

# Sandy Town Council

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

You are hereby summoned to attend a meeting of the Policy, Finance and Resources Committee of Sandy Town Council to be held in the Council Chamber at 10 Cambridge Road, Sandy, Bedfordshire on Monday 20th November 2023 commencing at 6.00pm.



Nicola Sewell  
Town Clerk  
10 Cambridge Road  
Sandy, SG19 1JE  
01767 681491  
15<sup>th</sup> November 2023

***Please note the earlier starting time of 6.00pm***

## **A G E N D A**

### **1 Apologies for absence**

### **2 Declarations of interest**

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

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

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

### **3 2024/25 Budget Review**

To receive an updated proposed Budget 2024/25, including a presentation by Derek Kemp from DCK Accounting Solutions Ltd.  
Any budget questions for Mr Kemp to be submitted to the Clerk by

Appendix I

# Sandy Town Council

noon on Friday 17<sup>th</sup> November.

## 4 Minutes of Previous Meeting

To consider the minutes of the Policy, Finance and Resources Committee held on Monday 23<sup>rd</sup> October 2023 and to approve them as a correct record of proceedings.

## 5 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.

## 6 Financial Reports

- i) To consider a balance sheet and detailed financial report showing income and expenditure against the revenue budget for 31<sup>st</sup> October 2023. Appendix II
- ii) To receive and note a budget overview report. Appendix III
- iii) To approve schedules of payments made since previous meeting for October 2023. Appendix IV
- iv) The Chair to approve bank reconciliations and statements.

## 7 2024/25 Capital Expenditure

- i) To consider a revised report on capital expenditure as part of the 2024/25 budget setting and precept process. Appendix V
- ii) To consider budget proposals from the Community, Services & Environment Committee. Appendix VI

## 8 Cemetery Working Group Minutes

To receive the minutes from the last meeting of the Cemetery Working Group held on 13<sup>th</sup> November 2023.

Appendix VII

## 9 Spending under delegated authority

To note the following payments made under delegated authority:

- £82.44 for two A4 lockable poster cases
- £94.50 for 5 x 1.8 metre cable covers
- £23.98 for PC speakers
- £35.99 for a 50-metre extension cable
- £5,540 for repairs to flatbed truck including tipper
- £234.80 for barrier hire
- £97.14 for Printed Raffle Tickets
- £55 for replacement Defib Pads
- £90 to transport heras fencing from Depot to Scout Hut
- £92 for binding of AOC monograph
- £57 for Toyota Flatbed MOT
- £92 for SJS Annual Service Contract (irrigation)
- £700 for tractor training for two Members of Staff

# Sandy Town Council

- £728 for replacement fuel tank on Toyota vehicle (AK12 WLJ)
- £399 for recruitment advert Civic Officer role
- £135 hire of PA equipment for Remembrance Sunday Event
- £65.90 replacement Union Flag for Council Office.

**Total £8,671.35**

## **10 Sum up for events**

To consider the use of a Sum Up machine supplied by the Friends of Sandy Christmas Lights to enable the Town Council to take card payments and to update our Financial Regulations accordingly. The cost to use the Sum up machine is 1.49% per transaction.

## **11 Action Plan**

To receive updates to the PF&R Action Plan for 2023/24. Updates highlighted by blue text.

Appendix VIII

## **12 Grant Application**

To consider a grant application from Veg Box Donation Scheme for £750 to pay towards expenses to put together Veg Boxes for residents in Sandy affected by food poverty.

Appendix IX

## **13 Council Office Carpet Cleaning**

To consider a report and quotes from the Deputy Clerk regarding the cleaning of carpets throughout the offices and Council Chamber at 10, Cambridge Road.

Appendix X

## **14 Chairman's Item**

## **15 Date of Next Meeting**

15<sup>th</sup> January 2023

**Sandy Town Council**

(Updated 10/11/23)

**Budget Summary**

**Year Ended 31st March 2025**

	<u>2023/24</u>		<u>2024/25</u>	<i>Budget</i>
	<b>Projected</b>	<i>Budgeted</i> (Revised)	<b>Proposed</b>	<i>Incr/Decr</i>
<b>REVENUE EXPENDITURE</b>				
Staffing & Admin	497961	517430	<b>541682</b>	24252
Services	135584	129600	<b>144711</b>	15111
	<u>633545</u>	<u>647030</u>	<u><b>686393</b></u>	<u>39363</u>
<b>INCOME</b>				
Staffing & Admin	14356	5800	<b>10450</b>	4650
Services	51513	43505	<b>48491</b>	4986
	<u>65869</u>	<u>49305</u>	<u><b>58941</b></u>	<u>9636</u>
<b>NET REVENUE EXPENDITURE</b>	<u><b>567676</b></u>	<u><b>597725</b></u>	<u><b>627452</b></u>	<u><b>29727</b></u>
<b>Capital Expenditure (Net)</b>				
Rolling Capital Fund Allocation - per Budget	51300	51300	<b>51300</b>	0
Rolling Capital Fund Allocation - Budget Saving	-28174	-28174	<b>0</b>	
	<u>23126</u>	<u>23126</u>	<u><b>51300</b></u>	
Capital & Projects (net)	250	0	<b>0</b>	0
Loans	608	608	<b>608</b>	
Loan - Internal Repayment	12000	12000	<b>12000</b>	0
	<u>35984</u>	<u>35734</u>	<u><b>63908</b></u>	<u>0</u>
<b>TOTAL NET EXPENDITURE</b>	<u><b>603660</b></u>	<u><b>633459</b></u>	<u><b>691360</b></u>	<u><b>0</b></u>
Financed as follows				
Reserves at 1st April	234660	234786	<b>264459</b>	
Reserves at 31st March	<u>264459</u>	<u>234786</u>	<u><b>264459</b></u> **	
Used to Fund Expenditure\ (Incr in Gen Rsv)	(29,799)	0	<b>0</b> ***	
<b>PRECEPT FUNDING REQUIRED</b>	<u>633459</u>	<u>633459</u>	<u><b>691360</b></u>	<u>57901</u> 9.14%
	<u><b>603660</b></u>	<u><b>633459</b></u>	<u><b>691360</b></u>	

**Precept information**

**ADJUSTED BASIS**

Band D Equivalents	<u>4047</u>	<u>4052</u>	(Advised)	<u>0.12%</u>
Precept per Band D Equivalent (£/annum)	<u>£ 156.53</u>	<u>£170.62</u>	<u>£14.09</u>	<u>9.00%</u>
Precept per Band D Equivalent (p/week)	<u>300.19</u>	<u>327.22</u>	<u>27.03 p</u>	

<b>**Note:</b> Recommended <u>minimum</u> reserve equal to			
3 months net revenue expenditure	141919	149431	<b>156863</b>
General Reserve <b>Shortfall</b> /Surplus	122540	85355	<b>107596</b> ***

<b>Earmarked Reserve</b>	<u>31/03/2023</u> (Actual)	<u>31/03/2024</u> (Projected)	<u>31/03/2025</u> (Available)
Rolling Capital Fund	214649	260591	<b>311891</b>
Earmarked Reserves	54272	43027	<b>47027</b>
Fallowfield	60217	64717	<b>69217</b>
Fallowfield Internal Loan	226000	214000	<b>202000</b>
TOTAL Earmarked Funds	<u>555138</u>	<u>582335</u>	<u><b>630135</b></u>
General Reserve (see above)	234660	264459	<b>264459</b> B
<b>Total Reserves</b>	<u>789798</u>	<u>846794</u>	<u><b>894594</b></u>

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

**Sandy Town Council**

(Updated 10/11/23)

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

		<b><u>2023/24</u></b>		<b><u>2024/25</u></b>	<i>Budget</i>
		<b>Projected</b>	<i>Budgeted</i>	<b>Proposed</b>	<i>Incr/Decr</i>
<b><u>Expenditure Budgets</u></b>			(Revised)		
<b><u>Staffing &amp; Admin</u></b>					
Staff	401	360170	380200	<b>391600</b>	11400
Admin - Office	402	81252	82980	<b>89417</b>	6437
Admin - Works	403	39040	38300	<b>45215</b>	6915
Precept and Interest	601	0	0	<b>0</b>	0
Democratic & Civic	602	17499	15950	<b>15450</b>	-500
		<u>497961</u>	<u>517430</u>	<u><b>541682</b></u>	<u>24252</u>
<b><u>Services</u></b>					
Footway Lighting	405	20000	20000	<b>20000</b>	0
Cemetery & Churchyard	406	10296	12500	<b>13650</b>	1150
Town Centre (incl Market) (excl Loans)	408	13166	15550	<b>17800</b>	2250
Public Toilets - Car Park	409	2850	2850	<b>2850</b>	0
Play Areas & Open Spaces	500	2050	1250 A	<b>6800</b>	5550
Sunderland Rd Rec Ground	501	35844	34500	<b>37611</b>	3111
Nature Reserves	502	14550	14550	<b>15600</b>	1050
Grass Cutting	505	9000	9000	<b>10000</b>	1000
Litter Bins Seats and Shelters	506	1000	1000	<b>1000</b>	0
Christmas Lights	509	26828	18400	<b>19400</b>	1000
		<u>135584</u>	<u>129600</u>	<u><b>144711</b></u>	<u>15111</u>
<b><u>TOTAL EXPENDITURE</u></b>		<u><u>633545</u></u>	<u><u>647030</u></u>	<u><u><b>686393</b></u></u>	<u><u>39363</u></u>

**NOTES**

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

**Sandy Town Council**

(Updated 10/11/23)

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

		<b><u>2023/24</u></b>		<b><u>2024/25</u></b>	<i>Budget</i>
		<b>Projected</b>	<i>Budgeted</i>	<b>Proposed</b>	<i>Incr/Decr</i>
			(Revised)		
<b><u>Income Budgets</u></b>					
<b><u>Staffing &amp; Admin</u></b>					
Staff	401	0	0	0	0
Admin - Office	402	1100	800	1450	650
Admin - Works	403	0	0	0	0
Precept and Interest	601	9000	5000	9000	4000
Democratic & Civic	602	4256	0	0	0
		<u>14356</u>	<u>5800</u>	<u>10450</u>	<u>4650</u>
<b><u>Services</u></b>					
Footway Lighting	405	0	0	0	0
Cemetery & Churchyard	406	34000	34000	39000	5000
Town Centre (incl Market)	408	1000	500	1000	500
Public Toilets - Car Park	409	0	0	0	0
Play Areas & Open Spaces	500	2450	2800	2550	-250
Sunderland Rd Rec Ground	501	1450	2020	1756	-264
Nature Reserves	502	3185	3185	3185	0
Grass Cutting	505	0	0	0	0
Litter Bins Seats and Shelters	506	0	0	0	0
S.E.G (not is use 14/15)	508	0	0	0	0
Christmas Lights	509	9428	1000	1000	0
		<u>51513</u>	<u>43505</u>	<u>48491</u>	<u>4986</u>
<b><u>TOTAL INCOME</u></b>		<u>65869</u>	<u>49305</u>	<u>58941</u>	<u>9636</u>

14/11/2023

**Sandy Town Council Current Year  
Annual Budget - By Centre (Actual YTD Month 8)**

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**Note: 2023/24 Budget**

	<u>2022/23</u>		<u>2023/24</u>				<u>2024/25</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b><u>401</u></b> <b><u>Staff</u></b>									
Overhead Expenditure	330,000	330,596	380,200	196,544	360,170	109	391,600	0	0
Movement to/(from) Gen Reserve	<u>(330,000)</u>	<u>(330,596)</u>	<u>(380,200)</u>	<u>(196,544)</u>	<u>(360,170)</u>		<u>(391,600)</u>		
<b><u>402</u></b> <b><u>Administration-Office</u></b>									
Total Income	2,100	5,856	800	387	1,100	0	1,450	0	0
Overhead Expenditure	81,550	76,989	82,980	59,050	81,252	0	89,417	0	0
Movement to/(from) Gen Reserve	<u>(79,450)</u>	<u>(71,133)</u>	<u>(82,180)</u>	<u>(58,664)</u>	<u>(80,152)</u>		<u>(87,967)</u>		
<b><u>403</u></b> <b><u>Administration-Works</u></b>									
Overhead Expenditure	41,050	22,887	38,300	22,787	39,040	0	45,215	0	0
Movement to/(from) Gen Reserve	<u>(41,050)</u>	<u>(22,887)</u>	<u>(38,300)</u>	<u>(22,787)</u>	<u>(39,040)</u>		<u>(45,215)</u>		
<b><u>405</u></b> <b><u>Footway Lighting</u></b>									
Overhead Expenditure	23,000	26,481	20,000	7,151	20,000	0	20,000	0	0
Movement to/(from) Gen Reserve	<u>(23,000)</u>	<u>(26,481)</u>	<u>(20,000)</u>	<u>(7,151)</u>	<u>(20,000)</u>		<u>(20,000)</u>		
<b><u>406</u></b> <b><u>Cemetery &amp; Churchyard</u></b>									
Total Income	28,160	31,990	34,000	17,217	34,000	0	39,000	0	0
Overhead Expenditure	12,300	11,915	12,500	4,936	10,296	0	13,650	0	0
Movement to/(from) Gen Reserve	<u>15,860</u>	<u>20,074</u>	<u>21,500</u>	<u>12,282</u>	<u>23,704</u>		<u>25,350</u>		
<b><u>408</u></b> <b><u>Town Centre (Including Market)</u></b>									
Total Income	0	1,125	500	842	1,000	0	1,000	0	0

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**Sandy Town Council Current Year  
Annual Budget - By Centre (Actual YTD Month 8)**

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**Note: 2023/24 Budget**

	<u>2022/23</u>		<u>2023/24</u>				<u>2024/25</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Overhead Expenditure</b>	17,508	16,175	16,158	16,726	13,774	0	18,408	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(17,508)</u>	<u>(15,051)</u>	<u>(15,658)</u>	<u>(15,885)</u>	<u>(12,774)</u>		<u>(17,408)</u>		
<b><u>409 Public Toilets - Car Park</u></b>									
<b>Overhead Expenditure</b>	2,650	2,827	2,850	3,442	2,850	0	2,850	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(2,650)</u>	<u>(2,827)</u>	<u>(2,850)</u>	<u>(3,442)</u>	<u>(2,850)</u>		<u>(2,850)</u>		
<b><u>500 Play Areas and Open Spaces</u></b>									
<b>Total Income</b>	2,313	10,738	2,800	257	2,450	0	2,550	0	0
<b>Overhead Expenditure</b>	1,250	13,338	1,250	1,930	2,050	0	6,800	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>1,063</u>	<u>(2,600)</u>	<u>1,550</u>	<u>(1,673)</u>	<u>400</u>		<u>(4,250)</u>		
<b><u>501 Sunderland Road Rec Ground</u></b>									
<b>Total Income</b>	1,959	1,650	2,020	0	1,450	0	1,756	0	0
<b>Overhead Expenditure</b>	33,821	29,679	34,500	21,858	35,844	0	37,611	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(31,862)</u>	<u>(28,029)</u>	<u>(32,480)</u>	<u>(21,858)</u>	<u>(34,394)</u>		<u>(35,855)</u>		
<b><u>502 Nature Reserves</u></b>									
<b>Total Income</b>	2,685	2,920	3,185	547	3,185	0	3,185	0	0
<b>Overhead Expenditure</b>	14,550	14,272	14,550	2,595	14,550	0	15,600	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(11,865)</u>	<u>(11,352)</u>	<u>(11,365)</u>	<u>(2,049)</u>	<u>(11,365)</u>		<u>(12,415)</u>		
<b><u>505 Grass Cutting</u></b>									
<b>Overhead Expenditure</b>	9,000	8,138	9,000	0	9,000	0	10,000	0	0

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**Sandy Town Council Current Year  
Annual Budget - By Centre (Actual YTD Month 8)**

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**Note: 2023/24 Budget**

	<u>2022/23</u>		<u>2023/24</u>				<u>2024/25</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Movement to/(from) Gen Reserve</b>	<u>(9,000)</u>	<u>(8,138)</u>	<u>(9,000)</u>	<u>0</u>	<u>(9,000)</u>		<u>(10,000)</u>		
<b>506 Litter Bins, Seats &amp; Shelters</b>									
<b>Overhead Expenditure</b>	1,000	0	1,000	0	1,000	0	1,000	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(1,000)</u>	<u>0</u>	<u>(1,000)</u>	<u>0</u>	<u>(1,000)</u>		<u>(1,000)</u>		
<b>509 Christmas Lights</b>									
<b>Total Income</b>	1,000	2,500	1,000	10,278	9,428	0	1,000	0	0
<b>Overhead Expenditure</b>	17,250	18,541	18,400	16,944	26,828	0	19,400	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(16,250)</u>	<u>(16,041)</u>	<u>(17,400)</u>	<u>(6,667)</u>	<u>(17,400)</u>		<u>(18,400)</u>		
<b>601 Precept and Interest</b>									
<b>Total Income</b>	628,620	633,124	638,459	640,743	642,459	0	700,360	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>628,620</u>	<u>633,124</u>	<u>638,459</u>	<u>640,743</u>	<u>642,459</u>		<u>700,360</u>		
<b>602 Democratic and Civic Costs</b>									
<b>Total Income</b>	0	1,250	0	4,570	4,256	0	0	0	0
<b>Overhead Expenditure</b>	18,000	17,744	15,950	14,392	17,499	0	15,450	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(18,000)</u>	<u>(16,494)</u>	<u>(15,950)</u>	<u>(9,821)</u>	<u>(13,243)</u>		<u>(15,450)</u>		
<b>700 Capital and Projects</b>									
<b>Total Income</b>	34,903	176,573	19,903	29,576	19,653	0	19,903	0	0
<b>Overhead Expenditure</b>	98,203	277,528	55,029	64,702	55,029	0	83,203	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(63,300)</u>	<u>(100,955)</u>	<u>(35,126)</u>	<u>(35,126)</u>	<u>(35,376)</u>		<u>(63,300)</u>		

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**Sandy Town Council Current Year  
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**Note: 2023/24 Budget**

	<u>2022/23</u>		<u>2023/24</u>				<u>2024/25</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Total Budget Income</b>	701,740	867,725	702,667	704,415	718,981	0	770,204	0	0
<b>Expenditure</b>	701,132	867,109	702,667	433,059	689,182	109	770,204	0	0
<b>Movement to/(from) Gen Reserve</b>	608	616	0	271,357	29,799		0		

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**Sandy Town Council Current Year  
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**Note: 2023/24 Budget**

		<u>2022/23</u>		<u>2023/24</u>				<u>2024/25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>401</b>	<b><u>Staff</u></b>									
4001	Gross Salaries - Admin	129,250	109,643	152,050	59,664	108,970	109	157,500	0	0
4002	Gross Salaries - Works	115,250	125,865	129,400	87,145	159,800	0	129,650	0	0
4003	Employers NIC	23,000	20,198	26,000	12,817	23,450	0	27,800	0	0
4004	Employers Superannuation	60,750	55,171	70,100	36,221	66,150	0	72,650	0	0
4006	H&S Costs/Consultancy	600	600	1,300	75	700	0	2,300	0	0
4010	Miscellaneous Staff Costs	800	821	1,000	222	1,000	0	1,000	0	0
4019	Agency Staff	0	16,041	0	0	0	0	0	0	0
4030	Recruitment Advertising	350	2,256	350	399	100	0	700	0	0
	<b>Overhead Expenditure</b>	<b>330,000</b>	<b>330,596</b>	<b>380,200</b>	<b>196,544</b>	<b>360,170</b>	<b>109</b>	<b>391,600</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(330,000)</b>	<b>(330,596)</b>	<b>(380,200)</b>	<b>(196,544)</b>	<b>(360,170)</b>		<b>(391,600)</b>		
<b>402</b>	<b><u>Administration-Office</u></b>									
1003	Tourism Income	300	644	500	0	500	0	900	0	0
1201	Rent Received Etc	500	0	300	318	500	0	500	0	0
1202	Photocopying Income	0	37	0	26	50	0	50	0	0
1205	Miscellaneous Income	0	5,174	0	43	50	0	0	0	0
1259	Expenses Recovered	1,300	0	0	0	0	0	0	0	0
	<b>Total Income</b>	<b>2,100</b>	<b>5,856</b>	<b>800</b>	<b>387</b>	<b>1,100</b>	<b>0</b>	<b>1,450</b>	<b>0</b>	<b>0</b>
4008	Training	1,800	547	2,000	548	2,000	0	3,000	0	0
4009	Travel & Subsistence	150	0	150	52	50	0	220	0	0
4010	Miscellaneous Staff Costs	0	62	0	102	150	0	200	0	0
4011	General Rates	6,950	6,737	7,450	7,073	7,072	0	7,780	0	0

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**Sandy Town Council Current Year**  
**Annual Budget - By Centre (Actual YTD Month 8)**

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**Note: 2023/24 Budget**

		<u>2022/23</u>		<u>2023/24</u>				<u>2024/25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4012	Water Rates	800	404	500	250	500	0	1,300	0	0
4014	Electricity	4,900	3,773	4,900	1,385	2,800	0	2,800	0	0
4015	Gas	2,350	1,416	2,350	291	1,300	0	1,300	0	0
4016	Cleaning Materials etc	1,250	2,039	1,250	1,182	1,250	0	1,500	0	0
4018	General Data Protection Regs	500	0	500	0	500	0	555	0	0
4020	Misc Establishment Costs	2,000	322	1,000	368	1,000	0	2,000	0	0
4021	Telephone & Fax	3,200	3,577	3,600	1,689	2,100	0	3,700	0	0
4022	Postage	1,300	1,648	1,800	789	1,200	0	2,000	0	0
4023	Stationery	700	1,529	700	664	700	0	1,000	0	0
4024	Subscriptions	3,150	3,173	3,250	1,119	3,250	0	3,500	0	0
4025	Insurance (excl vehicles)	18,600	17,884	19,000	19,228	19,250	0	21,000	0	0
4026	Photocopy Costs	5,000	4,300	5,000	3,275	5,000	0	4,160	0	0
4027	IT Costs incl Support	3,000	3,781	3,600	3,207	4,000	0	6,150	0	0
4028	Service Agreements (Other)	5,500	5,709	5,500	4,239	7,000	0	6,000	0	0
4035	Publications	100	61	100	34	100	0	100	0	0
4036	Property Maintenance/Security	3,600	3,584	4,000	3,850	4,000	0	4,000	0	0
4040	Equipment Purchases (Minor)	2,000	330	2,000	728	2,000	0	2,500	0	0
4041	Equipment/Vehicle Hire	0	0	0	57	0	0	0	0	0
4042	Equipment/Vehicle Maintenance	0	175	0	0	0	0	0	0	0
4050	Tourism Expenditure	100	458	400	0	400	0	400	0	0
4051	Bank Charges	550	551	800	273	500	0	622	0	0
4056	Legal Expenses	4,300	0	3,000	4,890	5,000	0	3,000	0	0
4057	Audit Fees - External	1,300	1,680	1,680	40	1,680	0	1,680	0	0
4058	Audit Fees - Internal	900	900	900	0	900	0	1,500	0	0

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**Sandy Town Council Current Year**  
**Annual Budget - By Centre (Actual YTD Month 8)**

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**Note: 2023/24 Budget**

		<u>2022/23</u>		<u>2023/24</u>				<u>2024/25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4059	Accountancy Fees	7,350	7,131	7,350	3,524	7,350	0	7,250	0	0
4070	Refreshments	200	221	200	195	200	0	200	0	0
4921	Transfer to EMR	0	5,000	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>		81,550	76,989	82,980	59,050	81,252	0	89,417	0	0
<b>Movement to/(from) Gen Reserve</b>		<u>(79,450)</u>	<u>(71,133)</u>	<u>(82,180)</u>	<u>(58,664)</u>	<u>(80,152)</u>		<u>(87,967)</u>		
<b>403</b>	<b><u>Administration-Works</u></b>									
4005	Protective Clothing	1,300	773	1,300	1,186	1,300	0	1,500	0	0
4008	Training	1,500	0	1,500	0	1,500	0	2,000	0	0
4011	General Rates	1,900	1,846	2,050	1,939	1,940	0	2,150	0	0
4012	Water Rates	200	28	200	122	250	0	425	0	0
4014	Electricity	2,000	1,405	2,000	691	2,000	0	1,390	0	0
4017	Refuse Disposal	4,500	3,036	5,500	3,054	5,500	0	6,000	0	0
4036	Property Maintenance/Security	1,400	792	1,500	737	1,500	0	2,000	0	0
4038	Consumables/Small Tools	2,000	1,271	2,000	66	2,000	0	2,000	0	0
4039	Planting/Trees/Horticulture	6,250	4,055	6,250	4,730	6,250	0	6,250	0	0
4040	Equipment Purchases (Minor)	2,000	329	2,000	155	2,000	0	2,000	0	0
4042	Equipment/Vehicle Maintenance	5,000	1,851	4,000	4,610	4,000	0	6,000	0	0
4043	Equipment/Vehicle Fuel	4,000	3,252	3,000	2,115	3,000	0	3,500	0	0
4044	Vehicle Tax & Insurance	3,000	3,349	3,000	3,382	3,800	0	4,000	0	0
4045	Arboriculture	6,000	900	4,000	0	4,000	0	6,000	0	0
<b>Overhead Expenditure</b>		41,050	22,887	38,300	22,787	39,040	0	45,215	0	0
<b>Movement to/(from) Gen Reserve</b>		<u>(41,050)</u>	<u>(22,887)</u>	<u>(38,300)</u>	<u>(22,787)</u>	<u>(39,040)</u>		<u>(45,215)</u>		

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**Sandy Town Council Current Year  
Annual Budget - By Centre (Actual YTD Month 8)**

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**Note: 2023/24 Budget**

		<u>2022/23</u>		<u>2023/24</u>				<u>2024/25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>405</b>	<b><u>Footway Lighting</u></b>									
4014	Electricity	13,000	10,386	10,000	5,486	10,000	0	10,000	0	0
4042	Equipment/Vehicle Maintenance	10,000	16,095	10,000	1,665	10,000	0	10,000	0	0
	<b>Overhead Expenditure</b>	<b>23,000</b>	<b>26,481</b>	<b>20,000</b>	<b>7,151</b>	<b>20,000</b>	<b>0</b>	<b>20,000</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(23,000)</b>	<b>(26,481)</b>	<b>(20,000)</b>	<b>(7,151)</b>	<b>(20,000)</b>		<b>(20,000)</b>		
<b>406</b>	<b><u>Cemetery &amp; Churchyard</u></b>									
1226	Burials/Memorials Income	27,500	31,990	34,000	17,217	34,000	0	39,000	0	0
1227	Chapel Rental	660	0	0	0	0	0	0	0	0
	<b>Total Income</b>	<b>28,160</b>	<b>31,990</b>	<b>34,000</b>	<b>17,217</b>	<b>34,000</b>	<b>0</b>	<b>39,000</b>	<b>0</b>	<b>0</b>
4011	General Rates	4,100	3,942	4,350	2,146	2,146	0	3,370	0	0
4012	Water Rates	150	57	100	45	100	0	230	0	0
4036	Property Maintenance/Security	1,000	273	1,000	190	1,000	0	2,000	0	0
4037	Grounds Maintenance	700	1,534	700	155	700	0	700	0	0
4039	Planting/Trees/Horticulture	350	289	350	0	350	0	350	0	0
4101	Grave Digging Costs	6,000	5,820	6,000	2,400	6,000	0	7,000	0	0
	<b>Overhead Expenditure</b>	<b>12,300</b>	<b>11,915</b>	<b>12,500</b>	<b>4,936</b>	<b>10,296</b>	<b>0</b>	<b>13,650</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>15,860</b>	<b>20,074</b>	<b>21,500</b>	<b>12,282</b>	<b>23,704</b>		<b>25,350</b>		
<b>408</b>	<b><u>Town Centre (Including Market)</u></b>									
1236	Market Fees	0	325	300	20	300	0	300	0	0
1238	Other Income Car Park	0	800	200	822	700	0	700	0	0

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**Sandy Town Council Current Year**  
**Annual Budget - By Centre (Actual YTD Month 8)**

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**Note: 2023/24 Budget**

	<u>2022/23</u>		<u>2023/24</u>				<u>2024/25</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Total Income</b>	0	1,125	500	842	1,000	0	1,000	0	0
4011 General Rates	13,050	12,630	11,700	11,315	11,316	0	12,450	0	0
4029 Lamppost Banners	850	390	850	1,150	850	0	850	0	0
4036 Property Maintenance/Security	1,000	538	1,000	191	1,000	0	1,000	0	0
4053 Loan Interest	168	168	138	73	138	0	105	0	0
4054 Loan Capital Repaid	440	440	470	231	470	0	503	0	0
4100 CCTV Fees	2,000	2,010	2,000	3,767	0	0	3,500	0	0
<b>Overhead Expenditure</b>	17,508	16,175	16,158	16,726	13,774	0	18,408	0	0
<b>Movement to/(from) Gen Reserve</b>	(17,508)	(15,051)	(15,658)	(15,885)	(12,774)		(17,408)		
<b><u>409 Public Toilets - Car Park</u></b>									
4012 Water Rates	1,300	1,428	1,500	2,049	1,500	0	1,500	0	0
4014 Electricity	350	335	350	200	350	0	350	0	0
4036 Property Maintenance/Security	1,000	1,063	1,000	1,193	1,000	0	1,000	0	0
<b>Overhead Expenditure</b>	2,650	2,827	2,850	3,442	2,850	0	2,850	0	0
<b>Movement to/(from) Gen Reserve</b>	(2,650)	(2,827)	(2,850)	(3,442)	(2,850)		(2,850)		
<b><u>500 Play Areas and Open Spaces</u></b>									
1201 Rent Received Etc	1,200	1,049	1,550	257	1,050	0	1,050	0	0
1241 Sandy FC Rent	513	1,046	550	0	600	0	650	0	0
1251 Pitch Rental	600	1,143	700	0	800	0	850	0	0
1258 Insurance Claims Repayment	0	7,500	0	0	0	0	0	0	0
<b>Total Income</b>	2,313	10,738	2,800	257	2,450	0	2,550	0	0

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**Sandy Town Council Current Year  
Annual Budget - By Centre (Actual YTD Month 8)**

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**Note: 2023/24 Budget**

	<u>2022/23</u>		<u>2023/24</u>				<u>2024/25</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4007 Health & Safety	300	284	300	0	300	0	500	0	0
4012 Water Rates	500	508	500	473	550	0	600	0	0
4014 Electricity	200	-1	200	56	200	0	200	0	0
4036 Property Maintenance/Security	500	250	500	854	1,000	0	5,000	0	0
4037 Grounds Maintenance	2,250	2,467	2,250	500	2,500	0	3,000	0	0
4042 Equipment/Vehicle Maintenance	5,000	9,830	5,000	47	5,000	0	5,000	0	0
4972 Transfer from EMR Fallowfield	-7,500	0	-7,500	0	-7,500	0	-7,500	0	0
<b>Overhead Expenditure</b>	1,250	13,338	1,250	1,930	2,050	0	6,800	0	0
<b>Movement to/(from) Gen Reserve</b>	1,063	(2,600)	1,550	(1,673)	400		(4,250)		
<b>501 Sunderland Road Rec Ground</b>									
1201 Rent Received Etc	1,000	714	1,000	0	750	0	750	0	0
1253 Bowls Club Rental	462	471	500	0	500	0	500	0	0
1255 Cricket Club Rental	297	236	320	0	0	0	306	0	0
1256 Scouts ,ACF and SSLA	200	229	200	0	200	0	200	0	0
<b>Total Income</b>	1,959	1,650	2,020	0	1,450	0	1,756	0	0
4012 Water Rates	2,500	1,859	2,000	2,244	2,000	0	2,000	0	0
4014 Electricity	200	86	200	50	100	0	100	0	0
4016 Cleaning Materials etc	0	11	0	0	0	0	0	0	0
4036 Property Maintenance/Security	2,000	628	2,000	1,157	2,000	0	2,000	0	0
4046 Bowling Green - SBC	3,489	4,038	3,850	3,255	3,850	0	4,201	0	0
4047 Equipment Maintenance - SBC	2,808	2,325	3,100	1,293	3,100	0	3,382	0	0
4048 Cricket Square - SCC	2,772	2,258	3,050	1,348	3,050	0	3,328	0	0

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Annual Budget - By Centre (Actual YTD Month 8)**

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**Note: 2023/24 Budget**

		<u>2022/23</u>		<u>2023/24</u>				<u>2024/25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4049	Equipment Maintenance - SCC	3,000	1,675	3,300	214	3,300	0	3,600	0	0
4060	Other Professional Fees	17,052	16,798	17,000	12,298	18,444	0	19,000	0	0
	<b>Overhead Expenditure</b>	<b>33,821</b>	<b>29,679</b>	<b>34,500</b>	<b>21,858</b>	<b>35,844</b>	<b>0</b>	<b>37,611</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(31,862)</b>	<b>(28,029)</b>	<b>(32,480)</b>	<b>(21,858)</b>	<b>(34,394)</b>		<b>(35,855)</b>		
<b>502</b>	<b><u>Nature Reserves</u></b>									
1201	Rent Received Etc	0	5	0	0	0	0	0	0	0
1306	Countryside Stewardship Grant	2,000	2,306	2,500	547	2,500	0	2,500	0	0
1307	Angling Licence Rent	685	610	685	0	685	0	685	0	0
	<b>Total Income</b>	<b>2,685</b>	<b>2,920</b>	<b>3,185</b>	<b>547</b>	<b>3,185</b>	<b>0</b>	<b>3,185</b>	<b>0</b>	<b>0</b>
4037	Grounds Maintenance	1,500	542	1,500	595	1,500	0	2,000	0	0
4060	Other Professional Fees	11,050	11,730	11,050	0	11,050	0	11,600	0	0
4703	Sandy Green Wheel	2,000	2,000	2,000	2,000	2,000	0	2,000	0	0
	<b>Overhead Expenditure</b>	<b>14,550</b>	<b>14,272</b>	<b>14,550</b>	<b>2,595</b>	<b>14,550</b>	<b>0</b>	<b>15,600</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(11,865)</b>	<b>(11,352)</b>	<b>(11,365)</b>	<b>(2,049)</b>	<b>(11,365)</b>		<b>(12,415)</b>		
<b>505</b>	<b><u>Grass Cutting</u></b>									
4102	Grass Cutting	9,000	8,138	9,000	0	9,000	0	10,000	0	0
	<b>Overhead Expenditure</b>	<b>9,000</b>	<b>8,138</b>	<b>9,000</b>	<b>0</b>	<b>9,000</b>	<b>0</b>	<b>10,000</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(9,000)</b>	<b>(8,138)</b>	<b>(9,000)</b>	<b>0</b>	<b>(9,000)</b>		<b>(10,000)</b>		
<b>506</b>	<b><u>Litter Bins, Seats &amp; Shelters</u></b>									
4042	Equipment/Vehicle Maintenance	1,000	0	1,000	0	1,000	0	1,000	0	0

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**Sandy Town Council Current Year  
Annual Budget - By Centre (Actual YTD Month 8)**

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**Note: 2023/24 Budget**

		<u>2022/23</u>		<u>2023/24</u>				<u>2024/25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	<b>Overhead Expenditure</b>	1,000	0	1,000	0	1,000	0	1,000	0	0
	<b>Movement to/(from) Gen Reserve</b>	(1,000)	0	(1,000)	0	(1,000)		(1,000)		
<b>509</b>	<b><u>Christmas Lights</u></b>									
1246	Donations Received	0	2,500	0	0	0	0	0	0	0
1365	Christmas Lights	1,000	0	1,000	10,278	9,428	0	1,000	0	0
	<b>Total Income</b>	1,000	2,500	1,000	10,278	9,428	0	1,000	0	0
4401	Christmas Illuminations	14,000	14,443	14,400	6,989	14,400	0	15,400	0	0
4402	Community Christmas Event	3,250	4,098	4,000	1,528	4,000	0	4,000	0	0
4921	Transfer to EMR	0	0	0	8,428	8,428	0	0	0	0
	<b>Overhead Expenditure</b>	17,250	18,541	18,400	16,944	26,828	0	19,400	0	0
	<b>Movement to/(from) Gen Reserve</b>	(16,250)	(16,041)	(17,400)	(6,667)	(17,400)		(18,400)		
<b>601</b>	<b><u>Precept and Interest</u></b>									
1101	Precept	628,120	628,120	633,459	633,459	633,459	0	691,360	0	0
1320	Interest Received - All account	500	5,004	5,000	7,284	9,000	0	9,000	0	0
	<b>Total Income</b>	628,620	633,124	638,459	640,743	642,459	0	700,360	0	0
	<b>Movement to/(from) Gen Reserve</b>	628,620	633,124	638,459	640,743	642,459		700,360		
<b>602</b>	<b><u>Democratic and Civic Costs</u></b>									
1246	Donations Received	0	0	0	2,481	2,481	0	0	0	0
1309	Misc Contributions	0	1,250	0	0	0	0	0	0	0
1310	Events Income	0	0	0	2,090	1,775	0	0	0	0

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**Note: 2023/24 Budget**

	<u>2022/23</u>		<u>2023/24</u>				<u>2024/25</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Total Income</b>	0	1,250	0	4,570	4,256	0	0	0	0
4002 Gross Salaries - Works	0	0	0	552	552	0	0	0	0
4020 Misc Establishment Costs	100	8	50	0	50	0	50	0	0
4033 Annual Report & Newsletter	3,000	2,178	0	0	0	0	0	0	0
4042 Equipment/Vehicle Maintenance	1,000	1,058	2,000	264	1,500	0	1,500	0	0
4200 Mayor's Allowance	2,200	1,106	2,200	139	2,200	0	2,200	0	0
4202 Members' Expenses (Conf etc)	500	30	500	80	500	0	500	0	0
4203 Mayor's Allowance 22/23	0	0	0	897	897	0	0	0	0
4210 Election Costs	0	0	0	415	415	0	0	0	0
4701 Grants/Donations Paid	4,000	3,398	4,000	1,820	4,000	0	4,000	0	0
4702 Community Events Support	7,000	9,965	7,000	10,599	7,600	0	7,000	0	0
4704 Remembrance Parade	200	0	200	42	200	0	200	0	0
4971 Transfer from EMR	0	0	0	-415	-415	0	0	0	0
<b>Overhead Expenditure</b>	18,000	17,744	15,950	14,392	17,499	0	15,450	0	0
<b>Movement to/(from) Gen Reserve</b>	(18,000)	(16,494)	(15,950)	(9,821)	(13,243)		(15,450)		
<b>700 Capital and Projects</b>									
1153 Loan Interest Rec'd - INTERNAL	7,903	7,903	7,903	7,903	7,903	0	7,903	0	0
1154 Loan Capital Rec'd - INTERNAL	12,000	12,000	12,000	12,000	12,000	0	12,000	0	0
1245 Grants Received	15,000	23,157	0	9,673	-250	0	0	0	0
1364 S106 Money Received	0	66,513	0	0	0	0	0	0	0
1366 CBC Community Asset Grant	0	25,000	0	0	0	0	0	0	0
1367 Tarmac Landfill Grant	0	42,000	0	0	0	0	0	0	0

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**Note: 2023/24 Budget**

	<u>2022/23</u>		<u>2023/24</u>				<u>2024/25</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Total Income</b>	34,903	176,573	19,903	29,576	19,653	0	19,903	0	0
4153 Loan Interest - INTERNAL	7,903	7,903	7,903	7,903	7,903	0	7,903	0	0
4154 Loan Capital - INTERNAL	12,000	12,000	12,000	12,000	12,000	0	12,000	0	0
4802 CAP - Cemetery Extension	0	44,965	0	10,116	3,568	0	0	0	0
4814 CAP - IT Equipment	0	0	0	1,597	0	0	0	0	0
4819 CAP - Vehicle	0	43,051	0	4,500	0	0	0	0	0
4834 CAP - Machinery & Equipment	0	0	0	6,895	5,580	0	0	0	0
4836 CAP - Neighbourhood Plan	25,000	25,220	0	4,257	4,257	0	0	0	0
4852 CAP - Skatepark	0	150,000	0	175	175	0	0	0	0
4853 CAP - Easygate Unit	0	1,650	0	0	0	0	0	0	0
4854 CAP-Benches	0	2,340	0	0	0	0	0	0	0
4915 Transfer to Rolling Capital Fd	51,300	68,758	23,126	23,126	23,126	0	51,300	0	0
4921 Transfer to EMR	0	22,612	0	9,923	0	0	0	0	0
4923 Internal Loan repaid to F'ild	12,000	12,000	12,000	12,000	12,000	0	12,000	0	0
4965 Funded from Rolling Capital	-10,000	-92,006	0	-23,284	-9,073	0	0	0	0
4971 Transfer from EMR	0	-20,965	0	-4,507	-4,507	0	0	0	0
<b>Overhead Expenditure</b>	98,203	277,528	55,029	64,702	55,029	0	83,203	0	0
<b>Movement to/(from) Gen Reserve</b>	(63,300)	(100,955)	(35,126)	(35,126)	(35,376)		(63,300)		
<b>Total Budget Income</b>	701,740	867,725	702,667	704,415	718,981	0	770,204	0	0
<b>Expenditure</b>	701,132	867,109	702,667	433,059	689,182	109	770,204	0	0
<b>Movement to/(from) Gen Reserve</b>	608	616	0	271,357	29,799		0		

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**Sandy Town Council Current Year**

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**Detailed Balance Sheet - Excluding Stock Movement****Month 7 Date 31/10/2023**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
105	VAT Control	4,161	
110	Prepayments	4,899	
200	Current Bank A/c	67,016	
201	Clerks Imprest A/c	1,371	
205	Capital a/c Santander	219,895	
206	Barclays Active Saver	382,103	
208	Public Sector Deposit Fund	215,118	
210	Petty Cash	287	
	<b>Total Current Assets</b>		<b>894,850</b>
	<u>Current Liabilities</u>		
501	Creditors Control	19,364	
510	Accruals	25	
515	PAYE/NI Control AC	10,109	
516	Superannuation Due	6,184	
	<b>Total Current Liabilities</b>		<b>35,682</b>
	<b>Net Current Assets</b>		<b>859,168</b>
	<b>Total Assets less Current Liabilities</b>		<b>859,168</b>
	<u>Represented by :-</u>		
300	Current Year Fund	274,702	
310	General Reserve	234,659	
315	Rolling Capital Fund	214,270	
322	EMR Fallowfield	84,217	
324	EMR Elections	14,585	
325	EMR Christmas Activities	8,428	
328	EMR Neighbourhood Plan	23,308	
329	EMR Anglian Water	5,000	
	<b>Total Equity</b>		<b>859,168</b>

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## Sandy Town Council Current Year

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## Summary Income &amp; Expenditure by Budget Heading 31/10/2023

Month No: 7

October 2023

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>Full Council</b>								
401 Staff	Expenditure	26,938	196,544	380,200	183,656	109	183,547	51.7%
402 Administration-Office	Income	0	387	800	413			48.3%
	Expenditure	10,951	58,861	82,980	24,119		24,119	70.9%
	Movement to/(from) Gen Reserve	<u>(10,951)</u>	<u>(58,474)</u>					
403 Administration-Works	Expenditure	5,750	22,704	38,300	15,596		15,596	59.3%
405 Footway Lighting	Expenditure	1,582	6,310	20,000	13,690		13,690	31.5%
406 Cemetery & Churchyard	Income	349	17,217	34,000	16,783			50.6%
	Expenditure	1,373	4,936	12,500	7,564		7,564	39.5%
	Movement to/(from) Gen Reserve	<u>(1,024)</u>	<u>12,282</u>					
408 Town Centre (Including Market)	Income	83	842	500	(342)			168.3%
	Expenditure	6,030	16,251	16,158	(93)		(93)	100.6%
	Movement to/(from) Gen Reserve	<u>(5,947)</u>	<u>(15,410)</u>					
409 Public Toilets - Car Park	Expenditure	605	3,442	2,850	(592)		(592)	120.8%
500 Play Areas and Open Spaces	Income	0	257	2,800	2,543			9.2%
	Expenditure	133	1,930	1,250	(680)		(680)	154.4%
	Movement to/(from) Gen Reserve	<u>(133)</u>	<u>(1,673)</u>					
501 Sunderland Road Rec Ground	Income	0	0	2,020	2,020			0.0%
	Expenditure	3,152	20,321	34,500	14,179		14,179	58.9%
	Movement to/(from) Gen Reserve	<u>(3,152)</u>	<u>(20,321)</u>					
502 Nature Reserves	Income	0	547	3,185	2,638			17.2%
	Expenditure	0	2,595	14,550	11,955		11,955	17.8%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(2,049)</u>					
505 Grass Cutting	Expenditure	0	0	9,000	9,000		9,000	0.0%
506 Litter Bins, Seats & Shelters	Expenditure	0	0	1,000	1,000		1,000	0.0%
509 Christmas Lights	Income	1,850	10,278	1,000	(9,278)			1027.8%
	Expenditure	1,395	16,811	18,400	1,589		1,589	91.4%
	Movement to/(from) Gen Reserve	<u>455</u>	<u>(6,534)</u>					
601 Precept and Interest	Income	2,681	640,743	638,459	(2,284)			100.4%
602 Democratic and Civic Costs	Income	0	4,570	0	(4,570)			0.0%
	Expenditure	1,066	14,306	15,950	1,644		1,644	89.7%
	Movement to/(from) Gen Reserve	<u>(1,066)</u>	<u>(9,736)</u>					
700 Capital and Projects	Income	9,923	29,576	19,903	(9,673)			148.6%
	Expenditure	9,923	64,702	55,029	(9,673)		(9,673)	117.6%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(35,126)</u>					
	Full Council Income	<b>14,886</b>	<b>704,415</b>	<b>702,667</b>	<b>(1,748)</b>			<b>100.2%</b>
	Expenditure	<b>68,898</b>	<b>429,714</b>	<b>702,667</b>	<b>272,953</b>	<b>109</b>	<b>272,844</b>	<b>61.2%</b>
	Movement to/(from) Gen Reserve	<b><u>(54,012)</u></b>	<b><u>274,702</u></b>					

Continued over page

## Summary Income &amp; Expenditure by Budget Heading 31/10/2023

Month No: 7

October 2023

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	14,886	704,415	702,667	(1,748)			100.2%
Expenditure	68,898	429,714	702,667	272,953	109	272,844	61.2%
Net Income over Expenditure	<u>(54,012)</u>	<u>274,702</u>	<u>0</u>	<u>(274,702)</u>			
Movement to/(from) Gen Reserve	<u>(54,012)</u>	<u>274,702</u>					

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## Sandy Town Council Current Year

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## Detailed Income &amp; Expenditure by Budget Heading 31/10/2023

Month No: 7

October 2023

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>401 Staff</u>								
4001 Gross Salaries - Admin	7,779	59,664	152,050	92,386	109	92,277	39.3%	
4002 Gross Salaries - Works	11,782	87,145	129,400	42,255		42,255	67.3%	
4003 Employers NIC	1,758	12,817	26,000	13,183		13,183	49.3%	
4004 Employers Superannuation	5,025	36,221	70,100	33,879		33,879	51.7%	
4006 H&S Costs/Consultancy	75	75	1,300	1,225		1,225	5.8%	
4010 Miscellaneous Staff Costs	120	222	1,000	778		778	22.2%	
4030 Recruitment Advertising	399	399	350	(49)		(49)	114.0%	
Staff :- Indirect Expenditure	<b>26,938</b>	<b>196,544</b>	<b>380,200</b>	<b>183,656</b>	<b>109</b>	<b>183,547</b>	<b>51.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(26,938)</b>	<b>(196,544)</b>	<b>(380,200)</b>	<b>(183,656)</b>				



## Detailed Income &amp; Expenditure by Budget Heading 31/10/2023

Month No: 7

October 2023

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>402 Administration-Office</b>								
1003 Tourism Income	0	0	500	500			0.0%	
1201 Rent Received Etc	0	318	300	(18)			106.0%	
1202 Photocopying Income	0	26	0	(26)			0.0%	
1205 Miscellaneous Income	0	43	0	(43)			0.0%	
Administration-Office :- Income	<b>0</b>	<b>387</b>	<b>800</b>	<b>413</b>			<b>48.3%</b>	<b>0</b>
4008 Training	0	548	2,000	1,452		1,452	27.4%	
4009 Travel & Subsistence	0	17	150	133		133	11.2%	
4010 Miscellaneous Staff Costs	0	102	0	(102)		(102)	0.0%	
4011 General Rates	3,537	7,073	7,450	377		377	94.9%	
4012 Water Rates	0	250	500	250		250	49.9%	
4014 Electricity	227	1,358	4,900	3,542		3,542	27.7%	
4015 Gas	19	249	2,350	2,101		2,101	10.6%	
4016 Cleaning Materials etc	295	1,182	1,250	68		68	94.5%	
4018 General Data Protection Regs	0	0	500	500		500	0.0%	
4020 Misc Establishment Costs	43	343	1,000	657		657	34.3%	
4021 Telephone & Fax	0	1,689	3,600	1,911		1,911	46.9%	
4022 Postage	53	789	1,800	1,011		1,011	43.8%	
4023 Stationery	154	664	700	36		36	94.8%	
4024 Subscriptions	356	1,119	3,250	2,131		2,131	34.4%	
4025 Insurance (excl vehicles)	0	19,228	19,000	(228)		(228)	101.2%	
4026 Photocopy Costs	1,104	3,275	5,000	1,725		1,725	65.5%	
4027 IT Costs incl Support	580	3,147	3,600	453		453	87.4%	
4028 Service Agreements (Other)	387	4,239	5,500	1,261		1,261	77.1%	
4035 Publications	13	34	100	66		66	33.8%	
4036 Property Maintenance/Security	22	3,850	4,000	150		150	96.3%	
4040 Equipment Purchases (Minor)	24	728	2,000	1,272		1,272	36.4%	
4041 Equipment/Vehicle Hire	57	57	0	(57)		(57)	0.0%	
4050 Tourism Expenditure	0	0	400	400		400	0.0%	
4051 Bank Charges	37	273	800	527		527	34.2%	
4056 Legal Expenses	2,768	4,890	3,000	(1,890)		(1,890)	163.0%	
4057 Audit Fees - External	0	40	1,680	1,640		1,640	2.4%	
4058 Audit Fees - Internal	0	0	900	900		900	0.0%	
4059 Accountancy Fees	1,168	3,524	7,350	3,826		3,826	47.9%	
4070 Refreshments	108	195	200	5		5	97.7%	
Administration-Office :- Indirect Expenditure	<b>10,951</b>	<b>58,861</b>	<b>82,980</b>	<b>24,119</b>	<b>0</b>	<b>24,119</b>	<b>70.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(10,951)</b>	<b>(58,474)</b>	<b>(82,180)</b>	<b>(23,706)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/10/2023

Month No: 7

October 2023

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>403 Administration-Works</u>								
4005 Protective Clothing	0	1,186	1,300	114		114	91.2%	
4008 Training	0	0	1,500	1,500		1,500	0.0%	
4011 General Rates	969	1,939	2,050	111		111	94.6%	
4012 Water Rates	0	122	200	78		78	61.1%	
4014 Electricity	102	608	2,000	1,392		1,392	30.4%	
4017 Refuse Disposal	437	3,054	5,500	2,446		2,446	55.5%	
4036 Property Maintenance/Security	737	737	1,500	763		763	49.1%	
4038 Consumables/Small Tools	36	66	2,000	1,934		1,934	3.3%	
4039 Planting/Trees/Horticulture	607	4,730	6,250	1,520		1,520	75.7%	
4040 Equipment Purchases (Minor)	81	155	2,000	1,845		1,845	7.7%	
4042 Equipment/Vehicle Maintenance	1,933	4,610	4,000	(610)		(610)	115.3%	
4043 Equipment/Vehicle Fuel	847	2,115	3,000	885		885	70.5%	
4044 Vehicle Tax & Insurance	0	3,382	3,000	(382)		(382)	112.7%	
4045 Arboriculture	0	0	4,000	4,000		4,000	0.0%	
Administration-Works :- Indirect Expenditure	<b>5,750</b>	<b>22,704</b>	<b>38,300</b>	<b>15,596</b>	<b>0</b>	<b>15,596</b>	<b>59.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(5,750)</b>	<b>(22,704)</b>	<b>(38,300)</b>	<b>(15,596)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/10/2023

Month No: 7

October 2023

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>405 Footway Lighting</u>								
4014 Electricity	717	4,645	10,000	5,355		5,355	46.4%	
4042 Equipment/Vehicle Maintenance	865	1,665	10,000	8,335		8,335	16.6%	
Footway Lighting :- Indirect Expenditure	<u>1,582</u>	<u>6,310</u>	<u>20,000</u>	<u>13,690</u>	<u>0</u>	<u>13,690</u>	<u>31.5%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(1,582)</u>	<u>(6,310)</u>	<u>(20,000)</u>	<u>(13,690)</u>				

## Detailed Income &amp; Expenditure by Budget Heading 31/10/2023

Month No: 7

October 2023

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>406 Cemetery &amp; Churchyard</b>								
1226 Burials/Memorials Income	349	17,217	34,000	16,783			50.6%	
<b>Cemetery &amp; Churchyard :- Income</b>	<b>349</b>	<b>17,217</b>	<b>34,000</b>	<b>16,783</b>			<b>50.6%</b>	<b>0</b>
4011 General Rates	1,073	2,146	4,350	2,204		2,204	49.3%	
4012 Water Rates	0	45	100	55		55	44.9%	
4036 Property Maintenance/Security	0	190	1,000	810		810	19.0%	
4037 Grounds Maintenance	0	155	700	545		545	22.1%	
4039 Planting/Trees/Horticulture	0	0	350	350		350	0.0%	
4101 Grave Digging Costs	300	2,400	6,000	3,600		3,600	40.0%	
<b>Cemetery &amp; Churchyard :- Indirect Expenditure</b>	<b>1,373</b>	<b>4,936</b>	<b>12,500</b>	<b>7,564</b>	<b>0</b>	<b>7,564</b>	<b>39.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,024)</b>	<b>12,282</b>	<b>21,500</b>	<b>9,218</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/10/2023

Month No: 7

October 2023

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>408</b> <u>Town Centre (Including Market)</u>								
1236 Market Fees	20	20	300	280			6.7%	
1238 Other Income Car Park	63	822	200	(622)			410.8%	
Town Centre (Including Market) :- Income	<b>83</b>	<b>842</b>	<b>500</b>	<b>(342)</b>			<b>168.3%</b>	<b>0</b>
4011 General Rates	5,657	11,315	11,700	385		385	96.7%	
4029 Lamppost Banners	0	675	850	175		175	79.4%	
4036 Property Maintenance/Security	0	191	1,000	809		809	19.1%	
4053 Loan Interest	0	73	138	65		65	52.8%	
4054 Loan Capital Repaid	0	231	470	239		239	49.2%	
4100 CCTV Fees	373	3,767	2,000	(1,767)		(1,767)	188.3%	
Town Centre (Including Market) :- Indirect Expenditure	<b>6,030</b>	<b>16,251</b>	<b>16,158</b>	<b>(93)</b>	<b>0</b>	<b>(93)</b>	<b>100.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(5,947)</b>	<b>(15,410)</b>	<b>(15,658)</b>	<b>(248)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/10/2023

Month No: 7

October 2023

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>409 Public Toilets - Car Park</u>								
4012 Water Rates	0	2,049	1,500	(549)		(549)	136.6%	
4014 Electricity	0	200	350	150		150	57.2%	
4036 Property Maintenance/Security	605	1,193	1,000	(193)		(193)	119.3%	
Public Toilets - Car Park :- Indirect Expenditure	<b>605</b>	<b>3,442</b>	<b>2,850</b>	<b>(592)</b>	<b>0</b>	<b>(592)</b>	<b>120.8%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(605)</b>	<b>(3,442)</b>	<b>(2,850)</b>	<b>592</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/10/2023

Month No: 7

October 2023

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>500 Play Areas and Open Spaces</b>								
1201 Rent Received Etc	0	257	1,550	1,293			16.6%	
1241 Sandy FC Rent	0	0	550	550			0.0%	
1251 Pitch Rental	0	0	700	700			0.0%	
<b>Play Areas and Open Spaces :- Income</b>	<b>0</b>	<b>257</b>	<b>2,800</b>	<b>2,543</b>			<b>9.2%</b>	<b>0</b>
4007 Health & Safety	0	0	300	300		300	0.0%	
4012 Water Rates	120	473	500	27		27	94.5%	
4014 Electricity	0	56	200	144		144	28.2%	
4036 Property Maintenance/Security	0	854	500	(354)		(354)	170.8%	
4037 Grounds Maintenance	0	500	2,250	1,750		1,750	22.2%	
4042 Equipment/Vehicle Maintenance	13	47	5,000	4,953		4,953	0.9%	
4972 Transfer from EMR Fallowfield	0	0	(7,500)	(7,500)		(7,500)	0.0%	
<b>Play Areas and Open Spaces :- Indirect Expenditure</b>	<b>133</b>	<b>1,930</b>	<b>1,250</b>	<b>(680)</b>	<b>0</b>	<b>(680)</b>	<b>154.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(133)</b>	<b>(1,673)</b>	<b>1,550</b>	<b>3,223</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/10/2023

Month No: 7

October 2023

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>501 Sunderland Road Rec Ground</b>								
1201 Rent Received Etc	0	0	1,000	1,000			0.0%	
1253 Bowls Club Rental	0	0	500	500			0.0%	
1255 Cricket Club Rental	0	0	320	320			0.0%	
1256 Scouts ,ACF and SSLA	0	0	200	200			0.0%	
Sunderland Road Rec Ground :- Income	<b>0</b>	<b>0</b>	<b>2,020</b>	<b>2,020</b>			<b>0.0%</b>	<b>0</b>
4012 Water Rates	427	2,244	2,000	(244)		(244)	112.2%	
4014 Electricity	15	50	200	150		150	24.8%	
4036 Property Maintenance/Security	0	1,157	2,000	843		843	57.9%	
4046 Bowling Green - SBC	693	3,255	3,850	595		595	84.6%	
4047 Equipment Maintenance - SBC	0	1,293	3,100	1,807		1,807	41.7%	
4048 Cricket Square - SCC	480	1,348	3,050	1,703		1,703	44.2%	
4049 Equipment Maintenance - SCC	0	214	3,300	3,086		3,086	6.5%	
4060 Other Professional Fees	1,537	10,760	17,000	6,240		6,240	63.3%	
Sunderland Road Rec Ground :- Indirect Expenditure	<b>3,152</b>	<b>20,321</b>	<b>34,500</b>	<b>14,179</b>	<b>0</b>	<b>14,179</b>	<b>58.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(3,152)</b>	<b>(20,321)</b>	<b>(32,480)</b>	<b>(12,159)</b>				



## Detailed Income &amp; Expenditure by Budget Heading 31/10/2023

Month No: 7

October 2023

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

## Detailed Income &amp; Expenditure by Budget Heading 31/10/2023

Month No: 7

October 2023

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

## Detailed Income &amp; Expenditure by Budget Heading 31/10/2023

Month No: 7

October 2023

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

## Detailed Income &amp; Expenditure by Budget Heading 31/10/2023

Month No: 7

October 2023

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>509 Christmas Lights</u>								
1365 Christmas Lights	1,850	10,278	1,000	(9,278)			1027.8%	
Christmas Lights :- Income	<b>1,850</b>	<b>10,278</b>	<b>1,000</b>	<b>(9,278)</b>			<b>1027.8%</b>	<b>0</b>
4401 Christmas Illuminations	0	6,989	14,400	7,411		7,411	48.5%	
4402 Community Christmas Event	1,395	1,395	4,000	2,605		2,605	34.9%	
4921 Transfer to EMR	0	8,428	0	(8,428)		(8,428)	0.0%	
Christmas Lights :- Indirect Expenditure	<b>1,395</b>	<b>16,811</b>	<b>18,400</b>	<b>1,589</b>	<b>0</b>	<b>1,589</b>	<b>91.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>455</b>	<b>(6,534)</b>	<b>(17,400)</b>	<b>(10,866)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/10/2023

Month No: 7

October 2023

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>601 Precept and Interest</u>								
1101 Precept	0	633,459	633,459	0			100.0%	
1320 Interest Received - All account	2,681	7,284	5,000	(2,284)			145.7%	
Precept and Interest :- Income	<u>2,681</u>	<u>640,743</u>	<u>638,459</u>	<u>(2,284)</u>			<u>100.4%</u>	<u>0</u>
<b>Net Income</b>	<u>2,681</u>	<u>640,743</u>	<u>638,459</u>	<u>(2,284)</u>				

## Detailed Income &amp; Expenditure by Budget Heading 31/10/2023

Month No: 7

October 2023

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>602 Democratic and Civic Costs</b>								
1246 Donations Received	0	2,481	0	(2,481)			0.0%	
1310 Events Income	0	2,090	0	(2,090)			0.0%	
<b>Democratic and Civic Costs :- Income</b>	<b>0</b>	<b>4,570</b>	<b>0</b>	<b>(4,570)</b>				<b>0</b>
4002 Gross Salaries - Works	0	552	0	(552)		(552)	0.0%	
4020 Misc Establishment Costs	0	0	50	50		50	0.0%	
4042 Equipment/Vehicle Maintenance	66	203	2,000	1,797		1,797	10.1%	
4200 Mayor's Allowance	0	114	2,200	2,086		2,086	5.2%	
4202 Members' Expenses (Conf etc)	0	80	500	420		420	16.0%	
4203 Mayor's Allowance 22/23	0	897	0	(897)		(897)	0.0%	
4210 Election Costs	0	415	0	(415)		(415)	0.0%	
4701 Grants/Donations Paid	1,000	1,820	4,000	2,180		2,180	45.5%	
4702 Community Events Support	0	10,599	7,000	(3,599)		(3,599)	151.4%	
4704 Remembrance Parade	0	42	200	158		158	20.8%	
4971 Transfer from EMR	0	(415)	0	415		415	0.0%	
<b>Democratic and Civic Costs :- Indirect Expenditure</b>	<b>1,066</b>	<b>14,306</b>	<b>15,950</b>	<b>1,644</b>	<b>0</b>	<b>1,644</b>	<b>89.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,066)</b>	<b>(9,736)</b>	<b>(15,950)</b>	<b>(6,214)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/10/2023

Month No: 7

October 2023

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>700 Capital and Projects</b>								
1153 Loan Interest Rec'd - INTERNAL	0	7,903	7,903	0			100.0%	
1154 Loan Capital Rec'd - INTERNAL	0	12,000	12,000	0			100.0%	
1245 Grants Received	9,923	9,673	0	(9,673)			0.0%	
<b>Capital and Projects :- Income</b>	<b>9,923</b>	<b>29,576</b>	<b>19,903</b>	<b>(9,673)</b>			<b>148.6%</b>	<b>0</b>
4153 Loan Interest - INTERNAL	0	7,903	7,903	0		0	100.0%	
4154 Loan Capital - INTERNAL	0	12,000	12,000	0		0	100.0%	
4802 CAP - Cemetery Extension	0	10,116	0	(10,116)		(10,116)	0.0%	
4814 CAP - IT Equipment	1,597	1,597	0	(1,597)		(1,597)	0.0%	
4819 CAP - Vehicle	0	4,500	0	(4,500)		(4,500)	0.0%	
4834 CAP - Machinery & Equipment	1,315	6,895	0	(6,895)		(6,895)	0.0%	
4836 CAP - Neighbourhood Plan	0	4,257	0	(4,257)		(4,257)	0.0%	
4852 CAP - Skatepark	0	175	0	(175)		(175)	0.0%	
4915 Transfer to Rolling Capital Fd	0	23,126	23,126	0		0	100.0%	
4921 Transfer to EMR	9,923	9,923	0	(9,923)		(9,923)	0.0%	
4923 Internal Loan repaid to F'ild	0	12,000	12,000	0		0	100.0%	
4965 Funded from Rolling Capital	(2,912)	(23,284)	0	23,284		23,284	0.0%	
4971 Transfer from EMR	0	(4,507)	0	4,507		4,507	0.0%	
<b>Capital and Projects :- Indirect Expenditure</b>	<b>9,923</b>	<b>64,702</b>	<b>55,029</b>	<b>(9,673)</b>	<b>0</b>	<b>(9,673)</b>	<b>117.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(35,126)</b>	<b>(35,126)</b>	<b>0</b>				
<b>Grand Totals:- Income</b>	<b>14,886</b>	<b>704,415</b>	<b>702,667</b>	<b>(1,748)</b>			<b>100.2%</b>	
<b>Expenditure</b>	<b>68,898</b>	<b>429,714</b>	<b>702,667</b>	<b>272,953</b>	<b>109</b>	<b>272,844</b>	<b>61.2%</b>	
<b>Net Income over Expenditure</b>	<b>(54,012)</b>	<b>274,702</b>	<b>0</b>	<b>(274,702)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>(54,012)</b>	<b>274,702</b>						

**Sandy Town Council**  
**Report to 31st Oct 2023**

General Notes

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

This report shows a current year surplus of income over expenditure of £274,702

The balance sheet shows that total funds available to the Council are £859169

This is made up of the following -

Current Year Fund	£274,702
General Reserve Brought Forward	£234,659
Rolling Capital Fund	£214,270
Fallowfield Reserve	£84,217
Earmarked Elections	£14,585
EMR Christmas Activities	£8,428
EMR Neighbourhood Plan	£23,308
EMR Anglian Water	£5,000
Total	£859,169

The percentage of budget if analysed evenly over the year to date is 58% but Members are reminded that income & expenditure rarely follows this pattern over the year.

**Balance Sheet Notes:**Analysis by Cost Centre**401 - Staff**Expenditure is 51.7% the annual budget.

4002 - Overtime payments for Officers' working the Autumn Market and back pay owed to two members of the team whose incremental pay scale rise had not been implemented. Back dated pay was owed from 1st April 2022

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

**402 - Administrative Office**Expenditure is 48.3% the annual budget.

4011 - Office rates paid incrementally

4016 - Cleaning materials include purchase of one off bulk items purchased at the beginning of the year, so we should see the line balance out before month 12

4023 - Stationery some bulk purchases made (laminating pouches) and usb sticks purchased for new councillor induction packs and this also covers printing costs at LION Press for monograph binding

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

4026 - photocopy costs included 3 quarterly lease fees

4027 - IT Costs were higher due to support costs to fix issues with Civic Officers phone and print connections

4028 - Included annual service agreement charges

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

4056 - Legal expenses for Land registry enquiries and Taylor Wimpey land expenses



**Sandy Town Council**  
**Report to 31st October 2023**

Analysis by Cost Centre [Continued]

**403 - Administrative Works**

Expenditure is 55.9% of the annual budget.

4005 - Staff uniforms includes purchase of safety boots and gloves

4011- general rates paid in May and October

4012 - Water rates paid in May and August

4017 - refuse disposal

4039 - Summer planting includes Willow Tree Island work for £640 (needs to be recoded?)

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

4044 - includes vehicle insurance until 30th June 2024

**405 Footway Lighting**

Expenditure is 35.8% of the annual budget.

**406 Cemetery & Churchyard**

Expenditure is 39.5% of the annual budget.

**408 Town Centre**

Income is 168.3% of annual budget - most of the income is generated through sale of carpark passes

Expenditure is 103.5% of the annual budget.

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

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

4100 - includes repairs to two faulty CCTV cameras

**409 Public Toilets - Car Park**

Expenditure is 120.8% of the annual budget.

4012 - increased water charges due to leaking pipe

4036 - Includes investigation and repair works for the leaking pipe and annual barrier service costs

**500 Play Areas and Open Spaces**

Income is 9.2% budget

Expenditure is 154.4% of the annual budget.

4012 - water rates paid April, July and Oct

4036 - Includes annual play inspection and repair costs for lighting in public toilets

**501 Sunderland Road Recreation Ground**

Income is 0% of budget

Expenditure is 63.4% of the annual budget.

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

**Sandy Town Council**  
**Report to 31st October 2023**

Analysis by Cost Centre [Continued]

4046 - Bowling Green included high cost for weedkiller in April and June and Grass seed in September and annual irrigation works

4060 - Pavilion Management Fee includes November's fees

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**502 Nature Reserves**

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Income is 17.2% of annual budget

Expenditure is 17.8% of the annual budget.

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**505 Grass Cutting**

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Expenditure is 0% of the annual budget.

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**506 Litter Bins, Seats & Shelters**

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Expenditure is 0% of the annual budget.

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**509 Christmas Lights**

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Income is 1027.8% due to donation from Friends of Sandy Christmas Lights fundraising activities towards event costs and donation from Britannia Pharmacy of £1,500 towards the Christmas Tree. Includes market fees

Expenditure is 92.1% of the annual budget.

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**601 Precept and Interest**

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Income is 100.4% of the annual budget.

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**602 Democratic and Civic Costs**

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Expenditure is 90.2% of the annual budget.

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

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**700 Capital and Projects**

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Income is 148.6% annual budget

Expenditure is 117.6% of the annual budget.

4153 - (Internal) Loan interest

4154 - (Internal) Loan interest

4915 - Transfer to Rolling Capital Funds

4923 - Internal loan repayment

Date: 07/11/2023

## Sandy Town Council Current Year

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Time: 11:55

## Current Bank A/c

## List of Payments made between 01/10/2023 and 31/10/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
04/10/2023	Grenke Leasing Ltd	DDR1	802.80		445-Copier lease 1.10-31.12.23
05/10/2023	Barclays	DDR	36.28		Bank charges
09/10/2023	CBC	DDR	106.00		Market Rates 23/24
09/10/2023	CBC	DDR	969.00		Allotment Rates 23/24
09/10/2023	CBC	DDR	3,537.00		Office Rates 23/24
09/10/2023	CBC	DDR	1,073.00		Cemetey Rates 23/24
09/10/2023	CBC	DDR	5,551.00		Car Park Rates 23/24
09/10/2023	Yu Energy	DDR2	107.20		476-Depot electricity
09/10/2023	Yu Energy	DDR3	238.74		475-Office electricity
09/10/2023	Yu Energy	DDR4	15.53		474-SRRG Electricity
09/10/2023	Yu Energy	DDR5	792.36		473-S/Lights electricity
09/10/2023	Yu Energy	DDR6	60.03		472-S/Lights electricity
09/10/2023	Yu Energy	DDR7	32.50		Purchase Ledger Payment
10/10/2023	Beds Pension Fund	FP	6,248.40		Pensions Sep 23
10/10/2023	Yu Energy	DDR8	20.03		471-Office gas
11/10/2023	Oct Salaries	FP	15,157.00		Oct Salaries
16/10/2023	UK Fuels Limited DDR	DDR9	112.46		443-Fuel A/C
16/10/2023	Chess Ltd DDR	DDR10	412.80		483-Microsoft 365
18/10/2023	ADT Fire & Security Plc	32848	884.64		435-Alarm maint to 2.10.24
18/10/2023	Central Bedfordshire Council	32850	1,844.65		462-Pavilion Man fee Oct 23
18/10/2023	Certas Energy UK Ltd	32851	702.74		439-Gas oil
18/10/2023	The CDS Group	32849	1,452.00		440-Cemetery design/project ma
18/10/2023	DCK Accounting Solutions Ltd	32852	627.00		441-Accounts Aug 23
18/10/2023	The Festive Lighting Company L	32853	43.20		444-Xmas lights refurbishment
18/10/2023	Gilks Fencing Ltd	32854	6,406.65		446-Depot Fencing
18/10/2023	Martin Wythe	32862	550.00		448-Cricket wicket renovations
18/10/2023	Maverick Industries	32856	3,000.00		449-Skatepatk event
18/10/2023	Mazars LLP	32857	2,064.00		450-External Audit 22/23
18/10/2023	PNC HR LTD	32859	90.00		451-HR Support
18/10/2023	Origin Amenity Solutions	32858	883.72		452-Grass seed/bio tabs/R1
18/10/2023	The Society of Local Council C	32860	337.00		456-NS SLCC Subs
18/10/2023	Travis Perkins Trading Co Ltd	32861	103.45		457-Topsoil
18/10/2023	The Lion Press	32855	120.00		459-stationery
20/10/2023	Chess Ltd DDR	DDR11	251.89		484-IT Support
20/10/2023	Arthur Ibbett Ltd	FP1	15.84		436-Materials
20/10/2023	1st Response Fire Protection &	FP2	25.52		463-Extension lead surge prote
20/10/2023	FD Odell & Sons Ltd	FP3	48.00		544-Skip hire
20/10/2023	Borney UK Ltd	FP4	79.08		Purchase Ledger Payment
20/10/2023	Microshade Business Consultant	FP5	191.76		465-citrix set up/hosting
20/10/2023	1st Response Fire Protection &	FP6	263.69		442-Supply/fit LED lights
20/10/2023	Tim Miles	FP7	300.00		447-Grave digging
20/10/2023	Rob's Mobile Garden Machinery	FP8	438.00		454-Bowls club mower repair
20/10/2023	T&J Seymour Electrical Install	FP9	480.00		468-Street light maint
20/10/2023	Bakker & Wilson Plumbing & Hea	FP10	492.00		437-Mens urinal valve sensor
20/10/2023	FD Odell & Sons Ltd	FP11	495.00		390-Waste disposal
20/10/2023	Acute Ambulance & Medical Serv	FP12	500.00		464-Skate Jam 1st Aid cover
20/10/2023	Woodfines LLP	FP13	500.00		Purchase Ledger Payment
20/10/2023	Martin Wythe	FP14	550.00		Purchase Ledger Payment
30/10/2023	Anglian Water Business Ltd. (N	DDR12	426.70		470-B/Green water charges
30/10/2023	Anglian Water Business Ltd. (N	DDR13	119.72		526-P/Toilets water charges
30/10/2023	Chess Ltd DDR	DDR14	413.39		485-Telephone
30/10/2023	UK Fuels Limited DDR	DDR15	91.86		469-Fuel a/c
		<b>Total Payments</b>	<b>60,063.63</b>		

**Policy, Finance and Resources Committee**

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<b>Date:</b>	<b>20<sup>th</sup> November 2023</b>
<b>Title:</b>	<b>Capital Expenditure Report</b>
<b>Contact Officer:</b>	<b>Town Clerk</b>

**Purpose of the Report**

1. To provide an overview of the Council's Rolling Capital Fund as part of Members' consideration of the 2024/25 budget and precept process. Members have already completed an initial review of the 2024/25 revenue budget. This will be brought back, with any the capital budget added, along with any suggested revenue amendments and any budgetary advice received from the Council's accountant.

**Recommendation**

2. That the Council considers the level of its capital budget in view of its project ambitions and estimated costs outlined below.

**Background**

- 3.0 Each financial year the Council sets a revenue and capital budget for the following year. The revenue budget is set to cover the Council's day-to-day expenditure and is based on the amount of money the Council requires to provide its services during the year (e.g., salaries, building maintenance). It is a legal requirement of the Council to set a balanced budget. This report forms part of the process in establishing a budget level for 2024/25.
- 3.1 Capital expenditure is usually spending of a "one-off" nature and results in the construction, purchase, or improvement of an asset, such as installation of new fencing, play equipment, the repair of a building or the purchase of a vehicle.
- 3.2 STC allocates a budget to its Rolling Capital Fund (RCF) each year. This is important as it allows the Council to invest in new capital purchases, pursue projects or improve assets. It also provides the Council with a fund to carry out activities for which it can potentially be reimbursed through grant funding. For example, when S106 funds are awarded capital expenditure on play equipment, the Council had to first spend that money from capital funding before it was then reimbursed by CBC.
- 3.3 The capital budget is rolling and at the end of each financial year any unspent funds in the RCF budget are added to the new financial year's allocation. This allows the Council to continue to gradually build up capital funds for projects and capital expenditure purposes and reduce pressure on increases to precept at budget setting time.
- 3.4 Prior to the 2020/21 financial year, any underspend in the revenue budget for a year had been allocated to the Council's General Reserve to help build the reserve up to the recommended level. The Council reached its recommended general reserve during the 2019/20 financial year

**AGENDA ITEM: 7i****Appendix V**

and as such the Council's accountant recommended that any future underspend in the revenue budget be allocated to the RCF, until a point when the Council may need to consider adding to its General Reserve. A resolution will need to be passed before the end of March 2024 that revenue underspend be rolled into the RCF.

**Information**

- 4 The following estimate is based on the agreed 2023/24 capital budget allocation of £51,300 and the current estimated financial year underspend. The underspend is difficult to calculate as we are only 7 months through the financial year and projections may change. The underspend of £29,799.00, predicted by the Council's accountant, has been included below.

1 <sup>st</sup> April 2023 Rolling Capital Fund (RCF) Level:	£214,428
Current Level of RCF:	£214,270
Current estimated RCF at end of financial year Following further planned expenditure:	£158,183
Estimated RCF following transfer of £10,000 to the Neighbourhood Plan budget	£148,183
Estimated RCF for 2023/24 with the £23,126 capital funding allocation as per 2022/2023:	£171,309
Estimated RCF for 2024/25 with addition of 2023/24 anticipated underspend:	£201,108

- 5 Some of the RCF was previously allocated to potential expenditure in future years. The list below outlines that expenditure, or additional capital expenditure the Council may need to allow for;

Cemetery Extension Project Phase two - landscaping	Quotes have been received for estimated cost for landscaping to the agreed Cemetery Plan (£245,277.44). Along with project management costs (£31,500). The Council may need to look to fund all or part of the project from the Public Works Loan Board (PWLB). There are possible options to borrow internally to keep the repayment and interest of PWLB down.	£276,777.48
Bedford Road Replacement Swings	Following an audit by the Deputy Clerk and Outdoor Team Leader have reported that the swings at Bedford Road need updating and replacement before they become unsafe to use. The need to replace the swings was bought to council two years ago with a recommendation that these be replaced by 2024/25.	£15,400

**AGENDA ITEM: 7i****Appendix V**

Replacement CCTV	Following ongoing issues with power supplies, expensive maintenance costs, poor quality footage and difficulty accessing footage in a timely and efficient manner. The Mayor, Clerk and Deputy Clerk visited the centrally monitored CBC CCTV centre. A follow up visit to Sandy by the supplier.	£22,214.49 (revised Nov 23)  (Plus, ongoing costs of £3,717.00 a year) £19,800
Replacement of Bethco mower attachment for the tractor	The Outdoor Team have highlighted that the Bethco mower attachment for the tractor is nearing the end of its life and needs replacing.	£19,800
Allotment Site	CBC has offered STC a plot of land for use as allotments under a lease contract. Initial investigation shows that circa 50% of the site has some sort of hardcore/tarmac. The other 50% seems to be good quality soil and suitable for growing. If STC is to fulfil its duty to offer allotments it will need to consider the costs of clearing the hardcore from the site to make it a viable option. Estimate to include clearance and landscaping of site and layout of car park and installation of taps and a toilet.	£50,000 (est)
Upgraded website	The Town Council's website and functionality need upgrading to better meet the accessibility requirements set out in the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018. In addition, improvements could be made to ensure a better user experience. This is not urgent, but it is recommended that the Council undertake the necessary work over the next two years.	£12,500
Churchyard Wall	Several complaints have been received regarding the state of the Churchyard Wall and the need to make it safe/undertake repairs.	£8,000 (est)
Car Park	The carpark needs resurfacing and for drainage, which appears to be sinking, to be attended to. The Council should look to undertake this work in the next two years.	£83,500 (est from one quote received)
Unallocated / Contingency for unplanned expenditure	Council should keep a contingency budget within capital to cover the cost of unplanned/unexpected works. Examples from the current financial year would be repair works to public toilets, replacement radiators and doors at 10, Cambridge Road, increased cost for delayed projects, purchase of electric push mowers repairs to both diesel vehicles.	£15,000 (est)

Lamppost timer replacement	The Christmas Lights Contractor outlined the need to replace a number of timers in lampposts that feed the Christmas Lights display. In 2022 it was agreed to replace these but an unpredicted overspend in that budget line saw this improvement deferred to the following year. It is suggested that this maintenance be undertaken before Christmas 2024.	£2,000 (est)
	<b>Total</b>	<b>£508,908.93</b>

### Financial Implications

- 6 The Council's capital financial situation is outlined above. In addition, the Council has £234,659 in its general reserve. The general reserve should be kept at a level of between 3 – 6 months revenue expenditure. For a council the size of Sandy, this should be closer to the 6-month level.
- 7 The Council agreed in principle at the last meeting of PF&R that it would increase the capital allocation from precept back up to £51,300 following a reduction in 2023/24 to £23,126.

### Legal Powers

- 8 Power to issue a precept for each financial year on the principal council in which the local council is situated in accordance with s.41, Local Government Financial Act 1992.
- 9 LGFA 1992 s.30 (6)
- 10 LGFA 1992 s.41(4)
- 11 Accounts and Audit (England) Regulations 2011/817
- 12 Local Councils may establish capital funds, such as a sinking fund, capital fund, or renews and repairs fund. LGA 1972, s.111 allows the establishment of capital funds. There is no power to accumulate funds for no specific purpose, but a council is not prevented from holding balances which are carried forward on an annual basis for contingencies.

### Risk Management

- 13 The Council has a duty to consider, set and monitor a balanced annual budget. Failure to set a budget could lead to out of control spending, less financial security, lack of funds to undertake Council activities and objectives and ultimately failure to deliver services.

**Policy, Finance and Resources Committee**

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<b>Date:</b>	<b>20<sup>th</sup> November 2023</b>
<b>Title:</b>	<b>CS&amp;E Budget Proposals for 2024/5</b>
<b>Contact Officer:</b>	<b>Deputy Clerk</b>

**Purpose of the Report**

1. To consider the projects and budget proposals submitted by the Community Services & Environment Committee for inclusion in the 2024/25 budget.

**Proposals**

2.0 The Committee considered a report on its proposed budget submissions. The proposed budget items had been summarised in the report.

2.1 The recommendations have been graded A to C with A being highly recommended, B to be funded if possible and C were unlikely to be funded:

- Banner Installation for Summer and Remembrance £475 per installation (no provision for Union flag banners for D Day) **B**
- Sunderland Road Pitch improvement possible funding from Football Foundation £4,000
- Fallowfield footways - resurfacing A (costs to be provided)
- St Swithun's Western Wall (costs to be submitted) **A**
- Line marking robot system Budget line 4042 £500 per season **A**
- Former SEG spaces Renovations and maintenance £2,500 **A** (to investigate income from a biodiversity project)
- Skatepark soft pour installation to replace non-existent and deteriorating grass surface. Suggested from Capital £9,000 **A**
- Tree care – to fund aftercare. NB awaiting BC confirmation that mini forest application will be accepted B (costs to follow).

2.2 The costs for the following events also need to be considered although the items have yet to be discussed by the Committee:

- Markets x 2
- D Day Commemoration
- Big Lunch
- Skate park anniversary
- Remembrance Sunday
- Christmas Lights 2024
- St Swithun's Tree Festival 2024

**Financial Implications**

3.0 Decision made on this item will have an impact on the overall precept requirement calculated in Item 3 on the Agenda (Appendix I)



- 3 Power to issue a precept for each financial year on the principal council in which the local council is situated in accordance with s.41, Local Government Financial Act 1992.
- 4 LGFA 1992 s.30 (6)
- 5 LGFA 1992 s.41(4)
- 6 Accounts and Audit (England) Regulations 2011/817
- 7 Local Councils may establish capital funds, such as a sinking fund, capital fund, or renews and repairs fund. LGA 1972, s.111 allows the establishment of capital funds. There is no power to accumulate funds for no specific purpose, but a council is not prevented from holding balances which are carried forward on an annual basis for contingencies.

**Risk Management**

- 8 The Council has a duty to consider, set and monitor a balanced annual budget. Failure to set a budget could lead to out of control spending, less financial security, lack of funds to undertake Council activities and objectives and ultimately failure to deliver services.

Cemetery Working Group Minutes

**Date:** 13<sup>th</sup> November 2023

**In Attendance:** Nicola Sewell (Clerk), Cllr Hewitt (Chair) Cllr Pettit, Cllr Sharman, Cllr Sutton, Cllr Baker

**Apologies:** Cllr Scott

**Location:** Zoom

Item 1 – Discussion of Chairmanship

Discussion – It was not clear to members if Cllr Scott had resigned his position as Chair of the Cemetery Working Group.

In the absence of Cllr Scott, the meeting was chaired by Cllr Hewitt.

**Resolved:** Cllr Hewitt to discuss with Cllr Scott if he has officially resigned as chairman of the Cemetery Working Group

Item 2 – Costings

The Clerk confirmed that a new schedule of costings had been received from CDS and were circulated on 13/11/2023. Details of costings had previously been included in Full Council papers.

Item 3 – Progression of the Cemetery Expansion

*Tender*

Discussion that CDS will be requesting and reviewing tenders. All bids for tender should be through CDS to ensure impartiality.

Tender documents have not yet gone out because the technical drawing has not yet been completed.

Once the technical drawing has been completed, the Clerk will work with CDS to draft the tender documents and seek tender quotes.

Discussion around independent quotes and whether all quotes should be sought through CDS to ensure full impartiality.

**Resolved:** All tender quotes should be received and reviewed through CDS. 5 tenders to be requested with 2 Companies being proposed by STC.

*Final Plan for the Cemetery Expansion*

Discussion of plan received. Consideration of multi-faith burial area. Consideration of children's area and memorial. Discussion of road sizing. Discussion of Children's area memorial; suggestion that we could consider requesting public opinion on what this memorial should look like and how those families who have lost their children before they were born would like to remember them.

**Resolved:** Central Roadway is 2.5m all the way through the cemetery

**Resolved:** Pathways are 2m wide

**Resolved:** Technical Drawing to be prepared and then we are ready to go out to tender

**Resolved:** Discussions can be had at a later stage about the Children's memorial and where it will go within the children's area. This could take place once the work has begun, and the area is in use.

*Costings*

Discussion of payment of approximately £13,000 for the work CDS have done on the first three stages of the Cemetery Development.

We are now heading into the latter stages of development.

**Resolved:** The Clerk will initiate work with CDS.

*Next Steps*

Required: Details of the two companies that Cllr Scott had identified

Required: The completion of the technical drawing

Required: To liaise with Cllr Osborne, Chair of Policy, Finance and Resources Committed, regarding finances for this project

Meeting ended at 8:15pm.

**Next Meeting Date:** To be confirmed



**SANDY**  
Town Council

## **SANDY TOWN COUNCIL POLICY, FINANCE & RESOURCES ACTION PLAN 2023/24**

The following Action Plan summarises and prioritises the Council's activities and projects that will continue to be worked on over the 2023/24 financial year. The action plan is mostly project based and does not consider the daily business of the Council, such as routine maintenance and administration, dealing with and carrying out actions resulting from public enquiries, completing training and statutory activities (e.g., internal audit).

<b>POLICY, FINANCE AND RESOURCES COMMITTEE</b>				
<b>Est. Cost</b>	<b>Objective</b>	<b>Actions</b>	<b>Responsibility</b>	<b>Timescale</b>
<b>2023/24 Activities</b>				
<b>Services and Contracts</b>				
£19,000 Budget	Current insurance agreement runs until 2023 but annual review is conducted and agreed with insurer.	1) Review of existing policy and drawing up any amendments or additions that are required. 2) Meeting with insurers to review and update policy. 3) Confirmation of any amendments made and copy of 2023/24 policy documents to be presented to PFR committee.	1) Clerk/Admin Lead 2) Clerk/Admin Lead/Insurer 3) Clerk/Admin Lead	Complete  Complete Complete
£550 service contract currently paid	Review keyholder and alarm callout service provision by current provider and consider alternative quotations for 2024/25.	1) Review of provision and research into alternative providers. 2) Quotes to be obtained by current and alternative providers for consideration. 3) Report to PFR with purpose, review, and costs of service provision over the last three years. Quotes and recommendation to be considered. 4) New contractor to be started.	1) Admin Lead 2) Admin Lead  3) Admin Lead/PFR  4) PFR/Admin Lead	October 2023 Nov/Dec 2023  Dec 2023  March 2024

**AGENDA ITEM 11**

**APPENDIX VIII**

<p>Current budget of £1,500 retainer</p>	<p>Review and renew HR and health and safety advisor contract.</p>	<ol style="list-style-type: none"> <li>1) Review of existing provision to be conducted.</li> <li>2) Quotations for new contract to be obtained from current and alternative providers.</li> <li>3) Report, with quotes and recommendation to be considered.</li> <li>4) Contractor to be appointed.</li> </ol>	<ol style="list-style-type: none"> <li>1) Clerk/HR Committee</li> <li>2) Clerk/Admin Lead</li> <li>3) Clerk/HR Committee</li> <li>4) Clerk/PFR</li> </ol>	<p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p>
<p><b>Budgeting and Accounting</b></p>				
	<p>Agreement of 2024/25 budget and precept</p>	<ol style="list-style-type: none"> <li>1) Produce Year on Year budget/expenditure report for review</li> <li>2) Review of 2023/24 revenue budget report &amp; 2024/25 recommendation</li> <li>3) Review and amendment of 2024/25 revenue and capital budget</li> <li>4) Review and amendment of 2024/25 budget and precept level</li> <li>5) Recommend of budget and precept to Full Council</li> <li>6) Approval of 2024/25 budget and precept</li> </ol>	<ol style="list-style-type: none"> <li>1) Clerk</li> <li>2) PFR</li> <li>3) PFR</li> <li>4) PFR</li> <li>5) PFR</li> <li>6) Full Council</li> </ol>	<p>Complete</p> <p>23<sup>rd</sup> Oct 2023</p> <p>20<sup>th</sup> Nov</p> <p>11<sup>th</sup> Dec</p> <p>8<sup>th</sup> Jan 2024</p> <p>22<sup>nd</sup> Jan 2024</p>
	<p>Agreement of 2024/25 Scale of Charges</p>	<ol style="list-style-type: none"> <li>1) Apply RPI increases to 2024/25 Scale of Charges</li> <li>2) Review and approve 2024/25 Scale of Charges</li> <li>3) Amend 2024/25 budget to reflect Scale of Charges</li> </ol>	<ol style="list-style-type: none"> <li>1) Admin Lead</li> <li>2) PFR</li> <li>3) Admin Lead</li> </ol>	<p>Nov 2023</p> <p>8<sup>th</sup> Jan 2024</p> <p>8<sup>th</sup> Jan 2024</p>
<p><b>Large Capital Equipment Investment (beyond standard equipment covered within revenue budget)</b></p>				
<p>£10,000</p>	<p>Research and develop proposals for the replacement of the older of the Council's works trucks.</p>	<ol style="list-style-type: none"> <li>1) Review of vehicle requirements and understand what form of new vehicle would be appropriate</li> <li>2) Research of vehicles and options available to the Council, along with costings and options such as leasing.</li> <li>3) Report to committee with recommendations of preferred replacement vehicle, costs, and funding options.</li> <li>4) Factor proposed new vehicle costs into the 2024/25 budget.</li> </ol>	<ol style="list-style-type: none"> <li>1) Cllrs/Outdoor Lead</li> <li>2) Cllrs/Outdoor Lead /Deputy Clerk</li> <li>3) Cllrs/Outdoor Lead</li> <li>4) Clerk/PFR</li> </ol>	<p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Dec 2023</p>
<p><b>Projects</b></p>				

**AGENDA ITEM 11**

**APPENDIX VIII**

<p>£280,000</p>	<p>Progress development of the cemetery burial site landscaping and pathways</p>	<ol style="list-style-type: none"> <li>1) Agree cemetery final design with CDS and get costs for next stage of project.</li> <li>2) Tender document for landscape contractors goes out</li> <li>3) Landscaping to start</li> <li>4) Resolution to apply for PWLB</li> <li>5) Public Consultation regarding Public Works Loan Board (PWLB)</li> <li>6) Application to PWLB to NALC</li> <li>7) Update for burial regulations to incorporate extended area</li> <li>8) Landscape work completed</li> </ol>	<ol style="list-style-type: none"> <li>1) CWG</li> <li>2) Clerk/CWG</li> <li>3) Clerk/CWG</li> <li>4) Town Council</li> <li>5) Clerk</li> <li>6) Clerk</li> <li>7) CWG/Admin Team</li> <li>8) Contractor</li> </ol>	<p>Complete</p> <p>Oct/Nov Dec 2023 Dec 2023 Jan/Feb 24 Feb 2024 March 2024 Oct 2024</p>
<p>£67,000</p>	<p>Archaeological work at the cemetery extension site as per the planning permission granted</p>	<ol style="list-style-type: none"> <li>1) Agree revised cost for work with archaeological contractor following further discussion with CBC.</li> <li>2) Committee to approve expenditure on second stage of post excavation work and instruct archaeologist to commence.</li> <li>3) Archaeologist to complete post excavation analysis stage and report back to the Council.</li> <li>4) Agreement of final reporting stage commencement</li> <li>5) Archaeologist to report back to CBC when reporting stage complete</li> <li>6) Archaeologists to conduct an event to present findings to Members of the public and Historical Society</li> </ol>	<ol style="list-style-type: none"> <li>1) Clerk/Cem Wrk Grp</li> <li>2) PFR</li> <li>3) Contractor</li> <li>4) PFR</li> <li>5) Contractor</li> <li>6) AOC/Community Engagement Officer</li> </ol>	<p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p>
	<p>Allotments at Beeston Green (village site)</p>	<ol style="list-style-type: none"> <li>1) Agree terms of lease with CBC</li> <li>2) Organise survey of the land to understand its condition</li> <li>3) Determine design and layout of plots/utilities/parking and storage areas</li> <li>4) Tender document for landscape works</li> </ol>	<ol style="list-style-type: none"> <li>1) Beeston WG/PF&amp;R and Clerk</li> <li>2) Deputy Clerk/Beeston WG</li> <li>3) Beeston WG/FC</li> <li>4) PFR/FC</li> </ol>	<p>TBD</p> <p>TBD</p> <p>TBD</p> <p>TBD</p> <p>TBD</p>

**AGENDA ITEM 11**

**APPENDIX VIII**

		<ul style="list-style-type: none"> <li>5) Landscape works undertaken</li> <li>6) Allotment Policy Updated</li> </ul>	<ul style="list-style-type: none"> <li>5) Contractor</li> <li>6) Admin Team Leader/PF&amp;R/Deputy Clerk</li> </ul>	TBD
<b>Policy and Administration</b>				
£2,500 legal costs approved	Complete registration of all Council owned land with the Land registry	<ul style="list-style-type: none"> <li>1) Committee to approve expenditure on appointing a solicitor to undertake land registry work.</li> <li>2) Documents to support registration of land to be catalogued and provided to solicitor.</li> <li>3) Solicitor to undertake and complete registration process (committee to be advised on completion)</li> </ul>	<ul style="list-style-type: none"> <li>1) Clerk/PFR</li> <li>2) Admin</li> <li>3) Solicitor</li> </ul>	<ul style="list-style-type: none"> <li>Complete</li> <li>Complete</li> <li>Ongoing</li> </ul>
£3,000 legal costs approved	Adoption of 'Berwick Way' amenity land from Taylor Wimpey	<ul style="list-style-type: none"> <li>1) Council to agree proposed adoption of parcels of land.</li> <li>2) Clerk to hold site meeting with TW rep and agree exact red line boundaries of each parcel.</li> <li>3) Appointment of solicitor to deal with adoption legal work.</li> <li>4) Obtain costs for cutting of the land to be adopted and budget accordingly.</li> <li>5) Appointed solicitor to work with TW solicitor on completion of land transfer.</li> </ul>	<ul style="list-style-type: none"> <li>1) Full Council</li> <li>2) Clerk</li> <li>3) PFR/Clerk</li> <li>4) Clerk</li> <li>5) Solicitor/Clerk</li> </ul>	<ul style="list-style-type: none"> <li>Complete</li> <li>Complete</li> <li>Complete</li> <li>Complete</li> <li>Ongoing</li> </ul>
TBC	Completion of Army Cadets HQ lease / land matter (Berwick Way)	<ul style="list-style-type: none"> <li>1) Seek agreement from landowner Taylor Wimpey to transfer a small parcel of land at the site of the Cadet HQ to STC and progress accordingly.</li> <li>2) Alternatively, that TW join a lease with STC and the Army Cadets for the HQ building.</li> <li>3) Further actions will be dependent on responses from TW.</li> </ul>	<ul style="list-style-type: none"> <li>1) Clerk/PFR</li> <li>2) Clerk/PFR</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> <li>Ongoing</li> </ul>
Peppercorn rent	Renewal of Lease between STC and Sandy Bowls Club	<ul style="list-style-type: none"> <li>1) Working Group to review the current lease and make recommendations to PF&amp;R for amends.</li> <li>2) PF&amp;R Review recommendation</li> <li>3) Draft lease created</li> </ul>	<ul style="list-style-type: none"> <li>1) Cllrs Pettitt and Effiong</li> <li>2) PF&amp;R</li> <li>3) Solicitors</li> </ul>	<ul style="list-style-type: none"> <li>Jan2024</li> <li>Feb 2024</li> <li>TBC</li> </ul>

**AGENDA ITEM 11**

**APPENDIX VIII**

		4) Draft lease share with Bowls Club 5) Final lease drafted 6) Lease signed	4) STC/BC 5) Solicitors 6) STC/BC	TBC 2025 2026
<b>Ongoing Activities</b>				
Business as Usual	Running the Committee	Agendas, minutes, reports, finance, administration		
	Council Administration	Administration		
	Council finances, yearend accounts, payroll, and audit	Administration, monthly account review and monitoring, recommendations for decisions or action to Full Council. Review and consideration of internal audit reports, Council risk assessments and associated documents/actions.		
	Annual Report	Preparation and publication		
	Action Plan	Annual review and publication		
	Council Policies	Ongoing review and administration		
	Burial Regulations	Review and consideration of Burial Regulations.		
	Grants	Administration, finance, and agreement		
	External Contractors	Administration, management, and monitoring		
	Council Website	Continued maintenance and update		
	Procurement	Review, management and scrutiny of quotations and purchase recommendations		
	Civic Matters	Honorary Freeman & Friend of Sandy Award		
	IT & Office Equipment	Administration and supply		
Any other matters within the committee's remit				



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

<b><u>Name of the Organisation/Group</u></b>	
Veg Box Donation Scheme (VBDS)	
Are you affiliated to a national organisation? If so, which one?	No
Local venue/meeting place	Potton community halls
Are you a registered charity? If so, give your charity number?	Charity no 1202544
What are the aims and activities of the organisation?	The Veg Box Donation Scheme (VBDS), a Christian charity founded in June 2020 in Potton, Bedfordshire by Sharon Mey, an enthusiastic gardener, addresses surplus produce by collecting fresh, local, and seasonal goods from gardeners and other communal sources, and from supermarkets and veg businesses. These items, including vegetables, herbs, fruit, flowers, and more, are assembled into "veg boxes" and distributed free of charge to community members in financial need through a referral-based system. VBDS not only combats food waste but also promotes healthy living and community support, making it an integral part of the local community, where gardening enthusiasts and those facing financial hardship come together to share nature's blessings. Locally sourced food for local households in need, provided and run by the local community!
How many members do you have?	We do not have a membership. There are currently 13 volunteers, 4 volunteer Trustees, 1 staff member
Volunteers:	Junior 1 (Duke of Edinburgh Award)
	Senior

	17
What is your annual subscription?	N/A
	N/A

<b>Project Information</b>	
What would the grant be used for?	<p>For the purchase of veg and fruit to top up the Sandy veg boxes.</p> <p>For travel expenses in collecting produce and delivering veg boxes in Sandy.</p> <p>For a 40% share of the cost of hiring a hall on a Friday to sort veg and pack the boxes.</p>
In what manner will the residents of Sandy benefit?	<p>The grant will directly benefit those households in Sandy who are referred to VBDS as suffering food poverty or financial difficulties.</p> <p>As we have no funding exclusively for Sandy veg boxes this grant would be a tremendous help in getting help to Sandy residents in need.</p>
Approximately how many Sandy residents will benefit from this grant?	<p>In October 156 Sandy residents benefited; over 50 households. It varies month-by-month, but Sandy deliveries equate to around <b>40%</b> of VBDS total deliveries.</p>
Estimated total cost of project	<p>This is an ongoing project, started in June 2020.</p> <p>40% of the total VBDS budget for 2023/24 is £17,252.</p>
Please state clearly how much you are applying for from Sandy Town Council.	<p>The application is for £750, exclusively for Sandy expenses.</p> <p>Breakdown:</p> <p>£250 for fruit &amp; veg purchases</p> <p>£250 for volunteer delivery travel costs</p> <p>£250 towards the Sandy share of the cost for the hire of a hall once a week in Potton to sort food and pack veg boxes (40%)</p>
What amount is being met from your own funds?	<p>At the moment all of it, but these funds will help with the direct cost of the Sandy veg boxes. The balance is</p>

	being met by current grants, general funds and donations.																						
<p>What is the amount sought from other funding bodies? Please give details of other sources you have applied to or intend to apply to.</p> <p>Note from VBDS: Again, this is 40% of the total current funding received/applied for, and only includes funds which are not restricted (i.e. for Potton or Biggleswade). This is for the total 2023/4 VBDS budget, not just the items requested in the Sandy Town Council grant. If you require info on total VBDS income to date in 2023/24 to date, please ask.</p> <table border="1"> <thead> <tr> <th>Source</th> <th>Amount</th> <th>Confirmed/Pending/Unsuccessful</th> </tr> </thead> <tbody> <tr> <td>BLCF</td> <td>£2,0000</td> <td>Confirmed</td> </tr> <tr> <td>Sainsburys Community Fund</td> <td>£200</td> <td>Confirmed</td> </tr> <tr> <td>Lidl Community Fund</td> <td>£200</td> <td>Confirmed</td> </tr> <tr> <td>TNLF Awards for All</td> <td>£4,000</td> <td>Pending</td> </tr> <tr> <td>Benefact Trust</td> <td>They decide</td> <td>To be applied for</td> </tr> <tr> <td>Central Beds Cllrs Sandy Ward</td> <td>TBA</td> <td>To be applied for</td> </tr> </tbody> </table>			Source	Amount	Confirmed/Pending/Unsuccessful	BLCF	£2,0000	Confirmed	Sainsburys Community Fund	£200	Confirmed	Lidl Community Fund	£200	Confirmed	TNLF Awards for All	£4,000	Pending	Benefact Trust	They decide	To be applied for	Central Beds Cllrs Sandy Ward	TBA	To be applied for
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Central Beds Cllrs Sandy Ward	TBA	To be applied for																					



<b>Financial Details</b>	
Please specify how any income, particularly surplus, is spent.	Our income is spent under the following categories:
	Veg & Fruit top ups
	Travel expenses for volunteers
	Advertising

	Capital expenditure e.g. fridge, gazebo, printer etc	
	DBS checks when necessary	
	General office expenses and consumables	
	Insurance - General insurance	
	Premises costs	
	Printing	
	Salary costs incl Employer NI and pension contribution	
	Website & Email hosting	
	Other costs	
<p>Please attach accounts (audited/independently examined) for the last two years and your budget forecast for the forthcoming/current year.</p>	<p>Attached are the 2021/22 annual accounts, a spreadsheet showing the 2022/23 expenses (annual accounts available shortly), and the estimated budget forecast for 2023/24. The budget is higher this year as with registration as a charity, and Trustees and a constitution in place, we can rent premises and employ a Project Coordinator. The spending will remain within income, however, despite the budget, as it is dependent on funds raised.</p>	

## Declaration

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

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

<b>Signed:</b>	
<b>Name:</b>	
<b>Position:</b>	PROJECT COORDINATOR
<b>Date:</b>	08/11/2023

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

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

**Policy Finance and Resources Committee**

**Date:** 20<sup>th</sup> November 2023  
**Title:** Proposed Cleaning of Carpets, Council Offices  
**Contact:** Ian Reed, Deputy Town Clerk

**Purpose of the Report**

1. To consider a report on a proposal to have the carpets at the Council Office cleaned.

**Recommendation**

2. That the Council be asked to approve the cleaning of the carpets in the Council Chamber and in the office, area including the Clerk’s Office, and to select a quote from the two submitted

**Background**

3.0 The carpeted area of the Council Offices consists of:

- The Council Chamber
- `The remaining carpets including the Clerks’ Office and stairs

**Proposals/Information**

4.0 The Chamber carpets are stained with watermarks and other stains and do not currently promote the professional and serious nature of the Council and its Members. The office carpets are also in need of cleaning.

Two quotes have been received:

Description			Company	Price
Steam Clean 1. Council Chamber 2. Clean council offices			A	£ 220
				£180
			<b>Total</b>	<b>£400</b>
Micro Sponge , dry cleaning method 1.Council Chamber 2 Clean council offices			B	£150
				£276.25
			<b>Total</b>	<b>£426.25</b> Excl VAT

**Financial Implications**

5.0 There is currently only £150 left in the budget line 402 4036 Property Maintenance and Security and as such agreement for this work to be carried out would result in an overspend on the budget line.

**Legal Powers**

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