

# Sandy Town Council

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

You are hereby summoned to attend a meeting of the Policy, Finance and Resources Committee of Sandy Town Council to be held in the Council Chamber at 10 Cambridge Road, Sandy, Bedfordshire on Monday 16<sup>th</sup> May 2022 commencing at 7.30pm.



Nicola Sewell  
Town Clerk  
10 Cambridge Road  
Sandy, SG19 1JE  
01767 681491  
10<sup>th</sup> May 2022

## A G E N D A

### 1 Apologies for absence

### 2 Declarations of interest

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

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

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

### 3 Minutes of Previous Meeting

To consider the minutes of the Policy, Finance and Resources Committee held on Monday 28<sup>th</sup> March 2022 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.

# Sandy Town Council

## 5 Financial Reports

- i) To consider a balance sheet and detailed financial report showing income and expenditure against the revenue budget for 31<sup>st</sup> March 2022. Appendix I
- ii) To receive and note a budget overview report. Appendix II
- iii) To approve schedules of payments made since previous meeting. Appendix III
- iv) The Chair to approve bank reconciliations and statements.

## 6 Grant Applications

To receive and consider a grant application received from Sandy Secondary School Eco Committee. Appendix IV

## 7 Cricket Club

To receive a request from Sandy Cricket Club to pay for repairs to faulty roller blind on scoreboard. Appendix V

## 8 CCTV

To receive a report on the costs of Council owned CCTV cameras. Appendix VI

**9.0 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF THE PRESS AND THE PUBLIC** To resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the Meeting.

## 9.1 Christmas Lights Tenders

To receive a report on tenders submitted for the provision of the town's Christmas Lights. Appendix VII  
**Confidential**

## 9.2 Staging for the Christmas Lights Switch on Event

To receive a report on quotations for the staging for this year's Christmas Lights Switch on Event. Appendix VIII  
**Confidential**

## 9.3 Cemetery Refund Query

To receive a report. Appendix IX  
**Confidential**

## 9.4 Staffing for the Jubilee Event

To agree remuneration for staff working the Jubilee event on Thursday 2<sup>nd</sup> and Friday 3<sup>rd</sup> June.

## 9.5 Transfer of Land

To receive report. Appendix X  
**Confidential**

**9.6 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 RE-ADMITTANCE OF THE PRESS AND THE PUBLIC** To resolve that the confidential business having been concluded, the Press and Public be re-admitted to the meeting.

# Sandy Town Council

- 10 Repairs to Equipment at Bedford Road Recreation Ground**  
To receive and consider a report on the costs of repairing equipment at Bedford Road Recreation Ground. Appendix XI
- 11 Jubilee Event Budget**  
To receive and note report from CS&E Committee of decision to increase the budget for the Platinum Jubilee Event to meet statutory Health & Safety requirements. Appendix XII
- 12 Council Risk Assessment**  
To receive and adopt Council Risk Assessment following updates from PF&R meeting on 28<sup>th</sup> March 2022. Appendix XIII
- 13 Chairman's Items**
- 14 Date of Next Meeting**  
Monday 20<sup>th</sup> June 2022.

06/04/2022

**Sandy Town Council 2021/22**

Page 1

16:19

**Detailed Balance Sheet - Excluding Stock Movement****Month 12 Date 31/03/2022**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
105	VAT Control	23,684	
110	Prepayments	5,657	
200	Current Bank A/c	45,558	
201	Clerks Imprest A/c	445	
205	Capital a/c Santander	218,792	
206	Barclays Active Saver	136,885	
208	Public Sector Deposit Fund	205,566	
210	Petty Cash	250	
	<b>Total Current Assets</b>		<b>636,836</b>
	<u>Current Liabilities</u>		
501	Creditors Control	56,644	
510	Accruals	5,069	
515	PAYE/NI Control AC	5,692	
516	Superannuation Due	6,249	
	<b>Total Current Liabilities</b>		<b>73,655</b>
	<b>Net Current Assets</b>		<b>563,181</b>
	<b>Total Assets less Current Liabilities</b>		<b>563,181</b>
	<u>Represented by :-</u>		
300	Current Year Fund	0	
310	General Reserve	234,043	
315	Rolling Capital Fund	214,649	
321	Cemetery Development Reserve	23,028	
322	EMR Fallowfield	60,217	
323	EMR Skatepark Project	12,155	
324	EMR Elections	15,000	
331	S106 FField	4,090	
	<b>Total Equity</b>		<b>563,181</b>

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2022

Month No: 12

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>401 Staff</b>								
4001 Gross Salaries - Admin	115,830	121,053	122,500	1,447		1,447	98.8%	
4002 Gross Salaries - Works	95,915	89,687	110,000	20,313		20,313	81.5%	
4003 Employers NIC	16,594	17,445	19,350	1,905		1,905	90.2%	
4004 Employers Superannuation	48,192	49,566	55,500	5,934		5,934	89.3%	
4006 H&S Costs/Consultancy	500	150	600	450		450	25.0%	
4010 Miscellaneous Staff Costs	766	744	700	(44)		(44)	106.3%	
4019 Agency Staff	0	15,587	0	(15,587)		(15,587)	0.0%	
4030 Recruitment Advertising	0	399	275	(124)		(124)	145.1%	
Staff :- Indirect Expenditure	<b>277,797</b>	<b>294,631</b>	<b>308,925</b>	<b>14,294</b>	<b>0</b>	<b>14,294</b>	<b>95.4%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(277,797)</b>	<b>(294,631)</b>	<b>(308,925)</b>	<b>(14,294)</b>				
<b>402 Administration-Office</b>								
1003 Tourism Income	0	338	0	(338)			0.0%	
1201 Rent Received Etc	0	498	250	(248)			199.4%	
1202 Photocopying Income	1	11	0	(11)			0.0%	
1205 Miscellaneous Income	1,158	156	0	(156)			0.0%	
1245 Grants Received	0	150	0	(150)			0.0%	
Administration-Office :- Income	<b>1,159</b>	<b>1,153</b>	<b>250</b>	<b>(903)</b>			<b>461.3%</b>	<b>0</b>
4008 Training	725	2,273	2,000	(273)		(273)	113.7%	
4009 Travel & Subsistence	32	93	200	107		107	46.4%	
4010 Miscellaneous Staff Costs	100	36	0	(36)		(36)	0.0%	
4011 General Rates	6,737	6,737	6,850	114		114	98.3%	
4012 Water Rates	773	318	800	482		482	39.7%	
4014 Electricity	2,264	3,139	2,300	(839)		(839)	136.5%	
4015 Gas	817	1,655	1,300	(355)		(355)	127.3%	
4016 Cleaning Materials etc	1,122	1,317	1,250	(67)		(67)	105.4%	
4018 General Data Protection Regs	500	500	500	0		0	100.0%	
4020 Misc Establishment Costs	1,884	997	2,000	1,003		1,003	49.8%	
4021 Telephone & Fax	3,745	3,307	2,700	(607)		(607)	122.5%	
4022 Postage	1,219	1,691	1,300	(391)		(391)	130.1%	
4023 Printing & Stationery	1,454	934	1,000	66		66	93.4%	
4024 Subscriptions	2,806	3,082	3,150	68		68	97.8%	
4025 Insurance (excl vehicles)	18,858	18,896	20,000	1,104		1,104	94.5%	
4026 Photocopy Costs	3,939	4,731	5,200	469		469	91.0%	
4027 IT Costs incl Support	4,150	3,644	3,500	(144)		(144)	104.1%	
4028 Service Agreements (Other)	4,631	5,394	6,500	1,106		1,106	83.0%	
4035 Publications	65	95	100	6		6	94.5%	
4036 Property Maintenance/Security	3,273	3,992	4,000	8		8	99.8%	

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2022

Month No: 12

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4040 Equipment Purchases (Minor)	281	1,643	2,000	357		357	82.1%	
4043 Equipment/Vehicle Fuel	0	2	0	(2)		(2)	0.0%	
4050 Tourism Expenditure	0	344	100	(244)		(244)	344.2%	
4051 Bank Charges	487	488	550	62		62	88.8%	
4056 Legal Expenses	3,350	3,795	2,500	(1,295)		(1,295)	151.8%	
4057 Audit Fees - External	1,600	1,300	1,300	0		0	100.0%	
4058 Audit Fees - Internal	860	860	900	40		40	95.6%	
4059 Accountancy Fees	6,224	6,534	7,350	816		816	88.9%	
4070 Refreshments	58	128	200	72		72	64.0%	
Administration-Office :- Indirect Expenditure	<b>71,953</b>	<b>77,923</b>	<b>79,550</b>	<b>1,627</b>	<b>0</b>	<b>1,627</b>	<b>98.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(70,794)</b>	<b>(76,769)</b>	<b>(79,300)</b>	<b>(2,531)</b>				
<u>403 Administration-Works</u>								
4005 Protective Clothing	984	927	1,300	373		373	71.3%	
4008 Training	806	425	1,950	1,525		1,525	21.8%	
4011 General Rates	1,858	1,846	1,900	54		54	97.2%	
4012 Water Rates	106	57	200	143		143	28.4%	
4014 Electricity	2,947	1,106	1,200	94		94	92.1%	
4017 Refuse Disposal	4,058	4,425	4,500	75		75	98.3%	
4036 Property Maintenance/Security	1,567	115	2,000	1,885		1,885	5.7%	
4038 Consumables/Small Tools	1,328	1,992	2,500	508		508	79.7%	
4039 Planting/Trees/Horticulture	6,208	7,276	6,250	(1,026)		(1,026)	116.4%	
4040 Equipment Purchases (Minor)	1,834	1,319	2,000	681		681	66.0%	
4042 Equipment/Vehicle Maintenance	4,756	6,622	5,000	(1,622)		(1,622)	132.4%	
4043 Equipment/Vehicle Fuel	3,369	3,864	3,500	(364)		(364)	110.4%	
4044 Vehicle Tax & Insurance	2,785	2,963	3,000	37		37	98.8%	
4045 Arboriculture	4,480	985	6,000	5,015		5,015	16.4%	
Administration-Works :- Indirect Expenditure	<b>37,086</b>	<b>33,921</b>	<b>41,300</b>	<b>7,379</b>	<b>0</b>	<b>7,379</b>	<b>82.1%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(37,086)</b>	<b>(33,921)</b>	<b>(41,300)</b>	<b>(7,379)</b>				
<u>405 Footway Lighting</u>								
1258 Insurance Claims Repayment	1,700	0	0	0			0.0%	
Footway Lighting :- Income	<b>1,700</b>	<b>0</b>	<b>0</b>	<b>0</b>				<b>0</b>
4014 Electricity	7,491	9,021	6,500	(2,521)		(2,521)	138.8%	
4042 Equipment/Vehicle Maintenance	9,675	17,330	10,000	(7,330)		(7,330)	173.3%	
Footway Lighting :- Indirect Expenditure	<b>17,166</b>	<b>26,351</b>	<b>16,500</b>	<b>(9,851)</b>	<b>0</b>	<b>(9,851)</b>	<b>159.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(15,466)</b>	<b>(26,351)</b>	<b>(16,500)</b>	<b>9,851</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2022

Month No: 12

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>406 Cemetery &amp; Churchyard</b>								
1226 Burials/Memorials Income	32,334	23,966	27,500	3,534			87.1%	
1227 Chapel Rental	0	0	660	660			0.0%	
<b>Cemetery &amp; Churchyard :- Income</b>	<b>32,334</b>	<b>23,966</b>	<b>28,160</b>	<b>4,194</b>			<b>85.1%</b>	<b>0</b>
4011 General Rates	3,471	3,942	3,500	(442)		(442)	112.6%	
4012 Water Rates	78	52	150	98		98	34.6%	
4036 Property Maintenance/Security	3,026	465	1,000	535		535	46.5%	
4037 Grounds Maintenance	718	560	900	340		340	62.2%	
4039 Planting/Trees/Horticulture	5	8	350	342		342	2.3%	
4101 Grave Digging Costs	8,005	4,560	6,000	1,440		1,440	76.0%	
<b>Cemetery &amp; Churchyard :- Indirect Expenditure</b>	<b>15,303</b>	<b>9,587</b>	<b>11,900</b>	<b>2,313</b>	<b>0</b>	<b>2,313</b>	<b>80.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>17,031</b>	<b>14,379</b>	<b>16,260</b>	<b>1,881</b>				
<b>408 Town Centre (Including Market)</b>								
1238 Other Income Car Park	171	354	100	(254)			353.8%	
<b>Town Centre (Including Market) :- Income</b>	<b>171</b>	<b>354</b>	<b>100</b>	<b>(254)</b>			<b>353.8%</b>	<b>0</b>
4011 General Rates	12,630	12,630	12,900	270		270	97.9%	
4036 Property Maintenance/Security	831	162	1,500	1,338		1,338	10.8%	
4053 Loan Interest	223	197	197	0		0	99.8%	
4054 Loan Capital Repaid	385	412	412	0		0	99.9%	
4100 CCTV Fees	1,976	1,832	4,000	2,168		2,168	45.8%	
<b>Town Centre (Including Market) :- Indirect Expenditure</b>	<b>16,045</b>	<b>15,231</b>	<b>19,009</b>	<b>3,778</b>	<b>0</b>	<b>3,778</b>	<b>80.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(15,874)</b>	<b>(14,877)</b>	<b>(18,909)</b>	<b>(4,032)</b>				
<b>409 Public Toilets - Car Park</b>								
4011 General Rates	1,859	(1,871)	0	1,871		1,871	0.0%	
4012 Water Rates	1,232	1,337	1,200	(137)		(137)	111.4%	
4014 Electricity	177	546	300	(246)		(246)	181.9%	
4036 Property Maintenance/Security	458	907	1,000	93		93	90.7%	
<b>Public Toilets - Car Park :- Indirect Expenditure</b>	<b>3,726</b>	<b>918</b>	<b>2,500</b>	<b>1,582</b>	<b>0</b>	<b>1,582</b>	<b>36.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(3,726)</b>	<b>(918)</b>	<b>(2,500)</b>	<b>(1,582)</b>				
<b>500 Play Areas and Open Spaces</b>								
1201 Rent Received Etc	0	1,564	1,200	(364)			130.3%	
1241 Sandy FC Rent	0	0	505	505			0.0%	
1251 Pitch Rental	680	0	600	600			0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2022

Month No: 12

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1364 S106 Money Received	647	0	0	0			0.0%	
Play Areas and Open Spaces :- Income	<b>1,327</b>	<b>1,564</b>	<b>2,305</b>	<b>741</b>			<b>67.9%</b>	<b>0</b>
4007 Health & Safety	520	0	550	550		550	0.0%	
4012 Water Rates	672	358	500	142		142	71.6%	
4014 Electricity	100	0	200	200		200	0.0%	
4036 Property Maintenance/Security	309	2,819	500	(2,319)		(2,319)	563.9%	
4037 Grounds Maintenance	1,206	1,834	2,500	666		666	73.4%	
4042 Equipment/Vehicle Maintenance	2,842	1,357	5,000	3,643		3,643	27.1%	
4971 Transfer from EMR	(311)	0	0	0		0	0.0%	
4972 Transfer from EMR Fallowfield	(7,500)	(7,500)	(7,500)	0		0	100.0%	
Play Areas and Open Spaces :- Indirect Expenditure	<b>(2,163)</b>	<b>(1,131)</b>	<b>1,750</b>	<b>2,881</b>	<b>0</b>	<b>2,881</b>	<b>(64.6%)</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>3,490</b>	<b>2,695</b>	<b>555</b>	<b>(2,140)</b>				
<u>501 Sunderland Road Rec Ground</u>								
1201 Rent Received Etc	1,030	898	500	(398)			179.6%	
1253 Bowls Club Rental	224	450	455	5			98.9%	
1255 Cricket Club Rental	111	224	292	68			76.8%	
1256 Scouts ,ACF and SSLA	456	5	5	0			100.0%	
Sunderland Road Rec Ground :- Income	<b>1,821</b>	<b>1,577</b>	<b>1,252</b>	<b>(325)</b>			<b>126.0%</b>	<b>0</b>
4012 Water Rates	2,981	1,306	2,500	1,194		1,194	52.2%	
4014 Electricity	64	133	200	67		67	66.3%	
4036 Property Maintenance/Security	1,614	2,386	2,000	(386)		(386)	119.3%	
4046 Bowling Green - SBC	3,005	3,849	3,329	(520)		(520)	115.6%	
4047 Equipment Maintenance - SBC	2,119	1,750	2,679	929		929	65.3%	
4048 Cricket Square - SCC	2,304	2,219	2,645	426		426	83.9%	
4049 Equipment Maintenance - SCC	795	1,853	2,861	1,008		1,008	64.8%	
4060 Other Professional Fees	16,244	16,274	16,700	426		426	97.4%	
Sunderland Road Rec Ground :- Indirect Expenditure	<b>29,126</b>	<b>29,771</b>	<b>32,914</b>	<b>3,143</b>	<b>0</b>	<b>3,143</b>	<b>90.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(27,305)</b>	<b>(28,194)</b>	<b>(31,662)</b>	<b>(3,468)</b>				
<u>502 Nature Reserves</u>								
1306 Countryside Stewardship Grant	2,641	2,558	2,000	(558)			127.9%	
1307 Angling Licence Rent	669	679	675	(4)			100.5%	
Nature Reserves :- Income	<b>3,311</b>	<b>3,236</b>	<b>2,675</b>	<b>(561)</b>			<b>121.0%</b>	<b>0</b>
4037 Grounds Maintenance	1,744	41	1,500	1,459		1,459	2.7%	
4060 Other Professional Fees	10,709	11,051	10,560	(491)		(491)	104.6%	



## Detailed Income &amp; Expenditure by Budget Heading 31/03/2022

Month No: 12

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4703 Sandy Green Wheel	2,000	2,000	2,000	0		0	100.0%	
Nature Reserves :- Indirect Expenditure	<b>14,452</b>	<b>13,091</b>	<b>14,060</b>	<b>969</b>	<b>0</b>	<b>969</b>	<b>93.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(11,142)</b>	<b>(9,855)</b>	<b>(11,385)</b>	<b>(1,530)</b>				
<u>505 Grass Cutting</u>								
4102 Grass Cutting	7,580	7,803	9,000	1,197		1,197	86.7%	
Grass Cutting :- Indirect Expenditure	<b>7,580</b>	<b>7,803</b>	<b>9,000</b>	<b>1,197</b>	<b>0</b>	<b>1,197</b>	<b>86.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(7,580)</b>	<b>(7,803)</b>	<b>(9,000)</b>	<b>(1,197)</b>				
<u>506 Litter Bins, Seats &amp; Shelters</u>								
4042 Equipment/Vehicle Maintenance	0	660	1,000	340		340	66.0%	
Litter Bins, Seats & Shelters :- Indirect Expenditure	<b>0</b>	<b>660</b>	<b>1,000</b>	<b>340</b>	<b>0</b>	<b>340</b>	<b>66.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(660)</b>	<b>(1,000)</b>	<b>(340)</b>				
<u>509 Christmas Lights</u>								
1365 Christmas Lights	25	1,172	500	(672)			234.3%	
Christmas Lights :- Income	<b>25</b>	<b>1,172</b>	<b>500</b>	<b>(672)</b>			<b>234.3%</b>	<b>0</b>
4401 Christmas Illuminations	13,352	12,250	14,000	1,750		1,750	87.5%	
4402 Community Christmas Event	821	3,808	2,650	(1,158)		(1,158)	143.7%	
Christmas Lights :- Indirect Expenditure	<b>14,173</b>	<b>16,058</b>	<b>16,650</b>	<b>592</b>	<b>0</b>	<b>592</b>	<b>96.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(14,148)</b>	<b>(14,887)</b>	<b>(16,150)</b>	<b>(1,263)</b>				
<u>601 Precept and Interest</u>								
1101 Precept	594,768	599,356	599,356	0			100.0%	
1320 Interest Received - All account	1,343	215	1,000	785			21.5%	
Precept and Interest :- Income	<b>596,111</b>	<b>599,571</b>	<b>600,356</b>	<b>785</b>			<b>99.9%</b>	<b>0</b>
<b>Net Income</b>	<b>596,111</b>	<b>599,571</b>	<b>600,356</b>	<b>785</b>				
<u>602 Democratic and Civic Costs</u>								
1245 Grants Received	1,200	(325)	0	325			0.0%	
1309 Misc Contributions	1,504	1,259	0	(1,259)			0.0%	
Democratic and Civic Costs :- Income	<b>2,704</b>	<b>934</b>	<b>0</b>	<b>(934)</b>				<b>0</b>
4020 Misc Establishment Costs	0	12	100	88		88	12.3%	
4033 Annual Report & Newsletter	1,936	2,904	3,000	96		96	96.8%	
4042 Equipment/Vehicle Maintenance	0	1,668	400	(1,268)		(1,268)	416.9%	

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2022

Month No: 12

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4200 Mayor's Allowance	128	1,246	2,200	954		954	56.6%	
4202 Members' Expenses (Conf etc)	60	65	500	435		435	13.0%	
4701 Grants/Donations Paid	3,875	3,755	4,000	245		245	93.9%	
4702 Community Events Support	1,394	5,117	7,040	1,923		1,923	72.7%	
4921 Transfer to EMR	1,200	(1,200)	0	1,200		1,200	0.0%	
4971 Transfer from EMR	(180)	180	0	(180)		(180)	0.0%	
<b>Democratic and Civic Costs :- Indirect Expenditure</b>	<b>8,413</b>	<b>13,747</b>	<b>17,240</b>	<b>3,493</b>	<b>0</b>	<b>3,493</b>	<b>79.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(5,709)</b>	<b>(12,813)</b>	<b>(17,240)</b>	<b>(4,427)</b>				
<b>700 Capital and Projects</b>								
1153 Loan Interest Rec'd - INTERNAL	7,903	7,903	7,903	0			100.0%	
1154 Loan Capital Rec'd - INTERNAL	12,000	12,000	12,000	0			100.0%	
1245 Grants Received	3,000	7,833	0	(7,833)			0.0%	
1258 Insurance Claims Repayment	0	3,499	0	(3,499)			0.0%	
1309 Misc Contributions	0	5,155	0	(5,155)			0.0%	
1364 S106 Money Received	31,243	4,609	0	(4,609)			0.0%	
<b>Capital and Projects :- Income</b>	<b>54,146</b>	<b>40,999</b>	<b>19,903</b>	<b>(21,096)</b>			<b>206.0%</b>	<b>0</b>
4153 Loan Interest - INTERNAL	7,903	7,903	7,903	0		0	100.0%	
4154 Loan Capital - INTERNAL	12,000	12,000	12,000	0		0	100.0%	
4802 CAP - Cemetery Extension	0	39,495	0	(39,495)		(39,495)	0.0%	
4814 CAP - IT Equipment	1,989	0	0	0		0	0.0%	
4818 CAP - Fallowfield	415	12,361	0	(12,361)		(12,361)	0.0%	
4821 CAP - Fencing Bedford Rd	0	560	0	(560)		(560)	0.0%	
4824 CAP - Play Equipment (Bedford)	3,001	0	0	0		0	0.0%	
4825 CAP - Play Equipment (F/Field)	0	7,047	0	(7,047)		(7,047)	0.0%	
4826 CAP - Play Equipment (S'land)	10,153	0	0	0		0	0.0%	
4828 CAP - Dropped Kerb	0	2,100	0	(2,100)		(2,100)	0.0%	
4829 CAP - Car Park	0	6,465	0	(6,465)		(6,465)	0.0%	
4831 CAP - Land west of Sandy Cem.	0	10,800	0	(10,800)		(10,800)	0.0%	
4833 CAP - Village Hall Paving	0	5,500	0	(5,500)		(5,500)	0.0%	
4834 CAP - Machinery & Equipment	911	1,498	0	(1,498)		(1,498)	0.0%	
4835 CAP - CCTV	12,233	0	0	0		0	0.0%	
4836 CAP - Neighbourhood Plan	0	3,611	10,000	6,389		6,389	36.1%	
4837 CAP - Outdoor Fitness Equipmen	17,433	0	0	0		0	0.0%	
4838 CAP - Depot	1,130	2,110	0	(2,110)		(2,110)	0.0%	
4839 CAP - CBC Tree Fund Project	0	9,943	0	(9,943)		(9,943)	0.0%	
4841 CAP - Litter Bins	0	4,553	0	(4,553)		(4,553)	0.0%	
4842 CAP - Bowls Club Fence	0	519	0	(519)		(519)	0.0%	
4843 CAP - Office Boiler	0	2,000	0	(2,000)		(2,000)	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2022

Month No: 12

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4844 CAP - Football Changing Room	0	650	0	(650)		(650)	0.0%	
4845 CAP - Remeberance Banners	0	625	0	(625)		(625)	0.0%	
4846 Demolish Garage (Not Capital)	0	2,900	0	(2,900)		(2,900)	0.0%	
4847 CAP - Football goals	0	4,265	0	(4,265)		(4,265)	0.0%	
4849 CAP - Queen Platinum Jubilee	0	1,469	0	(1,469)		(1,469)	0.0%	
4850 CAP - Street Furniture	0	326	0	(326)		(326)	0.0%	
4851 CAP - Beeston Access	0	3,400	0	(3,400)		(3,400)	0.0%	
4852 CAP - Skatepark	0	4,650	0	(4,650)		(4,650)	0.0%	
4915 Transfer to Rolling Capital Fd	120,710	93,131	51,300	(41,831)		(41,831)	181.5%	
4921 Transfer to EMR	6,017	9,245	0	(9,245)		(9,245)	0.0%	
4923 Internal Loan repaid to F'ild	12,000	12,000	12,000	0		0	100.0%	
4965 Funded from Rolling Capital	(271)	(125,162)	(10,000)	115,162		115,162	1251.6%	
4969 Transfer from Rolling Capital	(15,352)	0	0	0		0	0.0%	
4971 Transfer from EMR	(5,706)	0	0	0		0	0.0%	
4972 Transfer from EMR Fallowfield	(415)	0	0	0		0	0.0%	
Capital and Projects :- Indirect Expenditure	<b>184,150</b>	<b>135,964</b>	<b>83,203</b>	<b>(52,761)</b>	<b>0</b>	<b>(52,761)</b>	<b>163.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(130,004)</b>	<b>(94,965)</b>	<b>(63,300)</b>	<b>31,665</b>				
Grand Totals:- Income	<b>694,808</b>	<b>674,526</b>	<b>655,501</b>	<b>(19,025)</b>			<b>102.9%</b>	
Expenditure	<b>694,808</b>	<b>674,526</b>	<b>655,501</b>	<b>(19,025)</b>	<b>0</b>	<b>(19,025)</b>	<b>102.9%</b>	
<b>Net Income over Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>0</b>						

**Sandy Town Council**  
**Report to 31st March 2022**

General Notes

Attached is the summary income & expenditure report for the month 1st March to 31st March 2022

This report shows a current year surplus of income over expenditure of £0

The balance sheet shows that total funds available to the Council are £563,181

This is made up of the following -

Current Year Fund	£0
General Reserve Brought Forward	£234,043
Rolling Capital Fund	£214,649
Fallowfield Reserve	£60,217
Skatepark Project EMR	£12,155
Earmarked Elections	£15,000
Cemetery Development Reserve	£23,028
Section106 Fallowfield Seesaw	£4,090
Total	£563,181

The percentage of budget if analysed evenly over the year to date is 102.9%

**Balance Sheet Notes:**

- 1) PAYE and Pension contributions outstanding refer to March salary. Payments made to HMRC and LGPS in first week of April 2022.
- 2) The current year fund stands at £0 at year end as all revenue underspend has been transferred to Capital.
- 3) The total balance carried forward at the end of year shows a deficit of £19.3k for 2021/22. However, due to transfer of reserves, the final surplus for the year on the revenue account shows an underspend of £31,600.00 which was transferred into the Rolling Capital Fund.

Analysis by Cost Centre

**401      Staff**

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Expenditure is 95.4% of the annual budget.

4010 - Large expenditure at start of financial year due to payment to Harrisons Accountancy for 2021/22 payroll service. Overspend due to three eye tests/glass contributions paid for by the employer as per HSE guidance.

4030 - Large expenditure due to recruitment costs of advertising staff vacancy exceeding budget provision.

**402      Administration**

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Expenditure is 98% of the annual budget.

1003 - Income from Saffords bookings.

1201 - Income from Chamber rental for PCC election.

1205 - Waylines income from Council land.

1245 - CBC Ward Cllr Grant for Beeston Library Box.

4008 - Training overspent due to required completion of manual handling, first aid and fire marshal training which was not able to be undertaken due to Covid 19.

4012 - Low expenditure due to accrual of £100 for final 2020/21 bill. Actual bill only £69.52.  
Very low water bill for February to May 21 of £14.08. November 21 - February 22 bill of £94.72

4014/15 - Overspend due to large increase in cost of utilities. Budget increased for next financial year in line with contracts agreed with YU energy.

4016 - High due to bulk orders of cleaning materials for caretaker, outdoor team and office. Expenditure slightly over budget for year end.

4018 - High due to retainer paid for Data Protection Officer service (PNC)

4021 - Overspent due to higher costs at start of year. Costs renegotiated to £203.33 per month for all calls plus £45.98 for mobile phone provision. Credit of £233.89 due from Chess Ltd. Budget increased for 2022/23.

**Sandy Town Council**  
**Report to 31st March 2022**

Analysis by Cost Centre [Continued]

4022 - High expenditure due to top up of franking machine. Postage is paid in advance and then used via the franking machine. Higher expenditure over the last year due to regular postage of more Councillors' agendas. Number of heavy agenda packs has meant continued expenditure and another top up was required leading to an overspend.

4027 - High due to costs associated with new Clerk's laptop and associated costs (£665.45). Further costs of £561.79 to be incurred this F/Y leading to £179.75 overspend. Cost of laptop can be reallocated to Rolling Capital Fund if Members wish.

4050 - Includes funds paid to Saffords which are due for payment taken for trips booked. More trips booked in current financial year than anticipated.

4056 - Overspend includes all costs for land registry legal work for Beeston, Car park and Bedford Road as previously authorised. Potential further costs from TW land transfer still outstanding.

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**403        Works**

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Expenditure is 82.1% of the annual budget.

4012 - Bill of £29.46 received for first quarter. Offset by credit from previous year. Bills lower than anticipated due to use of grey water tank at new depot.

4036 - No expenses accrued for repairs to the Depot

4039 - Overspend due to miscoding of tree maintenance works at Beeston Green and Bedford rec. £1,160 has been reallocated to budget 4045 (Arboriculture) and will show in month 12. Budget 4039 will therefore be within budget at year end.

4042 - Extra costs incurred for repairs to vehicles since last report

4043 - Increase in fuel costs has impacted Council expenditure. Allowance made in 2022/23 budget for increased costs. Continue to monitor.

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**405      Footway Lighting**

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Expenditure is 159.7% of the annual budget.

4014 - Higher than anticipated electricity costs following collapse of previous provider and increased rates with new provider. Admin Team Leader in process of submitting all LED light information to new provider to seek lower costs. Provider has asked for further information/specifics.

4042 - Overspend due to greater than expected maintenance of streetlights due to a number of lanterns needing to be replaced with new LED lanterns and work to fix faulty lighting at the Village Hall car park.

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**406      Cemetery & Churchyard**

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Expenditure is 80.6% of the annual budget.

1226 - Slightly lower income than had been anticipated based on previous years' levels.

4011 - Business rates are paid in two 6 monthly instalments. Payment for first 6 months made in April 2021. Overspend due to higher rate levels than anticipated.

4012 - Accrual of £20 made for final 2020/21 water costs. Actual cost of £12.68 resulted in credit. Further bills awaited.

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**408      Town Centre**

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Expenditure is 80.1% of the annual budget.

4011 - Business rates are paid in two 6 monthly installments. Second payment made in September 2021.

**Sandy Town Council**  
**Report to 31st March 2022**

Analysis by Cost Centre [Continued]

**409 Public Toilets - Car Park**

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Expenditure is 36.7% of the annual budget.

4014 - Increase allowed for 2022/23. Overspend related to increase in charges from June 2021. Slight reduction in October followed by an increase in December and then move to new supplier.

4011 - Credit due to refund for previously paid rates for public toilets. Public toilets are now exempt from business rates.

**500 Play Areas and Open Spaces**

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Expenditure is 64.6% of the annual budget.

4014 - Accrual of £100 for final 20/21 electricity costs. No invoices to date. To liaise with football club over STC share of Bedford Road invoices.

4036 - Overspend result of cost to repair work needed on the Bedford Road pavilion and lights at the pavilion.

Overall cost centre credit is due to transfer of £7,500 from Fallowfield EMR towards general maintenance costs.

**501 Sunderland Road Recreation Ground**

---

Expenditure is 90.5% of the annual budget.

1201 - Rent from fair at Sunderland Road.

4036 - High expenditure due to inclusion of costs for repair of the Banks Pavilion roof. Some funds re-allocated to the Rolling Capital Fund since last report.

**502 Nature Reserves**

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Expenditure is 93.1% of the annual budget.

1306 - Higher than anticipated grant received for Countryside stewardship.

4060 - BRCC increased fees for Warden Fees.

**505 Grass Cutting**

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Expenditure is 86.7% of the annual budget.

**506 Litter Bins, Seats & Shelters**

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Expenditure is 66.0% of the annual budget.

4042 - Work on repairs to benches.

**509 Christmas Lights**

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Expenditure is 96.4% of the annual budget.

1365 - Higher income than expected due to selling out on mulled wine.

4401 - Lower cost than previous years due to WBF used to purchase live tree lights, rather than include



as part of hire scheme from contractor.

4402 - Overspend due to increase in costs related to Christmas Lights event (road closure, First Aid cover). Increased budget allowed for in 2022/23 draft budget.

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**601 Precept and Interest**

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100% of precept received. Second half received in September 2021.

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**602 Democratic and Civic Costs**

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Expenditure is 79.7% of the annual budget.

1245 - Contributions from CBC, BTC and PTC for three mosaic trail maps.

4033 - High expenditure as it includes payment for March Bulletin issue.

4042 - Overspend due to allocation of replacement defibrillator box and pads to budget code. To be reallocated. All defibrillator costs come from this budget. Consider moving to Town Centre or Recreation Ground budget.

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**700 Capital**

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4829 - This includes the costs of repairing the car park toilets (£2,810) and replacing the car park barrier (£3,368.21). An insurance payment was received for the work to the car park barrier and is shown as income under 408 - 1238.

Date: 06/04/2022

## Sandy Town Council 2021/22

Page 1

Time: 16:19

## Current Bank A/c

## List of Payments made between 01/03/2022 and 31/03/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/03/2022	China Express-Mayors Charity	111379	739.40		China Express-Mayors Charity
07/03/2022	Bank charge payable	CHRG	36.95		Bank charge payable
07/03/2022	HMRC PAYE/NI Due	BACS	5,262.76		HMRC PAYE/NI Due
07/03/2022	Beds Pension Fund	BACS	5,741.01		Beds Pension Fund
07/03/2022	Purchase Power	DD01	29.01		3029-Dialy interest+Late fee
08/03/2022	Yu Energy	DD02	79.21		3010-Elec charge Feb 2022
08/03/2022	Yu Energy	DD03	557.94		3008-Elec charge Feb 2022
08/03/2022	Yu Energy	DD04	9.93		3007-Elec charge Feb 2022
08/03/2022	Yu Energy	DD05	1,029.22		3006-Elec charge Feb 2022
08/03/2022	Yu Energy	DD06	71.98		3005-Elec charge Feb 2022
08/03/2022	Yu Energy	DD07	58.05		3009-Elec charge Feb 2022
09/03/2022	AOC Holdings Ltd	32465	6,480.00		3028-Sandy Cemetery Land-Manag
09/03/2022	Broxap Ltd	32466	916.68		2969-Litter bin & fixing x 2
09/03/2022	Central Bedfordshire Council	32467	1,627.36		2970-Management fee-Mar 22
09/03/2022	Certas Energy UK Ltd	32468	564.70		2971-Motor fuel
09/03/2022	Sandy Cricket Club	32469	28.55		2983-Fuel claim
09/03/2022	DCK Accounting Solutions Ltd	32470	561.04		2972-Accounts support-Feb
09/03/2022	Grounds Management Association	32471	158.00		2974-Qrg/membership Mar22/23
09/03/2022	Hertfordshire County Council	32472	251.61		2975-Misc stationery & cleanin
09/03/2022	Arthur Ibbett Ltd	32473	51.40		2968-Chain loop
09/03/2022	Lamps & Tubes Illuminations Lt	32474	1,763.20		3027-Queen's Platnium banners
09/03/2022	LastMinuteMusicians.com Ltd	32475	115.00		2976-Sugar hit booking Jun22
09/03/2022	Mayor of Sandy's Charity Accou	32476	80.00		3026-Mayor of sandy charity
09/03/2022	Tim Miles	32477	720.00		2977-Grave digging
09/03/2022	Millenium Security Services	32478	660.00		2978-Annualkeyholding Apr22/23
09/03/2022	National Association of Local	32479	360.00		2979-NALC Website & social med
09/03/2022	FD Odell & Sons Ltd	32480	96.00		2980-Monthly skip rental Feb22
09/03/2022	Mr M Pettitt	32481	275.00		2981-Cllr Mileage claim MP
09/03/2022	Rosetta Publishing	32482	290.40		2982-Beds Bulletin-March 22
09/03/2022	Mr S Gregory	32483	430.00		2973-Service Marquis
09/03/2022	Shire Pest Control & Wildlife	32484	344.00		2984-Trapping moles
09/03/2022	Steve Dear Tree Services Ltd	32485	720.00		2990-Tree work-Beeston & Sunde
09/03/2022	Sutcliffe Play Ltd	32486	14,832.65		2985-wetpour installation
09/03/2022	Synergy Products Ltd	32487	152.52		2986-Service-spark plug,etc.
09/03/2022	Todd's Nursery Limited	32488	264.00		2987-Acer freemanii, container
09/03/2022	Travis Perkins Trading Co Ltd	32489	107.28		2988-Postcrete
09/03/2022	Woodfines LLP	32490	1,176.00		2989-Purchase of land-Prof fee
09/03/2022	Mr S Gregory	CNXL32483	-430.00		P/Ledger Electronic Payment
09/03/2022	The Wildlife Trust BCN	111380	8,912.86		3116-Management and wardening
10/03/2022	Yu Energy	DD08	246.19		3004-Gas Charge Feb 2022
11/03/2022	Beds Pension Due	BACS	96.10		Beds Pension Due
14/03/2022	UK Fuels Limited DDR	DD09	112.94		3011-Motor fuel
14/03/2022	Savin Nurseries	BACS02	692.95		3001-Pot & compost
14/03/2022	Mr S Gregory	BACS	430.00		P/Ledger Electronic Payment
15/03/2022	Staff salaries - March 202	BACS	16,335.08		Staff salaries - March 202
17/03/2022	BAPTC	BACS	30.00		BAPTC-Councillors training
21/03/2022	UK Fuels Limited DDR	DD10	3.60		3024-Motor fuel charge

Continued on Page 2

## Current Bank A/c

## List of Payments made between 01/03/2022 and 31/03/2022

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
21/03/2022	Chess Ltd DDR	DD11	315.49		3104-Managed services-end poin
22/03/2022	Tarmac Trading Limited	BACS03	4,650.32		3113-Tarmac landfill grant
22/03/2022	BAPTC	BACS	30.00		BAPTC-Staff training
23/03/2022	Purchase Power	DD12	99.63		3107-Postage Qtrly rental
24/03/2022	Sutcliffe Play Ltd	CNXL32486	-14,832.65		P/Ledger Electronic Payment
30/03/2022	Control Print Solutions Ltd	DD13	692.44		3023-Copier charge
30/03/2022	Chess Ltd DDR	DD14	244.00		P/Ledger Electronic Payment
<b>Total Payments</b>			<u>64,269.80</u>		

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**APPLICATION FOR GRANT AID FROM**  
**SANDY TOWN COUNCIL**

<b><u>Name of the Organisation/Group</u></b>	
Sandy Secondary School Eco-Committee	
Are you affiliated to a national organisation? If so, which one?	No
Local venue/meeting place	Sandy Secondary School
Are you a registered charity? If so, give your charity number?	No
What are the aims and activities of the organisation?	The Eco-Committee has been established to lead and co-ordinate the schools development towards the Eco Schools Green Flag award. The initiative places students at the heart of decision-making for the schools environmental improvement, to meet make improvements in 3 topics each year.
How many members do you have?	Volunteers/Leaders 12/1
Members:	Junior 12 (incl 2 chair persons)
	Senior 1 (with additional support staff when needed)
What is your annual subscription?	Junior £ N/A
	Senior £ N/A

## Project Information

<p>What would the grant be used for?</p>	<p>The Eco-committee have chosen to work towards improving the schools litter and waste and biodiversity. As part of their action points they would like to provide composting for food waste and conduct litter picking in school and within the community. Compost bin ~ £60 Litterpickers (3) £36</p>
<p>In what manner will the residents of Sandy benefit?</p> <ul style="list-style-type: none"> <li>• Education of Sandy Students</li> <li>• Community litter pick</li> <li>• Reduction in greenhouse gas emissions</li> </ul>	<p>The Eco-committee are actively promoting all staff and students to be more aware of their need to respect the environment, clearing (and not dropping) litter and reducing organic matter in landfill (a huge contributor to climate change).</p>
<p>Approximately how many Sandy residents will benefit from this grant?</p>	<p>NUMEROUS (?)</p>
<p>Estimated total cost of project</p>	<p>£ 500 (approx)</p>
<p>Please state clearly how much you are applying for from Sandy Town Council.</p>	<p>Compost bin ~ £60 Litter pickers ~ £36 <hr/>£ 96</p>
<p>What amount is being met from your own funds?</p>	<p>~ £400</p>

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

Source	Amount	Confirmed/Pending/Unsuccessful
Local garden centres (plants greenwall)	£130	Pending
Ikea	"	"
[students are writing letters to various companies seeking donations]		
CBC	£240	Cost of Green Flag award - Pending upon application



Financial Details	
Please specify how any income, particularly surplus, is spent.	Any potential surplus would help support additional resources to support the students efforts
Please attach accounts (audited/independently examined) for the last two years and your budget forecast for the forthcoming/current year.	N/A (student body)

<b>Payment Details</b>	
Account Title	Central Bedfordshire Council Re Sandy Secondary school.
Account Number	[REDACTED]
Sort code	[REDACTED]
Bank/Building Society Name and Address	Bedford, 81 High Street Bedford MK40 1YN.
<b>Contact Details</b>	
Please give details of the person with whom this application can be discussed and to whom any cheque should be sent:	[REDACTED]
Position in organisation	[REDACTED]
Address	Engane Avenue Sandy Beds MK49 1BL
Telephone Number	see above
E-mail address	

## Declaration

**Please sign this form to confirm that:**

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

<b>Signed:</b>	
<b>Name:</b>	
<b>Position:</b>	Curriculum Leader Geography & Eco-Schools Coordinator
<b>Date:</b>	6th May 22

**Please enclose with your application copies of:**

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



**Policy, Finance and Resources Committee**

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<b>Date:</b>	<b>16<sup>th</sup> May 2022</b>
<b>Title:</b>	<b>Cricket Club</b>
<b>Contact Officer:</b>	<b>Town Clerk</b>

**1. Purpose of the Report**

- 1.1 To receive a request from Sandy Cricket Club to pay for repairs to faulty roller blind on club's Scoreboard.

**2. Recommendation**

- 2.1 To decide who is responsible for repairs to this item of equipment and agree steps forward.
- 2.2 To draft an agreement setting out clear terms of responsibilities for equipment at the Jenkins Pavilion.

**3. Background**

- 3.1 The Council has been approached by Sandy Cricket Club requesting that they organise and pay for repairs to a faulty roller blind which means they are not able to use their scoreboard for matches.
- 3.2 There is no clear agreement that sets out who owns the equipment and therefore who is responsible for the repairs. Two members of the club have reported that the club own the equipment and have covered the cost of repairs in the past. Sandy Town Council paid out for repairs to the board for £731.00 in August 2017.
- 3.3 A quote for £514.30 has been received.

**4. Financial Implications**

- 4.1 The costs of the work would need to be funded from the Council's budget for 4049 for which there is a budget of £3,000.00 Equipment Maintenance SCC.

**5. Policy Implications**

- 5.1 There are no direct policy implications of the actions within this report other than setting a precedent to cover future fees if the issue is to occur again. The Committee is of course following procedure set out within its Financial Regulations.

**Policy, Finance & Resources**

**DATE:** 16 May 2022

**AUTHOR:** Town Clerk

**SUBJECT:** CCTV Contract

**1. Purpose of the Report**

1.1 Members requested an update to understand what STC's CCTV contract covers exactly.

**2. Recommendation**

2.1 To note report and agree whether current provision is adequate or current needs.

**3. Background**

3.1 Following an issue with the electric supply to CCTV cameras at Bedford Road Recreation Ground, the Clerk approached current supplier to look into and rectify the situation.

3.2 Current supplier was not able to ascertain where the electric supply was coming from and subsequently former provider and CBC were contacted. Neither were able to help any further with the query.

3.3 Clerk established utility supplier to the neighbouring pavilion is through E.on and they have now been contacted to establish if they also supply the CCTV unit. Investigations are ongoing.

**4. Proposals/Information**

4.1 STC's CCTV contract costs £1915.55 + VAT per annum and covers an annual inspection, call out, parts and labour for CCTV provision at five separate sites. A detailed service plan is attached for reference.

**5. Financial Implications**

5.1 The current charges are within the agreed £2,000.00 budget for CCTV across the year.

**6. Policy Implications**

6.1 While equipment is out of action it prevents the Council undertaking their duties as part of their Community Safety Plan. In addition £383.11 is being paid for a service that is not being provided for some or all of the contract.

# service plans

## CCTV

The Data Protection Act Code of Practice for CCTV (2000) states that maintenance should be undertaken on a regular basis in order to ensure that clear images are recorded.

### Service plan options

We have a specialist team of over 1,400 service engineers operating throughout the country. The level of service they provide will depend on the service level you select.

We have developed three standard service plans:

**Standard** Provides routine maintenance and access to our call-out services, 24 hours a day.

**Standard Plus** Provides the benefits of Standard and includes call-out charges.



**Comprehensive** Provides full service including call-out charges, free fitting of replacement part for normal wear and tear and firmware upgrades on ADT systems.

Service	Comprehensive		
	Standard	Standard Plus	
Support from our 24 hour Help desk	●	●	●
Availability of our Technicians 24 hours a day, 365 days a year	●	●	●
8 hour response to all emergency call-outs (subject to contract)	●	●	●
Routine inspections	●	●	●
Minor adjustments during inspection	●	●	●
12 month warranty for additionally fitted equipment	●	●	●
Free review of your fire and security requirements	●	●	●
Engineer call-out charges*		●	●
Free fitting of replacement parts as a result of normal wear and tear			●
Firmware upgrades on ADT installed systems			●

\* Please see reverse

# service plans

## CCTV



### What does a maintenance visit involve?

#### Inspection

- Check whether the client has experienced any problems with the system
- Carry out a visual inspection of all major components (including cabling and connections, where accessible) for signs of deterioration or damage, and rectify as necessary.
- Provide answers to any questions or queries that the customer may have.

#### Cameras

- Examine supporting brackets and towers for signs of corrosion and damage
- Check cameras and housings for deterioration due to rain, dust and dirt
- Check that field of view is correct
- Check that all camera bracket fittings and clamping bolts are tight
- Check that lenses are correctly focussed
- Check operation of auto-iris lenses
- Clean housing windows as necessary
- Check that washer bottles are full, refilling as necessary
- Check operation, blade condition and parking of wiper unit, adjusting stop position
- Check condition of pan/tilt unit, adjusting position of end stops and presets
- Check operation of infra-red units.

#### Monitors

- Check physical condition and cable connections
- Check operation of controls and adjust for best picture.

#### Controls

- Check physical condition and cable connections
- Check switchers and multiplex controllers, including external alarm interfaces
- Check time/date settings and adjust
- Check operation of telemetry controllers.

#### Video Controllers

- Check hours run indicator and recommend for removal for service as appropriate
- Check condition as necessary
- Check operation controls and make a test recording
- Check time/date settings and adjust
- Check that timelapse setting is correct.

All work carried out on site, together with time of arrival and departure is recorded on a record sheet. The service engineer will also note any deficiencies in the system and recommend work required to maintain full, trouble free operation. This record sheet is shown to you and a copy provided for placing on file.

\* With the Comprehensive and Standard Plus plans, engineer call-out charges are included except in the case of where the system has been damaged by users or third parties or as a call out due to customer mis-operation. Damage due to Fire, Storm, Flood or Act of Nature, will be chargeable. With all plans, charges will be made for replacement of batteries, lamps/bulbs and emergency lighting lamps. Full details are in the contract terms and conditions.

For further information on how ADT can help you, contact your local ADT office or phone free on **0800 010 999** or visit us at [www.adt.co.uk](http://www.adt.co.uk)

Registered Office: ADT Fire and Security plc, Security House, The Summit, Hanworth Road, Sunbury-on-Thames, Middlesex TW16 5DB. Registered number: 1161045

**POLICY FINANCE & RESOURCES**

**DATE:** 16 May 2022

**AUTHOR:** Town Clerk

**SUBJECT:** Play Equipment Replacement Parts

**1. Purpose of the Report**

1.1 To receive quote for replacement parts for play equipment at Bedford Road Recreation Ground as identified by Outdoor Team.

**2. Recommendation**

2.1 To note report and agree for replacement parts to be purchased so that repairs can be undertaken.

**3. Background**

3.1 Outdoor team reported a number of areas on current play equipment that needed attention.



**4. Proposals/Information**

- 4.1 Proludic, the company that supplied the equipment, has been contacted and supplied the attached quote for £5,402.54 including delivery charge.

**5. Financial Implications**

- 5.1 As there is no specific budget set aside for play equipment at Bedford Road Recreation Ground, costs would have to come out of Capital Funds. Application for grants should also be pursued to cover the costs for repairs.

**6. Policy Implications**

- 6.1 The Council has a duty to ensure that its play equipment is safe and fit for purpose. The Committee is of course following procedure set out within its Financial Regulations.

Prepared for: Sandy Town Council  
Our Reference: 2205.33697  
Date: 03 May 2022

### Quotation for Aftersales - Various Parts - May 2022

Qty	Code	Product Name	Unit Price	Total Line Price
<b>13. Spare Parts</b>				
1	TF2510	Half Platform & Fixings	331.92	331.92
1	F2511	1/2 Deck IXO	369.61	369.61
1	VTRCC10*50	Bolt	1.40	1.40
10	VTRCC10*40	Bolt	1.28	12.80
11	VECM10	Nut 10mm	0.72	7.92
1	MI2503N	Black Base Cap onto 40mm Tube	2.93	2.93
10	M10310N	Black Collar Standard	0.58	5.80
1	MI3701N	Tube Post Connector	14.98	14.98
4	E2845O	Half Panel - Shelter Roof - Orange	1,041.01	4,164.04
Total:				£4,911.40
Delivery Charge:				£491.14
Total Quote Amount:				£5,402.54

This quote is valid until 01/08/2022  
Please note all prices quoted are excluding VAT

## Terms and Conditions

### Formation of a Contract

The quotation given on or attached to these terms and conditions will remain valid for a period of 90 days, unless otherwise stated on the quote. Acknowledgment and acceptance of this proposal is made by you placing an order within the specified period above, at which time you will be bound by these terms and conditions. Each proposal accepted shall constitute an individual legally binding contract between you and us. Such contract is hereinafter referred to in these terms and conditions as "an order". Nothing in these terms and conditions shall prejudice any condition or warranty expressed or implied, or any legal remedy to which we may be entitled in relation to the goods / and or the work the subject of this order.

### Our Responsibility

We will ensure that all materials supplied comply with safe building practices and are free from defects and that any work carried out is carried out with reasonable care and skill and to a reasonable standard. Before starting any work we will carry out an inspection to make sure that all work quoted is appropriate and practicable. If after our inspection any further work is necessary either because of alterations in design, specification or otherwise and this causes an increase in costs we will send you a further proposal giving details of the extra costs and will only proceed with the works once your written acceptance has been received. Subject to our terms we will carry out the work in accordance with our proposal. We will make good any damage caused whilst carrying out the work.

### Your Responsibility

You will permit us during normal working hours to carry out an inspection and thereafter to undertake the works according to the programme set out in the proposal. You will remove all items necessary to allow us to commence the works and cover and protect all fixtures and fittings, which cannot be removed. You will obtain all permissions and consents, (including if necessary planning permission) from landlords, local authorities and others, which are required before the work can commence. Where you are required to provide us with measurements or other information such measurements or information must be correct. If we rely on the measurements or information given when preparing our proposal and such measurements or information are incorrect we reserve the right to increase the price to make good any errors or additional works required as a result.

### Payment

Goods are invoiced upon dispatch. Payment terms are strictly net 30 days from the date of invoice. Acceptance of this order constitutes agreement of these terms and overrides any other payment terms, including any quoted on your purchase order. We reserve the right to issue interim invoices or applications for payment, or request payment prior delivery or installation on a proforma basis. Please note all prices quoted are excluding VAT.

### Delivery/Installation Dates

UK delivery is priced at 10% (with a minimum £100 charge) based on the total list price value of the equipment. We reserve the right to increase the delivery charge dependent on location of delivery address, all amended prices will be notified on quotations. You will be provided with an estimated delivery date on receipt of order and updated throughout the order process. Delivery is approximately 4-6 weeks from the date of order. Deliveries that cannot be accepted by the customer within 4 weeks of the agreed date, will be subject to a storage charge of £100 per week or 1% of the equipment value, whichever is greater

### Minimum Installation Charge

On orders received with installation, a minimum installation charge per site of £1000 applies in all cases.

Budget costs assume that easy lorry access & precise siting of the equipment will be provided, no surface or underground obstructions will be encountered during excavation such as concrete, hard-core, rock, chalk, roots, drainage, gas or water pipes, telephone or electricity cables etc. In the event of any such obstructions we reserve the right to charge for any additional work involved. We cannot accept liability for any consequent charges that may be incurred by disruption of any of the foregoing services. For fixed installation prices, a site survey is required by a company representative prior to the order being placed

### Main Contractor's Discount

Our quotation does not include for a Main Contractor's Discount. If a 2.5% Main Contractor's Discount is applicable, please add 2.563% to our quoted prices.

### Cancellation Policy

The Company reserves the right to levy a cancellation charge of:

- 25% of the total order value if cancelled more than 6 weeks from the scheduled delivery / start date.
- 50% of the total order value if cancelled less than 6 weeks from the scheduled delivery / start date.

Please Note: Any such charge is non-negotiable and is solely at the discretion of the Company. All drawings, descriptive and forwarding specifications, particulars of weights and dimensions are approximate only and not binding and illustrations contained in catalogues, price lists, sales literature and other advertisement material are for the purpose of general description only and none of these shall form part of this Contract.

The Play Hub, Bradmore Business Park, Loughborough Road, Nottingham NG11 6QA



## Policy, Finance & Resources

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<b>Date:</b>	<b>16<sup>th</sup> May 2022</b>
<b>Title:</b>	<b>Platinum Jubilee Event Budget</b>
<b>Contact Officer:</b>	<b>Town Clerk</b>

### Purpose of the Report

1. To receive a report from CS&E in regard to accumulated costs for the Platinum Jubilee Event and agreement to increase budget to meet statutory health and safety requirements.

### Recommendation

2. That the Council note the report and decision by CS&E to increase the overall event budget by £3,500.00 to cover the extra costs that will be incurred.

### Background

- 3.0 Following contact with Central Bedfordshire's Safety Advisory Group (SAG), several extra costs have been accumulated, which are necessary to ensure that the event can take place.
- 3.1 It is clear from the SAG requirements that the original budget of £5,624 is not sufficient to cover the costs of the event even without the extra requirements by SAG.

### Information/Proposals

- 4.0 The following costs have been agreed under delegated authority by the Chair and Clerk of the Committee:
  - Pedestrian Barriers for licenced area: £625.00 (not originally budgeted for but requirement to for the TEN licence).

The following costs had already been accrued

- Staging £3000.00 (originally budgeted as £2350.00)
- Portaloos £1,095.50
- First Aid £550 TBC (originally budgeted for at £400.00)
- Music performers £675.00 (we still need an extra band/set)
- Temporary Events Notice (£21.00)
- 

This amounts to £6229.60, which is £605.60.

- 4.1 CS&E has agreed to also cover costs for the following required services. Where we have been able to receive quotes these have been included. Due to the need to secure bookings the best value quote has been chosen.

Sound Engineer Noise Controller (costs TBC awaiting quotes)

- Onsite Security/Marshals (£2,380.00)
- Skip (approx. £250)
- Ground matting (costs TBC awaiting quotes)

Full breakdown of costs is:

Item	Cost (ex.VAT)	Estimated Cost (ex.VAT)	Income
Stage, PA & Sound Engineer	£3,000.00		
Barriers	£625.00		
Skip		£221.67 - £364.17	
Ground Mats		£220.00 - £2,530.00	
Portable Toilets	£1095.5		
First Aid Cover	£550.00		
Security/Marshals		£2,380.00	
Musical performers	£675.00	+ £100.00 - £272.00	
Advertising Banners (6x)	£263.10		
Temporary Event Notice	£21.00		
Food & Drink Stalls			£1,000.00
<b>Total</b>	<b>£6229.60</b>		

### Financial Implications

- Costs for the event are to come out of Rolling Capital Funds, original budget of £5,624.00 is not sufficient. All extra costs are necessary to the proper running of the event and cannot be avoided.

### Legal Powers

- Council holds the General Power of Competence, for which Sandy Town Council is eligible and is a power of first resort (Localism Act 2011, s.1).

### Policy Implications

- The Council has a legal obligation to carry out due diligence and ensure the safety of residents at our events. The requirements outlined above are necessary to the event being run properly and in line with HSE requirements. There are legal and reputational implications if due procedures are not followed, and public safety must be prioritised.

<b>Sandy Town Council</b>	<b>Council Risk Assessment</b>	<b>Adopted: 27 February 2017</b> <b>Re-adopted: 16 May 2022</b> <b>Review Due: February 2023</b>
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Area	Subject	Risk(s) identified	H/M/L score	Management/control of risk	Review/Assess/Revise	Verified by
<b>Finance</b>	Precept	Adequacy of precept in order for the Council to carry out its Statutory duties	L	To determine the precept amount required, the Council regularly receives budget update information at every PFR committee meeting. At the Town Council meeting to discuss and agree the precept and at the PFR committees ahead of that meeting, the Council receives a budget report, including actual position and projected position to the end of year and indicative figures and costings obtained by the Clerk. With this information the Council considers individual budget codes and projects to ensure each is adequately budgeted for.	Existing procedure adequate	Council RFO/Clerk Accountant
	Bank and Banking	Inadequate checks Banks mistakes Loss Charges	L	The Council has Financial Regulations which set out banking requirements. Monthly reconciliation of accounts is carried out when statements arrive by the accountant.	Existing procedure adequate. Review financial regulations when necessary. Review bank signatories as necessary. Monitor bank statements monthly.	RFO/Clerk External Auditor Internal Auditor
	Financial controls and Records	Inadequate records Financial irregularities	L	The Council has financial regulations in place which set out requirements. Financial transactions are recorded by the accountant monthly. An	Existing procedure adequate. Review financial regulations when necessary.	RFO/Clerk External Auditor Internal Auditor

				independent audit checks the records on an annual basis to ensure the Council is compliant. Yearend accounts submitted with annual return.		
	Reporting and auditing	Information Communication	L	Financial information is reported to every Policy, Finance and Resources committee meeting every six weeks.	Existing procedure adequate	Council RFO/Clerk External Auditor Internal Auditor
	Direct Costs	Goods not supplied but billed Incorrect invoicing Cheque incorrect	L	The Council has financial regulations in place which set out requirements.  A list of payments for each month is reviewed by Council at PF&R. Two Members' signatures required for all cheques.  Two authorisations are required for any bank transactions.  The Council has minimal stock, which is regularly checked by the Clerk and maintenance team.	Existing procedures adequate. Monitored by Council.	RFO/Clerk Accountant
	Best Value accountability	Work awarded incorrectly. Overspend on services.	L/M	Financial Regulations set out contract levels and tendering process.  If problems are encountered with a contract, the Clerk will investigate and report to the Council.	Existing procedure is adequate and included in financial regulations. Monitored by Town Clerk  Schedule of contracts held by Council. To be reported to Council annually.	Councillors RFO/Clerk

**AGENDA ITEM 12**

**APPENDIX XIII**

	Salaries and associated costs	Salary paid incorrectly. Unpaid Tax to Inland Revenue	L	Payroll contracted out to Harrisons Accountants. Payroll checked by admin team leader and payroll on a monthly basis.  Dual authorisation required.	Adequate. Contract with Harrisons Accountancy to be monitored by Clerk.	RFO/Clerk Accountant
	Employees	Fraud by staff  Loss of key personnel  Health and Safety	L	Requirements of Fidelity Guarantee insurance adhered to with regards to fraud.  All employees provided with adequate direction and safety equipment needed to undertake their roles.	Adequate. Monitored by Clerk and Human Resources Committee.  Insurance cover reviewed and agreed by Town Council annually.	Councillors Clerk
	Town Clerk	Improper conduct	L	Clerk's performance and appraisal overseen by Human Resources Committee and Clerks Management Committee.  Clerk to be provided with relevant training, reference books, access to professional and legal advice required to undertake the role.	Monitored by Human Resources Committee	Councillors
	Election Costs	Risk of election cost	L	Risk is higher in an election year. There are no measures which can be adopted to minimise the risk of having a contested election as this is a democratic process and should not be stifled.  A EMR budget is held for the purpose of paying for an election.	Existing procedure is adequate	Councillors Clerk/RFO

**AGENDA ITEM 12**

**APPENDIX XIII**

	VAT	Re-claiming/charging	L	The Council has Financial Regulations that set out the requirements. The accountant regularly checks and claims all VAT owed.	Existing procedure is adequate	Clerk/RFO Accountant
	Annual Return	Submit within time limits	L	Annual Return is completed and signed by the Council, submitted to the internal auditor for completion and signing then sent to the external auditor within time limit.	Existing procedure is adequate	Clerk/RFO Accountant
	Legal Powers	Illegal activity	L	All activity and payments within the powers of Town Council to be resolved and minuted at PFR or Town Council meetings.	Existing procedure is adequate	Clerk Councillors
	Insurance	Adequacy Cost Compliance	L	An annual review is undertaken (before the time of policy renewal) of all insurance agreements in place.	Existing procedure is adequate. Review insurance provision annually. Review of compliance.	Clerk Councillors
<b>Employer Liability</b>	Complying with Employment law	Failure to comply with law	L	Membership of various national bodies and contract with PNC Human Resources provider. Town Clerk is a member of SLCC and the Council is a member of BATPC and NALC.	Existing procedure is adequate.	Clerk Human Resources Committee
	Safety of staff and visitors	Injury	M	Employees are provided with adequate health and safety training and direction in equipment needed to undertake their roles.  Health and safety policy in place. Secured doors to personnel area. Panic button in reception. Lone work policy in place. Public liability cover with WPS insurance to value of £15,000,000.	Existing procedure is adequate.  Public liability insurance reviewed and agreed annually by Town Council.	Clerk Human Resources Committee

**AGENDA ITEM 12**

**APPENDIX XIII**

	Pension requirements	Comply with statutory duties	L	Payroll and pension contributions managed by independent accountant, Harrisons. Adequate budget allowed for employer contributions is reviewed annually. Payments made to fund by Clerk and Admin Team Leader. Dual authorisation required.	Existing procedure is adequate.	Clerk Human Resources Committee
<b>Legal Liability</b>	Acting within legal powers	Failure to ensure activities are within the legal powers of a council	L	All activity and payments within the powers of Town Council to be resolved and minuted at PFR or Town Council meetings.	Existing procedure is adequate	Clerk Auditors
	Proper reporting of Minutes/Agendas/Notices/Statutory Documents	Failure to meet requirements	M	Minutes and agendas are produced in the prescribed manner by the Clerk or Admin Team Leader and adhere to the legal requirements. Minutes are approved and signed at the next Council/Committee meeting. Agendas are displayed according to legal requirements.	Existing procedure is adequate	Clerk Auditors
	Computers	Loss of Council data	L	Regular back up of important data. Virus protection renewed. IT management contract in place. All computers are included on insurance policy with adequate cover.	Existing procedure is adequate	Clerk
	Legal Documents	Loss or damage	M	Leases and legal documents kept in safe at Council officers with register of documents held. Sometimes the need for transfer of documents outside of the Council	Existing procedure is adequate	Clerk Auditor

				Offices to solicitors etc would increase risk of loss or damage.		
<b>Councillors</b>	Declarations of Interest	Interest not declared	M	Code of conduct sets down declaration of interest guidelines. Clerk to advise a Councillor when there is uncertainty. Declarations are included in each agenda before the discussion items.	Existing procedure is adequate	
<b>Assets</b>	Protection of Physical Assets	Damage to property	M	Buildings insured and reviewed annually. Increase in line with RPI. Annual Health and Safety inspection of all property by outside company. (PNC)  Comprehensive insurance cover with WPS. Valuation of buildings carried out in 2017 by Aviva.	Existing procedure is adequate	Clerk Councillors
	Maintenance of buildings	Lack of upkeep	M	Buildings maintained on adhoc basis.	Reviewed by Grounds Team Leader and recommendations made.	Grounds Team
	Security of buildings, furniture and equipment	Theft, damage	H	Asset register recording all STC assets is regularly updated and reviewed by council annually. Regular checks by staff and reports from public investigated. Alarm system at Council offices and depot which is monitored by Millennium Security. Comprehensive building and contents insurance cover via WPS on all buildings. CCTV at Depot, Sunderland Road and Bedford Road Recreation Grounds. Annual fire safety testing.	Existing procedure adequate.	Clerk Councillors



				Weekly fire alarm and sensor checks.		
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