

Sandy Town Council

To: Cllrs S Baker, A Effiong, J Hewitt, A Lock, R Lock, C Osborne (Chair),
M Pettitt, M Scott, and P Sharman
c.c. N Aldis, B Blackley, R Lacey, S Sutton, and N Thompson

You are hereby summoned to attend a meeting of the Policy, Finance and Resources Committee of Sandy Town Council to be held in the Council Chamber at 10, Cambridge Road, Sandy, Bedfordshire on Monday 15th January 2024 commencing at 7.30pm.



Nicola Sewell
Town Clerk
10 Cambridge Road
Sandy, SG19 1JE
01767 681491
10th January 2024

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*

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3 Minutes of Previous Meeting

To consider the minutes of the Policy, Finance and Resources Committee held on Monday 20th November 2023 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 30th November and 31st December 2023. Appendix Ia and Ib
- ii) To receive and note a budget overview report. Appendix II
- iii) To approve schedules of payments to 30th November 2023 and 31st December 2023 made since previous meeting. Appendix IIIa and IIIb
- iv) The Chair to approve bank reconciliations and statements.

6 Scale of Charges 2024/25

To receive, consider and agree the Council's 2024/25 scale of charges. Appendix IV

7 Event Budget 2024/25

To receive, consider and agree the Council's 2024/25 Budget for Events.

- Christmas Lights Switch On Event (including Christmas Tree) - **£7,000.**
- Community Event Support Budget - **£5,750.00** (includes £900 towards Community Event Grants). STC events to be provisioned for in this budget:
 - 2 X Community Markets
 - D-Day Celebration
 - Big Lunch Event
 - Skate Jam
 - Remembrance Parade
 - St Swithun's Church Christmas Tree Display
 - Sandy Green wheel Walks

Total £12,750.00 - an increase of £1,750.00 from 2023/24 budget.

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8 2024/25 Draft Budget and Precept

i) To consider the latest draft 2024/25 budget and precept documents including capital project report.

Appendix V

ii) To receive updated draft 2024/25 budget reports by cost centre.

Appendix VI

9 Payments made under Delegated Authority

To receive and note the following payments made under delegated authority:

- Replacement Defibrillator at Library Market Square - £770.00 + £25 delivery charge (Community Heartbeat Trust)
- Two replacement Desktop PCs for Admin Team Leader and Outdoor Team Leader including delivery and set up - £1,596.96 (Chess IT)
- Replacement doors for ladies' toilets in the High Street damaged by vandalism - £580.00 (A J Day).

Total £2,971.969

10 Ditch Clearance at Sunderland Road

To receive and consider a report and quote for works from the Deputy Clerk regarding clearance work on the ditch at Sunderland Road Recreation Ground.

Appendix VII

11 Calendar of Meeting 2024/25

To consider a report from the Town Clerk recommending a reduction in the instances of Council and Committee meetings across the Civic Year 2024/25 and to agree dates for the year.

Appendix VIII

12 Small Donation Policy for Voluntary Groups Supporting Town Council Events

To receive a draft policy on donation payments from the Town Council to Volunteers and Groups that support Town Council Events.

Appendix IX

13 Carpentry works 10, Cambridge Road

To receive and consider the following quote for essential carpentry work/repairs needed at 10, Cambridge Road; to replace a fire exit door in the conservation area and make repairs to the post and entrance portico.

- Replace fire door using existing push bar - Paint in white £680 +vat.

Sandy Town Council

- Carry out works to the outside of the front porch timber. Finish in white gloss. £1,180 +vat.

14 Chairman's Items

15 Date of Next Meeting

20th February 2024

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Detailed Balance Sheet - Excluding Stock Movement**Month 8 Date 30/11/2023**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
105	VAT Control	6,079	
110	Prepayments	4,899	
200	Current Bank A/c	16,268	
201	Clerks Imprest A/c	652	
205	Capital a/c Santander	219,895	
206	Barclays Active Saver	382,103	
208	Public Sector Deposit Fund	216,102	
210	Petty Cash	287	
	Total Current Assets		846,285
	<u>Current Liabilities</u>		
501	Creditors Control	13,371	
510	Accruals	25	
515	PAYE/NI Control AC	5,736	
516	Superannuation Due	6,478	
	Total Current Liabilities		25,610
	Net Current Assets		820,675
	Total Assets less Current Liabilities		820,675
	<u>Represented by :-</u>		
300	Current Year Fund	236,300	
310	General Reserve	234,659	
315	Rolling Capital Fund	214,178	
322	EMR Fallowfield	84,217	
324	EMR Elections	14,585	
325	EMR Christmas Activities	8,428	
328	EMR Neighbourhood Plan	23,308	
329	EMR Anglian Water	5,000	
	Total Equity		820,675

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Summary Income & Expenditure by Budget Heading 30/11/2023

Month No: 8

November 2023

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Full Council								
401 Staff	Expenditure	28,727	225,271	380,200	154,929	109	154,820	59.3%
402 Administration-Office	Income	0	387	800	413			48.3%
	Expenditure	6,910	65,770	82,980	17,210		17,210	79.3%
	Movement to/(from) Gen Reserve	<u>(6,910)</u>	<u>(65,384)</u>					
403 Administration-Works	Expenditure	1,971	24,675	38,300	13,625		13,625	64.4%
405 Footway Lighting	Expenditure	841	7,151	20,000	12,849		12,849	35.8%
406 Cemetery & Churchyard	Income	2,703	19,920	34,000	14,080			58.6%
	Expenditure	1,489	6,424	12,500	6,076		6,076	51.4%
	Movement to/(from) Gen Reserve	<u>1,214</u>	<u>13,496</u>					
408 Town Centre (Including Market)	Income	0	842	500	(342)			168.3%
	Expenditure	848	17,100	16,158	(942)		(942)	105.8%
	Movement to/(from) Gen Reserve	<u>(848)</u>	<u>(16,258)</u>					
409 Public Toilets - Car Park	Expenditure	668	4,110	2,850	(1,260)		(1,260)	144.2%
500 Play Areas and Open Spaces	Income	1,306	1,563	2,800	1,237			55.8%
	Expenditure	90	2,020	1,250	(770)		(770)	161.6%
	Movement to/(from) Gen Reserve	<u>1,216</u>	<u>(457)</u>					
501 Sunderland Road Rec Ground	Income	809	809	2,020	1,211			40.1%
	Expenditure	3,127	23,448	34,500	11,052		11,052	68.0%
	Movement to/(from) Gen Reserve	<u>(2,318)</u>	<u>(22,639)</u>					
502 Nature Reserves	Income	0	547	3,185	2,638			17.2%
	Expenditure	0	2,595	14,550	11,955		11,955	17.8%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(2,049)</u>					
505 Grass Cutting	Expenditure	0	0	9,000	9,000		9,000	0.0%
506 Litter Bins, Seats & Shelters	Expenditure	0	0	1,000	1,000		1,000	0.0%
509 Christmas Lights	Income	475	10,753	1,000	(9,753)			1075.3%
	Expenditure	537	17,348	18,400	1,052		1,052	94.3%
	Movement to/(from) Gen Reserve	<u>(62)</u>	<u>(6,595)</u>					
601 Precept and Interest	Income	984	641,726	638,459	(3,267)			100.5%
602 Democratic and Civic Costs	Income	1,518	6,088	0	(6,088)			0.0%
	Expenditure	990	15,296	15,950	654		654	95.9%
	Movement to/(from) Gen Reserve	<u>528</u>	<u>(9,208)</u>					
700 Capital and Projects	Income	0	29,576	19,903	(9,673)			148.6%
	Expenditure	0	64,702	55,029	(9,673)		(9,673)	117.6%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(35,126)</u>					
	Full Council Income	7,795	712,211	702,667	(9,544)			101.4%
	Expenditure	46,197	475,911	702,667	226,756	109	226,647	67.7%
	Movement to/(from) Gen Reserve	<u>(38,402)</u>	<u>236,300</u>					

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Summary Income & Expenditure by Budget Heading 30/11/2023

Month No: 8

November 2023

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	7,795	712,211	702,667	(9,544)			101.4%
Expenditure	46,197	475,911	702,667	226,756	109	226,647	67.7%
Net Income over Expenditure	<u>(38,402)</u>	<u>236,300</u>	<u>0</u>	<u>(236,300)</u>			
Movement to/(from) Gen Reserve	<u>(38,402)</u>	<u>236,300</u>					

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Detailed Income & Expenditure by Budget Heading 30/11/2023**Month No: 8****November 2023**

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>401 Staff</u>								
4001 Gross Salaries - Admin	8,785	68,449	152,050	83,601	109	83,492	45.1%	
4002 Gross Salaries - Works	12,766	99,911	129,400	29,489		29,489	77.2%	
4003 Employers NIC	1,885	14,703	26,000	11,297		11,297	56.5%	
4004 Employers Superannuation	5,266	41,487	70,100	28,613		28,613	59.2%	
4006 H&S Costs/Consultancy	0	75	1,300	1,225		1,225	5.8%	
4010 Miscellaneous Staff Costs	25	247	1,000	753		753	24.7%	
4030 Recruitment Advertising	0	399	350	(49)		(49)	114.0%	
Staff :- Indirect Expenditure	28,727	225,271	380,200	154,929	109	154,820	59.3%	0
Net Expenditure	(28,727)	(225,271)	(380,200)	(154,929)				

Detailed Income & Expenditure by Budget Heading 30/11/2023

Month No: 8

November 2023

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
402 Administration-Office								
1003 Tourism Income	0	0	500	500			0.0%	
1201 Rent Received Etc	0	318	300	(18)			106.0%	
1202 Photocopying Income	0	26	0	(26)			0.0%	
1205 Miscellaneous Income	0	43	0	(43)			0.0%	
Administration-Office :- Income	0	387	800	413			48.3%	0
4008 Training	187	735	2,000	1,265		1,265	36.7%	
4009 Travel & Subsistence	35	52	150	98		98	34.7%	
4010 Miscellaneous Staff Costs	0	102	0	(102)		(102)	0.0%	
4011 General Rates	0	7,073	7,450	377		377	94.9%	
4012 Water Rates	134	384	500	116		116	76.8%	
4014 Electricity	27	1,385	4,900	3,515		3,515	28.3%	
4015 Gas	43	291	2,350	2,059		2,059	12.4%	
4016 Cleaning Materials etc	148	1,330	1,250	(80)		(80)	106.4%	
4018 General Data Protection Regs	0	0	500	500		500	0.0%	
4020 Misc Establishment Costs	38	381	1,000	619		619	38.1%	
4021 Telephone & Fax	57	1,746	3,600	1,854		1,854	48.5%	
4022 Postage	0	789	1,800	1,011		1,011	43.8%	
4023 Stationery	23	687	700	13		13	98.1%	
4024 Subscriptions	2,186	3,305	3,250	(55)		(55)	101.7%	
4025 Insurance (excl vehicles)	0	19,228	19,000	(228)		(228)	101.2%	
4026 Photocopy Costs	0	3,275	5,000	1,725		1,725	65.5%	
4027 IT Costs incl Support	3,190	6,336	3,600	(2,736)		(2,736)	176.0%	
4028 Service Agreements (Other)	0	4,239	5,500	1,261		1,261	77.1%	
4035 Publications	4	38	100	62		62	38.0%	
4036 Property Maintenance/Security	174	4,024	4,000	(24)		(24)	100.6%	
4040 Equipment Purchases (Minor)	69	797	2,000	1,203		1,203	39.8%	
4041 Equipment/Vehicle Hire	0	57	0	(57)		(57)	0.0%	
4050 Tourism Expenditure	0	0	400	400		400	0.0%	
4051 Bank Charges	51	325	800	475		475	40.6%	
4056 Legal Expenses	0	4,890	3,000	(1,890)		(1,890)	163.0%	
4057 Audit Fees - External	0	40	1,680	1,640		1,640	2.4%	
4058 Audit Fees - Internal	0	0	900	900		900	0.0%	
4059 Accountancy Fees	523	4,046	7,350	3,304		3,304	55.1%	
4070 Refreshments	21	216	200	(16)		(16)	108.2%	
Administration-Office :- Indirect Expenditure	6,910	65,770	82,980	17,210	0	17,210	79.3%	0
Net Income over Expenditure	(6,910)	(65,384)	(82,180)	(16,796)				

Detailed Income & Expenditure by Budget Heading 30/11/2023

Month No: 8

November 2023

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>403 Administration-Works</u>								
4005 Protective Clothing	49	1,235	1,300	65		65	95.0%	
4008 Training	768	768	1,500	732		732	51.2%	
4011 General Rates	0	1,939	2,050	111		111	94.6%	
4012 Water Rates	65	187	200	13		13	93.5%	
4014 Electricity	83	691	2,000	1,309		1,309	34.6%	
4017 Refuse Disposal	437	3,491	5,500	2,009		2,009	63.5%	
4036 Property Maintenance/Security	58	795	1,500	705		705	53.0%	
4038 Consumables/Small Tools	80	146	2,000	1,854		1,854	7.3%	
4039 Planting/Trees/Horticulture	0	4,730	6,250	1,520		1,520	75.7%	
4040 Equipment Purchases (Minor)	0	155	2,000	1,845		1,845	7.7%	
4042 Equipment/Vehicle Maintenance	359	4,969	4,000	(969)		(969)	124.2%	
4043 Equipment/Vehicle Fuel	72	2,187	3,000	813		813	72.9%	
4044 Vehicle Tax & Insurance	0	3,382	3,000	(382)		(382)	112.7%	
4045 Arboriculture	0	0	4,000	4,000		4,000	0.0%	
Administration-Works :- Indirect Expenditure	<u>1,971</u>	<u>24,675</u>	<u>38,300</u>	<u>13,625</u>	<u>0</u>	<u>13,625</u>	<u>64.4%</u>	<u>0</u>
Net Expenditure	<u>(1,971)</u>	<u>(24,675)</u>	<u>(38,300)</u>	<u>(13,625)</u>				

Detailed Income & Expenditure by Budget Heading 30/11/2023

Month No: 8

November 2023

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>405 Footway Lighting</u>								
4014 Electricity	841	5,486	10,000	4,514		4,514	54.9%	
4042 Equipment/Vehicle Maintenance	0	1,665	10,000	8,335		8,335	16.6%	
Footway Lighting :- Indirect Expenditure	841	7,151	20,000	12,849	0	12,849	35.8%	0
Net Expenditure	(841)	(7,151)	(20,000)	(12,849)				

Detailed Income & Expenditure by Budget Heading 30/11/2023

Month No: 8

November 2023

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
406 Cemetery & Churchyard								
1226 Burials/Memorials Income	2,703	19,920	34,000	14,080			58.6%	
Cemetery & Churchyard :- Income	2,703	19,920	34,000	14,080			58.6%	0
4011 General Rates	0	2,146	4,350	2,204		2,204	49.3%	
4012 Water Rates	37	82	100	18		18	81.6%	
4036 Property Maintenance/Security	0	190	1,000	810		810	19.0%	
4037 Grounds Maintenance	252	407	700	293		293	58.1%	
4039 Planting/Trees/Horticulture	0	0	350	350		350	0.0%	
4101 Grave Digging Costs	1,200	3,600	6,000	2,400		2,400	60.0%	
Cemetery & Churchyard :- Indirect Expenditure	1,489	6,424	12,500	6,076	0	6,076	51.4%	0
Net Income over Expenditure	1,214	13,496	21,500	8,004				

Detailed Income & Expenditure by Budget Heading 30/11/2023

Month No: 8

November 2023

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
408 Town Centre (Including Market)								
1236 Market Fees	0	20	300	280			6.7%	
1238 Other Income Car Park	0	822	200	(622)			410.8%	
Town Centre (Including Market) :- Income	0	842	500	(342)			168.3%	0
4011 General Rates	0	11,315	11,700	385		385	96.7%	
4029 Lamppost Banners	475	1,150	850	(300)		(300)	135.3%	
4036 Property Maintenance/Security	0	191	1,000	809		809	19.1%	
4053 Loan Interest	0	73	138	65		65	52.8%	
4054 Loan Capital Repaid	0	231	470	239		239	49.2%	
4100 CCTV Fees	373	4,140	2,000	(2,140)		(2,140)	207.0%	
Town Centre (Including Market) :- Indirect Expenditure	848	17,100	16,158	(942)	0	(942)	105.8%	0
Net Income over Expenditure	(848)	(16,258)	(15,658)	600				

Detailed Income & Expenditure by Budget Heading 30/11/2023

Month No: 8

November 2023

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>409 Public Toilets - Car Park</u>								
4012 Water Rates	668	2,717	1,500	(1,217)		(1,217)	181.1%	
4014 Electricity	0	200	350	150		150	57.2%	
4036 Property Maintenance/Security	0	1,193	1,000	(193)		(193)	119.3%	
Public Toilets - Car Park :- Indirect Expenditure	668	4,110	2,850	(1,260)	0	(1,260)	144.2%	0
Net Expenditure	(668)	(4,110)	(2,850)	1,260				

Detailed Income & Expenditure by Budget Heading 30/11/2023

Month No: 8

November 2023

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
500 Play Areas and Open Spaces								
1201 Rent Received Etc	705	962	1,550	588			62.1%	
1241 Sandy FC Rent	0	0	550	550			0.0%	
1251 Pitch Rental	601	601	700	99			85.9%	
Play Areas and Open Spaces :- Income	1,306	1,563	2,800	1,237			55.8%	0
4007 Health & Safety	0	0	300	300		300	0.0%	
4012 Water Rates	0	473	500	27		27	94.5%	
4014 Electricity	0	56	200	144		144	28.2%	
4036 Property Maintenance/Security	90	944	500	(444)		(444)	188.8%	
4037 Grounds Maintenance	0	500	2,250	1,750		1,750	22.2%	
4042 Equipment/Vehicle Maintenance	0	47	5,000	4,953		4,953	0.9%	
4972 Transfer from EMR Fallowfield	0	0	(7,500)	(7,500)		(7,500)	0.0%	
Play Areas and Open Spaces :- Indirect Expenditure	90	2,020	1,250	(770)	0	(770)	161.6%	0
Net Income over Expenditure	1,216	(457)	1,550	2,007				

Detailed Income & Expenditure by Budget Heading 30/11/2023

Month No: 8

November 2023

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
501 Sunderland Road Rec Ground								
1201 Rent Received Etc	0	0	1,000	1,000			0.0%	
1253 Bowls Club Rental	544	544	500	(44)			108.9%	
1255 Cricket Club Rental	265	265	320	55			82.8%	
1256 Scouts ,ACF and SSLA	0	0	200	200			0.0%	
Sunderland Road Rec Ground :- Income	809	809	2,020	1,211			40.1%	0
4012 Water Rates	432	2,676	2,000	(676)		(676)	133.8%	
4014 Electricity	20	70	200	130		130	34.8%	
4036 Property Maintenance/Security	398	1,555	2,000	445		445	77.7%	
4046 Bowling Green - SBC	507	3,762	3,850	88		88	97.7%	
4047 Equipment Maintenance - SBC	27	1,320	3,100	1,780		1,780	42.6%	
4048 Cricket Square - SCC	207	1,554	3,050	1,496		1,496	51.0%	
4049 Equipment Maintenance - SCC	0	214	3,300	3,086		3,086	6.5%	
4060 Other Professional Fees	1,537	12,298	17,000	4,702		4,702	72.3%	
Sunderland Road Rec Ground :- Indirect Expenditure	3,127	23,448	34,500	11,052	0	11,052	68.0%	0
Net Income over Expenditure	(2,318)	(22,639)	(32,480)	(9,841)				

Detailed Income & Expenditure by Budget Heading 30/11/2023

Month No: 8

November 2023

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>502 Nature Reserves</u>								
1306 Countryside Stewardship Grant	0	547	2,500	1,953			21.9%	
1307 Angling Licence Rent	0	0	685	685			0.0%	
Nature Reserves :- Income	0	547	3,185	2,638			17.2%	0
4037 Grounds Maintenance	0	595	1,500	905		905	39.7%	
4060 Other Professional Fees	0	0	11,050	11,050		11,050	0.0%	
4703 Sandy Green Wheel	0	2,000	2,000	0		0	100.0%	
Nature Reserves :- Indirect Expenditure	0	2,595	14,550	11,955	0	11,955	17.8%	0
Net Income over Expenditure	0	(2,049)	(11,365)	(9,316)				

Detailed Income & Expenditure by Budget Heading 30/11/2023

Month No: 8

November 2023

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

Detailed Income & Expenditure by Budget Heading 30/11/2023

Month No: 8

November 2023

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

Detailed Income & Expenditure by Budget Heading 30/11/2023

Month No: 8

November 2023

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>509 Christmas Lights</u>								
1365 Christmas Lights	475	10,753	1,000	(9,753)			1075.3%	
Christmas Lights :- Income	475	10,753	1,000	(9,753)			1075.3%	0
4401 Christmas Illuminations	0	6,989	14,400	7,411		7,411	48.5%	
4402 Community Christmas Event	537	1,932	4,000	2,068		2,068	48.3%	
4921 Transfer to EMR	0	8,428	0	(8,428)		(8,428)	0.0%	
Christmas Lights :- Indirect Expenditure	537	17,348	18,400	1,052	0	1,052	94.3%	0
Net Income over Expenditure	(62)	(6,595)	(17,400)	(10,805)				

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Detailed Income & Expenditure by Budget Heading 30/11/2023

Month No: 8

November 2023

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>601 Precept and Interest</u>								
1101 Precept	0	633,459	633,459	0			100.0%	
1320 Interest Received - All account	984	8,267	5,000	(3,267)			165.3%	
Precept and Interest :- Income	<u>984</u>	<u>641,726</u>	<u>638,459</u>	<u>(3,267)</u>			<u>100.5%</u>	<u>0</u>
Net Income	<u>984</u>	<u>641,726</u>	<u>638,459</u>	<u>(3,267)</u>				

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Detailed Income & Expenditure by Budget Heading 30/11/2023

Month No: 8

November 2023

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
602 Democratic and Civic Costs								
1246 Donations Received	1,500	3,981	0	(3,981)			0.0%	
1309 Misc Contributions	18	18	0	(18)			0.0%	
1310 Events Income	0	2,090	0	(2,090)			0.0%	
Democratic and Civic Costs :- Income	1,518	6,088	0	(6,088)				0
4002 Gross Salaries - Works	0	552	0	(552)		(552)	0.0%	
4020 Misc Establishment Costs	0	0	50	50		50	0.0%	
4042 Equipment/Vehicle Maintenance	61	264	2,000	1,736		1,736	13.2%	
4200 Mayor's Allowance	79	193	2,200	2,007		2,007	8.8%	
4202 Members' Expenses (Conf etc)	0	80	500	420		420	16.0%	
4203 Mayor's Allowance 22/23	0	897	0	(897)		(897)	0.0%	
4210 Election Costs	0	415	0	(415)		(415)	0.0%	
4701 Grants/Donations Paid	600	2,420	4,000	1,580		1,580	60.5%	
4702 Community Events Support	250	10,848	7,000	(3,848)		(3,848)	155.0%	
4704 Remembrance Parade	0	42	200	158		158	20.8%	
4971 Transfer from EMR	0	(415)	0	415		415	0.0%	
Democratic and Civic Costs :- Indirect Expenditure	990	15,296	15,950	654	0	654	95.9%	0
Net Income over Expenditure	528	(9,208)	(15,950)	(6,742)				

Detailed Income & Expenditure by Budget Heading 30/11/2023

Month No: 8

November 2023

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
700 Capital and Projects								
1153 Loan Interest Rec'd - INTERNAL	0	7,903	7,903	0			100.0%	
1154 Loan Capital Rec'd - INTERNAL	0	12,000	12,000	0			100.0%	
1245 Grants Received	0	9,673	0	(9,673)			0.0%	
Capital and Projects :- Income	0	29,576	19,903	(9,673)			148.6%	0
4153 Loan Interest - INTERNAL	0	7,903	7,903	0		0	100.0%	
4154 Loan Capital - INTERNAL	0	12,000	12,000	0		0	100.0%	
4802 CAP - Cemetery Extension	92	10,208	0	(10,208)		(10,208)	0.0%	
4814 CAP - IT Equipment	0	1,597	0	(1,597)		(1,597)	0.0%	
4819 CAP - Vehicle	0	4,500	0	(4,500)		(4,500)	0.0%	
4834 CAP - Machinery & Equipment	0	6,895	0	(6,895)		(6,895)	0.0%	
4836 CAP - Neighbourhood Plan	0	4,257	0	(4,257)		(4,257)	0.0%	
4852 CAP - Skatepark	0	175	0	(175)		(175)	0.0%	
4915 Transfer to Rolling Capital Fd	0	23,126	23,126	0		0	100.0%	
4921 Transfer to EMR	0	9,923	0	(9,923)		(9,923)	0.0%	
4923 Internal Loan repaid to F'ild	0	12,000	12,000	0		0	100.0%	
4965 Funded from Rolling Capital	(92)	(23,376)	0	23,376		23,376	0.0%	
4971 Transfer from EMR	0	(4,507)	0	4,507		4,507	0.0%	
Capital and Projects :- Indirect Expenditure	0	64,702	55,029	(9,673)	0	(9,673)	117.6%	0
Net Income over Expenditure	0	(35,126)	(35,126)	0				
Grand Totals:- Income	7,795	712,211	702,667	(9,544)			101.4%	
Expenditure	46,197	475,911	702,667	226,756	109	226,647	67.7%	
Net Income over Expenditure	(38,402)	236,300	0	(236,300)				
Movement to/(from) Gen Reserve	(38,402)	236,300						

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Detailed Balance Sheet - Excluding Stock Movement**Month 9 Date 31/12/2023**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
105	VAT Control	13,560	
110	Prepayments	4,899	
124	Capital Grant Debtors	4,906	
200	Current Bank A/c	19,668	
201	Clerks Imprest A/c	321	
205	Capital a/c Santander	219,895	
206	Barclays Active Saver	326,807	
208	Public Sector Deposit Fund	217,036	
210	Petty Cash	104	
	Total Current Assets		807,197
	<u>Current Liabilities</u>		
501	Creditors Control	37,576	
510	Accruals	25	
515	PAYE/NI Control AC	11,290	
516	Superannuation Due	10,176	
	Total Current Liabilities		59,066
	Net Current Assets		748,130
	Total Assets less Current Liabilities		748,130
	<u>Represented by :-</u>		
300	Current Year Fund	172,391	
310	General Reserve	234,659	
315	Rolling Capital Fund	205,543	
322	EMR Fallowfield	84,217	
324	EMR Elections	14,585	
325	EMR Christmas Activities	8,428	
328	EMR Neighbourhood Plan	23,308	
329	EMR Anglian Water	5,000	
	Total Equity		748,130

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Summary Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

December 23

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Full Council								
401 Staff	Expenditure	45,665	270,936	380,200	109,264	109	109,155	71.3%
402 Administration-Office	Income	0	387	800	413			48.3%
	Expenditure	5,487	71,258	82,980	11,722		11,722	85.9%
	Movement to/(from) Gen Reserve	<u>(5,487)</u>	<u>(70,871)</u>					
403 Administration-Works	Expenditure	1,029	25,704	38,300	12,596		12,596	67.1%
405 Footway Lighting	Expenditure	971	8,121	20,000	11,879		11,879	40.6%
406 Cemetery & Churchyard	Income	3,333	23,253	34,000	10,747			68.4%
	Expenditure	1,109	7,533	12,500	4,967		4,967	60.3%
	Movement to/(from) Gen Reserve	<u>2,224</u>	<u>15,720</u>					
408 Town Centre (Including Market)	Income	348	1,190	500	(690)			237.9%
	Expenditure	312	17,412	16,158	(1,254)		(1,254)	107.8%
	Movement to/(from) Gen Reserve	<u>36</u>	<u>(16,222)</u>					
409 Public Toilets - Car Park	Expenditure	620	4,730	2,850	(1,880)		(1,880)	166.0%
500 Play Areas and Open Spaces	Income	0	1,563	2,800	1,237			55.8%
	Expenditure	348	2,368	1,250	(1,118)		(1,118)	189.5%
	Movement to/(from) Gen Reserve	<u>(348)</u>	<u>(805)</u>					
501 Sunderland Road Rec Ground	Income	0	809	2,020	1,211			40.1%
	Expenditure	2,555	26,003	34,500	8,497		8,497	75.4%
	Movement to/(from) Gen Reserve	<u>(2,555)</u>	<u>(25,194)</u>					
502 Nature Reserves	Income	1,507	2,053	3,185	1,132			64.5%
	Expenditure	161	2,757	14,550	11,793		11,793	18.9%
	Movement to/(from) Gen Reserve	<u>1,345</u>	<u>(704)</u>					
505 Grass Cutting	Expenditure	0	0	9,000	9,000		9,000	0.0%
506 Litter Bins, Seats & Shelters	Expenditure	0	0	1,000	1,000		1,000	0.0%
509 Christmas Lights	Income	1,001	11,754	1,000	(10,754)			1175.4%
	Expenditure	13,781	31,129	18,400	(12,729)		(12,729)	169.2%
	Movement to/(from) Gen Reserve	<u>(12,780)</u>	<u>(19,375)</u>					
601 Precept and Interest	Income	2,318	644,044	638,459	(5,585)			100.9%
602 Democratic and Civic Costs	Income	0	6,088	0	(6,088)			0.0%
	Expenditure	377	15,673	15,950	277		277	98.3%
	Movement to/(from) Gen Reserve	<u>(377)</u>	<u>(9,585)</u>					
700 Capital and Projects	Income	4,906	34,482	19,903	(14,579)			173.3%
	Expenditure	4,906	69,608	55,029	(14,579)		(14,579)	126.5%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(35,126)</u>					
	Full Council Income	13,413	725,623	702,667	(22,956)			103.3%
	Expenditure	77,321	553,232	702,667	149,435	109	149,326	78.7%
	Movement to/(from) Gen Reserve	<u>(63,909)</u>	<u>172,391</u>					

Summary Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

December 23

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	13,413	725,623	702,667	(22,956)			103.3%
Expenditure	77,321	553,232	702,667	149,435	109	149,326	78.7%
Net Income over Expenditure	<u>(63,909)</u>	<u>172,391</u>	<u>0</u>	<u>(172,391)</u>			
Movement to/(from) Gen Reserve	<u>(63,909)</u>	<u>172,391</u>					

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Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

December 2023

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>401 Staff</u>								
4001 Gross Salaries - Admin	11,539	79,988	152,050	72,062	109	71,953	52.7%	
4002 Gross Salaries - Works	22,236	122,147	129,400	7,253		7,253	94.4%	
4003 Employers NIC	3,616	18,318	26,000	7,682		7,682	70.5%	
4004 Employers Superannuation	8,266	49,753	70,100	20,347		20,347	71.0%	
4006 H&S Costs/Consultancy	0	75	1,300	1,225		1,225	5.8%	
4010 Miscellaneous Staff Costs	9	255	1,000	745		745	25.5%	
4030 Recruitment Advertising	0	399	350	(49)		(49)	114.0%	
Staff :- Indirect Expenditure	45,665	270,936	380,200	109,264	109	109,155	71.3%	0
Net Expenditure	(45,665)	(270,936)	(380,200)	(109,264)				

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

December 2023

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
402 Administration-Office								
1003 Tourism Income	0	0	500	500			0.0%	
1201 Rent Received Etc	0	318	300	(18)			106.0%	
1202 Photocopying Income	0	26	0	(26)			0.0%	
1205 Miscellaneous Income	0	43	0	(43)			0.0%	
Administration-Office :- Income	0	387	800	413			48.3%	0
4006 H&S Costs/Consultancy	300	300	0	(300)		(300)	0.0%	
4008 Training	0	735	2,000	1,265		1,265	36.7%	
4009 Travel & Subsistence	0	52	150	98		98	34.7%	
4010 Miscellaneous Staff Costs	102	204	0	(204)		(204)	0.0%	
4011 General Rates	0	7,073	7,450	377		377	94.9%	
4012 Water Rates	0	384	500	116		116	76.8%	
4014 Electricity	134	1,518	4,900	3,382		3,382	31.0%	
4015 Gas	193	484	2,350	1,866		1,866	20.6%	
4016 Cleaning Materials etc	0	1,330	1,250	(80)		(80)	106.4%	
4018 General Data Protection Regs	0	0	500	500		500	0.0%	
4020 Misc Establishment Costs	38	419	1,000	581		581	41.9%	
4021 Telephone & Fax	386	2,132	3,600	1,468		1,468	59.2%	
4022 Postage	83	872	1,800	928		928	48.4%	
4023 Stationery	148	834	700	(134)		(134)	119.2%	
4024 Subscriptions	0	3,305	3,250	(55)		(55)	101.7%	
4025 Insurance (excl vehicles)	0	19,228	19,000	(228)		(228)	101.2%	
4026 Photocopy Costs	669	3,944	5,000	1,056		1,056	78.9%	
4027 IT Costs incl Support	480	6,816	3,600	(3,216)		(3,216)	189.3%	
4028 Service Agreements (Other)	750	4,989	5,500	511		511	90.7%	
4030 Recruitment Advertising	399	399	0	(399)		(399)	0.0%	
4035 Publications	4	42	100	58		58	42.2%	
4036 Property Maintenance/Security	463	4,486	4,000	(486)		(486)	112.2%	
4040 Equipment Purchases (Minor)	20	817	2,000	1,183		1,183	40.8%	
4041 Equipment/Vehicle Hire	0	57	0	(57)		(57)	0.0%	
4050 Tourism Expenditure	0	0	400	400		400	0.0%	
4051 Bank Charges	38	363	800	437		437	45.4%	
4056 Legal Expenses	0	4,890	3,000	(1,890)		(1,890)	163.0%	
4057 Audit Fees - External	0	40	1,680	1,640		1,640	2.4%	
4058 Audit Fees - Internal	0	0	900	900		900	0.0%	
4059 Accountancy Fees	1,235	5,281	7,350	2,069		2,069	71.9%	
4070 Refreshments	46	262	200	(62)		(62)	131.2%	
Administration-Office :- Indirect Expenditure	5,487	71,258	82,980	11,722	0	11,722	85.9%	0
Net Income over Expenditure	(5,487)	(70,871)	(82,180)	(11,309)				

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

December 2023

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>403 Administration-Works</u>								
4005 Protective Clothing	230	1,465	1,300	(165)		(165)	112.7%	
4008 Training	0	768	1,500	732		732	51.2%	
4011 General Rates	0	1,939	2,050	111		111	94.6%	
4012 Water Rates	0	187	200	13		13	93.5%	
4014 Electricity	0	691	2,000	1,309		1,309	34.6%	
4017 Refuse Disposal	464	3,955	5,500	1,545		1,545	71.9%	
4036 Property Maintenance/Security	0	795	1,500	705		705	53.0%	
4038 Consumables/Small Tools	105	251	2,000	1,749		1,749	12.6%	
4039 Planting/Trees/Horticulture	17	4,747	6,250	1,503		1,503	76.0%	
4040 Equipment Purchases (Minor)	17	172	2,000	1,828		1,828	8.6%	
4042 Equipment/Vehicle Maintenance	0	4,969	4,000	(969)		(969)	124.2%	
4043 Equipment/Vehicle Fuel	196	2,382	3,000	618		618	79.4%	
4044 Vehicle Tax & Insurance	0	3,382	3,000	(382)		(382)	112.7%	
4045 Arboriculture	0	0	4,000	4,000		4,000	0.0%	
Administration-Works :- Indirect Expenditure	1,029	25,704	38,300	12,596	0	12,596	67.1%	0
Net Expenditure	(1,029)	(25,704)	(38,300)	(12,596)				

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

December 2023

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>405 Footway Lighting</u>								
4014 Electricity	971	6,456	10,000	3,544		3,544	64.6%	
4042 Equipment/Vehicle Maintenance	0	1,665	10,000	8,335		8,335	16.6%	
Footway Lighting :- Indirect Expenditure	<u>971</u>	<u>8,121</u>	<u>20,000</u>	<u>11,879</u>	<u>0</u>	<u>11,879</u>	<u>40.6%</u>	<u>0</u>
Net Expenditure	<u>(971)</u>	<u>(8,121)</u>	<u>(20,000)</u>	<u>(11,879)</u>				

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

December 2023

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
406 Cemetery & Churchyard								
1226 Burials/Memorials Income	3,333	23,253	34,000	10,747			68.4%	
Cemetery & Churchyard :- Income	3,333	23,253	34,000	10,747			68.4%	0
4011 General Rates	0	2,146	4,350	2,204		2,204	49.3%	
4012 Water Rates	0	82	100	18		18	81.6%	
4036 Property Maintenance/Security	0	190	1,000	810		810	19.0%	
4037 Grounds Maintenance	201	608	700	92		92	86.9%	
4039 Planting/Trees/Horticulture	8	8	350	342		342	2.3%	
4101 Grave Digging Costs	900	4,500	6,000	1,500		1,500	75.0%	
Cemetery & Churchyard :- Indirect Expenditure	1,109	7,533	12,500	4,967	0	4,967	60.3%	0
Net Income over Expenditure	2,224	15,720	21,500	5,780				

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

December 2023

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
408 Town Centre (Including Market)								
1236 Market Fees	0	20	300	280			6.7%	
1238 Other Income Car Park	348	1,170	200	(970)			584.8%	
Town Centre (Including Market) :- Income	348	1,190	500	(690)			237.9%	0
4011 General Rates	0	11,315	11,700	385		385	96.7%	
4029 Lamppost Banners	0	1,150	850	(300)		(300)	135.3%	
4036 Property Maintenance/Security	0	191	1,000	809		809	19.1%	
4053 Loan Interest	0	73	138	65		65	52.8%	
4054 Loan Capital Repaid	0	231	470	239		239	49.2%	
4100 CCTV Fees	312	4,452	2,000	(2,452)		(2,452)	222.6%	
Town Centre (Including Market) :- Indirect Expenditure	312	17,412	16,158	(1,254)	0	(1,254)	107.8%	0
Net Income over Expenditure	36	(16,222)	(15,658)	564				

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

December 2023

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>409 Public Toilets - Car Park</u>								
4012 Water Rates	0	2,717	1,500	(1,217)		(1,217)	181.1%	
4014 Electricity	40	240	350	110		110	68.7%	
4036 Property Maintenance/Security	580	1,773	1,000	(773)		(773)	177.3%	
Public Toilets - Car Park :- Indirect Expenditure	620	4,730	2,850	(1,880)	0	(1,880)	166.0%	0
Net Expenditure	(620)	(4,730)	(2,850)	1,880				

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

December 2023

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
500 Play Areas and Open Spaces								
1201 Rent Received Etc	0	962	1,550	588			62.1%	
1241 Sandy FC Rent	0	0	550	550			0.0%	
1251 Pitch Rental	0	601	700	99			85.9%	
Play Areas and Open Spaces :- Income	0	1,563	2,800	1,237			55.8%	0
4007 Health & Safety	0	0	300	300		300	0.0%	
4012 Water Rates	0	473	500	27		27	94.5%	
4014 Electricity	0	56	200	144		144	28.2%	
4036 Property Maintenance/Security	0	944	500	(444)		(444)	188.8%	
4037 Grounds Maintenance	348	848	2,250	1,402		1,402	37.7%	
4042 Equipment/Vehicle Maintenance	0	47	5,000	4,953		4,953	0.9%	
4972 Transfer from EMR Fallowfield	0	0	(7,500)	(7,500)		(7,500)	0.0%	
Play Areas and Open Spaces :- Indirect Expenditure	348	2,368	1,250	(1,118)	0	(1,118)	189.5%	0
Net Income over Expenditure	(348)	(805)	1,550	2,355				

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

December 2023

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
501 Sunderland Road Rec Ground								
1201 Rent Received Etc	0	0	1,000	1,000			0.0%	
1253 Bowls Club Rental	0	544	500	(44)			108.9%	
1255 Cricket Club Rental	0	265	320	55			82.8%	
1256 Scouts ,ACF and SSLA	0	0	200	200			0.0%	
Sunderland Road Rec Ground :- Income	0	809	2,020	1,211			40.1%	0
4012 Water Rates	0	2,676	2,000	(676)		(676)	133.8%	
4014 Electricity	18	87	200	113		113	43.7%	
4036 Property Maintenance/Security	960	2,515	2,000	(515)		(515)	125.7%	
4046 Bowling Green - SBC	20	3,782	3,850	68		68	98.2%	
4047 Equipment Maintenance - SBC	0	1,320	3,100	1,780		1,780	42.6%	
4048 Cricket Square - SCC	20	1,574	3,050	1,476		1,476	51.6%	
4049 Equipment Maintenance - SCC	0	214	3,300	3,086		3,086	6.5%	
4060 Other Professional Fees	1,537	13,835	17,000	3,165		3,165	81.4%	
Sunderland Road Rec Ground :- Indirect Expenditure	2,555	26,003	34,500	8,497	0	8,497	75.4%	0
Net Income over Expenditure	(2,555)	(25,194)	(32,480)	(7,286)				

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

December 2023

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>502 Nature Reserves</u>								
1306 Countryside Stewardship Grant	1,507	2,053	2,500	447			82.1%	
1307 Angling Licence Rent	0	0	685	685			0.0%	
Nature Reserves :- Income	1,507	2,053	3,185	1,132			64.5%	0
4037 Grounds Maintenance	161	757	1,500	743		743	50.5%	
4060 Other Professional Fees	0	0	11,050	11,050		11,050	0.0%	
4703 Sandy Green Wheel	0	2,000	2,000	0		0	100.0%	
Nature Reserves :- Indirect Expenditure	161	2,757	14,550	11,793	0	11,793	18.9%	0
Net Income over Expenditure	1,345	(704)	(11,365)	(10,661)				

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

December 2023

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

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

December 2023

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

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

December 2023

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>509 Christmas Lights</u>								
1365 Christmas Lights	1,001	11,754	1,000	(10,754)			1175.4%	
Christmas Lights :- Income	<u>1,001</u>	<u>11,754</u>	<u>1,000</u>	<u>(10,754)</u>			<u>1175.4%</u>	<u>0</u>
4401 Christmas Illuminations	7,509	14,498	14,400	(98)		(98)	100.7%	
4402 Community Christmas Event	6,272	8,203	4,000	(4,203)		(4,203)	205.1%	
4921 Transfer to EMR	0	8,428	0	(8,428)		(8,428)	0.0%	
Christmas Lights :- Indirect Expenditure	<u>13,781</u>	<u>31,129</u>	<u>18,400</u>	<u>(12,729)</u>	<u>0</u>	<u>(12,729)</u>	<u>169.2%</u>	<u>0</u>
Net Income over Expenditure	<u>(12,780)</u>	<u>(19,375)</u>	<u>(17,400)</u>	<u>1,975</u>				

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

December 2023

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>601 Precept and Interest</u>								
1101 Precept	0	633,459	633,459	0			100.0%	
1320 Interest Received - All account	2,318	10,585	5,000	(5,585)			211.7%	
Precept and Interest :- Income	<u>2,318</u>	<u>644,044</u>	<u>638,459</u>	<u>(5,585)</u>			<u>100.9%</u>	<u>0</u>
Net Income	<u>2,318</u>	<u>644,044</u>	<u>638,459</u>	<u>(5,585)</u>				

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

December 2023

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
602 Democratic and Civic Costs								
1246 Donations Received	0	3,981	0	(3,981)			0.0%	
1309 Misc Contributions	0	18	0	(18)			0.0%	
1310 Events Income	0	2,090	0	(2,090)			0.0%	
Democratic and Civic Costs :- Income	0	6,088	0	(6,088)				0
4002 Gross Salaries - Works	0	552	0	(552)		(552)	0.0%	
4020 Misc Establishment Costs	0	0	50	50		50	0.0%	
4042 Equipment/Vehicle Maintenance	168	432	2,000	1,568		1,568	21.6%	
4200 Mayor's Allowance	0	193	2,200	2,007		2,007	8.8%	
4202 Members' Expenses (Conf etc)	160	240	500	260		260	48.0%	
4203 Mayor's Allowance 22/23	0	897	0	(897)		(897)	0.0%	
4210 Election Costs	0	415	0	(415)		(415)	0.0%	
4701 Grants/Donations Paid	0	2,420	4,000	1,580		1,580	60.5%	
4702 Community Events Support	49	10,898	7,000	(3,898)		(3,898)	155.7%	
4704 Remembrance Parade	0	42	200	158		158	20.8%	
4971 Transfer from EMR	0	(415)	0	415		415	0.0%	
Democratic and Civic Costs :- Indirect Expenditure	377	15,673	15,950	277	0	277	98.3%	0
Net Income over Expenditure	(377)	(9,585)	(15,950)	(6,365)				

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

December 2023

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
700 Capital and Projects								
1153 Loan Interest Rec'd - INTERNAL	0	7,903	7,903	0			100.0%	
1154 Loan Capital Rec'd - INTERNAL	0	12,000	12,000	0			100.0%	
1245 Grants Received	0	9,673	0	(9,673)			0.0%	
1364 S106 Money Received	4,906	4,906	0	(4,906)			0.0%	
Capital and Projects :- Income	4,906	34,482	19,903	(14,579)			173.3%	0
4153 Loan Interest - INTERNAL	0	7,903	7,903	0	0		100.0%	
4154 Loan Capital - INTERNAL	0	12,000	12,000	0	0		100.0%	
4802 CAP - Cemetery Extension	0	10,208	0	(10,208)	(10,208)		0.0%	
4814 CAP - IT Equipment	0	1,597	0	(1,597)	(1,597)		0.0%	
4819 CAP - Vehicle	0	4,500	0	(4,500)	(4,500)		0.0%	
4834 CAP - Machinery & Equipment	0	6,895	0	(6,895)	(6,895)		0.0%	
4836 CAP - Neighbourhood Plan	0	4,257	0	(4,257)	(4,257)		0.0%	
4852 CAP - Skatepark	0	175	0	(175)	(175)		0.0%	
4855 CAP-Scout Building Fencing	1,312	1,312	0	(1,312)	(1,312)		0.0%	
4856 CAP - Teen Shelter	7,324	7,324	0	(7,324)	(7,324)		0.0%	
4857 CAP - Town Signs	4,906	4,906	0	(4,906)	(4,906)		0.0%	
4915 Transfer to Rolling Capital Fd	0	23,126	23,126	0	0		100.0%	
4921 Transfer to EMR	0	9,923	0	(9,923)	(9,923)		0.0%	
4923 Internal Loan repaid to F'ild	0	12,000	12,000	0	0		100.0%	
4965 Funded from Rolling Capital	(8,636)	(32,011)	0	32,011	32,011		0.0%	
4971 Transfer from EMR	0	(4,507)	0	4,507	4,507		0.0%	
Capital and Projects :- Indirect Expenditure	4,906	69,608	55,029	(14,579)	0	(14,579)	126.5%	0
Net Income over Expenditure	0	(35,126)	(35,126)	0				
Grand Totals:- Income	13,413	725,623	702,667	(22,956)			103.3%	
Expenditure	77,321	553,232	702,667	149,435	109	149,326	78.7%	
Net Income over Expenditure	(63,909)	172,391	0	(172,391)				
Movement to/(from) Gen Reserve	(63,909)	172,391						

Sandy Town Council
Report to 31st Dec 2023

General Notes

Attached is the summary income & expenditure report for the year 1st April 2023 to 31st December 2023

This report shows a current year surplus of income over expenditure of £172,391

The balance sheet shows that total funds available to the Council are £748,131

This is made up of the following -

Current Year Fund	£172,391
General Reserve Brought Forward	£234,659
Rolling Capital Fund	£205,543
Fallowfield Reserve	£84,217
Earmarked Elections	£14,585
EMR Christmas Activities	£8,428
EMR Neighbourhood Plan	£23,308
EMR Anglian Water	£5,000
Total	£748,131

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

Balance Sheet Notes:Analysis by Cost Centre**401 - Staff**Expenditure is 71.3% the annual budget.

4002 - Overtime payments for Officers' working the Autumn Market and back pay owed to two members of the team whose incremental pay scale rise had not been implemented. Back dated pay was owed from 1st April 22

4030 - Recruitment costs. Budget set for £350. Total cost for basic online advertising has risen to £399. There will be a projected further overspend to advertise the Community Engagement Officer's role.

402 - Administrative OfficeExpenditure is 85.9% the annual budget.

4011 - Office rates paid incrementally

4016 - cost of cleaning materials has increased and the Outdoor Team are using more refuse sacks which has pushed up the costs. Cost of toilet paper for anti vandal dispensers has also increased costs

4023 - Much of the costs here have come from extra support for events including posters, banners and photographic display materials and paper. Further costs were incurred with new Councillor induction packs and this also covers printing costs at LION Press for monograph binding

4024 - Subscriptions increased charges created after budgeting process 2023/24

4025 - Annual one off payment which includes cover to 30th June 2024

4026 - photocopy costs included 3 quarterly lease fees

4027 - IT Costs were higher due to support costs to fix issues with Civic Officers phone and print connections Includes purchase of two PCs

4036 - Includes ADT annual charge, annual boiler service and repairs to public toilets

4056 - Legal expenses for Land registry enquiries, Taylor Wimpey land expenses and charges for work done on transfer of land West of Potton Road

4070 - Refreshments includes increased cost of sourcing milk from dairy at £3.27 a week

Sandy Town Council
Report to 31st December 2023

Analysis by Cost Centre [Continued]

403 - Administrative Works

Expenditure is 67.1% of the annual budget.

4005 - Staff uniforms includes purchase of safety boots and gloves

4011- general rates paid in May and October

4012 - Water rates paid in May and August

4039 - Summer planting includes Willow Tree Island work for £640 (will ask to be re-coded)

4042 - includes two annual services and repairs to Toyota Dyna and new fuel tank

4044 - includes vehicle insurance until 30th June 2024

405 Footway Lighting

Expenditure is 40.6% of the annual budget.

406 Cemetery & Churchyard

Expenditure is 60.3% of the annual budget.

4012 - Water Rates paid on quarterly basis

4037 - Grounds Maintenance includes Mole control costs and purchase of gravel/shingle

408 Town Centre

Income is 237.9% of annual budget - most of the income is generated through sale of carpark passes

Expenditure is 107.8% of the annual budget.

4011 - General Rates for Market and Car Park for May, July and two payments in October

4029 - lamppost banner installation for the summer period and agreed overspend for Remembrance banners

4100 - includes repairs to two faulty CCTV cameras

409 Public Toilets - Car Park

Expenditure is 166% of the annual budget.

4012 - increased water charges due to leaking pipe

4036 - Includes annual service charge for barrier management and repairs to ladies toilets caused by vandalism

500 Play Areas and Open Spaces

Income is 55.8% budget

Expenditure is 189.5% of the annual budget.

4012 - water rates paid April, July and Oct

4036 - Includes annual play inspection and repair costs for lighting in public toilets also cost to relocate cemetery fencing needs re-coding

501 Sunderland Road Recreation Ground

Income is 40.1% of budget

Sandy Town Council
Report to 31st December 2023

Analysis by Cost Centre [Continued]

Expenditure is 75.4% of the annual budget.

4012 - Water rates, includes four bills for Sunderland Road Rec and two for the Bowling Green

4036 - Includes £400 for steam cleaning the carpets needs re-coding

4046 - Bowling Green included high cost for weedkiller in April and June and Grass seed in September annual irrigation works and £300 to aerate the bowls green.

4060 - Pavilion Management Fee includes December's fees

502 Nature Reserves

Income is 64.5% of annual budget

Expenditure is 18.9% of the annual budget.

4703 Sandy Green Wheel Annual Contribution

505 Grass Cutting

Expenditure is 0% of the annual budget.

506 Litter Bins, Seats & Shelters

Expenditure is 0% of the annual budget.

509 Christmas Lights

Income is 1175.4% due to donation from Friends of Sandy Christmas Lights fundraising activities towards event and donation from Britannia Pharmacy of £1,500 towards the Christmas Tree. Includes market fees, raffle money and income from Santa's grotto.

Expenditure is 169.2% of the annual budget.

4401- Annual Charge for Christmas Lights illuminations

4402 - Christmas Lights Switch-on Event includes costs of Event Management from BBB Group for £5,188.40

601 Precept and Interest

Income is 100.9% of the annual budget.

602 Democratic and Civic Costs

Expenditure is 98.3% of the annual budget.

4702 - Costs towards Big Lunch and SkateJam (grant funding of £2,500 raised by Cllr Hewitt to cover costs of event)

700 Capital and Projects

Income is 173.3% annual budget

Expenditure is 126.5% of the annual budget.

4153 - (Internal) Loan interest

4154 - (Internal) Loan interest

4915 - Transfer to Rolling Capital Funds

4923 - Internal loan repayment

Date: 05/12/2023

Sandy Town Council Current Year

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Current Bank A/c**List of Payments made between 01/11/2023 and 30/11/2023**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
06/11/2023	Purchase Power	DDR1	49.21		564-Postage
06/11/2023	Barclays	DDR	32.00		Bank charges
06/11/2023	PHS Group	FP1	464.73		567-Sanitary Disposal
06/11/2023	Carol Baker-Smith	FP2	25.00		645-CBS Eye test
06/11/2023	Mrs S Sutton	fp3	51.95		551-Xmas tree entry
06/11/2023	Laura Dove	fp4	65.19		538-LD Expenses
06/11/2023	Microshade Business Consultant	fp5	71.76		547-Citrix hosting
07/11/2023	Agrovista UK Ltd	32876	315.83		510-Soil conditioner
07/11/2023	Ben Burgess & Co Ltd	32867	1,446.22		511-AE67 CLF mower repairs
07/11/2023	Biggles FM	32864	500.00		512-Biggles FM Grant
07/11/2023	Binder Loams Ltd	32865	552.00		513-Ongar Loam
07/11/2023	Blunham Dairy	32866	47.51		514-Milk
07/11/2023	Central Bedfordshire Council	32868	1,844.65		515-Pavilion Man fee Nov 23
07/11/2023	Chums Charity	32869	500.00		516-Chums Charity Grant
07/11/2023	The Community Heartbeat Trust	32870	73.14		552-Defibrillator pads
07/11/2023	DCK Accounting Solutions Ltd	32871	1,401.00		518-Accounts Sep 23
07/11/2023	DM Payroll Services Ltd	32872	102.00		519-Paproll fees Jul-Sep 23
07/11/2023	4Tune Performance	32863	873.60		520-AK12 WLJ Replace fuel tank
07/11/2023	Hertfordshire County Council	32873	523.42		523-Cleaning materials
07/11/2023	Lamps & Tubes Illuminations Lt	32874	570.00		524-Install banners
07/11/2023	Parish UK	32875	19.00		525-Sandy Business directory
07/11/2023	HMRC	FP	5,119.45		PAYE/NI Sep 23
08/11/2023	Yu Energy	DDR2	87.22		532-Depot electricity
08/11/2023	Yu Energy	DDR3	140.22		Purchase Ledger Payment
10/11/2023	Yu Energy	DDR4	928.60		534-S/Lights electricity
10/11/2023	Yu Energy	DDR5	70.57		533-S/Lights electricity
10/11/2023	Yu Energy	DDR6	28.42		587-Toilets water charges
10/11/2023	Yu Energy	DDR7	44.74		535-Office gas
10/11/2023	HMRC	FP	4,946.95		PAYE/NI Oct 23
10/11/2023	Pensions Oct 23	FP	6,184.03		Pensions Oct 23
13/11/2023	1st Response Fire Protection &	FP6	447.12		548-Stakepark CCTV repair
13/11/2023	National World Publishing Ltd	FP7	478.80		546-Civic officer Recruit adve
13/11/2023	S.J.S. Irrigation	FP8	492.00		542-B/Club Irrigation drain do
13/11/2023	FD Odell & Sons Ltd	FP9	543.00		488-Skip hire
13/11/2023	T&J Seymour Electrical Install	FP10	558.00		541-S/Light repairs
13/11/2023	TTM Consultancy Services Ltd	FP11	726.00		539-Barrier service agreement
13/11/2023	Savin Nurseries	FP12	728.15		550-Compost
13/11/2023	Real Christmas Trees Ltd	FP13	1,674.00		543-25ft Christmans Tree
13/11/2023	Woodfines LLP	FP14	3,121.60		Purchase Ledger Payment
15/11/2023	Nov Salaries	DDR	16,530.97		Nov Salaries
16/11/2023	Chess Ltd DDR	DDR8	251.89		486-IT Support
16/11/2023	Chess Ltd DDR	DDR9	251.89		527-IT Support
20/11/2023	Anglian Water Business Ltd. (N	DDR10	134.19		615-Office water charges
20/11/2023	Anglian Water Business Ltd. (N	DDR11	1,042.02		611-SRRG Water charges
20/11/2023	UK Fuels Limited DDR	DDR12	121.24		530-Fuel A/C
20/11/2023	Anglian Water Business Ltd. (N	DDR13	32.59		614-Cemetery water charges
20/11/2023	Yu Energy	DDR14	21.01		616-SRRG Electricity

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Current Bank A/c

List of Payments made between 01/11/2023 and 30/11/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
22/11/2023	Anglian Water Business Ltd. (N	DDR15	636.94		613-Public Toilets water charg
24/11/2023	Anglian Water Business Ltd. (N	DDR16	77.59		612-Depot water charges
27/11/2023	Chess Ltd DDR	DDR17	1,916.35		528-HP ProOne 440 Gp PC
29/11/2023	Chess Ltd DDR	DDR18	395.29		Purchase Ledger Payment
29/11/2023	Focus Green Ltd	FP15	477.00		638-Pavilion EPC
30/11/2023	Control Print Solutions Ltd	DDR19	522.00		529-Copier charges
Total Payments			<u>58,258.05</u>		

Date: 09/01/2024

Sandy Town Council Current Year

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Current Bank A/c**List of Payments made between 01/12/2023 and 31/12/2023**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/12/2023	Barclays	DDR	37.45		Bank charges
05/12/2023	Blunham Dairy	32878	13.08		651-Milk
05/12/2023	Central Bedfordshire Council	32880	1,844.65		605-Pavilion Man fee Dec 23
05/12/2023	DCK Accounting Solutions Ltd	32881	627.00		589-Accounts Oct 23
05/12/2023	4Tune Performance	32877	58.60		590-AK12 WLJ MOT
05/12/2023	Andrew Havergal	32882	135.00		591-Remembrance PA hire
05/12/2023	Hertfordshire County Council	32883	262.93		592-Cleaning materials
05/12/2023	Muscle & Motor	32885	90.00		593-Relocate Cemetery fencing
05/12/2023	Sandy Town Bowls Club	32879	32.16		594-Bowls Club fuel
05/12/2023	The Lion Press	32884	424.80		595-Vinyl banners
05/12/2023	Travis Perkins Trading Co Ltd	32886	80.40		596-Gravel/shingle
05/12/2023	Veg Box Donation Scheme	32887	600.00		597-Veg Box Donation Scheme gr
05/12/2023	Verto (UK) Ltd	32888	900.00		598-Website maint 1.12-1.6.24
05/12/2023	Muscle & Motor	32885	-90.00		Purchase Ledger Payment
08/12/2023	Chess Ltd DDR	DDR1	3,252.00		609-IT Support
08/12/2023	Yu Energy	DDR2	124.03		Purchase Ledger Payment
08/12/2023	Yu Energy	DDR3	490.27		Purchase Ledger Payment
08/12/2023	Yu Energy	DDR4	1,076.05		619-S/Lights electricity
08/12/2023	Yu Energy	DDR5	77.64		618-S/Lights electricity
08/12/2023	Yu Energy	DDR6	42.05		620-C/Park toilets electricity
11/12/2023	UK Fuels Limited DDR	DDR7	82.73		610-Fuel A/C
11/12/2023	Yu Energy	DDR8	202.89		617-Office gas charges
11/12/2023	Colin Ross Workwear & Safety	FP1	58.79		627-Safety shoes
11/12/2023	Churches Fire Security Ltd	FP2	96.86		626-Fire Alarm/lights service
11/12/2023	The Lion Press	FP3	110.40		636-AOC Report - bound
11/12/2023	1st Response Fire Protection &	FP4	117.30		632-Fire equipment
11/12/2023	LA Sherry	FP5	150.00		647-Xmas lights Brass Quintet
11/12/2023	Shire Pest Control & Wildlife	FP6	185.00		635-Cemetery mole control
11/12/2023	Premiership Lawn care Ltd	FP7	360.00		637-Areate bowling green
11/12/2023	R T Machinery Ltd	FP8	360.46		634-ET Lander service
11/12/2023	ADT Fire & Security Plc	FP9	448.08		628-CCTV Maint 27.11-26.11.24
11/12/2023	Focus Green Ltd	FP10	477.00		Purchase Ledger Payment
11/12/2023	R Butler	FP11	630.00		621-Stilt Walking Fairy
11/12/2023	Bedford College	FP12	700.00		623-WH Tractor training
11/12/2023	FD Odell & Sons Ltd	FP13	990.60		629-Skip hire
11/12/2023	Steve Dear Tree Services Ltd	FP14	1,152.00		670-Scout Hut tree works
11/12/2023	Tim Miles	FP15	1,200.00		633-Grave digging
11/12/2023	BATPC	FP16	2,511.00		669-New Cllr Training SB/AE
11/12/2023	Muscle & Motor	FP17	90.00		Purchase Ledger Payment
12/12/2023	HMRC	FP	5,693.43		PAYE/NI Nov 23
12/12/2023	Beds Pension Fund	FP	6,477.52		Pensions Nov 23
15/12/2023	Dec Salaries	DDR	24,233.55		Dec Salaries
18/12/2023	UK Fuels Limited DDR	DDR9	3.60		606-Fuel A/C
18/12/2023	The Society of Local Council C	FP18	337.00		Purchase Ledger Payment
18/12/2023	Glasdon UK Ltd	FP19	1,578.42		536-Grit/Salt Spreader
19/12/2023	Yu Energy	DDR10	18.70		721-SRRG electricity
20/12/2023	Chess Ltd DDR	DDR11	503.78		608-IT Support

Continued on Page 2

List of Payments made between 01/12/2023 and 31/12/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
22/12/2023	Purchase Power	DDR12	99.63		719-Frinking machine lease
22/12/2023	Chess Ltd DDR	DDR13	594.58		Purchase Ledger Payment
Total Payments			<u>59,541.43</u>		

SANDY TOWN COUNCIL

COMMITTEE: Policy, Finance and Resources

DATE: 15th January 2024

OFFICER: Town Clerk

SUBJECT: Scale of Charges for Financial Year 2024/25

The table below details the 2023/24 scale of charges for Council functions and services. The table proposes some increases in charges for the financial year 2024/25. The increases are either based on the last available RPI figure of 8.9% (September 2023) or a rounded amount where 8.9% is unpractical. Charges for Cemetery and Memorials have been increased by 16% to accommodate the Accountant's calculations for an increase in income for 2024/25.

Sports Charges			
Football			
<i>Bedford Road Recreation Ground – Sandy Football Club</i>	2023/24 £	2024/25 £	VAT
Pitch and Pavilion	Lease		
Line Marking of football pitch per marking	31.00	34.00	+ VAT
<i>Sunderland Road Recreation Ground</i>			
Seasonal hire of junior pitch	85.00	92.00	
Casual use of senior pitch	44.00	48.00	+ VAT
Casual use of junior pitch	16.50	18.00	+ VAT
Seasonal use of mini pitches	68.00	74.00	
Casual use of mini pitches	12.50	13.50	+ VAT
<i>Seasonal use of football pitch and 2 changing rooms:</i>			
Sandy Colts and other junior teams	218.50	237.50	
Sandy Colts senior teams	249.00	271.00	
Adult teams	537.50	585.50	
Cricket			
Lease			
Sandy Cricket Club (2 changing rooms and education room)	341.00	371.00	EA
Sandy Cricket Club (pitch) -	265.00	288.00	
Casual use of cricket pitch (income to club)	Set by SCC		
Other clubs (seasonal use of 2 changing rooms)	281.50	306.50	
Casual use of 2 changing rooms	26.00	28.00	
Bowls			
Lease			
Sandy Town Bowls Club			
Rink Fees (bowling green per person per rink per hour)	5.00	5.50	+ VAT

Premises, Leases etc			
Jenkins Pavilion			
Non profit making youth groups:	2023/24	2024/25	VAT
	£	£	
Seasonal or termly use of education room (weekly meetings)	Set By EA		
Casual use of education room (per hour)	Set By EA		
Non profit making adult groups:			
Yearly use of education room (monthly meetings)	Set By EA		
Commercial or business groups:	Set By EA		
Casual use of education room (per hour)	Set By EA		

Premises, Leases etc continued			
10 Cambridge Road			
Day Time	2023/24	2024/25	VAT
	£	£	
Hire of Council Chamber per session (4 hours)	44.00	48.00	+ VAT
Hire of council chamber per session day rate	76.00	83.00	+ VAT
Hire of Chamber per hour	13.00	14.00	+ VAT
Evening			
Hire of Chamber per Hour	15.00	16.00	+ VAT
Hire of Chamber for (4 hours)	50.00	54.50	+ VAT

Other Charges			
	2023/24	2024/25	VAT
	£	£	
Agenda, Minutes and supporting papers per year	12.00	13.00	
Photocopying Charges			
Black and White A4	0.10	0.15	Inc VAT
Black and White A3	0.20	0.25	Inc VAT
Black and White A4 card	0.20	0.25	Inc VAT
Colour A4	0.50	0.55	Inc VAT
Colour A3	0.80	0.85	Inc VAT
Laminating A4	0.80	0.85	Inc VAT
Laminating A3	1.30	1.35	Inc VAT
Administration costs if applicable (time spent on fulfilling request exceeds 1 hour)	14.00	15.00	
Town Centre Car Park			
Pass (non-refundable)	174.00	174.00	+ VAT
Replacement pass (being phased out)	63.00	63.00	

Burials and Memorials				
Exclusive rights to Burial	2023/24		2024/25	
	£		£	
Burial in all sections 7 ft x 3 ft	Resident 239.00	Non Resident 717.00	Resident 277.00	Non Resident 830.00
Fee for transfer of rights of burial document	76.00	230.00	88.00	266.00

Burials and Memorials		
Exclusive rights to Burial of cremated remains	2023/24	2024/25
	£	£
Cremated remains in earthen grave 2 ft x 2 ft	Resident 125.50	Resident 145.50
	Non Resident 376.50	Non Resident 436.50
<i>Tablets are the only memorials permitted</i>		
Interment Fees*	2023/24	2024/25
	£	£
Interment of a body of a non-viable foetus or a child whose age at the time of death did not exceed 12 months	Resident 30.00	Resident 35.00
	Non Resident 50.00	Non Resident 58.00
Interment of a body of a child whose age at the time of death exceeded 12 months but did not exceed 12 years	Resident 63.00	Resident 73.00
	Non Resident 189.00	Non Resident 219.00
Interment of a body of a person whose age at the time of death exceeded 12 years	Resident 552.00	Resident 640.00
	Non Resident 1,656.00	Non Resident 1,920.00
Cremated remains	Resident 163.00	Resident 190.00
	Non Resident 489.00	Non Resident 567.00
Scattering of cremated remains	Resident 32.50	Resident 37.00
	Non Resident 98.00	Non Resident 113.00
Fees above include the digging of the grave and apply only where the interment is made between the hours of 10 am and 4 pm Monday to Thursday, and between 10am and 2.30pm Friday or on the certificate of a coroner or registered medical practitioner that immediate interment is necessary. In any other case an additional fee is payable available on application at the time of the interment		
Extra charge per ft for excavations deeper than 7 ft	Resident 90.00	Resident 104.00
	Non Resident	Non Resident

	280.00	324.00
Hire of Cemetery Chapel	130.00	150.00
Burials and Memorials continued		
Memorial Fees	2023/24 £	2024/25 £
Any headstone, vase or tablet permitted under the regulations	Resident 186.00	Resident 216.00
	Non Resident 558.00	Non Resident 648.00
Subsequent inscriptions	Resident 63.00	Resident 73.00
	Non Resident 190.00	Non Resident 220.00
Restoration and Replacement of kerbing	Resident 63.00	Resident 73.00
	Non Resident 190.00	Non Resident 220.00
Maintenance Fees		
Maintenance of graves (per single grave not planted per annum)	71.00	82.00
Maintenance of graves (per single grave planted x 2 per annum)	154.00	178.00
New requests for maintenance of planted grave	192.00	222.00
Maintenance in perpetuity	3,020.00	3,500.00
Standard administration charge for cemetery requests not covered by the above – <i>Such as moving of headstones etc.</i>	45.00	52.00
Exhumation Fees		
Administration costs and personnel attendance at exhumation.	To be considered on individual basis.	
Transfer of Ownership	60.00	70.00

Sandy Town Council

(Updated 12/1/24)

Budget Summary

Year Ended 31st March 2025

	<u>2023/24</u>		<u>2024/25</u>	<i>Budget</i>
	Projected	<i>Budgeted</i> (Revised)	Proposed	<i>Incr/Decr</i>
REVENUE EXPENDITURE				
Staffing & Admin	499961	517430	537932	20502
Services	135584	129600	136253	6653
	<u>635545</u>	<u>647030</u>	<u>674185</u>	<u>27155</u>
INCOME				
Staffing & Admin	14356	5800	9550	3750
Services	51513	43505	47791	4286
	<u>65869</u>	<u>49305</u>	<u>57341</u>	<u>8036</u>
NET REVENUE EXPENDITURE	<u>569676</u>	<u>597725</u>	<u>616844</u>	<u>19119</u>
Capital Expenditure (Net)				
Rolling Capital Fund Allocation - per Budget	51300	51300	51300	0
Rolling Capital Fund Allocation - Budget Saving	-28174	-28174	0	
	<u>23126</u>	<u>23126</u>	<u>51300</u>	
Capital & Projects (net)	250	0	0	0
Loans	608	608	608	
Loan - Internal Repayment	12000	12000	12000	0
	<u>35984</u>	<u>35734</u>	<u>63908</u>	<u>0</u>
TOTAL NET EXPENDITURE	<u>605660</u>	<u>633459</u>	<u>680752</u>	<u>0</u>
Financed as follows				
Reserves at 1st April	234660	234786	262459	
Reserves at 31st March	<u>262459</u>	<u>234786</u>	<u>262459</u> **	
Used to Fund Expenditure\ (Incr in Gen Rsv)	(27,799)	0	0 ***	
PRECEPT FUNDING REQUIRED	<u>633459</u>	<u>633459</u>	<u>680752</u>	<u>47293</u> 7.47%
	<u>605660</u>	<u>633459</u>	<u>680752</u>	

Precept information

ADJUSTED BASIS

Band D Equivalents	<u>4047</u>	<u>4052</u>	(Advised)	0.12%
Precept per Band D Equivalent (£/annum)	<u>£ 156.53</u>	<u>£168.00</u>	£11.47	7.33%
Precept per Band D Equivalent (p/week)	<u>300.19</u>	<u>322.19</u>	22.00 p	

**Note: Recommended minimum reserve equal to			
3 months net revenue expenditure	142419	149431	154211
General Reserve Shortfall /Surplus	120040	85355	108248

Earmarked Reserve	<u>31/03/2023</u> (Actual)	<u>31/03/2024</u> (Projected)	<u>31/03/2025</u> (Available)
Rolling Capital Fund	214649	260591	311891
Earmarked Reserves	54272	43027	47027
Fallowfield	60217	64717	69217
Fallowfield Internal Loan	226000	214000	202000
TOTAL Earmarked Funds	<u>555138</u>	<u>582335</u>	<u>630135</u>
General Reserve (see above)	234660	262459	262459 B
Total Reserves	<u>789798</u>	<u>844794</u>	<u>892594</u>

B Recommend transfer to RCP at 31/3/24 of 2023/24 Final Surplus

Sandy Town Council

(Updated 12/1/24)

Budget Summary**Year Ended 31st March 2025**

		<u>2023/24</u>		<u>2024/25</u>	<i>Budget</i>
		Projected	<i>Budgeted</i>	Proposed	<i>Incr/Decr</i>
<u>Expenditure Budgets</u>			(Revised)		
<u>Staffing & Admin</u>					
Staff	401	360170	380200	391700	11500
Admin - Office	402	81252	82980	89217	6237
Admin - Works	403	41040	38300	41565	3265
Precept and Interest	601	0	0	0	0
Democratic & Civic	602	17499	15950	15450	-500
		<u>499961</u>	<u>517430</u>	<u>537932</u>	<u>20502</u>
<u>Services</u>					
Footway Lighting	405	20000	20000	20000	0
Cemetery & Churchyard	406	10296	12500	13650	1150
Town Centre (incl Market) (excl Loans)	408	13166	15550	18592	3042
Public Toilets - Car Park	409	2850	2850	3100	250
Play Areas & Open Spaces	500	2050	1250 A	4800	3550
Sunderland Rd Rec Ground	501	35844	34500	28111	-6389
Nature Reserves	502	14550	14550	15600	1050
Grass Cutting	505	9000	9000	10000	1000
Litter Bins Seats and Shelters	506	1000	1000	1000	0
Christmas Lights	509	26828	18400	21400	3000
		<u>135584</u>	<u>129600</u>	<u>136253</u>	<u>6653</u>
<u>TOTAL EXPENDITURE</u>		<u>635545</u>	<u>647030</u>	<u>674185</u>	<u>27155</u>

NOTES

- A Funding from Fallowfield EMR £15K p.a. to 2019/20. Thereafter £7.5K p.a.

Sandy Town Council

(Updated 12/1/24)

Budget Summary

Year Ended 31st March 2025

		<u>2023/24</u>		<u>2024/25</u>	<i>Budget</i>
		Projected	<i>Budgeted</i>	Proposed	<i>Incr/Decr</i>
			(Revised)		
<u>Income Budgets</u>					
<u>Staffing & Admin</u>					
Staff	401	0	0	0	0
Admin - Office	402	1100	800	550	-250
Admin - Works	403	0	0	0	0
Precept and Interest	601	9000	5000	9000	4000
Democratic & Civic	602	4256	0	0	0
		<u>14356</u>	<u>5800</u>	<u>9550</u>	<u>3750</u>
<u>Services</u>					
Footway Lighting	405	0	0	0	0
Cemetery & Churchyard	406	34000	34000	39000	5000
Town Centre (incl Market)	408	1000	500	300	-200
Public Toilets - Car Park	409	0	0	0	0
Play Areas & Open Spaces	500	2450	2800	2550	-250
Sunderland Rd Rec Ground	501	1450	2020	1756	-264
Nature Reserves	502	3185	3185	3185	0
Grass Cutting	505	0	0	0	0
Litter Bins Seats and Shelters	506	0	0	0	0
S.E.G (not is use 14/15)	508	0	0	0	0
Christmas Lights	509	9428	1000	1000	0
		<u>51513</u>	<u>43505</u>	<u>47791</u>	<u>4286</u>
<u>TOTAL INCOME</u>		<u>65869</u>	<u>49305</u>	<u>57341</u>	<u>8036</u>

12/01/2024

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**Sandy Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 10)**

Note: Draft 2024/25 Budget

	<u>2022/23</u>		<u>2023/24</u>				<u>2024/25</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>401 Staff</u>									
Overhead Expenditure	330,000	330,596	380,200	270,936	360,170	109	391,700	0	0
Movement to/(from) Gen Reserve	<u>(330,000)</u>	<u>(330,596)</u>	<u>(380,200)</u>	<u>(270,936)</u>	<u>(360,170)</u>		<u>(391,700)</u>		
<u>402 Administration-Office</u>									
Total Income	2,100	5,856	800	387	1,100	0	550	0	0
Overhead Expenditure	81,550	76,989	82,980	71,956	81,652	0	89,217	0	0
Movement to/(from) Gen Reserve	<u>(79,450)</u>	<u>(71,133)</u>	<u>(82,180)</u>	<u>(71,569)</u>	<u>(80,552)</u>		<u>(88,667)</u>		
<u>403 Administration-Works</u>									
Overhead Expenditure	41,050	22,887	38,300	27,004	41,040	0	41,565	0	0
Movement to/(from) Gen Reserve	<u>(41,050)</u>	<u>(22,887)</u>	<u>(38,300)</u>	<u>(27,004)</u>	<u>(41,040)</u>		<u>(41,565)</u>		
<u>405 Footway Lighting</u>									
Overhead Expenditure	23,000	26,481	20,000	9,132	20,000	0	20,000	0	0
Movement to/(from) Gen Reserve	<u>(23,000)</u>	<u>(26,481)</u>	<u>(20,000)</u>	<u>(9,132)</u>	<u>(20,000)</u>		<u>(20,000)</u>		
<u>406 Cemetery & Churchyard</u>									
Total Income	28,160	31,990	34,000	23,253	34,000	0	39,000	0	0
Overhead Expenditure	12,300	11,915	12,500	7,533	10,296	0	13,650	0	0
Movement to/(from) Gen Reserve	<u>15,860</u>	<u>20,074</u>	<u>21,500</u>	<u>15,720</u>	<u>23,704</u>		<u>25,350</u>		
<u>408 Town Centre (Including Market)</u>									
Total Income	0	1,125	500	1,190	1,000	0	300	0	0

Continued on next page

**Sandy Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 10)**

17:11

Note: Draft 2024/25 Budget

	<u>2022/23</u>		<u>2023/24</u>				<u>2024/25</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure	17,508	16,175	16,158	17,412	13,774	0	19,200	0	0
Movement to/(from) Gen Reserve	<u>(17,508)</u>	<u>(15,051)</u>	<u>(15,658)</u>	<u>(16,222)</u>	<u>(12,774)</u>		<u>(18,900)</u>		
<u>409 Public Toilets - Car Park</u>									
Overhead Expenditure	2,650	2,827	2,850	4,771	2,850	0	3,100	0	0
Movement to/(from) Gen Reserve	<u>(2,650)</u>	<u>(2,827)</u>	<u>(2,850)</u>	<u>(4,771)</u>	<u>(2,850)</u>		<u>(3,100)</u>		
<u>500 Play Areas and Open Spaces</u>									
Total Income	2,313	10,738	2,800	1,563	2,450	0	2,550	0	0
Overhead Expenditure	1,250	13,338	1,250	2,368	2,050	0	4,800	0	0
Movement to/(from) Gen Reserve	<u>1,063</u>	<u>(2,600)</u>	<u>1,550</u>	<u>(805)</u>	<u>400</u>		<u>(2,250)</u>		
<u>501 Sunderland Road Rec Ground</u>									
Total Income	1,959	1,650	2,020	809	1,450	0	1,756	0	0
Overhead Expenditure	33,821	29,679	34,500	27,552	35,844	0	28,111	0	0
Movement to/(from) Gen Reserve	<u>(31,862)</u>	<u>(28,029)</u>	<u>(32,480)</u>	<u>(26,742)</u>	<u>(34,394)</u>		<u>(26,355)</u>		
<u>502 Nature Reserves</u>									
Total Income	2,685	2,920	3,185	2,053	3,185	0	3,185	0	0
Overhead Expenditure	14,550	14,272	14,550	2,757	14,550	0	15,600	0	0
Movement to/(from) Gen Reserve	<u>(11,865)</u>	<u>(11,352)</u>	<u>(11,365)</u>	<u>(704)</u>	<u>(11,365)</u>		<u>(12,415)</u>		
<u>505 Grass Cutting</u>									
Overhead Expenditure	9,000	8,138	9,000	0	9,000	0	10,000	0	0

Continued on next page

**Sandy Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 10)**

17:11

Note: Draft 2024/25 Budget

	<u>2022/23</u>		<u>2023/24</u>				<u>2024/25</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve	<u>(9,000)</u>	<u>(8,138)</u>	<u>(9,000)</u>	<u>0</u>	<u>(9,000)</u>		<u>(10,000)</u>		
506 Litter Bins, Seats & Shelters									
Overhead Expenditure	1,000	0	1,000	10	1,000	0	1,000	0	0
Movement to/(from) Gen Reserve	<u>(1,000)</u>	<u>0</u>	<u>(1,000)</u>	<u>(10)</u>	<u>(1,000)</u>		<u>(1,000)</u>		
509 Christmas Lights									
Total Income	1,000	2,500	1,000	11,754	9,428	0	1,000	0	0
Overhead Expenditure	17,250	18,541	18,400	32,029	26,828	0	21,400	0	0
Movement to/(from) Gen Reserve	<u>(16,250)</u>	<u>(16,041)</u>	<u>(17,400)</u>	<u>(20,275)</u>	<u>(17,400)</u>		<u>(20,400)</u>		
601 Precept and Interest									
Total Income	628,620	633,124	638,459	644,044	642,459	0	689,752	0	0
Movement to/(from) Gen Reserve	<u>628,620</u>	<u>633,124</u>	<u>638,459</u>	<u>644,044</u>	<u>642,459</u>		<u>689,752</u>		
602 Democratic and Civic Costs									
Total Income	0	1,250	0	6,088	4,256	0	0	0	0
Overhead Expenditure	18,000	17,744	15,950	16,733	17,499	0	15,450	0	0
Movement to/(from) Gen Reserve	<u>(18,000)</u>	<u>(16,494)</u>	<u>(15,950)</u>	<u>(10,645)</u>	<u>(13,243)</u>		<u>(15,450)</u>		
700 Capital and Projects									
Total Income	34,903	176,573	19,903	34,482	19,653	0	19,903	0	0
Overhead Expenditure	98,203	277,528	55,029	69,608	55,029	0	83,203	0	0
Movement to/(from) Gen Reserve	<u>(63,300)</u>	<u>(100,955)</u>	<u>(35,126)</u>	<u>(35,126)</u>	<u>(35,376)</u>		<u>(63,300)</u>		

Continued on next page

**Sandy Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 10)**

17:11

Note: Draft 2024/25 Budget

	<u>2022/23</u>		<u>2023/24</u>				<u>2024/25</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Budget Income	701,740	867,725	702,667	725,623	718,981	0	757,996	0	0
Expenditure	701,132	867,109	702,667	559,802	691,582	109	757,996	0	0
Movement to/(from) Gen Reserve	608	616	0	165,822	27,399		0		

12/01/2024

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**Sandy Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 10)**

Note: Draft 2024/25 Budget

		<u>2022/23</u>		<u>2023/24</u>				<u>2024/25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
401	<u>Staff</u>									
4001	Gross Salaries - Admin	129,250	109,643	152,050	79,988	108,970	109	157,500	0	0
4002	Gross Salaries - Works	115,250	125,865	129,400	122,147	159,800	0	129,650	0	0
4003	Employers NIC	23,000	20,198	26,000	18,318	23,450	0	27,800	0	0
4004	Employers Superannuation	60,750	55,171	70,100	49,753	66,150	0	72,650	0	0
4006	H&S Costs/Consultancy	600	600	1,300	75	700	0	2,300	0	0
4010	Miscellaneous Staff Costs	800	821	1,000	255	1,000	0	1,000	0	0
4019	Agency Staff	0	16,041	0	0	0	0	0	0	0
4030	Recruitment Advertising	350	2,256	350	399	100	0	800	0	0
	Overhead Expenditure	330,000	330,596	380,200	270,936	360,170	109	391,700	0	0
	Movement to/(from) Gen Reserve	(330,000)	(330,596)	(380,200)	(270,936)	(360,170)		(391,700)		
402	<u>Administration-Office</u>									
1003	Tourism Income	300	644	500	0	500	0	0	0	0
1201	Rent Received Etc	500	0	300	318	500	0	500	0	0
1202	Photocopying Income	0	37	0	26	50	0	50	0	0
1205	Miscellaneous Income	0	5,174	0	43	50	0	0	0	0
1259	Expenses Recovered	1,300	0	0	0	0	0	0	0	0
	Total Income	2,100	5,856	800	387	1,100	0	550	0	0
4006	H&S Costs/Consultancy	0	0	0	300	0	0	0	0	0
4008	Training	1,800	547	2,000	735	2,000	0	3,000	0	0
4009	Travel & Subsistence	150	0	150	52	50	0	220	0	0
4010	Miscellaneous Staff Costs	0	62	0	204	150	0	200	0	0

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**Sandy Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 10)**

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Note: Draft 2024/25 Budget

		<u>2022/23</u>		<u>2023/24</u>				<u>2024/25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4011	General Rates	6,950	6,737	7,450	7,073	7,072	0	7,780	0	0
4012	Water Rates	800	404	500	384	500	0	600	0	0
4014	Electricity	4,900	3,773	4,900	1,850	2,800	0	2,800	0	0
4015	Gas	2,350	1,416	2,350	641	1,300	0	1,300	0	0
4016	Cleaning Materials etc	1,250	2,039	1,250	1,330	1,250	0	1,500	0	0
4018	General Data Protection Regs	500	0	500	0	500	0	555	0	0
4020	Misc Establishment Costs	2,000	322	1,000	432	1,000	0	1,000	0	0
4021	Telephone & Fax	3,200	3,577	3,600	2,132	2,500	0	3,700	0	0
4022	Postage	1,300	1,648	1,800	872	1,200	0	2,000	0	0
4023	Stationery	700	1,529	700	834	700	0	1,000	0	0
4024	Subscriptions	3,150	3,173	3,250	3,305	3,250	0	3,500	0	0
4025	Insurance (excl vehicles)	18,600	17,884	19,000	19,228	19,250	0	21,000	0	0
4026	Photocopy Costs	5,000	4,300	5,000	3,944	5,000	0	4,160	0	0
4027	IT Costs incl Support	3,000	3,781	3,600	6,876	4,000	0	6,150	0	0
4028	Service Agreements (Other)	5,500	5,709	5,500	4,989	7,000	0	6,000	0	0
4030	Recruitment Advertising	0	0	0	399	0	0	0	0	0
4035	Publications	100	61	100	79	100	0	100	0	0
4036	Property Maintenance/Security	3,600	3,584	4,000	4,586	4,000	0	4,000	0	0
4040	Equipment Purchases (Minor)	2,000	330	2,000	817	2,000	0	2,500	0	0
4041	Equipment/Vehicle Hire	0	0	0	57	0	0	0	0	0
4042	Equipment/Vehicle Maintenance	0	175	0	0	0	0	0	0	0
4050	Tourism Expenditure	100	458	400	0	400	0	400	0	0
4051	Bank Charges	550	551	800	363	500	0	622	0	0
4056	Legal Expenses	4,300	0	3,000	4,890	5,000	0	4,500	0	0

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**Sandy Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 10)**

Note: Draft 2024/25 Budget

		<u>2022/23</u>		<u>2023/24</u>				<u>2024/25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4057	Audit Fees - External	1,300	1,680	1,680	40	1,680	0	1,680	0	0
4058	Audit Fees - Internal	900	900	900	0	900	0	1,500	0	0
4059	Accountancy Fees	7,350	7,131	7,350	5,281	7,350	0	7,250	0	0
4070	Refreshments	200	221	200	263	200	0	200	0	0
4921	Transfer to EMR	0	5,000	0	0	0	0	0	0	0
Overhead Expenditure		81,550	76,989	82,980	71,956	81,652	0	89,217	0	0
Movement to/(from) Gen Reserve		(79,450)	(71,133)	(82,180)	(71,569)	(80,552)		(88,667)		
403	<u>Administration-Works</u>									
4005	Protective Clothing	1,300	773	1,300	1,465	1,300	0	1,500	0	0
4008	Training	1,500	0	1,500	768	1,500	0	2,000	0	0
4011	General Rates	1,900	1,846	2,050	1,939	1,940	0	2,150	0	0
4012	Water Rates	200	28	200	187	250	0	275	0	0
4014	Electricity	2,000	1,405	2,000	803	2,000	0	1,390	0	0
4017	Refuse Disposal	4,500	3,036	5,500	3,955	5,500	0	6,000	0	0
4036	Property Maintenance/Security	1,400	792	1,500	795	1,500	0	2,000	0	0
4038	Consumables/Small Tools	2,000	1,271	2,000	251	2,000	0	2,000	0	0
4039	Planting/Trees/Horticulture	6,250	4,055	6,250	5,147	6,250	0	6,250	0	0
4040	Equipment Purchases (Minor)	2,000	329	2,000	172	2,000	0	2,000	0	0
4042	Equipment/Vehicle Maintenance	5,000	1,851	4,000	5,757	6,000	0	4,500	0	0
4043	Equipment/Vehicle Fuel	4,000	3,252	3,000	2,382	3,000	0	3,500	0	0
4044	Vehicle Tax & Insurance	3,000	3,349	3,000	3,382	3,800	0	4,000	0	0
4045	Arboriculture	6,000	900	4,000	0	4,000	0	4,000	0	0
Overhead Expenditure		41,050	22,887	38,300	27,004	41,040	0	41,565	0	0

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Sandy Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 10)
Note: Draft 2024/25 Budget

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		<u>2022/23</u>		<u>2023/24</u>				<u>2024/25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		<u>(41,050)</u>	<u>(22,887)</u>	<u>(38,300)</u>	<u>(27,004)</u>	<u>(41,040)</u>		<u>(41,565)</u>		
405	<u>Footway Lighting</u>									
4014	Electricity	13,000	10,386	10,000	7,467	10,000	0	10,000	0	0
4042	Equipment/Vehicle Maintenance	10,000	16,095	10,000	1,665	10,000	0	10,000	0	0
Overhead Expenditure		<u>23,000</u>	<u>26,481</u>	<u>20,000</u>	<u>9,132</u>	<u>20,000</u>	<u>0</u>	<u>20,000</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve		<u>(23,000)</u>	<u>(26,481)</u>	<u>(20,000)</u>	<u>(9,132)</u>	<u>(20,000)</u>		<u>(20,000)</u>		
406	<u>Cemetery & Churchyard</u>									
1226	Burials/Memorials Income	27,500	31,990	34,000	23,253	34,000	0	39,000	0	0
1227	Chapel Rental	660	0	0	0	0	0	0	0	0
Total Income		<u>28,160</u>	<u>31,990</u>	<u>34,000</u>	<u>23,253</u>	<u>34,000</u>	<u>0</u>	<u>39,000</u>	<u>0</u>	<u>0</u>
4011	General Rates	4,100	3,942	4,350	2,146	2,146	0	3,370	0	0
4012	Water Rates	150	57	100	82	100	0	230	0	0
4036	Property Maintenance/Security	1,000	273	1,000	190	1,000	0	2,000	0	0
4037	Grounds Maintenance	700	1,534	700	608	700	0	700	0	0
4039	Planting/Trees/Horticulture	350	289	350	8	350	0	350	0	0
4101	Grave Digging Costs	6,000	5,820	6,000	4,500	6,000	0	7,000	0	0
Overhead Expenditure		<u>12,300</u>	<u>11,915</u>	<u>12,500</u>	<u>7,533</u>	<u>10,296</u>	<u>0</u>	<u>13,650</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve		<u>15,860</u>	<u>20,074</u>	<u>21,500</u>	<u>15,720</u>	<u>23,704</u>		<u>25,350</u>		
408	<u>Town Centre (Including Market)</u>									
1236	Market Fees	0	325	300	20	300	0	300	0	0

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Note: Draft 2024/25 Budget

		<u>2022/23</u>		<u>2023/24</u>				<u>2024/25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1238	Other Income Car Park	0	800	200	1,170	700	0	0	0	0
	Total Income	0	1,125	500	1,190	1,000	0	300	0	0
4011	General Rates	13,050	12,630	11,700	11,315	11,316	0	12,450	0	0
4029	Lamppost Banners	850	390	850	1,150	850	0	1,425	0	0
4036	Property Maintenance/Security	1,000	538	1,000	191	1,000	0	1,000	0	0
4053	Loan Interest	168	168	138	73	138	0	105	0	0
4054	Loan Capital Repaid	440	440	470	231	470	0	503	0	0
4100	CCTV Fees	2,000	2,010	2,000	4,452	0	0	3,717	0	0
	Overhead Expenditure	17,508	16,175	16,158	17,412	13,774	0	19,200	0	0
	Movement to/(from) Gen Reserve	(17,508)	(15,051)	(15,658)	(16,222)	(12,774)		(18,900)		
409	<u>Public Toilets - Car Park</u>									
4012	Water Rates	1,300	1,428	1,500	2,717	1,500	0	1,750	0	0
4014	Electricity	350	335	350	282	350	0	350	0	0
4036	Property Maintenance/Security	1,000	1,063	1,000	1,773	1,000	0	1,000	0	0
	Overhead Expenditure	2,650	2,827	2,850	4,771	2,850	0	3,100	0	0
	Movement to/(from) Gen Reserve	(2,650)	(2,827)	(2,850)	(4,771)	(2,850)		(3,100)		
500	<u>Play Areas and Open Spaces</u>									
1201	Rent Received Etc	1,200	1,049	1,550	962	1,050	0	1,050	0	0
1241	Sandy FC Rent	513	1,046	550	0	600	0	650	0	0
1251	Pitch Rental	600	1,143	700	601	800	0	850	0	0
1258	Insurance Claims Repayment	0	7,500	0	0	0	0	0	0	0

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**Sandy Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 10)**

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Note: Draft 2024/25 Budget

	<u>2022/23</u>		<u>2023/24</u>				<u>2024/25</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Income	2,313	10,738	2,800	1,563	2,450	0	2,550	0	0
4007 Health & Safety	300	284	300	0	300	0	500	0	0
4012 Water Rates	500	508	500	473	550	0	600	0	0
4014 Electricity	200	-1	200	56	200	0	200	0	0
4036 Property Maintenance/Security	500	250	500	944	1,000	0	1,000	0	0
4037 Grounds Maintenance	2,250	2,467	2,250	848	2,500	0	5,000	0	0
4042 Equipment/Vehicle Maintenance	5,000	9,830	5,000	47	5,000	0	5,000	0	0
4972 Transfer from EMR Fallowfield	-7,500	0	-7,500	0	-7,500	0	-7,500	0	0
Overhead Expenditure	1,250	13,338	1,250	2,368	2,050	0	4,800	0	0
Movement to/(from) Gen Reserve	1,063	(2,600)	1,550	(805)	400		(2,250)		
501 Sunderland Road Rec Ground									
1201 Rent Received Etc	1,000	714	1,000	0	750	0	750	0	0
1253 Bowls Club Rental	462	471	500	544	500	0	500	0	0
1255 Cricket Club Rental	297	236	320	265	0	0	306	0	0
1256 Scouts ,ACF and SSLA	200	229	200	0	200	0	200	0	0
Total Income	1,959	1,650	2,020	809	1,450	0	1,756	0	0
4012 Water Rates	2,500	1,859	2,000	2,676	2,000	0	2,000	0	0
4014 Electricity	200	86	200	99	100	0	100	0	0
4016 Cleaning Materials etc	0	11	0	0	0	0	0	0	0
4036 Property Maintenance/Security	2,000	628	2,000	2,515	2,000	0	2,000	0	0
4046 Bowling Green - SBC	3,489	4,038	3,850	3,782	3,850	0	4,201	0	0
4047 Equipment Maintenance - SBC	2,808	2,325	3,100	1,320	3,100	0	3,382	0	0

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**Sandy Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 10)**

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Note: Draft 2024/25 Budget

		<u>2022/23</u>		<u>2023/24</u>				<u>2024/25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4048	Cricket Square - SCC	2,772	2,258	3,050	1,574	3,050	0	3,328	0	0
4049	Equipment Maintenance - SCC	3,000	1,675	3,300	214	3,300	0	3,600	0	0
4060	Other Professional Fees	17,052	16,798	17,000	15,372	18,444	0	9,500	0	0
	Overhead Expenditure	33,821	29,679	34,500	27,552	35,844	0	28,111	0	0
	Movement to/(from) Gen Reserve	(31,862)	(28,029)	(32,480)	(26,742)	(34,394)		(26,355)		
502	<u>Nature Reserves</u>									
1201	Rent Received Etc	0	5	0	0	0	0	0	0	0
1306	Countryside Stewardship Grant	2,000	2,306	2,500	2,053	2,500	0	2,500	0	0
1307	Angling Licence Rent	685	610	685	0	685	0	685	0	0
	Total Income	2,685	2,920	3,185	2,053	3,185	0	3,185	0	0
4037	Grounds Maintenance	1,500	542	1,500	757	1,500	0	2,000	0	0
4060	Other Professional Fees	11,050	11,730	11,050	0	11,050	0	11,600	0	0
4703	Sandy Green Wheel	2,000	2,000	2,000	2,000	2,000	0	2,000	0	0
	Overhead Expenditure	14,550	14,272	14,550	2,757	14,550	0	15,600	0	0
	Movement to/(from) Gen Reserve	(11,865)	(11,352)	(11,365)	(704)	(11,365)		(12,415)		
505	<u>Grass Cutting</u>									
4102	Grass Cutting	9,000	8,138	9,000	0	9,000	0	10,000	0	0
	Overhead Expenditure	9,000	8,138	9,000	0	9,000	0	10,000	0	0
	Movement to/(from) Gen Reserve	(9,000)	(8,138)	(9,000)	0	(9,000)		(10,000)		
506	<u>Litter Bins, Seats & Shelters</u>									

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Sandy Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 10)

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Note: Draft 2024/25 Budget

		<u>2022/23</u>		<u>2023/24</u>				<u>2024/25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4042	Equipment/Vehicle Maintenance	1,000	0	1,000	10	1,000	0	1,000	0	0
	Overhead Expenditure	1,000	0	1,000	10	1,000	0	1,000	0	0
	Movement to/(from) Gen Reserve	(1,000)	0	(1,000)	(10)	(1,000)		(1,000)		
509	<u>Christmas Lights</u>									
1246	Donations Received	0	2,500	0	0	0	0	0	0	0
1365	Christmas Lights	1,000	0	1,000	11,754	9,428	0	1,000	0	0
	Total Income	1,000	2,500	1,000	11,754	9,428	0	1,000	0	0
4401	Christmas Illuminations	14,000	14,443	14,400	14,498	14,400	0	15,400	0	0
4402	Community Christmas Event	3,250	4,098	4,000	9,103	4,000	0	6,000	0	0
4921	Transfer to EMR	0	0	0	8,428	8,428	0	0	0	0
	Overhead Expenditure	17,250	18,541	18,400	32,029	26,828	0	21,400	0	0
	Movement to/(from) Gen Reserve	(16,250)	(16,041)	(17,400)	(20,275)	(17,400)		(20,400)		
601	<u>Precept and Interest</u>									
1101	Precept	628,120	628,120	633,459	633,459	633,459	0	680,752	0	0
1320	Interest Received - All account	500	5,004	5,000	10,585	9,000	0	9,000	0	0
	Total Income	628,620	633,124	638,459	644,044	642,459	0	689,752	0	0
	Movement to/(from) Gen Reserve	628,620	633,124	638,459	644,044	642,459		689,752		
602	<u>Democratic and Civic Costs</u>									
1246	Donations Received	0	0	0	3,981	2,481	0	0	0	0
1309	Misc Contributions	0	1,250	0	18	0	0	0	0	0

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**Sandy Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 10)**

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Note: Draft 2024/25 Budget

		<u>2022/23</u>		<u>2023/24</u>				<u>2024/25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1310	Events Income	0	0	0	2,090	1,775	0	0	0	0
	Total Income	0	1,250	0	6,088	4,256	0	0	0	0
4002	Gross Salaries - Works	0	0	0	552	552	0	0	0	0
4020	Misc Establishment Costs	100	8	50	0	50	0	50	0	0
4033	Annual Report & Newsletter	3,000	2,178	0	0	0	0	0	0	0
4042	Equipment/Vehicle Maintenance	1,000	1,058	2,000	432	1,500	0	1,500	0	0
4103	Sandy Town Sign Refurbishment	0	0	0	1,060	0	0	0	0	0
4200	Mayor's Allowance	2,200	1,106	2,200	193	2,200	0	2,200	0	0
4202	Members' Expenses (Conf etc)	500	30	500	240	500	0	500	0	0
4203	Mayor's Allowance 22/23	0	0	0	897	897	0	0	0	0
4210	Election Costs	0	0	0	415	415	0	0	0	0
4701	Grants/Donations Paid	4,000	3,398	4,000	2,420	4,000	0	4,000	0	0
4702	Community Events Support	7,000	9,965	7,000	10,898	7,600	0	7,000	0	0
4704	Remembrance Parade	200	0	200	42	200	0	200	0	0
4971	Transfer from EMR	0	0	0	-415	-415	0	0	0	0
	Overhead Expenditure	18,000	17,744	15,950	16,733	17,499	0	15,450	0	0
	Movement to/(from) Gen Reserve	(18,000)	(16,494)	(15,950)	(10,645)	(13,243)		(15,450)		
700	<u>Capital and Projects</u>									
1153	Loan Interest Rec'd - INTERNAL	7,903	7,903	7,903	7,903	7,903	0	7,903	0	0
1154	Loan Capital Rec'd - INTERNAL	12,000	12,000	12,000	12,000	12,000	0	12,000	0	0
1245	Grants Received	15,000	23,157	0	9,673	-250	0	0	0	0
1364	S106 Money Received	0	66,513	0	4,906	0	0	0	0	0

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**Sandy Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 10)**

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Note: Draft 2024/25 Budget

		<u>2022/23</u>		<u>2023/24</u>				<u>2024/25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1366	CBC Community Asset Grant	0	25,000	0	0	0	0	0	0	0
1367	Tarmac Landfill Grant	0	42,000	0	0	0	0	0	0	0
Total Income		34,903	176,573	19,903	34,482	19,653	0	19,903	0	0
4153	Loan Interest - INTERNAL	7,903	7,903	7,903	7,903	7,903	0	7,903	0	0
4154	Loan Capital - INTERNAL	12,000	12,000	12,000	12,000	12,000	0	12,000	0	0
4802	CAP - Cemetery Extension	0	44,965	0	10,208	3,568	0	0	0	0
4814	CAP - IT Equipment	0	0	0	1,597	0	0	0	0	0
4819	CAP - Vehicle	0	43,051	0	4,500	0	0	0	0	0
4834	CAP - Machinery & Equipment	0	0	0	6,895	5,580	0	0	0	0
4836	CAP - Neighbourhood Plan	25,000	25,220	0	4,257	4,257	0	0	0	0
4852	CAP - Skatepark	0	150,000	0	175	175	0	0	0	0
4853	CAP - Easygate Unit	0	1,650	0	0	0	0	0	0	0
4854	CAP-Benches	0	2,340	0	0	0	0	0	0	0
4855	CAP-Scout Building Fencing	0	0	0	1,312	0	0	0	0	0
4856	CAP - Teen Shelter	0	0	0	7,324	0	0	0	0	0
4857	CAP - Town Signs	0	0	0	4,906	0	0	0	0	0
4915	Transfer to Rolling Capital Fd	51,300	68,758	23,126	23,126	23,126	0	51,300	0	0
4921	Transfer to EMR	0	22,612	0	9,923	0	0	0	0	0
4923	Internal Loan repaid to F'ild	12,000	12,000	12,000	12,000	12,000	0	12,000	0	0
4965	Funded from Rolling Capital	-10,000	-92,006	0	-32,011	-9,073	0	0	0	0
4971	Transfer from EMR	0	-20,965	0	-4,507	-4,507	0	0	0	0
Overhead Expenditure		98,203	277,528	55,029	69,608	55,029	0	83,203	0	0
Movement to/(from) Gen Reserve		(63,300)	(100,955)	(35,126)	(35,126)	(35,376)		(63,300)		

Continued on next page

**Sandy Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 10)**

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Note: Draft 2024/25 Budget

	<u>2022/23</u>		<u>2023/24</u>				<u>2024/25</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Budget Income	701,740	867,725	702,667	725,623	718,981	0	757,996	0	0
Expenditure	701,132	867,109	702,667	559,802	691,582	109	757,996	0	0
Movement to/(from) Gen Reserve	<u>608</u>	<u>616</u>	<u>0</u>	<u>165,822</u>	<u>27,399</u>		<u>0</u>		

12/01/2024

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Sandy Town Council Current Year

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Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
4001	Gross Salaries - Admin	401	Staff	Based on agreed 2022/23 Pay Scales plus NJC Final Offer 23/24 and 5% Pay award 24/25
4002	Gross Salaries - Works	401	Staff	Based on agreed 2022/23 Pay Scales plus NJC Final Offer 23/24 and 5% Pay award 24/25
4003	Employers NIC	401	Staff	Based on agreed 2022/23 Pay Scales plus NJC Final Offer 23/24 and 5% Pay award 24/25
4004	Employers Superannuation	401	Staff	Based on agreed 2022/23 Pay Scales plus NJC Final Offer 23/24 and 5% Pay award 24/25
4030	Recruitment Advertising	401	Staff	Allow for Replacement
1205	Miscellaneous Income	402	Administration-Office	YTD includes Roman Sandy, donation, internal transfers to Mayors Account, repayment Village Hall etc
1259	Expenses Recovered	402	Administration-Office	Recovery of Legal Expenses
4008	Training	402	Administration-Office	recommended by HR Advisory Group
4009	Travel & Subsistence	402	Administration-Office	Staff travelling expenses
4011	General Rates	402	Administration-Office	Allow 10% (CPI Sept)
4014	Electricity	402	Administration-Office	3 yr Fixed Price Contract to November 2024
4015	Gas	402	Administration-Office	3 yr Fixed Price Contract to November 2024
4024	Subscriptions	402	Administration-Office	Rejoined NALC
4026	Photocopy Costs	402	Administration-Office	Quarterly lease and photocopy charge
4028	Service Agreements (Other)	402	Administration-Office	Includes website, HR and H&S agreements, IT support now on 4027
4051	Bank Charges	402	Administration-Office	Allow for Audit Bank Letter. ?? Loyalty reward ceased
4056	Legal Expenses	402	Administration-Office	To EMR if not spent - see 1259 for recoveries
4057	Audit Fees - External	402	Administration-Office	Allow increase to over £750K plus 5% Incr wef 22/23
4058	Audit Fees - Internal	402	Administration-Office	2 Days at £430
4059	Accountancy Fees	402	Administration-Office	Allow 3% Incr wef 1/4/24.
4921	Transfer to EMR	402	Administration-Office	Anglian Water Compensation pending Spending decision
4011	General Rates	403	Administration-Works	Allow 10% (CPI Sept)
4014	Electricity	403	Administration-Works	3 yr Fixed Price Contract to November 2024
4039	Planting/Trees/Horticulture	403	Administration-Works	Tree Surveys/work no longer FOC from CBC - now on 4045
4042	Equipment/Vehicle Maintenance	403	Administration-Works	£4500 New Dropside body to be capitalised and funded from RCP

Continued on Page 2

Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
4045	Arboriculture	403	Administration-Works	Separated from 4038
4014	Electricity	405	Footway Lighting	3 yr Fixed Price Contract to November 2024
4042	Equipment/Vehicle Maintenance	405	Footway Lighting	Mtce £370/qtr plus repairs
1226	Burials/Memorials Income	406	Cemetery & Churchyard	Budget should be achieved. 2024/25 Incr by 16%
4011	General Rates	406	Cemetery & Churchyard	Allow 10% (CPI Sept)
4036	Property Maintenance/Security	406	Cemetery & Churchyard	Includes church clock mtce
4037	Grounds Maintenance	406	Cemetery & Churchyard	Nominal sum, far more needed to do anything useful.
4101	Grave Digging Costs	406	Cemetery & Churchyard	Consider transfer to Funeral Directors. 2024/25 Incr by 16%
1238	Other Income Car Park	408	Town Centre (Including Market)	Lifetime car park passes
4011	General Rates	408	Town Centre (Including Market)	Allow 10% (CPI Sept)
4100	CCTV Fees	408	Town Centre (Including Market)	Whole system under review
4012	Water Rates	409	Public Toilets - Car Park	????? August Bill suspect
1241	Sandy FC Rent	500	Play Areas and Open Spaces	£100 Goalmouth plus £450 + RPI (£461.79) Rent
4037	Grounds Maintenance	500	Play Areas and Open Spaces	?
4042	Equipment/Vehicle Maintenance	500	Play Areas and Open Spaces	Now includes Sunderland Road Play Area. Allow for Vandalism £9500
4972	Transfer from EMR Fallowfield	500	Play Areas and Open Spaces	Reduce to extend use of Funds
1256	Scouts ,ACF and SSLA	501	Sunderland Road Rec Ground	£190 annual rent ACF headquarters, £1 per year each 5 years from SSLA
4014	Electricity	501	Sunderland Road Rec Ground	Banks Pavilion
4046	Bowling Green - SBC	501	Sunderland Road Rec Ground	Base Figure £2400, RPI Aug 21 9.1%
4047	Equipment Maintenance - SBC	501	Sunderland Road Rec Ground	Base Figure £1950, RPI Aug 21 9.1%
4048	Cricket Square - SCC	501	Sunderland Road Rec Ground	Allow RPI - at Aug 21 9.1%
4049	Equipment Maintenance - SCC	501	Sunderland Road Rec Ground	Allow RPI - at Aug 21 9.1%
4060	Other Professional Fees	501	Sunderland Road Rec Ground	£1358/mth 21/22, £1421/mth 22/23, £1537/mth 2023/24
4037	Grounds Maintenance	502	Nature Reserves	Includes £1000 contingency Riddy and £500 Pinnacle

Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
4060	Other Professional Fees	502	Nature Reserves	Agreement with BRCC\WLT £6040 Riddy & £3200 Pinnacle
4703	Sandy Green Wheel	502	Nature Reserves	Contribution to Sandy Green Wheel. £2000 a year for next two years. ?? 2024/5 ret seq
4102	Grass Cutting	505	Grass Cutting	CBC undercharging - 2021/22 Charged £7803
4042	Equipment/Vehicle Maintenance	506	Litter Bins, Seats & Shelters	One seat and materials to install it!
4401	Christmas Illuminations	509	Christmas Lights	New lights - Rent, Put up, maintain, take down & store
1101	Precept	601	Precept and Interest	Equates to 8.17% increase after Taxbase Reduction
1320	Interest Received - All account	601	Precept and Interest	Traesury Management olicit to be d rafted and implemented
4033	Annual Report & Newsletter	602	Democratic and Civic Costs	Bulletin adverts, all other printing in house
4042	Equipment/Vehicle Maintenance	602	Democratic and Civic Costs	Defibrillators
4200	Mayor's Allowance	602	Democratic and Civic Costs	No change
4210	Election Costs	602	Democratic and Civic Costs	Apparent spent 23/24. No need to rebuild £20000 (i.e. £15K for General + one Bye Election @ £5K)
4704	Remembrance Parade	602	Democratic and Civic Costs	Cost of P A Hire
1245	Grants Received	700	Capital and Projects	£15K for N'hood Plan
1364	S106 Money Received	700	Capital and Projects	Incl Bedford Rd, Sunderland Rd & Fallowfield not yet claimed
4154	Loan Capital - INTERNAL	700	Capital and Projects	Borrowed £250K by 31/3/20. Repaid £10K in 19/20. Balance £12K p.a. for 20 years
4802	CAP - Cemetery Extension	700	Capital and Projects	Project funded from Internal Loan/CRR - Balance of Budget C/F
4836	CAP - Neighbourhood Plan	700	Capital and Projects	£10K from RCP. £25K from Grant
4915	Transfer to Rolling Capital Fd	700	Capital and Projects	Re-established to previous levels
4921	Transfer to EMR	700	Capital and Projects	£15K N'hood Plan, £4.5K S'park donation
4923	Internal Loan repaid to F'ild	700	Capital and Projects	Internal Funds not used 2017/18
4965	Funded from Rolling Capital	700	Capital and Projects	£10K ffor N'hood Plan

Policy, Finance and Resources Committee

Date: 15th January 2024
Title: Ditch Clearance at Sunderland Road
Contact Officer: Deputy Town Clerk

Purpose of the Report

1. As the riparian owner of the ditch the Council is requested to consider a quote to clear two sections of the ditch.

Recommendation

2.1 That the Council approves the action set out in the report to clear and maintain the ditch.

2.2 That the quote received to supply plant and labour for flailing and clearing out two 50m sections of the drainage ditch at a cost of £2,495 (excluding VAT) be accepted.

2.3 That this Committee agrees to the provision of an additional £1,195 to cover the costs of the work.

Background

3.0 The ditch has been of concern to the Council for some time. It is likely that the ditch has some effect on the drainage of Sunderland Road Recreation Ground. The ditch is completely blocked and overgrown with trees, shrubs, weeds, and reeds as well as litter and debris from the adjacent industrial estate. The entire length of the ditch measures 360metres. So once the works have been carried out to clear the 100metres provisioned for in the quote, a further length would need to be financed in financial year 2024/25.

3.1 In July 2023 the Council agreed a sum off £1,300 towards clearance of the ditch. A quote has been received in the sum of £2,495 to clear two 50m sections of the drainage ditch.

3.2 As the riparian owner the Council would maintain the watercourse, clear any obstructions so water flow is not impeded. The TC would ensure upstream flow can flow downstream without obstruction.

3.3 Once the initial tree works and clearance works have taken place the ditch would be maintained as part of the Sunderland Road Recreation Ground.

Proposed Works

4.0 A quote has been received to clear two 50m sections of the ditch mechanically. The Council could look to clear the ditch at both ends and try to locate any outlet pipes from the recreation ground. It would be necessary to remove the ascot rail to ensure the vehicles could get access to the ditch. This could be done by the Grounds Team but would affect work schedules. Also, going forward maintenance of the ditch by the Grounds Team would need a risk assessment.

5.0 The scheme has already been allocated £1,300 to meet the costs and a further £1,195 is required to fund the scheme.

5.1 To fund the clearance of the remainder of the site provision be made in the financial year 2024/25.

Legal Powers

6.0 The actions undertaken are covered by the Localism Act 2011, s.1 the General Power of Competence, for which Sandy Town Council is eligible and is a power of first resort, allowing the Council to do anything an individual can do.



PARROTT UTILITIES LTD

SEWER CONNECTIONS & GROUNDWORKS

QUOTE

Sandy Town Council
 Sandy Town Council
 10 Cambridge Road
 Sandy
 Bedfordshire
 SG19 1JE

Date
 18 Dec 2023

Expiry
 17 Jan 2024

Quote Number
 PUQ-0733

Reference
 PU-1253

VAT Number
 299589411

Parrott Utilities Ltd
 2 Airfield Cottages
 Tempsford Road
 Everton
 Bedfordshire
 SG19 2JW
 01767 835 952
 info@parrottutilities.co.uk
 www.sewerconnection.co.uk

Ditch - Sandy

Sunderland Road
 Sandy

Description	VAT	Amount GBP
To supply plant and labour for flailing and clearing out of two 50m sections of drainage ditch adjacent to the playing field and to remove spoil from site at the following site location: Sunderland Road Sandy	20%	2,495.00
	Subtotal	2,495.00
	TOTAL VAT 20%	499.00
	TOTAL GBP	2,994.00

Terms

PAYMENT BY BANK TRANSFER ONLY
 (CHEQUE AND CREDIT CARD PAYMENTS ARE NOT ACCEPTED)

30% deposit on agreement of works balance on completion
 Bank transfer: Barclays
 Sort code 20-74-81
 Account no. 43364321

1.Quotation and acceptance
 Contract shall produce a formal quotation for the Customer for the Building Work. The quotation shall be subject to the clarifications and exclusions set out in the documentation accompanying these terms and conditions and shall be valid for a period of thirty (30) days from the date specified on the quotation.
 On acceptance of the quotation the client will e-mail or send written acceptance of the quote, 30% will be payable upfront with

the balance to be paid on completion.

2.Variation

Any changes required as a result of any ambiguous drawings or any other documentation provided by the Customer or their agent will be treated as a variation to the Building Work. No variation or alteration to the scope of the Building Work shall be binding on the parties unless recorded in writing and signed by both parties, including any adjustment to the contract price.

3.Price

The price of the Building Work shall be the price stated in the quotation together with all extras selected by the Customer and subject to variation in accordance with clause 2.

Notwithstanding anything contained in this clause or the quotation, the price of the goods and/or services may be increased by the amount of any reasonable increase in cost of supply of the goods or services between the date upon which the quotation is delivered to the Customer and the date upon which the goods or services are supplied and where such increase is beyond the reasonable control of Contract.

Policy, Finance & Resources Committee

Date:	15th January 2024
Title:	Council Calendar of Meetings
Contact Officer:	Town Clerk

Purpose of the Report

1.0 To consider a reduction in the frequency of meetings for a trial period to understand if these changes can improve the efficiency and productivity of Town Council services and the ability to complete projects on time, within budget.

Recommendation

2.0 That the Committee agrees to the proposed reduction in meetings for the first six months of the civic year 2024/25 and monitor its effects on the efficiency and productivity of Town Council services and its ability to complete projects on time, within budget. If successful, the Town Council agree to continue with this pattern of meetings.

2.1 The attached Recommended Calendar of meetings reduces the instances of Full Council, PF&R and CS&E Committee meetings to 7 meetings each across the year. HR committee meetings will continue to be held quarterly with the DS Committee meeting on a fortnightly basis.

2.2 The recommendation considers the August recess, as agreed at Full Council in December, and further reduces the total number of meetings from 41 to 36 between the beginning of April and end of March.

2.3 The frequency of meetings is designed to cover the critical times in the Civic Calendar while enabling enough time between meetings for officers to complete actions and undertake research. It does not preclude Chairs from calling extraordinary meetings when necessary.

Background

3.0 It has been identified that the current committee cycle is potentially having a detrimental effect on officers' ability to carry out actions with a knock on effect that Council Services are also negatively effective.

3.1 Members considered a report by the Deputy Clerk on the matter in December and it was agreed that a recess in August should be implemented. Since then the Clerk has identified 6 other Town Councils that run effectively on a cycle of meetings that does not require a monthly meeting for every committee.

Town Council	Meeting Calendar
Tavistock Town Council	Full Council every 6 weeks Finance Committee every 6 weeks (and a fortnight prior to FC) Planning every 3 weeks
Falmouth Town Council	FC meetings a year Financial and General Purposes Committee meet every six weeks

	Staffing every 2 months Planning every 3 weeks
Wokingham Town Council	FC 6 times a year 4 Committees also meeting 6 times a year Planning 9 times a year
Leighton Linlade Town Council	FC 6 times a year Committees meet quarterly Planning every 3 weeks
Weymouth Town Council	FC 6 every 6 weeks Finance & Environment Committee every 6 weeks Planning every month HR every quarter
Shrewsbury Town Council	FC every other month Finance & General Purposes every month FC is not called. Planning every 3 weeks
Frodsham Town Council	FC 6 times a year Finance & General Purposes 6 times a year 12 Planning and 12 amenities Committee meetings a year 6 Event Committee meetings a year
Dunstable Town Council	FC 4 times a year Grounds & Environment Committee 4 times a year Community Services 4 times a year Finance & General Purposes Committee 4 times a year Plans Sub Committee meets 16 times a year
Crowherne Parish Council	Used to operate the same system as STC Full Council meet 10 times a year with no meetings in January or August.

3.2 In accordance with the Local Government Act 1972 local councils must meet annually. In addition, a parish or town council must meet on at least three occasions during the year and may hold further meetings as it wishes. This is reflected in the Councils’ Standing Order 5 (d). The recommendations made in this report enable the Council to continue to comply with this requirement.

Benefits of reduced meeting

4.0 The benefits of reducing the instances are as follows:

- It would create more time between meetings, enabling officers to complete more tasks and actions.
- It would allow more time for officers to undertake research and write better reports to support Members in their decision making.
- Agendas and Reports could be completed and circulated to Members earlier (i.e. the Monday before the meeting date) giving members more time to digest information and more opportunity to ask officers questions before the meeting.

4.1 It is estimated that it takes an experienced officer 16.5 hours minimum to create the agenda and reports for each Committee/Full Council meeting (less for DS). In addition, it takes one officer

AGENDA ITEM: 11**APPENDIX VIII**

a further 4 hours to print, collate, post and publish papers for each meeting and an additional 6 hours to create and publish the Minutes. Reducing the meeting requirements as recommended to 36 meetings a year the Town Council would gain an estimated 132.5 hours of productivity back a year (3.5 weeks' worth of work for one officer).

Financial Implications

5.0 The Council must conduct its meetings to reflect the need to carry out its services, and review and set the budget and precept in accordance with legislation.

5.1 Reducing meetings across the year had no financial impact on the Town Council.

Legal Powers

5.0 The actions undertaken are covered by the Localism Act 2011, s.1 the General Power of Competence, for which Sandy Town Council is eligible and is a power of first resort, allowing the Council to do anything an individual can do.

**SANDY TOWN COUNCIL
CALENDAR OF MEETINGS**

2024/25

2024		
06.05.24	May Day Holiday	
13.05.24	Policy, Finance and Resources	
20.05.24	Town Council Annual Meeting	
27.05.24	Spring Bank Holiday	
03.06.24	Development Scrutiny	Community, Services & Environment Committee
10.06.24	Policy, Finance and Resources	
17.06.24		
24.06.24	Development Scrutiny	Town Council
01.07.24	H R Committee	
08.07.24		
15.07.24	Development Scrutiny	Community, Services & Environment Committee
22.07.24	Policy, Finance and Resources	
29.07.24	Town Council	
05.08.24	Summer Recess – no meetings	
12.08.24	Summer Recess – no meetings	
19.08.24	Summer Recess – no meetings	
26.08.24	Summer Bank Holiday	
02.09.24	Development Scrutiny	Policy, Finance and Resources
09.09.24		
16.09.24	Town Council	
23.09.24	Development Scrutiny	H R Committee
30.09.24	Community, Services & Environment Committee	
07.10.24		
14.10.24	Development Scrutiny	
21.10.24		
28.10.24	Town Council	
04.11.24	Development Scrutiny	Community, Services & Environment Committee
11.11.24		
18.11.24	Policy, Finance and Resources	
25.11.24	Development Scrutiny	H R Committee
02.12.24		
09.12.24	Town Council	
16.12.24	Development Scrutiny	Community, Services & Environment Committee
25.12.24	Christmas Day	
2025		
01.01.25	New Year's Day	
06.01.25	Development Scrutiny	Policy, Finance and Resources
13.01.25		

20.01.25	Town Council	
27.01.25		
03.02.25	Development Scrutiny	Community, Services & Environment Committee
10.02.25		
17.02.25	Policy, Finance and Resources	
24.02.25		
03.03.25	Development Scrutiny	Town Council
10.03.25		
17.03.25	H R Committee	
24.03.25	Town Council	Community, Services & Environment Committee
31.03.25		
07.04.25	Policy, Finance and Resources	
14.04.25	Annual Town Meeting	
21.04.25	Easter Monday	
28.04.25	Development Scrutiny	Town Council
05.05.25	May Day	
12.05.25	Development Scrutiny	
19.05.25	Town Council Annual Meeting	
26.05.25	Spring Bank Holiday	

SANDY TOWN COUNCIL**RECOMMENDED CALENDAR OF MEETINGS****2024/25**

2024		
06.05.24	May Day Holiday	
13.05.24		
20.05.24	Town Council Annual Meeting	
27.05.24	Spring Bank Holiday	
03.06.24	Development Scrutiny	Community, Services & Environment Committee
10.06.24	Policy, Finance and Resources	
17.06.24		
24.06.24	Development Scrutiny	
01.07.24	Town Council	
08.07.24	H R Committee	
15.07.24		
22.07.24	Development Scrutiny	Community, Services & Environment Committee
29.07.24	Policy, Finance and Resources	
05.08.24	Summer Recess – no meetings	
12.08.24	Summer Recess – no meetings	
19.08.24	Summer Recess – no meetings	
26.08.24	Summer Bank Holiday	
02.09.24	Development Scrutiny	
09.09.24	Policy, Finance and Resources	
16.09.24		
23.09.24	Development Scrutiny	H R Committee
30.09.24	Community, Services & Environment Committee	
07.10.24	Town Council	
14.10.24	Development Scrutiny	
21.10.24		
28.10.24		
04.11.24	Development Scrutiny	Community, Services & Environment Committee
11.11.24	Policy, Finance and Resources	
18.11.24		
25.11.24	Development Scrutiny	H R Committee
02.12.24		
09.12.24	Town Council	
16.12.24	Development Scrutiny	Community, Services & Environment Committee
25.12.24	Christmas Day	
2025		
01.01.25	New Year's Day	
06.01.25	Development Scrutiny	Policy, Finance and Resources
13.01.25		

20.01.25	Town Council	
27.01.25		
03.02.25	Development Scrutiny	Community, Services & Environment Committee
10.02.25		
17.02.25	Policy, Finance and Resources	
24.02.25		
03.03.25	Development Scrutiny	Town Council
10.03.25		
17.03.25	H R Committee	
24.03.25	Community, Services & Environment Committee	
31.03.25		
07.04.25	Policy, Finance and Resources	
14.04.25	Annual Town Meeting	
21.04.25	Easter Monday	
28.04.25	Development Scrutiny	Town Council
05.05.25	May Day	
12.05.25	Development Scrutiny	
19.05.25	Town Council Annual Meeting	
26.05.25	Spring Bank Holiday	

SANDY TOWN COUNCIL**Small Donation Policy for Voluntary Groups Supporting Town Council Events****1. Objective**

- 1.1 The Town Council recognizes the valuable contributions of voluntary groups that provide ad hoc or recurrent support to our events. To facilitate and acknowledge these efforts, a Small Donation Policy is established to streamline the process for granting smaller financial assistance to such groups.

2. Eligibility Criteria**2.1 Voluntary Groups:**

- Must be a registered voluntary group or organization actively involved in supporting Town Council events.
- Should have a proven track record of ad hoc or recurrent support over a specified period.

2.2 Event Support

- Groups seeking support must clearly outline the nature of their support for Town Council events.
- The support can include, but is not limited to, volunteer manpower, logistical assistance, promotional activities, or any other form of assistance deemed beneficial for the event.

3. Grant Amount**3.1 Small Donations:**

- Grants under this policy are intended to be modest and will typically not exceed a predetermined amount set by the Town Council.

3.2 Frequency:

- Eligible groups may apply for small donations on a per-event basis or for recurrent support, subject to review and approval.

4. Application Process**4.1 Submission:**

- Groups interested in receiving support must submit a formal application to the Town Council, including details on their

organization, previous support provided, and the specific assistance requested.

4.2 Review and Approval:

- The Town Council will review applications and make decisions based on the significance of the group's contribution, alignment with the event's goals, and the overall impact on the community.

5. Conditions and Reporting:

5.1 Use of Funds:

- Groups receiving small donations must use the funds for the specified purpose outlined in their application.

5.2 Reporting:

- Recipients are required to submit a brief report post-event, highlighting the impact of their support, along with any relevant feedback or recommendations for improvement.

6. Application Deadlines:

- 6.1** Applications for small donations must be submitted by a specified deadline ahead of the planned event or support period.

7. Review and Amendment:

- 7.1** The Small Donation Policy will be periodically reviewed to ensure its effectiveness and may be amended as necessary.

By implementing this Small Donation Policy, the Town Council aims to foster collaboration with voluntary groups and enhance the overall success of our events through community engagement and support.

Adopted: January 2024 Review due: December 2026
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