

Sandy Town Council

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

You are hereby summoned to attend a meeting of the Policy, Finance and Resources Committee of Sandy Town Council which will be held in the Council Chamber at 10 Cambridge Road, Sandy, Bedfordshire on Monday 17 February 2020 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
11 February 2020

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

A G E N D A

Reports

1 Apologies for absence

2 Declarations of interest

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

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

- i) Declarable pecuniary interests*
- ii) Non pecuniary interests*

3 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.

4 Minutes of previous meeting

To receive the minutes of the Policy, Finance and Resources Committee held on 6 January 2020 and to approve them as a correct record of proceedings.

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 January 2020. Appendix I
- ii) To receive and note a budget overview report. Appendix II
- iii) To approve a schedule of payments made since previous meeting. Appendix III
- iv) The Chair to approve bank reconciliations and statements.

6 Grant Applications

- i) To consider a grant application from Bedfordshire Fire & Rescue Service Fire Cadets Appendix IV
- ii) To consider a grant application from Sandy Carnival Association Appendix V

7 Payment Approvals

To receive and approve a list of creditors who are regularly paid by Direct Debit or BACS payment. Appendix VI

8 Territorial Auxiliary and Volunteer Reserve Association Lease

To receive and consider a report on the renewing of a lease for land off Berwick Way on which stands the Army Cadet HQ Building. Appendix VII

9 Action List

To receive and note a copy of the action list. Appendix VIII

10 Committee Action Plan

To receive an updated copy of the committee Action Plan. Appendix IX

11 Bowls Club Quote

To receive and consider a report on repair work required to the bowls club sprinkler system. Appendix X

12 Section 106

To receive an update report on the level of Section 106 funds available from development within Sandy. Appendix XI

13 Risk Assessment

To review the Council's risk assessment. Appendix XII

14 CCTV Policy and Procedure

- i) To receive a draft CCTV policy for consideration and recommendation for adoption by Full Council. Appendix XIII
- ii) To receive a draft procedure on responding to CCTV evidence requests. Appendix XIV

Sandy Town Council

- iii) To receive a draft CCTV FAQ for release to members of the public via the Council's website.

Appendix XV

15 Chairman's Items

16 Date of next meeting: 23 March 2020

04/02/2020

Sandy Town Council 2019/20

Page 1

13:43

Detailed Balance Sheet - Excluding Stock Movement

Month 10 Date 31/01/2020

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<i>Current Assets</i>			
105	VAT Control	2,297	
110	Prepayments	77	
200	Current Bank A/c	30,834	
201	Clerks Imprest A/c	129	
205	Capital a/c Santander	218,034	
206	Barclays Active Saver	169,095	
208	Public Sector Deposit Fund	204,651	
210	Petty Cash	350	
Total Current Assets			625,468
<i>Current Liabilities</i>			
501	Creditors Control	11,653	
515	PAYE/NI Control AC	3,830	
516	Superannuation Due	4,382	
Total Current Liabilities			19,865
Net Current Assets			605,603
Total Assets less Current Liabilities			605,603
<i>Represented by :-</i>			
300	Current Year Fund	156,434	
310	General Reserve	284,043	
315	Rolling Capital Fund	56,877	
321	Cemetery Development Reserve	23,028	
322	EMR Fallowfield	66,632	
323	EMR Community Funds	7,000	
324	EMR Elections	11,589	
Total Equity			605,603

Summary Income & Expenditure by Budget Heading 31/01/2020

Month No: 10

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
401	Staff	Expenditure	20,707	222,326	282,075	59,749	59,749	78.8%
402	Administration-Office	Income	253	3,035	1,300	(1,735)		233.4%
		Expenditure	5,217	57,869	80,900	23,031	23,031	71.5%
	Movement to/(from) Gen Reserve		<u>(4,964)</u>	<u>(54,834)</u>				
403	Administration-Works	Expenditure	2,518	26,953	41,100	14,147	14,147	65.6%
405	Footway Lighting	Expenditure	1,597	12,717	15,750	3,033	3,033	80.7%
406	Cemetery & Churchyard	Income	2,586	25,624	20,450	(5,174)		125.3%
		Expenditure	(89)	7,598	10,100	2,502	2,502	75.2%
	Movement to/(from) Gen Reserve		<u>2,675</u>	<u>18,026</u>				
408	Town Centre (Including Market)	Income	0	1,234	300	(934)		411.3%
		Expenditure	304	13,978	33,435	19,457	19,457	41.8%
	Movement to/(from) Gen Reserve		<u>(304)</u>	<u>(12,744)</u>				
409	Public Toilets - Car Park	Expenditure	(29)	2,770	4,150	1,380	1,380	66.7%
500	Play Areas and Open Spaces	Income	0	1,185	1,550	365		76.5%
		Expenditure	331	3,920	(5,700)	(9,620)	(9,620)	(68.8%)
	Movement to/(from) Gen Reserve		<u>(331)</u>	<u>(2,735)</u>				
501	Sunderland Road Rec Ground	Income	0	1,168	720	(448)		162.2%
		Expenditure	2,519	26,175	29,000	2,825	2,825	90.3%
	Movement to/(from) Gen Reserve		<u>(2,519)</u>	<u>(25,007)</u>				
502	Nature Reserves	Income	0	3,531	2,550	(980)		138.5%
		Expenditure	0	2,039	13,500	11,461	11,461	15.1%
	Movement to/(from) Gen Reserve		<u>0</u>	<u>1,491</u>				
505	Grass Cutting	Expenditure	0	0	10,000	10,000	10,000	0.0%
506	Litter Bins, Seats & Shelters	Expenditure	0	0	650	650	650	0.0%
509	Christmas Lights	Income	300	1,151	500	(651)		230.3%
		Expenditure	1,679	16,665	16,500	(165)	(165)	101.0%
	Movement to/(from) Gen Reserve		<u>(1,379)</u>	<u>(15,514)</u>				
601	Precept and Interest	Income	15	582,475	581,198	(1,277)		100.2%
602	Democratic and Civic Costs	Income	0	335	0	(335)		0.0%
		Expenditure	2,059	8,994	15,200	6,206	6,206	59.2%
	Movement to/(from) Gen Reserve		<u>(2,059)</u>	<u>(8,659)</u>				
700	Capital and Projects	Income	0	200,680	17,903	(182,777)		1120.9%
		Expenditure	0	261,980	79,203	(182,777)	(182,777)	330.8%
	Movement to/(from) Gen Reserve		<u>0</u>	<u>(61,300)</u>				

Summary Income & Expenditure by Budget Heading 31/01/2020

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	3,154	820,418	626,471	(193,947)			131.0%
Expenditure	36,813	663,984	625,863	(38,121)	0	(38,121)	106.1%
Net Income over Expenditure	<u>(33,659)</u>	<u>156,434</u>	<u>608</u>	<u>(155,826)</u>			
Movement to/(from) Gen Reserve	<u>(33,659)</u>	<u>156,434</u>					

Detailed Income & Expenditure by Budget Heading 31/01/2020

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
401 Staff								
4001 Gross Salaries - Admin	9,291	93,049	113,000	19,951		19,951	82.3%	
4002 Gross Salaries - Works	6,540	77,447	102,500	25,053		25,053	75.6%	
4003 Employers NIC	1,270	13,527	17,300	3,773		3,773	78.2%	
4004 Employers Superannuation	3,471	37,073	47,500	10,427		10,427	78.0%	
4006 H&S Costs/Consultancy	64	589	500	(89)		(89)	117.7%	
4010 Miscellaneous Staff Costs	71	642	1,000	358		358	64.2%	
4030 Recruitment Advertising	0	0	275	275		275	0.0%	
Staff :- Indirect Expenditure	20,707	222,326	282,075	59,749	0	59,749	78.8%	0
Net Expenditure	(20,707)	(222,326)	(282,075)	(59,749)				
402 Administration-Office								
1003 Tourism Income	0	1,099	500	(599)			219.8%	
1201 Rent Received Etc	240	528	750	222			70.4%	
1202 Photocopying Income	5	46	50	4			91.3%	
1205 Miscellaneous Income	8	1,362	0	(1,362)			0.0%	
Administration-Office :- Income	253	3,035	1,300	(1,735)			233.4%	0
4008 Training	389	804	2,000	1,196		1,196	40.2%	
4009 Travel & Subsistence	25	97	200	103		103	48.6%	
4011 General Rates	0	6,629	6,700	72		72	98.9%	
4012 Water Rates	0	1,267	600	(667)		(667)	211.1%	
4014 Electricity	269	1,364	2,500	1,136		1,136	54.6%	
4015 Gas	174	(1,157)	1,500	2,657		2,657	(77.1%)	
4016 Cleaning Materials etc	259	945	1,250	305		305	75.6%	
4018 General Data Protection Regs	0	0	1,000	1,000		1,000	0.0%	
4020 Misc Establishment Costs	849	1,207	2,000	793		793	60.4%	
4021 Telephone & Fax	254	2,598	2,500	(98)		(98)	103.9%	
4022 Postage	90	898	1,200	302		302	74.8%	
4023 Printing & Stationery	464	1,597	2,000	403		403	79.9%	
4024 Subscriptions	0	2,829	2,850	21		21	99.3%	
4025 Insurance (excl vehicles)	1,589	17,313	21,500	4,187		4,187	80.5%	
4026 Photocopy Costs	0	2,132	3,500	1,368		1,368	60.9%	
4027 IT Costs incl Support	171	2,975	4,500	1,525		1,525	66.1%	
4028 Service Agreements (Other)	0	5,242	6,500	1,258		1,258	80.6%	
4035 Publications	6	94	100	6		6	93.6%	
4036 Property Maintenance/Security	134	2,210	4,000	1,790		1,790	55.3%	
4040 Equipment Purchases (Minor)	5	663	2,000	1,337		1,337	33.2%	
4050 Tourism Expenditure	0	949	250	(699)		(699)	379.6%	
4051 Bank Charges	62	472	500	28		28	94.4%	

Detailed Income & Expenditure by Budget Heading 31/01/2020

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4056 Legal Expenses	0	1,543	2,500	958		958	61.7%	
4057 Audit Fees - External	0	0	1,300	1,300		1,300	0.0%	
4058 Audit Fees - Internal	0	415	750	335		335	55.3%	
4059 Accountancy Fees	451	4,641	7,000	2,359		2,359	66.3%	
4070 Refreshments	26	142	200	58		58	71.0%	
Administration-Office :- Indirect Expenditure	5,217	57,869	80,900	23,031	0	23,031	71.5%	0
Net Income over Expenditure	(4,964)	(54,834)	(79,600)	(24,766)				
403 Administration-Works								
4005 Protective Clothing	64	464	1,300	836		836	35.7%	
4008 Training	170	170	1,000	830		830	17.0%	
4011 General Rates	0	1,817	1,850	33		33	98.2%	
4012 Water Rates	0	5	200	195		195	2.7%	
4014 Electricity	101	209	1,000	791		791	20.9%	
4017 Refuse Disposal	430	3,333	5,500	2,167		2,167	60.6%	
4036 Property Maintenance/Security	7	2,532	2,000	(532)		(532)	126.6%	
4037 Grounds Maintenance	123	123	0	(123)		(123)	0.0%	
4038 Consumables/Small Tools	216	1,682	2,500	818		818	67.3%	
4039 Planting/Trees/Horticulture	737	6,403	6,250	(153)		(153)	102.5%	
4040 Equipment Purchases (Minor)	420	1,407	2,000	593		593	70.3%	
4042 Equipment/Vehicle Maintenance	62	2,652	5,000	2,348		2,348	53.0%	
4043 Equipment/Vehicle Fuel	187	3,277	3,500	223		223	93.6%	
4044 Vehicle Tax & Insurance	0	2,880	3,000	120		120	96.0%	
4045 Arboriculture	0	0	6,000	6,000		6,000	0.0%	
Administration-Works :- Indirect Expenditure	2,518	26,953	41,100	14,147	0	14,147	65.6%	0
Net Expenditure	(2,518)	(26,953)	(41,100)	(14,147)				
405 Footway Lighting								
4014 Electricity	822	5,317	5,750	433		433	92.5%	
4042 Equipment/Vehicle Maintenance	775	7,400	10,000	2,600		2,600	74.0%	
Footway Lighting :- Indirect Expenditure	1,597	12,717	15,750	3,033	0	3,033	80.7%	0
Net Expenditure	(1,597)	(12,717)	(15,750)	(3,033)				
406 Cemetery & Churchyard								
1226 Burials/Memorials Income	2,586	25,624	20,450	(5,174)			125.3%	
Cemetery & Churchyard :- Income	2,586	25,624	20,450	(5,174)			125.3%	0
4011 General Rates	0	2,971	2,750	(221)		(221)	108.0%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4012 Water Rates	0	120	100	(20)		(20)	120.4%	
4036 Property Maintenance/Security	(228)	(208)	1,000	1,208		1,208	(20.8%)	
4037 Grounds Maintenance	25	34	900	866		866	3.8%	
4039 Planting/Trees/Horticulture	114	120	350	230		230	34.3%	
4101 Grave Digging Costs	0	4,560	5,000	440		440	91.2%	
Cemetery & Churchyard :- Indirect Expenditure	(89)	7,598	10,100	2,502	0	2,502	75.2%	0
Net Income over Expenditure	2,675	18,026	10,350	(7,676)				
408 Town Centre (Including Market)								
1238 Other Income Car Park	0	1,234	300	(934)			411.3%	
Town Centre (Including Market) :- Income	0	1,234	300	(934)			411.3%	0
4011 General Rates	0	12,607	12,227	(380)		(380)	103.1%	
4036 Property Maintenance/Security	0	763	1,500	737		737	50.9%	
4053 Loan Interest	121	248	253	5		5	97.9%	
4054 Loan Capital Repaid	183	360	355	(5)		(5)	101.5%	
4100 CCTV Fees	0	0	19,100	19,100		19,100	0.0%	
Town Centre (Including Market) :- Indirect Expenditure	304	13,978	33,435	19,457	0	19,457	41.8%	0
Net Income over Expenditure	(304)	(12,744)	(33,135)	(20,391)				
409 Public Toilets - Car Park								
4011 General Rates	0	1,841	1,850	9		9	99.5%	
4012 Water Rates	0	664	1,000	336		336	66.4%	
4014 Electricity	21	163	300	137		137	54.3%	
4036 Property Maintenance/Security	(51)	102	1,000	898		898	10.2%	
Public Toilets - Car Park :- Indirect Expenditure	(29)	2,770	4,150	1,380	0	1,380	66.7%	0
Net Expenditure	29	(2,770)	(4,150)	(1,380)				
500 Play Areas and Open Spaces								
1201 Rent Received Etc	0	0	500	500			0.0%	
1241 Sandy FC Rent	0	495	500	5			99.0%	
1251 Pitch Rental	0	690	550	(140)			125.5%	
Play Areas and Open Spaces :- Income	0	1,185	1,550	365			76.5%	0
4007 Health & Safety	0	343	400	58		58	85.6%	
4012 Water Rates	112	355	700	345		345	50.7%	
4014 Electricity	0	53	200	147		147	26.5%	
4036 Property Maintenance/Security	0	88	500	413		413	17.5%	
4037 Grounds Maintenance	220	327	2,500	2,173		2,173	13.1%	

Detailed Income & Expenditure by Budget Heading 31/01/2020

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4042 Equipment/Vehicle Maintenance	0	2,756	5,000	2,244		2,244	55.1%	
4972 Transfer from EMR Fallowfield	0	0	(15,000)	(15,000)		(15,000)	0.0%	
Play Areas and Open Spaces :- Indirect Expenditure	331	3,920	(5,700)	(9,620)	0	(9,620)	(68.8%)	0
Net Income over Expenditure	(331)	(2,735)	7,250	9,985				
501 Sunderland Road Rec Ground								
1201 Rent Received Etc	0	514	0	(514)			0.0%	
1253 Bowls Club Rental	0	437	435	(2)			100.5%	
1255 Cricket Club Rental	0	217	280	63			77.5%	
1256 Scouts ,ACF and SSLA	0	0	5	5			0.0%	
Sunderland Road Rec Ground :- Income	0	1,168	720	(448)			162.2%	0
4012 Water Rates	36	2,057	800	(1,257)		(1,257)	257.2%	
4014 Electricity	53	131	200	69		69	65.6%	
4036 Property Maintenance/Security	1,061	2,486	1,750	(736)		(736)	142.1%	
4046 Bowling Green - SBC	15	3,026	3,165	139		139	95.6%	
4047 Equipment Maintenance - SBC	0	2,623	2,572	(51)		(51)	102.0%	
4048 Cricket Square - SCC	15	1,931	2,540	609		609	76.0%	
4049 Equipment Maintenance - SCC	0	535	2,748	2,213		2,213	19.5%	
4060 Other Professional Fees	1,338	13,384	15,225	1,841		1,841	87.9%	
Sunderland Road Rec Ground :- Indirect Expenditure	2,519	26,175	29,000	2,825	0	2,825	90.3%	0
Net Income over Expenditure	(2,519)	(25,007)	(28,280)	(3,273)				
502 Nature Reserves								
1306 Countryside Stewardship Grant	0	2,879	2,000	(879)			143.9%	
1307 Angling Licence Rent	0	652	550	(102)			118.5%	
Nature Reserves :- Income	0	3,531	2,550	(980)			138.5%	0
4037 Grounds Maintenance	0	39	1,500	1,461		1,461	2.6%	
4060 Other Professional Fees	0	0	10,000	10,000		10,000	0.0%	
4703 Sandy Green Wheel	0	2,000	2,000	0		0	100.0%	
Nature Reserves :- Indirect Expenditure	0	2,039	13,500	11,461	0	11,461	15.1%	0
Net Income over Expenditure	0	1,491	(10,950)	(12,441)				
505 Grass Cutting								
4102 Grass Cutting	0	0	10,000	10,000		10,000	0.0%	
Grass Cutting :- Indirect Expenditure	0	0	10,000	10,000	0	10,000	0.0%	0
Net Expenditure	0	0	(10,000)	(10,000)				

Detailed Income & Expenditure by Budget Heading 31/01/2020

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
506 Litter Bins, Seats & Shelters								
4042 Equipment/Vehicle Maintenance	0	0	650	650		650	0.0%	
Litter Bins, Seats & Shelters :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>650</u>	<u>650</u>	<u>0</u>	<u>650</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(650)</u>	<u>(650)</u>				
509 Christmas Lights								
1365 Christmas Lights	300	1,151	500	(651)			230.3%	
Christmas Lights :- Income	<u>300</u>	<u>1,151</u>	<u>500</u>	<u>(651)</u>			<u>230.2%</u>	<u>0</u>
4401 Christmas Illuminations	1,706	13,683	14,000	317		317	97.7%	
4402 Community Christmas Event	(27)	2,982	2,500	(482)		(482)	119.3%	
Christmas Lights :- Indirect Expenditure	<u>1,679</u>	<u>16,665</u>	<u>16,500</u>	<u>(165)</u>	<u>0</u>	<u>(165)</u>	<u>101.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(1,379)</u>	<u>(15,514)</u>	<u>(16,000)</u>	<u>(486)</u>				
601 Precept and Interest								
1101 Precept	0	580,198	580,198	0			100.0%	
1320 Interest Received - All account	15	2,277	1,000	(1,277)			227.7%	
Precept and Interest :- Income	<u>15</u>	<u>582,475</u>	<u>581,198</u>	<u>(1,277)</u>			<u>100.2%</u>	<u>0</u>
Net Income	<u>15</u>	<u>582,475</u>	<u>581,198</u>	<u>(1,277)</u>				
602 Democratic and Civic Costs								
1245 Grants Received	0	25	0	(25)			0.0%	
1309 Misc Contributions	0	310	0	(310)			0.0%	
Democratic and Civic Costs :- Income	<u>0</u>	<u>335</u>	<u>0</u>	<u>(335)</u>				<u>0</u>
4020 Misc Establishment Costs	0	6	100	94		94	5.8%	
4033 Annual Report & Newsletter	242	2,388	3,000	612		612	79.6%	
4042 Equipment/Vehicle Maintenance	0	120	400	280		280	30.0%	
4200 Mayor's Allowance	367	1,701	2,200	499		499	77.3%	
4202 Members' Expenses (Conf etc)	0	305	500	195		195	61.0%	
4210 Election Costs	0	3,708	3,000	(708)		(708)	123.6%	
4701 Grants/Donations Paid	750	2,130	3,000	870		870	71.0%	
4702 Community Events Support	700	2,047	3,000	953		953	68.2%	
4971 Transfer from EMR	0	(3,411)	0	3,411		3,411	0.0%	
Democratic and Civic Costs :- Indirect Expenditure	<u>2,059</u>	<u>8,994</u>	<u>15,200</u>	<u>6,206</u>	<u>0</u>	<u>6,206</u>	<u>59.2%</u>	<u>0</u>
Net Income over Expenditure	<u>(2,059)</u>	<u>(8,659)</u>	<u>(15,200)</u>	<u>(6,541)</u>				

Detailed Income & Expenditure by Budget Heading 31/01/2020

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
700 Capital and Projects								
1103 Internal Loan from F'ild EMR	0	123,287	0	(123,287)			0.0%	
1153 Loan Interest Rec'd - INTERNAL	0	7,903	7,903	0			100.0%	
1154 Loan Capital Rec'd - INTERNAL	0	10,000	10,000	0			100.0%	
1364 S106 Money Received	0	59,491	0	(59,491)			0.0%	
Capital and Projects :- Income	0	200,680	17,903	(182,777)			1120.9%	0
4153 Loan Interest - INTERNAL	0	7,903	7,903	0	0	0	100.0%	
4154 Loan Capital - INTERNAL	0	10,000	10,000	0	0	0	100.0%	
4802 CAP - Cemetery Extension	0	90,331	0	(90,331)	(90,331)	(90,331)	0.0%	
4813 CAP - Cricket Equipment	0	3,809	0	(3,809)	(3,809)	(3,809)	0.0%	
4818 CAP - Fallowfield	0	149,832	0	(149,832)	(149,832)	(149,832)	0.0%	
4826 CAP - Play Equipment (S'land)	0	56,020	0	(56,020)	(56,020)	(56,020)	0.0%	
4828 CAP - Dropped Kerb	0	2,500	0	(2,500)	(2,500)	(2,500)	0.0%	
4829 CAP - Car Park	0	4,225	0	(4,225)	(4,225)	(4,225)	0.0%	
4830 CAP - St Swithun's Church	0	1,765	0	(1,765)	(1,765)	(1,765)	0.0%	
4831 CAP - Land west of Sandy Cem.	0	14,550	0	(14,550)	(14,550)	(14,550)	0.0%	
4832 CAP - Depot CCTV	0	1,466	0	(1,466)	(1,466)	(1,466)	0.0%	
4915 Transfer to Rolling Capital Fd	0	51,300	51,300	0	0	0	100.0%	
4923 Internal Loan repaid to F'ild	0	10,000	10,000	0	0	0	100.0%	
4965 Funded from Rolling Capital	0	(86,397)	0	86,397	86,397	86,397	0.0%	
4970 Transfer from C R R	0	(55,324)	0	55,324	55,324	55,324	0.0%	
Capital and Projects :- Indirect Expenditure	0	261,980	79,203	(182,777)	0	(182,777)	330.8%	0
Net Income over Expenditure	0	(61,300)	(61,300)	0				
Grand Totals:- Income	3,154	820,418	626,471	(193,947)			131.0%	
Expenditure	36,813	663,984	625,863	(38,121)	0	(38,121)	106.1%	
Net Income over Expenditure	(33,659)	156,434	608	(155,826)				
Movement to/(from) Gen Reserve	(33,659)	156,434						

Sandy Town Council
Report to 31 January 2020

General Notes

Attached are the summary income & expenditure report for month 10 to 31st January 2020.
This report shows a current year surplus of income over expenditure of £156,434

The balance sheet shows that total funds available to the council are £605,603

This is made up of the following -

Current Year Surplus	£156,434
General Reserve Brought Forward	£284,043
Rolling Capital Fund	£56,877
Fallowfield Reserve	£66,632
Earmarked Community Funds	£7,000
Earmarked Elections	£11,589
Cemetery Development Reserve	£23,028
Total	£605,603

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

Balance Sheet Notes:

1) PAYE and Pension contributions outstanding refer to January Salary. Payments made to HMRC and LGPS in first week of February 2020.

2) EMR Elections has reduced due to transfer to revenue to cover May 2019 election costs. This will increase by £3,000 at the end of the financial year following the transfer of £3,000 from the revenue budget.

Analysis by Cost Centre

401 Staff

Expenditure is 78.8% of the annual budget.

Expenditure on 4006 - High due to OH costs required for former employees ill health retirement and employee eye care.

402 Administration

Expenditure is 71.5% of the annual budget.

4011 - Final rates bill received and paid. £72 less than anticipated.

4012 - Ongoing investigation on all water rates due to exceptionally high rates. May result in credit in 2020/21. Some water budgets lines have now been brought back within budget.

4015 - Rebate of £1,694 received from Gas Supplier due to error on their part resulting in STC been placed on the wrong tariff.

4021 - Includes payment for period from 2018/19 financial year (March 2019) and charge for attending site to carryout required maintenance/repair. Contract due to be renegotiated in September 2020.

4024 - Subscriptions are paid at the start of the financial year, so expenditure appears high

Sandy Town Council
Report to 31 January 2020

Analysis by Cost Centre [Continued]

4035 - Purchase of new edition Clerks Handbook from SLCC and weekly copies of chronicle.

4050 - Tourism Expenditure high due to Saffords bookings. Offset against £888 income in budget line 1003.

4051 - Charges for the account fee, funds paid in at post office, cheque payments, electronic payments

403 Works

Expenditure is 65.9% of the annual budget.

4011 - Final general rates bill received. £33 less than anticipated.

4036 - High expenditure due to purchase of new CCTV system for the depot building and new fire extinguishers.

4039 - High expenditure due to summer and winter planting costs.
Additional expenditure on grass seed for play parks and shrubs for cemetery.
Credit of £300 to be applied to account which will bring it underbudget.

4043 - Recent purchase of red diesel barrel has resulted in high expenditure. Increased budget for 2020/21

4044 - Vehicle tax and insurance is paid in full at the start of the financial year. This results in high expenditure during the first three months. Unspent anticipated.

405 Footway Lighting

Expenditure is 80.7% of the annual budget.

4014 - Overspend of approx. £300 anticipated at year end due to increase in rate.
Allowance made for increase in 2020/21.

406 Cemetery & Churchyard

Expenditure is 74.1% of the annual budget.

4011 - Final rates bill received. High rates than anticipated at time of setting budget. 2020/21 budget to be amended to reflect rates bill.

4012 - Ongoing investigation on all water rates due to exceptionally high rates
Some water budgets lines have now been brought back within budget.

4036 - Raised by internal auditor. credit due to cancellation of 2018/19 cheque which was not banked by creditor.

4101 - High costs due to more burials than anticipated. This is offset by income line 1226.

408 Town Centre (Incl. Market)

Expenditure is 41.8% of the annual budget

4011 - Final rates bill received. High rates than anticipated at time of setting budget. 2020/21 budget to be amended to reflect rates bill.

Sandy Town Council
Report to 31 January 2020

Analysis by Cost Centre [Continued]

409 Public Toilets - Car Park

Expenditure is 66.7% of the annual budget.

4011 - Final general rates bill received. £9 less than anticipated.

500 Play Areas and Open Spaces

Expenditure is -68.8% of the annual budget.

4007 - High expenditure due to annual ROSPA checks.

501 Sunderland Road Rec.

Expenditure is 90.3% of the annual budget.

4012 - Water rates across all Council properties are under investigation due to exceptionally high rates from the last bills received. Usage (readings) continue to be monitored. Use may be linked to the Jenkins.

4036 - Over expenditure due to Jenkins roof tiles repair work and bowls pump irrigation costs.

4046/4047 - High due seasonal works costs. Overspend in 4047 offsets against 4046.

502 Nature Reserves

Expenditure is 15.1% of the annual budget.

4060 -Invoices due in March 2020.

505 Grass Cutting

No spend to date.

Invoice from CBC due in March 2020.

506 Litter Bins, Seats & Shelters

Expenditure is 0.0% of the annual budget.

No concerns

509 Christmas Lights

Expenditure is 101% of the annual budget.

4401 - Full 2020 expenditure now incurred (installation, testing, switch on, take down and storage)

4402 - Cost of tree delivery higher than anticipated led to overspend.

1365 - Income higher than anticipated. £300 received from FOSCL towards cost of tree.

601 Precept and Interest

The entire precept has now been received.

602 Democratic & Civic Costs

Expenditure is 59.2% of the annual budget.

4210 - High expenditure due to May 2019 contested election.

4971 - Transfer from EMR to cover the revenue costs of the May 2019 election.

Date: 04/02/20

Sandy Town Council 2019/20

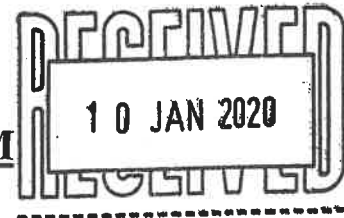
Page 1

Current Bank A/c

List of Payments made between 01/01/2020 and 31/01/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
01/01/2020	1st Response Fire Protection	CNXL31652	-477.51	Cancelled as not banked
02/01/2020	Premium Credit Ltd	DD	1,588.81	Monthly insurance policy
07/01/2020	1st Response Fire Protection	31880	290.64	Fire extinguisher renewal
07/01/2020	ADT Fire & Security Plc	31881	2,087.52	CCTV Cameras - Depot
07/01/2020	Bedfordshire Rural Communities	31882	2,000.00	Sandy Green Wheel Cont.
07/01/2020	The CDS Group	31883	720.00	Amendments to cemetery app.
07/01/2020	Central Bedfordshire Council	31884	3,212.24	Management Payments
07/01/2020	DCK Accounting Solutions	31886	541.50	Accountant costs
07/01/2020	DMMP Ltd	31887	143.80	SCC - Mower Parts
07/01/2020	Froods Autoservices	31888	272.37	Repairs to works vehicle
07/01/2020	Hertfordshire County Council	31889	145.28	Stationery and Cleaning Prod.
07/01/2020	Higham Ferrers Mayor's Charity	31890	20.00	Civic Event - Mayor
07/01/2020	Lamps & Tubes Illuminations	31891	4,918.50	Xmas Lights removal/storage
07/01/2020	Sandra Mercer	31892	848.60	Work to Chamber Chairs
07/01/2020	Tim Miles	31893	960.00	Grave Digging Costs
07/01/2020	Millenium Security Services	31894	30.00	Call out cost for alarm activation
07/01/2020	Mid Beds Citizens Advice	31885	750.00	Grant Mid Beds CAB
07/01/2020	F D O'Dell & Sons Ltd	31895	108.00	Skip Hire/Disposal
07/01/2020	PNC HR Ltd	31896	480.00	HR Support and Advice
07/01/2020	Rialtas Business Solutions Ltd	31897	70.80	Accounts Package License
07/01/2020	Rosetta Publishing	31898	290.40	Bulletin Issue
07/01/2020	Saffords Coaches Ltd	31899	27.00	Payment taken for Saffords Trip
07/01/2020	Speedy Asset Services Ltd	31900	134.38	Barrier Hire Xmas Lights
07/01/2020	T&J Seymour Electrical Install	31901	5,490.00	Street Light Repairs
07/01/2020	Travis Perkins Trading Co Ltd	31902	109.56	Grit & Salt Bulk
07/01/2020	Turfcare Leisure Services Ltd	31903	417.53	Mower Servicing
07/01/2020	Wicksteed Leisure Ltd	31904	291.65	Wet pour repair kits
07/01/2020	Martin Wythe	31905	498.00	SCC - Seasonal Pitch Work
07/01/2020	Amphill Town Council	31906	50.00	Civic event - Mayor
08/01/2020	Savin Nurseries	BAC01	442.25	Summer Bedding Plants
09/01/2020	Bank Charge Payable	CHRG	54.59	Bank Charges
10/01/2020	HMRC PAYE/NI Due	BACS	4,251.52	Salary PAYE/NIC Due
10/01/2020	Pension Due	BACS	4,616.73	Employer Pension Cont.
14/01/2020	Ampower UK Ltd	DD01	22.23	Electricity - Public Toilets
14/01/2020	Ampower UK Ltd	DD02	41.01	Electricity - Beeston
14/01/2020	Ampower UK Ltd	DD03	106.50	Electricity - Depot
14/01/2020	Ampower UK Ltd	DD04	364.84	Electricity - Street Lighting
14/01/2020	Ampower UK Ltd	DD12	12.26	Electricity - Banks Pavilion
14/01/2020	Ampower UK Ltd	DD13	323.32	Electricity - 10 Cambridge Road
15/01/2020	Staff salaries Jan 20	BACS	12,360.21	Salaries
17/01/2020	UK Fuels Ltd DDR	DD05	97.54	Petrol/Fuel
17/01/2020	IDH Direct Ltd	111357	504.00	Storage cage for depot
20/01/2020	Gazprom Energy DDR	DD06	208.46	Gas Supply
27/01/2020	UK Fuels Ltd DDR	DD07	126.73	Petrol/Fuel
27/01/2020	BNP Paribas Leasing Solutions	DD08	358.80	Photocopier Lease
27/01/2020	Chess Ltd DDR	DD09	216.54	Phone Contract Costs
29/01/2020	Purchase Power	BAC03	108.49	Franking Machine Lease
30/01/2020	Chess Ltd DDR	DD10	304.33	IT Contract Costs
31/01/2020	Chess Ltd DDR	DD11	67.68	Outlook 365 licenses
Total Payments			50,607.10	

APPLICATION FOR GRANT AID FROM
SANDY TOWN COUNCIL



<u>Name of the Organisation/Group</u> Bedfordshire Fire and Rescue Service Fire Cadets	
Are you affiliated to a national organisation? If so, which one?	No
Local venue/meeting place	Sandy Fire Station
Are you a registered charity? If so, give your charity number?	No
What are the aims and activities of the organisation?	To engage with local young people with the aim of : Increasing opportunities Reducing ASB Improving life skills such as teamwork, communication and discipline. To enrich physical and mental health Broadening recruitment opportunities
How many members do you have?	14
Members:	Junior (under 18) 14
	Senior
What is your annual subscription?	Junior £0
	Senior £0

Project Information

What would the grant be used for?

Bedfordshire Fire and Rescue Service have agreed to fund a refurbishment of an outer building that when finished will be used as the Cadet room.

Currently the Cadets do not have their own space and are having to share lockers within a tight space with the Station's Fire Fighters. This can be cumbersome and gets very congested. Often, the Cadets are having to stop their activities to accommodate to work around the Fire Fighters which they are happy to do but this can be disruptive to the planned activities. Having the Cadets in their own space will allow the Station to run more efficiently and the Cadet scheme to run more professionally. It will also allow for the Station retained Fire Fighter section to grow into the space where the Cadets currently occupy which is vital for keeping our community safe.

The lockers we are planning on purchasing will live in the outer building that will allow the Cadets to store their Uniform, PPE and personal possessions securely. Bedfordshire Fire and Rescue service do not charge young people to attend Cadets nor is there a charge for their uniform and PPE. Because we do not charge, we often have to recycle some of the good items of clothing for new Cadets and having a dry and secure place to store them will allow us to continue to do this. Bedfordshire Fire and Rescue service feel this is imperative we continue to not charge for the scheme or for uniform to allow all our local young people access to the Cadet scheme and would not want financial circumstances to dictate a young

	<p>person's involvement.</p> <p>Equally, we feel we are teaching our cadets an important lesson about discipline and taking care of their belongings. By giving them the tools to do this, the Cadets can play a bigger part in helping the team look after their uniform and in turn learn some valuable life skills.</p>
<p>In what manner will the residents of Sandy benefit?</p>	<p>Sandy Cadets is largely made up of Sandy residents and we endeavour to continue to offer the scheme to local young people for as long as possible. This will allow for more young people to engage with the Fire Service, learn valuable life skills that will prove valuable throughout their life and will help shape our future community. Sandy Fire Cadets like to get involved at local events such as the Carnival and is a good opportunity to show off our amazing, talented local young people. Our Cadets like to give back to the community and often help when local uniformed groups visit the Fire Station i.e. scouts and will not only show them around but will deliver life-saving fire safety information.</p>
<p>Approximately how many Sandy residents will benefit from this grant?</p>	<p>This is a sustainable project. Although it is only the Cadets themselves who will use the lockers, we hope the lockers will last a long time allowing many young people to use them as they come through our doors. We also feel the wider community benefit from having a local Cadet scheme.</p>
<p>Estimated total cost of project</p>	<p>£4500</p>

Please state clearly how much you are applying for from Sandy Town Council	£1000	
What amount is being met from your own funds?	£3500	
What is the amount sought from other funding bodies? Please give details of other sources you have applied to or intend to apply to.		
<u>Source</u>	<u>Amount</u>	<u>Confirmed/Pending/Unsuccessful</u>
Tesco	£4000	Unsuccessful.

Financial Details	
Please specify how any income, particularly surplus, is spent.	Any income generated by the Cadet unit is done on an ad hoc basis and is used to keep the Cadet scheme running. Generally this money will contribute toward uniform, PPE and equipment unless there are specific projects, like this one, we are raising

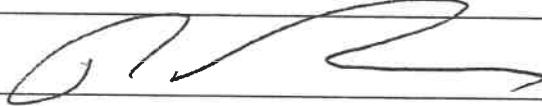
	money for. Quite often we will raise money for charities like the Fire Fighters charity.
Please attach accounts (audited/independently examined) for the last two years and your budget forecast for the forthcoming/current year.	N/A

Payment Details	
Account Title	Please contact Pete Buckingham (details below) for this if our application is successful
Account Number	
Bank/Building Society Name and Address	
Contact Details	
Please give details of the person with whom this application can be discussed and to whom any cheque should be sent:	Pete Buckingham
Position in organisation	Prevention Delivery Manager
Address	Bedfordshire Fire and Rescue Service HQ Southfields Road Kempston BEDFORD MK42 7NR
Telephone Number	01234 845000
E-mail address	Pete.buckingham@bedsfire.gov.uk

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.

Signed:	
Name:	PETE BUCKINGHAM
Position:	PREVENTION DELIVERY MANAGER
Date:	10 JAN 2020

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

APPLICATION FOR GRANT AID FROM
SANDY TOWN COUNCIL

<u>Name of the Organisation/Group</u>	
SANDY CARNIVAL ASSOCIATION	
Are you affiliated to a national organisation? If so, which one?	NO
Local venue/meeting place	ROUNDABOUT CLUB FUNCTION ROOM
Are you a registered charity? If so, give your charity number?	NO
What are the aims and activities of the organisation?	THE PLANNING, ORGANISATION AND RUNNING OF THE ANNUAL SANDY CARNIVAL TO RAISE MONIES FOR LOCAL COMMUNITY YOUTH GROUPS AND CHARITIES
How many members do you have?	Volunteers/Leaders 10
Members:	Junior 0
	Senior 10
What is your annual subscription?	Junior £ N/A
	Senior £ N/A

Project Information

What would the grant be used for?	TO COVER THE COST OF MOBILE TOILET HIRE FOR SANDY CARNIVAL
In what manner will the residents of Sandy benefit?	CLEAN SANITARY TOILETS ON THE FIELD DURING CARNIVAL DAY
Approximately how many Sandy residents will benefit from this grant?	APPROX 2,000 DEPENDENT ON THE WEATHER
Estimated total cost of project	£1,044
Please state clearly how much you are applying for from Sandy Town Council	£550
What amount is being met from your own funds?	£500

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
--------	--------	--------------------------------

NO OTHER SOURCES AT THIS TIME AS WE HAVE ONLY JUST STARTED OUR SPONSORSHIP FUND RAISING FOR THE YEAR

Financial Details

Please specify how any income, particularly surplus, is spent.

WE HOLD BACK ENOUGH FUNDING TO COVER A FULL YEAR OF EXPENDITURE IN CASE OF A BAD YEAR SURPLUS HAS BEEN SPENT ON HIRING SPECIAL RIDES FOR CARNIVAL DAY AND ACTIVITIES SUCH AS FACEPAINTING

Please attach accounts (audited/independently examined) for the last two years and your budget forecast for the forthcoming/current year.

Payment Details	
Account Title	SANDY CARNIVAL ASSOCIATION.
Account Number	20817457
Bank/Building Society Name and Address	BARCLAYS. BIGGLESWADE.
Contact Details	
Please give details of the person with whom this application can be discussed and to whom any cheque should be sent:	HAYCEY STEWART
Position in organisation	CHAIRMAN
Address	19 COLLEGE ROAD SANDY BEDS SG19 1RJ
Telephone Number	07941703377.
E-mail address	raven.blackwing09@googlemail.com.

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.

Signed:



HASTEWART

CHAIRMAN

03/02/2020

SANDY TOWN COUNCIL

COMMITTEE: Policy, Finance and Resources

DATE: 17th February 2020

AUTHOR: Town Clerk

SUBJECT: Direct Debits and BACS Payments

1. Summary

- 1.1 Sandy Town Council's financial regulations state that payment by the council shall be made by cheque, signed by three signatories and reported to the Policy, Finance and Resources Committee. The financial regulations also allow for payment by direct debit or BACS in some cases, when payment by cheque is not possible or practical. Such payments are included in the list of monthly payments reviewed by the committee at each of its meetings.
- 1.2 Members are asked to consider and approve the following regular payments by direct debit or BACS payment methods.

2. Regular Payments by Direct Debit

- 2.1 Sandy Town Council's financial regulations state that if thought appropriate by the council, payment for utility supplies (such as energy, telephone and IT) and any National Non-Domestic Rates may be made by variable Direct Debit provided that payments are reported to council as made. Members are asked to consider the below table of providers currently paid by direct debit and renew approval.

Company	Purpose	Frequency	Amount
AMPower	Electricity Supplier	Monthly	Varies dependant on usage
Central Bedfordshire Council	Business Rates (DD per individual unit)	May 2020	Est. £13,030
		October 2020	Est. £13,030

Company	Purpose	Frequency	Amount
Chess	IT and Phone provision and service	Monthly	£510
Gaz Prom	Gas Supplier	Monthly	Varies dependant on usage
Royal Sun Alliance - via Premium Credit	Insurance premium for all Council insurance covers	Monthly	£1,588.81
Pitney Bowes Financial	Franking machine leasing agreement (rental & Maintenance)	Quarterly	£86.93
Public Works Loan Board	Repayment of loans (269121 & 269122)	February 2020 August 2020	£304 £304
UK Fuels	Payment of fuel cards used for petrol for vehicles	Monthly	Varies dependant on usage

3. On-Line Banking Bill Payment

3.1 The Council's Financial regulations state that in some cases payment for certain items may be made by BACS, CHAPS or internet banking transfer methods. Members are asked to consider and approve the below table of payments which are made by BACS. One off individual BACS payments can be made when approval is sought by two signatories and reported to the committee under the list of monthly payments reviewed at each meeting.

Company	Purpose	Frequency	Amount	Comment
Employee Salaries	Payment of salaries direct to individual employees	Monthly	£13,085 Slight variables depending on caretaker hours. (Subject to change with new employees entering payroll)	Contractual obligation to pay monthly by a certain date. BACS payment with dual approval meets obligation.
HMRC PAYE	Payment of PAYE due to HRMC	Monthly	£3,787.76 (subject to change with new employees entering scheme)	BACS payment required

AGENDA ITEM 7**APPENDIX VII**

Company	Purpose	Frequency	Amount	Comment
Bedfordshire Pension Fund	Payment of employer pension contributions	Monthly	£4,381.62 (subject to change with new employees entering scheme)	BACS payment required
Pitney Bowes Purchase Power	Purchase of postage credits for franking machine	As needed	Varies Dependant on Usage	No longer accept cheque payment
TTM	Annual barrier service agreement	Yearly	£605.00	No longer accept cheque payment

SANDY TOWN COUNCIL

COMMITTEE: Policy, Finance and Resources

DATE: 17th February 2020

AUTHOR: Town Clerk

SUBJECT: Lease with Territorial Auxiliary and Volunteer Reserve Association

1. Summary

- 1.1 In 1996 the Territorial Auxiliary and Volunteer Reserve Association of East Anglia entered into a lease with McLean Homes North London Limited for the siting of the TA's Head Quarters at land in Sandy, adjacent to Berwick Way.
- 1.2 In 1997 Sandy Town Council became the successors in title to McLean Homes Limited and took over the lease as Landlord. The lease now requires renewal and Members are asked to consider the matter and approve renewal in principle.

2. Lease

- 2.1 The land to which the lease refers is highlighted in red on the below image;



- 2.2 Under the lease, the Council maintains maintenance responsibility for the entrance track, with the TA making a contribution, should works be required.
- 2.3 The 1996 lease granted use of the land to the Territorial Auxiliary & Volunteer Reserve of East Anglia for no other purpose than the training centre for Army Cadets.
- 2.4 In 1998 the Council approved a request to allow joint use of the facility by the Air Training Corps. An amendment was made to clause 3.2 of the lease to widen the scope of use.
- 2.5 For the first three years of the lease, a yearly rent of £100.00 was payable to the landlord. The rent was reviewed on a three-year basis, with the most recent rent payable to the landlord standing at £190 +VAT (£228)

3. Action

- 3.1 Renewal of the lease will incur solicitors' costs. If Members were to agree to the renewal of the lease, it is likely solicitors will advise that due to its age the lease will require some updating. Based on quotes for similar lease work obtained, this could incur costs of up to £900.
- 3.2 Members are asked to consider the renewal of the lease and whether they wish to agree to this renewal in principle, granting the Clerk authority to negotiate the renewal with the tenant and bring back a proposed new lease and solicitor costs. The solicitor's costs could be incurred from the increased 2020/21 legal fees budget.

Policy Finance and Resources Committee - Action list

Subject	Action to be taken		Response/ Status
	Minute	Action	
Meeting 18/4/16			
Cemetery Extension	(86-15/16)	Archaeological Excavation and Depot Build	<p>Works team completing move into new building. Temporary storage vacated. Chapel cleared out. Site meeting to be arranged to consider next steps with future of Chapel.</p> <p>Cemetery group met to consider new design of cemetery allowing for Roman Wall. Designer making amendments ahead of planning application to be submitted in February/March.</p> <p>Cladding to be re-done and deadline of 31st March set by Working Group.</p>
Meeting 9/4/18			
Fallowfield Lighting and CCTV	(110-17/18)	RESOLVED that the Clerk include mobile and static CCTV options within the Fallowfield lighting scheme to be brought forward to a future meeting of the Policy, Finance and Resources committee.	Renewed costs to come forward to March committee meeting along with costs and options for lighting in other recreation grounds following presentation by Sandy Secondary School students.



SANDY
Town Council

SANDY TOWN COUNCIL POLICY, FINANCE & RESOURCES ACTION PLAN 2019/20

POLICY, FINANCE AND RESOURCES COMMITTEE				
Est. Cost	Objective	Actions	Responsibility	Timescale
2019/20 Activities				
Services and Contracts				
£14,000 per year for three years	Agree a new Christmas Lights contract to cover the next three years	1) Complete tender process 2) Engage with FOSCL over colours/motifs etc 3) Consider and approve preferred contractor/quotation 4) Agree light scheme colours and motifs with contractor for 2019-2021	1) Admin 2) Clerk 3) PFR 4) Clerk/Office	Completed Completed Completed Completed
£450 Current annual cost	Review and consider alternative banking arrangements	1) Meet with representatives of alternative banks 2) Review and produce report with costings and recommendation 3) Committee to consider recommendation and decide on banking arrangements 4) New banking to be implemented or current banking to be continued 5) Council Risk Assessment to be amended accordingly	Clerk/Admin Lead Clerk/Admin Lead PFR Clerk/Admin Lead Clerk/PFR	Sept/Oct 2019 Oct/Nov 2019 Nov 2019 TBD TBD
Projects				
£950	Line marking of car park bays following work completed by CBC on directional arrows	1) Quotes for line marking of parking bays to be obtained 2) Preferred contractor to be agreed 3) Work to be scheduled to cause least disruption to the car park	Clerk PFR Clerk/PFR Chair	Completed Completed Completed
£14,000	Fallowfield Recreation Ground Lighting Scheme	1) Agree preferred provider and final cost 2) Agree timescales and programme of implementation 3) Publicise/Consult with residents adjacent to recreation ground 4) Implement installation of scheme	PFR Clerk/PFR Chair Admin PFR/Clerk	Pushed back and awaiting up to date costing information. TBD
	New CCTV scheme covering	1) Receive recommendation from CSE on a new scheme of CCTV cameras	PFR	Completed

AGENDA ITEM 10

APPENDIX IX

Current Budget £16,000	areas of Town Council ownership.	2) Obtain quotations for purchase and installation of new cameras and any associated running costs	Clerk	Completed
		3) Agree supplier and costs of new CCTV cameras and agree capital expenditure	PFR	Completed
		4) Budget for annual maintenance/running costs for 2020/21	PFR	Completed
£2,800	St Swithun's Church Clock Repair	1) Obtain three quotes for repair works to the Church clock	Admin	Completed
		2) Consider quotes and Council's contribution to the cost of the works	PFR	Completed
		3) Approve a contract and implementation of works	PFR/PCC	Completed
£2,600	Repairs to village hall entrance track	1) Agree that work be completed and select a preferred tender	PFR	Completed
		2) Liaise with village hall management committee	Clerk	Completed
		3) Agree dates for works	Clerk/VHM	Completed
		4) Implement works	Clerk/Contractor	Completed
Budgeting and Accounting				
	Agreement of 2020/21 budget and precept	1) Produce Year and Year budget/expenditure report for review	Clerk	Completed
		2) Review of 2019/20 revenue budget report & 2020/21 recommendation	PFR	Completed
		3) Review and amendment of 2020/21 revenue and capital budget	PFR	Completed
		4) Review and amendment of 2020/21 budget and precept level	PFR	Completed
		5) Recommend of budget and precept to Full Council	PFR	Completed
		6) Approval of 2020/21 budget and precept	Full Council	Completed
	Agreement of 2020/21 Scale of Charges	1) Apply RPI increases to 2020/21 Scale of Charges	Clerk	Completed
		2) Review and approve 2020/21 Scale of Charges	PFR	Completed
		3) Amend 2020/21 budget to reflect Scale of Charges	Clerk	Completed
Policy and Administration				
£50 Application Fee	Progress from foundation to Gold Award level of the Local Council Award Scheme	To have the Council meet the required criteria it must;		
		1) Develop a business plan covering a financial forecast for at least three years linked to revenue and capital plans for the Council and Community	Clerk/PFR	Completed. Assessor asked for further evidence/information on one point.
		2) Evidence at least four positive outcomes achieved in a six-month period	Clerk	
		3) Evidence positive outcomes resulting from cooperation with other organisations	Clerk	
		4) Evidence the management of the Council as a corporate body and the development of Councillors through training etc.	Clerk	Consideration going straight for
5) Application submission	Clerk			

AGENDA ITEM 10

APPENDIX IX

				Gold Award. Further report to be considered on 23 rd March 2020
Nil	Review of Burial Regulations	<ol style="list-style-type: none"> 1) Clerk to provide review of burial regulations with areas for amendment/alteration consideration 2) Cemetery Working Group to consider Clerks review and make recommendations to the Policy, Finance and Resources Committee 3) Committee to consider and debate any recommended changes to the Burial Regulations and recommend document to Council 4) Full Council to approve amended regulations 	<ol style="list-style-type: none"> 1) Clerk/Admin Lead 2) Cem Work Grp 3) PFR 4) Full Council 	<p>February 2020</p> <p>March 2020</p> <p>23rd March 2020</p> <p>6th April 2020</p>
TBC	Renewal of STC SSLA lease agreement for land at Sunderland Road	<ol style="list-style-type: none"> 1) Establish cost for work from Solicitors 2) Seek agreement from Council for legal expenditure on renewal of lease 3) Engage solicitor to prepare lease for review by Council 4) Work by solicitor on renewal of lease and required documentation 5) Review and approval of lease by Council 6) Signing of lease 	<ol style="list-style-type: none"> 1) Clerk 2) Town Council 3) Clerk/TC 4) Contractor 5) Town Council 6) Council/Mayor 	<p>Completed</p> <p>Completed</p> <p>July 2019</p> <p>Summer 2019</p> <p>Autumn 2019</p> <p>TBC</p> <p>Delayed due to need wait for site plans as part of all-weather pitch refurbishment</p>
£15,000 Annual Budget	Agree and sign management agreement with Stevenage Leisure for the maintenance of the Jenkins Pavilion	<ol style="list-style-type: none"> 7) PFR to re-review and recommend changes or approval of agreement 8) Full Council to approve signing of agreement 9) Contract to be signed by all parties <p><i>Signing of agreement was on hold while possible changes to the leisure offering in Sandy are clarified. Council to review and approve agreement again ahead of signing.</i></p>	<ol style="list-style-type: none"> 7) PFR 8) Full Council 9) CBC/Clerk 	<p>Completed</p> <p>Completed</p> <p>Completed</p>
	Use and reporting of Police Crime Statistics for Sandy	<ol style="list-style-type: none"> 1) Establish working group to review and consider the use and reporting of Sandy crime statistics 	<ol style="list-style-type: none"> 1) PFR 	Completed

AGENDA ITEM 10

APPENDIX IX

Nil		2) Working group to produce advisory report on use and reporting of crime statistics 3) Working group to make any recommendations to Council 4) Council to consider recommendation and action accordingly	2) Working Group 3) PFR 4) Full Council	Completed Ongoing Ongoing
Nil	Agree adoption of a Death of a Royal Policy	1) Policy to be researched and developed 2) Draft policy to be considered by Committee and amendments or recommendation to adopt to be advised 3) Adoption of policy	Administrator AEF PFR Full Council	Completed Completed Completed
On-Going Activities				
Business as Usual	Running the Committee	Agendas, Minutes, Reports, Finance, Administration		
	Council Administration	Administration		
	All Council finances, end of year accounts, payroll and audit	Administration		
	Annual Report	Preparation and Publication		
	Action Plan	Annual Review and Publication		
	Strategic Plan Development & Implementation	12 weekly review and monitoring of Key Progress Indicators		
	Annual Town Meeting	Arrangements and Administration		
	Management of External Contractors	Administration and Monitoring		
	Council Policies	Review and Administration		
	Council Website	Continued Maintenance and Update		
	Grants	Administration, Finance and Agreement		
	Civic Matters	Honorary Freeman & Friend of Sandy Award		
	IT & Office Equipment	Administration and supply		
	Any other matters within the committee's remit			

SANDY TOWN COUNCIL**COMMITTEE:** Policy, Finance and Resources**DATE:** 17th February 2020**AUTHOR:** Town Clerk**SUBJECT:** Repairs Required to Bowling Green Sprinkler**1. Summary**

- 1.1 Under the lease for the Sandy bowling green the Town Council is responsible for costs related to the upkeep of the sprinkler system infrastructure. Repair work is required, and Members are asked to consider and approve expenditure to be undertaken.

2. Repairs

- 2.1 Under its obligations as landlord, Sandy Town Council recently replaced the bowling green pump, which following inspection was judged beyond economical repair. The new pump has been serviced by the installation company who carried out a drain down and report on the equipment. A copy of the report is attached for Members' information.
- 2.2 The report highlighted that the sprinkler system was not working from the controller, and that this would need repairing before the start-up of the system. A quote for the works has been provided by the service provider.

3. Quote

- 3.1 Engineer to attend site, replace faulty Hunter G995E sprinkler with new one then set-up and test as per the report. All materials, specialist plant equipment and labour to carry out the work. Cost of £538.80 + VAT.

4. Budget

- 4.1 The maintenance budget for Sunderland Road has been overspent in the current year due to the need to replace a significant number of roof tiles and repair damaged window seals on the Jenkins Pavilion.
- 4.2 Expenditure within the maintenance budget would result in a further overspend, however due to underspend elsewhere the current revenue budget could allow for the expenditure. By expenditure to the Sunderland Road maintenance budget it makes it clear within the accounts as to how much money was spent on upkeep at Sunderland Road.

5. Recommendation

- 5.1 That the repair work be carried out and that the costs be allocated as an overspend to budget

S.J.S IRRIGATION

Drain Down Report

BOWLS	FAULT REPORTED/DETECTED -
PUMP NO 1	MAKE ...Caprari ... 2.2kw 240 volt MODEL...Cvx 101-6 COMMENTS
FLOAT SWITCH	Satisfactory
	SATISFACTORY [<input type="checkbox"/>] FAULTY [<input type="checkbox"/>] Repair/Replace
CONTROLLER	MAKE ...Hunter... MODEL...XC... Satisfactory
RAIN STAT	SATISFACTORY [<input type="checkbox"/>] FAULTY [<input type="checkbox"/>] None fitted, recommend one is fitted to save water.
PRESSURE GAUGE	SATISFACTORY [<input checked="" type="checkbox"/>] FAULTY [<input type="checkbox"/>] Repair/Replace
PRESSURE RELIEF VALVE	SATISFACTORY [<input checked="" type="checkbox"/>] FAULTY [<input type="checkbox"/>] Repair/Replace SIZE...1 1/2".....
TANK	Plastic 6 Foot diameter, approximately
HEATER	Not Fitted There is no electrical supply to the pumphouse.
OTHER FAULTS	
SPRINKLER Station No /Position	<i>Hunter G995 VIH Sprinklers</i>
1	OK
2	OK
3	This sprinkler is not working from the controller, this needs repairing before the start-up.
4	OK
	RECOMMENDATIONS SJS Irrigation can carry out the above work
CLUB:	SANDY TOWN BOWLS CLUB
DATE OF D/D	13 th November, 2019
DONE BY:	S. Sanders

SANDY TOWN COUNCIL**COMMITTEE: Policy, Finance and Resources****DATE: 17th February 2020****AUTHOR: Town Clerk****SUBJECT: Section 106 Funding****1. Summary**

- 1.1 The following report is intended as an update report for Members' information on the current level of Section 106 funds generated by development in Sandy. Section 106 funds are generated from development within the parish boundary and are agreed by the Local Planning Authority (Central Bedfordshire Council) and the developer.
- 1.2 Section 106 funds are held by Central Bedfordshire Council (CBC), who ultimately make decisions on the release of those funds for expenditure. Contributions are index linked and are received in intervals. The Council can make applications to CBC for funds to be released to support projects or expenditure that benefit Sandy.

2. Section 106 Funds held by Central Bedfordshire Council

- 2.1 Central Bedfordshire Council publishes on its website reports of Section 106 funds held relating to all parishes. The following information is taken from the Sandy report.
- 2.2 The table below summarises uncommitted section 106 funds generated by development in Sandy by spend category;

Total Uncommitted Funds by Category	
Category	Total Uncommitted
Cycle	£1,501.84
Education – Early Years	£29,333.24
Education, Children's Social Services	£33,955.81
Informal Open Space	£15,313.79
Footpaths	£25,967.90
Outdoor Sport	£84,187.81
Recreation Open Space, Children's Playground	£53,253.15
RoW	£35,000.00
Village Halls and Community Halls	£19,127.61
Total £	£297,641.15

- 2.3 The table below summarises the level of funds which have been committed to a project for expenditure but not yet spent.

Total Funds Showing as Committed by Category	
Category	Total Committed
Bus Improvements	£2,060.35
Countryside and Green Infrastructure	£152,894.00
Cycleways	£17,244.44
Education – Early Years	£4,190.74
Informal Open Space	£310.00
Public Art (for use by STC)	£2,294.59
Welcome Packs	£1,809.11
Total	£180,803.23

- 2.4 The table below summarises Section 106 funds that Sandy Town Council has successfully applied for and has been spent by the Council or partner bodies.

Category	Amount	Reason	Partner Organisation
Village Halls/ Community Halls	£8,655.69	New Village Hall Roof contribution	Village Hall
Village Halls/ Community Halls	£43,000.00	New Scout Hut Roof	Scouts
Children's Play	£123,120.00	Play Park Refurbishments	N/A
Outdoor Sports	£2,616.00	Football Goal Posts	Mid Bed Tigers
Outdoor Sports	£793.35	Football Goal Posts	Sandy Colts
Outdoor Sports	£1,764.00	Football Goal Posts	SFC
Outdoor Sports	£559.74	Portable scoreboard	SCC
Outdoor Sports	£1,170.00	Refurbishment of pitch	SCC
Outdoor Sports	£2,690.00	New paving (Health and safety)	SBC
Outdoor Sports	£3,131.88	Electronic Scoreboard	SCC
Outdoor Sports	£464.74	6 Horizontal Double-Sided Scoreboards	SBC
Village Halls/ Community Halls	£3,140.82	New paving area.	Village Hall
Children's Play	£6,795.25	Replacement equipment in Fallowfield Recreation Ground	N/A
Total	£197,901.47		

Sandy Town Council	Council Risk Assessment	Adopted 27 February 2017 Re-adopted 11 March 2019
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Area	Subject	Risk(s) identified	H/M/L score	Management/control of risk	Review/Assess/Revise	Verified by
Finance	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 that 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 independent audit checks the	Existing procedure adequate. Review financial regulations when necessary.	RFO/Clerk External Auditor Internal Auditor

				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 monthly 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 13

APPENDIX XII

	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. Appraisals carried out annually	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/M	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. An annual budget is set aside with this in mind and the Council has a	Existing procedure is adequate	Councillors Clerk/RFO

AGENDA ITEM 13

APPENDIX XII

				healthy EMR for the purpose of paying for an election.		
	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/M	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
Employer Liability	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.	Existing procedure is adequate. Public liability insurance reviewed and agreed annually by Town Council.	Clerk Human Resources Committee

AGENDA ITEM 13

APPENDIX XII

				Public liability cover with WPS insurance to value of £10,000,000.		
	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
Legal Liability	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.	Existing procedure is adequate	Clerk Auditor

AGENDA ITEM 13

APPENDIX XII

Councillors	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	
Assets	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. Weekly fire alarm and sensor checks.	Existing procedure adequate.	Clerk Councillors

SANDY TOWN COUNCIL**CCTV Policy****1. Ownership**

- 1.1 Sandy Town Council operates CCTV surveillance systems ("the systems") at the following sites;
 - Council Works Depot
 - Cemetery Car Park
 - Bedford Road Recreation Ground
 - Sunderland Road Recreation Ground
 - Jenkins Pavilion
 - Town Centre Car Park
 - 10 Cambridge Road office entrance
- 1.2 The systems monitor and records images. The system is owned and managed by Sandy Town Council and operated by the Grounds Team Leader.
- 1.3 The responsible manager is the Town Clerk.

2. Compliance

- 2.1 Images obtained from the system which include recognisable individuals constitute personal data and are covered by the Data Protection Act 1998 and the EU General Data Protection Regulation 2018. This Policy should therefore be read in conjunction with the Town Council's Data Privacy Notice.
- 2.2 The Town Council is the registered data controllers under the terms of the Act.
- 2.3 The Data Protection Officer for the Town Council is Claire Rance of PNC who checks for ensuring compliance with the Act.
- 2.4 This policy has been drawn up in accordance with the advisory guidance contained within the Information Commissioner's CCTV Code of Practice and the Home Office Surveillance Camera Code of Practice.

3. Purpose

- 3.1 Sandy Town Council’s registered purpose for processing personal data through use of the CCTV system is public safety, crime prevention and investigating disputes. This is further defined as:
- 3.2 CCTV is used for the purposes of maintaining public safety, the security of property and premises and for preventing and investigating crime. It is not used to routinely monitor staff or councillors, but footage may be reviewed where an issue which may be contrary to safe working practices or contravenes the employee or councillor code of conduct is brought to the attention of the Town Clerk.
- 3.3 The information processed may include visual images, personal appearance and behaviours. This information may be about users of a site, the general public, contractors, staff or councillors. Information may only be shared with the Police or other law enforcement agencies if requested with good cause.
- 3.4 The operators of the system recognise the effect of such systems on the individual and the right to privacy.
- 3.5 Sandy Town Council is registered for CCTV under the data protection registration with the Information Commissioner’s Office number Z1433719.

4. Description

- 4.1 The systems are intended to produce images as clear as possible and appropriate for the purposes stated. The system is operated to provide when required, information and images of evidential value.

Council Depot	Internal camera in depot to view work area and entrance doors.
	External camera to view entrance to depot, work yard and gated entrance.
	External Camera to view rear of depot
	External Camera to view entrance of public toilet adjacent to depot building. Can be re-positioned to view cemetery car park.
10 Cambridge Road	Ring doorbell in operation at main entrance to Council offices. Records 30 seconds of footage for any detected motion and footage of any visitor to the office who activates the bell.

Town Centre Car Park	External camera positioned on a mounted CCTV pole adjacent to the rear entrance to the Council offices at 10 Cambridge Road. View of car park.
	External camera positioned on a mounted CCTV pole adjacent to the public toilets and recycle area. View of car park.
Bedford Road Recreation Ground	Three external cameras positioned on a mounted CCTV pole with a view of the Bedford Road Pavilion, the public toilets, and the play areas/equipment.
Sunderland Road Recreation Ground	Three external cameras positioned on a mounted CCTV pole with a view of the play area/equipment, the skate park and the wider Sunderland Road playing fields.
Jenkins Pavilion	Three external cameras positioned on a mounted CCTV pole with a view of the Jenkins Pavilion, Banks Pavilion, Village Hall Car park and the wider Sunderland Road playing fields.

5. Operation

5.1 Images captured by the system are recorded continuously and may be checked by authorised staff via download to a computer. Images displayed on monitors will only be made visible to the operative downloading the footage. Only the Town Clerk, Administration Team Leader and Grounds Team Leader may take recordings of CCTV images and recordings. Administration staff may view footage from the 'Ring' doorbell at the entrance to 10 Cambridge Road, which records footage and sound for the purpose of security and dealing with visitors. Staff authorised to view CCTV are fully briefed and trained in all aspects of the operational and administrative functions of the relevant systems.

6. Information Retention

6.1 No more images and information shall be stored for more than 28 days, unless required for legal reasons. Images will be deleted once their purpose has been discharged.

7. Access

7.1 All access to recorded images is recorded in the daily log. Access to images is restricted to those who need to have access in accordance with this policy. Disclosure of recorded material will only be made to third parties in accordance with the purposes of the system and in compliance with the Data Protection Act.

- 7.2 Anyone who believes that they have been filmed by the system can request a copy of the recording, subject to any restrictions covered by the Data Protection Act ("Subject access request"). Data subjects also have the right to request that inaccurate data be corrected or erased and to seek redress for any damage caused.
- 7.3 Procedures are in place to ensure all such access requests are dealt with effectively and within the law.
- 7.4 Access requests should be sent by letter to:
- Sandy Town Council CCTV
10 Cambridge Road
Sandy
Bedfordshire
SG19 1JE

8. Feedback

- 8.1 Members of the public should address any concerns or complaints over use of Sandy Town Council's CCTV system to admin@sandytowncouncil.gov.uk or by telephone to 01767 681491.

9. Annual Review

- 9.1 This policy was approved by Sandy Town Council's Policy, Finance & Resources Committee on XXXXXXXX and it will be reviewed annually by the Policy, Finance & Resources Committee to ensure that the purpose still applies.

10. Legal Basis for Processing Personal Data

- 10.1 One of the seven major data processing principles of GDPR is to ensure that personal data is processed lawfully, fairly, and transparently. To comply with this principle, Chapter 6 of the GDPR requires any organisation processing personal data to have a valid legal basis for that personal data processing activity. GDPR provides six legal bases for processing:

Consent – The data subject has given permission for the organisation to process their personal data for one or more processing activities. Consent must be freely given, clear, and easy to withdraw, so organisations need to be careful when using consent as their legal basis.

Performance of a Contract – The data processing activity is necessary to enter into or perform a contract with the data subject. If the processing activity does not relate to the terms of the

contract, then that data processing activity needs to be covered by a different legal basis.

Legitimate Interest – This is a processing activity that a data subject would normally expect from an organisation that it gives its personal data to do, for example marketing activities and fraud prevention. Public authorities cannot use legitimate interests as a lawful basis if the processing is in the performance of tasks as a public authority.

Vital Interest – A rare processing activity that could be required to save someone’s life. This is most commonly seen in emergency medical care situations.

Legal Requirement – The processing activity is necessary for a legal obligation, such as on information security, employment or consumer transaction law.

Public Interest – A processing activity that would occur by a government entity or an organisation acting on behalf of a government entity.

10.2 The ICO office asks that operators consider the justification of CCTV in the positions in which it is implemented and review this on an annual basis. The following justification is based on a lawful basis and legitimate interest as defined by the ICO.

AREA	LAWFUL BASIS
Council Depot	Public Interest <i>(public and employee safety, prevention and protection of crime)</i>
10 Cambridge Road	Public Interest <i>(public and employee safety, prevention and protection of crime)</i>
Town Centre Car Park	Public Interest <i>(public and employee safety, prevention and protection of crime)</i>
Bedford Road Recreation Ground	Public Interest <i>(public and employee safety, prevention and protection of crime)</i>
Sunderland Road Recreation Ground	Public Interest <i>(public and employee safety, prevention and protection of crime)</i>
Jenkins Pavilion	Public Interest <i>(public and employee safety, prevention and protection of crime)</i>

Appendix 2

Checklist for users of limited CCTV systems monitoring small retail and business premises.

This CCTV system and the images produced by it are controlled by Sandy Town Council who is responsible for how the system is used and for notifying the Information Commissioner about the CCTV system and its purpose (which is a legal requirement of the Data Protection Act 1988).

Sandy Town Council has considered the need for using CCTV and have decided it is required for the prevention and detection of crime and for protecting the safety of the public, our employees and users of our owned and managed facilities. It will not be used for other purposes. We conduct an annual review of our use of CCTV.

	Checked	By	Date of next review
Notification has been submitted to the Information Commissioner and the next renewal date recorded.			
There is a named individual who is responsible for the operation of the system.			
The problem we are trying to address has been clearly defined and installing cameras is the best solution. This decision should be reviewed on a regular basis.			
A system has been chosen which produces clear images which the law enforcement bodies (usually the police) can use to investigate crime and these can easily be taken from the system when required.			
Cameras have been sited so that they provide clear images.			
Cameras have been positioned to avoid capturing the images of persons not visiting the premises.			

There are visible signs showing that CCTV is in operation. Where it is not obvious who is responsible for the system, contact details are displayed on the sign(s).			
Images from this CCTV system are securely stored, where only a limited number of authorised persons may have access to them.			
The recorded images will only be retained long enough for any incident to come to light (eg for a theft to be noticed) and the incident to be investigated.			
Except for law enforcement bodies, images will not be provided to third parties.			
The potential impact on individuals' privacy has been identified and taken into account in the use of the system.			
The organisation knows how to respond to individuals making requests for copies of their own images. If unsure, the controller knows to seek advice from the Information Commissioner as soon as such a request is made.			
Regular checks are carried out to ensure that the system is working properly and produces high quality images.			

Please keep this checklist in a safe place until the date of the next review.

Appendix 3

The guiding principles of the Surveillance Camera Code of Practice.

System operators should adopt the following 12 guiding principles:

- Use of a surveillance camera system must always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need.
- The use of a surveillance camera system must take into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified.
- There must be as much transparency in the use of a surveillance camera system as possible, including a published contact point for access to information and complaints.
- There must be clear responsibility and accountability for all surveillance camera system activities including images and information collected, held and used.
- Clear rules, policies and procedures must be in place before a surveillance camera system is used, and these must be communicated to all who need to comply with them.
- No more images and information should be stored than that which is strictly required for the stated purpose of a surveillance camera system, and such images and information should be deleted once their purposes have been discharged.
- Access to retained images and information should be restricted and there must be clearly defined rules on who can gain access and for what purpose such access is granted; the disclosure of images and information should only take place when it is necessary for such a purpose or for law enforcement purposes.
- Surveillance camera system operators should consider any approved operational, technical and contemporary standards relevant to a system and its purpose and work to meet and maintain those standards.

- Surveillance camera system images and information should be subject to appropriate security measures to safeguard against unauthorised access and use.
- There should be effective review and audit mechanisms to ensure legal requirements, policies and standards are complied with in practice, and regular reports should be published.
- When the use of a surveillance camera system is in pursuit of a legitimate aim, and there is a pressing need for its use, it should then be used in the most effective way to support public safety and law enforcement with the aim of processing images and information of evidential value.
- Any information used to support a surveillance camera system which compares against a reference database for matching purposes should be accurate and kept up to date.

SANDY TOWN COUNCIL

CCTV FOOTAGE REQUEST PROCEDURE

1. Introduction..... 1

2. General Policy..... 2

3. Primary Request to view data..... 2

4. Secondary Request to view data..... 3

5. Traffic Collision..... 4

6. Individual subject access under Data Protection Legislation..... 4

7. Process of disclosure..... 5

8. Media disclosure..... 6

9. Fees.....

10. To contact CCTV Data Controller.....

1. Introduction

- 1.1 The procedure and conditions under which CCTV evidence may be released to third party organisations (police, statutory authorities etc.) or to members of the public.
- 1.2 Arguably, Closed Circuit Television (CCTV) is one of the most powerful tools to be developed during recent years to assist with efforts to combat crime and disorder whilst enhancing community safety.
- 1.3 Equally, it may be regarded by some as the most potent infringement of people’s liberty. If users, owners and managers of such systems are to command the respect and support of the general public, the systems must not only be used with the utmost probity at all times, they must be used in a manner which stands up to scrutiny and is accountable to the very people they are aiming to protect.

- 1.4 The Council is committed to the belief that everyone has the right to respect for his or her private and family life. Although the use of CCTV cameras has become widely accepted in the UK as an effective security tool, those people who do express concern tend to do so over the handling of the information (data) which the system gathers.
- 1.5 After considerable research and consultation, a nationally recommended standard has been adopted by the system owners.

2. General policy

- 2.1 All requests for the release of data shall be channelled through the data controller (Town Clerk) or his/her nominated representative.

3. Primary request to view data

- 3.1 Primary requests to view data generated by a CCTV system are likely to be made by third parties for any one or more of the following purposes:

- providing evidence in criminal proceedings
- the prevention of crime
- the investigation and detection of crime (may include identification of offenders)
- identification of witnesses

(Information is only released on receipt of a crime or police log number)

- 3.2 Third parties, which are required to show adequate grounds for disclosure of data within the above criteria, may include, but are not limited to:
 - police
 - statutory authorities with powers to prosecute, (eg. Customs and Excise; Trading Standards, etc)
 - solicitors
 - claimants in civil proceedings
 - accused persons or defendants in criminal proceedings
 - other agencies, (as agreed by the Data Controller and notified to the Information Commissioner) according to purpose and legal status.
- 3.3 Upon receipt from a third party of a bona fide request for the release of data, the data controller shall:

- not unduly obstruct a third party investigation to verify the existence of relevant data.
- ensure the retention of data which may be relevant to a request, but which may be pending application for, or the issue of, a court order or subpoena. A time limit shall be imposed on such retention, which will be notified at the time of the request.

3.4 Where requests fall outside the terms of disclosure and Subject Access legislation, the data controller, or nominated representative, shall:

- be satisfied that there is no connection with any existing data held by the police in connection with the same investigation.
- treat all such enquiries with strict confidentiality.

4. Secondary request to view data

4.1 A 'secondary' request for access to data may be defined as any request being made which does not fall into the category of a primary request.

4.2 Before complying with a secondary request, the data controller shall ensure that:

- the request does not contravene, and that compliance with the request would not breach, current relevant legislation, (eg. Data Protection Act 1998, Human Rights Act 1998, section 163 Criminal Justice and Public Order Act 1994, etc);
- any legislative requirements have been complied with, (e.g. the requirements of the Data Protection Act 1998);
- due regard has been taken of any known case law (current or past) which may be relevant, (eg. R v Brentwood BC ex p. Peck); and
- the request would pass a test of 'disclosure in the public interest'.

4.3 If, in compliance with a secondary request to view data, a decision is taken to release material to a third party, the following safeguards shall be put in place before surrendering the material:

- in respect of material to be released under the auspices of 'crime prevention', written agreement to the release of the material should be obtained from a police officer, not below the rank of Inspector. The officer

should have personal knowledge of the circumstances of the crime/s to be prevented and an understanding of the CCTV System Code of Practice.

- if the material is to be released under the auspices of 'public well being, health or safety', written agreement to the release of material should be obtained from the Town Clerk with agreement of the CCTV Working Group. The Clerk and Working group should ensure personal knowledge of the potential benefit to be derived from releasing the material and an understanding of the CCTV System Code of Practice.
- Recorded material may be used for bona fide training purposes such as police or staff training. Under no circumstances will recorded material be released for commercial sale of material for training or entertainment purposes.

5. Traffic Collision and Damage to Property

- 5.1 If you have had a Road Traffic Collision, your insurance company will need to contact the Council to obtain footage of the incident. The Council charges £100+ VAT non-refundable to insurance companies to assist with the cost of downloading and producing this footage.

The Council does not have to disclose the data if it thinks there are not strong enough grounds to do so.

6. Individual subject access under Data Protection legislation

- 6.1 Under the terms of Data Protection legislation, individual access to personal data, of which that individual is the data subject, must be permitted providing:
- the request is made in writing;
 - a specified fee is paid for each individual search;
 - the data controller is supplied with sufficient information to satisfy him or her self as to the identity of the person making the request;
 - the person making the request provides sufficient and accurate information about the time, date and place to enable the data controller to locate the information which that person seeks, (it is recognised that a person making a request is unlikely to know the precise time. Under those circumstances it is suggested that within one hour of accuracy would be a reasonable requirement);
 - the person making the request is only shown information relevant to that particular search and which contains personal data of her or him self only, unless all other individuals who may be identified from the same information have consented to the disclosure.

- 6.2 In the event of the data controller complying with a request to supply a copy of the data to the subject, only data pertaining to the individual should be copied, (all other personal data which may facilitate the identification of any other person should be concealed or erased). Under these circumstances an additional fee may be payable.
- 6.3 The data controller is entitled to refuse an individual request to view data under these provisions if insufficient or inaccurate information is provided, however every effort should be made to comply with subject access procedures and each request should be treated on its own merit.
- 6.4 In addition to the principles contained within the Data Protection legislation, the data controller should be satisfied that the data is:
- not currently and, as far as can be reasonably ascertained, not likely to become, part of a 'live' criminal investigation;
 - not the subject of a complaint or dispute which has not been actioned;
 - the original data and that the audit trail has been maintained;
 - not removed or copied without proper authority;
 - for individual disclosure only (i.e. to be disclosed to a named subject).

7. Process of disclosure

- 7.1 Data controller to verify the accuracy of the request.
- 7.2 Data controller to download of footage from camera/s.
- 7.3 Review of footage under relevant date and time criteria by Data Controller to assess whether relevant images have been recorded.
- 7.4 Replay the data to the requestee only, (or responsible person acting on behalf of the person making the request).
- 7.5 The viewing should take place in a closed room. Only data which is specific to the search request shall be shown.
- 7.6 It must not be possible to identify any other individual from the information being shown, (any such information will be blanked-out, either by means of electronic screening or manual editing on the monitor screen).

7.7 If a copy of the material is requested and there is no on-site means of editing out other personal data, then the material may need to be sent to an editing house for processing at cost to the requestee prior to being issued.

8. Media disclosure

- 8.1 In the event of a request from the media for access to recorded material, the procedures outlined under ‘secondary request to view data’ shall be followed. If material is to be released the following procedures shall be adopted:
- the release of the material must be accompanied by a signed release document that clearly states what the data will be used for and sets out
 - the limits on its use, and indemnifies the partnership against any breaches of the legislation.
 - the release form shall state that the receiver must process the data in a manner prescribed by the data controller, e.g. specific identities/data that must not be revealed.
 - it shall require that proof of any editing must be passed back to the data controller, either for approval or final consent, prior to its intended use by the media (protecting the position of the data controller who would be responsible for any infringement of Data Protection legislation and the System’s Code of Practice).
 - the release form shall be considered a contract and signed by both parties.

9. Fees

9.1 In some cases there is an administration fee for the search and production of images.

CCTV Request for Insurance or Legal	
Request with a crime incident number.	£100+VAT
Criminal Cases	
CCTV footage for the police and the CPS if they need it when investigating a criminal case. We will also release the footage to your solicitor if you are the defendant in a criminal case.	No Fee
Personal Requests	
You can access all information we have about you via Data Protection. We can’t release information if it refers to other people, if the information could cause damage or if it is part of a criminal case.	£10.00



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CCTV Footage Requests FAQ's

Closed Circuit Television cameras are used by Sandy Town Council in its recreation grounds and car park, strict procedures are in place to ensure that cameras and footage are only used within the parameters of the Information Commissioner's CCTV Code of Practice.

This protects the right to privacy whilst still detecting and preventing crime. All requests for the release of CCTV footage, (called data), shall be channelled through the Council's Information Governance & Risk Team.

Please note that CCTV footage is only kept for 28 days. After that it is automatically re-written over.

Where are Sandy Town Council's CCTV Cameras?

Sandy Town Council owns and operates CCTV cameras in the following areas;

Bedford Road Recreation Ground
Cemetery Public Toilet
Jenkins Pavilion and Village Hall Car Park
Sunderland Road Play Park and Skate Park
Town Centre Car Park

Please note that if your request relates to either of the CCTV cameras in the town centre this should be directed to Central Bedfordshire Council by contacting CCTV@centralbedfordshire.gov.uk



SANDY
Town Council



Can I see CCTV images which feature me?

If only you feature in the CCTV footage, then you may be allowed to view the data under the terms of the General data Protection Regulation and/or Data Protection Act 2018.

How to make a request:

Complete a CCTV Data Request Form and post it to the Town Council at the address shown at the end of this document. The form can be downloaded from the Council's website under the Council Services, CCTV.

- Provide us with sufficient information to enable us to confirm your identity.
- Provide us with sufficient accurate information about the time, date and location to enable the data controller to locate the information sought. We understand that you may not know the exact time, but expect accuracy to within one hour.
- Include as many details as possible - e.g. description of people, car registration numbers etc.

Please note: you will only be shown information relevant to your particular search, and which only contains your own personal data, unless all other individuals who may be identified from the same information have consented to the disclosure.

Can I see CCTV images which do not feature me?

If it shows other individuals, it is highly unlikely. Sometimes even if you are not featured in the CCTV footage, you may still be entitled to view the data under the Freedom of Information Act (FOIA).

You can submit a written request to the address below.



SANDY
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There may be charges that we will need to make in order to send you the footage, but we will write and tell you what these may be when we have assessed the footage. If you need images in connection with any legal proceedings, please read Third Party CCTV data requests below.

Do you always release CCTV images?

Sometimes footage will not be released as certain exemptions may apply e.g. the footage may become part of a criminal investigation or civil proceedings, or it shows other identifiable third parties.

Material will not be released to the media unless prior consent is sought from the Council, and then usually only for the purpose of identifying suspects in criminal proceedings.

Third party CCTV data requests

Requests to view data generated by a CCTV system are likely to be made by third parties for any one or more of the following purposes:

- Providing evidence in criminal proceedings.
- Providing evidence in civil proceedings or tribunals.
- The prevention of crime.
- The investigation and detection of crime, including identification of offenders.
- Identification of witnesses.

Third parties are required to show adequate grounds for disclosure of data within the above criteria and may be any of the following:

- Police authorities, (not just Leicestershire Constabulary).
- Statutory authorities with powers to prosecute, (e.g. Customs and Excise,



SANDY
Town Council



- Trading Standards etc.).
- Solicitors, on behalf of clients.
- Claimants in civil proceedings.
- Accused persons or defendants in criminal proceedings.
- Other agencies, (as agreed by the Data Controller and notified to the Information Commissioner) according to purpose and legal status.

The Council does not have to disclose the data if it thinks there are not strong enough grounds to do so. If the Council decides to release the data:

- The Council will verify the accuracy of the request. The requester will be shown the relevant footage only (or authorised person acting on their behalf).
- The viewing will take place in isolation from the control room, with adequate supervision.
- Only data which is specific to the request will be shown. It must not be possible to identify any other individual from the information being shown (any such information will be blanked-out, either by means of electronic depixillation, or manual editing on the monitor screen, or not shown at all).
- If a copy of the material is requested and there is no on-site means of editing out other personal data, then the material shall be sent to an authorised editing house for processing prior to being sent to the requester, (an additional fee would be payable for this).
- In accordance with the Council's publication scheme, fees may be payable for any CCTV footage requested in line with the Council's CCTV Charging Policy.



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Request for insurance or legal

If you have been involved in a traffic collision or your request involves damage to property your insurance company can request footage under Schedule 2 Part 1 (5) of the Data Protection Act 2018. These requests are **subject to a £100 + VAT charge** and the relevant footage, if held, will then be sent to them.

Please send requests to:

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