

# Sandy Town Council

To: Cllrs N Aldis, P Blaine, J Hewitt, A M Hill, W Jackson, R Lock, C Osborne (Chair), M Pettitt, M Scott, and P Sharman  
c.c. A Gibson, T Knagg, S Paterson, 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 22<sup>nd</sup> November 2021 commencing at 7.30pm.



Chris Robson  
Town Clerk  
10 Cambridge Road  
Sandy, SG19 1JE  
01767 681491  
16<sup>th</sup> November 2021

*Following the easing of Covid19 restrictions the government has stated that it is 'expected and recommended' that people should wear face coverings (unless exempt) in crowded public settings. Due to the size of the Council chamber and the potential number of people present, Councillors, officers and members of the public are encouraged to wear face coverings during the meeting.*

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

### **1 Apologies for absence**

### **2 Declarations of interest**

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

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

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

### **3 Minutes of Previous Meeting**

To consider the minutes of the Policy, Finance and Resources Committee held on Monday 18<sup>th</sup> October 2021 and to approve them as a correct record of proceedings.

# Sandy Town Council

## 4 **Public Participation Session**

Members of the public may ask questions or make representations to the committee about items of business which are on the agenda.

## 5 **Financial Reports**

- i) To consider a balance sheet and detailed financial report showing income and expenditure against the revenue budget for 31<sup>st</sup> October 2021. Appendix I
- ii) To receive and note a budget overview report. Appendix II
- iii) To approve schedules of payments made since previous meeting. Appendix III
- iv) The Chair to approve bank reconciliations and statements.

## 6 **Grant Applications**

To receive and consider a grant application from Sandy Good Neighbours Friendship Club. Appendix IV

## 7 **Equipment Repair**

To receive and approve costs for the repair/replacement of parts on the Council's Bethco grass cutter. Appendix V

## 8 **Goal Post Replacement**

To receive and consider a report and costs on the replacement of goal post fittings and posts at Sunderland Road Recreation Ground. Appendix VI

## 9 **Replacement Work Truck**

To receive and consider a report on an electric vehicle which could potentially replace a works vehicle in need of replacement. Appendix VII

## 10 **Electricity Supplier**

To receive and consider a report from the Town Clerk on the Council's utility provider for gas and electric. Appendix VIII

## 11 **Recommendations from the Community, Services and Environment Committee**

To consider the following budgetary recommendations from the Community, Services and Environment Committee;

- i) Recommended that 9 Queen's Jubilee banners and 9 Union Jack banners be purchased from this year's capital budget and that the Queen's Jubilee banners are left in place from

# Sandy Town Council

May to October in 2022 to celebrate this significant event, and the revenue cost of £850 for their installation be allowed for in the 2022/23 budget.

- ii) Recommended that the Council replace three play park entrance gates as identified in the external play park inspection report and the Policy, Finance and Resource committee allow for the cost of the replacement gates from the rolling capital fund. That further quotations are considered prior to approving any work.
- iii) Recommended that the Council maintain a specific budget for the costs associated with organising the annual Remembrance Parade, responsibility for which now falls to the Council. That that budget be £200 for the 2022/23 financial year based on current expenditure.

## **12 Scale of Charges 2022/23**

To receive, consider and agree the Council's 2022/23 scale of charges.

Appendix IX

## **13 2022/23 Draft Budget and Precept**

i) To receive a 2022/23 draft budget update report from the Town Clerk.

Appendix X

ii) To consider the latest draft 2022/23 budget and precept documents.

Appendix XI

## **14 Social Media Policy**

To receive and consider an amended Social Media Policy.

Appendix XII

## **15 Chairman's Items**

## **16 Date of Next Meeting**

Monday 10<sup>th</sup> January 2022

10/11/2021

Sandy Town Council Current Year

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Detailed Balance Sheet - Excluding Stock MovementMonth 7 Date 31/10/2021

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
105	VAT Control	4,948	
110	Prepayments	4,613	
200	Current Bank A/c	44,721	
201	Clerks Imprest A/c	238	
205	Capital a/c Santander	218,792	
206	Barclays Active Saver	396,143	
208	Public Sector Deposit Fund	205,458	
210	Petty Cash	250	
	<b>Total Current Assets</b>		<b>875,161</b>
	<u>Current Liabilities</u>		
501	Creditors Control	26,541	
515	PAYE/NI Control AC	3,740	
516	Superannuation Due	4,835	
	<b>Total Current Liabilities</b>		<b>35,116</b>
	<b>Net Current Assets</b>		<b>840,045</b>
	<b>Total Assets less Current Liabilities</b>		<b>840,045</b>
	<u>Represented by :-</u>		
300	Current Year Fund	251,503	
310	General Reserve	234,043	
315	Rolling Capital Fund	244,100	
321	Cemetery Development Reserve	23,028	
322	EMR Fallowfield	60,217	
323	EMR Skatepark Project	12,155	
324	EMR Elections	15,000	
	<b>Total Equity</b>		<b>840,045</b>

## Summary Income &amp; Expenditure by Budget Heading 31/10/2021

Month No: 7

October 2021

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
401 Staff	Expenditure	24,673	167,200	308,925	141,725		141,725	54.1%
402 Administration-Office	Income	6	818	250	(568)			327.4%
	Expenditure	7,355	51,806	79,550	27,744		27,744	65.1%
	Movement to/(from) Gen Reserve	<u>(7,350)</u>	<u>(50,988)</u>					
403 Administration-Works	Expenditure	2,195	18,071	41,300	23,229		23,229	43.8%
405 Footway Lighting	Expenditure	2,589	8,967	16,500	7,533		7,533	54.3%
406 Cemetery & Churchyard	Income	1,437	14,603	28,160	13,557			51.9%
	Expenditure	3,296	7,065	11,900	4,835		4,835	59.4%
	Movement to/(from) Gen Reserve	<u>(1,859)</u>	<u>7,538</u>					
408 Town Centre (Including Market)	Income	0	0	100	100			0.0%
	Expenditure	6,315	14,517	19,009	4,492		4,492	76.4%
	Movement to/(from) Gen Reserve	<u>(6,315)</u>	<u>(14,517)</u>					
409 Public Toilets - Car Park	Expenditure	627	(409)	2,500	2,909		2,909	(16.4%)
500 Play Areas and Open Spaces	Income	0	1,564	2,305	741			67.9%
	Expenditure	(4,643)	(2,453)	1,750	4,203		4,203	(140.2%)
	Movement to/(from) Gen Reserve	<u>4,643</u>	<u>4,018</u>					
501 Sunderland Road Rec Ground	Income	224	876	1,252	376			70.0%
	Expenditure	3,214	19,224	32,914	13,690		13,690	58.4%
	Movement to/(from) Gen Reserve	<u>(2,990)</u>	<u>(18,348)</u>					
502 Nature Reserves	Income	679	679	2,675	1,996			25.4%
	Expenditure	0	2,041	14,060	12,019		12,019	14.5%
	Movement to/(from) Gen Reserve	<u>679</u>	<u>(1,362)</u>					
505 Grass Cutting	Expenditure	0	0	9,000	9,000		9,000	0.0%
506 Litter Bins, Seats & Shelters	Expenditure	623	623	1,000	377		377	62.3%
509 Christmas Lights	Income	0	0	500	500			0.0%
	Expenditure	8,209	10,134	16,650	6,516		6,516	60.9%
	Movement to/(from) Gen Reserve	<u>(8,209)</u>	<u>(10,134)</u>					
601 Precept and Interest	Income	8	599,413	600,356	943			99.8%
602 Democratic and Civic Costs	Income	0	85	0	(85)			0.0%
	Expenditure	368	6,452	17,240	10,788		10,788	37.4%
	Movement to/(from) Gen Reserve	<u>(368)</u>	<u>(6,367)</u>					
700 Capital and Projects	Income	5,155	34,243	19,903	(14,340)			172.0%
	Expenditure	5,155	97,543	83,203	(14,340)		(14,340)	117.2%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(63,300)</u>					

## Summary Income &amp; Expenditure by Budget Heading 31/10/2021

Month No: 7

October 2021

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	7,508	652,282	655,501	3,219			99.5%
Expenditure	59,976	400,779	655,501	254,722	0	254,722	61.1%
Net Income over Expenditure	<u>(52,468)</u>	<u>251,503</u>	<u>0</u>	<u>(251,503)</u>			
Movement to/(from) Gen Reserve	<u>(52,468)</u>	<u>251,503</u>					

## Detailed Income &amp; Expenditure by Budget Heading 31/10/2021

Month No: 7

October 2021

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>401 Staff</b>								
4001 Gross Salaries - Admin	9,648	67,417	122,500	55,083		55,083	55.0%	
4002 Gross Salaries - Works	6,850	51,016	110,000	58,984		58,984	46.4%	
4003 Employers NIC	1,319	9,648	19,350	9,702		9,702	49.9%	
4004 Employers Superannuation	3,893	27,875	55,500	27,625		27,625	50.2%	
4006 H&S Costs/Consultancy	0	150	600	450		450	25.0%	
4010 Miscellaneous Staff Costs	0	640	700	60		60	91.5%	
4019 Agency Staff	2,963	10,453	0	(10,453)		(10,453)	0.0%	
4030 Recruitment Advertising	0	0	275	275		275	0.0%	
Staff :- Indirect Expenditure	<b>24,673</b>	<b>167,200</b>	<b>308,925</b>	<b>141,725</b>	<b>0</b>	<b>141,725</b>	<b>54.1%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(24,673)</b>	<b>(167,200)</b>	<b>(308,925)</b>	<b>(141,725)</b>				
<b>402 Administration-Office</b>								
1003 Tourism Income	0	338	0	(338)			0.0%	
1201 Rent Received Etc	0	300	250	(50)			120.0%	
1205 Miscellaneous Income	6	31	0	(31)			0.0%	
1245 Grants Received	0	150	0	(150)			0.0%	
Administration-Office :- Income	<b>6</b>	<b>818</b>	<b>250</b>	<b>(568)</b>			<b>327.4%</b>	<b>0</b>
4008 Training	0	728	2,000	1,272		1,272	36.4%	
4009 Travel & Subsistence	52	83	200	117		117	41.7%	
4011 General Rates	3,368	6,737	6,850	114		114	98.3%	
4012 Water Rates	0	43	800	757		757	5.3%	
4014 Electricity	82	761	2,300	1,539		1,539	33.1%	
4015 Gas	34	498	1,300	802		802	38.3%	
4016 Cleaning Materials etc	136	885	1,250	365		365	70.8%	
4018 General Data Protection Regs	0	0	500	500		500	0.0%	
4020 Misc Establishment Costs	14	922	2,000	1,078		1,078	46.1%	
4021 Telephone & Fax	249	2,060	2,700	640		640	76.3%	
4022 Postage	513	1,173	1,300	127		127	90.2%	
4023 Printing & Stationery	36	513	1,000	487		487	51.3%	
4024 Subscriptions	317	3,082	3,150	68		68	97.8%	
4025 Insurance (excl vehicles)	0	18,896	20,000	1,104		1,104	94.5%	
4026 Photocopy Costs	638	2,979	5,200	2,221		2,221	57.3%	
4027 IT Costs incl Support	355	1,640	3,500	1,860		1,860	46.9%	
4028 Service Agreements (Other)	0	3,754	6,500	2,746		2,746	57.7%	
4035 Publications	0	68	100	32		32	67.6%	
4036 Property Maintenance/Security	617	2,848	4,000	1,152		1,152	71.2%	
4040 Equipment Purchases (Minor)	90	605	2,000	1,395		1,395	30.3%	
4050 Tourism Expenditure	344	344	100	(244)		(244)	344.2%	

## Detailed Income &amp; Expenditure by Budget Heading 31/10/2021

Month No: 7

October 2021

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4051 Bank Charges	43	265	550	285		285	48.1%	
4056 Legal Expenses	0	0	2,500	2,500		2,500	0.0%	
4057 Audit Fees - External	0	0	1,300	1,300		1,300	0.0%	
4058 Audit Fees - Internal	0	0	900	900		900	0.0%	
4059 Accountancy Fees	466	2,881	7,350	4,469		4,469	39.2%	
4070 Refreshments	0	43	200	157		157	21.7%	
Administration-Office :- Indirect Expenditure	<b>7,355</b>	<b>51,806</b>	<b>79,550</b>	<b>27,744</b>	<b>0</b>	<b>27,744</b>	<b>65.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(7,350)</b>	<b>(50,988)</b>	<b>(79,300)</b>	<b>(28,312)</b>				
<u>403 Administration-Works</u>								
4005 Protective Clothing	308	665	1,300	635		635	51.1%	
4008 Training	0	425	1,950	1,525		1,525	21.8%	
4011 General Rates	923	1,846	1,900	54		54	97.2%	
4012 Water Rates	0	(0)	200	200		200	(0.2%)	
4014 Electricity	83	414	1,200	786		786	34.5%	
4017 Refuse Disposal	370	2,623	4,500	1,877		1,877	58.3%	
4036 Property Maintenance/Security	0	54	2,000	1,946		1,946	2.7%	
4038 Consumables/Small Tools	90	1,032	2,500	1,468		1,468	41.3%	
4039 Planting/Trees/Horticulture	122	4,494	6,250	1,756		1,756	71.9%	
4040 Equipment Purchases (Minor)	76	416	2,000	1,584		1,584	20.8%	
4042 Equipment/Vehicle Maintenance	0	1,283	5,000	3,717		3,717	25.7%	
4043 Equipment/Vehicle Fuel	223	2,306	3,500	1,194		1,194	65.9%	
4044 Vehicle Tax & Insurance	0	2,688	3,000	312		312	89.6%	
4045 Arboriculture	0	(175)	6,000	6,175		6,175	(2.9%)	
Administration-Works :- Indirect Expenditure	<b>2,195</b>	<b>18,071</b>	<b>41,300</b>	<b>23,229</b>	<b>0</b>	<b>23,229</b>	<b>43.8%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(2,195)</b>	<b>(18,071)</b>	<b>(41,300)</b>	<b>(23,229)</b>				
<u>405 Footway Lighting</u>								
4014 Electricity	614	3,742	6,500	2,758		2,758	57.6%	
4042 Equipment/Vehicle Maintenance	1,975	5,225	10,000	4,775		4,775	52.3%	
Footway Lighting :- Indirect Expenditure	<b>2,589</b>	<b>8,967</b>	<b>16,500</b>	<b>7,533</b>	<b>0</b>	<b>7,533</b>	<b>54.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(2,589)</b>	<b>(8,967)</b>	<b>(16,500)</b>	<b>(7,533)</b>				
<u>406 Cemetery &amp; Churchyard</u>								
1226 Burials/Memorials Income	1,437	14,603	27,500	12,897			53.1%	
1227 Chapel Rental	0	0	660	660			0.0%	
Cemetery & Churchyard :- Income	<b>1,437</b>	<b>14,603</b>	<b>28,160</b>	<b>13,557</b>			<b>51.9%</b>	<b>0</b>



## Detailed Income &amp; Expenditure by Budget Heading 31/10/2021

Month No: 7

October 2021

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4011 General Rates	1,971	3,942	3,500	(442)		(442)	112.6%	
4012 Water Rates	0	7	150	143		143	4.5%	
4036 Property Maintenance/Security	125	446	1,000	554		554	44.6%	
4037 Grounds Maintenance	0	270	900	630		630	30.0%	
4039 Planting/Trees/Horticulture	0	0	350	350		350	0.0%	
4101 Grave Digging Costs	1,200	2,400	6,000	3,600		3,600	40.0%	
<b>Cemetery &amp; Churchyard :- Indirect Expenditure</b>	<b>3,296</b>	<b>7,065</b>	<b>11,900</b>	<b>4,835</b>	<b>0</b>	<b>4,835</b>	<b>59.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,859)</b>	<b>7,538</b>	<b>16,260</b>	<b>8,722</b>				
<b>408 Town Centre (Including Market)</b>								
1238 Other Income Car Park	0	0	100	100			0.0%	
<b>Town Centre (Including Market) :- Income</b>	<b>0</b>	<b>0</b>	<b>100</b>	<b>100</b>			<b>0.0%</b>	<b>0</b>
4011 General Rates	6,315	12,630	12,900	270		270	97.9%	
4036 Property Maintenance/Security	0	51	1,500	1,449		1,449	3.4%	
4053 Loan Interest	0	102	197	95		95	51.6%	
4054 Loan Capital Repaid	0	202	412	210		210	49.1%	
4100 CCTV Fees	0	1,532	4,000	2,468		2,468	38.3%	
<b>Town Centre (Including Market) :- Indirect Expenditure</b>	<b>6,315</b>	<b>14,517</b>	<b>19,009</b>	<b>4,492</b>	<b>0</b>	<b>4,492</b>	<b>76.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(6,315)</b>	<b>(14,517)</b>	<b>(18,909)</b>	<b>(4,392)</b>				
<b>409 Public Toilets - Car Park</b>								
4011 General Rates	0	(1,871)	0	1,871		1,871	0.0%	
4012 Water Rates	0	459	1,200	741		741	38.2%	
4014 Electricity	22	217	300	83		83	72.5%	
4036 Property Maintenance/Security	605	786	1,000	214		214	78.6%	
<b>Public Toilets - Car Park :- Indirect Expenditure</b>	<b>627</b>	<b>(409)</b>	<b>2,500</b>	<b>2,909</b>	<b>0</b>	<b>2,909</b>	<b>(16.4%)</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(627)</b>	<b>409</b>	<b>(2,500)</b>	<b>(2,909)</b>				
<b>500 Play Areas and Open Spaces</b>								
1201 Rent Received Etc	0	1,564	1,200	(364)			130.3%	
1241 Sandy FC Rent	0	0	505	505			0.0%	
1251 Pitch Rental	0	0	600	600			0.0%	
<b>Play Areas and Open Spaces :- Income</b>	<b>0</b>	<b>1,564</b>	<b>2,305</b>	<b>741</b>			<b>67.9%</b>	<b>0</b>
4007 Health & Safety	0	0	550	550		550	0.0%	
4012 Water Rates	154	210	500	290		290	42.0%	
4014 Electricity	0	(86)	200	286		286	(43.1%)	

## Detailed Income &amp; Expenditure by Budget Heading 31/10/2021

Month No: 7

October 2021

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4036 Property Maintenance/Security	2,601	2,819	500	(2,319)		(2,319)	563.9%	
4037 Grounds Maintenance	102	1,490	2,500	1,010		1,010	59.6%	
4042 Equipment/Vehicle Maintenance	0	613	5,000	4,387		4,387	12.3%	
4972 Transfer from EMR Fallowfield	(7,500)	(7,500)	(7,500)	0		0	100.0%	
<b>Play Areas and Open Spaces :- Indirect Expenditure</b>	<b>(4,643)</b>	<b>(2,453)</b>	<b>1,750</b>	<b>4,203</b>	<b>0</b>	<b>4,203</b>	<b>(140.2%)</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>4,643</b>	<b>4,018</b>	<b>555</b>	<b>(3,463)</b>				
<b>501 Sunderland Road Rec Ground</b>								
1201 Rent Received Etc	0	647	500	(147)			129.4%	
1253 Bowls Club Rental	0	0	455	455			0.0%	
1255 Cricket Club Rental	224	224	292	68			76.8%	
1256 Scouts ,ACF and SSLA	0	5	5	0			100.0%	
<b>Sunderland Road Rec Ground :- Income</b>	<b>224</b>	<b>876</b>	<b>1,252</b>	<b>376</b>			<b>70.0%</b>	<b>0</b>
4012 Water Rates	227	654	2,500	1,846		1,846	26.2%	
4014 Electricity	16	66	200	134		134	32.9%	
4036 Property Maintenance/Security	390	2,386	2,000	(386)		(386)	119.3%	
4046 Bowling Green - SBC	515	2,951	3,329	378		378	88.6%	
4047 Equipment Maintenance - SBC	0	1,500	2,679	1,179		1,179	56.0%	
4048 Cricket Square - SCC	624	1,722	2,645	923		923	65.1%	
4049 Equipment Maintenance - SCC	86	452	2,861	2,409		2,409	15.8%	
4060 Other Professional Fees	1,356	9,493	16,700	7,207		7,207	56.8%	
<b>Sunderland Road Rec Ground :- Indirect Expenditure</b>	<b>3,214</b>	<b>19,224</b>	<b>32,914</b>	<b>13,690</b>	<b>0</b>	<b>13,690</b>	<b>58.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(2,990)</b>	<b>(18,348)</b>	<b>(31,662)</b>	<b>(13,314)</b>				
<b>502 Nature Reserves</b>								
1306 Countryside Stewardship Grant	0	0	2,000	2,000			0.0%	
1307 Angling Licence Rent	679	679	675	(4)			100.5%	
<b>Nature Reserves :- Income</b>	<b>679</b>	<b>679</b>	<b>2,675</b>	<b>1,996</b>			<b>25.4%</b>	<b>0</b>
4037 Grounds Maintenance	0	41	1,500	1,459		1,459	2.7%	
4060 Other Professional Fees	0	0	10,560	10,560		10,560	0.0%	
4703 Sandy Green Wheel	0	2,000	2,000	0		0	100.0%	
<b>Nature Reserves :- Indirect Expenditure</b>	<b>0</b>	<b>2,041</b>	<b>14,060</b>	<b>12,019</b>	<b>0</b>	<b>12,019</b>	<b>14.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>679</b>	<b>(1,362)</b>	<b>(11,385)</b>	<b>(10,023)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/10/2021

Month No: 7

October 2021

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>505 Grass Cutting</u>								
4102 Grass Cutting	0	0	9,000	9,000		9,000	0.0%	
Grass Cutting :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>9,000</u>	<u>9,000</u>	<u>0</u>	<u>9,000</u>	<u>0.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>(9,000)</u></b>	<b><u>(9,000)</u></b>				
<u>506 Litter Bins, Seats &amp; Shelters</u>								
4042 Equipment/Vehicle Maintenance	623	623	1,000	377		377	62.3%	
Litter Bins, Seats & Shelters :- Indirect Expenditure	<u>623</u>	<u>623</u>	<u>1,000</u>	<u>377</u>	<u>0</u>	<u>377</u>	<u>62.3%</u>	<u>0</u>
<b>Net Expenditure</b>	<b><u>(623)</u></b>	<b><u>(623)</u></b>	<b><u>(1,000)</u></b>	<b><u>(377)</u></b>				
<u>509 Christmas Lights</u>								
1365 Christmas Lights	0	0	500	500			0.0%	
Christmas Lights :- Income	<u>0</u>	<u>0</u>	<u>500</u>	<u>500</u>			<u>0.0%</u>	<u>0</u>
4401 Christmas Illuminations	7,299	7,299	14,000	6,702		6,702	52.1%	
4402 Community Christmas Event	910	2,835	2,650	(185)		(185)	107.0%	
Christmas Lights :- Indirect Expenditure	<u>8,209</u>	<u>10,134</u>	<u>16,650</u>	<u>6,516</u>	<u>0</u>	<u>6,516</u>	<u>60.9%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<b><u>(8,209)</u></b>	<b><u>(10,134)</u></b>	<b><u>(16,150)</u></b>	<b><u>(6,016)</u></b>				
<u>601 Precept and Interest</u>								
1101 Precept	0	599,356	599,356	0			100.0%	
1320 Interest Received - All account	8	57	1,000	943			5.7%	
Precept and Interest :- Income	<u>8</u>	<u>599,413</u>	<u>600,356</u>	<u>943</u>			<u>99.8%</u>	<u>0</u>
<b>Net Income</b>	<b><u>8</u></b>	<b><u>599,413</u></b>	<b><u>600,356</u></b>	<b><u>943</u></b>				
<u>602 Democratic and Civic Costs</u>								
1245 Grants Received	0	(325)	0	325			0.0%	
1309 Misc Contributions	0	410	0	(410)			0.0%	
Democratic and Civic Costs :- Income	<u>0</u>	<u>85</u>	<u>0</u>	<u>(85)</u>				<u>0</u>
4020 Misc Establishment Costs	0	12	100	88		88	12.3%	
4033 Annual Report & Newsletter	242	1,936	3,000	1,064		1,064	64.5%	
4042 Equipment/Vehicle Maintenance	0	861	400	(461)		(461)	215.2%	
4200 Mayor's Allowance	0	30	2,200	2,170		2,170	1.4%	
4202 Members' Expenses (Conf etc)	0	65	500	435		435	13.0%	
4701 Grants/Donations Paid	35	1,555	4,000	2,445		2,445	38.9%	
4702 Community Events Support	91	3,013	7,040	4,027		4,027	42.8%	
4921 Transfer to EMR	0	(1,200)	0	1,200		1,200	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 31/10/2021

Month No: 7

October 2021

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4971 Transfer from EMR	0	180	0	(180)		(180)	0.0%	
Democratic and Civic Costs :- Indirect Expenditure	<b>368</b>	<b>6,452</b>	<b>17,240</b>	<b>10,788</b>	<b>0</b>	<b>10,788</b>	<b>37.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(368)</b>	<b>(6,367)</b>	<b>(17,240)</b>	<b>(10,873)</b>				
<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	0	5,167	0	(5,167)			0.0%	
1258 Insurance Claims Repayment	0	3,499	0	(3,499)			0.0%	
1309 Misc Contributions	5,155	5,155	0	(5,155)			0.0%	
1364 S106 Money Received	0	519	0	(519)			0.0%	
Capital and Projects :- Income	<b>5,155</b>	<b>34,243</b>	<b>19,903</b>	<b>(14,340)</b>			<b>172.0%</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	27,945	0	(27,945)	(27,945)		0.0%	
4821 CAP - Fencing Bedford Rd	0	560	0	(560)	(560)		0.0%	
4828 CAP - Dropped Kerb	0	2,100	0	(2,100)	(2,100)		0.0%	
4829 CAP - Car Park	0	6,465	0	(6,465)	(6,465)		0.0%	
4833 CAP - Village Hall Paving	0	5,500	0	(5,500)	(5,500)		0.0%	
4834 CAP - Machinery & Equipment	0	1,498	0	(1,498)	(1,498)		0.0%	
4836 CAP - Neighbourhood Plan	0	1,064	10,000	8,936	8,936		10.6%	
4838 CAP - Depot	0	2,110	0	(2,110)	(2,110)		0.0%	
4839 CAP - CBC Tree Fund Project	0	9,713	0	(9,713)	(9,713)		0.0%	
4841 CAP - Litter Bins	0	2,316	0	(2,316)	(2,316)		0.0%	
4842 CAP - Bowls Club Fence	0	519	0	(519)	(519)		0.0%	
4843 CAP - Office Boiler	0	2,000	0	(2,000)	(2,000)		0.0%	
4844 CAP - Football Changing Room	650	650	0	(650)	(650)		0.0%	
4845 CAP - Remeberance Banners	625	625	0	(625)	(625)		0.0%	
4915 Transfer to Rolling Capital Fd	0	58,799	51,300	(7,499)	(7,499)		114.6%	
4921 Transfer to EMR	5,155	5,155	0	(5,155)	(5,155)		0.0%	
4923 Internal Loan repaid to F'ild	0	12,000	12,000	0	0		100.0%	
4965 Funded from Rolling Capital	(1,275)	(61,379)	(10,000)	51,379	51,379		613.8%	
Capital and Projects :- Indirect Expenditure	<b>5,155</b>	<b>97,543</b>	<b>83,203</b>	<b>(14,340)</b>	<b>0</b>	<b>(14,340)</b>	<b>117.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(63,300)</b>	<b>(63,300)</b>	<b>0</b>				
Grand Totals:- Income	<b>7,508</b>	<b>652,282</b>	<b>655,501</b>	<b>3,219</b>			<b>99.5%</b>	
Expenditure	<b>59,976</b>	<b>400,779</b>	<b>655,501</b>	<b>254,722</b>	<b>0</b>	<b>254,722</b>	<b>61.1%</b>	
<b>Net Income over Expenditure</b>	<b>(52,468)</b>	<b>251,503</b>	<b>0</b>	<b>(251,503)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>(52,468)</b>	<b>251,503</b>						

**Sandy Town Council**  
**Report to 31st October 2021**

General Notes

Attached is the summary income & expenditure report for the month 1st October 2021 to 31st October 2021

This report shows a current year surplus of income over expenditure of £251,503

The balance sheet shows that total funds available to the Council are £840,045

This is made up of the following -

Current Year Fund	£251,503
General Reserve Brought Forward	£234,043
Rolling Capital Fund	£244,100
Fallowfield Reserve	£60,217
Skatepark Project EMR	£12,155
Earmarked Elections	£15,000
Cemetery Development Reserve	£23,028
Total	£840,045

The percentage of budget if analysed evenly over the year to date is 58.33% but Members are reminded that income & expenditure rarely follows this pattern over the year.

**Balance Sheet Notes:**

1) PAYE and Pension contributions outstanding refer to October 2021 payroll. Payments made to HMRC & LGPS in first week of November 2021.

Analysis by Cost Centre

**401      Staff**

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Expenditure is 54.1% of the annual budget.

4010 - Large expenditure at start of financial year due to payment to Harrison's Accountancy for 2021/22 payroll service.

Cost centre underspend due to periods of staff on unpaid leave and awaiting the 2021/22 pay award.

**402      Administration**

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Expenditure is 55.9% of the annual budget.

1003 - Income from Saffords bookings.

1201 - Income from Chamber rental for PCC election.

1205 - Waylines income from Council land.

1245 - CBC Ward Cllr Grant for Beeston Library Box.

4011 - Business rates are paid in two 6 monthly installments. Payment for first 6 months made in April 2021.

4012 - Low expenditure due to accrual of £100 for final 2020/21 bill. Actual bill only £69.52. Very low water bill for February to May of £14.08. Bill of 58.97 for May to August paid.

4016 - High due to bulk order of cleaning materials for caretaker, outdoor team and office. Expenditure expected to remain in budget.

4021 - Includes service charge related to wi-fi service set up. Higher charges resulting from mobile phones added. Budget increased in draft 2022/23 budget proposal.

4022 - High expenditure due to top up of franking machine. Postage is paid in advance and then used via the franking machine. Higher expenditure over the last year due to regular postage of all Councillors' agendas. Quarterly lease charge of £72.44 paid in June.

**Sandy Town Council**  
**Report to 31st October 2021**

Analysis by Cost Centre [Continued]

4024 - The majority of the Council's annual subscriptions are paid at the start of the financial year. Therefore expenditure appears high.

4025 - High due to payment of 12 month insurance premium (July - July) rather than monthly payments.

4036 - Large expenditure on one-off 2021/22 annual costs for Redcare line (alarm), annual keyholding security service and intruder alarm service. Potential to reduce expenditure in 2022/23 budget as ADT are moving from Redcare lines to sim cards/data which will be included in existing alarm provision costs.

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

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**403      Works**

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Expenditure is 43.8% of the annual budget.

4011 - Business rates are paid in two 6 monthly installments. Payment for first 6 months made in April 2021.

4012 - Bill of £29.46 received for last quarter. Offset by credit from previous year. Bills lower than anticipated in part due to use of grey water.

4039 - High expenditure due to summer planting costs. No overspend anticipated.

4043 - Costs for fuel usually higher in summer following the purchase of more red diesel for tractor and fuel for mowers and strimmers.

4044 - Tax and insurances paid annually for Council vehicles. Costs for ride on mower still to be incurred.

4045 - Accrual made for Bedford Road tree work. Work came in at £280 less than originally quoted leading to a credit in the budget line for the current month. Expenditure incurred in July 21 for emergency work to a tree at Beeston Green. Further costs to be incurred in Q4.

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**405      Footway Lighting**

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Expenditure is 54.3% of the annual budget.

No concerns/comments

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**406      Cemetery & Churchyard**

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Expenditure is 59.4% of the annual budget.

1226 - Lower income than had been anticipated based on previous years levels.

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

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

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**408      Town Centre**

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Expenditure is 76.4% of the annual budget.

4011 - Business rates are paid in two 6 monthly installments. Payment for first 6 months made in April 2021.

4100 - High due to payment of annual service charge and maintenance fee. Year-end underspend anticipated.

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**409      Public Toilets - Car Park**

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Expenditure is (16.4%) of the annual budget.

4014 - Higher than anticipated expenditure. Increase allowed for 2022/23. Overspend related to charges from June, July & August where bills were approx. £40 a month. This dropped to £11 for October.

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

**Sandy Town Council**  
**Report to 31st October 2021**

Analysis by Cost Centre [Continued]

**500      Play Areas and Open Spaces**

Expenditure is 140.2% of the annual budget.

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

4036 - High costs due to repair work needed on the Bedford Road pavilion lights.

**501      Sunderland Road Recreation Ground**

Expenditure is 58.4% of the annual budget.

1201 - Rent from fair at Sunderland Road

4036 - High expenditure due to inclusion of costs for repair of the Banks Pavilion roof. To be re-allocated to the Rolling Capital Fund prior to year end.

4046/4048 - High due to seasonal work of maintaining Green and cricket square.

**502      Nature Reserves**

Expenditure is 14.5% of the annual budget.

**505      Grass Cutting**

Expenditure is 0% of the annual budget. Invoice to be received in March 2022.

**506      Litter Bins, Seats & Shelters**

Expenditure is 62.3% of the annual budget.

4042 - Work on repairs to benches.

**509      Christmas Lights**

Expenditure is 60.9% of the annual budget.

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

**601      Precept and Interest**

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

**602      Democratic and Civic Costs**

Expenditure is 37.4% of the annual budget.

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

4033 - High expenditure as it includes payment for November Bulletin issues.

4202 - High due to expenditure on NALC training courses for Councillors. Transferred to 402 4008 (Training)

**700      Capital**

4829 - This includes the costs of repairing the car park toilets (£2,810) and replacing the car park barrier (£3,368.21). An insurance payment was received for the work to the car park barrier and is shown as income under 408 - 1258.

Date: 10/11/2021

## Sandy Town Council Current Year

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Time: 12:16

## Current Bank A/c

## List of Payments made between 01/10/2021 and 31/10/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/10/2021	Barclays	DDR	45.30		Bank charges
04/10/2021	UK Fuels Limited	DDR1	49.40		2517-Fuel
05/10/2021	Grenke Leasing Ltd	DDR2	765.54		Purchase Ledger Payment
05/10/2021	Grenke Leasing Ltd	DDR2	-765.54		Purchase Ledger Payment
05/10/2021	Grenke Leasing	DDR	765.54		Copier lease
06/10/2021	Binder Loams Ltd	32358	616.28		2482-Ongar loam
06/10/2021	Sandy Town Bowls Club	32359	28.33		2508-Fuel
06/10/2021	Bedfordshire Rural Communities	32360	2,000.00		2484-Sandy Green Wheel-Contrib
06/10/2021	Broxap Ltd	32361	1,589.76		2483-Standard litter bin x 4
06/10/2021	Ben Burgess & Co Ltd	32362	997.60		2481-Vehicle maintenance
06/10/2021	Central Bedfordshire Council	32363	1,627.36		2487-Jenkins pav Oct 21
06/10/2021	CHRISTOPHER ROBSON	32364	31.77		2488-Staff mileage claim
06/10/2021	The Community Heartbeat Trust	32365	166.80		2485-G5 adult pads
06/10/2021	DCK Accounting Solutions Ltd	32366	575.70		2486-Accounts visit-08sept
06/10/2021	Gilks Fencing Ltd	32367	175.72		2489-Top post, straps, timber
06/10/2021	Hertfordshire County Council	32368	87.97		2490-Misc stationery & cleanin
06/10/2021	Hire or Buy Group Ltd	32369	20.65		2491-Stihl chain loop
06/10/2021	Mazars LLP	32370	1,560.00		2492-Ex Audit 2020/21
06/10/2021	Tim Miles	32371	1,200.00		2494-Grave digging
06/10/2021	N D Broadwith	32372	800.00		2496-Sandy Cricket Club-works
06/10/2021	FD Odell & Sons Ltd	32373	479.70		2498-Mixed waste collection
06/10/2021	PHS Group	32374	379.83		2501-Sanitary disposal
06/10/2021	Simon M Goldman	32375	650.00		2503-Scaffolding-changing room
06/10/2021	Rosetta Publishing	32376	290.40		3504-Beds bulletin Oct
06/10/2021	RS Fencing	32377	672.00		2505-supply&fit 6m board fence
06/10/2021	Agrovista UK Ltd	32378	1,100.55		2480-Turf top dressing
06/10/2021	SLCC Enterprises Ltd	32379	474.60		2507-National Conference 2021
06/10/2021	Sandy Secondary School	32380	35.00		2506-Grant Audrey Boothby Awar
06/10/2021	TurfMaster	32381	225.00		2509-Bowls Green
06/10/2021	UK Amenity Ltd	32382	1,596.00		2510-Amenity spray
07/10/2021	Ampower UK Ltd	DDR3	87.64		2522-Elec Sept 2021
07/10/2021	Ampower UK Ltd	DDR4	86.48		2525-Elec Sept 2021
07/10/2021	Ampower UK Ltd	DDR5	33.08		2524-Elec Sept 2021
07/10/2021	Ampower UK Ltd	DDR6	698.84		2523-Elec Sept 2021
07/10/2021	Ampower UK Ltd	DDR7	35.33		2528-Gas Sept 2021
08/10/2021	Ampower UK Ltd	DDR8	17.07		2527-Elec Sept 2021
08/10/2021	Ampower UK Ltd	DDR9	22.62		2526-Elec Sept 2021
09/10/2021	Central Bedfordshire Council	DD	140.00		CBC-Rates Market 21/22
09/10/2021	Central Bedfordshire Council	DD	6,175.00		CBC-Rates Car Park 2021/22
09/10/2021	Central Bedfordshire Council	DD	923.00		CBC-Rates Store 2021/22
09/10/2021	Central Bedfordshire Council	DD	3,368.00		CBC-Rates Office 21/22
09/10/2021	Central Bedfordshire Council	DD	1,971.00		CBC - Rates Cemetery 21/22
09/10/2021	Central Bedfordshire Council	DD	936.00		CBC-Rates Public Conv. 21/22
09/10/2021	Central Bedfordshire Council	DD	-936.00		CBC Rates -P/Conv 21/22
11/10/2021	Mr S Gregory	FP1	526.00		2516-Repair and grind
11/10/2021	Savin Nurseries	FP2	876.00		2515-Winter violas 584 pks
11/10/2021	1st Choice Staff Recruitmnet L	FP3	2,700.47		2514-Staff CO w.c. 19.09.2021

Continued on Page 2



## Current Bank A/c

## List of Payments made between 01/10/2021 and 31/10/2021

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
11/10/2021	HMRC	FP	3,815.24		PAYE/NI Sep 21
11/10/2021	Beds Pension Fund	FP	4,834.69		Pensions Sep 21
11/10/2021	Sandy All In It Together	FP	1,020.00		2541-Return SAIT Fund
15/10/2021	October Salaries	DDR	13,128.44		October Salaries
18/10/2021	UK Fuels Limited DDR	DDR10	153.55		2521-Fuel
18/10/2021	Chess Ltd DDR	DDR11	315.49		2625-It support
20/10/2021	Woodfines LLP	111374	200.00		Payment on account for lease work
25/10/2021	UK Fuels Limited DDR	DDR12	106.43		2629-Fuel A/C
27/10/2021	Purchase Power	FP4	513.00		2619-Postage
27/10/2021	A Jakins & Sons Christmas Tree	FP5	1,080.00		2618-Christmas tree & delivery and installation
28/10/2021	Chess Ltd DDR	DDR13	244.00		2627-Telephone
<b>Total Payments</b>			<b>61,312.63</b>		

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

<b><u>Name of the Organisation/Group</u></b>	
Sandy Good Neighbours – Friendship Club	
Are you affiliated to a national organisation? If so, which one?	No
Local venue/meeting place	Stonecroft Community Hall
Are you a registered charity? If so, give your charity number?	We operate under Bedfordshire Rural Communities Charity. Their charity number is 1061538.
What are the aims and activities of the organisation?	We provide assistance to the less able members of the community by providing transport to medical appointments, doing shopping, collecting medication etc. We also run a Friendship Club every Monday morning where up to 30 clients get together socially.
How many members do you have?	Volunteers/Leaders 35/6
Members:	Junior 0
	Senior Approximately 200
What is your annual subscription?	Junior £ No subscription
	Senior £ No subscription

<b>Project Information</b>	
What would the grant be used for?	Each Christmas we take the clients who attend the Friendship Club to a Christmas lunch. The clients pay for their own lunch. All other costs are met by the Friendship Club. The grant would be used to help fund soft drinks during the meal, transport to and from the venue and to provide each member of the club with a card and present.
In what manner will the residents of Sandy benefit?	The Friendship Club provides a venue for elderly clients to get together for 2 hours each week. For some this is the main, or possibly only social event of the week. We could not have the Christmas meal last year due to lockdown. This event will hopefully be another step towards getting them back to a more normal way of life.
Approximately how many Sandy residents will benefit from this grant?	30
Estimated total cost of project	£140
Please state clearly how much you are applying for from Sandy Town Council.	£100
What amount is being met from your own funds?	£40

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

Source	Amount	Confirmed/Pending/Unsuccessful
--------	--------	--------------------------------

None

**Financial Details**

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

Clients attending the Friendship Club pay £3 per visit. This is used to provide them with refreshments, entertainment, guest speakers and visits to local garden centres etc. Any surplus is used for the benefit of the clients.


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

<b>Payment Details</b>	
Account Title	Sandy Good Neighbours
Account Number	[REDACTED]
Bank/Building Society Name and Address	National Westminster
<b>Contact Details</b>	
Please give details of the person with whom this application can be discussed and to whom any cheque should be sent:	Stephen Ralph
Position in organisation	Chairman
Address	16 Cedar Gardens Sandy SG19 1EY
Telephone Number	[REDACTED]
E-mail address	[REDACTED]

## **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>	STEPHEN RALPH
<b>Position:</b>	CHAIRMAN
<b>Date:</b>	16/11/21

**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

# Treasurer's Financial Reporting Sheet

Sandy Good Neighbours		31st December 2020	
INCOME & EXPENDITURE for Year ending			
2020	INCOME	EXPENDITURE	
	Balance b/f 2019		£1,726.59
	Donations Public	£351.83	£150.00
	Donations T C	£150.00	£268.98
	Grant from B C	£400.00	£177.52
	Grant	£935.00	£161.95
			£20.00
			£386.13
			£87.11
	Total	£1,836.83	£1,261.69
		Club Funds Summary	Totals
Bank as at Dec 2020	£2,266.39		£1,726.59
Cash as at Dec 2020	£45.34		£1,836.83
<b>Net TOTAL 2020</b>	<b>£2,311.73</b>		<b>£1,251.69</b>
			<b>£2,311.73</b> X
SGN Friendship Group		£770.35	£806.43
			£26.40 X
SGN Friday Friendship		£167.93	£130.14
			<b>£57.79</b> X

Audited H/c  
16/1/2021

SGN DONATIONS JAN 2020 to DEC 2020

Date	Donators names for 2020	Monthly Total				
January 2020	Mrs Carnegie	£22.00				
11/01/2020	Kaye dog walking	£5.00				
15/01/2020	Shopping	£3.00				
15/01/2020	M Brenan	£2.20				
15/01/2020	B Ambrose	£2.00				
15/01/2020	Mrs Foreman	£3.00				
11/03/2020	Ray	£12.20				
11/03/2020	Shefford	£10.00				
11/03/2020	Dianne	£25.70				
11/03/2020	Stephen s list	£36.60				
11/03/2020	Carnegie	£28.00				
11/03/2020	Dianne 's list	£51.50				
11/03/2020	Joyce Stock	£10.00				
11/03/2020	Mr Northdock	£3.00				
06/07/2020	Sally Carlow 2 clients	£19.00				
06/07/2020	Hazel McPhenson	£20.00				
01/10/2020	Dianne list	£91.63				
01/10/2020	Mercie Collins	£2.00				
01/10/2020	Nigel Alders	£5.00				
	<b>TOTAL</b>	<b>£351.83</b>				



# SANDY GOOD NEIGHBOURS

Date:	1.1.2021		
1.1.2020	Vodafone TOP UP		£20.00
12.2.2020	Vodafone top up		£20.00
11.3.2020	Vodafone top up		£20.00
11.3.2020	Carnival Stall		£20.00
19.3.2020	Vodafone top up		£20.00
9.4.2020	Vodafone top up		£20.00
26.4.2020	Vodafone top up		£20.00
28.4.2020	Vodafone Top up		£30.00
9.5.2020	Vodafone top up		£15.00
1.6.2020	Vodafone Top up		£20.00
3.7.2020	Vodafone Top up		£20.00
8.5.2020	Insurance		£177.52
8.5.2020	First Aid Course ( date to be advised		£60.00
15.7.2020	Vodafone top up		£11.00
13.8.2020	Vodafone top up		£5.98
15.9.2020	New Mobile phone		£161.95
15.9.2020	Initial PPE		£127.64
1.10.2020	PPE Stephen Ralph		£240.60
15.09.2020	Vodafone Top up	D/D now	£11.00
1.10.2020	Receipt Books		£7.99
1.10.2020	Stamps		£9.12
1.10.2020	Flowers		£10.00
1.10.2020	PPE		£17.89
14.10.2020	Vodafone	D/D	£12.00
13.11.2020	Vodafone	D/D	£12.00
15.12.2020	Vodafone	D/D	£12.00
1.12.2020	Christmas presents for FG		£150.00
	<b>Total</b>		<b>£1,251.69</b>

<b>Sandy Good Neighbours</b>		
Friendship Group Mondays	January	£240.45
Income		
	February	£299.10
	March	£80.80
	April to Dec	£0.00
	Donation TC	£150.00
	Total	<b>£770.35</b>
Balance B/f 2019	£62.48	
	January	£228.46
Expenditure		
	February	£200.99
	March	£69.41
	April	£16.06
	May	£51.56
	June	£11.49
	July	£101.59
	December	£126.87
Total		<b>£806.43</b>
Balance b/f		£62.48
Income added		£832.83
Deduct exp		<b>£26.40</b>

## Policy, Finance and Resources Committee

<b>Date:</b>	<b>22<sup>nd</sup> November 2021</b>
<b>Title:</b>	<b>Equipment Repair Costs (Bethco)</b>
<b>Contact Officer:</b>	<b>Town Clerk</b>

**Purpose of the Report**

1. To provide Members with proposed expenditure on maintenance and repair required to the Council's Bethco. The cost in repairs exceeds the Clerk's delegated expenditure.

**Recommendation**

2. That the committee approve expenditure of £2,205.03 on service and repair work to the Council's Bethco.

**Background**

3. The Council owns a Bethco which is trailed by the Council tractor for the purpose of grass cutting. The Bethco is in need of a number of repairs/replacement parts which have arisen following a service. The machinery is critical to the Council's maintenance of green spaces and the committee is asked to approve the expenditure required for repair work.

**Proposals/Information**

4. The work/parts required, and the cost of that work is detailed below;

Cyclone Hitch Plate	6 Each	£62.73	£376.38
Cyclone Hitch Pin	3 Each	£56.52	£169.56
Roller Support	3 Each	£160.20	£480.60
Anti-Scalp Roller	3 Each	£237.19	£711.57
Shaft Anti-scalp roll	3 Each	£63.18	£189.54
Outer Spacer	2 Each	£7.12	£14.24
Inner Spacer	1 Each	£6.50	£6.50
Wheel (solid/Hard)	1 Each	£226.64	£226.64
Carriage Charge	1 Each	£30.00	£30.00
<b>TOTAL COST</b>			<b>2,205.03 + VAT</b>

**Financial Implications**

5. The costs of the work can come from the Council's revenue budget for works equipment/vehicle maintenance. The budget has £3,717 in available funding. Once the work to the Bethco is taken out of this budget it will leave an available balance of £1,512 for the final four months of the year. It is felt that this will be sufficient unless any further unplanned expenditure should need to be incurred. However, Council vehicles have not had their MOTs and services for the year.

**Policy Implications**

6. Ensuring the Council's equipment is well maintained, efficient and effective helps the Council fulfil its service requirements. Providing the outdoor team with the tools needed to carry out their role is critical to the Council meeting its responsibilities. Repairs to the machinery help the Council meet objectives set out in its recreational spaces plan.

**Legal Powers**

7. 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.

## Policy, Finance and Resources Committee

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<b>Date:</b>	<b>22<sup>nd</sup> November 2021</b>
<b>Title:</b>	<b>Replacement Goal Posts at Sunderland Road</b>
<b>Contact Officer:</b>	<b>Town Clerk</b>

### Purpose of the Report

1. To provide Members with more detailed costs on the replacement of three sets of football posts at Sunderland Road Recreation Ground.

### Recommendation

2. That the Committee approve the replacement of three sets of football posts at Sunderland Road recreation ground and that the budget of £4,265 is allowed for from the Council's rolling capital fund. Professional installation will rectify issues of loose sockets and unlevel goals.

### Background

3. The Town Council is responsible for the preparation and maintenance of football pitches at Sunderland Road recreation ground. This includes the provision, installation and maintenance of goal posts and fittings. There are three sets of goal posts at the recreation ground, all of which are old and need to be updated. At a previous meeting of the committee, it was agreed to allow £2,900 within the Rolling Capital Fund for the replacement of the goal posts. This value was based on an initial cost obtained by the Clerk.
4. Following the last meeting of the committee the Outdoor Team Leader obtained further costs from recommended companies. This has resulted in a quoted cost increase based on the actual type of posts and fittings that are needed.

### Proposals/Information

5. Below are quotes obtained for the purchase of three sets of 7.32m by 2.44m goal posts. One quote includes installation of the new fittings.

<b>Quote 1 (Includes installation)</b>	
<ul style="list-style-type: none"> <li>• Supply, delivery and installation of three sets of aluminum socketed football goals</li> <li>• 7.32 metres wide by 2.44 metres high</li> <li>• 76mm O/D 3.2mm wall, with back elbow stanchions</li> <li>• Same position as existing sockets including fully reinstating.</li> <li>• Net hooks and goal nets provided</li> </ul>	£4,265.00 + VAT
<b>Quote 2</b>	
<ul style="list-style-type: none"> <li>• Socketed Park Football Posts</li> <li>• 3 x pairs of socketed Aluminium Goal Posts</li> <li>• 100 x Net Hooks</li> <li>• 7.32m wide by 2.44m high</li> <li>• 4 x 460mm deep sockets and lockable lids</li> <li>• 2 x Goal Nets</li> </ul>	£5,573.88 + VAT

<b>Quote 3</b>	
<ul style="list-style-type: none"> <li>• Lock Socketed Supper Heavyweight Steel Football Posts</li> <li>• 2 x Socketed Steel Goal Posts 24ft x 8ft.</li> <li>• 4 x Elbow Brackets.</li> <li>• 24 x Arrow Net Hooks.</li> <li>• 4 x 460mm Deep Sockets and Lids.</li> <li>• 2 x Goal Nets.</li> <li>• All Bolts and Fixings.</li> </ul>	<p>£4,311.00 + VAT</p>

<b>Quote 4</b>	
<ul style="list-style-type: none"> <li>• Stadia Sports 24' x 8' Socketed Aluminum Football Goals.</li> <li>• Complete package includes goals, sockets, nets &amp; net supports.</li> <li>• Manufactured from 100mm x 107mm x 2.5mm elliptical aluminium</li> <li>• Powder coated white as standard</li> <li>• Package includes posts, sockets, nets, net supports and fixings</li> </ul>	<p>£3,024.00 + VAT</p>

**Financial Implications**

6. The costs of the goal posts will need to come from the Council’s Rolling Capital Fund. The actual costs of the goal posts required are higher than originally quoted and allowed for in the Rolling Capital Fund when reviewed at the previous meeting of the committee. The Capital Budget is sufficient to meet the costs of any of the four quotes.

**Policy Implications**

7. The Council has a responsibility to ensure the goals posts are safe and well maintained for both the football users and the general public. The investment in new goals posts will help the Council meet its aims of improving and enhancing its recreational spaces.

**Legal Powers**

8. 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.

**Policy, Finance and Resources Committee**

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<b>Date:</b>	<b>22<sup>nd</sup> November 2021</b>
<b>Title:</b>	<b>Electric Vehicle Report</b>
<b>Contact Officer:</b>	<b>Town Clerk</b>

**Purpose of the Report**

1. To provide Members with information on a potential new electric vehicle for the Council's outdoor team.

**Recommendation**

2. That the committee consider the information provided and whether it wishes to pursue the purchase of an electric works vehicle, as currently allowed for in the Rolling Capital Fund or if further hybrid or petrol options should be looked at instead.

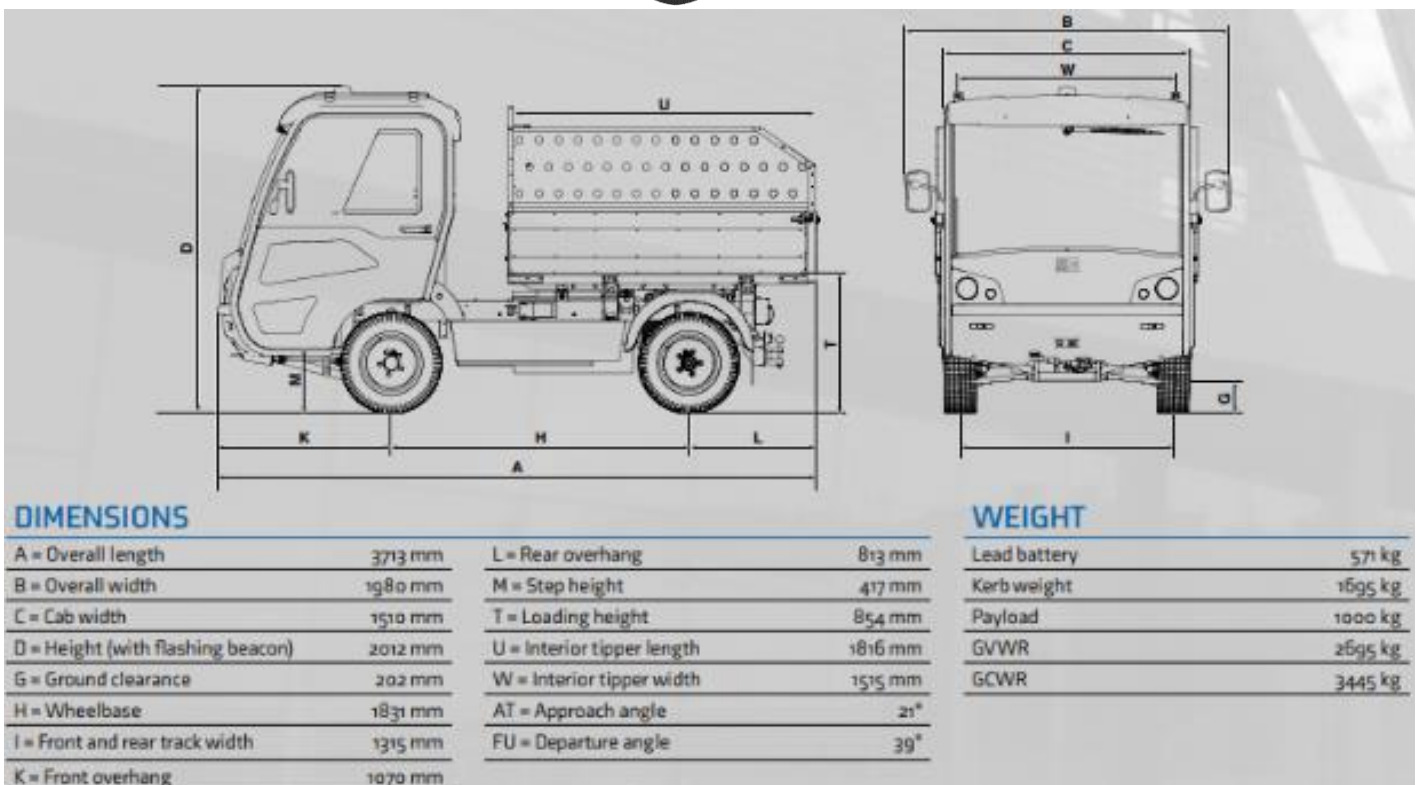
**Summary/Background**

3. As asked for, Cllr Scott and Sharman have been looking at a replacement vehicle for the outdoor staff. A number of enquiries regarding electric vehicles have been made to try and find a vehicle which suits work requirements while also supporting the Council's environmental ambitions. This is to replace the smaller of the two council work trucks, which is becoming more expensive to maintain and has an increasing number of issues. The replacement of the vehicle also provides an opportunity for the Council to acquire a more versatile vehicle which will serve the differing needs of the outdoor team.
4. Electric pickups are not yet readily available so switching from what we have now to an electric version is not possible as there are still problems with the design to overcome. When that will happen is difficult to say as yet, although Tesla are working on a design, but initial costs were put at over £50,000. This means that slightly different types or style of vehicle need to be considered when looking at electric alternatives.
5. Electric vans are of course available new from £25,000 to £40,000 but this type of vehicle does not provide the flexibility the outdoor staff need to do the work required of them. An open, flat bed style of vehicle is needed to support the work of the outdoor team.
6. Following research, a demonstration of an Etesia vehicle was arranged to display the type of vehicle that is available to the Council and which is purpose made for such work. Some Councillors were able to attend and view the vehicle. Similar to electric vans the cost is just over £40,000 and it does have restricted range. The Council's Outdoor Team Leader was impressed with its versatility and performance, although Councillors who attended the demonstration are still to share their views. The Council could still of course purchase a diesel pickup, new or second-hand, a pick up with tipper capability is required and the price will be entirely dependent on the type, age and condition of the vehicle. However, a guide price of £18-£28,000 would be assumed.

**Proposals/Information**

7. As mentioned in point 4, electric pick-up trucks or flatbed works vehicles are not commonplace. The Etesia is a vehicle which currently operates in the European market but has now been introduced to the UK. The vehicle was liked by the outdoor team, who felt that it is a smaller size but durability and adaptability would greatly benefit their operation.

8. Below are images and some information on the vehicle demonstrated;



9. The Etesia has a number of benefits that would help the Council meet its environmental ambitions, while also providing some operational advantages for the team.

**Versatile**

**Urban Areas**

Compact (overall length 3.72 m)  
 Tight turning radius (4.40 m outer)  
 High ground clearance (201 mm) to pass over traffic control bollards

**Green Spaces**

High ground clearance (201 mm) to pass over obstacles  
 Excellent driveability (off-road tyres 185/75/R14 with 14" rims)  
 Gradeability up to 35% (unloaded), even off road

**Efficient**

Loading area; up to 181 x 151cm  
 Loading capacity: 1 metric ton  
 Towing capacity: 750 kg (brakeless trailer)

**Long-Range**

Estimated range: 60 km (37 mi) with multi-purpose usage  
 Battery charging time: 8 hrs (16A 230V connection)

**Eco-Friendly**

0 CO2 emissions  
 0 noise pollution



10. The vehicle comes with the following standard features;

**SAFETY**

- Key-locked cab
- Driver identification by RFID badge
- Driver presence detection
- Lap safety belt on driver and passenger seats
- Protective expanded polypropylene shock absorbers on doors
- Backup alarm
- Horn
- Hazard lights
- Flashing beacon 12V LED
- Automatic switch-off (when the driver gets up from seat)
- Ready wired for roof equipment (controlled from cab)

**CAB & COMFORT**

- 2-seater cab
- Insulated expanded polypropylene roof
- 2 side doors with sliding windows
- 1 back window with sliding pane
- Windscreen de-misting and heating via ventilation system
- Cab interior light (LED)
- Keyless start-up (RFID Badge)
- Adjustable driver and passenger seats
- Power steering fitted as standard
- 12 V socket
- USB port
- Radio

**VISIBILITY**

- 2-speed windscreen wipers with washer fluid
- LED daytime running lights
- Front lights (headlamps, dipped lamps, sidelights and daytime lights)
- Rear lights (brake lights, sidelights, reversing lights)
- Front, side\* and rear\* indicators
- Rear fog lights\*

**ACCESSORIES & EQUIPMENT**

- Long bed
- 3-way tipping with cab control and remote control
- Aluminium side and rear panels h=38 cm
- Aluminium front and side extensions h=51 cm
- Converter 72VDC 230 V AC - power 2 kW (continuous) and 3.2 kW (peak)
- Roof bars
- Trailer coupling with socket
- 2 lateral storage boxes with double locking mechanism

**THE CONTROLS**

- Left lever: lights, indicator and horn
- Right lever: windscreen wipers, washer fluid, selector switch
- Dashboard controls: ventilation/ de-misting, steering-wheel angle setting, hazard lights
- Centralised control panel with membrane keyboard and 4.3" LCD display

11. The outdoor team used the vehicle around some of the Council's sites and expressed support for investment in such a vehicle. The Outdoor Team Leader provided the following feedback;

- The smaller size of the vehicle will make it extremely useful for use in the cemetery and off-road sites such as the Pinnacle. The vehicle would be able to use the cemetery pathways to move around the site to support cemetery maintenance and moving of burial earth. In addition, and importantly its size would make it possible to access the space at the back of the depot. This is not possible with the current vehicle.
- The size of the vehicle will allow the team to access and manoeuvre around some sites a lot easier, including the church yard, the Limes, the new cemetery site, and the Pinnacle Hill and Field.
- The smaller size will also be useful for use around the town centre and will cause less distribution and easier manoeuvring at key points such as outside the Co-op when watering.
- A tipper facility will allow the team to do more and operate more efficiently, including allowing for the depositing of compost and wood chippings to an area behind the depot which can be screened from public view.
- The tipper facility and the ability to quickly remove sides will make loading and unloading of heavy items such as benches and bins a lot easier to manage. It would also be possible to include a winch to help load the woodchipper onto the vehicle so shredding could be carried out at different work sites across the town.
- The vehicle will be good for use later in the season when the ground is damp, especially with the off-road tyres. Can manoeuvre around sites and make far less ground impact.
- If more electrical equipment is to be invested in, such as strimmers, they can be powered on site from the vehicle.
- The vehicle could be stored within the depot yard, or the depot itself and charged on a nightly basis.
- Overall, the outdoor team felt the vehicle would be a great addition to the tools they have at hand, not only because it is electric but due to its size and flexibility. The Outdoor Team Leader has confirmed that the range and speed of the vehicle is sufficient for what is required. Due to the speed limit, its operation would be mainly limited to within the town, but it would potentially need to head to the Limes and Beeston, which the Outdoor Team Leader did not see as an issue.

12. The Etesia presents the Council with an electric vehicle that meets the operational needs of the Council. There is limited choice in the market for such a vehicle and if the Council does not wish to consider this vehicle further, it will instead need to look at a more traditional fuel engine truck. A further viewing has been offered by the supplier should Members wish to have another demonstration.

### **Additional Information**

13. Cllr Scott has researched potential vehicles further and spoken with retailers about their vehicles and what the immediate future holds. Ford have confirmed that there is no new electric vehicle in the Transit range as yet which would suit the Council's needs. There is some suggestion that Amazon will be trialing some electric works vehicles. There is a Ford Custom van that runs on battery, which is plug in but uses a petrol engine to top up the battery if needed. This has a range of 30 miles and costs about £36,000.

14. Ford have indicated that there will be a 10% price increase from the end of November. Shortage of parts meaning the numbers coming off the production lines greatly reduced leading to a necessary price increase. This has in turn obviously also affected the secondhand market and could end up adding nearly £5,000 to the cost of a vehicle. It is likely such increase will be felt across the market.
15. Another option for consideration could be to buy a new or nearly new van which uses Add Blue to mix with the fuel. This would cost about £25,000 new and about £18,000 / £20,000 nearly new. These will meet city emission regulations so changing the old Council van for one of these would greatly reduce emissions and still give a versatile vehicle. However, it would not provide the flat, open tipper facility the Outdoor Team have identified as desirable.
16. Diesel vehicles are of course due to be phased out and demand for electric vehicles is expected to increase dramatically in the coming years. However, development of domestic and work vehicles may take different paces dependent on demand.

### **Financial Implications**

17. The purchase of a new vehicle will need to come from the Council's Rolling Capital Fund (RCF). The Policy, Finance and Resources Committee have currently allowed £45,000 for the purchase of a new outdoor team vehicle within the RCF. These funds can be kept within the RCF and used at a point when the Council wish to purchase the vehicle. Based on the price list provided by the supplier, the total cost of the electric vehicle viewed will be £42,600 once supplier discounts are factored in.
18. If the Council does not wish to purchase an electric vehicle it will need to look at a petrol, diesel or hybrid truck. The cost of such a truck would be lower and as such would require less of the Council's RCF. It is estimated that a new diesel truck that offers similar features to the proposed electric truck would cost in the region of £18-28,000. The funds allowed for in the RCF could then be allocated elsewhere.

### **Policy Implications**

19. The Council Environmental Plan, which was agreed and adopted by the Council states that the Council will consider environmentally friendly alternatives when replacing equipment. The plan specifically mentions considering an electric vehicle to replace old outdoor team pickup trucks when replacement is required.
20. The purchase of an electric vehicle rather than a petrol or diesel vehicle will help offset the Council's carbon footprint and meet one of the aims within the Environmental Plan.

### **Legal Powers**

21. 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.

**Policy, Finance and Resources Committee**

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<b>Date:</b>	<b>22<sup>nd</sup> November 2021</b>
<b>Title:</b>	<b>Electricity and Gas Provision</b>
<b>Contact Officer:</b>	<b>Town Clerk</b>

**Purpose of the Report**

1. To provide Members with an update on the Council's Electricity and Gas provider and impacts changes will have on the 2022/23 budget and precept.

**Recommendation**

2. That the committee note the information and consider the costs of utilities further when considering the 2022/23 budget and precept report.

**Background**

3. The Town Council is in contract with Ampower for its electricity and gas. A utility company has previously been used to help secure the best rates for electricity and gas provision. The agreement with Ampower was due to run until 2023, securing the agreed fixed charges until that time.
4. Ampower has announced that due to the energy crisis in the UK, they find themselves in an unsustainable situation and as a result has now ceased trading.
5. Ofgem, the energy regulator, is in the process of appointing a new supplier for Ampower customers. The advice of the Council's accountant and of Ofgem is that the Council do not switch providers, but to wait until a new supplier is appointed. This will help make sure that the process of handing customers over to a new supplier and honouring credit balances is as straightforward as possible.

**Proposals/Information**

6. As with domestic customers who find themselves in this situation, the Council's electricity and gas supply will continue uninterrupted. The Council will be advised when a new provider has been appointed. The Council has been advised to continue to submit its regular meter readings and that these will be passed to the newly appointed provider.
7. Ofgem has now appointed a new supplier for Ampower customers. Sandy Town Council has been appointed to YU Energy. The Administration Team Leader is working with the energy company and the utility advisor to submit readings and information need. The Council will then be provided with a tariff and will be able to negotiate a contract or with the assistance of the utility company, review the market for the best provider and rates. The Council's accountant has advised that the Council avoid entering a long new contract immediately in the hope that the market will settle in the coming months. However, the Council will need to budget for the 'worst case scenario' in cost increases.
8. The Council was offered the opportunity to switch providers without incurring a cost from Ampower for doing so. However, there was only one provider to which a move could be made, and this would have resulted in a 130% increase and an 18 month agreement. In addition, the company would not be able to provide streetlight electricity. Therefore, it was advised that the switch not be made.

### Financial Implications

9. The Council will need to allow sufficient funds for all its electricity and gas costs in the 2022/23 budget. Due to the uncertainty about which provider the Council will be appointed, the rates it will pay and the uncertainty in the market in general, it is anticipated that there will be a large increase in utility costs. The Council's accountant has advised that the Council should look to budget for a 150% increase in its electricity and gas costs for the next financial year.
10. The Council has the following electricity accounts, the list includes 2022/23 budgets if a 100-150% increase is factored in. These costs have been included in the 2022/23 budget and precept draft which will be considered and discussed at the committee meeting on 22<sup>nd</sup> November 2022.

Electricity	Current Budget	2022/23 Budget	Note
10 Cambridge Road	£2,300	£5,750	150% increase
Depot	£1,200	£3,000	150% increase
Streetlights	£6,500	£13,000	100% increase based on current budget and projected year end spend
Public Toilets	£300	£350	Small increase allowed for based on current budget and projected year end spend
Sunderland Road	£200	£200	Based on current budget and projected year end spend the budget should be sufficient even with an increased electricity cost.
<b>Totals</b>	<b>£10,500</b>	<b>£22,300</b>	

11. The accountant has advised that a large increase is allowed for the Council's gas costs at 10 Cambridge Road. Based on current gas prices an increased budget from £1,300 to £3,900 has been recommended as part of the 2022/23 budget.

## SANDY TOWN COUNCIL

COMMITTEE: Policy, Finance and Resources

DATE: 22<sup>nd</sup> November 2021

OFFICER: Town Clerk

SUBJECT: Scale of Charges for Financial Year 2022/23

The table below details the 2021/22 scale of charges for Council functions and services. The table proposes some increases in charges for the financial year 2022/23. The increases are either based on the last available RPI figure of 4.9% (September 2021) or a rounded amount where 4.9% is unpractical.

<b>Sports Charges</b>			
<b>Football</b>			
<i>Bedford Road Recreation Ground – Sandy Football Club</i>	<b>2021/22</b> £	<b>2022/23</b> £	<b>VAT</b>
Pitch and Pavilion	Lease		
Line Marking of football pitch per marking	26.33	27.62	+ VAT
<i>Sunderland Road Recreation Ground</i>			
Seasonal hire of junior pitch	71.90	75.40	
Casual use of senior pitch	37.00	38.80	+ VAT
Casual use of junior pitch	13.70	14.37	+ VAT
Seasonal use of mini pitches	10.65	11.17	
Casual use of mini pitches	57.75	60.58	+ VAT
<i>Seasonal use of football pitch and 2 changing rooms:</i>			
Sandy Colts and other junior teams	185.00	194.00	
Sandy Colts senior teams	211.00	221.00	
Adult teams	455.00	477.30	
<b>Cricket</b>			
	Lease		
Sandy Cricket Club (2 changing rooms and education room)	288.70	302.85	SLL
Sandy Cricket Club (pitch) -	224.40	235.40	
Casual use of cricket pitch (income to club)	Set by SCC		
Other clubs (seasonal use of 2 changing rooms)	238.50	250.19	
Casual use of 2 changing rooms	22.03	23.11	
<b>Bowls</b>			
Sandy Town Bowls Club	Lease		
Rink Fees (bowling green per person per rink per hour)	4.35	4.56	+ VAT

<b>Premises, Leases etc</b>			
<b>Jenkins Pavilion</b>			
<b>Non profit making youth groups:</b>	<b>2021/22</b>	<b>2022/23</b>	<b>VAT</b>
	<b>£</b>	<b>£</b>	
Seasonal or termly use of education room (weekly meetings)	Set By SLL		
Casual use of education room (per hour)	Set By SLL		
<b>Non profit making adult groups:</b>			
Yearly use of education room (monthly meetings)	Set By SLL		
Commercial or business groups:	Set By SLL		
Casual use of education room (per hour)	Set By SLL		

<b>Premises, Leases etc continued</b>			
<b>10 Cambridge Road</b>			
<b>Day Time</b>	<b>2021/22</b>	<b>2022/23</b>	<b>VAT</b>
	<b>£</b>	<b>£</b>	
Hire of Council Chamber per session (4 hours)	37.20	39.00	+ VAT
Hire of council chamber per session day rate	64.10	67.25	+ VAT
Hire of Chamber per hour	11.10	11.65	+ VAT
<b>Evening</b>			
Hire of Chamber per Hour	13.00	13.65	+ VAT
Hire of Chamber for (4 hours)	42.50	44.60	+ VAT

*Note: Bookings for the Chamber were very low during 2018/19 and rates left static for 2019/20 in a hope this might help encourage more bookings.*

<b>Other Charges</b>			
	<b>2021/22</b>	<b>2022/23</b>	<b>VAT</b>
	<b>£</b>	<b>£</b>	
Agenda, Minutes and supporting papers per year	10.00	10.50	
<b>Photocopying Charges</b>			
Black and White A4	0.10	0.10	Inc VAT
Black and White A3	0.20	0.20	Inc VAT
Black and White A4 card	0.20	0.20	Inc VAT
Colour A4	0.50	0.50	Inc VAT
Colour A3	0.80	0.80	Inc VAT
Laminating A4	0.80	0.80	Inc VAT
Laminating A3	1.30	1.30	Inc VAT
Administration costs if applicable (time spent on fulfilling request exceeds 1 hour)	11.55	12.10	
<b>Town Centre Car Park</b>			
Pass (non-refundable)	147.40	154.62	+ VAT
Replacement pass	55.00	57.70	

<b>Burials and Memorials</b>		
<b>Exclusive rights to Burial</b>	<b>2021/22 £</b>	<b>2022/23 £</b>
Burial in all sections 7 ft x 3 ft	202.00 (all sections)	212.00
Fee for transfer of rights of burial document	65.00	68.00
<b><i>Treble fees for non- parishioners</i></b>		

<b>Burials and Memorials</b>		
<b>Exclusive rights to Burial of cremated remains</b>	<b>2021/22 £</b>	<b>2022/23 £</b>
Cremated remains in earthen grave 2 ft x 2 ft	106.50 (all sections)	111.70
<b><i>Tablets are the only memorials permitted</i></b>		
<b><i>Treble fees for non- parishioners</i></b>		
<b>Interment Fees</b>		
	<b>2021/22 £</b>	<b>2022/23 £</b>
Interment of a body of a non-viable foetus or a child whose age at the time of death did not exceed 12 months	30.00	30.00
Interment of a body of a child whose age at the time of death exceeded 12 months but did not exceed 12 years	60.00	63.00
Interment of a body of a person whose age at the time of death exceeded 12 years	467.50	490.40
Cremated remains	137.75	144.50
Scattering of cremated remains	27.50	28.85
<i>Fees above include the digging of the grave and apply only where the interment is made between the hours of 10 am and 4 pm Monday to Friday or on the certificate of a coroner or registered medical practitioner that immediate interment is necessary. In any other case an additional fee is payable available on application at the time of the interment</i>		
Extra charge per ft for excavations deeper than 7 ft	80.00	83.90
<b><i>Treble fees for non- parishioners</i></b>		
Hire of Cemetery Chapel	110.00	115.40
<b>Burials and Memorials continued</b>		
<b>Memorial Fees</b>	<b>2020/21 £</b>	<b>2021/22 £</b>
Any headstone, vase or tablet permitted under the regulations	157.00	£164.70
Subsequent inscriptions	53.70	£56.30
Restoration and Replacement of kerbing	53.70	£56.30
<b><i>Treble fees for non- parishioners</i></b>		
<b>Maintenance Fees</b>		
Maintenance of graves (per single grave not planted per annum)	59.75	£62.70



Maintenance of graves (per single grave planted x 2 per annum)	130.00	136.40
New requests for maintenance of planted grave	162.00	169.90
Maintenance in perpetuity	2,557.00	2,682.30
<b>Standard administration charge for cemetery requests not covered by the above – <i>Such as moving of headstones etc.</i></b>	30.00	40.00
<b>Exhumation Fees</b>		
Administration costs and personnel attendance at exhumation.	To be considered on individual basis.	
<b>Transfer of Ownership</b>	-	£50.00

**Policy, Finance and Resources Committee**

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<b>Date:</b>	<b>22<sup>nd</sup> November 2021</b>
<b>Title:</b>	<b>Revenue and Capital Budget 2022/23</b>
<b>Contact Officer:</b>	<b>Town Clerk</b>

**Purpose of the Report**

1. To provide Members with an overview of changes made to the draft 2022/23 budget following review and advice from the Council's accountant. The report is intended to aid Councillors' consideration of the proposed budget for the next financial year.

**Recommendation**

2. That the Council note the budget codes which have been amended following review by the accountant when considering the overall draft revenue and capital budget. That the Council advise the Clerk whether they wish to accept the proposed amendments or make further changes.

**Background**

3. The committee initially reviewed and set initial 2022/23 revenue budget levels in September 2021. This was based on five months year to date spend. The accountant and Clerk have now reviewed the revenue budget again with the benefit of 7 months year to date spend.
4. The Council considered the 2022/23 capital expenditure at a meeting of the Committee held on 18<sup>th</sup> October 2021. The committee proposed adding an additional £2,500 to the capital budget for the purpose of inflation.
5. The Clerk has reviewed the draft budget with the Council's accountant, who has provided more up to date advice and rate increases, potentially salary increases and areas where further budget reductions might be able to be made.

**Proposals/Information**

6. The accountant left the 2022/23 Rolling Capital Fund (RCF) at £51,300 as per the 2021/22 budget and advised the capital expenditure should be raised for specific expenditure. The Clerk has included the increase to the RCF as per the committee's previous suggestion. This increase makes up approximately 0.42% to the Council tax increase based on the current draft budget presented.

**AGENDA ITEM: 13**
**APPENDIX X**

7. The table below shows those budget codes where changes to the Council's previous draft budget have been recommended;

CC	AC	Budget	Previous	Recomm.	Accountant's Recommendations/Comments
401	4001	Admin Salaries	£122,500	£131,750	Accountant has recommended a 3% pay award increase is budgeted for 2022/23 salaries.
401	4002	Works Salaries	£110,000	£115,750	Includes allowance for SCP increases subject to HR approval.
401	4003	NIC	£19,350	£23,400	Increase based on 3% salary increase and 1.25% increase in NIC applied by Government.
401	4004	Pension	£55,500	£61,500	Increase based on 3% salary increase and 1% pension scheme increase the Council must pay as an employer within the scheme.
401	4030	Recruitment	£275	£350	Allowance for increase in costs of advertising.
402	1003	Tourism Income	£100	£300	Increase recommended based on year-to-date figures to month 7.
402	1201	Rent Received	£250	£500	Increase recommended based on year-to-date figures and re-opening of chamber for use.
402	4011	General Rates	£6,840	£6,950	Accountant advised these should be increased by September CPI which was 3.1%
402	4014	Electricity	£2,300	£5,750	Current provider is bankrupt. Awaiting new provider from Ofgem. Accountant recommends large increase due to uncertainty of the market.
402	4015	Gas	£1,300	£3,900	Current provider is bankrupt. Awaiting new provider from Ofgem. Accountant recommends large increase due to uncertainty of the market.
402	4021	Telephone	£2,850	£3,200	Based on current expenditure and to cover the 2x mobile phone contracts added.
402	4025	Insurance	£18,600	£19,000	Accountant recommended leaving at £19,000. Actual quoted cost is £18,425.07 on rate stability agreement until 30 <sup>th</sup> June 2024. Potential to reduce back to previous level.
402	4026	Photocopier	£5,200	£5,000	Accountant has recommended a further £200 reduction based on current year spend.
402	4027	IT Support	£3,500	£3,000	Accountant has recommended a further £500 reduction based on current year spend.
402	4028	Service Agreements	£6,500	£5,000	Accountant has recommended that budget could be reduced by £1,000. Clerk has expressed some concern due to the unknown costs that can be associated to HR support and ensuring sufficient funding is in place.
403	4008	Training	£1,500	£1,000	Accountant has recommended a reduced budget based on year to date expenditure. However, training a new outdoor employee in the certifications required for the role costs £800. It is therefore recommended that the budget is reinstated to £1,500 to ensure sufficient funds are available for potential changes in the team, including retirement of an operative.
403	4011	General Rates	£1,875	£1,900	Accountant advised these should be increased by September CPI which was 3.1%
403	4014	Electricity	£1,200	£3,000	Current provider is bankrupt. Awaiting new provider from Ofgem. Accountant recommends large increase due to uncertainty of the market.
403	4038	Consumables/Tools	£2,500	£2,000	Accountant has advised £500 reduction based on previous years spend and spend to date.
403	4043	Vehicle Fuel	£3,500	£4,000	Based on current spend and increasing fuel costs an increase has been recommended.
405	4014	Electricity	£6,500	£13,000	Current provider is bankrupt. Awaiting new provider from Ofgem. Accountant recommends large increase due to uncertainty of the market.

**AGENDA ITEM: 13****APPENDIX X**

406	1227	Chapel Income	£660	£440	Reduction recommended based on income for year to date.
406	4011	General Rates	£4,005	£4,100	Accountant advised these should be increased by September CPI which was 3.1%
406	4036	Prop. Maintenance	£1,200	£1,000	Accountant recommends a further reduction of £200 based on previous and current spend
408	411	General Rates	£12,820	£13,050	Accountant advised these should be increased by September CPI which was 3.1%
408	4036	Prop. Maintenance	£1,500	£1,000	Accountant recommended further reduction in budget based on previous spend.
408	4053	Loan Interest	£174	£168	Updated by accountant to actual anticipated interest level.
408	4100	CCTV	£3,000	£2,000	Further reduction recommended by accountant based on year to date spend.
409	4014	Electricity	£300	£350	Current provider is bankrupt. Awaiting new provider from Ofgem. Accountant recommends large increase due to uncertainty of the market.
501	4046	SBC Bowling Green	£3,396	£2,733	Updated with correct RPI figure based on lease – 4.9%
501	4047	SBC Equip. Maint.	£2,733	£2,808	Updated with correct RPI figure based on lease – 4.9%
501	4048	SCC Cricket Square	£2,698	£2,772	Updated with correct RPI figure based on lease – 4.9%
501	4048	SCC Equip. Maint.	£2,918	£2,784	Updated with correct RPI figure based on lease – 4.9%
501	4060	Jenkins	£16,700	£17,052	Higher RPI increased allowed for than previously, based on 4.9%
502	4060	Prof. Fees	£10,770	£11,050	Higher RPI allowed for than previously, based on 4.9% used from August 2021.
602	4042	Equip. Maintenance	£400	£1,000	Accountant has suggested increase based on previous years expenditure on maintaining defibrillators.

**Financial Implications**

8. The current draft budget, which includes the recommendations made by the accountant is included with this agenda for Councillor's consideration. The budget as it currently stands would require a precept of £633,716. This would equate to a £7.00 (4.69%) increase per Band D property.
9. Sandy's Tax base has increased from 4016 to 4056, an increase of 40 over the last year. Over the previous five years from 2016/17 to 2021/22 the tax based increased by a total of 67.
10. The draft budget results in a total increased budget of £34,360. The bulk of the increase in the draft budget is down to the proposed increases in the salary/NIC/Pension costs and the increase in utility costs. (£25,225 in salaries, £15,000 in utilities, £1,923 in General Rates and RPI/CPI increases)

**Sandy Town Council**

(Prepared 9.11.21)

**Budget Summary**

**Year Ended 31st March 2023**

	<b>2021-22</b>		<b>2022-23</b>	<i>Budget</i>	
	<b>Projected</b>	<i>Budgeted</i> (Revised)	<b>Proposed</b>	<i>Incr/Decr</i>	
REVENUE EXPENDITURE					
Staffing & Admin	415934	447015	<b>477350</b>	30335	
Services	106559	124674	<b>130655</b>	5981	
	<u>522493</u>	<u>571689</u>	<u><b>608005</b></u>	<u>36316</u>	
INCOME					
Staffing & Admin	1298	1250	<b>2600</b>	1350	
Services	32294	34992	<b>35597</b>	605	
	<u>33592</u>	<u>36242</u>	<u><b>38197</b></u>	<u>1955</u>	
NET REVENUE EXPENDITURE	<u>488901</u>	<u>535447</u>	<u><b>569808</b></u>	<u><b>34361</b></u>	
<b>Capital Expenditure (Net)</b>					
Rolling Capital Fund Allocation	51300	51300	<b>53800</b>	2500	
Capital & Projects (net)	0	0	<b>0</b>	0	
Loans	609	609	<b>608</b>		
Loan - Internal Repayment	12000	12000	<b>12000</b>	0	
	<u>63909</u>	<u>63909</u>	<u><b>66408</b></u>	<u>2500</u>	
<b>TOTAL NET EXPENDITURE</b>	<u><b>552810</b></u>	<u><b>599356</b></u>	<u><b>636216</b></u>	<u><b>-2500</b></u>	
Financed as follows					
Reserves at 1st April	234043	286636	<b>280589</b>		
Reserves at 31st March	<u>280589</u>	<u>286636</u>	<u><b>280589</b></u> **		
Used to Fund Expenditure\ (Incr in Gen Rsv)	(46,546)	0	<b>0</b> ***		
<b>PRECEPT FUNDING REQUIRED</b>	<u>599356</u>	<u>599356</u>	<u><b>636216</b></u>	<u>36860</u>	6.15%
	<u><b>552810</b></u>	<u><b>599356</b></u>	<u><b>636216</b></u>		

**Precept information**

**ADJUSTED BASIS**

Band D Equivalents	<u>4016</u>	<u>4056</u>	(NYA)	1.00%
Precept per Band D Equivalent (£/annum)	<u>£ 149.24</u>	<u>£156.86</u>	£7.62	5.11%
Precept per Band D Equivalent (p/week)	<u>286.21</u>	<u>300.83</u>	14.62 p	

<b>**Note:</b> Recommended <u>minimum</u> reserve equal to			
3 months net revenue expenditure	122225	133862	142452
General Reserve <b>Shortfall</b> /Surplus	158364	152774	138137

<b>Earmarked Reserve</b>	<u>31/03/2021</u> (Actual)	<u>31/03/2022</u> (Projected)	<u>31/03/2023</u> (Available)
Rolling Capital Fund	246680	243985	<b>297785</b>
Earmarked Reserves	46047	45027	<b>45027</b>
Fallowfield	55717	60217	<b>64717</b>
Fallowfield Internal Loan	238000	226000	<b>214000</b>
TOTAL Earmarked Funds	<u>586444</u>	<u>575229</u>	<u><b>621529</b></u>
General Reserve (see above)	234043	280589	<b>280589</b> B
<b>Total Reserves</b>	<u>820487</u>	<u>855818</u>	<u><b>902118</b></u>

**B Recommend transfer to RCP at 31/3/22 of 2021/22 Final Surplus**

**Sandy Town Council**

(Prepared 9.11.21)

**Budget Summary****Year Ended 31st March 2023**

		<b><u>2021-22</u></b>		<b><u>2022-23</u></b>	<i>Budget</i>
		<b>Projected</b>	<i>Budgeted</i>	<b>Proposed</b>	<i>Incr/Decr</i>
			(Revised)		
<b><u>Expenditure Budgets</u></b>					
<b><u>Staffing &amp; Admin</u></b>					
Staff	401	287225	308925	<b>334150</b>	25225
Admin - Office	402	76168	79550	<b>83850</b>	4300
Admin - Works	403	39296	41300	<b>41550</b>	250
Precept and Interest	601	0	0	<b>0</b>	0
Democratic & Civic	602	13245	17240	<b>17800</b>	560
		<u>415934</u>	<u>447015</u>	<u><b>477350</b></u>	<u>30335</u>
<b><u>Services</u></b>					
Footway Lighting	405	10000	16500	<b>23000</b>	6500
Cemetery & Churchyard	406	12292	11900	<b>12300</b>	400
Town Centre (incl Market) (excl Loans)	408	15162	18400	<b>16050</b>	-2350
Public Toilets - Car Park	409	315	2500	<b>2650</b>	150
Play Areas & Open Spaces	500	500	1750 A	<b>1250</b>	-500
Sunderland Rd Rec Ground	501	26980	32914	<b>33605</b>	691
Nature Reserves	502	14060	14060	<b>14550</b>	490
Grass Cutting	505	9000	9000	<b>9000</b>	0
Litter Bins Seats and Shelters	506	1000	1000	<b>1000</b>	0
Christmas Lights	509	17250	16650	<b>17250</b>	600
		<u>106559</u>	<u>124674</u>	<u><b>130655</b></u>	<u>5981</u>
<b><u>TOTAL EXPENDITURE</u></b>		<u><u>522493</u></u>	<u><u>571689</u></u>	<u><u><b>608005</b></u></u>	<u><u>36316</u></u>

**NOTES**

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

# Sandy Town Council

(Prepared 9.11.21)

## Budget Summary

Year Ended 31st March 2023

	<u>2021-22</u>		<u>2022-23</u>	<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
Admin - Office	402	1013	250	1850
Admin - Works	403	0	0	0
Precept and Interest	601	200	1000	-500
Democratic & Civic	602	85	0	0
		<u>1298</u>	<u>1250</u>	<u>1350</u>
<b><u>Services</u></b>				
Footway Lighting	405	0	0	0
Cemetery & Churchyard	406	27720	28160	-220
Town Centre (incl Market)	408	0	100	-100
Public Toilets - Car Park	409	0	0	0
Play Areas & Open Spaces	500	0	2305	8
Sunderland Rd Rec Ground	501	1399	1252	707
Nature Reserves	502	2675	2675	10
Grass Cutting	505	0	0	0
Litter Bins Seats and Shelters	506	0	0	0
S.E.G (not is use 14/15)	508	0	0	0
Christmas Lights	509	500	500	200
		<u>32294</u>	<u>34992</u>	<u>605</u>
<b><u>TOTAL INCOME</u></b>		<u>33592</u>	<u>36242</u>	<u>1955</u>

**SANDY TOWN COUNCIL****SOCIAL MEDIA POLICY****1. STATEMENT OF PURPOSE**

- 1.1 The widespread availability and use of social networking applications bring opportunities to understand, engage and communicate with our audiences in new ways. It is important that the Council is able to use these technologies and services effectively and flexibly. However, it is also important to ensure that the Council balance this with its duties to its service users and partners, its legal responsibilities and its reputation.

For example, the Council's use of social networking applications has implications for its duty to safeguard children, young people and vulnerable adults. There are also implications for employees, Councillors and the Council as a corporate body.

- 1.2 This policy is intended to help Councillors and Council staff make appropriate decisions about the use of social media and provide a framework of good practice.

- 1.3 The purpose of this policy is to ensure:

- that the Council is not exposed to legal and governance risks;
- that the reputation of the Council is not adversely affected;
- that our users are able to clearly distinguish where information provided via social networking applications is legitimately representative of the Council.
- Management of the Council's Facebook site

**2. Scope of Policy**

- 2.1 This policy covers all individuals working at all levels with the Council, including all elected and co-opted Councillors, the Clerk to the Council and all other employees and volunteers. These groups are referred to collectively as 'Council representatives' for brevity.
- 2.2 The requirements of this policy apply to all uses of social networking applications which are used for any Council-related purpose and regardless of whether the applications are hosted corporately or not. They must also be considered where Council representatives are contributing in an official capacity to social networking applications provided by external organisations.
- 2.3 The Council has a corporate presence on the web and by use of email, which it uses to communicate with people who live in, work in and visit the parish. Over time the Town Council may add channels of communication that it uses as it seeks to improve and expand the services it delivers. When these



changes occur, this Social Media Policy will be updated to reflect the new arrangements.

- 2.4 All members and staff are expected to comply with this policy at all times to protect the reputation, privacy, confidentiality, and interests of the Council, its services, employees, partners and community.

### **3. Enforcement**

- 3.1 Serious breaches of this policy by employees may be dealt with under the Employee Disciplinary Procedure. The Council may take disciplinary action in respect of unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented or racially offensive comments by an employee.
- 3.2 Behaviour required by the members' Code of Conduct shall apply to online activity in the same way it does to other written or verbal communication. Members will bear in mind that inappropriate conduct can still attract adverse publicity, even when the code does not apply. Online content should be objective, balanced, informative and accurate. Members must be aware that their profile as a councillor means the more likely it is that they will be seen as acting in an official capacity when networking or blogging.
- 3.3 Breach of the policy by volunteers will result in the Council no longer using their services and, if necessary, appropriate action will be taken.
- 3.4 Communications on the internet are permanent and public. When communicating in a 'private' group it should be ensured that the Council would be content with the statement, should it be made public.

### **4. SOCIAL MEDIA POLICY**

- 4.1 Social networking applications include, but are not limited to:
- Blogs
  - Online discussion forums
  - Collaborative spaces
  - Media sharing services, for example YouTube
  - 'Micro-blogging' applications, for example Twitter.
- 4.2 All Council representatives should bear in mind that information they share through social networking applications, even if they are on private spaces, are still subject to copyright, data protection and Freedom of Information legislation, the Safeguarding Vulnerable Groups Act 2006 and other legislation. They must also operate in line with the Council's Equal Opportunities Policy.

4.3 This policy is based on the Civil Service Code: Principles for Participation Online and advice produced by the Chartered Institute of Public Relations and other sources of good practice.

## 5. Rules for using Social Media

5.1 Staff and Councillors must not allow their interaction on any website or blogs to damage their working relationships with others. They must not make any derogatory, discriminatory, defamatory or offensive comments about other staff, councillors, the council or about the people, businesses and agencies the council works with and serves.

5.2 Posts must not contain anyone's personal information, other than necessary basic contact details.

5.3 If staff or councillors blog, tweet or post personally they must not act, claim to act, or give the impression that they are acting as a representative of the council. If in doubt, they should make it clear they are posting personally, especially when posting on subjects which are the concern of the council.

5.4 All staff and councillors must ensure they use the council facilities appropriately. If using a council-provided website or social networking area, any posts made will be viewed as made in an official capacity. Council facilities cannot be used for personal or political blogs.

5.5 When participating in online communication on behalf of the council, staff and councillors must;

- Never make false or misleading statements
- Never name an individual third party unless you have written permission to do so.
- Never use language that may be deemed as offensive, relating in particular to sexuality, race, disability, gender, age or religion.

5.6 Discussions and documents which are part of council meetings and are open to the public, may be freely referred to in online communications. However, e-mail communications, discussions of meetings or parts of a meeting which are not open to the public, and any other correspondence or communication should be regarded as confidential unless specifically agreed otherwise.

## 6. Managing the Council Facebook and Instagram Accounts

6.1 The Council will appoint at least two nominated persons as editors and moderators. They will be responsible for posting and monitoring of the content on council pages, ensuring it complies with the Social Media Policy. The moderators will have authority to immediately, without notice or comment, remove any posts from the council's Facebook or [Instagram pages](#) if they are deemed to be inflammatory or of a defamatory or libellous nature. Such posts will be reported to the Clerk for council records.

- 6.2 The Clerk reserves the right to require the removal of content published by Council representatives which may adversely affect the reputation of the Council or put it at risk of legal action.
- 6.3 The Facebook page and [Instagram account](#) will be used to;
- Post notices and minutes of meetings
  - Advertise events and activities
  - Post news stories about council activities and decisions
  - Link to appropriate websites
  - Advertise vacancies
  - Share information from partners, i.e CBC, Police, Library
  - Announce new information appropriate to the council
  - Post or share information promoting bodies for community benefit, such as sports clubs and community groups
  - Post information about council services
  - Post contact information for the council
  - Post other items as the council sees fit
  - [Both accounts](#) may be used to support the Town Council website and its information as above.
- 6.4 The Facebook site [and Instagram application](#) settings will be checked on a regular basis to ensure security settings are in place. Access passwords for the site will be given to the Clerk and appointed Council editors/moderators only.
- 6.5 The Council will only monitor social media accounts during office work hours.
- 6.6 If a matter is raised on the Facebook page [or Instagram post](#) which needs further consideration by the Council, it may be raised at either the public participation session or as an agenda item for consideration by a quorum of councillors. The 'poster' shall be informed via the page or a direct message that this is the case and invited to contact the clerk directly. Any response agreed by council will be recorded in the minutes of the meeting.
- 6.7 Reports of any concerns regarding content on the [social media accounts](#) should be reported to the Clerk for referral to the moderators and/or council as required.
- 6.8 The use of the Council's logo and other branding elements should be used where appropriate to indicate the Council's support. The logo should not be used on social networking applications which are unrelated to or are not representative of the Council's official position.

## 7. Friends of Sandy Green Wheel Facebook Page

- 7.1 The Council will host a Friends of Sandy Green Wheel (FOSGW) Facebook page via its account. The Clerk will be the administrator of the page. A Council administrator and a Councillor representative from the Green Wheel group will be assigned as editors of the page. They will be responsible for posting and monitoring of the content on the FOSGW page, ensuring it complies with this Social Media Policy. The moderators will have authority to immediately, without notice or comment, remove any posts from the FOSGW Facebook page if they are deemed to be inflammatory or of a defamatory or libellous nature. Such posts will be reported to the Clerk for Council records.
- 7.2 The Clerk reserves the right to require the removal of content published by Council representatives which may adversely affect the reputation of the Council or put it at risk of legal action.
- 7.3 The FOSGW Facebook page will be used to;
- Promote and advertise the Sandy Green Wheel
  - Advertise the route of the Green Wheel
  - Advertise events and activities related to the Green Wheel
  - Post news stories about activities and decisions made by the Council and/or the Green Wheel Working Group
  - Link to appropriate websites supporting the Green Wheel
  - Share information from partners, i.e CBC, BRCC, Greensands Country
  - Announce new information appropriate to the development and enhancement of the Green Wheel
  - Post or share information promoting bodies which benefit the Green Wheel or the wider remit of promoting and enhancing Sandy's green spaces
  - Post information on recruiting volunteers to become Friends of the Green Wheel
  - Posting updates pertinent to the route of the Green Wheel (street works, damaged gates etc)
  - Posting questions or gathering comments and feedback on the Green Wheel or any proposed projects related to it.
  - Promote Sandy to walking groups, such as Ivel Valley Walkers etc
- 7.4 The page will be checked on a regular basis to ensure security settings are in place. Access passwords for the site will be given to the Clerk and appointed Council editors/moderators only.
- 7.5 Reports of any concerns regarding content on the Facebook page should be reported to the Clerk for referral to the moderators and/or council as required.

- 7.6 The Green Wheel logo will be used on the Page and the branding will be taken from the already developed and published marketing material.
- 7.7 The use of the Town Council's logo and BRCC logo may be used where appropriate to indicate the Council's support of the Green Wheel, Greensands Country or related activities.

## **8. Skatepark Project Facebook Page**

8.1 The Council hosts a Skatepark Project Facebook page via its account. The Clerk will be the administrator of the page. A Council administrator will be assigned as editor/manager of the page. They, along with the Clerk will be responsible for posting and monitoring of the content on the page, ensuring it complies with this Social Media Policy. The moderators will have authority to immediately, without notice or comment, remove any posts from the page if they are deemed to be inflammatory or of a defamatory or libellous nature. Such posts will be reported to the Clerk for Council records.

8.2 The Skatepark Project Facebook page will be used to;

- Promote and advertise the Council's ambition to create a new skatepark for Sandy
- Advertise any events or engagement sessions to be held by the Skatepark Working group or its appointed contractor, Maverick
- Promote and link to surveys or questionnaires which will be used to generate data to support the design of the skatepark and funding applications.
- Post news stories about activities and decisions made by the Council and/or the Skatepark Working Group in relation to the project.
- Link to appropriate websites supporting skating, BMX-ing and scootering in the UK.
- Share information from partners which may pertain to the skatepark project, funding or wider skating/BMX-ing as a sport
- Announce new information and updates about the project, funding obtained or work undertaken.
- Post or share information promoting bodies which benefit the development of the skatepark or its funding
- Post information on recruiting volunteers in the design process
- Posting questions or gathering comments and feedback on the proposed skatepark
- Link to funding providers sites or social media accounts when they have supported the project
- Post and share skating UK information and facts to help drive traffic through to the page

- 8.3 The page will be checked on a regular basis to ensure security settings are in place. Access passwords for the site will be given to the Clerk and appointed Council editors/moderators only.
- 8.4 Reports of any concerns regarding content on the Facebook page should be reported to the Clerk for referral to the moderators and/or council as required.
- 8.5 The use of the Town Council's logo may be used where appropriate to indicate that it is a Council project,
- 8.6 The use of funder's logos may be used to promote their support for the project.

Adopted:12.06.17

Amended March 2020

Reviewed: March 2021

Amended: September 2021

Review due: March 2023

Amended: November 2021