

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 14 March 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
8 March 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 1 February 2016 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 January 2016.

Appendix I

ii) To receive a budget overview report.

Appendix II

iii) To approve a schedule of payments made since previous meeting.

Appendix III

iv) The Chair to approve bank reconciliations and statements.

6 Action List

To receive Action Report and any update.

Appendix IV

7 Section 106 Developer Contributions

i) To receive a report from the Town Clerk.

Appendix V

ii) To receive and consider a S106 application support request.

Appendix VI

8 NALC Regulations

To agree an NALC recommended updates to the Council Financial Regulations.

Appendix VII

9 TIC Road Sign Removal

To receive and Consider a report from the Town Clerk.

Appendix VIII

10 Link a Ride

To receive and note previously requested additional information from a previous grant application.

Appendix IX

11 Chairman's Items

12 Date of Next Meeting: 18 April 2016

Date :- 26/02/2016

Sandy Town Council 2015-16

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Time :- 14:08

Detailed Balance Sheet (Excluding Stock Movement)

Month No: 10 31st January 2016

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>	
<u>Current Assets</u>			
100	Debtors Control	29	
101	Stock	2,184	
105	VAT Control	2,213	
200	Current Bank A/c	51,204	
201	Capital A/c	317	
205	Capital a/c Santander	215,503	
206	Barclays Active Saver	201,070	
208	Public Sector Deposit Fund	200,752	
210	Petty Cash	300	
	Total Current Assets		673,572
<u>Current Liabilities</u>			
501	Creditors Control	10,898	
506	Retentions Payable	270	
	Total Current Liabilities		11,168
	Net Current Assets		662,404
	Total Assets less Current Liabilities		662,404
<u>Represented By :-</u>			
300	Current Year Fund	133,524	
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		662,404

Summary Income & Expenditure by Budget Heading 31st January 2016

Month No : 10

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	19,360	199,324	243,350	44,026		44,026	81.9 %
402 Administration-Office	Expenditure	4,243	61,520	82,700	21,180		21,180	74.4 %
	Income	163	4,973	6,000	-1,027			82.9 %
403 Administration-Works	Expenditure	624	23,824	28,900	5,076		5,076	82.4 %
405 Footway Lighting	Expenditure	484	6,917	7,800	883		883	88.7 %
406 Cemetery & Churchyard	Expenditure	420	6,088	10,750	4,662		4,662	56.6 %
	Income	2,430	17,360	25,052	-7,692			69.3 %
408 Town Centre (Including Market)	Expenditure	0	16,867	31,608	14,741		14,741	53.4 %
	Income	140	2,226	600	1,626			370.9 %
409 Public Toilets - Car Park	Expenditure	125	2,538	3,800	1,262		1,262	66.8 %
500 Play Areas and Open Spaces	Expenditure	0	3,401	-2,825	-6,226		-6,226	-120.4 %
	Income	0	668	1,380	-712			48.4 %
501 Sunderland Road Rec Ground	Expenditure	1,333	18,048	26,390	8,342		8,342	68.4 %
	Income	0	396	820	-424			48.3 %
502 Nature Reserves	Expenditure	6,039	7,828	10,925	3,097		3,097	71.7 %
	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	1,123	13,698	18,000	4,302		4,302	76.1 %
	Income	0	2,099	4,000	-1,901			52.5 %
601 Precept and Interest	Income	0	482,431	484,598	-2,167			99.6 %
602 Democratic and Civic Costs	Expenditure	64	6,177	10,750	4,573		4,573	57.5 %
	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	33,814	381,231	784,955	403,724	0	403,724	48.6 %
	Income	2,733	514,755	791,955	-277,200			65.0 %
	Net Expenditure over Income	31,081	-133,524	-7,000	126,524			

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>401</u>	<u>Staff</u>							
4001	Gross Salaries - Admin	8,751	74,757	116,000	41,243		41,243	64.4 %
4002	Gross Salaries - Works	7,567	76,446	83,000	6,554		6,554	92.1 %
4003	Employers NIC	989	8,396	14,100	5,704		5,704	59.5 %
4004	Employers Superannuation	2,052	18,814	29,750	10,936		10,936	63.2 %
4010	Miscellaneous Staff Costs	0	20,645	500	-20,145		-20,145	4129.0
4030	Recruitment Advertising	0	265	0	-265		-265	0.0 %
	Staff :- Expenditure	19,360	199,324	243,350	44,026	0	44,026	81.9 %
	Net Expenditure over Income	19,360	199,324	243,350	44,026			

Month No : 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
402 Administration-Office							
4008 Training	0	1,361	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	83	247	400	153		153	61.7 %
4014 Electricity	53	5,247	2,500	-2,747		-2,747	209.9 %
4015 Gas	303	432	1,800	1,368		1,368	24.0 %
4016 Cleaning Materials etc	108	907	1,500	593		593	60.5 %
4020 Misc Establishment Costs	50	1,187	2,000	813		813	59.3 %
4021 Telephone & Fax	191	1,879	2,500	621		621	75.1 %
4022 Postage	16	1,986	1,700	-286		-286	116.8 %
4023 Printing & Stationery	161	314	5,000	4,686		4,686	6.3 %
4024 Subscriptions	25	2,433	2,600	167		167	93.6 %
4025 Insurance (excl vehicles)	1,700	15,999	22,250	6,251		6,251	71.9 %
4026 Photocopy Costs	0	3,021	4,000	979		979	75.5 %
4027 IT Costs incl Support	250	4,082	6,000	1,918		1,918	68.0 %
4028 Service Agreements (Other)	0	5,526	5,000	-526		-526	110.5 %
4035 Publications	4	33	200	167		167	16.4 %
4036 Property Maintenance/Security	260	2,291	3,000	709		709	76.4 %
4050 Tourism Expenditure	0	1,917	2,000	83		83	95.9 %
4051 Bank Charges	66	66	100	34		34	66.5 %
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	945	5,364	6,000	636		636	89.4 %
4070 Refreshments	27	120	200	80		80	60.2 %
Administration-Office :- Expenditure	4,243	61,520	82,700	21,180	0	21,180	74.4 %
1003 Tourism Income	0	3,431	3,000	431			114.4 %
1201 Rent Received Etc	144	1,302	3,000	-1,698			43.4 %
1202 Photocopying Income	19	50	0	50			0.0 %
1205 Miscellaneous Income	0	190	0	190			0.0 %
Administration-Office :- Income	163	4,973	6,000	-1,027			82.9 %
Net Expenditure over Income	4,079	56,547	76,700	20,153			

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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
403 Administration-Works							
4005 Protective Clothing	72	312	1,000	688		688	31.2 %
4011 General Rates	0	1,992	2,000	8		8	99.6 %
4012 Water Rates	57	-102	700	802		802	-14.6 %
4014 Electricity	0	577	500	-77		-77	115.5 %
4017 Refuse Disposal	20	3,646	3,500	-146		-146	104.2 %
4036 Property Maintenance/Security	0	2,567	1,000	-1,567		-1,567	256.7 %
4038 Consumables/Small Tools	326	1,671	2,500	829		829	66.8 %
4039 Planting/Trees/Horticulture	0	4,825	5,700	875		875	84.6 %
4040 Equipment Purchases (Minor)	0	2,061	2,000	-61		-61	103.0 %
4042 Equipment/Vehicle Maintenance	0	2,564	5,500	2,936		2,936	46.6 %
4043 Equipment/Vehicle Fuel	149	1,761	2,000	239		239	88.0 %
4044 Vehicle Tax & Insurance	0	1,950	2,500	550		550	78.0 %
Administration-Works :- Expenditure	624	23,824	28,900	5,076	0	5,076	82.4 %
Net Expenditure over Income	624	23,824	28,900	5,076			

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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
405	<u>Footway Lighting</u>							
4014	Electricity	484	4,150	5,500	1,350		1,350	75.5 %
4042	Equipment/Vehicle Maintenance	0	2,767	2,300	-467		-467	120.3 %
	Footway Lighting :- Expenditure	484	6,917	7,800	883	0	883	88.7 %
	Net Expenditure over Income	484	6,917	7,800	883			

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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	14	64	100	36		36	64.5 %
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	6	180	350	170		170	51.4 %
4101 Grave Digging Costs	400	3,570	6,200	2,630		2,630	57.6 %
Cemetery & Churchyard :- Expenditure	420	6,088	10,750	4,662	0	4,662	56.6 %
1226 Burials/Memorials Income	2,430	17,360	25,000	-7,640			69.4 %
1228 Interest on Investment	0	0	52	-52			0.0 %
Cemetery & Churchyard :- Income	2,430	17,360	25,052	-7,692			69.3 %
Net Expenditure over Income	-2,010	-11,272	-14,302	-3,030			

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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 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	20	972	0	972			0.0 %
1237 Saturday Market Fees	0	182	300	-118			60.7 %
1238 Other Income Car Park	120	238	300	-62			79.4 %
Town Centre (Including Market) :- Income	140	2,226	600	1,626			370.9 %
Net Expenditure over Income	-140	14,641	31,008	16,367			

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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
409 <u>Public Toilets - Car Park</u>							
4011 General Rates	0	2,352	2,350	-2		-2	100.1 %
4012 Water Rates	87	419	500	81		81	83.9 %
4014 Electricity	38	-439	400	839		839	-109.7
4036 Property Maintenance/Security	0	206	550	344		344	37.4 %
Public Toilets - Car Park :- Expenditure	125	2,538	3,800	1,262	0	1,262	66.8 %
Net Expenditure over Income	125	2,538	3,800	1,262			

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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 Health & Safety	0	0	400	400		400	0.0 %
4012 Water Rates	0	910	800	-110		-110	113.7 %
4014 Electricity	0	197	150	-47		-47	131.6 %
4036 Property Maintenance/Security	0	171	1,125	954		954	15.2 %
4037 Grounds Maintenance	0	1,076	2,500	1,424		1,424	43.0 %
4042 Equipment/Vehicle Maintenance	0	1,047	7,200	6,153		6,153	14.5 %
4972 Transfer from EMR Fallowfield	0	0	-15,000	-15,000		-15,000	0.0 %
Play Areas and Open Spaces :- Expenditure	0	3,401	-2,825	-6,226	0	-6,226	-120.4 %
1241 Sandy FC Rent	0	583	450	133			129.6 %
1242 Ice cream rent	0	0	330	-330			0.0 %
1244 Miscellaneous income	0	85	0	85			0.0 %
1251 Pitch Rental	0	0	600	-600			0.0 %
Play Areas and Open Spaces :- Income	0	668	1,380	-712			48.4 %
Net Expenditure over Income	0	2,733	-4,205	-6,938			

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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
501 Sunderland Road Rec Ground							
4012 Water Rates	56	818	600	-218		-218	136.4 %
4014 Electricity	8	8	0	-8		-8	0.0 %
4036 Property Maintenance/Security	0	738	1,000	262		262	73.8 %
4046 Bowling Green - SBC	0	2,822	2,748	-74		-74	102.7 %
4047 Equipment Maintenance - SBC	0	660	2,232	1,572		1,572	29.5 %
4048 Cricket Square - SCC	0	1,403	2,310	907		907	60.8 %
4049 Equipment Maintenance - SCC	0	180	2,500	2,320		2,320	7.2 %
4060 Other Professional Fees	1,269	11,419	15,000	3,581		3,581	76.1 %
Sunderland Road Rec Ground :- Expenditure	1,333	18,048	26,390	8,342	0	8,342	68.4 %
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	1,333	17,652	25,570	7,918			

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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>502</u>	<u>Nature Reserves</u>							
4037	Grounds Maintenance	0	150	1,500	1,350		1,350	10.0 %
4060	Other Professional Fees	6,039	7,678	9,425	1,747		1,747	81.5 %
	Nature Reserves :- Expenditure	6,039	7,828	10,925	3,097	0	3,097	71.7 %
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	6,039	7,337	8,425	1,088			

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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>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>			

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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>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>			

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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>509</u>	<u>Christmas Lights</u>							
4401	Christmas illuminations	1,123	9,481	11,000	1,519		1,519	86.2 %
4402	Community Christmas Event	0	4,217	7,000	2,783		2,783	60.2 %
	Christmas Lights :- Expenditure	<u>1,123</u>	<u>13,698</u>	<u>18,000</u>	<u>4,302</u>	<u>0</u>	<u>4,302</u>	<u>76.1 %</u>
1365	Christmas Lights	0	2,099	4,000	-1,901			52.5 %
	Christmas Lights :- Income	<u>0</u>	<u>2,099</u>	<u>4,000</u>	<u>-1,901</u>			<u>52.5 %</u>
	Net Expenditure over Income	<u>1,123</u>	<u>11,600</u>	<u>14,000</u>	<u>2,400</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
<u>601</u> <u>Precept and Interest</u>							
1101 Precept	0	479,098	479,098	0			100.0 %
1228 Interest on Investment	0	684	0	684			0.0 %
1320 Interest Received - All account	0	2,649	5,500	-2,851			48.2 %
Precept and Interest :- Income	<u>0</u>	<u>482,431</u>	<u>484,598</u>	<u>-2,167</u>			<u>99.6 %</u>
Net Expenditure over Income	<u>0</u>	<u>-482,431</u>	<u>-484,598</u>	<u>-2,167</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
602	Democratic and Civic Costs						
4020	Misc Establishment Costs	0	0	100	100	100	0.0 %
4033	Annual Report & Newsletter	0	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	64	1,669	1,900	231	231	87.9 %
4202	Members' Expenses (Conf etc)	0	150	500	350	350	30.0 %
4210	Election Costs	0	421	7,000	6,579	6,579	6.0 %
4701	Grants/Donations Paid	0	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	64	6,177	10,750	4,573	0	57.5 %
1309	Misc Contributions	0	50	0	50		0.0 %
	Democratic and Civic Costs :- Income	0	50	0	50		
	Net Expenditure over Income	64	6,127	10,750	4,623		

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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
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			

General Notes

Attached are the summary income & expenditure report for month 10 to 31st January 2016. This report shows a current year surplus of income over expenditure of £133,524 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 £662,404.

This is made up of the following -

Current Year Surplus	£133,524
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	£662,404

The percentage of budget if analysed evenly over the year to date is 83.33% but members are reminded that income & expenditure rarely follows this pattern over the year.

Analysis by Cost Centre

401 Staff

Expenditure is 81.9% of the annual budget.

No further concerns

402 Administration

Expenditure is 74.4% of the annual budget.

Electricity costs are overspent due to a historical bill from the depot.

Service agreements are slightly over budget due to

Postal costs have been higher than expected. Budget has been increased in 2016/17 to reflect increased costs. To help reduce costs items are sent 2nd class unless classified as urgent.

No further concerns.

403 Works

Expenditure is 82.4% of the annual budget.

There are overspends on Property Maintenance due to unexpected property repairs.

Electricity is slightly over budget. Meter readings show the Council has been over charged and will receive a refund. Total refund from electricity providers will be approx. £1,900

Equipment Purchase (Minor) is slightly over budget due to the replacement of stolen strimmers. The Council has now received a settlement from the insurance company for the strimmers which will be reflected in the budgetcode.

No further concerns.

Sandy Town Council
Report to 31st January 2016

Analysis by Cost Centre Continued

405 Footway Lighting

Expenditure is 88.7% of the annual budget

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

No further concerns.

406 Cemetery & Churchyard

Expenditure is 56.6% of the annual budget.

No concerns.

408 Town Centre (Incl. Market)

Expenditure is 53.4% of the annual budget

General rates are slightly over budget. The budget for the next financial year has been increased to allow for this in 2016/17.

No further comments

409 Public Toilets - Car Park

Expenditure is 66.8% of the annual budget.

Electricity is over budget. Meter readings show the Council has been over charged and will receive a refund. Total refund from electricity providers will be approx. £1,900

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.

Electricity is over budget. Meter readings show the Council has been over charged and will receive a refund. Total refund from electricity providers will be approx. £1,900.

Water Rates are over budget. A higher than expected charge was incurred during the summer months. The 2016/17 budget has been increased to account for this next financial year.

No concerns.

Sandy Town Council
Report to 31st January 2016

Analysis by Cost Centre Continued

501 Sunderland Road Rec.

Expenditure is 68.4% of the annual budget.

Water Rates over budget. The budget for the next financial year has been increased.

Small charge for electricity for Banks Pavilion.

No concerns.

502 Nature Reserves

Expenditure is 71.7% of the annual budget.

The Riddy Management fee was unpaid in the previous financial year, resulting in understated expenditure, the council will receive two bills in this year resulting in a large overspend from general reserve. 2015/16 Invoice will be received in March 2016.

504 Tourist Information Centre

Cost centre no longer in use

505 Grass Cutting

No spend to date.
CBC will invoice in March 2016.

506 Litter Bins, Seats & Shelters

No Spend to Date

509 Christmas Lights

Expenditure is 76.1% 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 60.6%

602 Democratic & Civic Costs

Expenditure is 57.5% 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.

Printed on : 26/02/2016

Sandy Town Council 2015-16

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At : 14:11

Current Bank A/c

List of Payments made between 01/01/2016 and 31/01/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/01/2016	Aviva	Std Ord	1,700.20		Annual Insurance Premium
06/01/2016	Anglian Water	111194	119.77		1175/Water 30.09.155-22.12.15
06/01/2016	Anglian Water	111194(2)	209.15		1176/Water 30.09.15-22.12.15
06/01/2016	Anglian Water	111195	87.20		1190/Water 16.10.15-05.01.16
06/01/2016	Anglian Water	111195(2)	82.99		1192/Water 14.10.15-05.01.16
06/01/2016	Anglian Water	111195(3)	56.49		1191/Water 08.10.15-05.01.16
07/01/2016	bank Interest Charged	6.47	6.47		bank Interest Charged
07/01/2016	Bank Charges	60	60.00		Bank Charges
07/01/2016	Southern Electric DDR	DDR	186.33		1187/Elec. 24.09.15-07.12.15
11/01/2016	UK Fuels Limited DDR	DDR2	63.04		1159/Fuel Cards
11/01/2016	Central Bedfordshire Council R	DDR3	115.00		748/Non Dom Rates 2015-16
15/01/2016	Chess Ltd	DDR4	27.00		1178/Telephone Support
15/01/2016	Chess Ltd	DDR5	211.73		1177/Telephone to 30.11.15
18/01/2016	UK Fuels Limited DDR	DDR6	72.31		1220/Fuel Cards
18/01/2016	Bedford Borough Council	DDR7	19,359.55		1194, Salaries Dec
18/01/2016	Anglian Water	111196	102.13		Purchase Ledger Payment
19/01/2016	Southern Electric DDR	DDR8	576.64		1203/Elec. 02.12.15-04.01.16
19/01/2016	Cash	111197	208.88		1189/January Petty Cash
20/01/2016	1st Response Fire Protection	30436	232.50		1180/Portacabin Heater
20/01/2016	Central Bedfordshire Council	30437	1,522.50		1196/Pav'n Man'ment Fee Jan
20/01/2016	DCK Beavers Ltd	30438	500.94		1179/Contract Accounting
20/01/2016	Colin Eaton	30439	45.77		1199/Vehicle Fuel
20/01/2016	Hertfordshire County Council	30440	269.16		1181/Janitorial Supplies
20/01/2016	Tim Miles	30441	600.00		1182/Grave Digging December
20/01/2016	Millenium Security Services	30442	60.00		1183/Alarm Callouts
20/01/2016	NALC	30443	30.00		1201/LCA Award Scheme
20/01/2016	FD Odell & Sons Ltd	30444	420.00		1184/Refuse Disposal Dec
20/01/2016	Stevenage Borough Council	30445	12.00		1202/Stevenage Mayors Charity
20/01/2016	T&E Seymour Electrical Install	30446	852.00		1186/S'Light Maint. Oct-Dec
20/01/2016	VFM Products Ltd	30447	316.08		1188/Grassline 10 Litre x 2
27/01/2016	Purchase Power	DDR010	50.22		Purchase Ledger Payment
27/01/2016	Chess Ltd	DDR9	300.00		1197-Chess ICT Support
29/01/2016	Chess Ltd	DDR11	27.00		1198/Telephony Support
29/01/2016	Chess Ltd	DDR12	202.51		1209/Telephone Bilis December
29/01/2016	British Gas DDR	DDR13	7.89		1195/Elec. 10.12.15-09.01.16
Total Payments			28,693.45		

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.	Ongoing. Christmas Lights contract currently under review. Tender process expected to happen during March and April 2016.
Meeting 1/2/16			
Sandy Green Wheel	62-(2015/16)	Resolved to invite representatives of Sandy Green Wheel to a meeting of the Council to update them on progress.	The CBC project officer position is currently vacant. In the interim Cliff Andrews of BRCC is continuing to deliver the project. He is able to come and provide an update for Council. Due to current work load this would be in April.
Replacement of sewage pumps at Jenkins Pavilion	(63-2015/16)	Resolved to agree the urgent replacement of sewage pumps.	Pump replacement has gone ahead. Invoice to be received prior to the end of March 2016.
Street Lighting	(65-15/16)	Resolved to replace the light column in Church Path as per engineer's advice.	Column scheduled to be replaced in March

SANDY TOWN COUNCIL
COMMITTEE: Policy, Finance and Resources
DATE: 14/03/2016
AUTHOR: Town Clerk
SUBJECT: Section 106 Uncommitted Funds

The following table details uncommitted Section 106 funds held by CBC with 'Spend By' dates.
 The table groups funding by spend category.

Category	Application No	Uncommitted (£)	Received	Spend By
Affordable Housing	CB/12/04342/FULL	5,826.00	19/07/2013	19/07/2023
	Category Total	5,826.00		
Cemeteries & Burial Grounds	CB/09/01047/FULL	10.00	02/09/2009	02/09/2019
Cemeteries & Burial Grounds	09/00580/FULL	37.00	30/03/2010	30/03/2020
Cemeteries & Burial Grounds	MB/09/00175/FULL	6.11	03/12/2010	03/12/2020
Cemeteries & Burial Grounds	CB/11/01074/FULL	4.00	12/01/2012	12/01/2022
Cemeteries & Burial Grounds	CB/01/01135/FULL	8.93	03/02/2012	02/02/2022
Cemeteries & Burial Grounds	CB/11/02281/FULL	6.00	25/10/2012	25/10/2022
Cemeteries & Burial Grounds	CB/10/03384/FULL	6.61	29/05/2013	29/05/2023
Cemeteries & Burial Grounds	CB/11/04140/FULL	8.31	05/08/2013	05/08/2023
Cemeteries & Burial Grounds	CB/12/02561/FULL	6.00	08/08/2013	08/08/2023
Cemeteries & Burial Grounds	CB/12/03230/FULL	16.00	13/09/2013	13/09/2023
Cemeteries & Burial Grounds	CB/13/00077/FULL	6.00	24/09/2013	24/09/2023
Cemeteries & Burial Grounds	CB/11/04422/FULL	18.00	21/10/2013	21/10/2023
Cemeteries & Burial Grounds	CB/13/00723/FULL	9.00	02/04/2014	02/04/2024
Cemeteries & Burial Grounds	CB/13/03251/FULL	6.00	28/04/2014	28/04/2024
Cemeteries & Burial Grounds	CB/12/03693/FULL	8.29	30/04/2014	30/04/2024
Cemeteries & Burial Grounds	CB/13/00723/FULL	24.00	30/05/2014	30/05/2024
Cemeteries & Burial Grounds	CB/11/03354/FULL	6.00	18/06/2014	18/06/2024
Cemeteries & Burial Grounds	CB/11/03169/OUT	280.16	17/10/2014	17/10/2024
Cemeteries & Burial Grounds	CB/10/04356/OUT	138.24	29/01/2015	29/01/2025

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Category	Application No	Uncommitted (£)	Received	Spend By
Cemeteries & Burial Grounds	CB/10/04356/OUT	138.24	23/07/2015	23/07/2025
Cemeteries & Burial Grounds	CB/124/00100/FULL	16.32	13/08/2015	13/08/2025
Cemeteries & Burial Grounds	CB/11/03169/OUT	282.89	21/12/2015	21/12/2025
	Category Total	1,042.10		
Countryside Rec Space & Green Infrastructure	CB/11/03354/FULL	1,268.99	18/06/2014	18/06/2024
Countryside Rec Space & Green Infrastructure	CB/11/03169/OUT	6,437.74	17/10/2014	17/10/2024
Countryside Rec Space & Green Infrastructure	CB/10/04356/OUT	30,195.63	23/01/2015	29/01/2025
Countryside Rec Space & Green Infrastructure	CB/10/04356/OUT	30,195.63	23/07/2015	23/07/2025
Countryside Rec Space & Green Infrastructure	CB/124/00100/FULL	3,378.86	13/08/2015	13/08/2025
Countryside Rec Space & Green Infrastructure	CB/11/03169/OUT	61,792.29	21/12/2015	21/12/2025
	Category Total	133,269.14		
Cycle Network	CB/09/01047/FULL	623.00	02/09/2009	02/09/2019
Cycle Network	MB/09/00175/FULL	180.30	03/12/2010	03/12/2020
Cycle Network	CB/10/01409/FULL	2,590.00	02/08/2011	01/02/2021
Cycle Network	CB/11/01074/FULL	253.00	12/01/2012	12/01/2022
Cycle Network	CB/01/01135/FULL	517.77	03/02/2012	02/02/2022
Cycle Network	CB/11/02281/FULL	370.00	25/10/2012	25/10/2022
Cycle Network	CB/10/03384/FULL	390.18	29/05/2013	29/05/2023
Cycle Network	CB/12/04342/FULL	1,176.00	19/07/2013	19/07/2023
Cycle Network	CB/11/04140/FULL	522.25	05/08/2013	05/08/2023
Cycle Network	CB/12/02561/FULL	370.00	08/08/2013	08/08/2023
Cycle Network	CB/12/03230/FULL	1,012.00	13/09/2013	13/09/2023
Cycle Network	CB/13/00077/FULL	370.00	24/09/2013	24/09/2023
Cycle Network	CB/11/04422/FULL	1,184.00	21/10/2013	21/10/2023
Cycle Network	CB/13/00723/FULL	623.00	02/04/2014	02/04/2024
Cycle Network	CB/13/03251/FULL	370.00	28/04/2014	28/04/2024
Cycle Network	CB/12/03693/FULL	510.25	30/04/2014	30/04/2024
Cycle Network	CB/13/00723/FULL	1,518.00	30/05/2014	30/05/2024
Cycle Network	CB/11/03354/FULL	371.66	18/06/2014	18/06/2024

Category	Application No	Uncommitted (£)	Received	Spend By
Cycle Network	CB/10/04356/OUT	9,514.06	23/07/2015	23/07/2025
Cycle Network	CB/124/00100/FULL	1,053.13	13/08/2015	13/08/2025
	Category Total	23,518.60		
Education - Children's Social Services	CB/09/01047/FULL	81.00	02/09/2009	02/09/2019
Education - Children's Social Services	CB/11/02281/FULL	161.00	25/10/2012	25/10/2022
Education - Children's Social Services	CB/10/03384/FULL	164.74	29/05/2013	29/05/2023
Education - Children's Social Services	CB/12/04342/FULL	512.00	19/07/2013	19/07/2023
Education - Children's Social Services	CB/11/04140/FULL	224.94	05/08/2013	05/08/2023
Education - Children's Social Services	CB/12/02561/FULL	161.91	08/08/2013	08/08/2023
Education - Children's Social Services	CB/12/03230/FULL	440.00	13/09/2013	13/09/2023
Education - Children's Social Services	CB/13/00077/FULL	161.00	24/09/2013	24/09/2023
Education - Children's Social Services	CB/13/00723/FULL	271.00	02/04/2014	02/04/2024
Education - Children's Social Services	CB/13/03251/FULL	161.00	28/04/2014	28/04/2024
Education - Children's Social Services	CB/12/03693/FULL	220.00	30/04/2014	30/04/2024
Education - Children's Social Services	CB/13/00723/FULL	660.00	30/05/2014	30/05/2024
Education - Children's Social Services	CB/11/03354/FULL	161.91	18/06/2014	18/06/2024
Education - Children's Social Services	CB/11/03169/OUT	14,557.30	17/10/2014	17/10/2024
Education - Children's Social Services	CB/124/00100/FULL	448.66	13/08/2015	13/08/2025
Education - Children's Social Services	CB/11/03169/OUT	14,775.94	21/12/2015	21/12/2025
	Category Total	33,162.40		
Education - Early Years	CB/10/01409/FULL	1,988.00	02/08/2011	01/02/2021
Education - Early Years	CB/11/03169/OUT	14,557.30	17/10/2014	17/10/2024
Education - Early Years	CB/10/04356/OUT	3,907.72	20/01/2015	29/01/2025
Education - Early Years	CB/10/04356/OUT	3,907.72	23/07/2015	23/07/2025
Education - Early Years	CB/11/03169/OUT	14,775.94	21/12/2015	21/12/2025
	Category Total	39,136.68		
Education Contribution	09/00580/FULL	632.00	30/03/2010	30/03/2020
Education Contribution	CB/10/04356/OUT	9,385.67	29/01/2015	29/01/2025
Education Contribution	CB/10/04356/OUT	9,385.67	23/07/2015	23/07/2025

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Category	Application No	Uncommitted (£)	Received	Spend By
Education Contribution	MB/08/02335/FULL	29,957.20	Unknown	Unknown
	Category Total	49,360.54		
Footpath Contribution	CB/11/03169/OUT	26,281.44	17/10/2014	17/10/2024
Footpath Contribution	CB/10/04356/OUT	5,000.00	31/07/2015	31/07/2025
Footpath Contribution	CB/11/03169/OUT	25,967.90	21/12/2015	21/12/2025
Footpaths and Cycleway	MB/04/00693/FULL	1,167.02	22/06/2007	Unknown
	Category Total	58,416.36		
Forest of Marston Vale	CB/13/00723/FULL	919.00	02/04/2014	02/04/2024
Forest of Marston Vale	CB/13/03251/FULL	545.00	28/04/2014	28/04/2024
Forest of Marston Vale	CB/12/03693/FULL	773.31	30/04/2014	30/04/2024
Forest of Marston Vale	CB/13/00723/FULL	2,238.00	30/05/2014	30/05/2024
Forest of Marston Vale	CB/11/03354/FULL	571.57	18/06/2014	18/06/2024
Forest of Marston Vale	CB/11/03169/OUT	27,628.53	17/10/2014	17/10/2024
Forest of Marston Vale	CB/10/04356/OUT	13,606.79	29/01/2015	29/01/2025
Forest of Marston Vale	CB/10/04356/OUT	13,606.79	23/07/2015	23/07/2025
Forest of Marston Vale	CB/124/00100/FULL	1,522.12	13/08/2015	13/08/2025
Forest of Marston Vale	CB/11/03169/OUT	27,844.92	21/12/2015	21/12/2025
	Category Total	89,256.03		
Healthcare Facilities	09/00580/FULL	6,352.00	30/03/2010	30/03/2020
Healthcare Facilities	MB/08/02335/FULL	5,042.80	Unknown	Unknown
	Category Total	11,394.80		
Indoor Sports & Leisure Centres	CB/11/03169/OUT	14,710.93	17/10/2014	17/10/2024
Indoor Sports & Leisure Centres	CB/11/03169/OUT	14,535.68	21/12/2015	21/12/2025
Indoor Sports & Leisure Centres	CB/124/00100/FULL	761.75	13/08/2015	13/08/2025
Indoor Sports & Leisure Centres	CB/10/04356/OUT	7,963.47	29/01/2015	29/01/2025
Indoor Sports & Leisure Centres	CB/10/04356/OUT	7,963.47	23/07/2015	23/07/2025
	Category Total	45,935.30		
Informal Open Space	CB/09/01047/FULL	310.00	02/09/2009	02/09/2019
Informal Open Space	CB/10/01409/FULL	1,163.38	02/08/2011	01/02/2021

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Category	Application No	Uncommitted (£)	Received	Spend By
Informal Open Space	MB/09/00175/FULL	187.48	03/12/2010	03/12/2020
Informal Open Space	CB/11/01074/FULL	108.00	12/01/2012	12/01/2022
Informal Open Space	CB/01/01135/FULL	281.38	03/02/2012	02/02/2022
Informal Open Space	CB/11/02281/FULL	158.00	25/10/2012	25/10/2022
Informal Open Space	CB/10/03384/FULL	174.02	29/05/2013	29/05/2023
Informal Open Space	CB/12/04342/FULL	503.88	19/07/2013	19/07/2023
Informal Open Space	CB/11/04140/FULL	224.25	05/08/2013	05/08/2023
Informal Open Space	CB/12/02561/FULL	160.50	08/08/2013	08/08/2023
Informal Open Space	CB/12/03230/FULL	432.00	13/09/2013	13/09/2023
Informal Open Space	CB/13/00077/FULL	158.00	24/09/2013	24/09/2023
Informal Open Space	CB/11/04422/FULL	532.00	21/10/2013	21/10/2023
Informal Open Space	CB/13/00723/FULL	266.00	02/04/2014	02/04/2024
Informal Open Space	CB/13/03251/FULL	158.00	28/04/2014	28/04/2024
Informal Open Space	CB/12/03693/FULL	223.91	30/04/2014	30/04/2024
Informal Open Space	CB/13/00723/FULL	648.00	30/05/2014	30/05/2024
Informal Open Space	CB/11/03354/FULL	165.70	18/06/2014	18/06/2024
Informal Open Space	CB/10/04356/OUT	4,554.25	23/07/2015	23/07/2025
Informal Open Space	CB/124/00100/FULL	440.72	13/08/2015	13/08/2025
	Category Total	10,849.47		
Mental Care	CB/09/01047/FULL	44.00	02/09/2009	02/09/2019
Mental Care	CB/10/01409/FULL	182.00	02/08/2011	01/02/2021
Mental Care	CB/11/01074/FULL	18.00	12/01/2012	12/01/2022
Mental Care	CB/01/01135/FULL	637.69	03/02/2012	02/02/2022
Mental Care	CB/11/02281/FULL	26.00	25/10/2012	25/10/2022
Mental Care	CB/10/03384/FULL	27.42	29/05/2013	29/05/2023
Mental Care	CB/12/04342/FULL	82.39	19/07/2013	19/07/2023
Mental Care	CB/11/04140/FULL	36.12	05/08/2013	05/08/2023
Mental Care	CB/12/02561/FULL	26.00	08/08/2013	08/08/2023
Mental Care	CB/12/03230/FULL	70.00	13/09/2013	13/09/2023

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Category	Application No	Uncommitted (£)	Received	Spend By
Mental Care	MB/09/00175/FULL	26.00	03/12/2010	03/12/2020
Mental Care	CB/13/00077/FULL	26.00	24/09/2013	24/09/2023
Mental Care	CB/11/04422/FULL	86.00	21/10/2013	21/10/2023
Mental Care	CB/13/00723/FULL	43.00	02/04/2014	02/04/2024
Mental Care	CB/13/03251/FULL	26.00	28/04/2014	28/04/2024
Mental Care	CB/12/03693/FULL	35.29	30/04/2014	30/04/2024
Mental Care	CB/13/00723/FULL	105.00	30/05/2014	30/05/2024
Mental Care	CB/11/03354/FULL	26.11	18/06/2014	18/06/2024
Mental Care	CB/11/03169/OUT	1,292.35	17/10/2014	17/10/2024
Mental Care	CB/10/04356/OUT	651.92	29/01/2015	29/01/2025
Mental Care	CB/10/04356/OUT	651.92	23/07/2015	23/07/2025
Mental Care	CB/124/00100/FULL	72.84	13/08/2015	13/08/2025
Mental Care	CB/11/03169/OUT	1,276.91	21/12/2015	21/12/2025
	Category Total	5,468.96		
Outdoor Sport	CB/10/03384/FULL	537.49	29/05/2013	29/05/2023
Outdoor Sport	CB/12/04342/FULL	1,555.51	19/07/2013	19/07/2023
Outdoor Sport	CB/11/04140/FULL	693.52	05/08/2013	05/08/2023
Outdoor Sport	CB/12/02561/FULL	495.74	08/08/2013	08/08/2023
Outdoor Sport	CB/12/03230/FULL	1,336.00	13/09/2013	13/09/2023
Outdoor Sport	CB/13/00077/FULL	488.00	24/09/2013	24/09/2023
Outdoor Sport	CB/11/04422/FULL	1,644.00	21/10/2013	21/10/2023
Outdoor Sport	CB/13/00723/FULL	822.00	02/04/2014	02/04/2024
Outdoor Sport	CB/13/03251/FULL	488.00	28/04/2014	28/04/2024
Outdoor Sport	CB/12/03693/FULL	692.46	30/04/2014	30/04/2024
Outdoor Sport	CB/13/00723/FULL	2,004.00	30/05/2014	30/05/2024
Outdoor Sport	CB/11/03354/FULL	511.79	18/06/2014	18/06/2024
Outdoor Sport	CB/11/03169/OUT	24,638.16	17/10/2014	17/10/2024
Outdoor Sport	CB/124/00100/FULL	1,362.97	13/08/2015	13/08/2025
Outdoor Sport	CB/11/03169/OUT	24,830.64	21/12/2015	21/12/2025

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Category	Application No	Uncommitted (£)	Received	Spend By
Outdoor Sports	CB/10/04356/OUT	16,603.09	29/01/2015	29/01/2025
Outdoor Sports	CB/10/04356/OUT	16,603.09	23/07/2015	23/07/2025
	Category Total	95,306.46		
Police Force	CB/11/01074/FULL	112.00	12/01/2012	12/01/2022
Police Force	CB/11/02281/FULL	164.00	25/10/2012	25/10/2022
Police Force	CB/10/03384/FULL	172.95	29/05/2013	29/05/2023
Police Force	CB/12/04342/FULL	512.00	19/07/2013	19/07/2023
Police Force	CB/11/04140/FULL	231.19	05/08/2013	05/08/2023
Police Force	CB/12/02561/FULL	164.00	08/08/2013	08/08/2023
Police Force	CB/12/03230/FULL	448.00	13/09/2013	13/09/2023
Police Force	CB/13/00077/FULL	164.00	24/09/2013	24/09/2023
Police Force	CB/11/04422/FULL	552.00	21/10/2013	21/10/2023
Police Force	CB/13/00723/FULL	276.00	02/04/2014	02/04/2024
Police Force	CB/13/03251/FULL	164.00	28/04/2014	28/04/2024
Police Force	CB/12/03693/FULL	225.88	30/04/2014	30/04/2024
Police Force	CB/13/00723/FULL	672.00	30/05/2014	30/05/2024
Police Force	CB/11/03354/FULL	164.73	18/06/2014	18/06/2024
Police Force	CB/11/03169/OUT	9,061.68	17/10/2014	17/10/2024
Police Force	CB/10/04356/OUT	4,217.15	29/01/2015	29/01/2025
Police Force	CB/10/04356/OUT	4,127.15	23/07/2015	23/07/2025
Police Force	CB/124/00100/FULL	466.21	13/08/2015	13/08/2025
Police Force	CB/11/03169/OUT	1,859.02	21/12/2015	21/12/2025
	Category Total	23,753.96		
Primary Care Buildings	CB/09/01047/FULL	685.00	02/09/2009	02/09/2019
Primary Care Buildings	CB/10/01409/FULL	2,464.00	02/08/2011	01/02/2021
Primary Care Buildings	CB/11/01074/FULL	241.00	12/01/2012	12/01/2022
Primary Care Buildings	CB/01/01135/FULL	566.30	03/02/2012	02/02/2022
Primary Care Buildings	CB/11/02281/FULL	352.00	25/10/2012	25/10/2022
Primary Care Buildings	CB/10/03384/FULL	371.20	29/05/2013	29/05/2023

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Category	Application No	Uncommitted (£)	Received	Spend By
Primary Care Buildings	CB/12/04342/FULL	1,524.25	19/07/2013	19/07/2023
Primary Care Buildings	CB/11/04140/FULL	806.08	05/08/2013	05/08/2023
Primary Care Buildings	CB/12/02561/FULL	352.00	08/08/2013	08/08/2023
Primary Care Buildings	CB/12/03230/FULL	1,562.00	13/09/2013	13/09/2023
Primary Care Buildings	CB/13/00077/FULL	352.00	24/09/2013	24/09/2023
Primary Care Buildings	CB/11/04422/FULL	1,184.00	21/10/2013	21/10/2023
Primary Care Buildings	CB/13/00723/FULL	592.00	02/04/2014	02/04/2024
Primary Care Buildings	CB/13/03251/FULL	352.00	28/04/2014	28/04/2024
Primary Care Buildings	CB/12/03693/FULL	787.56	30/04/2014	30/04/2024
Primary Care Buildings	CB/13/00723/FULL	2,343.00	30/05/2014	30/05/2024
Primary Care Buildings	CB/11/03354/FULL	353.58	18/06/2014	18/06/2024
Primary Care Buildings	CB/124/00100/FULL	351.73	13/08/2015	13/08/2025
Primary Care Buildings	CB/10/04356/OUT	9,045.49	29/01/2015	29/01/2025
Primary Care Buildings	CB/10/04356/OUT	9,045.49	23/07/2015	23/07/2025
Primary Care Buildings	CB/124/00100/FULL	1,625.49	13/08/2015	13/08/2025
Primary Care Buildings	CB/11/03169/OUT	20,451.34	21/12/2015	21/12/2025
Primary Care Buildings	MB/09/00175/FULL	406.00	03/12/2010	03/12/2020
	Category Total	55,813.51		
Primary Care Land & Building	CB/09/01047/FULL	253.00	02/09/2009	02/09/2019
Primary Care Land & Building	CB/10/01409/FULL	868.00	02/08/2011	01/02/2021
Primary Care Land & Building	CB/11/01074/FULL	85.00	12/01/2012	12/01/2022
Primary Care Land & Building	CB/01/01135/FULL	210.83	03/02/2012	02/02/2022
Primary Care Land & Building	CB/11/02281/FULL	124.00	25/10/2012	25/10/2022
Primary Care Land & Building	CB/10/03384/FULL	130.76	29/05/2013	29/05/2023
Primary Care Land & Building	CB/12/04342/FULL	394.80	19/07/2013	19/07/2023
Primary Care Land & Building	CB/11/04140/FULL	174.43	05/08/2013	05/08/2023
Primary Care Land & Building	CB/12/02561/FULL	124.00	08/08/2013	08/08/2023
Primary Care Land & Building	CB/12/03230/FULL	338.00	13/09/2013	13/09/2023
Primary Care Land & Building	CB/10/04356/OUT	3,178.14	23/07/2015	23/07/2025

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Category	Application No	Uncommitted (£)	Received	Spend By
Primary Care Land & Building	CB/13/00077/FULL	124.56	24/09/2013	24/09/2023
Primary Care Land & Building	CB/11/04422/FULL	416.00	21/10/2013	21/10/2023
Primary Care Land & Building	CB/13/00723/FULL	208.00	02/04/2014	02/04/2024
Primary Care Land & Building	CB/13/03251/FULL	124.00	28/04/2014	28/04/2024
Primary Care Land & Building	CB/12/03693/FULL	170.42	30/04/2014	30/04/2024
Primary Care Land & Building	CB/13/00723/FULL	507.00	30/05/2014	30/05/2024
Primary Care Land & Building	CB/11/03354/FULL	124.00	18/06/2014	18/06/2024
Primary Care Land & Building	CB/11/03169/OUT	7,617.55	17/10/2014	17/10/2024
Primary Care Land & Building	CB/11/03169/OUT	20,698.74	17/10/2014	17/10/2024
Primary Care Land & Building	CB/10/04356/OUT	3,178.14	29/01/2015	29/01/2025
Primary Care Land & Building	CB/11/03169/OUT	7,526.51	21/12/2015	21/12/2025
Primary Care Land & Building	MB/09/00175/FULL	150.00	Unknown	Unknown
	Category Total	46,725.88		
Public Art	CB/10/04078/FULL	2,274.09	20/03/2013	20/03/2018
	Category Total	2,274.09		
Public Transport Measure	CB/11/03169/OUT	7,004.65	17/10/2014	17/10/2024
Public Transport Measure	CB/11/03169/OUT	6,920.93	21/12/2015	21/12/2025
	Category Total	13,925.58		
Real Time Bus Information	CB/10/04078/FULL	745.00	20/03/2013	20/03/2018
	Category Total	745.00		
Recreational Open Space (Children's Play)	CB/10/01409/FULL	7,738.67	02/08/2011	01/02/2021
Recreational Open Space (Children's Play)	CB/11/02281/FULL	1,051.00	25/10/2012	25/10/2022
Recreational Open Space (Children's Play)	CB/10/03384/FULL	1,157.59	29/05/2013	29/05/2023
Recreational Open Space (Children's Play)	CB/12/04342/FULL	3,349.32	19/07/2013	19/07/2023
Recreational Open Space (Children's Play)	CB/11/04140/FULL	1,492.94	05/08/2013	05/08/2023
Recreational Open Space (Children's Play)	CB/12/02561/FULL	1,067.68	08/08/2013	08/08/2023
Recreational Open Space (Children's Play)	CB/12/03230/FULL	2,876.00	13/09/2013	13/09/2023
Recreational Open Space (Children's Play)	CB/13/00077/FULL	1,051.00	24/09/2013	24/09/2023
Recreational Open Space (Children's Play)	CB/11/04422/FULL	3,540.00	21/10/2013	21/10/2023

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Category	Application No	Uncommitted (£)	Received	Spend By
Recreational Open Space (Children's Play)	CB/11/01074/FULL	719.00	12/01/2012	12/01/2022
Recreational Open Space (Children's Play)	CB/13/00723/FULL	1,770.00	02/04/2014	02/04/2024
Recreational Open Space (Children's Play)	CB/13/03251/FULL	1,051.00	28/04/2014	28/04/2024
Recreational Open Space (Children's Play)	CB/12/03693/FULL	1,490.65	30/04/2014	30/04/2024
Recreational Open Space (Children's Play)	CB/13/00723/FULL	4,314.00	30/05/2014	30/05/2024
Recreational Open Space (Children's Play)	CB/11/03354/FULL	1,102.25	18/06/2014	18/06/2024
Recreational Open Space (Children's Play)	CB/11/03169/OUT	52,839.29	17/10/2014	17/10/2024
Play Area Contribution	CB/10/04356/OUT	15,771.00	31/07/2015	31/07/2025
Recreational Open Space (Children's Play)	CB/124/00100/FULL	2,934.06	13/08/2015	13/08/2025
Recreational Open Space (Children's Play)	CB/11/03169/OUT	53,253.15	21/12/2015	21/12/2025
Play Equipment	MB/04/00693/FULL	945.00	22/06/2007	Unknown
	Category Total	159,513.60		
Rights of Way	CB/14/02884/FULL	35,000.00	24/03/2015	24/03/2025
	Category Total	35,000.00		
Secondary Care	CB/09/01047/FULL	757.00	02/09/2009	02/09/2019
Secondary Care	CB/10/01409/FULL	3,143.00	02/08/2011	01/02/2021
Secondary Care	CB/11/01074/FULL	308.00	12/01/2012	12/01/2022
Secondary Care	CB/01/01135/FULL	628.43	03/02/2012	02/02/2022
Secondary Care	CB/11/02281/FULL	449.00	25/10/2012	25/10/2022
Secondary Care	CB/10/03384/FULL	473.49	29/05/2013	29/05/2023
Secondary Care	CB/12/04342/FULL	1,431.56	19/07/2013	19/07/2023
Secondary Care	CB/11/04140/FULL	634.75	05/08/2013	05/08/2023
Secondary Care	CB/12/02561/FULL	449.00	08/08/2013	08/08/2023
Secondary Care	CB/12/03230/FULL	1,230.00	13/09/2013	13/09/2023
Secondary Care	CB/13/00077/FULL	449.00	24/09/2013	24/09/2023
Secondary Care	CB/11/04422/FULL	1,514.00	21/10/2013	21/10/2023
Secondary Care	CB/13/00723/FULL	757.00	02/04/2014	02/04/2024
Secondary Care	CB/13/03251/FULL	449.00	28/04/2014	28/04/2024
Secondary Care	CB/12/03693/FULL	620.17	30/04/2014	30/04/2024

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Category	Application No	Uncommitted (£)	Received	Spend By
Secondary Care	MB/09/00175/FULL	449.00	03/12/2010	03/12/2020
Secondary Care	CB/13/00723/FULL	1,845.00	30/05/2014	30/05/2024
Secondary Care	CB/11/03354/FULL	451.00	18/06/2014	18/06/2024
Secondary Care	CB/11/03169/OUT	22,926.22	17/10/2014	17/10/2024
Secondary Care	CB/10/04356/OUT	11,571.70	29/01/2015	29/01/2025
Secondary Care	CB/10/04356/OUT	11,571.70	23/07/2015	23/07/2025
Secondary Care	CB/124/00100/FULL	1,280.00	13/08/2015	13/08/2025
Secondary Care	CB/11/03169/OUT	22,652.20	21/12/2015	21/12/2025
	Category Total	86,040.22		
Village and Community Halls	CB/09/01047/FULL	601.00	02/09/2009	02/09/2019
Village and Community Halls	09/00580/FULL	2,198.00	30/03/2010	30/03/2020
Village & Community Halls	MB/09/00175/FULL	357.00	03/12/2010	03/12/2020
Village and Community Halls	CB/10/01409/FULL	2,499.00	02/08/2011	01/02/2021
Village and Community Halls	CB/11/01074/FULL	244.00	12/01/2012	12/01/2022
Village and Community Halls	CB/01/01135/FULL	496.02	03/02/2012	02/02/2022
Village and Community Halls	CB/11/02281/FULL	357.00	25/10/2012	25/10/2022
Village and Community Halls	CB/10/03384/FULL	376.47	29/05/2013	29/05/2023
Village and Community Halls	CB/12/04342/FULL	1,138.83	19/07/2013	19/07/2023
Village and Community Halls	CB/11/04140/FULL	504.70	05/08/2013	05/08/2023
Village and Community Halls	CB/12/02561/FULL	357.00	08/08/2013	08/08/2023
Village and Community Halls	CB/12/03230/FULL	978.00	13/09/2013	13/09/2023
Village and Community Halls	CB/13/00077/FULL	357.00	24/09/2013	24/09/2023
Village and Community Halls	CB/11/04422/FULL	1,202.00	21/10/2013	21/10/2023
Village and Community Halls	CB/13/00723/FULL	601.00	02/04/2014	02/04/2024
Village and Community Halls	CB/13/03251/FULL	357.00	28/04/2014	28/04/2024
Village and Community Halls	CB/12/03693/FULL	493.11	30/04/2014	30/04/2024
Village and Community Halls	CB/13/00723/FULL	1,467.00	30/05/2014	30/05/2024
Village and Community Halls	CB/11/03354/FULL	358.60	18/06/2014	18/06/2024
Village and Community Halls	CB/11/03169/OUT	19,743.77	17/10/2014	17/10/2024

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Category	Application No	Uncommitted (£)	Received	Spend By
Village and Community Halls	CB/10/04356/OUT	9,188.10	29/01/2015	29/01/2025
Village and Community Halls	CB/10/04356/OUT	9,188.10	23/07/2015	23/07/2025
Village and Community Halls	CB/124/00100/FULL	1,017.75	13/08/2015	13/08/2025
Village and Community Halls	CB/11/03169/OUT	19,508.37	21/12/2015	21/12/2025
	Category Total	73,588.82		
Waste Collection & Recycling Houses	CB/124/00100/FULL	93.85	13/08/2015	13/08/2025
Waste Collection & Recycling Houses	CB/11/03169/OUT	1,859.02	21/12/2015	21/12/2025
	Category Total	1,952.87		
Welcome Information Packs	CB/12/04342/FULL	57.00	19/07/2013	19/07/2023
Welcome Information Packs	CB/12/03230/FULL	38.00	13/09/2013	13/09/2023
Welcome Information Packs	CB/13/00077/FULL	19.00	24/09/2013	24/09/2023
Welcome Information Packs	CB/11/04422/FULL	38.00	21/10/2013	21/10/2023
Welcome Information Packs	CB/13/00723/FULL	19.00	02/04/2014	02/04/2024
Welcome Information Packs	CB/13/03251/FULL	19.00	28/04/2014	28/04/2024
Welcome Information Packs	CB/12/03693/FULL	19.70	30/04/2014	30/04/2024
Welcome Information Packs	CB/13/00723/FULL	57.00	30/05/2014	30/05/2024
Welcome Information Packs	CB/11/03354/FULL	19.00	18/06/2014	18/06/2024
Welcome Information Packs	CB/11/03169/OUT	761.37	17/10/2014	17/10/2024
Welcome Information Packs	CB/10/04356/OUT	375.22	29/01/2015	29/01/2025
Welcome Information Packs	CB/10/04356/OUT	375.22	29/01/2015	29/01/2025
Welcome Information Packs	CB/10/04356/OUT	375.22	23/07/2015	23/07/2025
Welcome Information Packs	CB/124/00100/FULL	38.76	13/08/2015	13/08/2025
Welcome Information Packs	CB/11/03169/OUT	767.85	21/12/2015	21/12/2025
	Category Total	2,979.34		

Total 1,104,255.71

AGENDA ITEM 7

SANDY TOWN COUNCIL

COMMITTEE: Policy, Finance and Resources
DATE: 14 March 2016
AUTHOR: Town Clerk
SUBJECT: Sandy Football Club Section 106 Application

Summary

Sandy Football Club is looking for the Town Councils support in making an application for Section 106 funding under the 'Outdoor Sports' category. The funding is required to cover the costs of replacing goal posts at Bedford Road recreation ground due to the poor condition of the existing posts.

Information

Sandy Football club need to replace the heavy steel goal posts that have deteriorated in condition due to age, weather and various repairs over the years.

The club wishes to replace the posts with aluminium posts, rather than steel. Aluminium goal posts provide several benefits for the club and give better value for money over all. As well as having a lower purchase price they offer large cost savings as they can provide additional security and alleviate expensive goalpost recess areas. The posts are lightweight, durable, and they don't rust.

The goal posts need to be carried to and from the pitch each time they are used as they cannot be left up due to vandalism and damaged which has occurred in the past. Leaving the posts in permanently also encourages people to play in the goal mouths which can create extra wear on the pitch. Aluminium posts are particularly good as portable goals, in addition to being lighter and easier to move, aluminum goal posts have the added benefit of having tracks for net clips, allowing for fast and easy setup and breakdown.

Both goals would need to be replaced as both are in the same condition and new ones come in pairs.

There would be minor work needed to fit the sockets into the ground.

The club would require the goals for the start of the 2016/17 meaning purchase and installation of the posts prior to July 2016.

Sandy Football Club has a 35 lease for the football pitches and pavilion at Bedford Road Recreation Ground. Lease dated 2002.

The club has been pursuing grant options for some months but have been informed by the Bedfordshire Football Association and the Football Foundation that no funding was available to the club from either organisation. New goal posts are eligible for section 106 developers contribution funding.

Recommendation

That Sandy Town Council work with Sandy Football Club to complete an application for the release of developer contributions in the sum of £1,300 for the purchase of new goal posts.

That Sandy Town Council submit the application on behalf of the club as soon as possible.



Financial Briefing

F01E-16
29th January 2016

Update To Model Financial Regulations

Following feedback from NALC County Officers and Member Councils, and Legislative changes the Model Financial Regulations (MFRs) have been amended to take account of the following:

1. MFR 1.6 has been amended to provide for the possibility of disciplinary action in the event of breach of the Regulations, rather than a definitive statement as to gross misconduct
2. MFR 6.4 has been re-written to apply more generally than merely in respect of disclosable interests.
3. Incorporation of the specific requirements of The Public Contracts Regulations 2015 in MFR 11 (as explained in detail in LTN 87 and Legal Briefing L05-15 of January 2016).

My thanks are due to all who have contributed to the further refinement of the Regulations.

This briefing was issued by Derek Kemp, NALC's Audit and Accounts Advisor

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Sandy Town Council



Financial Regulations

August 2014

SANDY TOWN COUNCIL REVISED FINANCIAL REGULATIONS

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These Financial Regulations are to be considered for adoption by the Council at its Meeting on 11 August 2014

1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders¹ and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. **A breach of these Regulations by an employee is gross misconduct.**
Amend to: Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.
- 1.9. The RFO;
 - acts under the policy direction of the council;

¹ Model standing orders for councils are available in Local Councils Explained © 2013 National Association of Local Councils

- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and accounting control systems;
 - ensures the accounting control systems are observed;
 - maintains the accounting records of the council up to date in accordance with proper practices;
 - assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations².
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
 - a record of the assets and liabilities of the council; and
 - wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
 - measures to ensure that risk is properly managed.

² In England - Accounts and Audit (England) Regulations 2011/817

- 1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:
- setting the final budget or the precept (Council Tax Requirement);
 - approving accounting statements;
 - approving an annual governance statement;
 - borrowing;
 - writing off bad debts;
 - declaring eligibility for the power of well-being; and
 - addressing recommendations in any report from the internal or external auditors shall be a matter for the full council only.
- 1.14. In addition the council must:
- determine and keep under regular review the bank mandate for all council bank accounts;
 - approve any grant or a single commitment in excess of £5,000; and
 - in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant Committee in accordance with its terms of reference.
- 1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.
- In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils– a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC) or *Governance and Accountability for Local Councils in Wales - A Practitioners' Guide*, available from the websites of One Voice Wales (OVW) and SLCC as appropriate.

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate Guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Mayor or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion

be reported, including any exceptions, to and noted by the council Policy, Finance and Resources Committee.

- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
 - be competent and independent of the financial operations of the council;
 - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the council.
- 2.7. Internal or external auditors may not under any circumstances:
 - perform any operational duties for the council;
 - initiate or approve accounting transactions; or
 - direct the activities of any council employee, except to the extent those such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1. The council shall review its three year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of October each year including any proposals for revising the forecast.
- 3.2. The RFO must each year, by no later than November, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the council.
- 3.3. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
- the council for all items over £5,000;
 - a duly delegated committee of the council for items over £1,500; or
 - the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £1,500.

Such authority is to be evidenced by a Minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services,

- unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
 - 4.4. The salary budgets are to be reviewed at least annually by end of October for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
 - 4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,500. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.
 - 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
 - 4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
 - 4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of £500 or 15% of the budget.
 - 4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be reviewed annually for safety and efficiency.
- 5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, present the schedule to council or Policy, Finance and Resources Committee. The council / committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council or finance committee. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was approved.

- Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
 - 5.4. The RFO shall be responsible for the examination of invoices for arithmetical accuracy and analysis of them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council or Policy, Finance and Resources Committee Meeting.
 - 5.5. The Clerk/RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
 - a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk/RFO certifies that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council or Policy, Finance and Resources Committee;
 - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council or Policy, Finance and Resources Committee or
 - c) fund transfers within the councils banking arrangements up to the sum of £35,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council or Policy, Finance and Resources Committee.
 - 5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council [,or a duly authorised committee,] may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council or Policy, Finance and Resources Committee.
 - 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
 - 5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any Policy statement

approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.

- 5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of Council or Policy, Finance and Resources Committee.
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by three members of council or two members of council and countersigned by the Clerk in accordance with a resolution instructing that payment. If a member who is also a bank signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, that Councillor shall be required to consider Standing Orders, and thereby determine whether it is appropriate and/or permissible to be a signatory to the transaction in question.

Amend to;

Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by [one] two member[s] of council [,and countersigned by the Clerk,] in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.

- 6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the Policy, Finance and Resources Committee at the next convenient meeting.
- 6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable Direct Debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable Direct Debit shall be renewed by resolution of the council at least every two years.
- 6.8. If thought appropriate by the council, payment for certain items (principally Salaries) may be made by Banker's Standing Order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a Banker's Standing Order shall be renewed by resolution of the council at least every two years.
- 6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.
- 6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.

- 6.15. Where internet banking arrangements are made with any bank, the Clerk/RFO shall be appointed as the Service Administrator. The Bank Mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by two of the Clerk/RFO and a member. A programme of regular checks of standing data with suppliers will be followed.
- 6.18. Any Debit Card issued for use will be specifically restricted to the Clerk/RFO and will also be restricted to a single transaction maximum value of £1,000 unless authorised by council or finance committee in writing before any order is placed.
- 6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Policy, Finance and Resources Committee. Transactions and purchases made will be reported to the council and Policy Finance and Resources Committee and authority for topping-up shall be at the discretion of the council or Policy, Finance and Resources Committee.
- 6.20. Any corporate credit card or trade card account opened by the council shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.
- 6.21. The Clerk/RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
 - a) The RFO shall maintain as petty cash float of £250 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
 - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.

7. PAYMENT OF SALARIES

- 7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the council.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
 - a) by any councillor who can demonstrate a need to know;
 - b) by the internal auditor;
 - c) by the external auditor; or
 - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 7.8. Before employing interim staff the council must consider a full business case.

8. LOANS AND INVESTMENTS

- 8.1. All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for Borrowing Approval, and subsequent arrangements for the Loan shall only be approved by full council.

- 8.2. Any financial arrangement which does not require formal Borrowing Approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 8.3. The council will arrange with the council's Banks and Investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk or RFO.
- 8.4. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with council policy.
- 8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 8.6. All investments of money under the control of the council shall be in the name of the council.
- 8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. INCOME

- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3. The council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
- 9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the council.

- 9.8. The RFO shall be responsible for the prompt completion of any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below).

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the RFO.
- 10.3. All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.
- 10.4. A member may not issue an official order or make any contract on behalf of the council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the Minutes can record the power being used.

11. CONTRACTS

- 11.1. Procedures as to contracts are laid down as follows:
 - a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:

- i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - v. for additional audit work of the external Auditor up to an estimated value of £500 (in excess of this sum the Clerk /RFO shall act after consultation with the Mayor and Deputy Mayor of council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. Where it is intended to enter into a contract exceeding £60,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall invite tenders from at least three firms to be taken from the appropriate approved list.

Add in;

C. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time).

- c. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- d. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- e. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- f. If less than three tenders are received for contracts above £60,000 or if all the tenders are identical the council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.

- g. Any invitation to tender issued under this regulation shall be subject to Standing Order, ³ 18d, and shall refer to the terms of the Bribery Act 2010.
- h. When it is to enter into a contract of less than £60,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £250 the Clerk/RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
- i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.
- k. The European Union Procurement Directive shall apply and the terms of the Public Contracts Regulations 2006 and the Utilities Contracts Regulations 2006 including thresholds shall be followed.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

13. STORES AND EQUIPMENT

- 13.1.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

³ Based on Sandy Town Council standing order 2014

- 13.2. Delivery Notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. ASSETS, PROPERTIES AND ESTATES

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed [£250].
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law, In each case a Report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a Report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. Subject only to the limit set in Reg. 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a Report in writing shall be provided to council with a full business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. INSURANCE

- 15.1. Following the annual risk assessment (per Financial Regulation 17), the Clerk/RFO shall effect all insurances and negotiate all claims on the council's insurers.

- 15.2. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 15.3. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.
- 15.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

16. CHARITIES

- 16.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.

17. RISK MANAGEMENT

- 17.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 17.2. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 18.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these financial regulations.
- 18.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

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AGENDA ITEM 9

SANDY TOWN COUNCIL

COMMITTEE: Policy, Finance and Resources
DATE: 14 March 2016
AUTHOR: Town Clerk
SUBJECT: Tourist Information Road Sign Removal

Summary

Following the closure of the Tourist Information Office a request was put in to have the brown Tourist Information Road signs removed to stop confusion for visitors to the town. The cost for Amey to remove the road signs would be £254.56.

Information

There were originally 6 brown information signs directing people to the Sandy Tourist Information Centre. Following a request to Central Bedfordshire Council two of these signs were removed from the A1 by their asset Support Contractor (Amey).

Amey have advised CBC that the removal of the remaining signs would cost £254.56.

Consideration

CBC's traffic Management, Highways Team has asked whether the Council can meet this costs.

Members should note the Town Council was not involved in the placement of the signs.

Link A Ride

Cheryl Coverdale

Dear Mr Robson,

In reply to your letter dated 10th December and our grant application, we currently need funds to provide the following:

We have a new bus on order which will be hopefully be taking delivery on in the early spring. This will help us to offer more availability to residents within Central Bedfordshire. Last year we made over 200 trips for residents of Sandy who have difficulty in accessing public transport. Trips were made for therapy at The MS centre and Headway in Bedford, shopping, social visits, doctors and much more. As well as the cost of the vehicle itself there are driver hiring and training costs to cover.

We are in much need of a new computer system, as ours is currently on its last legs, and is very slow and prone to closing down when in the middle of bookings which can be very time consuming and frustrating for clients when they are trying to book transport.

We are also looking at promoting our service throughout Central Bedfordshire and raising our profile within the community, this has some cost implications with printing and advertising costs.

We held our own consultation back in October and received some valuable data which we can use to improve our service. This has also been passed on to Central Bedfordshire Council to be included in their transport survey.

I would welcome the opportunity to come along and have a chat and see how we can work more closely with yourselves and offer the service to more residents in Sandy.

Link-a-Ride is a non-profit making organization and provides a door to door community transport service for people living in Central Bedfordshire

All of our buses have tail lifts, which mean they are accessible for those with mobility problems or in wheelchairs

We can help with transport to shops, doctors, dentists, friends, hairdressers, clubs etc

I hope that the above gives you some more detailed information of our funding needs, hope that you may be able to help us.

All our staff are DBS checked and experienced in assisting clients with disabilities, and those who are elderly and vulnerable

Link-a-Ride membership is currently £10.00 per year, and there is a small charge of £1.50 per journey. As a member you are also able to take an escort with you for the same fee.

Bookings can be made up to seven days in advance. Bookings are taken between 9:00am and 12:00 midday with medical appointments being prioritised.

If you would like to know more, or would like a registration form please contact us on 01525 840511

Cheryl Coverdale

