

Sandy Town Council

To: Cllrs N Aldis, P Blaine, J Hewitt, R Lacey, A Lock, 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 12th December 2022 commencing at 7.30pm.



Nicola Sewell
Town Clerk
10 Cambridge Road
Sandy, SG19 1JE
01767 681491
7th December 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 Meeting of Policy, Finance and Resources Committee held on Monday 31st October 2022, and the Extra Ordinary Meeting of the Meeting of Policy, Finance and Resources Committee held on 7th November 2022, and to approve them as a correct record of proceedings.

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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 30th November 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 Grant Applications

To receive and consider two grant applications from: Appendix IV

- i) Sandy Good Neighbours Appendix V
- ii) Keech Hospice

7 Scale of Charges 2023/24

To receive, consider and agree the Council's 2023/24 scale of charges. Appendix VI

8 2022/23 Draft Budget and Precept

- i) To receive a verbal update of the remote meeting held with Accountants DCK held on 15th November 2022.
- ii) To receive and note the latest draft 2023/24 budget and precept documents. Appendix VII

9 2023/24 Capital Expenditure

To consider a report on capital expenditure as part of the 2023/24 budget setting and precept process. Appendix VIII

10 Recommendations from the Community, Services and Environment Committee

To come

To consider a report outlining budgetary recommendations from the Community, Services and Environment Committee for the following items:

- i) Benches

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ii) Open Spaces Audit

11 Civility & Respect Pledge

To receive a report on NALC's Civility & Respect Project and consider making a recommendation to Full Council to sign up to the Civility & Respect Pledge.

Appendix IX

12 Payments made under delegated authority

To receive a report on payments made under delegated authority since the last committee meeting:

- Replacement laminator - £244.56
- Replacement microwave for 10, Cambridge Road - £87.68
- Replacement kettle for 10, Cambridge Road (Outdoor Team Mess Room) - £14.99
- Christmas Tree and Lights for reception at 10, Cambridge Road - £44.98
- Two rechargeable lantern/lights for First Aid gazebo for Christmas Lights Event £55.99
- Office Chair Coccyx Cushion - £28.99

13 Chairman's Items

-

14 Date of Next Meeting

Monday 16th January 2023

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Detailed Balance Sheet - Excluding Stock Movement**Month 8 Date 30/11/2022**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
105	VAT Control	21,547	
110	Prepayments	4,478	
123	S106 Debtor	67,058	
124	Capital Grant Debtors	25,000	
200	Current Bank A/c	55,087	
201	Clerks Imprest A/c	30	
205	Capital a/c Santander	218,871	
206	Barclays Active Saver	257,546	
208	Public Sector Deposit Fund	206,831	
210	Petty Cash	250	
	Total Current Assets		856,697
	<u>Current Liabilities</u>		
501	Creditors Control	22,888	
506	Retentions Payable	3,750	
516	Superannuation Due	5,106	
	Total Current Liabilities		31,744
	Net Current Assets		824,953
	Total Assets less Current Liabilities		824,953
	<u>Represented by :-</u>		
300	Current Year Fund	226,692	
310	General Reserve	234,786	
315	Rolling Capital Fund	271,258	
322	EMR Fallowfield	72,217	
324	EMR Elections	15,000	
329	EMR Anglian Water	5,000	
	Total Equity		824,953

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Summary Income & Expenditure by Budget Heading 30/11/2022

Month No: 8

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
401 Staff	Expenditure	29,410	200,716	330,000	129,284		129,284	60.8%
402 Administration-Office	Income	0	5,839	2,100	(3,739)			278.0%
	Expenditure	5,193	58,218	81,550	23,332		23,332	71.4%
	Movement to/(from) Gen Reserve	<u>(5,193)</u>	<u>(52,380)</u>					
403 Administration-Works	Expenditure	3,041	18,856	41,050	22,194		22,194	45.9%
405 Footway Lighting	Expenditure	838	9,970	23,000	13,030		13,030	43.3%
406 Cemetery & Churchyard	Income	756	22,017	28,160	6,143			78.2%
	Expenditure	692	8,585	12,300	3,715		3,715	69.8%
	Movement to/(from) Gen Reserve	<u>64</u>	<u>13,432</u>					
408 Town Centre (Including Market)	Income	(185)	970	0	(970)			0.0%
	Expenditure	339	15,481	17,508	2,027		2,027	88.4%
	Movement to/(from) Gen Reserve	<u>(525)</u>	<u>(14,511)</u>					
409 Public Toilets - Car Park	Expenditure	474	1,990	2,650	660		660	75.1%
500 Play Areas and Open Spaces	Income	0	8,725	2,313	(6,412)			377.2%
	Expenditure	9,740	11,673	1,250	(10,423)		(10,423)	933.9%
	Movement to/(from) Gen Reserve	<u>(9,740)</u>	<u>(2,949)</u>					
501 Sunderland Road Rec Ground	Income	0	714	1,959	1,245			36.4%
	Expenditure	2,139	20,400	33,821	13,421		13,421	60.3%
	Movement to/(from) Gen Reserve	<u>(2,139)</u>	<u>(19,686)</u>					
502 Nature Reserves	Income	0	673	2,685	2,012			25.1%
	Expenditure	0	42	14,550	14,508		14,508	0.3%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>631</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	17,230	18,132	17,250	(882)		(882)	105.1%
	Movement to/(from) Gen Reserve	<u>(17,230)</u>	<u>(18,132)</u>					
601 Precept and Interest	Income	36	629,524	628,620	(904)			100.1%
602 Democratic and Civic Costs	Income	0	1,000	0	(1,000)			0.0%
	Expenditure	510	15,406	18,000	2,594		2,594	85.6%
	Movement to/(from) Gen Reserve	<u>(510)</u>	<u>(14,406)</u>					
700 Capital and Projects	Income	0	240,519	34,903	(205,616)			689.1%
	Expenditure	0	303,819	98,203	(205,616)		(205,616)	309.4%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(63,300)</u>					

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Summary Income & Expenditure by Budget Heading 30/11/2022

Month No: 8

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	606	909,979	701,740	(208,239)			129.7%
Expenditure	69,607	683,288	701,132	17,844	0	17,844	97.5%
Net Income over Expenditure	<u>(69,001)</u>	<u>226,692</u>	<u>608</u>	<u>(226,084)</u>			
Movement to/(from) Gen Reserve	<u>(69,001)</u>	<u>226,692</u>					

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Detailed Income & Expenditure by Budget Heading 30/11/2022

Month No: 8

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
401 Staff								
4001 Gross Salaries - Admin	7,743	70,820	129,250	58,430		58,430	54.8%	
4002 Gross Salaries - Works	9,208	71,403	115,250	43,847		43,847	62.0%	
4003 Employers NIC	1,380	11,783	23,000	11,217		11,217	51.2%	
4004 Employers Superannuation	4,033	33,477	60,750	27,273		27,273	55.1%	
4006 H&S Costs/Consultancy	0	600	600	0		0	100.0%	
4010 Miscellaneous Staff Costs	0	718	800	82		82	89.7%	
4019 Agency Staff	7,046	10,286	0	(10,286)		(10,286)	0.0%	
4030 Recruitment Advertising	0	1,629	350	(1,279)		(1,279)	465.4%	
Staff :- Indirect Expenditure	29,410	200,716	330,000	129,284	0	129,284	60.8%	0
Net Expenditure	(29,410)	(200,716)	(330,000)	(129,284)				
402 Administration-Office								
1003 Tourism Income	0	644	300	(344)			214.8%	
1201 Rent Received Etc	0	0	500	500			0.0%	
1202 Photocopying Income	0	30	0	(30)			0.0%	
1205 Miscellaneous Income	0	5,164	0	(5,164)			0.0%	
1259 Expenses Recovered	0	0	1,300	1,300			0.0%	
Administration-Office :- Income	0	5,839	2,100	(3,739)			278.0%	0
4008 Training	30	90	1,800	1,710		1,710	5.0%	
4009 Travel & Subsistence	0	0	150	150		150	0.0%	
4010 Miscellaneous Staff Costs	0	62	0	(62)		(62)	0.0%	
4011 General Rates	0	6,737	6,950	214		214	96.9%	
4012 Water Rates	76	242	800	558		558	30.2%	
4014 Electricity	274	1,505	4,900	3,395		3,395	30.7%	
4015 Gas	80	183	2,350	2,167		2,167	7.8%	
4016 Cleaning Materials etc	591	1,452	1,250	(202)		(202)	116.2%	
4018 General Data Protection Regs	0	0	500	500		500	0.0%	
4020 Misc Establishment Costs	21	199	2,000	1,801		1,801	9.9%	
4021 Telephone & Fax	222	1,671	3,200	1,529		1,529	52.2%	
4022 Postage	0	692	1,300	608		608	53.2%	
4023 Printing & Stationery	162	651	700	49		49	93.1%	
4024 Subscriptions	65	3,173	3,150	(23)		(23)	100.7%	
4025 Insurance (excl vehicles)	0	17,884	18,600	716		716	96.2%	
4026 Photocopy Costs	577	3,662	5,000	1,338		1,338	73.2%	
4027 IT Costs incl Support	281	2,580	3,000	420		420	86.0%	
4028 Service Agreements (Other)	750	4,939	5,500	561		561	89.8%	
4035 Publications	14	39	100	61		61	38.6%	
4036 Property Maintenance/Security	294	1,973	3,600	1,627		1,627	54.8%	

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Detailed Income & Expenditure by Budget Heading 30/11/2022

Month No: 8

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4040 Equipment Purchases (Minor)	71	266	2,000	1,734		1,734	13.3%	
4050 Tourism Expenditure	0	458	100	(358)		(358)	457.9%	
4051 Bank Charges	54	383	550	167		167	69.6%	
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	1,630	4,246	7,350	3,104		3,104	57.8%	
4070 Refreshments	0	132	200	68		68	66.2%	
4921 Transfer to EMR	0	5,000	0	(5,000)		(5,000)	0.0%	
Administration-Office :- Indirect Expenditure	5,193	58,218	81,550	23,332	0	23,332	71.4%	0
Net Income over Expenditure	(5,193)	(52,380)	(79,450)	(27,070)				
403 Administration-Works								
4005 Protective Clothing	58	702	1,300	598		598	54.0%	
4008 Training	0	0	1,500	1,500		1,500	0.0%	
4011 General Rates	0	1,846	1,900	54		54	97.2%	
4012 Water Rates	0	(3)	200	203		203	(1.6%)	
4014 Electricity	83	731	2,000	1,269		1,269	36.6%	
4017 Refuse Disposal	418	2,100	4,500	2,400		2,400	46.7%	
4036 Property Maintenance/Security	0	732	1,400	668		668	52.3%	
4038 Consumables/Small Tools	208	1,224	2,000	776		776	61.2%	
4039 Planting/Trees/Horticulture	836	4,055	6,250	2,195		2,195	64.9%	
4040 Equipment Purchases (Minor)	199	217	2,000	1,783		1,783	10.9%	
4042 Equipment/Vehicle Maintenance	1,067	1,851	5,000	3,149		3,149	37.0%	
4043 Equipment/Vehicle Fuel	173	2,341	4,000	1,659		1,659	58.5%	
4044 Vehicle Tax & Insurance	0	3,059	3,000	(59)		(59)	102.0%	
4045 Arboriculture	0	0	6,000	6,000		6,000	0.0%	
Administration-Works :- Indirect Expenditure	3,041	18,856	41,050	22,194	0	22,194	45.9%	0
Net Expenditure	(3,041)	(18,856)	(41,050)	(22,194)				
405 Footway Lighting								
4014 Electricity	838	5,420	13,000	7,580		7,580	41.7%	
4042 Equipment/Vehicle Maintenance	0	4,550	10,000	5,450		5,450	45.5%	
Footway Lighting :- Indirect Expenditure	838	9,970	23,000	13,030	0	13,030	43.3%	0
Net Expenditure	(838)	(9,970)	(23,000)	(13,030)				
406 Cemetery & Churchyard								
1226 Burials/Memorials Income	756	22,017	27,500	5,483			80.1%	

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Detailed Income & Expenditure by Budget Heading 30/11/2022

Month No: 8

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1227 Chapel Rental	0	0	660	660			0.0%	
Cemetery & Churchyard :- Income	756	22,017	28,160	6,143			78.2%	0
4011 General Rates	0	3,942	4,100	158		158	96.1%	
4012 Water Rates	13	24	150	126		126	16.3%	
4036 Property Maintenance/Security	0	0	1,000	1,000		1,000	0.0%	
4037 Grounds Maintenance	390	1,509	700	(809)		(809)	215.6%	
4039 Planting/Trees/Horticulture	289	289	350	61		61	82.6%	
4101 Grave Digging Costs	0	2,820	6,000	3,180		3,180	47.0%	
Cemetery & Churchyard :- Indirect Expenditure	692	8,585	12,300	3,715	0	3,715	69.8%	0
Net Income over Expenditure	64	13,432	15,860	2,428				
408 Town Centre (Including Market)								
1236 Market Fees	0	325	0	(325)			0.0%	
1238 Other Income Car Park	(185)	645	0	(645)			0.0%	
Town Centre (Including Market) :- Income	(185)	970	0	(970)				0
4011 General Rates	0	12,630	13,050	420		420	96.8%	
4029 Lamppost Banners	0	0	850	850		850	0.0%	
4036 Property Maintenance/Security	0	538	1,000	463		463	53.8%	
4053 Loan Interest	0	88	168	80		80	52.2%	
4054 Loan Capital Repaid	0	216	440	224		224	49.2%	
4100 CCTV Fees	339	2,010	2,000	(10)		(10)	100.5%	
Town Centre (Including Market) :- Indirect Expenditure	339	15,481	17,508	2,027	0	2,027	88.4%	0
Net Income over Expenditure	(525)	(14,511)	(17,508)	(2,997)				
409 Public Toilets - Car Park								
4012 Water Rates	435	1,184	1,300	116		116	91.1%	
4014 Electricity	39	201	350	149		149	57.3%	
4036 Property Maintenance/Security	0	605	1,000	395		395	60.5%	
Public Toilets - Car Park :- Indirect Expenditure	474	1,990	2,650	660	0	660	75.1%	0
Net Expenditure	(474)	(1,990)	(2,650)	(660)				
500 Play Areas and Open Spaces								
1201 Rent Received Etc	0	0	1,200	1,200			0.0%	
1241 Sandy FC Rent	0	535	513	(22)			104.4%	
1251 Pitch Rental	0	689	600	(89)			114.9%	
1258 Insurance Claims Repayment	0	7,500	0	(7,500)			0.0%	
Play Areas and Open Spaces :- Income	0	8,725	2,313	(6,412)			377.2%	0

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Detailed Income & Expenditure by Budget Heading 30/11/2022

Month No: 8

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4007 Health & Safety	0	284	300	16		16	94.7%	
4012 Water Rates	0	495	500	5		5	98.9%	
4014 Electricity	14	(31)	200	231		231	(15.5%)	
4036 Property Maintenance/Security	0	250	500	250		250	50.0%	
4037 Grounds Maintenance	0	846	2,250	1,404		1,404	37.6%	
4042 Equipment/Vehicle Maintenance	9,726	9,830	5,000	(4,830)		(4,830)	196.6%	
4972 Transfer from EMR Fallowfield	0	0	(7,500)	(7,500)		(7,500)	0.0%	
Play Areas and Open Spaces :- Indirect Expenditure	9,740	11,673	1,250	(10,423)	0	(10,423)	933.9%	0
Net Income over Expenditure	(9,740)	(2,949)	1,063	4,012				
501 Sunderland Road Rec Ground								
1201 Rent Received Etc	0	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	0	714	1,959	1,245			36.4%	0
4012 Water Rates	122	1,157	2,500	1,343		1,343	46.3%	
4014 Electricity	0	76	200	124		124	38.1%	
4036 Property Maintenance/Security	114	628	2,000	1,372		1,372	31.4%	
4046 Bowling Green - SBC	222	3,978	3,489	(489)		(489)	114.0%	
4047 Equipment Maintenance - SBC	0	1,267	2,808	1,541		1,541	45.1%	
4048 Cricket Square - SCC	182	1,453	2,772	1,319		1,319	52.4%	
4049 Equipment Maintenance - SCC	100	642	3,000	2,358		2,358	21.4%	
4060 Other Professional Fees	1,400	11,199	17,052	5,853		5,853	65.7%	
Sunderland Road Rec Ground :- Indirect Expenditure	2,139	20,400	33,821	13,421	0	13,421	60.3%	0
Net Income over Expenditure	(2,139)	(19,686)	(31,862)	(12,176)				
502 Nature Reserves								
1306 Countryside Stewardship Grant	0	0	2,000	2,000			0.0%	
1307 Angling Licence Rent	0	673	685	12			98.2%	
Nature Reserves :- Income	0	673	2,685	2,012			25.1%	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	631	(11,865)	(12,496)				

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Detailed Income & Expenditure by Budget Heading 30/11/2022

Month No: 8

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
505 Grass Cutting								
4102 Grass Cutting	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)				
506 Litter Bins, Seats & Shelters								
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)				
509 Christmas Lights								
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	14,422	14,443	14,000	(443)		(443)	103.2%	
4402 Community Christmas Event	2,808	3,689	3,250	(439)		(439)	113.5%	
Christmas Lights :- Indirect Expenditure	17,230	18,132	17,250	(882)	0	(882)	105.1%	0
Net Income over Expenditure	(17,230)	(18,132)	(16,250)	1,882				
601 Precept and Interest								
1101 Precept	0	628,120	628,120	0			100.0%	
1320 Interest Received - All account	36	1,404	500	(904)			280.8%	
Precept and Interest :- Income	36	629,524	628,620	(904)			100.1%	0
Net Income	36	629,524	628,620	(904)				
602 Democratic and Civic Costs								
1309 Misc Contributions	0	1,000	0	(1,000)			0.0%	
Democratic and Civic Costs :- Income	0	1,000	0	(1,000)				0
4020 Misc Establishment Costs	0	8	100	92		92	8.5%	
4033 Annual Report & Newsletter	0	1,694	3,000	1,306		1,306	56.5%	
4042 Equipment/Vehicle Maintenance	0	1,058	1,000	(58)		(58)	105.8%	
4200 Mayor's Allowance	0	336	2,200	1,864		1,864	15.3%	
4202 Members' Expenses (Conf etc)	0	30	500	470		470	6.0%	
4701 Grants/Donations Paid	0	1,998	4,000	2,002		2,002	50.0%	
4702 Community Events Support	510	10,282	7,000	(3,282)		(3,282)	146.9%	
4704 Remembrance Parade	0	0	200	200		200	0.0%	
Democratic and Civic Costs :- Indirect Expenditure	510	15,406	18,000	2,594	0	2,594	85.6%	0
Net Income over Expenditure	(510)	(14,406)	(18,000)	(3,594)				

Detailed Income & Expenditure by Budget Heading 30/11/2022

Month No: 8

Cost Centre Report

	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	0	87,103	15,000	(72,103)			580.7%	
1364 S106 Money Received	0	66,513	0	(66,513)			0.0%	
1366 CBC Community Asset Grant	0	25,000	0	(25,000)			0.0%	
1367 Tarmac Landfill Grant	0	42,000	0	(42,000)			0.0%	
Capital and Projects :- Income	0	240,519	34,903	(205,616)			689.1%	0
4153 Loan Interest - INTERNAL	0	7,903	7,903	0		0	100.0%	
4154 Loan Capital - INTERNAL	0	12,000	12,000	0		0	100.0%	
4802 CAP - Cemetery Extension	0	44,895	0	(44,895)		(44,895)	0.0%	
4819 CAP - Vehicle	0	42,784	0	(42,784)		(42,784)	0.0%	
4836 CAP - Neighbourhood Plan	20	15,250	25,000	9,750		9,750	61.0%	
4852 CAP - Skatepark	0	150,000	0	(150,000)		(150,000)	0.0%	
4853 CAP - Easygate Unit	0	1,650	0	(1,650)		(1,650)	0.0%	
4915 Transfer to Rolling Capital Fd	0	123,161	51,300	(71,861)		(71,861)	240.1%	
4921 Transfer to EMR	0	19,500	0	(19,500)		(19,500)	0.0%	
4923 Internal Loan repaid to F'ild	0	12,000	12,000	0		0	100.0%	
4965 Funded from Rolling Capital	(20)	(76,779)	(10,000)	66,779		66,779	767.8%	
4969 Transfer from Rolling Capital	0	(12,800)	0	12,800		12,800	0.0%	
4971 Transfer from EMR	0	(35,745)	0	35,745		35,745	0.0%	
Capital and Projects :- Indirect Expenditure	0	303,819	98,203	(205,616)	0	(205,616)	309.4%	0
Net Income over Expenditure	0	(63,300)	(63,300)	0				
Grand Totals:- Income	606	909,979	701,740	(208,239)			129.7%	
Expenditure	69,607	683,288	701,132	17,844	0	17,844	97.5%	
Net Income over Expenditure	(69,001)	226,692	608	(226,084)				
Movement to/(from) Gen Reserve	(69,001)	226,692						

Sandy Town Council
Report to 30th November 2022

General Notes

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

This report shows a current year surplus of income over expenditure of £226,692

The balance sheet shows that total funds available to the Council are £824,953

This is made up of the following -

Current Year Fund	£226,692
General Reserve Brought Forward	£234,786
Rolling Capital Fund	£271,258
Fallowfield Reserve	£72,217
Earmarked Elections	£15,000
EMR Anglian Water	£5,000

Total	£824,953
-------	----------

The percentage of budget if analysed evenly over the year to date is 66% 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 60.8% of the annual budget.

4006 - Unexpected expenditure for HR consultancy due to long term staff absence issues.

4010 - Annual Cost for Pay roll services

4030 - Large expenditure at start of financial year due to advertising costs for recruitment at end of 2021/22 and in 2022/23

402 Administration

Expenditure is 71.4% of the annual budget.

4011- General Rates paid to CBC in two annual payments

4016 - Extra litter picking kits were provided to the outdoor team for Christmas Lights event

4023 - Postage and printing price cost rises, also some printing undertaken in advance of staff leaving for events such as Christmas Lights and Remembrance Parade

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

4025 - Vehicle Insurance annual cost

4026 - There has been a need to print a number of long reports and many of the committee papers are increasing in length so inevitably the costs for photocopying will go up.

4027 - New starters have seen an increase in IT support needed to set up new accounts. In addition there have been a number of issues with the server resulting in health checks from IT support

4028 - Annual Service charge

4050 - Tourism Expenditure is up as bookings have increased, the income from this stream will be up

4051 - Bank Charges have increased slightly

Sandy Town Council
Report to 30th November 2022

Analysis by Cost Centre [Continued]

403 Works

Expenditure is 45.9% of the annual budget.

4011 - General rates for Depot annual charge

4044 - Vehicle Tax and Insurance paid annually. Currently includes extra electric vehicle

405 Footway Lighting

Expenditure is 43.3% of the annual budget.

406 Cemetery & Churchyard

Expenditure is 69.8% of the annual budget.

4011 General rates bi annual charge paid in May and October

4037 - Grounds Maintenance fees £1,189.25 spent on waste disposal fees

Sandy Town Council
Report to 30th November 2022

Analysis by Cost Centre [Continued]

408 Town Centre

Expenditure is 88.4% of the annual budget.

4011 General rates bi annual charge

4100 - CCTV Annual Charge

409 Public Toilets - Car Park

Expenditure is 75.1% of the annual budget.

4007 Annual Play inspection

4012 - Water rates have increased

500 Play Areas and Open Spaces

Expenditure is 993.9% of the annual budget.

4007 - Play Ground Inspection costs - annual charge

4012 - Expenditure due to water rates which have increased

4042 - Insurance money for train and money paid out for train need to be re-coded to the same line (4042/4927)

501 Sunderland Road Recreation Ground

Expenditure is 60.3% of the annual budget.

4046 _ Bowl Club grounds maintenance costs waste disposal possibly need recoding

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 105.1% of the annual budget.

4401 - Christmas lights provision slightly more than budgeted for (but £2,500 paid from Cadent towards costs need coding to the correct budget line)

4402 - Christmas Tree costs slightly higher than originally provisioned for

601 Precept and Interest

Income is 100.1% of the annual budget.

602 Democratic and Civic Costs

Expenditure is 85.6% of the annual budget.

4042 Flowers for Mayors Reception miscoded

4702 Extra costs incurred to mark the passing of Her Majesty Queen Elizabeth II

700 Captial and Projects

Expenditure is 309.4% of the annual budget.

4153 and 4154 Loan interest annual charge

Sandy Town Council
Report to 30th September 2022

700 Captial and Projects

Analysis by Cost Centre [Continued]

4915 Transfer from Rolling Captial Funds to cover payment until grants received (Skatepark)
needs to be recoded using funds from 4852

4923 Internal Loan Fallowfield repaid

4965 Includes cost of electric vehical purchase and cost for ground water wells at the cemetery

Date: 07/12/2022

Sandy Town Council Current Year**Page 1**

Time: 13:12

Current Bank A/c**List of Payments made between 07/12/2022 and 07/12/2022**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
07/12/2022	1st Response Fire Protection &	32676	42.00		722-Check floor for water
07/12/2022	4Tune Performance	32677	58.60		657-Cary out MOT
07/12/2022	ADT Fire & Security Plc	32678	352.80		651-Work on Closed circuit tv
07/12/2022	Bakker & Wilson Plumbing & Hea	32679	78.00		718-Annual boiler service July
07/12/2022	Central Bedfordshire Council	32680	1,679.82		653-Jenkins Pav Mgmt fee
07/12/2022	Colin Ross Workwear & Safety	32681	71.94		652-Hi Vis Coat
07/12/2022	CPRE Bedfordshire	32682	30.00		654-Planning workshop
07/12/2022	DCK Accounting Solutions Ltd	32683	698.86		656-Accounts support
07/12/2022	Gilks Fencing Ltd	32684	25.80		658-6 Bend metal post strap
07/12/2022	Hertfordshire County Council	32685	569.07		663-Misc cleaning products
07/12/2022	The Lion Press	32686	158.40		659-2 each 3 types of posters
07/12/2022	M. C. Electronics	32687	120.00		660-PA Hire
07/12/2022	FD Odell & Sons Ltd	32688	515.70		662-Building waste mixed
07/12/2022	Proludic Ltd	32689	11,670.90		664-Supply & lay wetpour-Train
07/12/2022	Verto (UK) Ltd	32690	900.00		665-Maint for STC 26Dec/Jan 23
Total Payments			16,971.89		

[Redacted]

Sandy
Beds.

[Redacted]

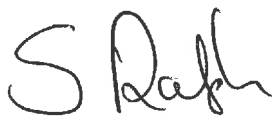
To: Nicola Sewell
Town Clerk
Sandy Town Council

Dear Nicola

Please find enclosed the completed application form for the grant of £100 for Sandy Good Neighbours. I have also enclosed the accounts for the last 2 years up to the end of June 2022. During Covid we changed our year end from December to June so the latest accounts cover a period of 18 months.

Please let me know if you require any additional information.

Kind regards



Stephen Ralph
Chairman – Sandy Good Neighbours

[Redacted]






APPLICATION FOR GRANT AID FROM

SANDY TOWN COUNCIL

<u>Name of the Organisation/Group</u>	
Sandy Good Neighbours – Friendship Club	
Are you affiliated to a national organisation? If so, which one?	No
Local venue/meeting place	Stonecroft Community Hall
Are you a registered charity? If so, give your charity number?	We operate under Bedfordshire Rural Communities Charity. Their charity number is 1061538.
What are the aims and activities of the organisation?	We try and assist the less able members of the community by providing transport to medical appointments, doing shopping, collecting medication etc. We also run a Friendship Club every Monday morning where up to 30 clients get together socially.
How many members do you have?	Volunteers/Leaders 35/6
Members: Clients	Junior 0
	Senior Approximately 200
What is your annual subscription?	Junior £ No subscription
	Senior £ No subscription

Project Information

What would the grant be used for?	Each Christmas we try and provide those who attend the Friendship Club with a festive celebration. This year we are providing all the members with a Christmas buffet lunch. The grant would be used to help fund the food and soft drinks for the buffet. We will also present each member of the club with a Christmas card.
In what manner will the residents of Sandy benefit?	The Friendship Club provides a venue for elderly clients to get together for 2 hours each week. For some this is the main, or possibly only social event of their week. The Christmas buffet will provide them with an opportunity to get together for a festive celebration.
Approximately how many Sandy residents will benefit from this grant?	30
Estimated total cost of project	£150
Please state clearly how much you are applying for from Sandy Town Council.	£100
What amount is being met from your own funds?	£50

Payment Details	
Account Title	Sandy Good Neighbours
Account Number	
Bank/Building Society Name and Address	National Westminster
Contact Details	
Please give details of the person with whom this application can be discussed and to whom any cheque should be sent:	Stephen Ralph 
Position in organisation	Chairman
Address	
Telephone Number	
E-mail address	

What is the amount sought from other funding bodies? Please give details of other sources you have applied to or intend to apply to.

Source	Amount	Confirmed/Pending/Unsuccessful
--------	--------	--------------------------------

None

Financial Details

Please specify how any income, particularly surplus, is spent.


Clients attending the Friendship Club pay £3 per visit. This is used to provide them with refreshments, entertainment, guest speakers and visits to local garden centres etc. Any surplus is used for the benefit of the clients.

Please attach accounts (audited/independently examined) for the last two years and your budget forecast for the forthcoming/current year.

Declaration

Please sign this form to confirm that:

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

Signed:	
Name:	STEPHEN RALPH
Position:	CHAIRMAN - SANDY GOOD NEIGHBOURS
Date:	2/12/22

Please enclose with your application copies of:

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

SANDY GOOD NEIGHBOURS FRIENDSHIP GROUP 2021 TO JUNE 2022

DATE	INCOME	AMOUNT	DATE	EXPENDITURE	AMOUNT
Aug-21	Balance B/F	£26.40	16.8.2021 to 13.6.2022	Refreshments	£659.25
Aug-21	Donations	£162.00		Sanitizer	£15
	Subs 23/8/21 to 13.6.22	£2,046.10		Speaker & Activities	£308.17
	Football profits	£140.95		Christmas lunch	£441.00
	Christmas Lunch Deposit	£441.00		Christmas & Jubilee Party	£209.76
10.1.2022	Grant from Mayor	£100.00		Misc Football cards picture	£24.20
13.6.2022	Total	£2,916.45		Total	£1,657.38
	Minus	£1,657.38			
	Total held in cash box	£1,259.07			

Treasurer's Financial Reporting Sheet

Sandy Good Neighbours INCOME & EXPENDITURE		For Year ending	31st December 2020		
2020	INCOME	EXPENDITURE			
	Balance b/f 2019				£1,726.59
	Donations Public		£351.83	Donation to Friendship	£150.00
	Donations T C		£150.00	Mobile Phones	£268.98
	Grant from B C		£400.00	Insurance	£177.52
	Grant		£935.00	New Mobile	£161.95
				Carnival Stall	£20.00
				PPE	£386.13
				Misc	£87.11
	Total		£1,856.83	Total	£1,251.69
					Totals
					Totals
Bank as at Dec 2020			£2,266.39	Starting Balance	£1,726.59
Cash as at Dec 2020			£45.34	Plus Net Income	£1,836.83
Net TOTAL 2020			£2,311.73	Minus Net Expendi	£1,251.69
				TOTAL	£2,311.73 X
SGN Friendship Group	Income		£770.35	Expenditure	£806.43
				Balance F/w 2021	£26.40 X
SGN Friday Frulendship	Income		£167.93	Expenditure	£130.14
				Balance F/w 2021	£37.79 X



SANDY TOWN COUNCIL

General Criteria for Grant Aid

Organisations will be considered for grant aid from the Council where they meet the following criteria:

1. The organisation is based, or has significant local activity in Sandy.
2. The work of the organisation directly benefits a number of residents of Sandy.
3. The organisation has a written Constitution with clearly defined aims and objectives.
4. The local organisation has a clear financial need. (Account will be taken of how much money the organisation has, including any special reserves set aside for particular projects and local fund raising efforts. Additionally, if the balance is high in relation to spending, then an explanation is required justifying the reasons why the organisation is still applying for a grant.)
5. The organisation has its own bank account with at least two authorised signatories.
6. The organisation is non-party political and non-profit making.
7. Individuals will not normally be considered.

Applications should be linked to a specific project rather than to assist with running costs.

Conditions

Grant aid must be used for the purposes stated on the application only. If the organisation decides it wishes to spend the monies on something different it must ask the Council for written permission to do so, or the Grant will be withdrawn.

Grants must not be used to settle debts on behalf of the organisation, nor be used to retrospectively fund projects.

Sandy Town Council reserves the right to recall any grant given to an organisation which ceases to operate during the financial year for which the

grant was given. The Council should be consulted prior to distribution of any remaining assets. Full details and accounts must be submitted to the Council as soon as possible.

Successful Organisations Must

1. Be prepared to participate in publicity/awareness initiatives organised by Sandy Town Council.
2. Be willing to attend a reception to receive their cheque if requested.
3. Be willing for a representative of the Council to attend the organisation's executive meetings, if so requested by the Council.
4. Provide evidence within the financial year that the grant has been used for the purpose stated in the application, and, where possible, provide Sandy Town Council with photograph(s) of the project funded.
5. Acknowledge the grant aid together with other sources of funding in appropriate publicity and detailing how it was spent in its annual report and accounts. A copy of which should be sent to the Council as soon as it is published.

Completed application form and supporting documents to be returned to:

Town Clerk
Sandy Town Council
Council Offices
10 Cambridge Road
Sandy
Beds SG19 1JE

e-mail: admin@sandytowncouncil.gov.uk

APPLICATION FOR GRANT AID FROM

SANDY TOWN COUNCIL

Name of the Organisation/Group

Keech Hospice Care

Are you affiliated to a national organisation? If so, which one?	n/a
------------------------------------------------------------------	-----

Local venue/meeting place	Our hospice site is in Luton, but our care covers all of Bedfordshire, Hertfordshire, and Milton Keynes
Are you a registered charity? If so, give your charity number?	1035089
What are the aims and activities of the organisation?	We are the children's hospice for Bedfordshire, Hertfordshire, and Milton Keynes. We provide care and support to children with life-limiting conditions at times of crisis, end of life, or when we are needed day to day.
How many members do you have?	Volunteers/Leaders 1,466 volunteers 273 staff
Members:	Junior 327 child patients
	Senior 1,550 adult patients
What is your annual subscription?	Junior £ All of our services are provided free of charge
	Senior £ n/a

Project Information

<p>What would the grant be used for?</p>	<p>A grant from Sandy Town Council would help pay for a child with a life-limiting condition, or their loved one, to take part in music or art therapy. These therapies are important pre- and post-bereavement supports that help children to explore feelings around their diagnosis or the diagnosis of a relative.</p>
<p>In what manner will the residents of Sandy benefit?</p>	<p>These therapies can be used by any of our child patients, including those who live in Sandy. Using music or art as a method of communication allows children to express themselves without being reliant on finding the 'right' words. This can be to better understand a diagnosis, or as a way of coming to terms with their emotions around the death of a loved one.</p>
<p>Approximately how many Sandy residents will benefit from this grant?</p>	<p>Last year we supported 3 children with life-limiting conditions and 2 of their loved ones.</p> <p>In this same period we delivered 183 sessions of children's music and art therapy.</p>
<p>Estimated total cost of project</p>	<p>This is a rolling service and the estimated cost for delivering it this year is £34,641</p>
<p>Please state clearly how much you are applying for from Sandy Town Council.</p>	<p>£200</p>


What amount is being met from your own funds?	We will attempt to raise as much restricted income as possible for this service. Whatever amount remains will be paid for out of unrestricted income from our wide fundraising base.
-----------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------



What is the amount sought from other funding bodies? Please give details of other sources you have applied to or intend to apply to.

Source	Amount	Confirmed/Pending/Unsuccessful
Tesco Community Grants	£1,409	Confirmed
Arts Society Harpenden	£215	Confirmed
Neighbourly Charitable Trust	£1,023	Confirmed
Martyn Donaldson Music Trust	£500	Confirmed
D'oyly Carte Charitable Trust	£10,000	Pending

Financial Details

<p>Please specify how any income, particularly surplus, is spent.</p>	<p>Our income is predominantly spent on charitable activities including the adult and children's in-patient units, Wellbeing Centre, supportive Care, education, and training.</p> <p>There are also associated costs for generating funds, governance, and support costs.</p> <p>Any surplus at the end of the financial year is transferred into our general reserves. Our organisational policy is to hold between 6-9 months costs in reserves.</p>
<p>Please attach accounts (audited/independently examined) for the last two years and your budget forecast for the forthcoming/current year.</p>	<p>Accounts attached</p>


Payment Details	
Account Title	Keech Hospice Care
Account Number	
Bank/Building Society Name and Address	<p>Natwest 4 High Street North Dunstable LU6 1JU</p>

Contact Details	
Please give details of the person with whom this application can be discussed and to whom any cheque should be sent:	Harry White
Position in organisation	Trusts and Grants Officer
Address	Great Bramingham Lane Streatley Luton LU3 3NT
Telephone Number	
E-mail address	

Declaration

Please sign this form to confirm that:

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

Signed: 
Name: Harry White
Position: Trusts and Grants Officer
Date: 18/11/22

Please enclose with your application copies of:

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

SANDY TOWN COUNCIL

COMMITTEE: Policy, Finance and Resources

DATE: 12th December 2022

OFFICER: Town Clerk

SUBJECT: Scale of Charges for Financial Year 2023/24

The table below details the 2022/23 scale of charges for Council functions and services. The table proposes some increases in charges for the financial year 2023/24. The increases are either based on the last available RPI figure of 12.6% (September 2022) or a rounded amount where 12.6% is unpractical.

Sports Charges			
Football			
<i>Bedford Road Recreation Ground – Sandy Football Club</i>	2022/23 £	2023/24 £	VAT
Pitch and Pavilion	Lease		
Line Marking of football pitch per marking	27.50	30.97	+ VAT
<i>Sunderland Road Recreation Ground</i>			
Seasonal hire of junior pitch	75.50	85.01	
Casual use of senior pitch	39.00	43.91	+ VAT
Casual use of junior pitch	14.50	16.32	+ VAT
Seasonal use of mini pitches	11.00	12.39	
Casual use of mini pitches	60.50	68.12	+ VAT
<i>Seasonal use of football pitch and 2 changing rooms:</i>			
Sandy Colts and other junior teams	194.00	218.44	
Sandy Colts senior teams	221.00	248.85	
Adult teams	477.50	537.67	
Cricket			
Lease			
Sandy Cricket Club (2 changing rooms and education room)	303.00	341.18	SLL
Sandy Cricket Club (pitch) -	235.50	265.17	
Casual use of cricket pitch (income to club)	Set by SCC		
Other clubs (seasonal use of 2 changing rooms)	250.00	281.50	
Casual use of 2 changing rooms	23.00	25.90	
Bowls			
Lease			
Sandy Town Bowls Club			
Rink Fees (bowling green per person per rink per hour)	4.50	5.07	+ VAT

Premises, Leases etc			
Jenkins Pavilion			
Non profit making youth groups:	2022/23	2023/24	VAT
	£	£	
Seasonal or termly use of education room (weekly meetings)	Set By SLL		
Casual use of education room (per hour)	Set By SLL		
Non profit making adult groups:			
Yearly use of education room (monthly meetings)	Set By SLL		
Commercial or business groups:	Set By SLL		
Casual use of education room (per hour)	Set By SLL		

Premises, Leases etc continued			
10 Cambridge Road			
Day Time	2022/23	2023/24	VAT
	£	£	
Hire of Council Chamber per session (4 hours)	39.00	43.90	+ VAT
Hire of council chamber per session day rate	67.50	76.00	+ VAT
Hire of Chamber per hour	11.50	13.00	+ VAT
Evening			
Hire of Chamber per Hour	13.50	15.20	+ VAT
Hire of Chamber for (4 hours)	44.00	49.54	+ VAT

Other Charges			
	2022/23	2023/24	VAT
	£	£	
Agenda, Minutes and supporting papers per year	10.50	11.82	
Photocopying Charges			
Black and White A4	0.10	0.10	Inc VAT
Black and White A3	0.20	0.20	Inc VAT
Black and White A4 card	0.20	0.20	Inc VAT
Colour A4	0.50	0.50	Inc VAT
Colour A3	0.80	0.80	Inc VAT
Laminating A4	0.80	0.80	Inc VAT
Laminating A3	1.30	1.30	Inc VAT
Administration costs if applicable (time spent on fulfilling request exceeds 1 hour)	12.50	14.07	
Town Centre Car Park			
Pass (non-refundable)	154.50	173.97	+ VAT
Replacement pass	56.00	63.00	

Burials and Memorials

Exclusive rights to Burial	2022/23		2023/24	
	£		£	
Burial in all sections 7 ft x 3 ft	Resident 212.00	Non Resident 636.00	Resident 238.71	Non Resident 716.14
Fee for transfer of rights of burial document	68.00	204.00	76.57	229.70

Burials and Memorials		
Exclusive rights to Burial of cremated remains	2022/23 £	2023/24 £
Cremated remains in earthen grave 2 ft x 2 ft	Resident 111.50	Resident 125.55
	Non Resident 334.50	Non Resident 376.65
<i>Tablets are the only memorials permitted</i>		
Interment Fees*	2022/23 £	2023/24 £
Interment of a body of a non-viable foetus or a child whose age at the time of death did not exceed 12 months	Resident 30.00	Resident 30.00
	Non Resident 30.00	Non Resident 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	Resident 63.00	Resident 63.00
	Non Resident 189.00	Non Resident 189.00
Interment of a body of a person whose age at the time of death exceeded 12 years	Resident 490.40	Resident 602.19
	Non Resident 1,471.40	Non Resident 1706.80
Cremated remains	Resident 144.50	Resident 162.70
	Non Resident 433.50	Non Resident 488.12
Scattering of cremated remains	Resident 29.00	Resident 32.65
	Non Resident 87.00	Non Resident 97.96
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 Thursday, and between 10am and 2.30pm 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		
Extra charge per ft for excavations deeper than 7 ft	Resident 80.00	Resident 90.08
	Non Resident 252.00	Non Resident 283.75
Hire of Cemetery Chapel	110.00	129.49

Burials and Memorials continued		
Memorial Fees	2022/23 £	2023/24 £
Any headstone, vase or tablet permitted under the regulations	Resident 165.00 Non Resident 495.00	Resident 185.79 Non Resident 557.37
Subsequent inscriptions	Resident 56.00 Non Resident 169.50	Resident 63.06 Non Resident 190.95
Restoration and Replacement of kerbing	Resident 56.00 Non Resident 169.50	Resident 63.06 Non Resident 190.95
Maintenance Fees		
Maintenance of graves (per single grave not planted per annum)	63.00	70.93
Maintenance of graves (per single grave planted x 2 per annum)	136.50	153.70
New requests for maintenance of planted grave	170.00	191.42
Maintenance in perpetuity	2,682.50	3020.49
Standard administration charge for cemetery requests not covered by the above – Such as moving of headstones etc.		
	40.00	45.04
Exhumation Fees		
Administration costs and personnel attendance at exhumation.	To be considered on individual basis.	
Transfer of Ownership		
	50.00	56.00

Sandy Town Council

(Updated 07.12.22)

Budget Summary**Year Ended 31st March 2023**

	2022-23		2023/24 Proposed	<i>Budget Incr/Decr</i>	
	Projected	<i>Budgeted (Revised)</i>			
REVENUE EXPENDITURE					
Staffing & Admin	456691	470600	519430	48830	
Services	137343	131721	129600	-2121	
	<u>594034</u>	<u>602321</u>	<u>649030</u>	<u>46709</u>	
INCOME					
Staffing & Admin	10460	2600	5800	3200	
Services	47536	36117	39505	3388	
	<u>57996</u>	<u>38717</u>	<u>45305</u>	<u>6588</u>	
NET REVENUE EXPENDITURE	<u>536038</u>	<u>563604</u>	<u>603725</u>	<u>40121</u>	
Capital Expenditure (Net)					
Rolling Capital Fund Allocation	51300	51300	51300	0	
Capital & Projects (net)	0	0	0	0	
Loans	608	608	608		
Loan - Internal Repayment	12000	12000	12000	0	
	<u>63908</u>	<u>63908</u>	<u>63908</u>	<u>0</u>	
TOTAL NET EXPENDITURE	<u>599946</u>	<u>627512</u>	<u>667633</u>	<u>0</u>	
Financed as follows					
Reserves at 1st April	234786	280480	262960		
Reserves at 31st March	<u>262960</u>	<u>281088</u>	<u>262960</u> **		
Used to Fund Expenditure\ (Incr in Gen Rsv)	(28,174)	(608)	0 ***		
PRECEPT FUNDING REQUIRED	<u>628120</u>	<u>628120</u>	<u>667633</u>	<u>39513</u>	6.29%
	<u>599946</u>	<u>627512</u>	<u>667633</u>		

Precept information**ADJUSTED BASIS**

Band D Equivalents	<u>4056</u>	<u>4047</u>	(Advised)	-0.22%
Precept per Band D Equivalent (£/annum)	<u>£ 154.86</u>	<u>£164.97</u>	£10.11	6.53%
Precept per Band D Equivalent (p/week)	<u>296.99</u>	<u>316.38</u>	19.39 p	

Note: Recommended **minimum reserve equal to

3 months net revenue expenditure	134010	140901	150931
General Reserve Shortfall /Surplus	128950	140187	112029

Earmarked Reserve	<u>31/03/2022</u> (Actual)	<u>31/03/2023</u> (Projected)	<u>31/03/2024</u> (Available)
Rolling Capital Fund	214649	288765	340065
Earmarked Reserves	54272	43027	47027
Fallowfield	60217	64717	69217
Fallowfield Internal Loan	226000	214000	202000
TOTAL Earmarked Funds	<u>555138</u>	<u>610509</u>	<u>658309</u>
General Reserve (see above)	234786	262960	262960 B
Total Reserves	<u>789924</u>	<u>873469</u>	<u>921269</u>

B **Recommend transfer to RCP at 31/3/23 of 2022/23 Final Surplus**

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**Sandy Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 7)**

Note: Preliminary 2023/24 Budget

		<u>2021/22</u>		<u>2022/23</u>				<u>2023/24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
401	Staff									
4001	Gross Salaries - Admin	122,500	121,053	129,250	54,918	110,000	0	152,050	0	0
4002	Gross Salaries - Works	110,000	89,687	115,250	53,259	116,150	0	129,400	0	0
4003	Employers NIC	19,350	17,445	23,000	8,912	19,000	0	26,000	0	0
4004	Employers Superannuation	55,500	49,566	60,750	25,299	51,000	0	70,100	0	0
4006	H&S Costs/Consultancy	600	150	600	600	600	0	1,300	0	0
4010	Miscellaneous Staff Costs	700	744	800	718	900	0	1,000	0	0
4019	Agency Staff	0	15,587	0	2,194	7,500	0	0	0	0
4030	Recruitment Advertising	275	399	350	1,530	1,650	0	350	0	0
	Overhead Expenditure	308,925	294,631	330,000	147,431	306,800	0	380,200	0	0
	Movement to/(from) Gen Reserve	(308,925)	(294,631)	(330,000)	(147,431)	(306,800)		(380,200)		
402	Administration-Office									
1003	Tourism Income	0	338	300	413	500	0	500	0	0
1201	Rent Received Etc	250	498	500	0	0	0	300	0	0
1202	Photocopying Income	0	11	0	14	20	0	0	0	0
1205	Miscellaneous Income	0	156	0	5,140	5,140	0	0	0	0
1245	Grants Received	0	150	0	0	0	0	0	0	0
1259	Expenses Recovered	0	0	1,300	0	1,300	0	0	0	0
	Total Income	250	1,153	2,100	5,568	6,960	0	800	0	0
4008	Training	2,000	2,273	1,800	30	2,000	0	2,000	0	0
4009	Travel & Subsistence	200	93	150	0	150	0	150	0	0
4010	Miscellaneous Staff Costs	0	36	0	62	100	0	0	0	0

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**Sandy Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 7)**

Note: Preliminary 2023/24 Budget

		<u>2021/22</u>		<u>2022/23</u>				<u>2023/24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4011	General Rates	6,850	6,737	6,950	3,369	6,737	0	7,450	0	0
4012	Water Rates	800	318	800	166	400	0	500	0	0
4014	Electricity	2,300	3,139	4,900	1,231	4,900	0	4,900	0	0
4015	Gas	1,300	1,655	2,350	103	2,350	0	2,350	0	0
4016	Cleaning Materials etc	1,250	1,317	1,250	721	1,250	0	1,250	0	0
4018	General Data Protection Regs	500	500	500	0	500	0	500	0	0
4020	Misc Establishment Costs	2,000	997	2,000	166	1,000	0	1,000	0	0
4021	Telephone & Fax	2,700	3,529	3,200	1,397	3,600	0	3,600	0	0
4022	Postage	1,300	1,691	1,300	692	1,800	0	1,800	0	0
4023	Printing & Stationery	1,000	934	700	476	1,000	0	700	0	0
4024	Subscriptions	3,150	3,082	3,150	3,107	3,107	0	3,250	0	0
4025	Insurance (excl vehicles)	20,000	18,896	18,600	17,884	17,884	0	19,000	0	0
4026	Photocopy Costs	5,200	4,731	5,000	2,447	5,000	0	5,000	0	0
4027	IT Costs incl Support	3,500	3,644	3,000	2,018	3,600	0	3,600	0	0
4028	Service Agreements (Other)	6,500	5,394	5,500	3,781	5,500	0	5,500	0	0
4035	Publications	100	95	100	23	100	0	100	0	0
4036	Property Maintenance/Security	4,000	3,992	3,600	1,539	4,000	0	4,000	0	0
4040	Equipment Purchases (Minor)	2,000	1,643	2,000	171	2,000	0	2,000	0	0
4043	Equipment/Vehicle Fuel	0	2	0	0	0	0	0	0	0
4050	Tourism Expenditure	100	344	100	304	400	0	400	0	0
4051	Bank Charges	550	488	550	298	700	0	800	0	0
4056	Legal Expenses	2,500	3,795	4,300	0	4,300	0	3,000	0	0
4057	Audit Fees - External	1,300	1,300	1,300	0	1,680	0	1,680	0	0
4058	Audit Fees - Internal	900	860	900	0	860	0	900	0	0

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**Sandy Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 7)**

Note: Preliminary 2023/24 Budget

		<u>2021/22</u>		<u>2022/23</u>				<u>2023/24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4059	Accountancy Fees	7,350	6,534	7,350	2,145	7,000	0	7,350	0	0
4070	Refreshments	200	128	200	68	200	0	200	0	0
4921	Transfer to EMR	0	0	0	5,000	5,000	0	0	0	0
	Overhead Expenditure	79,550	78,145	81,550	47,197	87,118	0	82,980	0	0
	Movement to/(from) Gen Reserve	(79,300)	(76,992)	(79,450)	(41,629)	(80,158)		(82,180)		
403	<u>Administration-Works</u>									
4005	Protective Clothing	1,300	927	1,300	535	1,300	0	1,300	0	0
4008	Training	1,950	425	1,500	0	1,500	0	1,500	0	0
4011	General Rates	1,900	1,846	1,900	923	1,846	0	2,050	0	0
4012	Water Rates	200	57	200	-3	200	0	200	0	0
4014	Electricity	1,200	1,106	2,000	649	2,000	0	2,000	0	0
4017	Refuse Disposal	4,500	4,425	4,500	1,661	4,500	0	5,500	0	0
4036	Property Maintenance/Security	2,000	115	1,400	74	1,500	0	1,500	0	0
4038	Consumables/Small Tools	2,500	1,992	2,000	958	2,000	0	2,000	0	0
4039	Planting/Trees/Horticulture	6,250	7,276	6,250	3,219	6,250	0	6,250	0	0
4040	Equipment Purchases (Minor)	2,000	1,319	2,000	18	2,000	0	2,000	0	0
4042	Equipment/Vehicle Maintenance	5,000	6,622	5,000	750	5,000	0	4,000	0	0
4043	Equipment/Vehicle Fuel	3,500	3,864	4,000	1,998	4,000	0	3,000	0	0
4044	Vehicle Tax & Insurance	3,000	2,963	3,000	2,688	3,000	0	3,000	0	0
4045	Arboriculture	6,000	985	6,000	0	6,000	0	6,000	0	0
	Overhead Expenditure	41,300	33,921	41,050	13,469	41,096	0	40,300	0	0
	Movement to/(from) Gen Reserve	(41,300)	(33,921)	(41,050)	(13,469)	(41,096)		(40,300)		

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**Sandy Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 7)**

Note: Preliminary 2023/24 Budget

		<u>2021/22</u>		<u>2022/23</u>				<u>2023/24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
405	<u>Footway Lighting</u>									
4014	Electricity	6,500	9,021	13,000	4,582	10,000	0	10,000	0	0
4042	Equipment/Vehicle Maintenance	10,000	17,330	10,000	1,150	10,000	0	10,000	0	0
	Overhead Expenditure	16,500	26,351	23,000	5,732	20,000	0	20,000	0	0
	Movement to/(from) Gen Reserve	(16,500)	(26,351)	(23,000)	(5,732)	(20,000)		(20,000)		
406	<u>Cemetery & Churchyard</u>									
1226	Burials/Memorials Income	27,500	23,966	27,500	16,850	30,000	0	30,000	0	0
1227	Chapel Rental	660	0	660	0	0	0	0	0	0
	Total Income	28,160	23,966	28,160	16,850	30,000	0	30,000	0	0
4011	General Rates	3,500	3,942	4,100	1,971	3,942	0	4,350	0	0
4012	Water Rates	150	52	150	12	100	0	100	0	0
4036	Property Maintenance/Security	1,000	465	1,000	0	1,000	0	1,000	0	0
4037	Grounds Maintenance	900	560	700	1,120	1,500	0	700	0	0
4039	Planting/Trees/Horticulture	350	8	350	0	350	0	350	0	0
4101	Grave Digging Costs	6,000	4,560	6,000	2,820	6,000	0	6,000	0	0
	Overhead Expenditure	11,900	9,587	12,300	5,922	12,892	0	12,500	0	0
	Movement to/(from) Gen Reserve	16,260	14,379	15,860	10,928	17,108		17,500		
408	<u>Town Centre (Including Market)</u>									
1236	Market Fees	0	0	0	300	300	0	300	0	0
1238	Other Income Car Park	100	354	0	830	830	0	200	0	0

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**Sandy Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 7)**

Note: Preliminary 2023/24 Budget

	<u>2021/22</u>		<u>2022/23</u>				<u>2023/24</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Income	100	354	0	1,130	1,130	0	500	0	0
4011 General Rates	12,900	12,630	13,050	6,315	10,630	0	11,700	0	0
4029 Lamppost Banners	0	0	850	0	850	0	850	0	0
4036 Property Maintenance/Security	1,500	162	1,000	538	100	0	1,000	0	0
4053 Loan Interest	197	197	168	88	168	0	138	0	0
4054 Loan Capital Repaid	412	412	440	216	440	0	470	0	0
4100 CCTV Fees	4,000	1,832	2,000	1,670	2,000	0	2,000	0	0
Overhead Expenditure	19,009	15,231	17,508	8,827	14,188	0	16,158	0	0
Movement to/(from) Gen Reserve	(18,909)	(14,877)	(17,508)	(7,696)	(13,058)		(15,658)		
<u>409 Public Toilets - Car Park</u>									
4011 General Rates	0	-1,871	0	0	0	0	0	0	0
4012 Water Rates	1,200	1,337	1,300	749	1,500	0	1,500	0	0
4014 Electricity	300	546	350	161	350	0	350	0	0
4036 Property Maintenance/Security	1,000	907	1,000	605	1,000	0	1,000	0	0
Overhead Expenditure	2,500	918	2,650	1,515	2,850	0	2,850	0	0
Movement to/(from) Gen Reserve	(2,500)	(918)	(2,650)	(1,515)	(2,850)		(2,850)		
<u>500 Play Areas and Open Spaces</u>									
1201 Rent Received Etc	1,200	1,564	1,200	0	1,550	0	1,550	0	0
1241 Sandy FC Rent	505	511	513	535	535	0	550	0	0
1251 Pitch Rental	600	454	600	689	689	0	700	0	0
1258 Insurance Claims Repayment	0	0	0	7,500	7,500	0	0	0	0

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**Sandy Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 7)**

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Note: Preliminary 2023/24 Budget

	<u>2021/22</u>		<u>2022/23</u>				<u>2023/24</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Income	2,305	2,529	2,313	8,725	10,274	0	2,800	0	0
4007 Health & Safety	550	0	300	284	300	0	300	0	0
4012 Water Rates	500	358	500	303	500	0	500	0	0
4014 Electricity	200	0	200	-45	200	0	200	0	0
4036 Property Maintenance/Security	500	2,819	500	250	500	0	500	0	0
4037 Grounds Maintenance	2,500	1,834	2,250	286	2,250	0	2,250	0	0
4042 Equipment/Vehicle Maintenance	5,000	1,357	5,000	104	14,500	0	5,000	0	0
4972 Transfer from EMR Fallowfield	-7,500	-7,500	-7,500	0	-7,500	0	-7,500	0	0
Overhead Expenditure	1,750	-1,131	1,250	1,183	10,750	0	1,250	0	0
Movement to/(from) Gen Reserve	555	3,660	1,063	7,542	(476)		1,550		
501 Sunderland Road Rec Ground									
1201 Rent Received Etc	500	898	1,000	714	1,000	0	1,000	0	0
1253 Bowls Club Rental	455	450	462	0	462	0	500	0	0
1255 Cricket Club Rental	292	224	297	0	297	0	320	0	0
1256 Scouts ,ACF and SSLA	5	5	200	0	200	0	200	0	0
Total Income	1,252	1,577	1,959	714	1,959	0	2,020	0	0
4012 Water Rates	2,500	1,306	2,500	831	2,000	0	2,000	0	0
4014 Electricity	200	133	200	76	200	0	200	0	0
4036 Property Maintenance/Security	2,000	2,386	2,000	514	2,000	0	2,000	0	0
4046 Bowling Green - SBC	3,329	3,849	3,489	3,366	3,489	0	3,850	0	0
4047 Equipment Maintenance - SBC	2,679	1,750	2,808	1,267	2,808	0	3,100	0	0
4048 Cricket Square - SCC	2,645	2,219	2,772	1,271	2,772	0	3,050	0	0

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**Sandy Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 7)**

Note: Preliminary 2023/24 Budget

		<u>2021/22</u>		<u>2022/23</u>			<u>2023/24</u>			
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4049	Equipment Maintenance - SCC	2,861	1,853	3,000	542	3,000	0	3,300	0	0
4060	Other Professional Fees	16,700	16,274	17,052	8,399	17,052	0	17,000	0	0
	Overhead Expenditure	32,914	29,771	33,821	16,266	33,321	0	34,500	0	0
	Movement to/(from) Gen Reserve	(31,662)	(28,194)	(31,862)	(15,552)	(31,362)		(32,480)		
502	<u>Nature Reserves</u>									
1306	Countryside Stewardship Grant	2,000	2,558	2,000	0	2,500	0	2,500	0	0
1307	Angling Licence Rent	675	679	685	673	673	0	685	0	0
	Total Income	2,675	3,236	2,685	673	3,173	0	3,185	0	0
4037	Grounds Maintenance	1,500	41	1,500	42	1,500	0	1,500	0	0
4060	Other Professional Fees	10,560	11,051	11,050	0	11,050	0	11,050	0	0
4703	Sandy Green Wheel	2,000	2,000	2,000	0	2,000	0	2,000	0	0
	Overhead Expenditure	14,060	13,091	14,550	42	14,550	0	14,550	0	0
	Movement to/(from) Gen Reserve	(11,385)	(9,855)	(11,865)	631	(11,377)		(11,365)		
505	<u>Grass Cutting</u>									
4102	Grass Cutting	9,000	7,803	9,000	0	8,000	0	9,000	0	0
	Overhead Expenditure	9,000	7,803	9,000	0	8,000	0	9,000	0	0
	Movement to/(from) Gen Reserve	(9,000)	(7,803)	(9,000)	0	(8,000)		(9,000)		
506	<u>Litter Bins, Seats & Shelters</u>									
4042	Equipment/Vehicle Maintenance	1,000	660	1,000	0	3,000	0	1,000	0	0
	Overhead Expenditure	1,000	660	1,000	0	3,000	0	1,000	0	0

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**Sandy Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 7)**

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Note: Preliminary 2023/24 Budget

		<u>2021/22</u>		<u>2022/23</u>				<u>2023/24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		<u>(1,000)</u>	<u>(660)</u>	<u>(1,000)</u>	<u>0</u>	<u>(3,000)</u>		<u>(1,000)</u>		
509	<u>Christmas Lights</u>									
1365	Christmas Lights	500	1,172	1,000	0	1,000	0	1,000	0	0
	Total Income	<u>500</u>	<u>1,172</u>	<u>1,000</u>	<u>0</u>	<u>1,000</u>	<u>0</u>	<u>1,000</u>	<u>0</u>	<u>0</u>
4401	Christmas Illuminations	14,000	12,250	14,000	21	14,400	0	14,400	0	0
4402	Community Christmas Event	2,650	3,808	3,250	881	4,000	0	4,000	0	0
	Overhead Expenditure	<u>16,650</u>	<u>16,058</u>	<u>17,250</u>	<u>902</u>	<u>18,400</u>	<u>0</u>	<u>18,400</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve		<u>(16,150)</u>	<u>(14,887)</u>	<u>(16,250)</u>	<u>(902)</u>	<u>(17,400)</u>		<u>(17,400)</u>		
601	<u>Precept and Interest</u>									
1101	Precept	599,356	599,356	628,120	628,120	628,120	0	671,633	0	0
1320	Interest Received - All account	1,000	215	500	1,071	3,500	0	5,000	0	0
	Total Income	<u>600,356</u>	<u>599,571</u>	<u>628,620</u>	<u>629,191</u>	<u>631,620</u>	<u>0</u>	<u>676,633</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve		<u>600,356</u>	<u>599,571</u>	<u>628,620</u>	<u>629,191</u>	<u>631,620</u>		<u>676,633</u>		
602	<u>Democratic and Civic Costs</u>									
1245	Grants Received	0	-325	0	0	0	0	0	0	0
1309	Misc Contributions	0	1,259	0	1,000	0	0	0	0	0
	Total Income	<u>0</u>	<u>934</u>	<u>0</u>	<u>1,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
4020	Misc Establishment Costs	100	12	100	8	50	0	50	0	0
4033	Annual Report & Newsletter	3,000	2,904	3,000	1,694	3,000	0	0	0	0

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**Sandy Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 7)**

Note: Preliminary 2023/24 Budget

		<u>2021/22</u>		<u>2022/23</u>				<u>2023/24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4042	Equipment/Vehicle Maintenance	400	1,668	1,000	1,058	2,000	0	2,000	0	0
4200	Mayor's Allowance	2,200	1,246	2,200	336	2,200	0	2,200	0	0
4202	Members' Expenses (Conf etc)	500	65	500	30	500	0	500	0	0
4210	Election Costs	0	0	0	0	0	0	4,000	0	0
4701	Grants/Donations Paid	4,000	3,755	4,000	1,998	4,000	0	4,000	0	0
4702	Community Events Support	7,040	5,117	7,000	9,727	9,727	0	7,000	0	0
4704	Remembrance Parade	0	0	200	0	200	0	200	0	0
4921	Transfer to EMR	0	-1,200	0	0	0	0	0	0	0
4971	Transfer from EMR	0	180	0	0	0	0	0	0	0
Overhead Expenditure		17,240	13,747	18,000	14,851	21,677	0	19,950	0	0
Movement to/(from) Gen Reserve		(17,240)	(12,813)	(18,000)	(13,851)	(21,677)		(19,950)		
700	<u>Capital and Projects</u>									
1153	Loan Interest Rec'd - INTERNAL	7,903	7,903	7,903	7,903	7,903	0	7,903	0	0
1154	Loan Capital Rec'd - INTERNAL	12,000	12,000	12,000	12,000	12,000	0	12,000	0	0
1245	Grants Received	0	7,833	15,000	87,103	87,103	0	0	0	0
1258	Insurance Claims Repayment	0	3,499	0	0	0	0	0	0	0
1309	Misc Contributions	0	5,155	0	0	0	0	0	0	0
1364	S106 Money Received	0	4,609	0	66,513	66,513	0	0	0	0
1366	CBC Community Asset Grant	0	0	0	25,000	25,000	0	0	0	0
1367	Tarmac Landfill Grant	0	0	0	42,000	42,000	0	0	0	0
Total Income		19,903	40,999	34,903	240,519	240,519	0	19,903	0	0
4153	Loan Interest - INTERNAL	7,903	7,903	7,903	7,903	7,903	0	7,903	0	0

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**Sandy Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 7)**

Note: Preliminary 2023/24 Budget

		<u>2021/22</u>		<u>2022/23</u>				<u>2023/24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4154	Loan Capital - INTERNAL	12,000	12,000	12,000	12,000	12,000	0	12,000	0	0
4802	CAP - Cemetery Extension	0	39,495	0	37,395	37,395	0	0	0	0
4818	CAP - Fallowfield	0	12,361	0	0	0	0	0	0	0
4821	CAP - Fencing Bedford Rd	0	560	0	0	0	0	0	0	0
4825	CAP - Play Equipment (F/Field)	0	7,047	0	0	0	0	0	0	0
4828	CAP - Dropped Kerb	0	2,100	0	0	0	0	0	0	0
4829	CAP - Car Park	0	6,465	0	0	0	0	0	0	0
4831	CAP - Land west of Sandy Cem.	0	10,800	0	0	0	0	0	0	0
4833	CAP - Village Hall Paving	0	5,500	0	0	0	0	0	0	0
4834	CAP - Machinery & Equipment	0	1,498	0	0	0	0	0	0	0
4836	CAP - Neighbourhood Plan	10,000	3,611	25,000	15,230	25,000	0	0	0	0
4838	CAP - Depot	0	2,110	0	0	0	0	0	0	0
4839	CAP - CBC Tree Fund Project	0	9,943	0	0	0	0	0	0	0
4841	CAP - Litter Bins	0	4,553	0	0	0	0	0	0	0
4842	CAP - Bowls Club Fence	0	519	0	0	0	0	0	0	0
4843	CAP - Office Boiler	0	2,000	0	0	0	0	0	0	0
4844	CAP - Football Changing Room	0	650	0	0	0	0	0	0	0
4845	CAP - Remeberance Banners	0	625	0	0	0	0	0	0	0
4846	Demolish Garage (Not Capital)	0	2,900	0	0	0	0	0	0	0
4847	CAP - Football goals	0	4,265	0	0	0	0	0	0	0
4849	CAP - Queen Platinum Jubilee	0	1,469	0	0	0	0	0	0	0
4850	CAP - Street Furniture	0	326	0	0	0	0	0	0	0
4851	CAP - Beeston Access	0	3,400	0	0	0	0	0	0	0
4852	CAP - Skatepark	0	4,650	0	150,000	150,000	0	0	0	0

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**Sandy Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 7)**

Note: Preliminary 2023/24 Budget

		<u>2021/22</u>		<u>2022/23</u>				<u>2023/24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4853	CAP - Easygate Unit	0	0	0	1,650	1,650	0	0	0	0
4915	Transfer to Rolling Capital Fd	51,300	93,131	51,300	123,161	123,161	0	51,300	0	0
4921	Transfer to EMR	0	9,245	0	19,500	19,500	0	0	0	0
4923	Internal Loan repaid to F'ild	12,000	12,000	12,000	12,000	12,000	0	12,000	0	0
4965	Funded from Rolling Capital	-10,000	-125,162	-10,000	-26,475	-36,245	0	0	0	0
4969	Transfer from Rolling Capital	0	0	0	-12,800	-12,800	0	0	0	0
4971	Transfer from EMR	0	0	0	-35,745	-35,745	0	0	0	0
	Overhead Expenditure	<u>83,203</u>	<u>135,964</u>	<u>98,203</u>	<u>303,819</u>	<u>303,819</u>	<u>0</u>	<u>83,203</u>	<u>0</u>	<u>0</u>
	Movement to/(from) Gen Reserve	<u>(63,300)</u>	<u>(94,965)</u>	<u>(63,300)</u>	<u>(63,300)</u>	<u>(63,300)</u>		<u>(63,300)</u>		
	Total Budget Income	655,501	675,491	701,740	904,370	926,635	0	736,841	0	0
	Expenditure	655,501	674,748	701,132	567,156	898,461	0	736,841	0	0
	Movement to/(from) Gen Reserve	<u>0</u>	<u>743</u>	<u>608</u>	<u>337,214</u>	<u>28,174</u>		<u>0</u>		

Policy, Finance and Resources Committee

Date:	12th December 2022
Title:	Capital Expenditure Report
Contact Officer:	Town Clerk

Purpose of the Report

1. To provide an overview of the Council's Rolling Capital Fund as part of Members' consideration of the 2023/24 budget and precept process. Members have already completed an initial review of the 2023/24 revenue budget. This will be brought back, with any the capital budget added, along with any suggested revenue amendments and any budgetary advice received from the Council's accountant.

Recommendation

2. That the Council considers the level of its capital budget and whether it wishes to increase or decrease the £51,300.00 rolling capital allowance currently allowed for in the 2023/24 budget.

Background

3. Each financial year the Council sets a revenue and capital budget for the following year. The revenue budget is set to cover the Council's day-to-day expenditure and is based on the amount of money the Council requires to provide its services during the year (e.g. salaries, building maintenance). It is a legal requirement of the Council to set a balanced budget. This report forms part of the process in establishing a budget level for 2023/24.

Capital expenditure is usually spending of a "one-off" nature and results in the construction, purchase or improvement of an asset, such as installation of new fencing, play equipment, the repair of a building or the purchase of a vehicle.

4. STC allocates a budget to its Rolling Capital Fund (RCF) each year. This is important as it allows the Council to invest in new capital purchases, pursue projects or improve assets. It also provides the Council with a fund to carry out activities for which it can potentially be reimbursed through grant funding. For example, when S106 funds are awarded capital expenditure on the skate park project, the Council had to first spend that money from capital funding before it was then reimbursed by CBC.
5. The capital budget is rolling and at the end of each financial year any unspent funds in the RCF budget are added to the new financial year's allocation. This allows the Council to continue to gradually build up capital funds for projects and capital expenditure purposes.
6. Prior to the 2020/21 financial year, any underspend in the revenue budget for a year had been allocated to the Council's General Reserve to help build the reserve up to the recommended level. The Council reached its recommended general reserve during the 2019/20 financial year and as such the Council's accountant recommended that any future underspend in the revenue budget be allocated to the RCF, until a point when the Council may need to consider adding to its General Reserve. A resolution will need to be passed before the end of March 2023 that revenue underspend be rolled into the RCF.

Information

7. The following estimate is based on the current 2023/24 capital budget allocation of £51,300 and the current estimated financial year underspend. The current predicted year underspend is £28,000.00.

AGENDA ITEM: 9**APPENDIX VIII**

1 st April 2021 Rolling Capital Fund (RCF) Level:	£297,980
Current Level of RCF:	£214,649
Current estimated RCF at end of financial year Following further planned expenditure:	£288,765
Estimated RCF for 2023/24 with the £51,300 capital funding allocation as per 2021/22 :	£265,949
Estimated RCF for 2023/23 with addition of 2022/23 underspend:	£293,949

8. Some of the RCF was previously allocated to potential expenditure in future years. The list below outlines that expenditure, or additional capital expenditure the Council may need to allow for;

Upgrading of Bins	Upgrading of remaining Council bins. Only old concrete bins have been replaced to date. Agreed all bins would happen over future years.	£9,375
Speed Indicator Sign	Previously agreed to purchase a SID. Awaiting resolution with CBC.	£3,900
Fallowfield Play Equipment Replacement	Council to consider the replacement of play equipment at Fallowfield. Work still to be agreed and allowance allowed for most expensive quote received last year plus 10%. Could come from Fallowfield EMR	£22,000
Bedford Road Swings	One set of swings in Bedford Road was replaced during the previous financial year. A remaining set is in better condition and a play inspector has confirmed it is still safe to use. However, the Council should plan for the replacement of the swings in the year. Cost based on this year's swing replacement, plus an allowance for cost increase at 10%	£15,400
Bedford Road Climbing Equipment	Following a report of young people using the youth shelter as a climbing frame, members requested that a piece of climbing equipment be installed at the site to attract climbers and prevent further damage to the youth shelter. The amount shown comes one quote for a more adult style climbing equipment.	£8,000.00
Coronation Event	The events working group have made initial suggestions that an event, similar to that held for the Jubilee at Sandye Place, is a potential idea to celebrate the King's Coronation in May. The suggested budget is based on the cost for the previous event increased to take into account the fact that costs are likely to be higher as this will be a nationwide event and also due to costs increasing across the board for services.	£15,000

AGENDA ITEM: 9**APPENDIX VIII**

Conference/Hybrid Meeting Technology	Council asked that solution and costs to allow for hybrid meetings from the Chamber are researched so funding can be planned. Cost allowed for is based on one recommendation received to date.	£5,500
Town Entrance Signs	Purchase and installation of new town entrance signs has thus far been delayed due to awaiting the launch of a new logo by one of the organisations and subsequent staffing issues. An increase of £1000 has been added to cover rising costs to the original quotes.	£5,000
Continuation and completion of Archaeological work	Costs of final stage of Cemetery work after spending £38,574.00 of £53,000 provisioned Cost does not include the publishing of a 'popular' publication. CBC have offered to write the content of such a document if STC can fund its printing costs.	£14,426
Cemetery Extension Work	Nest phase of cemetery extension project including works to level out the ground, landscaping and laying of paths etc	£100,000 (est) Plus EMR £23,000
Beeston Community Land	Works held up until lease is agreed and in place. Currently with solicitors. The cost implications for the Council are unknown at this stage, but a contingency should be allowed for. To be established by CBC what contributions might be brought forward as part of the lease and the affordable housing development at the front of the site. Originally the clearance of the site, water supply, boundary fencing, gateway and car park were up for inclusion in works to be done as part of the work.	£20,000
Grounds Equipment	Allowance for grounds equipment to replace Bethco or compliment cutting work. Bethco has had repair work undertaken recently, but council should plan for its replacement or purchase of supporting equipment in coming year.	£19,800
Environmental	Allowance for potential works emerging from the carbon impact report carried out for 10 Cambridge Road. (insulations, radiators, lighting). Works to be fully costed and agreed by Council. If the Council decides to pursue further environmental initiatives, there may need to be greater investment in funds set aside for this purpose. To go back to CS&E?	£13,000
Event Unallocated / Contingency for unplanned expenditure	Council should keep a contingency budget within capital to cover the cost of unplanned/unexpected works. Examples from the current financial year	To be calculated

would be replacement of vandalized/damaged play equipment, repairs to pathways and replacement parts for grounds team equipment. The unallocated amount is healthy and could be allocated to planned council projects or kept ready for such allocation.

Financial Implications

9. The Council's capital financial situation is outlined above. A £109,000 surplus has been predicted in our General Reserves. The general reserve should be kept at a level of between 3 – 6 months revenue expenditure. For a council the size of Sandy, this should be closer to the 6-month level. The current level of general reserve is more than sufficient.
10. The Council previously included a further capital allocation from precept of £51,300 within its 2021/22 budget. Section 6 has assumed that this will remain the case. However, the Council may wish to lower, or increase the allocation which will have an impact on the precept requirement for the 2022/23 year.
11. At the informal meeting with some members on 15th November the accountants have suggested that money could be shaved off the Rolling Capital Fund if there is a desire to keep the precept increase reduced. The Council could comfortably do this with the current rolling capital fund and look to rebuild this over the next few years. It is not recommended to use money from reserves as these should only be used to cover recurring costs, not one-off spending. It was discussed that the current set £51,300 to be placed into Rolling Capital could be reduced by £40,000 to £8,000.00, reducing the precept increase (subject to tax base changes) to 0.56%.

Legal Powers

11. Power to issue a precept for each financial year on the principal council in which the local council is situated in accordance with s.41, Local Government Financial Act 1992.
12. LGFA 1992 s.30 (6)
13. LGFA 1992 s.41(4)
14. Accounts and Audit (England) Regulations 2011/817
15. Local Councils may establish capital funds, such as a sinking fund, capital fund, or renews and repairs fund. LGA 1972, s.111 allows the establishment of capital funds. There is no power to accumulate funds for no specific purpose, but a council is not prevented from holding balances which are carried forward on an annual basis for contingencies.

Risk Management

16. The Council has a duty to consider, set and monitor a balanced annual budget. Failure to set a budget could lead to out of control spending, less financial security, lack of funds to undertake Council activities and objectives and ultimately failure to deliver services.

Policy, Finance and Resources Committee

Date:	12th December 2022
Title:	Civility & Respect Pledge
Contact Officer:	Town Clerk

Purpose of the Report

1. To provide information on NALC’s new Civility & Respect Project

Recommendation

2. For Members to make a recommendation to full council to pass a resolution to sign up to the civility and respect pledge.

Background

3.0

Definition of Civility and Respect

Civility means politeness and courtesy in behaviour, speech, and in the written word.

Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people’s feelings, following protocols and rules, showing appreciation and thanks, and being kind.

3.1 The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

3.2 By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

3.3 Signing up is a simple process, which requires councils to register and agree to the following statements:

Statement	Tick to agree
Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.	
Our council has put in place a training programme for councillors and staff	
Our council has signed up to Code of Conduct for councillors	
Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.	
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.	

AGENDA ITEM: 11**APPENDIX IX**

Our council will commit to calling out bullying and harassment when it and when it happens.	
Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme	
Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.	

Financial Implications

4.0 There are none

Policy Implications

5.0 The Civility and respect Project includes a number of model documents and policies, that if adopted will strengthen the Council's current policies.