10,519	0	-10,519		-10,519	0.0 %
4915 Transfer to Rolling Capital Fd	0	15,000	15,000	0		0	100.0 %
4923 Internal Loan repaid to F'ild	0	0	9,102	9,102		9,102	0.0 %
4965 Funded from Rolling Capital	0	-11,332	0	11,332		11,332	-
4970 Transfer from C R R	0	-19,250	-70,000	-50,750		-50,750	27.5 %
Capital and Projects :- Expenditure	0	15,000	300,307	285,307	0	285,307	5.0 %
1103 Internal Loan from F'ild EMR	0	0	250,000	-250,000			0.0 %
1153 Loan Interest Rec'd - INTERNAL	0	0	7,903	-7,903			0.0 %
1154 Loan Capital Rec'd - INTERNAL	0	0	9,102	-9,102			0.0 %
1210 Sale of Assets	0	4,167	0	4,167			0.0 %
1364 S106 Money Received	0	-106	0	-106			0.0 %
Capital and Projects :- Income	0	4,061	267,005	-262,944			1.5 %
Net Expenditure over Income	0	10,939	33,302	22,363			

AGENDA ITEM 5

Month No: 9 31st December 2015

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
101	Stock	2,184	
105	VAT Control	5,637	
120	Sundry Debtors	2,000	
200	Current Bank A/c	29,500	
201	Capital A/c	325	
205	Capital a/c Santander	215,503	
206	Barclays Active Saver	241,070	
208	Public Sector Deposit Fund	200,752	
210	Petty Cash	300	
	Total Current Assets		697,270
	<u>Current Liabilities</u>		
501	Creditors Control	3,616	
502	Other Creditors	-100	
506	Retentions Payable	270	
	Total Current Liabilities		3,785
	Net Current Assets		693,484
	Total Assets less Current Liabilities		693,484
	<u>Represented By :-</u>		
300	Current Year Fund	164,604	
310	General Reserve	80,107	
315	Rolling Capital Fund	3,668	
320	Capital Receipts Reserve	53,545	
321	Earmarked Reserves	29,028	
322	EMR Fallowfied	362,532	
	Total Equity		693,484

Summary Income & Expenditure by Budget Heading 31st December 2015

Month No : 9

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
401 Staff	Expenditure	19,461	179,965	243,350	63,385		63,385	74.0 %
402 Administration-Office	Expenditure	3,490	57,278	82,700	25,422		25,422	69.3 %
	Income	516	4,810	6,000	-1,190			80.2 %
403 Administration-Works	Expenditure	1,253	23,200	28,900	5,701		5,701	80.3 %
405 Footway Lighting	Expenditure	1,123	6,434	7,800	1,366		1,366	82.5 %
406 Cemetery & Churchyard	Expenditure	600	5,668	10,750	5,082		5,082	52.7 %
	Income	3,415	14,930	25,052	-10,122			59.6 %
408 Town Centre (Including Market)	Expenditure	0	16,867	31,608	14,741		14,741	53.4 %
	Income	96	2,086	600	1,486			347.6 %
409 Public Toilets - Car Park	Expenditure	0	2,413	3,800	1,387		1,387	63.5 %
500 Play Areas and Open Spaces	Expenditure	375	3,401	-2,825	-6,226		-6,226	-120.4 %
	Income	0	668	1,380	-712			48.4 %
501 Sunderland Road Rec Ground	Expenditure	1,478	16,715	26,390	9,675		9,675	63.3 %
	Income	0	396	820	-424			48.3 %
502 Nature Reserves	Expenditure	0	1,789	10,925	9,136		9,136	16.4 %
	Income	0	491	2,500	-2,009			19.6 %
505 Grass Cutting	Expenditure	0	0	12,000	12,000		12,000	0.0 %
506 Litter Bins, Seats & Shelters	Expenditure	0	0	500	500		500	0.0 %
509 Christmas Lights	Expenditure	3,669	12,575	18,000	5,425		5,425	69.9 %
	Income	1,123	2,099	4,000	-1,901			52.5 %
601 Precept and Interest	Income	697	482,431	484,598	-2,167			99.6 %
602 Democratic and Civic Costs	Expenditure	735	6,113	10,750	4,637		4,637	56.9 %
	Income	0	50	0	50			0.0 %
700 Capital and Projects	Expenditure	0	15,000	300,307	285,307		285,307	5.0 %
	Income	0	4,061	267,005	-262,944			1.5 %
INCOME - EXPENDITURE TOTALS								
	Expenditure	32,184	347,417	784,955	437,538	0	437,538	44.3 %
	Income	5,847	512,022	791,955	-279,933			64.7 %
	Net Expenditure over Income	26,337	-164,604	-7,000	157,604			

Month No : 9

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
401	Staff							
4001	Gross Salaries - Admin	8,184	66,006	116,000	49,994		49,994	56.9 %
4002	Gross Salaries - Works	8,202	68,879	83,000	14,121		14,121	83.0 %
4003	Employers NIC	1,006	7,408	14,100	6,692		6,692	52.5 %
4004	Employers Superannuation	2,134	16,762	29,750	12,988		12,988	56.3 %
4010	Miscellaneous Staff Costs	-65	20,645	500	-20,145		-20,145	4129.0 %
4030	Recruitment Advertising	0	265	0	-265		-265	0.0 %
	Staff :- Expenditure	19,461	179,965	243,350	63,385	0	63,385	74.0 %
	Net Expenditure over Income	19,461	179,965	243,350	63,385			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
402 Administration-Office							
4008 Training	0	1,361	3,500	2,139		2,139	38.9 %
4009 Travel & Subsistence	0	150	250	101		101	59.8 %
4011 General Rates	0	6,120	6,150	30		30	99.5 %
4012 Water Rates	0	164	400	236		236	41.0 %
4014 Electricity	553	5,194	2,500	-2,694		-2,694	207.8 %
4015 Gas	0	129	1,800	1,671		1,671	7.2 %
4016 Cleaning Materials etc	114	799	1,500	701		701	53.3 %
4020 Misc Establishment Costs	0	1,137	2,000	863		863	56.8 %
4021 Telephone & Fax	199	1,687	2,500	813		813	67.5 %
4022 Postage	0	1,970	1,700	-270		-270	115.9 %
4023 Printing & Stationery	164	153	5,000	4,847		4,847	3.1 %
4024 Subscriptions	42	2,408	2,600	192		192	92.6 %
4025 Insurance (excl vehicles)	1,700	14,299	22,250	7,951		7,951	64.3 %
4026 Photocopy Costs	0	3,021	4,000	979		979	75.5 %
4027 IT Costs incl Support	250	3,832	6,000	2,168		2,168	63.9 %
4028 Service Agreements (Other)	0	5,526	5,000	-526		-526	110.5 %
4035 Publications	0	29	200	171		171	14.4 %
4036 Property Maintenance/Security	0	2,031	3,000	969		969	67.7 %
4050 Tourism Expenditure	50	1,917	2,000	83		83	95.9 %
4051 Bank Charges	0	0	100	100		100	0.0 %
4056 Legal Expenses	0	350	2,000	1,650		1,650	17.5 %
4057 Audit Fees - External	0	35	1,300	1,265		1,265	2.7 %
4058 Audit Fees - Internal	0	455	750	295		295	60.7 %
4059 Accountancy Fees	417	4,419	6,000	1,581		1,581	73.6 %
4070 Refreshments	0	94	200	106		106	46.8 %
Administration-Office :- Expenditure	3,490	57,278	82,700	25,422	0	25,422	69.3 %
1203 Tourism Income	311	3,431	3,000	431			114.4 %
1201 Rent Received Etc	205	1,158	3,000	-1,842			38.6 %
1202 Photocopying Income	0	31	0	31			0.0 %
1205 Miscellaneous Income	0	190	0	190			0.0 %
Administration-Office :- Income	516	4,810	6,000	-1,190			80.2 %
Net Expenditure over Income	2,974	52,468	76,700	24,232			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
403 Administration-Works							
4005 Protective Clothing	0	240	1,000	760		760	24.0 %
4011 General Rates	0	1,992	2,000	8		8	99.6 %
4012 Water Rates	0	-159	700	859		859	-22.7 %
4014 Electricity	177	577	500	-77		-77	115.5 %
4017 Refuse Disposal	350	3,626	3,500	-126		-126	103.6 %
4036 Property Maintenance/Security	82	2,567	1,000	-1,567		-1,567	256.7 %
4038 Consumables/Small Tools	44	1,345	2,500	1,155		1,155	53.8 %
4039 Planting/Trees/Horticulture	0	4,825	5,700	875		875	84.6 %
4040 Equipment Purchases (Minor)	0	2,061	2,000	-61		-61	103.1 %
4042 Equipment/Vehicle Maintenance	323	2,564	5,500	2,936		2,936	46.6 %
4043 Equipment/Vehicle Fuel	53	1,611	2,000	389		389	80.6 %
4044 Vehicle Tax & Insurance	225	1,950	2,500	550		550	78.0 %
Administration-Works :- Expenditure	1,253	23,200	28,900	5,701	0	5,701	80.3 %
Net Expenditure over Income	1,253	23,200	28,900	5,701			

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>405</u>	<u>Footway Lighting</u>							
4014	Electricity	413	3,667	5,500	1,833		1,833	66.7 %
4042	Equipment/Vehicle Maintenance	710	2,767	2,300	-467		-467	120.3 %
	Footway Lighting :- Expenditure	<u>1,123</u>	<u>6,434</u>	<u>7,800</u>	<u>1,366</u>	<u>0</u>	<u>1,366</u>	<u>82.5 %</u>
	Net Expenditure over Income	<u>1,123</u>	<u>6,434</u>	<u>7,800</u>	<u>1,366</u>			

Month No : 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
406 Cemetery & Churchyard							
4011 General Rates	0	2,208	2,200	-8		-8	100.4 %
4012 Water Rates	0	51	100	49		49	50.7 %
4036 Property Maintenance/Security	0	0	1,000	1,000		1,000	0.0 %
4037 Grounds Maintenance	0	66	900	834		834	7.3 %
4039 Planting/Trees/Horticulture	0	174	350	176		176	49.7 %
4101 Grave Digging Costs	600	3,170	6,200	3,030		3,030	51.1 %
Cemetery & Churchyard :- Expenditure	600	5,668	10,750	5,082	0	5,082	52.7 %
1226 Burials/Memorials Income	3,415	14,930	25,000	-10,070			59.7 %
1228 Interest on Investment	0	0	52	-52			0.0 %
Cemetery & Churchyard :- Income	3,415	14,930	25,052	-10,122			59.6 %
Net Expenditure over Income	-2,815	-9,262	-14,302	-5,040			

Month No : 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
408 Town Centre (Including Market)							
4011 General Rates	0	15,203	15,150	-53		-53	100.3 %
4036 Property Maintenance/Security	0	0	850	850		850	0.0 %
4053 Loan Interest	0	168	349	181		181	48.2 %
4054 Loan Capital Repaid	0	136	259	123		123	52.5 %
4100 CCTV Fees	0	1,360	15,000	13,640		13,640	9.1 %
Town Centre (Including Market) :- Expenditure	0	16,867	31,608	14,741	0	14,741	53.4 %
1235 CCTV Monitoring	0	833	0	833			0.0 %
1236 Friday Market Fees	50	952	0	952			0.0 %
1237 Saturday Market Fees	46	182	300	-118			60.7 %
1238 Other Income Car Park	0	118	300	-182			39.4 %
Town Centre (Including Market) :- income	96	2,086	600	1,486			347.6 %
Net Expenditure over Income	-96	14,781	31,008	16,227			

Month No : 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
409 <u>Public Toilets - Car Park</u>							
4011 General Rates	0	2,352	2,350	-2		-2	100.1 %
4012 Water Rates	0	332	500	168		168	66.4 %
4014 Electricity	0	-477	400	877		877	-119.2
4036 Property Maintenance/Security	0	206	550	344		344	37.4 %
Public Toilets - Car Park :- Expenditure	0	2,413	3,800	1,387	0	1,387	63.5 %
Net Expenditure over Income	0	2,413	3,800	1,387			

Month No : 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
500	Play Areas and Open Spaces						
4007	0	0	400	400		400	0.0 %
4012	120	910	800	-110		-110	113.7 %
4014	46	197	150	-47		-47	131.6 %
4036	0	171	1,125	954		954	15.2 %
4037	0	1,076	2,500	1,424		1,424	43.0 %
4042	209	1,047	7,200	6,153		6,153	14.5 %
4972	0	0	-15,000	-15,000		-15,000	0.0 %
	Play Areas and Open Spaces :- Expenditure	375	3,401	-2,825	-6,226	0	-6,226 -120.4 %
1241	0	583	450	133			129.6 %
1242	0	0	330	-330			0.0 %
1244	0	85	0	85			0.0 %
1251	0	0	600	-600			0.0 %
	Play Areas and Open Spaces :- Income	0	668	1,380	-712		48.4 %
	Net Expenditure over Income	375	2,733	-4,205	-6,938		

Month No : 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
501 Sunderland Road Rec Ground							
4012 Water Rates	209	762	600	-162		-162	126.9 %
4036 Property Maintenance/Security	0	738	1,000	262		262	73.8 %
4046 Bowling Green - SBC	0	2,759	2,748	-11		-11	100.4 %
4047 Equipment Maintenance - SBC	0	1,091	2,232	1,141		1,141	48.9 %
4048 Cricket Square - SCC	0	1,055	2,310	1,255		1,255	45.7 %
4049 Equipment Maintenance - SCC	0	160	2,500	2,340		2,340	6.4 %
4060 Other Professional Fees	1,269	10,150	15,000	4,850		4,850	67.7 %
Sunderland Road Rec Ground :- Expenditure	1,478	16,715	26,390	9,675	0	9,675	63.3 %
1253 Bowls Club Rental	0	396	390	6			101.6 %
1255 Cricket Club Rental	0	0	260	-260			0.0 %
1256 Scouts ,ACF and SSLA	0	0	170	-170			0.0 %
Sunderland Road Rec Ground :- Income	0	396	820	-424			48.3 %
Net Expenditure over Income	1,478	16,319	25,570	9,251			

Month No : 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
502 Nature Reserves							
4037 Grounds Maintenance	0	150	1,500	1,350		1,350	10.0 %
4060 Other Professional Fees	0	1,639	9,425	7,786		7,786	17.4 %
Nature Reserves :- Expenditure	0	1,789	10,925	9,136	0	9,136	16.4 %
1306 Countryside Stewardship Grant	0	0	2,000	-2,000			0.0 %
1307 Angling Licence Rent	0	491	500	-9			98.2 %
Nature Reserves :- Income	0	491	2,500	-2,009			19.6 %
Net Expenditure over Income	0	1,298	8,425	7,127			

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>505</u> <u>Grass Cutting</u>							
4102 Grass Cutting	0	0	12,000	12,000		12,000	0.0 %
Grass Cutting :- Expenditure	0	0	12,000	12,000	0	12,000	0.0 %
Net Expenditure over Income	0	0	12,000	12,000			

Month No : 9

Cost Centre Report

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

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
509	Christmas Lights							
4401	Christmas Illuminations	3,197	8,358	11,000	2,642		2,642	76.0 %
4402	Community Christmas Event	472	4,217	7,000	2,783		2,783	60.2 %
	Christmas Lights :- Expenditure	3,669	12,575	18,000	5,425	0	5,425	69.9 %
1365	Christmas Lights	1,123	2,099	4,000	-1,901			52.5 %
	Christmas Lights :- Income	1,123	2,099	4,000	-1,901			52.5 %
	Net Expenditure over Income	2,546	10,477	14,000	3,523			

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>601</u>	<u>Precept and Interest</u>							
1101	Precept	0	479,098	479,098	0			100.0 %
1228	Interest on Investment	76	684	0	684			0.0 %
1320	Interest Received - All account	621	2,649	5,500	-2,851			48.2 %
	Precept and Interest :- Income	<u>697</u>	<u>482,431</u>	<u>484,598</u>	<u>-2,167</u>			<u>99.6 %</u>
	Net Expenditure over Income	<u>-697</u>	<u>-482,431</u>	<u>-484,598</u>	<u>-2,167</u>			

Month No : 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
602 Democratic and Civic Costs							
4020 Misc Establishment Costs	0	0	100	100		100	0.0 %
4033 Annual Report & Newsletter	238	2,380	3,500	1,120		1,120	68.0 %
4042 Equipment/Vehicle Maintenance	0	0	250	250		250	0.0 %
4200 Mayor's Allowance	247	1,490	1,900	410		410	78.4 %
4202 Members' Expenses (Conf etc)	0	265	500	235		235	53.1 %
4210 Election Costs	0	421	7,000	6,579		6,579	6.0 %
4701 Grants/Donations Paid	250	1,556	1,500	-56		-56	103.8 %
4971 Transfer from EMR	0	0	-4,000	-4,000		-4,000	0.0 %
Democratic and Civic Costs :- Expenditure	735	6,113	10,750	4,637	0	4,637	56.9 %
1309 Misc Contributions	0	50	0	50			0.0 %
Democratic and Civic Costs :- Income	0	50	0	50			
Net Expenditure over Income	735	6,063	10,750	4,687			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
700 Capital and Projects							
4153 Loan Interest - INTERNAL	0	0	7,903	7,903		7,903	0.0 %
4154 Loan Capital - INTERNAL	0	0	9,102	9,102		9,102	0.0 %
4802 CAP - Cemetery Extension	0	19,250	320,000	300,750		300,750	6.0 %
4804 CAP - Street Light Replacement	0	0	3,200	3,200		3,200	0.0 %
4805 CAP - Toyota Van	0	0	6,000	6,000		6,000	0.0 %
4807 CAP - Allotments	0	813	0	-813		-813	0.0 %
4808 CAP - Cambridge Rd Alterations	0	10,519	0	-10,519		-10,519	0.0 %
4915 Transfer to Rolling Capital Fd	0	15,000	15,000	0		0	100.0 %
4923 Internal Loan repaid to F'ild	0	0	9,102	9,102		9,102	0.0 %
4965 Funded from Rolling Capital	0	-11,332	0	11,332		11,332	-
4970 Transfer from C R R	0	-19,250	-70,000	-50,750		-50,750	27.5 %
Capital and Projects :- Expenditure	0	15,000	300,307	285,307	0	285,307	5.0 %
1103 Internal Loan from F'ild EMR	0	0	250,000	-250,000			0.0 %
1153 Loan Interest Rec'd - INTERNAL	0	0	7,903	-7,903			0.0 %
1154 Loan Capital Rec'd - INTERNAL	0	0	9,102	-9,102			0.0 %
1210 Sale of Assets	0	4,167	0	4,167			0.0 %
1364 S106 Money Received	0	-106	0	-106			0.0 %
Capital and Projects :- Income	0	4,061	267,005	-262,944			1.5 %
Net Expenditure over Income	0	10,939	33,302	22,363			

Sandy Town Council
Report to 31st December 2015

General Notes

Attached are the summary income & expenditure report for month 9 to 31st December 2015. This report shows a current year surplus of income over expenditure of £164,604 which includes the second half of the precept (£239,549) which was received on 10th September 2015.

The balance sheet shows that total funds available to the council are £693,484

This is made up of the following -

Current Year Surplus	£164,604
General Reserve Brought Forward	£80,107
Rolling Capital Fund	£3,668
Capital Receipts Reserve	£53,545
Fallowfield Reserve	£362,532
Other Earmarked Reserves	£29,028
Total	<u>£693,484</u>

The percentage of budget if analysed evenly over the year to date is 75% but members are reminded that income & expenditure rarely follows this pattern over the year.

Analysis by Cost Centre**401 Staff**

Expenditure is 74% of the annual budget.

On Target - No Concerns

402 Administration

Expenditure is 69.3% of the annual budget.

Electricity costs are overspent due to a historical bill from the depot.
Overspend on Service Agreements - Unexpected additional cost of sanitary disposal
No further concerns.

403 Works

Expenditure is 80.3% of the annual budget.

There are overspends on Property Maintenance due to unexpected property repairs at depot and alarm call outs
No further concerns.

405 Footway Lighting

Expenditure is 56.8% of the annual budget

Unexpected repairs to street lights have pushed this cost centre slightly over budget.

No further concerns.

406 Cemetery & Churchyard

Expenditure is 52.7% of the annual budget.

No concerns.

408 Town Centre (Incl. Market)

Expenditure is 53.4% of the annual budget

No concerns.

Sandy Town Council
Report to 31st December 2015

Analysis by Cost Centre Continued

409 Public Toilets - Car Park

Expenditure is 63.5% of the annual budet.

No concerns.

500 Play Areas and Open Spaces

Expenditure is 27.93% of the annual budget.

We have ignored budgeted transfers from reserves as at the moment they are not required. These can be implemented at year end if necessary.

No concerns.

501 Sunderland Road Rec.

Expenditure is 63.3% of the annual budget.

No concerns.

502 Nature Reserves

Expenditure is 16.4% of the annual budget.

No concerns.

504 Tourist Information Centre

Cost cente no longer in use

505 Grass Cutting

No spend to date.

506 Litter Bins, Seats & Shelters

No Spend to Date

509 Christmas Lights

Expenditure is 69.9% of the annual budget.

No concerns

601 Precept and Interest

All of the precept has now been received and interest is being earned slightly behind budget at 60%

602 Democratic & Civic Costs

Expenditure is 41.44% of the annual budget.

We have ignored budgeted transfers from reserves as at the moment they are not required. These can be implemented at year end if necessary.

No concerns.

At : 14:11

Current Bank A/c

AGENDA ITEM 5

List of Payments made between 01/11/2015 and 30/11/2015

APPENDIX IV

Date Paid	Payee Name	Cheque Ref	Amount Paid	Authorized Ref	Transaction Detail
41/11/2015	Mayor of Huntingdon Charity	11189	40.00		Mayor of Huntingdon Charity
44/44/2015	Reverse Payment in Wrong Month	11189REV	40.00		Reverse Payment in Wrong Month
01/11/2015	Aviva	Std Ord	1,700.20		Annual Insurance Premium
01/11/2015	CF Corporate Finance	Std Ord	523.67		Photocopier Rental
02/11/2015	Powerc IT Business Solutions	DDR	300.00		1113/IT Support
09/11/2015	UK Fuels Limited DDR	DDR2	59.09		1096/Fuel Cards
09/11/2015	Central Bedfordshire Council R	DDR3	115.00		748/Non Dom Rates 2015-16
09/11/2015	Southern Electric DDR	DDR4	41.49		1095/Elec. 15.07.15-21.10.15
09/11/2015	Correct Pur Led Chq 030477	030477	0.02		Correct Pur Led Chq 030477
11/11/2015	The Mayor of Huntingdon's Char	111189	40.00		1132/HDC Mayors Xmas Dinner
16/11/2015	Central Bedfordshire Council	111190	1,522.50		1102/Pavillion Man. Fee
16/11/2015	Powerc IT Business Solutions	DDR6	247.55		1091/Telephone & Broadband
16/11/2015	Southern Electric DDR	DDR7	543.03		1119/Streetlight to 02.11.15
16/11/2015	Southern Electric DDR	DDR8	555.74		1094/Elec. 21.07.15-23.10.15
17/11/2015	Bedford Borough Council	DDR5	18,564.73		1098/ER's Superann
23/11/2015	Clerks Imprest A/c	TFR	500.00		Transfer to Debit Card A/c
23/11/2015	UK Fuels Limited DDR	DDR9	119.50		1124/Fuel Cards
25/11/2015	1st Response Fire Protection	30485	238.56		1086/Repairs Bedford Rd Toilet
25/11/2015	Bailey Wood Ltd	30486	63.95		1121/Xmas Stars
25/11/2015	Bedford Borough Council	30487	79.40		1097/Refuse Disposal
25/11/2015	Sandy Town Bowling Club	30488	22.27		1116/Fuel for Bowls Machines
25/11/2015	Bedfordshire Rural Communities	30489	1,920.00		1100/The Pinnacle Warden
25/11/2015	Cash	30490	179.93		1129/Petty Cash Top Up
25/11/2015	Theresa Cole	30491	247.00		1130/Mulled Wine
25/11/2015	DCK Beavers Ltd	30492	1,082.34		1085/contract Accounting
25/11/2015	Dunstable Town Council	30493	30.00		1104/Dunstable Mayors Evening
25/11/2015	Groundcare Machinery Services	30494	244.36		1087/Rota-Rake Service
25/11/2015	Hertfordshire County Council	30495	169.54		1088/Light Bulbs
25/11/2015	Martin Howlett Trading Company	30496	39.40		1109/Cleaning Supplies
25/11/2015	A W Jackson	30497	87.75		1106/Mayoral Dinner Drinks
25/11/2015	A Jakins & Sons Christmas Tree	30498	360.00		1089/Norway Spruce
25/11/2015	Town Mayor's Charity Fund	30499	6.00		1108/Xmas Carol Concert
25/11/2015	Millenium Security Services	30500	60.00		1110/Alarm Callouts
25/11/2015	M. W. Cleansing Ltd	30501	200.00		1111/Sewer Cleaning
25/11/2015	FD Odell & Sons Ltd	30502	420.00		1090/Refuse Disposal
25/11/2015	Purchase Power	30503	513.00		1112/Postage Meter Reset
25/11/2015	Proludic Ltd	30504	65.00		1114/Vehicle Repairs
25/11/2015	The Poppy Appeal	30505	55.00		1092/Poppy Wreath
25/11/2015	Rosetta Publishing	30506	571.20		1115/The Bulletin
25/11/2015	RSPB	30507	42.00		11338/Refund RSPB
25/11/2015	1st Sandy Scout Group	30508	30.00		1093/Scouts Firework Display
25/11/2015	Steve Froods Autos Ltd	30509	637.98		1118/Tyre Replacement
25/11/2015	St Ives Town Council	30510	20.00		1117/St Ives Carol Concert
25/11/2015	Verto (UK) Ltd	30511	238.80		1125/Website Roman Sandy
25/11/2015	Walters Ltd	30512	477.11		1127/Photocopy charges to Nov
25/11/2015	Wicksteed Leisure Ltd	30513	417.18		1128/Play Equipment Maintenanc
30/11/2015	UK Fuels Limited DDR	DDR10	61.64		1123/Fuel Cards

Continued on Page 2

At : 14:11

Current Bank A/c

List of Payments made between 01/11/2015 and 30/11/2015

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
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		Total Payments	<u>33,411.93</u>		
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At : 15:16

Current Bank A/c

List of Payments made between 01/12/2015 and 31/12/2015

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/2015	Aviva	Std Ord	1,700.20		Annual Insurance Premium
01/12/2015	Powerc IT Business Solutions	DDR	300.00		1162/IT Support Dec
01/12/2015	British Gas DDR	DDR2	7.89		1101/Pavillion Gas to 09.11.15
07/12/2015	Powerc IT Business Solutions	DDR3	152.92		1066/Spam Fighter 1 Yr Renewal
07/12/2015	UK Fuels Limited DDR	DDR4	61.20		1122/Fuel Cards
07/12/2015	BNP Paribas Leasing Solutions	DDR5	139.50		1099/Copier Rental
09/12/2015	Central Bedfordshire Council R	DDR6	115.00		748/Non Dom Rates 2015-16
14/12/2015	BATPC - Local Award Scheme	111193	50.00		BATPC - Local Award Scheme
16/12/2015	Southern Electric DDR	DDR7	492.70		1166/Elec. 03.11.15-01.12.15
16/12/2015	Bedford Borough Council	DDR8	19,525.56		1148/ex TIC Salaries
21/12/2015	UK Fuels Limited DDR	DDR9	83.55		1146/Fuel Cards
23/12/2015	Central Bedfordshire Council	30514	1,522.50		1150/Jenks Pav. Management Dec
23/12/2015	DCK Beavers Ltd	30515	594.98		1137/Contract Accounting
23/12/2015	Post Office Ltd	30516	225.00		1151/Toyota FD07 HGU RFL
23/12/2015	Mrs A Elliott-Flockheart	30517	85.00		1152/A. Flockhart Glasses/Test
23/12/2015	Froods Autoservices	30518	377.91		1153/Toyota MOT & Service
23/12/2015	Haines Watts Ltd	30519	450.00		1138/Interim Internal Audit
23/12/2015	Hertfordshire County Council	30520	122.52		1139/Stationery Supplies
23/12/2015	M Hill	30521	147.50		1154/Mulled Wine & Chocolates
23/12/2015	A W Jackson	30522	476.97		1157/Chestnuts
23/12/2015	Lamps & Tubes Illuminations Lt	30523	3,836.26		1160/Christmas Lighting 75%
23/12/2015	Bernard O'Connor	30524	50.00		1161/Talk in Sandy Baptist Ch
23/12/2015	FD Odell & Sons Ltd	30525	24.00		1141/Skip Rental
23/12/2015	Allan Peacock (Street Lighting	30526	300.00		1147/Christmas Tree
23/12/2015	Rosetta Publishing	30527	285.60		1170/The Bulletin Dec
23/12/2015	Sandy Enhancement Group	30528	250.00		1163/Sandy Enhancement Group
23/12/2015	Sandy Football Club	30529	44.35		1164/Elec. Sep15-Nov15
23/12/2015	Shaw & Sons Ltd	30530	64.98		1165/Interment Receipt Book
23/12/2015	Speedy Asset Services LTD	30531	370.06		1142/Barrier Hire for Christma
23/12/2015	The Health & Safety People Ltd	30532	600.00		1143/Site Safety Evaluation
23/12/2015	Travis Perkins Trading Co Ltd	30533	228.88		1144/Small Tools
23/12/2015	UK Amenity Ltd	30534	300.00		1145/Pitch Spraying
23/12/2015	Wicksteed Leisure Ltd	30535	250.50		1169/Play Equipment Repairs
31/12/2015	British Gas DDR	DDR10	16.26		1149/Elec. 10.11.15-09.12.15
31/12/2015	Barclays Active Saver	TFR INT	620.71		
Total Payments			33,872.50		

AGENDA NUMBER 6

Policy Finance and Resources Committee - Action list

Subject	Action to be taken		Response/ Status
	Minute	Action	
Meeting 22/6/15			
Renewal of Service Agreements	(11-15/16)	The Town Clerk to review all outside contracts.	Town Clerk to review to what extent this was completed
Meeting 7/12/15			
Scouts Fire Work Funding	(55-15/16)	To speak with the Scouts and collect receipt of money due from the Fire Works display	Money Received

AGENDA ITEM 7**SANDY TOWN COUNCIL****COMMITTEE: Policy, Finance and Resources****DATE: 1 February 2016****AUTHOR: Town Clerk****SUBJECT: Section 106 Funds****Summary**

The following report is meant for Members information and summarises uncommitted section 106 funds which have been generated by development within Sandy. The purpose of the report is to identify categories and amounts of uncommitted funding for which Town Council projects may be eligible.

Section 106 Agreements and Planning Obligations

Planning Obligations between the planning authority (CBC) and the developer are a legal agreement. Developers can fulfil their Planning Obligations by providing the necessary provisions on site. Development cannot go ahead unless it has fulfilled its Planning Obligations either by submitting a Unilateral Undertaken or entering into a S106 Agreement with the Council. CBC negotiates the level of contributions developers. These sums fall under leisure, community and green infrastructure spending categories. The Town Council can make applications to receive Sc106 funding for specific projects from the contributions received.

Section 106 Funds Generated by Development within Sandy

Between 1 January 2000 and 31 December 2015 approximately £1.3 million has been received through section 106 Agreements and Planning Obligations in Sandy. Part of this money (approx.16%) has been committed or spent. The remaining funds held are uncommitted.

Table 1 below identifies committed funds;

Application No	Spend Category	£	Committed to:
CB/09/00580/FULL	Recreation/Open Space Children	11,250.59	Bickerdikes Play Area
CB/09/00580/FULL	Countryside Rec Space & Green Infrastructure	123.23	Biggleswade Green Wheel
CB/09/01047/FULL	Recreation/Open Space Children	2,088.52	Bickerdikes Play Area
CB/09/01047/FULL	Countryside Rec Space & Green Infrastructure	2,038.00	Sandy Green Wheel

APPENDIX VI

CB/09/01135/FULL	Recreation/Open Space Children	1,913.98	Bickerdikes Play Area
CB/09/01135/FULL	Countryside Rec Space & Green Infrastructure	1,875.47	Biggleswade Green Wheel
CB/10/01409/FULL	Countryside Rec Space & Green Infrastructure	1,332.71	Biggleswade Green Wheel
CB/10/04078/FULL	Real Time Bus Information	33,298.00	Real Time Bus info - Tesco
	Bus Improvements	10,593.03	Bus Service linking Development with Sandy
		1,600.15	
51,095.00			
CB/11/01074/FULL	Countryside Rec Space & Green Infrastructure	852.71	Biggleswade Green Wheel
CB/11/02281/FULL	Countryside Rec Space & Green Infrastructure	1,215.92	Sandy Green Wheel
CB/11/03169/OUT	Countryside Rec Space & Green Infrastructure	54,875.00	Sandy Green Wheel
CB/11/04140/FULL	Countryside Rec Space & Green Infrastructure	1,719.27	Sandy Green Wheel
CB/11/04422/FULL	Countryside Rec Space & Green Infrastructure	4,097.98	Sandy Green Wheel
CB/12/02561/FULL	Countryside Rec Space & Green Infrastructure	1,229.21	Sandy Green Wheel
CB/12/03230/FULL	Countryside Rec Space & Green Infrastructure	3,312.00	Sandy Green Wheel
CB/12/03693/FULL	Countryside Rec Space & Green Infrastructure	1,716.63	Sandy Green Wheel
CB/12/04342/FULL	Countryside Rec Space & Green Infrastructure	3,856.76	Sandy Green Wheel
CB/13/00077/FULL	Countryside Rec Space & Green Infrastructure	1,210.00	Sandy Green Wheel
CB/13/00723/FULL	Countryside Rec Space & Green Infrastructure	2,039.00	Sandy Green Wheel
CB/13/02581/FULL	Countryside Rec Space & Green Infrastructure	4,968.00	Sandy Green Wheel
CB/13/03251/FULL	Countryside Rec Space & Green Infrastructure	1,210.00	Sandy Green Wheel
MB/04/00693/FULL	Footpaths and Cycle ways	1,267.96	Sandy Cycle ways
MB/09/00175/FULL	Recreation/Open Space Children	1,286.80	Bickerdikes Play Area
	Total	202,065.92	

Table 2 identifies spent funds;

Application No	Area Spent	£	Date
CB/09/00580/FULL	Biggleswade Green Wheel	8,637.35	3 December 2015
MB/04/00693/FULL	Sandy Cycle Network	1,267.96	15 May 2015
MB/04/00693/FULL	Sports contribution	2,038.29	3 August 2011
MB/04/00693/FULL	Sandy Bowls Club	500.00	26 July 2012
MB/09/00175/FULL	Sandy Cycle Network	195.08	15 May 2015
Total		12,638.60	

Table 3 summarises the total amount of uncommitted funds received from all developments across spend categories;

Spend Category	Total £
Village Halls	73,588.82
Burial Grounds	1,042.10
Childs Recreation and Open Spaces	142,797.60
Informal Open Spaces	10,849.47
Countryside Recreation Space and Green Infrastructure	134,499.14
Indoor Sports & Leisure	45,935.30
Play Area Contribution	16,716
Cycle Network	23,518.60
Outdoor Sport	95,306.46
Public Art	2,274.09
Footpath Contribution	58,416.36
Rights of Way	35,000.00
Primary Care Land & Building	46,725.88
Primary Care Buildings	55,813.51
Secondary Care	86,040.22
Healthcare Facilities	11,394.80
Mental Care	5,468.96
Education Early Years	39,136.68
Educational Contribution	49,360.54
Educational Social Services	33,162.40
Police Force	24,385.96
Public Sustainable Transport	13,925.58
Forest of Marston Vale	89,256.03
Welcome Information Packs	2,979.34
Waste Collection & Recycling (Houses)	1,952.87
Affordable Housing	5,826.00
Real Time Bus Information	745.00
Total Uncommitted Funds	1,106,117.71

Received funds are subject to 'spend by' dates. If funds are not spent by a specified date they can be 'clawed back'

The majority of 'spend by' dates associated with the above funds are after 2020 and the Town Clerk will advise Members as dates approach.

Recommendation

A Public Art contribution of £2,274.09 is reaching its spend by date. (20 March 2018) and Members are asked to consider making a Public Arts project application to CBC.

AGENDA ITEM 8

SANDY TOWN COUNCIL

COMMITTEE: Policy, Finance and Resources

DATE: 1 February 2016

AUTHOR: Town Clerk

SUBJECT: Jenkins Pavilion Sewage Pumps

Summary

Stevenage Leisure Limited recently had their engineers carry out a service call on the Jenkins Pavilion sewage pumps. It was found and reported that sewage pump 1 is starting to seize and periodically tripping on overload and sewage pump 2 has seized completely. The Council has been advised both pumps require replacing.

Information

The following work will need to be carried out to replace the sewage pumps;

- Isolate the pump station electrically and disconnect and remove the pump cables
- Check the air quality via the well head with a gas monitor
- Bring pump cables into the chamber using, uplift both pumps from the well and remove from the guide rails
- Supply and install 2 replacement sewage pumps
- Connect new pump cables into the control panel
- Flood the chamber and test the new pumps on completion

The cost of the work is estimated to be between £2,500 and £3,000.

Recommendation

That the Council look to replace the sewage pumps and that the Town Clerk bring back at least three quotations for Members consideration.

AGENDA ITEM 9

SANDY TOWN COUNCIL

COMMITTEE: Policy, Finance and Resources

DATE: 1 February 2016

AUTHOR: Town Clerk

SUBJECT: Cemetery Chapel Pest Control

Summary

At a meeting of the Community Services and Environment Committee on 4 January 2016 members were informed that the Cemetery Chapel had been made temporarily unavailable for use by funeral directors for services. This followed health and safety concerns raised by the grounds team supervisor.

Concerns were raised regarding both the exterior and interior stone work of the chapel and damage caused by birds roosting in the roof. It was noted that as a result a large amount of debris (feather, dust, droppings) was falling into the chapel.

Members agreed that removing the birds and securing the roof was the most important initial work, with the future of the chapel then being considered by the Cemetery Working Group over the next few months.

Information

The pest controller used by Sandy Town Council has assessed the chapel. Due to there being no access to the tower it is thought that feral pigeons are roosting and nesting in the upper most tower. The associated debris is falling from the tower through the wooden roof into the building.

The birds can be removed with the aid of access equipment being hired for the sole purpose of this job. This is because there is no way internally to reach the area the birds are nesting. Bird fouling, nesting material, young birds or eggs would be removed. The area would then be cleaned with a biocide to eliminate germs and bacteria.

Weld mesh would be installed around the top of the tower to prevent any birds gaining access. This method is humane and will not harm the birds in any way. All fixtures and fittings will be of a stainless steel material for longevity and appearance.

To enable the pest controller to carry out these works in compliance with Health & Safety Regulations and in a time acceptable manner hired portable access equipment would be delivered to site. The immediate area that is to be treated would be cornered off with safety tape and warning signs. All areas will be left clean and tidy.

APPENDIX VIII

Total cost is inclusive of the supply and installation of materials and hiring of access equipment. £685.00 excluding VAT.

Recommendation

That the Council engage the pest controller to remove the birds and secure the tower to prevent further damage to the chapel.

That the required costs come from the Cemetery/Churchyard 'Property Maintenance' budget code 406 - 4036.

AGENDA ITEM 10

SANDY TOWN COUNCIL

COMMITTEE: Policy, Finance and Resources

DATE: 1 February 2016

AUTHOR: Town Clerk

SUBJECT: Church Path Street Light

Summary

The Council's street light engineer recently carried out maintenance work on light S2 Church Path. During the work it was noted that the existing column is one of the old original cast columns with the incoming electrical supply terminated at the top of the column, just below the swan neck arm. This joint has become very unstable, possibly made worse by the excessive winds experienced at the end of 2015, causing strain on the wiring and the whole top section of the column has become unsound.

The engineer recommends that the column be replaced in the near future on safety grounds.

Information

To make replace the column and make the light safe the engineer will need to;

- Excavate and make safe the supply cable
- Disconnect and remove the existing column
- Supply and fit 1x new 5mtr tubular heavy duty galvanised steel column
- A new 36watt Libra PLL lantern
- New internal column wiring and necessary switching and fusing devices
- Carry the supply cable transfer to the new column leaving it in full working order and to reinstate accordingly the surrounding foot way.

The total cost involved would be £1,600.00+vat.

Recommendation

That Members approve replacement work to be carried out before the end of the financial year and that the required costs come from budget code 700 – 4804, Capital Projects Street Light Replacement.

SANDY TOWN COUNCIL
PROPOSED CALENDAR OF MEETINGS 2016/17

2016	Meeting Dates as agreed for 2015/16	
Mon 04.01.16	Development Scrutiny	Community Services & Environment
Mon 11.01.16		
Mon 18.01.16	Town Council (7) Budget Meeting	
Mon 25.01.16		
Mon 01.02.16	Development Scrutiny	Policy, Finance & Resources
Mon 08.02.16		
Mon 15.02.16		
Mon 22.02.16	Development Scrutiny	Community Services & Environment
Mon 29.02.16		
Mon 07.03.16	Town Council [8]	
Mon 14.03.16	Development Scrutiny	Policy, Finance & Resources
Mon 21.03.16	Human Resources	
Mon 28.03.16	Easter Monday	
Mon 04.04.16	Development Scrutiny	Community Services & Environment
Mon 11.04.16	Town Council [9]	
Mon 18.04.16	Policy, Finance & Resources	
Mon 25.04.16	Development Scrutiny	Annual Town Meeting
Mon 02.05.16	Early May Bank Holiday	
Mon 09.05.16	Town Council (1 -- Annual Meeting)	
	Meeting dates as proposed for 2016/17	
Mon 16.05.16	Development Scrutiny	Community Services & Environment
Mon 23.05.16	Policy, Finance & Resources	
Mon 30.05.16	Spring Bank Holiday	
Mon 06.06.16	Development Scrutiny	Human Resources
Mon 13.06.16		
Mon 20.06.16	Town Council (2)	
Mon 27.06.16	Development Scrutiny	Community Services & Environment
Mon 04.07.16		
Mon 11.07.16	Policy, Finance & Resources	
Mon 18.07.16	Development Scrutiny	
Mon 25.07.16		
Mon 01.08.16	Town Council (3)	
Mon 08.08.16	Development Scrutiny	Community Services & Environment
Mon 15.08.16		
Mon 22.08.16	Policy, Finance & Resources	

Mon 29.08.16	Summer Bank Holiday	
Mon 05.09.16	Development Scrutiny	
Mon 12.09.16	Town Council (4)	
Mon 19.09.16	Human Resources	
Mon 26.09.16	Development Scrutiny	Community Services & Environment
Mon 03.10.16		
Mon 10.10.16	Policy Finance & Resources	
Mon 17.10.16	Development Scrutiny	
Mon 24.10.16	Town Council (5)	
Mon 31.10.16		
Mon 07.11.16	Development Scrutiny	Community Services & Environment
Mon 14.11.16		
Mon 21.11.16	Development Scrutiny	Policy Finance & Resources
Mon 28.11.16		
Mon 05.12.16	Town Council (6)	
Mon 12.12.16	Development Scrutiny	Human Resources
Mon 19.12.16	Community Services & Environment	
Mon 26.12.16	Boxing Day	
2017		
Mon 02.01.17	Holiday in lieu of New Years Day	
Mon 09.01.17	Development Scrutiny	Policy Finance & Resources
Mon 16.01.17	Town Council (7) Budget Meeting	
Mon 23.01.17		
Mon 30.01.17	Development Scrutiny	Community Services & Environment
Mon 06.02.17		
Mon 13.02.17	Policy, Finance & Resources	
Mon 20.02.17	Development Scrutiny	
Mon 27.02.17	Town Council (8)	
Mon 06.03.17	Human Resources	
Mon 13.03.17	Development Scrutiny	Community Services & Environment
Mon 20.03.17		
Mon 27.03.17	Development Scrutiny	Policy, Finance & Resources
Mon 03.04.17	Annual Town Meeting	
Mon 10.04.17	Town Council (9)	
Mon 17.04.17	Easter Monday	
Mon 24.04.17	Development Scrutiny	Community Services & Environment
Mon 01.05.17	May Day Holiday	
Mon 08.05.17	Development Scrutiny	Policy, Finance & Resources
Mon 15.05.17		
Mon 22.05.17	Town Council (Annual Meeting)	
Mon 29.05.17	Spring Bank Holiday	

AGENDA ITEM 12

SANDY TOWN COUNCIL

COMMITTEE: Policy, Finance and Resources

DATE: 1 February 2016

AUTHOR: Town Clerk

SUBJECT: CCTV Camera 554

Summary

Central Bedfordshire Council have confirmed that it is their intention to remove Camera 554 as part of budget cuts in 2016/17. The camera is in as one of the proposed budget cuts for 2016/17. At the time of this report the final budget had not yet been agreed by CBC's Full Council. The camera is one of several that may be cut across the district.

Information

Camera 554 is situated in the Church Yard, opposite the Sir William Peel Public House, the public toilets and entrance to the car park.

CBC have reported that irrespective of the budget cuts the lack of use of this camera over the last six years no longer justifies keeping it and that they are bound by the Surveillance Camera Code of Practice to remove it.

There are currently 7 cameras located in Sandy, 3 cameras belong to CBC and 4 to Sandy Town Council. The estimated cost of taking on the camera in the next financial year is £2,500 - £3,000.

For Members information during the period 01/01/2015 to 30/09/2015 the camera recorded 3 incidents.

Consideration

Members are asked to consider whether Sandy Town Council would look to take over the costs of running camera 554 if it is removed as part of CBC's budget cuts.