

Sandy Town Council

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

You are hereby summoned to attend a meeting of Sandy Town Council to be held in the Council Chamber at 10 Cambridge Road, Sandy, Bedfordshire on Monday 16 September 2019 commencing at 7.30pm for the purpose of transacting the items of business below



Chris Robson
Town Clerk
10 Cambridge Road
Sandy
SG19 1JE
01767 681491
10th September 2019

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND THIS MEETING

A G E N D A

1 Apologies for Absence

To receive any apologies for absence.

2 Declarations of interest and requests for dispensations

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 Pecuniary Interests*
- iii) Dispensations*

3 Public Participation Session

To receive questions and representations from members of the public.

Sandy Town Council

4 Minutes of previous Town Council meetings

To receive the Minutes of the meeting of Sandy Town Council held at 7.30pm on Monday 5 August 2019 and to approve them as a correct record of proceedings.

5 Minutes of committees and recommendations therein

To receive and note the minutes of the meetings of the following committees and sub-committees and (if applicable) to approve recommendations therein which do not arise elsewhere.

- i) Development Scrutiny Committee held on 12 August 2019 and 2 September 2019
- ii) Community, Services and Environment Committee held on 12 August 2019

RESOLVED to RECOMMEND that the Council offer to part fund repairs to a CBC owned bridge adjacent to The Riddy if this gives the work a higher priority and ensures its timely completion.

RESOLVED TO RECOMMEND that Councillor surgeries would be held every 6 weeks in a local chemist in the winter months and at the Community Stand in the summer months.

- iii) Policy, Finance and Resources Committee held on 2 September 2019

RESOLVED to RECOMMEND that the Council make a contribution of £2,000 towards the ongoing development and management of the Sandy Green Wheel for the next two financial years (2020/21 and 2021/22).

RESOLVED to RECOMMEND that the Financial Regulations be amended and adopted by the Council.

- iv) Human Resources Committee held on 9 September 2019

RESOLVED to RECOMMEND that the Council continue with its current external Human Resources advisor for a further year.

Sandy Town Council

6 Planning Application

To consider planning application CB/19/02313/FULL Residential development of 37 dwellings including parking, access, landscaping and all associated ancillary works at the Sidings, Land East of Sandy Railway Station, Stratford Road, Sandy, SG19 2AA.

7 Planning Application

To consider planning application CB/19/02094/ FULL Demolition of existing single storey dining area and construction of new dining area with flats over at first floor level at Quince Court, Engayne Avenue, Sandy. Total new build of 25 new one-bedroom flats over two storeys.

8 Appeal by Pigeon Land Ltd

To note that the appeal hearing for CB/18/01674/OUT Land to the North of Sunderland Road is to begin on 1st October 2019. To consider whether representatives from Sandy Town Council will attend the hearing.

9 Reports from Central Bedfordshire Councillors

To receive reports from Sandy's Central Bedfordshire Councillors.

10 Action List

To receive any updates and note the action list.

Appendix I

11 External Audit

To receive the external auditors report for the 2018/19 financial year and agree an action plan for any areas raised within the auditor's report.

Appendix II

12 Central Bedfordshire Council Benchmarking

To receive a verbal update from the Town Clerk on Central Bedfordshire Council's Market Town Benchmarking and consider the forum in which the results will be reported back.

13 Festival for Older People 2019

To receive and consider correspondence from the organisers of the 2019 Festival for Older People.

Appendix III

14 Beeston Village Green Access

To note a report on legal advice received from the National Association of Local Councils on access to properties over Village Greens.

Appendix IV

Sandy Town Council

15 Bedfordshire Association of Town and Parish Council's AGM

To confirm representatives to attend the Bedfordshire Association of Town and Parish Council's to be held on Thursday 17th October 2019.

Appendix V

16 National Association of Local Councils Conference

To note that Cllr Martin Pettitt will attend the 2019 NALC conference in Milton Keynes as Deputy Mayor of Sandy Town Council. The Conference is to be held on 28th and 29th October 2019.

17 Central Bedfordshire Council Consultations

To note the following consultations currently being carried out by Central Bedfordshire Council which may impact on Sandy.

i) Public Space Protection Orders – Closes 2 December 2019

Appendix VI

ii) Sandy Sports and Community Centre – Closes 31 October 2019

Appendix VII

18 Reports from Representatives on Outside Bodies

No written reports received at time of issuing agenda.

19 Mayor's Engagements

To note a list of recent Mayor's civic engagements carried out since the last meeting of Council:

Thursday 15 August 2019 - Deputy Mayor attending the opening of Busy Bee's Nursery's New Garden

Saturday 17 August 2019 – Deputy Mayor attending the Sandy Show

Friday 6 September 2019 - St Ives Quiz

Saturday 7 September 2019 - Mayor & Deputy Mayor attending Rushden Proms in the Park

Monday 9 September 2019 - Deputy Mayor attending Lord Lieutenant's Honours Recipients Gathering & Presentation

20 News Release

21 Chairman's Items

22 Date of Next Full Council Meeting: 28 October 2019

Town Council - Action list

Subject	Action to be taken		Response/ Agenda no.
	Minute	Action	
Meeting 9/11/15			
East West Rail Link	(89-15/16)	Town Council strongly support the East West rail link coming through Sandy and to lobby the relevant authorities.	Town Council has responded to the First stage of the consultation. No further updates.
Meeting 21/5/18			
A1 – Local Issues	(19-18/19)	To push for decisions on the future of the A1 and action on safety and environmental issues.	Notes from a meeting with A. Burt (MP), SG19 and HE previously circulated. Still awaiting notes and following up actions from A. Burt's office.
Meeting 17/12/18			
Sandye Place Academy	(142-18/19)	That the Town Council place on record its opposition to any future residential development on the site and all other aspects the site could be used for as highlighted in the Council's Community Plan and that CBC Ward Councillors support the Council's position.	Correspondence issued to CBC's Cllr Jamieson and Mr Carr seeking a meeting. No response received at time of issuing agenda. Community Plan group have agreed principles for STCs vision for the future of Sandye Place, which is being communicated to CBC's Tony Keaveney. Meeting with Mr Keaveney requested. Response awaited.



Mr C Robson
Sandy Town Council
10 Cambridge Road
Sandy
Bedfordshire
SG19 1JE

Direct line +44 (0)191 383 6348
Email local.councils@mazars.co.uk

30 August 2019

Dear Mr Robson

Completion of the audit for the year ended 31 March 2019

We have completed our audit for the year ended 31 March 2019 and I have pleasure in enclosing the certified Annual Governance and Accountability Return. The External Auditor's Certificate and Report is given in Section 3.

If there are any significant matters arising from the audit, they are summarised in the External Auditor's certificate in Section 3. If we have identified minor scope for improvement we have recorded this on page 2 of this letter. The Council must consider these matters and decide what action is required. In most cases this will be self-evident. In some instances we have referred to further guidance available, in particular, in the publication "*Governance and Accountability for Local Councils – A Practitioners' Guide (England) 2010*". This can be obtained via your NALC or SLCC branch, or downloaded free of charge.

Action you are required to take

The Accounts and Audit (England) Regulations 2015 set out what you must do at the conclusion of the audit. In summary, you are required to:

Publish (which must include publication on the authority's website) a statement:

- that the audit has been concluded and that the statement of accounts has been published;
- of the rights of inspection conferred on local government electors by section 25 of the Local Audit and Accountability Act 2014; and
- the address at which, and the hours during which, those rights may be exercised.
- Keep copies of the Annual Governance and Accountability Return for purchase by any person on payment of a reasonable sum.
- Ensure that the Annual Governance and Accountability Return remains available for public access for a period of not less than five years beginning with the date on which the Annual Governance and Accountability Return was first published.

The Accounts and Audit (England) Regulations 2015 do not specify the period the Completion Notice needs to be on the council's website but this period must be reasonable.

Mazars LLP – Salvus House - Aykley Heads - Durham - DH1 5TS
Tel: +44 (0) 191 383 6300 – Fax: +44 (0) 191 383 6350 – www.mazars.co.uk

Mazars LLP is the UK firm of Mazars, an integrated international advisory and accountancy organisation. Mazars LLP is a limited liability partnership registered in England and Wales with registered number OC308299 and with its registered office at Tower Bridge House, St Katharine's Way, London E1W 1DD.

We are registered to carry on audit work in the UK and Ireland by the Institute of Chartered Accountants in England and Wales. Details about our audit registration can be viewed at www.auditregister.org.uk under reference number C001139861.

VAT number: 839 8356 73

Minor scope for improvement in 2019/20

The bank reconciliation did not explicitly state the cash book balance. In future the Council should use the standard proforma provided in our guidance or in the Practitioner's Guide when preparing the bank reconciliation.

Audit fee

We enclose our fee note for the audit, which is in accordance with the audit fee scales set by SAAA, and available at <http://www.localaudits.co.uk/fees.html>

We would be grateful if you could arrange for this to be paid at the earliest opportunity.

Mazars Green Policy

Protection of the environment in which we live and operate is part of Mazars' values and principles and we consider it to be sound business practice. One of our impact areas is to reduce our consumption of paper per staff member by 5% year on year.

In order to help us to achieve this, we will only be returning a hard copy of your AGAR to the council on request. Please email us no later than **31 October 2019** if you require a hard copy of your AGAR otherwise we will securely dispose of it.

Yours sincerely



Cameron Waddell
Partner

(NAME): SANDY TOWN COUNCIL

Notice of conclusion of the audit
Annual Return for the year ended 31st March 2019

Section 25 of the Local Audit and Accountability Act 2014
Accounts and Audit (England) Regulations 2015

	Notes
<p>1. The audit of accounts for the Council/Meeting (a) for the year ended 31 March 2019 has been concluded.</p> <p>2. The Annual Governance and Accountability Return is available for inspection by any local government elector of the area of the Council /Meeting (a) on application to:</p> <p>(b) <u>MR C. Robson, Town Clerk & RFO</u> <u>10 Cambridge Road, Sandy, SG19 1JE</u></p>	<p>(a) Delete as appropriate</p> <p>(b) Insert name, position and address of the person to whom local government electors should apply to inspect the Annual Return</p>
<p>2. Copies will be provided to any local government elector on payment of £ <u> </u> (c) for each copy of the Annual Return. <i>10.p per sheet</i></p>	<p>(c) Insert a reasonable sum for copying costs</p>
<p>Announcement made by: (d) <u>MR C Robson</u></p>	<p>(d) Insert name and position of person placing the notice</p>
<p>Date of announcement: (e) <u>9/9/2019</u></p>	<p>(e) Insert date of placing of the notice</p>

Annual Governance and Accountability Return 2018/19 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 must complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with Proper Practices.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
 - The annual internal audit report is completed by the authority's internal auditor.
 - Sections 1 and 2 are to be completed and approved by the authority.
 - Section 3 is completed by the external auditor and will be returned to the authority.
3. The authority must approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both must be approved and published before 1 July 2019.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, must return to the external auditor by email or post (not both):
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2019
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2018/19

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the review and is able to give an opinion on the limited assurance review, the Annual Governance and Accountability Section 1, Section 2 and Section 3 – External Auditor Report and Certificate will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2019 authorities must publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- Section 1 - Annual Governance Statement 2018/19, approved and signed, page 4
- Section 2 - Accounting Statements 2018/19, approved and signed, page 5

Not later than 30 September 2019 authorities must publish:

- Notice of conclusion of audit
- Section 3 - External Auditor Report and Certificate
- Sections 1 & 2 of AGAR including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

- The authority must comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the Annual Governance and Accountability Return contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority should receive and note the annual internal audit report if possible prior to approving the annual governance statement and before approving the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both).
- Do not send the external auditor any information not specifically requested. However, you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (Section 2, page 5). An explanation must be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on page 5. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2018) equals the balance brought forward in the current year (Box 1 of 2019).
- The Responsible Financial Officer (RFO), on behalf of the authority, must set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it must include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority must publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor before 1 July 2019.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights, been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', is an explanation provided?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations from last year to this year been provided?	✓	
	Has the bank reconciliation as at 31 March 2019 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	✓	

*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices, can be downloaded from www.naic.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2018/19

SANDY TOWN COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2019.

The internal audit for 2018/19 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. ("Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR)			✓
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.			Not applicable ✓
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

16TH MAY 2019.

DD/MM/YY

Name of person who carried out the internal audit

E. ROGER HAMMOND. AUDITOR

Signature of person who carried out the internal audit

Harriet Watts

Date

21ST JUNE 2019.

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

SANDY TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

	Agreed		Yes means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

24/06/2019

and recorded as minute reference:

TC 37 - 2019/20

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

[Signature]
SIGNED
[Signature]
REQUIRED

Other Information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

WWW.SANDYTOWNCOUNCIL.GOV.UK

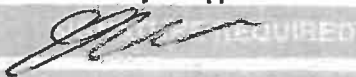
Section 2 – Accounting Statements 2018/19 for

SANDY TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	649,056	685,687	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	538,809	562,607	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	51,841	132,521	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	-247,948	-250,656	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	-608	-608	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	-305,463	-473,263	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	685,687	656,288	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	676,136	660,653	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2,848,430	2,956,838	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	4,011	3,674	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

18/06/2019

I confirm that these Accounting Statements were approved by this authority on this date:

24/06/2019

as recorded in minute reference:

TC 38 - 2019/20

Signed by Chairman of the meeting where the Accounting Statements were approved



Section 3 – External Auditor Report and Certificate 2018/19

In respect of

Sandy Town Council

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2018/19

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

The Council did not provide the intermediate information requested for audit review by the due date of 5 July 2019. In future, the Council should refer to our annual guidance and ensure that all information requested for audit review is provided by the

3 External auditor certificate 2018/19

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2019.

*We do not certify completion because:

Not applicable

External Auditor Name

Mazars LLP, Durham, DH1 5TS

External Auditor Signature

Mazars LLP

Date

29 August 2019

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

SANDY TOWN COUNCIL

DATE: 16 September 2019

AUTHOR: Town Clerk

SUBJECT: Healthwatch Central Bedfordshire
Festival for Older People

1. Summary

- 1.1 Members are asked to consider the correspondence received from Healthwatch Central Bedfordshire and whether the Council wishes to provide any sponsorship towards the event.

2. Correspondence

August 2019
Dear Mr Robson,

Festival for Older People 2019

Healthwatch Central Bedfordshire is excited to host this year's Festival for Older People on **Friday 4th October 2019 at The Rufus Centre, Flitwick, Bedfordshire.**

The Festival for Older People is an annual event, that provides statutory, voluntary and community organisations with the opportunity to exhibit advice and information about local services for older people, such as social care, health, housing, leisure activities, holistic services and much more.

The Festival for Older People in 2018 featured over 45 exhibitors and attracted a large footfall with over 300 people visiting the event. Entry is always free of charge and visitors are able to join in the entertainment and enjoy a complimentary lunch. The support of many organisations helps us to ensure the event achieves its aim of providing a 'one stop shop' for many older people seeking advice and information about their health, social care and housing needs.

In order to be able to run this annual event, we rely on sponsors and donations to help with the running costs. Whether it be sponsorship of the overall event, contributions towards the transport costs, as we try to ensure that all who wish to attend are able to or donations in the form of goods towards the goodie bags we provide to all visitors, your contribution would be welcome.

In 2018, we had visitors from Sandy and so I am writing to request your support as a sponsor of the 2019 'Festival for Older People'. We know that Sandy Town Council is committed to supporting their residents and this would directly benefit your older and vulnerable people in your community. By sponsoring this event it would highlight this, not only to them but to all visitors and dignitaries attending the event.

Your Town Council would be represented on our promotional material going forward, for our varying media campaigns promoting the event, which is widely advertised throughout Central Bedfordshire.

Current sponsors for this year's event include Flitwick and Shefford Town Council and East London Foundation Trust. We would be delighted if you are able to sponsor the event, so please contact Dee Dillistone by email to: info@healthwatch-centralbedfordshire.org.uk or call direct on 0300 303 8554.

For more information about Healthwatch Central Bedfordshire please visit our website at www.healthwatchcentralbedfordshire.org.uk . If you need any further information about the event or sponsorship of this year's Festival for Older People please do not hesitate to contact me direct, details below, or call 0300 303 8554.

Kind regards,

Diana Blackmun
Chief Executive Officer

Healthwatch Central Bedfordshire

Capability House, Wrest Park, Silsoe, MK45 4HR

Email: info@healthwatch-centralbedfordshire.org.uk

Tel: 0300 303 8554

www.healthwatch-centralbedfordshire.org.uk

Registered Charity No: 1154627 Healthwatch Central Bedfordshire

SANDY TOWN COUNCIL

DATE: 16 September 2019
AUTHOR: Town Clerk
SUBJECT: Village Green Legal Advice

1. Summary

1.1 The following report is intended for Members' information. The advice, which has been provided by the National Association of Local Councils' solicitors, relates to access across the Village Green. Further advice has been requested on wider protection of the Village Green and the Council's powers; this will be brought back to the Council for consideration once received. The advice was sought following concerns over on-going protection of the Green. The advice provided to date is in relation to one specific site, which has seen an increase in the number of dwellings and uses of access across the Green.

2. Legal Advice Received to Date

- 2.1 Advice was issued to the Clerk by NALC on the subject of access across the Village Green to two specific new dwellings. Advice provided was based on case law, including Lutrell's Case (1601) 4 Co Rep 86a, Jelbert V Davies (1986) and McAdam Homes Ltd v Robinson and Another (2004).
- 2.2 NALC believes that the existing access does cover the new properties and that the access is to the land and not for a particular owner so that access rights will not change when the properties are sold.
- 2.3 Once access over other people's land has been used openly and without complaint for 20 years, it becomes a legal right. The access belongs to the land being accessed and includes access to all properties on the land including those built after the right of access was acquired. An exception to this would be if the use of the land having the right of access changes dramatically, such as turning an agricultural field into a caravan park. Adding a new dwelling to the existing dwelling on land would not be seen as a dramatic change of use. Both the test of a change in the nature of use of the land and a significant change in the level of use must be satisfied before access would be lost. NALC does not believe that two new residential properties would be accepted as a change in the nature of the use of the land.
- 2.4 As definitive answers can only be given by a court, town councils could dispute access and take legal action against occupiers of new properties, but it would be risking a very substantial costs liability if it was unsuccessful, which NALC believes it would be. Alternatively, the Council could negotiate with landowners for agreed terms of access and documentation to provide certainty. As previously advised, the Council has no legal responsibility to maintain access ways to properties. Further advice will be provided once received.

Reply all  Delete  Spam  Block ...

BATPC AGM

LA LOUISE ASHMORE <louise.ashmore@batpc.co.uk>



Tue 10/09/2019 10:17

LOUISE ASHMORE <louise.ashmore@batpc.co.uk>; Tracy Moorhouse <admin@batpc.co.uk> 

The Clerk – BATPC Member Councils

Dear Colleague

Further to my email of 7th August giving details of BATPC's AGM which will take place:

- On Thursday 17th October 2019 at 7.30 pm
- In Cople Village Hall, Grange Lane, Cople MK44 3TT
- Refreshments will be available before the meeting from 7.00 pm

I am writing to remind you to please email Tracy Moorhouse admin@batpc.co.uk by latest 24th September 2019 the **names and direct email addresses** for your voting representatives. Papers for the AGM will be emailed direct to representatives, in advance of the AGM. Please also consider nominating a councillor to serve on the Association's County Committee as detailed in my letter and nomination form emailed on 18.7.19.

Confirmed guest speakers for the AGM will be Will Gallagher, Strategic Director, East West Rail and Martin Tugwell, Programme Director, England's Economic Heartland. Between them two speakers should be able to bring delegates right up to date on the latest position with regards to road and rail links affecting our area. We are also hoping that a representative from Luton Airport will attend to talk about the Swanwick Airspace Improvement Project – Airspace Development (AD6), including new holding/stacking proposals for flights into Luton Airport.

Regards

Louise

Louise Ashmore
County Officer - Bedfordshire Association of Town & Parish Councils
Suite 11, Baystrait House
15 Station Road, Biggleswade, Beds SG18 8AL
Tel: 01767 312669

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SANDY TOWN COUNCIL

DATE: 16 September 2019

AUTHOR: Town Clerk

SUBJECT: Central Bedfordshire Council – Public Space Protection Orders

1. Summary

- 1.1 Members are asked to note that the below consultation is currently being carried out and can complete the survey via central Bedfordshire Council's Website. The link to the survey is published on the Town Council's website and social media.

2. Consultation**Overview of public space protection orders consultation**

Consultation closes: Monday, 2 December 2019

Along with the police, we can have specific powers to help tackle anti-social behaviour. These powers are provided through a public space protection order (PSPO). It can prohibit certain things (e.g. not taking dogs into kids' play areas, not drinking alcohol in certain public areas) or require specific things to be done (e.g. bagging up and disposing of dog waste).

A PSPO can deal with persistent and unreasonable nuisances and anti-social behaviour that has a detrimental effect on the quality of life for the local community in a particular area. A PSPO can help to make Central Bedfordshire a better and safer place to live.

We already have orders in place to help with this, but we are reviewing these, and we want your views before we decide what changes to make.

Legally, we must have evidence to show the need for the order. So, we have been talking to our town and parish councils to find out whether they feel that the existing orders are working, and whether they feel there are other locations which could also benefit from an order.

PSPOs are usually welcomed by the community, as they are a way of stopping persistent problem behaviour. So, this consultation is also an opportunity for the public to tell us about any locations that they feel should also be added to the PSPO. The feedback we receive during this consultation can form part of the evidence we need to implement an order and keep Central Bedfordshire a great place to live and work.

SANDY TOWN COUNCIL**DATE:** 16 September 2019**AUTHOR:** Town Clerk**SUBJECT:** Central Bedfordshire Council – Sandy Sports Centre User Consultation**1. Summary**

- 1.1 Members are asked to note that the below user consultation is currently being carried out and users can complete the survey via Central Bedfordshire Council's website. The link to the survey is published on the Town Council's website and social media.

2. Background to Consultation

- 2.1 CBC are currently piloting some changes to their leisure services in Sandy Secondary School. The pilot is to run until the end of October 2019. As you are aware, CBC operate shared use of the site, which encompasses both their maintained school and community leisure facilities run on their behalf by Stevenage Leisure Ltd (SLL).
- 2.2 The consultation states that CBC are piloting some changes to the timetable of activities, times and rooms for some of the leisure centre services we hold in Sandy Secondary School.

The proposal is to:

- reduce the use of the dining areas, and make more use of alternative space in the school instead, although this would not affect Table Tennis (which will continue to be held in room DA2)
- make some changes to dates and/or times of timetabled workout activities. These changes will be minimal, and every effort will be made to maintain the full range of activities within the centre

They will use feedback from users to better understand any effects on customers, and to guide our future decisions.

- 2.3 The Consultation states that the school has expanded rapidly in recent years and we have been asked to test using different rooms for our leisure services, to enable them to better accommodate their increased pupil numbers. The changes only affect some classes held on Mondays, Tuesday and Wednesdays. There are no changes being proposed to the health and fitness suite. All other classes remain at the same time and venue.

Feedback on the changes to the timetable (for classes on Monday, Tuesdays and Wednesdays) during this 3-month period is required by 31st October 2019.



have
your
say...

... on rules about walking your
dog and drinking alcohol in
public places

Find Central Bedfordshire Council online at



www.centralbedfordshire.gov.uk/consultations

**Central
Bedfordshire**

Public space protection orders

1. Overview

The Council and Police can have specific powers to help tackle anti-social behaviour. These powers are provided through a Public Space Protection Order (PSPO). It can prohibit certain things (e.g. not taking dogs into kids' play areas, not drinking alcohol in certain public areas) or require specific things to be done (e.g. bagging up and disposing of dog waste).

A PSPO can deal with persistent and unreasonable nuisances and anti-social behaviour that has a detrimental effect on the quality of life for the local community in a particular area. A PSPO can help to make Central Bedfordshire a better and safer place to live.

The Council already has Orders in place to help with this, but we are reviewing these, and we want your views before we decide what changes to make.

Legally, we must have evidence to show the need for the Order. So, we have been talking to our town and parish councils to find out whether they feel that the existing Orders are working, and whether they feel there are other locations which could also benefit from an Order.

PSPOs are usually welcomed by the community, as they are a way of stopping persistent problem behaviour. So, this consultation is also an opportunity for the public to tell us about any locations that they feel should also be added to the PSPO. The feedback we receive during this consultation can form part of the evidence we need to implement an Order and keep Central Bedfordshire a great place to live and work.

2. What changes are we proposing?

A. Dog Control Orders

Central Bedfordshire currently uses Dog Control Orders to:

- cut down on dog fouling
- restrict dogs from such places as children's playgrounds and
- ensure dogs are kept on leads in sensitive areas (e.g. cemeteries and gardens of remembrance, picnic sites, sports pitches, car parks, or wildlife areas at specific locations).

More information about the current Dog Control Orders is provided below but full details of the current Dog Control Orders and maps are available on our website.

www.centralbedfordshire.gov.uk/info/43/community_safety/152/dog_control_orders

i) Dogs on leads

Based on the feedback we have already received; we are only proposing one minor change to this Order.

This change is to remove the requirement that dogs are kept on leads near sports pitches. The wording of the current Order prevents dogs being off a lead in a park which contains a sports pitch which the Council believes is too onerous. Dogs will not be allowed to foul on sports pitches under the new Order, however dogs will be allowed off leads in a park in which a sports pitch is present.

The rest of the Order remains the same. Dogs must keep on a lead (maximum of 2.0 metres long) in specified areas such as cemeteries, A and B roads and their pavements and verges. It also applies to some car parks, picnic sites and sensitive areas.

ii) Dog fouling

We are proposing that this Order remains the same.

If a dog defecates, the person in charge of the dog must immediately remove the faeces. Support/guide dogs are excluded.

iii) Dog exclusion zones

We are proposing that this Order remains the same.

The Order would prevent dogs from entering specified areas, such as children's play areas, sports and games areas, and specific areas of Rushmere Country Park, unless they are service or support/guide dogs. Clear signs will be in these locations.

iv) Dogs on lead by direction

We are proposing that this Order remains the same.

A person in charge of a dog (on land covered by the Order) must put and keep that dog on a lead when asked to do so by a council officer (if needed), to prevent nuisance behaviour by the dog that could annoy or disturb a person, bird or other animal.

B. Alcohol in public areas

This Order gives the police and specific council officers additional powers to tackle on-street drinking where it is having a negative impact on the area.

The Order is not a ban on drinking alcohol in public, but it gives the council and police the power to ask people who are drinking in public in selected places to stop if there is a problem, or to handover their alcohol.

We currently have an Order in place covering public drinking in fourteen locations in Central Bedfordshire (i.e. Ampthill, Arlesey, Biggleswade, Barton-Le-Clay, Caddington, Dunstable, Flitwick, Houghton Regis, Hockliffe, Kensworth, Leighton Buzzard, Toddington, Sandy and Shefford).

We can only have a PSPO where there is evidence that they are needed. The evidence we've gathered so far suggests that we do not have significant alcohol-related issues in the following areas, so our proposal is to remove the existing alcohol Orders in the following locations:

1. Ampthill
2. Barton-Le- Clay
3. Caddington
4. Flitwick
5. Hockliffe
6. Kensworth
7. Toddington

However, we do have evidence that there are issues in some other areas. So, we are suggesting including the following locations in the areas where we can restrict public drinking, if necessary:

- Biggleswade – Church Street and High Street

- Dunstable – High Street North, High Street South, Court Drive skate park, Eleanor’s Cross, Grove Gardens, Priory Gardens, The Square – Ashton Square, Newton Recreation Ground, Mentmore Recreation Ground, Dunstable Cemetery, Luton Recreation Ground, Bennett Memorial Recreation Ground and Priory Churchyard
- Houghton Regis – Bedford Square and Tithe Farm Road
- Leighton Buzzard – High Street, Lake Street and Market Square
- Shefford – High Street and Old Bridge Way
- Arlesey – Blue Lagoon area
- Sandy – Bedford Road Recreation Ground, Sunderland Road Recreation Ground, Fallowfield Recreation Ground and the Market Square
- Beeston – The Green and The Limes

3. How to have your say

The consultation is open from Monday 9 September 2019 until Monday 2 December 2019.

You can have your say by answering a questionnaire on our website at www.centralbedfordshire.gov.uk/consultations or you can pick up a paper copy from your local library.

4. What happens after this consultation?

The results of the consultation will be considered by Overview & Scrutiny Committee in March 2020 and a final decision will be made by the Executive in April 2020.

All relevant signage will be in place for the proposed new areas and the new Orders will be actively enforced by June 2020.



A great place to live and work

Contact us...

By telephone: 0300 300 8301

by email: consultations@centralbedfordshire.gov.uk

on the web: www.centralbedfordshire.gov.uk/consultations

Write to Central Bedfordshire Council, Priory House,
Monks Walk, Chicksands, Shefford, Bedfordshire SG17 5TQ