

# Sandy Town Council

To: Cllrs N Aldis, P Blaine, J Hewitt, A M Hill, W Jackson, R Lock, C Osborne (Chair), M Pettitt, M Scott, and P Sharman  
c.c. A Gibson, T Knagg, S Sutton and N Thompson

You are hereby summoned to attend a meeting of the Policy, Finance and Resources Committee of Sandy Town Council to be held online on Monday 14<sup>th</sup> September 2020 commencing at 7.30pm.



Chris Robson  
Town Clerk  
10 Cambridge Road  
Sandy, SG19 1JE  
01767 681491  
8<sup>th</sup> September 2020

## Notes:

- (1) Due to the current Covid-19 Coronavirus situation, the Town Council will meet virtually via Zoom (<https://zoom.us/>) as permitted in The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("the 2020 Regulations").
- (2) Any Member of the public wishing to join the meeting is asked to contact the Clerk beforehand at **clerk@sandytowncouncil.gov.uk** to ascertain the Meeting ID and Password. Members of the public wishing to address the Council during the public participation part of the formal meeting must make the Chairman aware of their intention before the meeting starts.

## A G E N D A

### 1 Apologies for absence

### 2 Declarations of interest

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

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

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

# Sandy Town Council

## 3 Minutes of Previous Meeting

To consider the minutes of the Policy, Finance and Resources Committee held on Monday 3<sup>rd</sup> August 2020 and to approve them as a correct record of proceedings.

## 4 Public Participation Session

Members of the public may ask questions or make representations to the committee about items of business which are on the agenda.

## 5 Financial Reports

i) To consider a balance sheet and detailed financial report showing income and expenditure against the revenue budget for July 2020.

Appendix I

ii) To receive and note 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 Council Phone Contract

To receive and consider a report and recommendation on renewal of the Council's Telephone Contract.

Appendix IV

## 7 Council IT Support Contract

To receive and consider a report and recommendation on renewal of the Council's IT Contract.

Appendix V

## 8 Speed Indicator Signage

To receive and consider a report and recommendation on the purchase of a SID Sign.

Appendix VI

## 9 Section 106 Funds

To receive further information on skateparks and confirm whether the committee wish to make an application to commit available section 106 funding.

Appendix VII

## 10 Sport Clubs Charges 2020

To hear from the Clerk on a request received in relation to 2020/21 Sports Club Charges.

## 11 Metal Detector Policy

To review the Council's Metal Detector Policy.

Appendix VIII

# Sandy Town Council

**12 Chairman's Items**

**13 Date of Next Meeting**

Monday 26<sup>th</sup> October 2020

## AGENDA ITEM 5

## Sandy Town Council Current Year

10:19

## Detailed Balance Sheet - Excluding Stock Movement

Month 4 Date 31 July 2020

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<i>Current Assets</i>			
105	VAT Control	4,843	
200	Current Bank A/c	31,539	
201	Clerks Imprest A/c	107	
205	Capital a/c Santander	218,034	
206	Barclays Active Saver	196,890	
208	Public Sector Deposit Fund	205,245	
210	Petty Cash	350	
<b>Total Current Assets</b>			<b>657,008</b>
<i>Current Liabilities</i>			
501	Creditors Control	25,910	
510	Accruals	1,865	
515	PAYE/NI Control AC	3,558	
516	Superannuation Due	4,424	
<b>Total Current Liabilities</b>			<b>35,757</b>
<b>Net Current Assets</b>			<b>621,251</b>
<b>Total Assets less Current Liabilities</b>			<b>621,251</b>
<i>Represented by :-</i>			
300	Current Year Fund	93,868	
310	General Reserve	234,043	
315	Rolling Capital Fund	180,661	
321	Cemetery Development Reserve	23,028	
322	EMR Fallowfield	63,632	
323	EMR Community Funds	7,000	
324	EMR Elections	15,000	
326	EMR SAIT	1,020	
327	EMR Outdoor Gym Equip	3,000	
<b>Total Equity</b>			<b>621,251</b>

## Summary Income &amp; Expenditure by Budget Heading 31 July 2020

Month No: 4

## Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
401 Staff	Expenditure	20,888	84,021	304,625	220,604		220,604	27.6%
402 Administration-Office	Income	205	455	1,550	1,095			29.4%
	Expenditure	6,098	26,352	79,130	52,778		52,778	33.3%
	Movement to/(from) Gen Reserve	<u>(5,893)</u>	<u>(25,897)</u>					
403 Administration-Works	Expenditure	1,275	11,761	41,805	30,044		30,044	28.1%
405 Footway Lighting	Expenditure	983	2,272	15,750	13,478		13,478	14.4%
406 Cemetery & Churchyard	Income	2,304	8,403	25,000	16,597			33.6%
	Expenditure	314	3,521	11,000	7,479		7,479	32.0%
	Movement to/(from) Gen Reserve	<u>1,990</u>	<u>4,882</u>					
408 Town Centre (Including Market)	Income	0	0	428	428			0.0%
	Expenditure	1,859	8,174	18,418	10,244		10,244	44.4%
	Movement to/(from) Gen Reserve	<u>(1,859)</u>	<u>(8,174)</u>					
409 Public Toilets - Car Park	Expenditure	175	1,581	4,380	2,799		2,799	36.1%
500 Play Areas and Open Spaces	Income	0	0	1,100	1,100			0.0%
	Expenditure	251	459	1,800	1,341		1,341	25.5%
	Movement to/(from) Gen Reserve	<u>(251)</u>	<u>(459)</u>					
501 Sunderland Road Rec Ground	Income	0	0	1,239	1,239			0.0%
	Expenditure	4,473	10,998	29,987	18,989		18,989	36.7%
	Movement to/(from) Gen Reserve	<u>(4,473)</u>	<u>(10,998)</u>					
502 Nature Reserves	Income	0	0	2,650	2,650			0.0%
	Expenditure	40	70	13,900	13,830		13,830	0.5%
	Movement to/(from) Gen Reserve	<u>(40)</u>	<u>(70)</u>					
505 Grass Cutting	Expenditure	0	0	10,000	10,000		10,000	0.0%
506 Litter Bins, Seats & Shelters	Expenditure	0	0	1,000	1,000		1,000	0.0%
509 Christmas Lights	Income	0	0	500	500			0.0%
	Expenditure	0	0	16,650	16,650		16,650	0.0%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					
601 Precept and Interest	Income	8	297,638	596,768	299,130			49.9%
602 Democratic and Civic Costs	Income	0	1,427	0	(1,427)			0.0%
	Expenditure	352	3,341	17,490	14,149		14,149	19.1%
	Movement to/(from) Gen Reserve	<u>(352)</u>	<u>(1,914)</u>					
700 Capital and Projects	Income	3,000	25,920	19,903	(6,017)			130.2%
	Expenditure	3,911	87,425	83,203	(4,222)		(4,222)	105.1%
	Movement to/(from) Gen Reserve	<u>(911)</u>	<u>(61,505)</u>					

## Summary Income &amp; Expenditure by Budget Heading 31 July 2020

Month No: 4

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	5,517	333,843	649,138	315,295			51.4%
Expenditure	40,619	239,975	649,138	409,163	0	409,163	37.0%
Net Income over Expenditure	<u>(35,102)</u>	<u>93,868</u>	<u>0</u>	<u>(93,868)</u>			
Movement to/(from) Gen Reserve	<u>(35,102)</u>	<u>93,868</u>					

## Detailed Income &amp; Expenditure by Budget Heading 31 July 2020

Month No: 4

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>401 Staff</b>								
4001 Gross Salaries - Admin	9,323	37,292	121,000	83,708		83,708	30.8%	
4002 Gross Salaries - Works	6,690	26,790	109,500	82,710		82,710	24.5%	
4003 Employers NIC	1,259	4,982	19,250	14,268		14,268	25.9%	
4004 Employers Superannuation	3,617	14,468	53,000	38,532		38,532	27.3%	
4006 H&S Costs/Consultancy	0	0	600	600		600	0.0%	
4010 Miscellaneous Staff Costs	0	489	1,000	511		511	48.9%	
4030 Recruitment Advertising	0	0	275	275		275	0.0%	
Staff :- Indirect Expenditure	<b>20,888</b>	<b>84,021</b>	<b>304,625</b>	<b>220,604</b>	<b>0</b>	<b>220,604</b>	<b>27.6%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(20,888)</b>	<b>(84,021)</b>	<b>(304,625)</b>	<b>(220,604)</b>				
<b>402 Administration-Office</b>								
1003 Tourism Income	0	0	750	750			0.0%	
1201 Rent Received Etc	205	205	750	545			27.3%	
1202 Photocopying Income	0	0	50	50			0.0%	
1205 Miscellaneous Income	0	250	0	(250)			0.0%	
Administration-Office :- Income	<b>205</b>	<b>455</b>	<b>1,550</b>	<b>1,095</b>			<b>29.4%</b>	<b>0</b>
4008 Training	0	225	2,000	1,775		1,775	11.3%	
4009 Travel & Subsistence	0	0	200	200		200	0.0%	
4011 General Rates	0	3,369	6,770	3,402		3,402	49.8%	
4012 Water Rates	0	87	800	713		713	10.8%	
4014 Electricity	23	355	2,600	2,245		2,245	13.7%	
4015 Gas	25	(9)	1,300	1,309		1,309	(0.7%)	
4016 Cleaning Materials etc	114	352	1,250	898		898	28.1%	
4018 General Data Protection Regs	0	500	500	0		0	100.0%	
4020 Misc Establishment Costs	6	389	2,000	1,611		1,611	19.4%	
4021 Telephone & Fax	284	1,177	2,750	1,573		1,573	42.8%	
4022 Postage	0	585	1,200	615		615	48.8%	
4023 Printing & Stationery	357	464	1,500	1,036		1,036	30.9%	
4024 Subscriptions	35	2,375	3,150	775		775	75.4%	
4025 Insurance (excl vehicles)	1,654	6,421	19,500	13,079		13,079	32.9%	
4026 Photocopy Costs	638	1,678	4,160	2,482		2,482	40.3%	
4027 IT Costs incl Support	254	1,390	4,000	2,610		2,610	34.8%	
4028 Service Agreements (Other)	0	1,915	6,500	4,585		4,585	29.5%	
4035 Publications	0	42	100	58		58	42.3%	
4036 Property Maintenance/Security	97	1,537	4,000	2,463		2,463	38.4%	
4040 Equipment Purchases (Minor)	0	53	2,000	1,947		1,947	2.6%	
4050 Tourism Expenditure	0	0	400	400		400	0.0%	
4051 Bank Charges	38	160	550	390		390	29.1%	

## Detailed Income &amp; Expenditure by Budget Heading 31 July 2020

Month No: 4

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4056 Legal Expenses	1,782	1,782	2,500	718		718	71.3%	
4057 Audit Fees - External	0	0	1,300	1,300		1,300	0.0%	
4058 Audit Fees - Internal	415	415	900	485		485	46.1%	
4059 Accountancy Fees	375	1,071	7,000	5,929		5,929	15.3%	
4070 Refreshments	0	19	200	181		181	9.5%	
Administration-Office :- Indirect Expenditure	<b>6,098</b>	<b>26,352</b>	<b>79,130</b>	<b>52,778</b>	<b>0</b>	<b>52,778</b>	<b>33.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(5,893)</b>	<b>(25,897)</b>	<b>(77,580)</b>	<b>(51,683)</b>				
<b>403 Administration-Works</b>								
4005 Protective Clothing	22	326	1,300	974		974	25.1%	
4008 Training	0	0	1,950	1,950		1,950	0.0%	
4011 General Rates	0	935	1,855	920		920	50.4%	
4012 Water Rates	0	15	250	235		235	5.8%	
4014 Electricity	66	1,113	1,200	87		87	92.7%	
4017 Refuse Disposal	370	1,109	5,000	3,891		3,891	22.2%	
4036 Property Maintenance/Security	0	251	2,000	1,749		1,749	12.6%	
4038 Consumables/Small Tools	31	120	2,500	2,380		2,380	4.8%	
4039 Planting/Trees/Horticulture	31	3,308	6,250	2,942		2,942	52.9%	
4040 Equipment Purchases (Minor)	0	0	2,000	2,000		2,000	0.0%	
4042 Equipment/Vehicle Maintenance	323	624	5,000	4,376		4,376	12.5%	
4043 Equipment/Vehicle Fuel	433	1,440	3,500	2,060		2,060	41.1%	
4044 Vehicle Tax & Insurance	0	2,520	3,000	480		480	84.0%	
4045 Arboriculture	0	0	6,000	6,000		6,000	0.0%	
Administration-Works :- Indirect Expenditure	<b>1,275</b>	<b>11,761</b>	<b>41,805</b>	<b>30,044</b>	<b>0</b>	<b>30,044</b>	<b>28.1%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,275)</b>	<b>(11,761)</b>	<b>(41,805)</b>	<b>(30,044)</b>				
<b>405 Footway Lighting</b>								
4014 Electricity	583	1,872	5,750	3,878		3,878	32.6%	
4042 Equipment/Vehicle Maintenance	400	400	10,000	9,600		9,600	4.0%	
Footway Lighting :- Indirect Expenditure	<b>983</b>	<b>2,272</b>	<b>15,750</b>	<b>13,478</b>	<b>0</b>	<b>13,478</b>	<b>14.4%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(983)</b>	<b>(2,272)</b>	<b>(15,750)</b>	<b>(13,478)</b>				
<b>406 Cemetery &amp; Churchyard</b>								
1226 Burials/Memorials Income	2,304	8,403	25,000	16,597			33.6%	
Cemetery & Churchyard :- Income	<b>2,304</b>	<b>8,403</b>	<b>25,000</b>	<b>16,597</b>			<b>33.6%</b>	<b>0</b>
4011 General Rates	0	1,735	3,050	1,315		1,315	56.9%	
4012 Water Rates	0	31	200	169		169	15.7%	



## Detailed Income &amp; Expenditure by Budget Heading 31 July 2020

Month No: 4

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4036 Property Maintenance/Security	228	228	1,000	772		772	22.8%	
4037 Grounds Maintenance	85	85	900	815		815	9.5%	
4039 Planting/Trees/Horticulture	0	0	350	350		350	0.0%	
4101 Grave Digging Costs	0	1,440	5,500	4,060		4,060	26.2%	
<b>Cemetery &amp; Churchyard :- Indirect Expenditure</b>	<b>314</b>	<b>3,521</b>	<b>11,000</b>	<b>7,479</b>	<b>0</b>	<b>7,479</b>	<b>32.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>1,990</b>	<b>4,882</b>	<b>14,000</b>	<b>9,118</b>				
<b>408 Town Centre (Including Market)</b>								
1238 Other Income Car Park	0	0	428	428			0.0%	
<b>Town Centre (Including Market) :- Income</b>	<b>0</b>	<b>0</b>	<b>428</b>	<b>428</b>			<b>0.0%</b>	<b>0</b>
4011 General Rates	0	6,315	12,410	6,095		6,095	50.9%	
4036 Property Maintenance/Security	0	0	1,500	1,500		1,500	0.0%	
4053 Loan Interest	115	115	223	108		108	51.4%	
4054 Loan Capital Repaid	189	189	285	96		96	66.5%	
4100 CCTV Fees	1,555	1,555	4,000	2,445		2,445	38.9%	
<b>Town Centre (Including Market) :- Indirect Expenditure</b>	<b>1,859</b>	<b>8,174</b>	<b>18,418</b>	<b>10,244</b>	<b>0</b>	<b>10,244</b>	<b>44.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,859)</b>	<b>(8,174)</b>	<b>(17,990)</b>	<b>(9,816)</b>				
<b>409 Public Toilets - Car Park</b>								
4011 General Rates	0	923	1,880	957		957	49.1%	
4012 Water Rates	0	456	1,200	744		744	38.0%	
4014 Electricity	6	34	300	266		266	11.3%	
4036 Property Maintenance/Security	168	168	1,000	832		832	16.8%	
<b>Public Toilets - Car Park :- Indirect Expenditure</b>	<b>175</b>	<b>1,581</b>	<b>4,380</b>	<b>2,799</b>	<b>0</b>	<b>2,799</b>	<b>36.1%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(175)</b>	<b>(1,581)</b>	<b>(4,380)</b>	<b>(2,799)</b>				
<b>500 Play Areas and Open Spaces</b>								
1241 Sandy FC Rent	0	0	500	500			0.0%	
1251 Pitch Rental	0	0	600	600			0.0%	
<b>Play Areas and Open Spaces :- Income</b>	<b>0</b>	<b>0</b>	<b>1,100</b>	<b>1,100</b>			<b>0.0%</b>	<b>0</b>
4007 Health & Safety	0	520	400	(120)		(120)	129.9%	
4012 Water Rates	99	99	700	601		601	14.1%	
4014 Electricity	0	0	200	200		200	0.0%	
4036 Property Maintenance/Security	152	152	500	348		348	30.4%	
4037 Grounds Maintenance	0	0	2,500	2,500		2,500	0.0%	
4042 Equipment/Vehicle Maintenance	0	0	5,000	5,000		5,000	0.0%	
4971 Transfer from EMR	0	(311)	0	311		311	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 31 July 2020

Month No: 4

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4972 Transfer from EMR Fallowfield	0	0	(7,500)	(7,500)		(7,500)	0.0%	
Play Areas and Open Spaces :- Indirect Expenditure	<b>251</b>	<b>459</b>	<b>1,800</b>	<b>1,341</b>	<b>0</b>	<b>1,341</b>	<b>25.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(251)</b>	<b>(459)</b>	<b>(700)</b>	<b>(241)</b>				
<b>501 Sunderland Road Rec Ground</b>								
1201 Rent Received Etc	0	0	500	500			0.0%	
1253 Bowls Club Rental	0	0	447	447			0.0%	
1255 Cricket Club Rental	0	0	287	287			0.0%	
1256 Scouts ,ACF and SSLA	0	0	5	5			0.0%	
Sunderland Road Rec Ground :- Income	<b>0</b>	<b>0</b>	<b>1,239</b>	<b>1,239</b>			<b>0.0%</b>	<b>0</b>
4012 Water Rates	1,214	1,613	1,500	(113)		(113)	107.5%	
4014 Electricity	20	52	200	148		148	26.1%	
4036 Property Maintenance/Security	45	45	1,750	1,705		1,705	2.6%	
4046 Bowling Green - SBC	0	1,289	3,248	1,959		1,959	39.7%	
4047 Equipment Maintenance - SBC	754	947	2,639	1,692		1,692	35.9%	
4048 Cricket Square - SCC	341	878	2,606	1,728		1,728	33.7%	
4049 Equipment Maintenance - SCC	746	761	2,819	2,058		2,058	27.0%	
4060 Other Professional Fees	1,354	5,415	15,225	9,810		9,810	35.6%	
Sunderland Road Rec Ground :- Indirect Expenditure	<b>4,473</b>	<b>10,998</b>	<b>29,987</b>	<b>18,989</b>	<b>0</b>	<b>18,989</b>	<b>36.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(4,473)</b>	<b>(10,998)</b>	<b>(28,748)</b>	<b>(17,750)</b>				
<b>502 Nature Reserves</b>								
1306 Countryside Stewardship Grant	0	0	2,000	2,000			0.0%	
1307 Angling Licence Rent	0	0	650	650			0.0%	
Nature Reserves :- Income	<b>0</b>	<b>0</b>	<b>2,650</b>	<b>2,650</b>			<b>0.0%</b>	<b>0</b>
4037 Grounds Maintenance	40	70	1,500	1,430		1,430	4.7%	
4060 Other Professional Fees	0	0	10,400	10,400		10,400	0.0%	
4703 Sandy Green Wheel	0	0	2,000	2,000		2,000	0.0%	
Nature Reserves :- Indirect Expenditure	<b>40</b>	<b>70</b>	<b>13,900</b>	<b>13,830</b>	<b>0</b>	<b>13,830</b>	<b>0.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(40)</b>	<b>(70)</b>	<b>(11,250)</b>	<b>(11,180)</b>				
<b>505 Grass Cutting</b>								
4102 Grass Cutting	0	0	10,000	10,000		10,000	0.0%	
Grass Cutting :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>10,000</b>	<b>10,000</b>	<b>0</b>	<b>10,000</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(10,000)</b>	<b>(10,000)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31 July 2020

Month No: 4

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>506 Litter Bins, Seats &amp; Shelters</b>								
4042 Equipment/Vehicle Maintenance	0	0	1,000	1,000		1,000	0.0%	
Litter Bins, Seats & Shelters :- Indirect Expenditure	0	0	1,000	1,000	0	1,000	0.0%	0
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(1,000)</b>	<b>(1,000)</b>				
<b>509 Christmas Lights</b>								
1365 Christmas Lights	0	0	500	500			0.0%	
Christmas Lights :- Income	0	0	500	500			0.0%	0
4401 Christmas Illuminations	0	0	14,000	14,000		14,000	0.0%	
4402 Community Christmas Event	0	0	2,650	2,650		2,650	0.0%	
Christmas Lights :- Indirect Expenditure	0	0	16,650	16,650	0	16,650	0.0%	0
<b>Net Income over Expenditure</b>	<b>0</b>	<b>0</b>	<b>(16,150)</b>	<b>(16,150)</b>				
<b>601 Precept and Interest</b>								
1101 Precept	0	297,384	594,768	297,384			50.0%	
1320 Interest Received - All account	8	254	2,000	1,746			12.7%	
Precept and Interest :- Income	8	297,638	596,768	299,130			49.9%	0
<b>Net Income</b>	<b>8</b>	<b>297,638</b>	<b>596,768</b>	<b>299,130</b>				
<b>602 Democratic and Civic Costs</b>								
1245 Grants Received	0	1,200	0	(1,200)			0.0%	
1309 Misc Contributions	0	227	0	(227)			0.0%	
Democratic and Civic Costs :- Income	0	1,427	0	(1,427)				0
4020 Misc Establishment Costs	0	0	100	100		100	0.0%	
4033 Annual Report & Newsletter	242	484	3,000	2,516		2,516	16.1%	
4042 Equipment/Vehicle Maintenance	0	0	400	400		400	0.0%	
4200 Mayor's Allowance	0	50	2,200	2,150		2,150	2.3%	
4202 Members' Expenses (Conf etc)	0	0	500	500		500	0.0%	
4210 Election Costs	0	0	250	250		250	0.0%	
4701 Grants/Donations Paid	0	1,600	4,000	2,400		2,400	40.0%	
4702 Community Events Support	110	187	7,040	6,853		6,853	2.7%	
4921 Transfer to EMR	0	1,200	0	(1,200)		(1,200)	0.0%	
4971 Transfer from EMR	0	(180)	0	180		180	0.0%	
Democratic and Civic Costs :- Indirect Expenditure	352	3,341	17,490	14,149	0	14,149	19.1%	0
<b>Net Income over Expenditure</b>	<b>(352)</b>	<b>(1,914)</b>	<b>(17,490)</b>	<b>(15,576)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31 July 2020

Month No: 4

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>700 Capital and Projects</b>								
1153 Loan Interest Rec'd - INTERNAL	0	7,903	7,903	0			100.0%	
1154 Loan Capital Rec'd - INTERNAL	0	12,000	12,000	0			100.0%	
1245 Grants Received	3,000	3,000	0	(3,000)			0.0%	
1364 S106 Money Received	0	3,017	0	(3,017)			0.0%	
Capital and Projects :- Income	<b>3,000</b>	<b>25,920</b>	<b>19,903</b>	<b>(6,017)</b>			<b>130.2%</b>	<b>0</b>
4153 Loan Interest - INTERNAL	0	7,903	7,903	0		0	100.0%	
4154 Loan Capital - INTERNAL	0	12,000	12,000	0		0	100.0%	
4834 CAP - Machinery & Equipment	911	911	0	(911)		(911)	0.0%	
4835 CAP - CCTV	12,233	12,233	0	(12,233)		(12,233)	0.0%	
4915 Transfer to Rolling Capital Fd	0	51,300	51,300	0		0	100.0%	
4921 Transfer to EMR	3,000	6,017	0	(6,017)		(6,017)	0.0%	
4923 Internal Loan repaid to F'ild	0	12,000	12,000	0		0	100.0%	
4969 Transfer from Rolling Capital	(12,233)	(12,233)	0	12,233		12,233	0.0%	
4971 Transfer from EMR	0	(2,706)	0	2,706		2,706	0.0%	
Capital and Projects :- Indirect Expenditure	<b>3,911</b>	<b>87,425</b>	<b>83,203</b>	<b>(4,222)</b>	<b>0</b>	<b>(4,222)</b>	<b>105.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(911)</b>	<b>(61,505)</b>	<b>(63,300)</b>	<b>(1,795)</b>				
Grand Totals:- Income	<b>5,517</b>	<b>333,843</b>	<b>649,138</b>	<b>315,295</b>			<b>51.4%</b>	
Expenditure	<b>40,619</b>	<b>239,975</b>	<b>649,138</b>	<b>409,163</b>	<b>0</b>	<b>409,163</b>	<b>37.0%</b>	
<b>Net Income over Expenditure</b>	<b>(35,102)</b>	<b>93,868</b>	<b>0</b>	<b>(93,868)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>(35,102)</b>	<b>93,868</b>						

**Sandy Town Council**  
**Report to 31 July 2020**

General Notes

Attached are the summary income & expenditure report for month 1 to 31st July 2020.

This report shows a current year surplus of income over expenditure of £93,868.

The balance sheet shows that total funds available to the council are £621,251.

This is made up of the following -

Current Year Fund	£93,868
General Reserve Brought Forward	£234,043
Rolling Capital Fund	£180,661
Fallowfield Reserve	£63,632
Earmarked Community Funds	£7,000
Earmarked Elections	£15,000
Earmarked Mayors Donation to SAIT	£1,020
Cemetery Development Reserve	£23,028
Outdoor Gym - PCC Grant	£3,000
Total	£621,251

The percentage of budget if analysed evenly over the year to date is 33.3% but Members are reminded that income & expenditure rarely follows this pattern over the year.

**Balance Sheet Notes:**

1) PAYE and Pension contributions outstanding refer to July. Payments made to HMRC and LGPS in first week of August 2020.

Analysis by Cost Centre

**401            Staff**

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Expenditure is 27.6% of the annual budget.

4002 - Lower due to one member of staff on unpaid leave for four months.

4010 - Expenditure is high due to payroll support contract payment for 2020/21.

Cost centre is underspent as 2020/21 pay increases have not yet been applied. NALC Payscales increase of 2.75% has now been agreed and will be applied from September 2020 (backdated to April 2020)

**402            Administration**

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Expenditure is 32.0% of the annual budget.

1205 - Income from previously agreed sale of old market stands.

4011 - High due to payment of 50% of the annual general rates bill. Second half to be paid in September 2020.

4015 - Credit from Gazprom for April 2020 has resulted in underspend to date.

4018 - Full expenditure due to payment annual Data Protection Officer contract for 2020/21.

4021 - High expenditure is high for start of year due to additional technical support needed in setting up homeworking phone system as a result of COVID-19 homeworking guidance. New contract to be negotiated for October 2020. Savings anticipated based on quotes received.

4022 - High due expenditure balance top up of £513. Lease expenditure of £72 to date.

4024 - Subscription expenditure always appears high at the start of the year as annual suscriptions are paid in advance for the remainder of the 2020/21 financial year.

**Sandy Town Council**  
**Report to 31 July 2020**

Analysis by Cost Centre [Continued]

4026 - Quarterly lease charge paid on 3rd July to cover July to October period.

4027- High due to additional expenditure and support at start of COVID19 and during home working.

4035 - Purchase of planning guidance publication by Clerk.

4036 - High due to one off payment for annual alarm servicing and maintenance contract and Millennium Security keyholding.

4056 - High due to legal expenses incurred for renewal of SSLA lease. Invoice to be submitted to SSLA for part payment of legal costs incurred.

4058 - Payment for May 2020 internal audit. Further £415 expenditure to be incurred in November 2020 for interim audit.

**403 Works**

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Expenditure is 28.1% of the annual budget.

4011 - High due to payment of 50% of the annual general rates bill. Second half to be paid in September 2020.

4014 - Refers to charges up until 30 March 2020 (Underspend in 2019) Invoice not received until after March 30th. Meter readings submitted. Actual 2020/21 costs are £305.21. Accountants asked for advice on amending to reflect actual 2020/21 charge.

Accountants have said it should be left in budget line and highlight at budget setting process. Discussion ongoing.

4039 - High due to payment to plantscape for summer planting baskets and planters. Remaining budget to cover autumn planting.

4043 - Payment for red diesel delivery, expenditure usually reduces during winter months.

4044 - Payment of annual fleet insurance cover.

**405 Footway Lighting**

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Expenditure is 14.4% of the annual budget.

No Concerns

**406 Cemetery & Churchyard**

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Expenditure is 32.0% of the annual budget.

4011 - High due to payment of 50% of the annual general rates bill. Second half to be paid in September 2020.

**408 Town Centre (Incl. Market)**

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Expenditure is 44.4% of the annual budget

4011 - High due to payment of 50% of the annual general rates bill. Second half to be paid in September 2020.

4100 - CCTV fees incurred for annual service of new cameras and some additional initial set up requirements.

**409 Public Toilets - Car Park**

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Expenditure is 36.1%

4011 - High due to payment of 50% of the annual general rates bill. Second half to be paid in September 2020.

4012 - Meter readings provided. Charge based on estimate. Lower charge anticipated due to toilet closure during Covid19.

Analysis by Cost Centre [Continued]

**500          Play Areas and Open Spaces**

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Expenditure is 25.5% of the annual budget.

4007 - Spend incurred for annual ROSPA inspection of play parks. Cost for inspection has increased. Need to increase budget at 2021/22 budget setting.

**501          Sunderland Road Rec.**

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Expenditure is 36.7% of the annual budget.

4012 - Exceptional water bill received for Sunderland Road. Investigation ongoing, meter readings taken and usage to be reviewed. Anglian Water asked to investigate incase there is a leak.

4046 - High due to expenditure on seasonal works.

4047 - High due to expenditure on seasonal works.

4048 - High due to expenditure on seasonal works.

**502          Nature Reserves**

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Expenditure is 0.5% of the annual budget.

**505          Grass Cutting**

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Expenditure is 0.0% of annual budget.

**506          Litter Bins, Seats & Shelters**

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Expenditure is 0.0% of the annual budget.

**509          Christmas Lights**

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Expenditure is 0.0% of the annual budget.

Due to difficutly in holding an event this year discussions are ongoing as to what might be possible for the Christmas Light Switch on. Likely to be underspend in budget event budget line (4402)

**601          Precept and Interest**

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The first half of the precept £297,384 was received at the beginning of April 2020. Second half of precept received on 3rd September 2020.

**602          Democratic & Civic Costs**

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Expenditure is 17.1% of the annual budget.

1245 - £1,200 from Mayor's chairty to be donated to SAIT. 4921 shows transfer to SAIT EMR.

1309 - Donations from Sandy Guild & CBC Cllr Stock for the purchase of litter picks for Sandy Wombles and community events.

4702 - £250 expenditure to be allocated to the budget from best Kept Gardens and Green Wheel Celebration fortnight.

4921 - Transfer of Mayors £1,200 donation to SAIT to EMR (See balance sheet)

4971 - £180 transferred from grants to SAIT EMR representing withdrawls made at that point.  
Additional £120 to be transferred.

## Sandy Town Council Current Year

Time: 14:12

## Current Bank A/c

## List of Payments made between 05/08/2020 and 05/08/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/08/2020	1st Response Fire Protection &	32042	298.44		1382-Overpayment
05/08/2020	ADT Fire & Security Plc	32043	16,440.73		1331-Install Curcuit TV system
05/08/2020	Anglian Water Business Ltd. (N	32044	98.57		1336-Water 14.04.20-13.07.20
05/08/2020	Anglian Water Business Ltd. (N	32045	1,214.09		1335-Water 14.04.20-13.07.20
05/08/2020	BCW Office Products	32046	567.60		1337-Village green sign
05/08/2020	Bedfordshire & River Ivel I D	32047	39.69		1339-agricultural dain rates
05/08/2020	Sandy Town Bowls Club	32048	24.17		1357-Mower fuel
05/08/2020	CHRISTOPHER ROBSON	32049	63.97		1353-Reimburse for PPE
05/08/2020	Sandy Cricket Club	32050	21.04		1355-Cricket club petrol
05/08/2020	DCK Accounting Solutions Ltd	32051	450.30		1340-Contract work
05/08/2020	Atlantic Autos	32052	387.19		1344-Invt. non starting issue
05/08/2020	Hertfordshire County Council	32053	57.44		1345-Sanitizers+misc stationer
05/08/2020	Howardson Ltd	32054	894.74		1346-Blade, spacer rubber.
05/08/2020	The Lion Press	32055	92.40		1363-A4 Correx signs
05/08/2020	Tim Miles	32056	480.00		1347-Grave digging
05/08/2020	FD Odell & Sons Ltd	32057	443.70		1348-Mixed waste
05/08/2020	Rialtas Business Solutions Ltd	32058	807.60		Purchase Ledger Payment
05/08/2020	Rosetta Publishing	32059	290.40		1349-Debs Bulletin August
05/08/2020	R T Machinery Ltd	32060	1,092.67		1354-Roller mower
05/08/2020	Mr M Scott	32061	8.50		1356-Mixed baytree
05/08/2020	Shaw & Sons Ltd	32062	211.20		1358-Register of memorial
05/08/2020	Agrovista UK Ltd	32063	368.42		1333-Aquaazorb liquid
05/08/2020	Team Flitwick	32064	258.30		1360-Packed gas oil
05/08/2020	T&J Seymour Electrical Install	32065	480.00		1359-1st Qtr street light main
05/08/2020	Woodfines LLP	32066	2,134.40		1362-Prof fee-Land off Engayne
<b>Total Payments</b>			<b>27,225.56</b>		



**SANDY TOWN COUNCIL****DATE:** 14 September 2020**AUTHOR:** Town Clerk/Administration Team Leader**SUBJECT:** Telephone Contract**1. Summary**

- 1.1 Sandy Town Council has a contract with its current communications provider Chess ICT for the provision of internet, phone handsets, talk minutes and support. The contract is up for renewal in November 2020 and as such the Administration Team Leader has obtained three quotes for Members' consideration.
- 1.2 Members are asked to consider the quotations provided and the recommendation on selecting a preferred quote.

**2. Current Contract**

- 2.1 The Council has a 2020/21 telephone budget of £2,750. The Council has incurred additional expenses in 2020/21 due to the need for technical support in adapting to restrictions put in place by Covid19.
- 2.2 The Council is reaching the end of a 36-month contract with its current provider for its broadband, analogue line, 7 telephone handsets, softphone and mobile app, 2000 UK Local and National minutes and 500 UK Mobile minutes.
- 2.3 The administration team is looking to reduce monthly costs while ensuring softphone is still available should incidents like COVID19 occur when homeworking becomes required.

**3. Quotations Received**

- 3.1 The tables below summarise the four quotations received for telephone/internet provision and user support.

<b>Company A</b>	<b>Option 1</b>
Hardware & Call Inclusive Bundle – including softphone (Cloudya) and mobile app, x2500 UK Local and National minutes, x2000 UK Mobile minutes	£139.93
7 Yealink or Polycom Handsets and USB Headsets	
Broadband FTTC 80:20 Unlimited (upgrade from 40:10) and required analogue lines	£63.97
<b>Total Monthly Cost</b>	<b>£203.90</b>
<b>Total Annual Cost</b>	<b>£2,446.80</b>
<b>Revenue Budget Saving</b>	<b>£303.20</b>
<b>Total Cost of contract over 3 years</b>	<b>£7,340.40</b>

<b>Company A</b>	<b>Option 2</b>
Including softphone (Cloudya) and mobile app, x2500 UK Local and National minutes, x2000 UK Mobile minutes	£129.43
Use existing hardware	
Broadband FTTC 80:20 Unlimited (upgrade from 40:10) and required analogue lines	£63.97
<b>Total Monthly Cost</b>	<b>£193.40</b>
<b>Total Annual Cost</b>	<b>£2,320.80</b>
<b>Revenue Budget Saving</b>	<b>£429.20</b>
<b>Total Cost of contract over 3 years</b>	<b>£6,962.40</b>

<b>Company B</b>	
7 Comms premium (6-24 users) Includes all calls to landlines and mobiles, does not include calls to premium numbers	£111.93
Business Fibre Unlimited	£55.00
<b>Total Monthly Cost</b>	<b>£166.93</b>
<b>Total Annual Cost</b>	<b>£2,003.16</b>
<b>Revenue Budget Saving</b>	<b>£746.84</b>
<b>Additional 2020/21 Capital Cost</b>	
7 Cloud Phones;  Yealink T46s VoIP/SIP Handset Phone or Jabra Biz 2300 USB MS Mono (headset) or Jabra usb handset 450	£979.93
Training and setup of phone system	£900.00
<b>Total Capital Cost</b>	<b>£1,879.93</b>
<b>Total Cost of contract over 3 years</b>	<b>£7,889.41</b>

<b>Company C</b>	
Gamma Coverage FTTC unlimited (36 months)	£59.80
7 x User Support Standard Connection, Maintenance, Fraud Protection, Voicemail, Call forwarding, hold music, auto attendant, 1000 minutes to mobiles and 1000 minutes to 01/02/03 numbers	£111.65
<b>Total Monthly Cost</b>	<b>£171.45</b>
<b>Total Annual Cost</b>	<b>£2,057.40</b>
<b>Revenue Budget Saving</b>	<b>£692.60</b>
<b>Additional 2020/21 Capital Cost</b>	
7 x Polycom VVX 411 Hardware Incentive	£350.00
1 half day training session *Estimate*	£276.25
<b>Total Capital Cost</b>	<b>£626.25</b>
<b>Total Cost of contract over 3 years</b>	<b>£6,798.45</b>

<b>Company D</b>	
Retain existing main number on new Cloud Platform and apply internal extension numbers	3.50
Call Plan – 1000 UK Landline and 1000 Mobile each month	22.50
Cloud Voice Solution with 7 users 7 X T46 Yealink Handsets	57.75
Cloud Voice Lease – online portal to administer changes.	28.70
New line & Broadband with 4G backup	47.00
<b>Total Monthly Cost</b>	<b>£159.45</b>
<b>Total Annual Cost</b>	<b>£1,913.40</b>
<b>Revenue Budget Saving</b>	<b>£836.60</b>
<b>Total Cost of contract over 3 years</b>	<b>£5,740.20</b>

#### 4. Recommendation

- 4.1 It is recommended that the committee approve the quotation from company D, for a 3-year contract for the provision of the Council's telephonic communications and internet line.
- 4.2 Company D, which is a large national company provides the greatest opportunity for a revenue saving in 2021/22 whilst still providing the Council with the facilities it needs.

**SANDY TOWN COUNCIL****DATE:** 14 September 2020**AUTHOR:** Town Clerk/Administration Team Leader**SUBJECT:** IT Provision and Support Contract**1. Summary**

- 1.1 Sandy Town Council has a contract with its current IT provider Chess ICT for the IT support including the provision of Microsoft 365 business, email domains, IT user and server support.
- 1.2 The 36-month contract is due to end in November and Members are asked to consider the quotations provided and the recommendation on selecting a preferred quote for a further 36-month period.

**2. Current Contract**

- 2.1 The Council has a 2020/21 IT cost including support budget of £4,000. The Council has incurred additional expenses in 2020/21 due to the need for technical support in adapting to restrictions put in place by Covid19. However, it is not anticipated that there will be an overspend at year end. The Council previously reduced its IT budget from £5,500 following the last contract review and renewal.

**3. Quotations Received**

- 3.1 The tables below summarise the three quotations received for the provision and support of the Council's telephones.

<b>Company A</b>	
<b>Monthly Revenue Cost</b>	
Microsoft 365 Business Standard for 7 users	£65.80
User support for 7 units – 8am to 6pm Monday to Friday – Monthly Plan	£160.44
Server support – Teir 1 AD, HyperVisor, Print Server, Wifi controller, Backup – 8am to 6pm Monday to Friday – Monthly Plan	£36.67
<b>Total Monthly Cost</b>	<b>£262.91</b>
<b>Total Annual Cost</b>	<b>£3,154.92</b>
<b>Total Cost of contract over 3 years</b>	<b>£9,464.76</b>
<b>Optional Items</b>	
Upgrading two Windows 7 Computers with new PCs (no longer supported)	£990.00
On site installation and setup of new Windows 10 PCs	£380.00
Migrate file shares to sharepoint and onedrive (move from the current server to cloud based storage)	£750.00
15 X Small Business Essentials – Office 365 for Cllrs (Cllr email address)	£59.25 PCM

<b>Company B</b>	
<b>Monthly Revenue Cost</b>	
Microsoft 365 Business Standard for 7 users	£69.30
Enterprise Mobility + Security E5	£90.65
Websecure Premium	£79.20
User IT Support	£140.00
Datasafe Cloud 4 x SharePoint Libraries	£42.00
15 X Small Business Essentials – Office 365 for Cllrs (Cllr email addresses)	£59.25
<b>Total Monthly Cost</b>	<b>£480.40</b>
<b>Total Annual Cost</b>	<b>£5,764.80</b>
<b>2020/21 Capital Cost</b>	
SharePoint Migration - Migration of data from server to SharePoint - Setup of access	£675.00
Council best Practice Setup - Architect solution with senior management for council - Setup of Teams (Microsoft) - Setup of applications (Planner, Forms)	£675.00
Training 4 X Training sessions - Management/Team Leads - All Staff - Councillors - 365 best practices	£900.00
Onsite Setup and configuration - Installation of security applications on PCs - Re-join of PCs to Azure AD - Setup security policies	£900.00
10 Hours PrePaid support for Councillors 2 Year Expiry 100% discount applied for new councils	£0.00
UAP-AC-LITE UniFi Gen2 Dual-Band Wifi	£95.00
<b>Total Capital Cost</b>	<b>£3,245.00</b>
<b>Total Cost of contract over 3 years</b>	<b>£20,539.40</b>
<b>Optional Items</b>	
Upgrading two Windows 7 Computers with new PCs (no longer supported)	£970.00

**Notes on Company B**

Company B focuses on purely Cloud based IT support and would not be looking to support the Council's existing IT server. Instead they would migrate the Council's IT to cloud based storage. This company is a smaller company with a focus on training and increasing use of Office 365 shared working across organisations, in the case of a council this would be across staff and councillors.

<b>Company C</b>	
<b>Option 1</b>	
7 x User support total care and security	£216.42
1 x Server support	£50.00
Microsoft 365 Business Standard for 7 users	£65.80
Backup users (1-10)	£59.90
<b>Total Monthly Cost</b>	<b>£392.12</b>
<b>Total Annual Cost</b>	<b>£4,705.44</b>
<b>Total Cost of contract over 3 years</b>	<b>£14,116.32</b>
<b>Optional Items</b>	
Files to Go (one month) Office 365 migration tool	£150
15 X Small Business Essentials – Office 365 for Cllrs (Cllr email address)	£59.25 PCM

#### 4. Recommendation

- 4.1 It is recommended that the committee approve the quotation from company A for a 3-year contract for the provision of the Council's IT provision and support. Company A provides the Council with the current server and user IT support it needs and offers future options for migrating to a cloud-based system.

Company A also provides the Council with the option to get Councillors their own office 365 accounts, providing sandytowncouncil.gov.uk emails addresses and office tools if considered necessary. Specific training on Office 365 and how it could be used by Councillors and staff can be brought in separately if required and funded from the Council's training budget.

- 4.2 It is recommended that the Council accept company A's quote for two new Windows 10 PCs at a cost of £990.00 from the 2020/21 Rolling Capital Fund. This will bring all council computers up to date with Windows 10 machines.
- 4.3 It is recommended that a further report and information be considered by the Human Resources committee on the potential of Microsoft 365 user accounts for Councillors.

**SANDY TOWN COUNCIL**

**DATE:** 14 September 2020  
**AUTHOR:** Town Clerk/Administration Team Leader  
**SUBJECT:** Speed Indicator Signage

**1. Summary**

- 1.1 A motion was agreed by the Full Council that Sandy Town Council purchase a portable solar powered Speed Indicator Display (SID) for use at key points in Sandy. It was felt that any sign should include the ability to record data so it could be used to understand levels of speeding and used as an evidence base when discussing speeding with Central Bedfordshire Council Highways.
- 1.2 The following report provides three quotations for Members’ consideration and outlines the steps required to get signs installed.

**2. Process**




- 2.1 The following outlines the steps required to be taken;
  - 1) PFR committee to approve sign type, quotation and purchase of chosen sign.
  - 2) Clerk to send details of chosen sign to CBC highways and identify two initial location areas and potential lampposts for signage, one on Bedford Road and one on Sunderland Road where the majority of speeding complaints are located.
  - 3) CSE committee to approve proposed locations of signs, frequency of data collection and time period at locations.
  - 4) Clerk to place order for chosen sign and arrange installation.

**3. Quotations**




- 3.1 There are three types of speed indicator signs;




3.2 The following quotations have been received for SID signs which include data recording;

<b>Company A</b>	
<b>Option 1</b>	
<ul style="list-style-type: none"> <li>• Red/Amber/Green LED Speed Limit Sign Display</li> <li>• Displays over limit Vehicle Speeds and a Smiley or Sad Face</li> <li>• Trigger Speed can be set between 5-75Mph</li> <li>• Data capture records</li> <li>• Display Time: 0-7.5secs</li> <li>• Operating Range: 90metres Fully waterproof</li> <li>• Dimensions: (700 x 430 x110)</li> </ul> <p>Includes:</p> <ul style="list-style-type: none"> <li>• Fixing brackets</li> <li>• 2 X batteries, 80w Solar panel</li> <li>• USB Cable for data download</li> <li>• 5-year warranty</li> </ul>	
<b>Cost (Ex. VAT) £2,856.00</b>	
<b>Option 2</b>	
<p>Fixed Speed Sign (SLR)</p> <p>All inclusions and specifications are the same as the above.</p>	
<b>Cost (Ex. VAT) £2,856.00</b>	
<b>Option 3</b>	
<p>Smiley Solar (SID) :-</p> <ul style="list-style-type: none"> <li>• Smiley Activated Message with Solar Power/Data Capture</li> <li>• All inclusions and specifications are the same as the above.</li> </ul>	
<b>Cost (Ex. VAT) £2,856.00</b>	



<b>Company B</b>	
<b>Option 1</b>	
<p>Your Speed is...</p> <ul style="list-style-type: none"> <li>• Sign showing vehicle speed and displaying 'Slow Down' message when vehicles exceed set limit.</li> <li>• 740 x 450mm</li> <li>• Plug and Play battery changeover</li> <li>• Easy access USB port for data downloading</li> <li>• Test switches</li> <li>• Green thank you message when vehicles are below the fixed speed</li> <li>• Fixing Clamp</li> </ul>	
<b>Cost (Ex. VAT) £2,535.00</b>	
<b>Option 2</b>	
<p>Fixed Speed Sign...</p> <ul style="list-style-type: none"> <li>• Legal road speed is set in the red circle, if a vehicle exceeds the speed limit a 'Slow Down' message is shown</li> <li>• 740 x 450mm</li> <li>• Plug and Play battery changeover</li> <li>• Easy access USB port for data downloading</li> <li>• Test switches</li> <li>• Green thank you message when vehicles are below the fixed speed</li> <li>• Fixing Clamp</li> </ul>	
<b>Cost (Ex. VAT) £2,095.00</b>	
<b>Option 3</b>	
<p>Variation of the <i>Your Speed Is</i> sign. Orientation of sign moved from portrait to landscape. The speed display is set in the left-hand side of the sign and either a green SMILEY face is shown when vehicles are below the speed limit or a red sad face when vehicles are above the speed limit.</p> <ul style="list-style-type: none"> <li>• 740 x 540mm</li> <li>• Plug and Play battery changeover</li> <li>• Easy access USB port for data downloading</li> <li>• Test switches</li> <li>• Green thank you message when vehicles are below the fixed speed</li> <li>• Fixing Clamp</li> </ul>	 <p>Weight Sign 12kg 20ah battery 1kg 40ah battery 2 kg</p>
<b>Cost (Ex. VAT) £2,755.00</b>	

<b>Company C</b>	
<b>Option 1</b>	
Portable Speed Indicator Device (SID) <ul style="list-style-type: none"> <li>• SLOW DOWN Legend beneath,</li> <li>• battery powered complete with spare acid battery</li> <li>• 'intelligent' charger</li> <li>• sign cover</li> <li>• bracket set</li> </ul>	
<b>Cost (Ex. VAT)</b>	
<b>£2,800.00</b>	
<b>Option 2</b>	
Portable Speed Indicator Device (SID) with Smiley / Angry Face beneath, <ul style="list-style-type: none"> <li>• battery powered complete with spare acid battery</li> <li>• 'intelligent' charger</li> <li>• sign cover</li> <li>• bracket</li> </ul>	
<b>Cost (Ex. VAT)</b>	
<b>£2,900.00</b>	
<b>Option 3</b>	
Portable Speed Indicator Device (SID) with Thank You / Slow Down Legend beneath <ul style="list-style-type: none"> <li>• battery powered complete with spare acid battery</li> <li>• 'intelligent' charger</li> <li>• sign cover</li> <li>• bracket set</li> </ul>	
<b>Cost (Ex. VAT)</b>	
<b>£3,175.00</b>	
<b>Additional Cost for Date Recording</b>	
<b>£250.00</b>	
<b>Additional Cost for Solar Panel</b>	
<b>£615.00</b>	

**4. Data Collection**

- 4.1 The signs can record the speed and time of a vehicle, but no further information such as registration plates. The sign display can be turned off while it continues to collect data if necessary. This would allow the council to establish whether the signs were having an impact when the display was active.
- 4.2 Data can be downloaded to a laptop via a USB. A PDF or Excel report will be generated with all available data. The data is not automatically deleted after a certain period but should be downloaded at regular intervals.

**5. Installation and Requirements**

- 5.1 Portable signs are battery powered, with a battery lasting for approximately 40,000 triggers (one company quoted two weeks). Batteries provided are rechargeable and take 12 hours to charge. A solar power panel can extend the life of the battery before the need to change it.

- 5.2 Signs can be fixed to lampposts or if a suitably located lamppost is not available a supporting post can be installed. Posts cost approximately £130. Signs are fixed on to the posts using a bracket and security bolts. The signs can be unbolted and relocated as required. The relocation of the solar power box can be more time consuming and if a sign is to be moved regularly it may be better to rely on battery power.
- 5.3 Highways approval needs to be given for the placement of a sign and Blunham Parish Council have confirmed that they agreed a number of locations with CBC's Paul Salmon and move the sign every few weeks.

## **6. Recommendation**

- 6.1 It is recommended that the Council go with the quotation from Company A for a sign of its preference with data recording. Although Company A's costs are higher than Company B, Company A contacted the Clerk in person to provide details and assurances on the signs and explain the process involved. Company B was able to provide details of other Councils they have provided signs for.
- 6.2 However, if the Committee wish to purchase a Fixed Speed Sign, as opposed to a sign which shows the speed a vehicle is travelling, then Company B offers considerable savings and due to the reduced costs would be the preferred supplier for a Fixed Speed Sign.

**SANDY TOWN COUNCIL****COMMITTEE:** Policy, Finance and Resources Committee**DATE:** 14<sup>th</sup> September 2020**AUTHOR:** Town Clerk & Anne Elliott-Flockhart (Administrator)**SUBJECT:** Skatepark Statistics**1. Summary**

1.1 At a meeting of the Policy Finance and Resources Committee on 3 August 2020 uncommitted S106 monies were discussed. As part of the discussion the Clerk was asked to investigate and bring back further information and statistics on skatepark use and additional potential funding streams.

1.2 The purpose of this report is to provide Members with the additional information requested so the committee can decide whether it wishes to look at confirming a Section106 application for funds towards the project. As previously advised, there are funds which require committing before 2021.

**2. Skatepark Statistics and Information**

2.1 According to the Skateboard England website:

“Skateboarding has been in the UK since the 1960's and today, it is widely practiced by 750,000 people across just about every village, town and city nationwide. Skateboarding continues to grow in participation by many of whom may not otherwise engage in sports activity. There are a number of reasons for this, including; affordability, accessibility, culture and its diversity...”

2.2 The Tokyo Olympics had been set to showcase skateboarding for the first time as an Olympic sport. This will now happen in 2022. Skateboard England believes this will result in skateboarding becoming increasingly popular in the number and diversity of riders. This will provide a new opportunity to release the activity's untapped potential within communities' Skateparks, alongside riding in public spaces and streets, which generate massive physical and mental health benefits, often among those who otherwise might not be active. These benefits range from introducing young children to sport as a playful activity, to engaging teenagers who might otherwise be unattracted to team sports, through to maintaining consistent activity throughout people's lives.

2.3 In the last year, Skateboard England has assisted with over 30 public skatepark projects, which included: Coventry, Romford, Basingstoke, Aldborough, Leicester, St Just, St Albans, Hackney, Horsham, Hove, North Devon, Leeds, Chester, Sheffield, Glastonbury, Woolacombe, St Austell and Wymondham. The organisation believes that they are already seeing an

increase in participation in the sport as a result of its inclusion within the Olympics.

2.4 Participation statistics have been difficult to find, in part because it is a sport in which people can participate individually as and when they want, without the need to sign up for clubs, teams or booking facilities. According to Skatepark England there are approximately 750,000 people who take part in some form of skateboarding activity in the UK in 2020.

2.5 Research conducted by Cognosis during 2020 confirmed that there were:

- 750,000 people actively skateboarding in the UK
- 540,000 in England
- 85% of participants are male (15% are female)
- Female skateboarding grew by 24% over the past 12 months to approx 112,000 participants.
- 80% of all skateboarders are under the age of 18.

**In 2020 there are:**

- 1650 Outdoor skateparks across the UK
- 65 Indoor skateparks across the UK
- 83 Skateboard retailers

2.6 Data gathered by Cognosis from skateparks across the country and from sales of new skateboards (not including those from toy stores or mainstream retailers):

- There have been marked increases in female skateboarders (which exceeds the last year's growth of +24%), skateboarders 30+ starting skating again or trying for the first time and couples skateboarding together (this information is qualitative)
- People searching for their closest skatepark has increased year on year by 104% (90,000 hits to The Skateparks Project website and 180,000 uses of the MySkate app) in August 2020 - both of which map all the UK skateparks.
- A median increase in sales of complete skateboards across the market rose by 29% year on year.

Taking the above points into consideration, we expect there has been an overall 'guesstimate' increase in skateboarders in the UK of approximately 10 - 12% (approx 75,000 - 90,000)

2.7 With the Olympics happening next year we expect the growth to continue: between 17% - 21% overall (from when lockdown started in March to July 2021 when the Olympics begin).

- 2.8 Most UK skateparks are situated outdoors and are constructed from a variety of materials including concrete, metal, composite and timber. It is generally recommended that outdoor skateparks should be constructed in concrete because the material boasts a better and safer rider surface, significant durability with minimal maintenance, lower noise pollution and customisability of design.”

Source: <https://www.skateboard-england.org/skateboard-facilities-guide>

### **3. Skatepark Companies and Support organisations**

- 3.1 There are a number of bodies and organisations who may be able to offer some support in the design and development of a skateboard project and the building of an evidence base for grant applications. In 2020 Skateboard England produced a downloadable Design and Development Guidance booklet, which includes a list of potential funding sources:

<https://static1.squarespace.com/static/5a79d837aeb625f12ad4e9b2/t/5f1ec585d632ed089cbbfd44/1595852185850/9671+-+Skateboard+Design+and+Development+Guidance+-+June+2020.pdf>

- 3.2 Skateparks.co.uk helps communities get skateparks. They also maintain the UK’s largest skatepark directory. According to their website there are approximately 34 skateparks of various sizes and styles, within a 15-mile radius of Sandy. They also have a list of 22 skatepark builders with a range of experience from building one skatepark to building a hundred and one skateparks.
- 3.3 The UK Skateboarding Association is a non-profit organisation whose aim is to serve the skateboarders of the UK. Primarily they will provide guidance and advice to councils to make best use of the resources they allocate to the purpose of skateboarding. Members of UKSA are skateboarders themselves who feel they can accurately represent what skateboarders need and want in the UK today. As more councils are making provision for skateboarders their aim is to turn the tide on poor skatepark design to bring facilities in the UK more in-line with those in Australia, the US and on the Continent.
- 3.4 The Skatepark Foundation is a collective of skatepark advocates who want to see more quality concrete skateparks in the UK. They are a non-profit organisation who offer advice, support and guidance to community groups and local authorities wishing to get a public skatepark within their community.

### **4. Similar Projects**

The following are some examples of similar projects undertaken to provide Members with information on potential costs, timescales and funding sources.

**Potton Skate Park**

Potton Town Council was contacted for information regarding their skate park:

The project cost £95,000 in total with the costs being broken down as follows:

**Initially**

- Section 106 Outdoor Sport, £4,318.68
- Potton Consolidated Charity, £35,000
- Town Council Budget, £55,681.32

The Town Council was retrospectively awarded £50,000 from Sport England and the Town Council then funded the Skatepark as follows;

- Section 106 Outdoor Sport, £4,318.68
- Potton Consolidated Charity, £15,000
- Sport England, £50,000
- Town Council Budget, £25,681.32

From inception to finish the project took two years with the groundwork taking six weeks which included the removal of the existing skatepark to the opening of the new skatepark.

Potton Town Council used Wheelscape but they are no longer trading.

Please see the following for further information about Potton Skatepark:

<https://www.pottontowncouncil.co.uk/wp-content/uploads/2016/08/Winter-Newsletter-2015.pdf>

<https://www.pottontowncouncil.co.uk/wp-content/uploads/2015/11/Spring-Newsletter-2017-2.pdf>

<https://www.pottontowncouncil.co.uk/wp-content/uploads/2015/11/Summer-Newsletter-2017.pdf>

[https://www.pottontowncouncil.co.uk/wp-content/uploads/2015/11/RC543\\_A5-Potton-Autumn-Newsletter-2017.web\\_.pdf](https://www.pottontowncouncil.co.uk/wp-content/uploads/2015/11/RC543_A5-Potton-Autumn-Newsletter-2017.web_.pdf)

**Gamlingay Skatepark**

GPC reports that the skatepark is extremely well used. It was installed back in 2008/9 with funding from South Cambs District Council, the Parish Council , fundraising by youth groups and the Foundation for youth and the arts.

The company that provided it does not exist anymore. Since it was so long ago and constructed from rather outdated materials the costs have not been included.

Gamlingay advised getting young people involved in the design from an early stage – if they have input they are much more likely to look after the equipment

and be prepared to sign up to a bit of simple maintenance (brushing it down etc.) and keeping an eye out to report any issues. Gamlingay still has young people in their mid to late 20's who were involved in fundraising at the time coming back to visit the skatepark now.

The PC recently had to have most of the ramps resurfaced at a cost of around £12k. If they were having a new park built now, they would have all concrete ramps (the current are laminate sheets, which are really only recommended now for indoor facilities).

The company that created the skate park no longer exists, but the refurbishment was undertaken by <https://www.evolutionskateparks.com/>. GPC recommend them as extremely helpful and good communicators.

### **Alton Skatepark**

Alton had £100,000 of developer contributions as a base, realistically at least £150,000 was needed to do justice to the space available.

The Town Council was willing to contribute an additional £25,000 with a further £1,000 from the Hampshire Playing Fields Association. This meant a final base total of £126,000. However, a group called Action Sport NOMAD, which was run by an individual with an interest in supporting the project, was able to raise £ through successful grant applications.

National Lottery Community Fund - £96,500.00  
Waitrose - £300  
Veolia - £75,000

Alton used Maverick for the design and build of their skatepark. The project took place over a three-year period.

### **Cranfield Skatepark**

Cranfield's Skatepark was built by a housing developer on an estate that they built.

Cranfield PC were consulted but felt that no notice was taken of their views. The Clerk believes that the park was built by East Midlands Landscaping. The estate is managed by a management agency, leaving the council with little scope to deal with issues that might arise from the park, including complaints that they are receiving from residents regarding the noise and anti-social behaviour at the park.

The Clerk of Cranfield PC suggests writing to all near neighbours to make sure that they approve any plans before going ahead.



**Canvey Island Skatepark**

The Canvey Island Skatepark was opened in June 2016 and cost £200k.

Funding for the project came from;

Veolia North Thames Trust (£114k),  
 Essex County Council (£50k)  
 Castle Point Borough Council (£36k).

They used a company called Fearless Ramps to undertake the project.

**Haydon Wick**

Haydon Wick Council solely funded their skatepark project at a cost of £88k

They applied for a big lottery grant to part fund the project but were unsuccessful. There is the opportunity to try again for funding with a separate scooter run/phase two.

The Council has 24 play parks it owns and maintains and as such, budgets £70k each financial year for play park refurbishments. The Council was able to use underspend in one year and ear mark this into another year’s budget to fund the project.

The skatepark is concrete based and the Council used Canvas, who they strongly recommend. Advised that a good starting point is to have scoping meetings with suppliers to understand what can be achieved.

Once completed it’s an impressive structure for the community to enjoy.

**5. Potential Funding Sources**

5.1 The Skateboard England guidance document referred to earlier in this report contains a complete list of potential funding bodies, including;

ACT Foundation	Landfill Communities Fund
ASDA Foundation	Learning Through Landscapes
Aviva Community Fund	Local charities
Bank of Scotland Foundation	Lord’s Taverners
BBC Children in Need	Morrisons Foundation
Biffaward	National Lottery
Big Lottery Fund, and Awards For All:UK	One Family Foundation
Coastal Communities Fund	Peoples Health Trust
Comic Relief Local	People’s Postcode Trust
Community Foundation	Playing fields associations
	Regional and metropolitan authorities

Community Safety Partnerships (Wales)	Sainsbury Family Trust
Co-op Local Community Fund	SITA Trust
Cory Environmental Trust	Sport England (Community Asset Fund, Inspired Facilities and Small Grants)
Councils (county, city, town, district, borough, parish etc.)	Tesco Bags of Help
Crime and Disorder Reduction Partnership (CDRP)	The Key Fund
Crowd funding	The Robertson Trust
Disability Grants	The Trust House
Fields in Trust	Veolia Environmental Trust
Foyle Foundation	Waitrose
Greggs Foundation	Wooden Spoon
Groundwork	WREN (Waste Recycling Environmental)
Heritage Lottery Fund	Youth Opportunity Fund

More information on many of these organisations is available on the website of the Association of Play Industries (API) at [www.api-play.org/resources/funding/](http://www.api-play.org/resources/funding/).

*Source: Skate England Design & Guidance Document*

**6. Next Steps**

- 6.1 If the Council wish to commit to a skatepark project it can make a section 106 application to commit available funds. As previously advised, there are £34,125 of uncommitted funds that require allocating by the end of 2021.
- 6.2 A proposed delivery plan will need to be drawn up advising on how a project could be developed and remaining funds raised. Including discussions with the existing skatepark charity.

	<p><b>Sandy Town Council</b></p> <p><b>Metal Detector Policy</b></p>	<p>Adopted: November 2016</p> <p>Review: November 2020</p>
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## 1. Introduction

- 1.1** From time to time, Sandy Town Council may receive requests for permission from individuals or organisations wishing to carry out metal detecting on land owned, leased or managed by the Council. This document sets out the policy of the Council regarding such requests and is effective from the date that it is adopted.
- 1.2** Local authorities have the power to ban metal detecting and other activities through the use of byelaws. In the absence of any such byelaws or other specific restrictions on metal detecting on land owned, leased or managed by the Council / Charity, the use of metal detectors on such land is regulated by this Policy.

## 2. Policy

- 2.1** Metal detecting is unauthorised in all areas of land owned, leased or managed by the Council unless in exceptional circumstances and under the following conditions:
- 2.2** All requests for metal detecting must be made in writing to the Town Clerk detailing:
- the scope and purpose of the proposed metal detecting activity;
  - the exact location of the proposed activity;
  - the date and duration of the activity;
  - a guarantee of full re-instatement (to the satisfaction of the Asset Manager) of any area that has been subjected to any form of excavation by the activity, along with a guarantee to cover any expenses incurred by the Council if the re-instatement fails to meet the standards required
- 2.3** Metal detecting is normally not authorised in areas consisting of closely mown and carefully cultivated turf and flower beds; play areas; dedicated sports areas; sites of archaeological, botanical or scientific interest; allotments; or areas much used by blind or disabled persons; however the Community Service and Environment Committee may authorise one-off permission in these areas in the following circumstances;
- a. to allow individuals to search for a particular lost object, in which case absolutely no excavation will be allowed.
  - b. for particular archaeological or scientific purposes in relation to works being executed by the Council.

- 2.4** Any permissions granted will be in writing from the Council: Metal Detecting Policy 02.08.16 - 2 - Review 02.08.20 a. authorising the scope and purpose of the proposed metal detecting activity, the exact location of the proposed activity, the date and duration of the activity, and any other relevant restrictions, all of which may, at the discretion of the Town Clerk, be a more restricted location/scope and/or time frame. b. outlining what constitutes full re-instatement (to the satisfaction of the Asset Manager) along with a reminder that costs will be charged by the Council if the re-instatement fails to meet the standards required.
- 2.5** Persons carrying out metal detecting activity must be members of a recognised metal detecting club or archaeological research organisation and abide by whatever code of practice that the club or organisation commits to (preferably the Code of Conduct of the National Council for Metal Detecting).
- 2.6** Where organisations have been granted permission to carry out metal detecting, the organisation will ensure that all members understand and abide by any terms of the permission granted.
- 2.7** All finds must be reported to Sandy Town Council. If live ammunition or other hazardous objects are found, the person carrying out the metal detecting activity must mark the spot clearly and report the find to the Police and Council immediately.
- 2.8** All treasure as defined by the Treasure Act 1996, together with any artefacts including, amongst others, metal objects (including coins, weapons and jewellery etc.) worked flints, pottery, building materials, slags and worked bone shall remain then property of the Council. The rules and procedures as set out in the Treasure Act 1996 and any subsequent revisions or amendments which may come into force will need to be followed and complied with.
- 2.9** All Councillor's will be informed by the Town Clerk of any permissions granted.
- 2.10** Tenants of land owned by Sandy Town Council will be provided with a copy of this Policy and will be made aware that it is their duty to ensure that its details are complied with.