

Sandy Town Council

To: Cllrs P N Aldis, J Ali, T Cole, A M Hill, W Jackson, G Leach, M Pettitt, C Osborne, M Scott, P Sharman and S Sutton

You are hereby summoned to attend a meeting of the Policy, Finance and Resources Committee of Sandy Town Council which will be held in the Council Chamber at 10 Cambridge Road, Sandy, Bedfordshire on Monday 22nd June 2015 at 7.30pm for the purpose of transacting the items of business below.

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Administration Team Leader
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16 June 2015

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

A G E N D A

- | | Reports |
|--|-----------------------|
| 1 Apologies for absence | x |
| 2 Declarations of interest
<i>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.)</i>
<i>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>
<i>i) Declarable pecuniary interests</i>
<i>ii) Non pecuniary interests</i> | x |
| 3 Minutes of previous meeting
To receive the minutes of the Policy, Finance and Resources Committee held on 30 March 2015 and to approve them as a correct record of proceedings. | Previously circulated |

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- 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 Housing Needs Survey/Beeston Community Orchard project** ✓
To receive a presentation from Jon Boswell and Jemma Mclean from Central Beds Council.
- 6 Financial Reports** ✓
- i) To note the final internal audit report for the year 2014/15 and the internal audit section of the annual return
 - ii) To approve the annual accounts and the accounting statement on the annual return
 - iii) To approve the statement of governance on the annual return
 - iv) To consider a balance sheet and detailed financial report showing income and expenditure against the revenue budget for year to the end of April 2015
 - v) To approve a schedule of payments made since previous meeting
 - vi) To approve bank reconciliations and statements
- 7 Co-option procedure** ✓
To consider a report from Cllrs Scott and Cole.
- 8 Sandy Town Council Grants** ✓
To consider the process of administering grants 2015-2016
- 9 Community Events** ✓
To consider how to administer requests for holding an event on Council facilities.
- 10 Elder Close, Beeston** ✓
To consider a report from Cllrs Stock, Scott, Aldis and Hill.
- 11 Renewal of Service Agreement** ✓
To consider a notice of renewal from THSP.

Sandy Town Council

Policy, Finance and Resources Committee of Sandy Town Council Monday 22 June 2015

REPORTS

5 Housing Needs Survey/Beeston Community Orchard Project

This short presentation is in way of an update on an important stage in the Beeston Community Orchard project.

Sandy Town Council (STC) asked Central Bedfordshire Council (CBC) to consider making available a plot of land in Beeston for use as a Community Orchard. In order to enable elected members to reach an informed decision on transfer of the land for community use, CBC sought to establish the value and potential of the land to deliver policy properties. Initial planning guidance was that only affordable homes could be acceptable in this settlement. CBC commissioned a Housing Needs Survey (HNS) from Bedfordshire Rural Communities Charity (BRCC) to establish the level of need for affordable homes in Beeston. The survey indicates that building 6 affordable homes on the proposed site would meet around 50% (the typical recommendation rate) of the existing need identified (3 x1-2 bed bungalows and 3 x 1-2 bed houses). Only a small part of the land at the front (road frontage) of the site would be used for homes, subject to full planning permission. The aim is that the larger part to the rear of the site could then be separately released for use as a Community Orchard. Colleagues in Assets and Housing are now considering the viability of this proposal and their input will be reflected in the options we plan to present to the Town Council at their meeting on 22 June.

Our aim for the meeting is to seek the views if the Town Council on:

- Whether STC support CBS bringing forward this development opportunity in order to release the majority of the land for community use?
- What number and type of homes are most appropriate for this location?
- Whether there should be a single, shared access involving (either or both) land owned by STC (Village Green) and land owned by CBC not Village Green), or two separate access points?

6 Financial Reports

- i) To note the final internal audit report for the year 2014/15 and the internal audit section of the annual return
- ii) To approve the annual accounts and the accounting statement on the annual return
- iii) To approve the statement of governance on the annual return
- iv) To consider a balance sheet and detailed financial report showing income and expenditure against the revenue budget for year to the end of April 2015

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- v) To approve a schedule of payments made since previous meeting
- vi) To approve bank reconciliations and statements

7 Co-option procedure

Members are requested to consider the report from Cllrs Scott and Cole on the procedure for co-opting new Councillors.

At the last full Town Council meeting, it was agreed that the co-option process would be examined in detail, as complaints regarding procedures used at the last co-option had been raised. These complaints were found to be groundless but with these complaints in mind, it was agreed that Councillors Cole and Scott (ladies first) acting in their role as Vice Chair and Chair respectively of Policy, Finance and Resource committee, would visit Central Beds Council to seek guidance from Maria Diagos.

The meeting lasted two hours and although other small matters were included, the wealth of information being offered was exceedingly helpful and instructive.

Since an election had just been held, it was made clear that a new election was not necessary and it is up to Town Council to co-opt members to fill vacancies. The 35 day note to co-opt under *section 39(4) Representation of the People Act 1983 and section 21(2) RPA 1985* was discussed and general guidance given, was that Central Beds Council 'may' order a fresh election, to properly constitute the Town Council if co-options had not taken place within an appropriate time or as soon as is practicable. It was thought a forced election would be unlikely to happen, as Council are looking to ensure that all procedures are up to date and suitable co-option packs are produced first, before proceeding to co-options.

Cllr. Cole agreed to look at our co-option forms/application pack and make changes where considered necessary.

Two items need consideration.

- 1) The Council co-option process. At present, Sandy Town Council Standing Orders allow voting by a show of hands and although any member can call for a paper ballot this of course has to be seconded like any motion, we should consider if we wish to change standing orders to a vote by paper ballot. This would involve the name(s) of the candidates being on a paper slip and members ticking the one whom they wish to vote for. Each candidate still has to be proposed and seconded and if they are not, then their names would be crossed off the list. Council must bear in mind, that it has a duty to fill any remaining vacancies and therefore in our current situation with four vacancies, if three people stand, then a block vote to co-opt all three would be the best way forward. If five people stand for the four seats, the candidate with the most votes recorded in round one would put that candidate into a seat on council. The second round, the next

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candidate with the most votes would get a seat on council and so it would continue until all seats were filled.

- 2) Consideration as to whether it would be appropriate to delay co-options until we have a Town Clerk in post. To ensure that the co-option process is fully understood by all concerned and that work could be carried out on completing a new co-option pack, there was a suggestion that Central Bedfordshire Council would most likely understand if Sandy Town Council wanted to wait until a new Town Clerk was in post. Members should also be aware that after the last meeting, a resident telephoned to say a five month delay was unacceptable, although where this time scale reference came from, we are unsure.

Resolve to recommend to full council

- a) Co-option process, as in standing orders or to change to a paper ballot
- b) To move forward with changes to our due process and then wait until we have a new clerk in post.1QFF

8 Sandy Town Council Grants

Members are requested to consider the procedure regarding the administration of the grants process.

- i) Whether to use the previous grant application form.
- ii) Retain the Community First application form with amendments
- iii) Whether to form a Committee of Members and local residents to administer the grants.

9 Events

Members are requested to consider the procedure for allowing groups to use Council facilities for an event.

Staff require a procedure that covers the following items:

- i) Instances when office staff can approve an event.
- ii) Instances when the request requires Council approval.
- iii) Regular terms and conditions for all requests.
- iv) What events require proof of insurance cover, risk assessment and food hygiene certificates
- v) If the event is profit-making what should we charge the organiser for the use of our land.
- vi) If the event is in aid of a charity what should we charge the organiser for the use of our land.
- vii) To approve or amend the attached form as required.

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10 Elder Close, Beeston

The meeting took place on Monday June 1st 2015 and was attended by Cllr Tracey Stock (CBC) and Cllrs Nigel Aldis, Michael Scott and Max Hill (STC)

Unfortunately Michelle Elliott from C Beddall Management Services had given her last – minute apologies but the councillors were able to view the site and comment upon the suggestions made by Mrs Beddall.

The small area under discussion is part of a large plot, owned by STC, comprising a large field with fenced-off play area, bordered by a grassed bank and bare space between this and the road. The amenity as a whole is very picturesque but the space adjacent to the road has become an eyesore as a result of parked vehicles. There is very little grass left and the ground is uneven.

Councillors agree with the suggestion put forward by Mrs Beddall that the best solution would be to cover the area with grasscrete, which would be a great improvement aesthetically and provide proper parking space. However, councillors also felt that STC would not be in a position to pay for this and the only solution would be for residents to bear the cost and the Council to lease this parcel of land to them. This will need to be pursued with the residents themselves and with Beddall Management Services, who are currently responsible for maintaining the estate.

Councillors also reacted to a request from Joy and John Way to place a wooden seat on a site in the Baulk in memory of a close relative. They felt this request should be granted and a couple of possible locations were identified. It was suggested Joy and John meet with a councillor on site to identify their preferences.

11 Renewal of Service Agreement

Members are asked to consider the renewal notice from THSP for a further year.

Housing Needs Survey Report

Beeston

**Survey carried out January 2015
Report produced February 2015**

Completed by Bedfordshire Rural Communities Charity



This report is the joint property of Central Bedfordshire Council and Sandy Town Council.
For further information contact Bedfordshire Rural Communities Charity, The Old School, Cardington,
Bedfordshire, MK44 3SX.

1. Introduction

Sandy Town Council agreed for a Housing Needs Survey (HNS) to be carried out to assess the need in Beeston for affordable housing for local people who cannot afford to buy or rent houses available on the open market.

Development in rural areas is generally restricted to designated Settlement Policy Areas. Outside Settlement Policy Areas, affordable housing in rural areas can be progressed on Rural Exception Site developments – this is where the planning authority accepts that there is a need for affordable housing in the parish, and is prepared to grant an “exception” to their general policy of not allowing any new development within the parish, providing that the development is for affordable housing that will be available to local people in perpetuity.

Affordable housing aims to meet not only current needs but also future need, with government guidelines that regulate its price, eligibility criteria and resale. It is usually provided by Registered Providers such as housing associations. Affordable housing can be affordable rented property (where rent is charged at up to 80% of market value), or it can be shared ownership in which people can own a share in the property and pay rent on the remainder.

Households seeking affordable rented accommodation through any new exception site development would have to apply through the Bedfordshire Choice Based Lettings scheme, through which they would have to demonstrate both a housing need and a local connection to Beeston. In 2013 a new Local Lettings Policy for Rural Exception Sites was adopted by Central Bedfordshire Council, which lays out the order of priorities under which applicants would be considered.

2. About Beeston

2.1 Population and demographics

Beeston is a village within the parish of Sandy. In 2011 in Beeston there were around 360 households containing around 900 residents¹. The age profile is similar to Central Bedfordshire as a whole, although with slightly lower proportions of both younger and older people:

Age	% Beeston 2011	% Central Beds 2011
0 – 15	17.4	19.5
16 – 64	68.0	64.9
65+	14.6	15.7

2.2 Household Composition

	% Beeston	% Central Beds
1 person – pensioner	6.2	11.2
1 person – other	12.0	14.7
Married / cohabiting households	58.4	50.9
Lone parent households	4.9	6.5
All aged 65 and over	8.3	8.7
Other	10.1	7.9

There is a relatively high proportion of married / cohabiting households, and a correspondingly low proportion of single person or lone parent households, in Beeston.

2.3 Housing Tenure

	% Beeston	% Central Beds
Owned outright	34.1	31.6
Owned with mortgage/loan	48.1	40.9
Shared ownership	0.3	0.8
Social rented	10.7	13.4
Private rented	6.1	12.1
Living rent free	0.6	1.1

Housing tenure in Beeston is similar to that in most rural parishes in Central Bedfordshire, in that there are relatively high levels of owner occupation (over 80%) and relatively low levels of social and private renting.

2.4 Dwelling Types

	% Beeston	% Central Beds
Detached house	33.8	28.2
Semi-detached house	38.8	33.8
Terraced house	24.6	25.3

¹ 2011 census data – other data also from this source unless otherwise specified

Flat	2.8	11.7
Caravan/other temp. accommodation	0.0	1.0

As with many Bedfordshire villages, there are relatively more detached and semi-detached houses, and relatively fewer flats, in Beeston. This is likely to mean that there are relatively fewer affordable properties.

2.5 Housing in poor condition

	% Beeston	% Central Beds
Overcrowded households	1.6	4.6
Households without central heating	1.6	1.7
Households in fuel poverty (DECC 2011)	9.9	9.2

Overcrowded counts as a housing need for households applying for affordable housing. In 2011 the proportion of households in Beeston classified as overcrowded was much lower than the Central Bedfordshire average.

Where central heating is not present, fuel poverty is significantly more likely. The levels of households without central heating is around the Central Bedfordshire average. However, levels of fuel poverty in Beeston are slightly above the average.

2.6 People on low incomes

3.9% of people in Beeston are classified as "experiencing income deprivation", well under the Central Bedfordshire average of 8.0%. 4.8% of working age people were claiming DWP benefits in August 2012, below the Central Bedfordshire average of 9.5%; however, 20.4% of people over 65 were claiming pension credit, over the Central Bedfordshire average of 17.7%.

2.7 Health and disability

Limiting illnesses and disabilities can affect the type of housing that people need in order to remain independent. 24.8% of those aged 65 and over in Beeston are claiming Attendance Allowance (a non-means-tested benefit for severely disabled people aged 65 or over who need help with personal care), well over the Central Bedfordshire average of 13.9%. However, the proportion of the population claiming Disability Living Allowance is 2.1%, under the Central Bedfordshire average of 3.4%.

14.7% of people have a limiting long-term illness, around the Central Bedfordshire average of 14.4%.

2.8 Households on Central Bedfordshire Council Housing Register

There are currently 2 Beeston households on the Central Bedfordshire Council Housing Register. Both have been assessed as being within Band 2 (high priority). 1 has a 2 bedroom need and the other a 3 bedroom need. (It should be noted that the difficulty of securing affordable housing, particularly in villages, can act as a significant deterrent to people in housing need from placing themselves on the register; so this figure does not therefore necessarily represent the true number of residents in housing need.)

3. Housing Availability and Affordability in Beeston

3.1 Home purchase

Housing affordability ratio

The 'affordability ratio' (median house prices as a ratio of median household earnings) for Beeston in 2008/09 (latest data available) was 18.1. In other words, houses on the market cost on average 18.1 times annual incomes². This is higher than the Central Bedfordshire average of 15.3.

Dwellings in lower Council Tax Bands

3.7% of dwellings in Beeston are in Council Tax Band A, and 11.0% in Band B, compared to 8.6% and 20.4% for Central Bedfordshire as a whole. This indicates a relative shortage of affordable housing for purchase in Beeston.

Snapshot of current housing market in Beeston

In January 2015, we found 9 properties for sale (or recently sold) in Beeston as follows³.

Dwelling size	Number	Asking price range
2 bedroom (house)	1	£140,000
2 bedroom (cottage)	1	£240,000
3 bedroom (house)	1	£140,000
4 bedroom (house)	6	£210,000 – £400,000

This represents around 3% of total private housing stock in the parish.

Nothing was currently or recently available for under £140,000.

Property sales over last 3 years

Property sales over the last 3 years can be broken down as follows⁴:

	2012	2013	2014
100,000 and under	2	1	0
100,001 – 150,000	1	1	2
150,001 – 200,000	4	7	4
200,001 – 300,000	2	2	8
300,001+	0	0	2
Total	9	11	16

There are clearly some properties available at the cheaper end in Beeston. The cheapest property sold in the last 3 years went for £74,500.

Minimum household income required by first time buyers in Beeston

The Department of Communities and Local Government (DCLG) provides a guideline that "A household can be considered able to afford to buy a home if it costs 3.5 times

² Data from community profile for Beeston (Parish), © ACRE, RCAN, OCSI 2013

³ Data sourced from www.rightmove.co.uk

⁴ Data sourced from www.rightmove.co.uk

the gross household income for a single earner household or 2.9 times the gross household income for dual-income households.”⁵ This is reflected in the fact that the ‘average income multiple’ in lending to first-time buyers in September 2014 was 3.40.⁶

According to the DCLG guidance, in order to purchase the cheapest property currently or recently available in Beeston (a 2 or 3 bedroom house at £140,000) as a first time buyer, a single earner household would need an annual gross income of £40,000, and a dual-income household would need over £48,000. It should be noted that median annual household income in the UK was last calculated as £26,572⁷.

Minimum deposit required by first time buyers in Beeston

Another major barrier to entry to the property market for first-time buyers is the high deposit needed for a competitive mortgage rate. The average loan to value for first time buyers nationally in September 2014 was 83%⁸, meaning that the average deposit is 17%.

Smaller deposit mortgages all but disappeared following the onset of the financial crisis. However, Phase 2 of the government’s Help to Buy scheme has more recently facilitated a market in mortgages for first-time buyers at up to 95% loan to value. These mortgages are generally offered at higher rates of interest than for buyers with larger deposits.

At 95% loan to value, a first-time buyer household might be able to purchase the 2 bedroom flat highlighted above with a deposit of £7,000. At the current average of 83% loan to value, a deposit of nearly £24,000 would be required.

3.2 Home rental

In January 2015, we found no properties available for private rent in Beeston⁹. Properties were available in nearby Sandy, the cheapest being a 2 bedroom flat at £600 per month.

According to the above DCLG guidance, “A household can be considered able to afford market house renting in cases where the rent payable was up to 25% of their gross household income.” (The ‘Rent Payable’ figure is defined as the entire rent due, even if it is partially or entirely met by housing benefit.) To rent the 2 bedroom flat above, a household’s gross income would therefore need to be over £28,000.

⁵ Strategic Housing Market Assessments: Practice Guidance Version 2 (DCLG 2007)

⁶ Council of Mortgage Lenders, November 2014

⁷ Institute of Fiscal Studies, June 2012

⁸ Council of Mortgage Lenders, November 2014

⁹ Data sourced from www.rightmove.co.uk

4. Survey process and response

To study the need for affordable housing in Beeston, a survey form put together by BRCC (Appendix A) was delivered to all households in January 2015, together with a FREEPOST envelope to enable residents to return their completed survey to BRCC by 31st January 2015.

The survey form was in two parts. Section 1 was for completion by all respondents and aimed to gain their views on overall housing needs in the parish (see chapter 5). Section 2 was for completion by or on behalf of any household member currently looking for different accommodation, or who would be looking within the next 3 years. This part of the form included questions concerning motivation and income, designed to identify whether the need could be met through the open market and current household resources. The findings from this section are analysed in chapter 6.

A total of 73 responses were received for analysis in time for the deadline, out of around 300 forms distributed, providing a return rate of just under 25%. This is a good response rate for a housing needs survey (typical return rate is 20-25%).

5. Views on housing needs in the parish

Only 36% of respondents thought that there was a need for one or more types of new housing in the parish (Q1). The % of respondents in favour of each specific type of housing was as follows:

Housing type	% of respondents
Smaller houses (1-2 bedrooms)	27%
Bungalows / retirement housing	21%
Larger houses (3+ bedrooms)	12%
Flats	11%

The response concerning what type of housing tenure should be offered (Q2) broke down as follows:

Housing tenure	% of respondents
Purchase on the open market	61%
Shared ownership (part own & part rent), with local people given priority	54%
Affordable rent (through a Housing Association), with local people given priority	41%
Private rent / buy to let	26%

The provision of a small development of affordable housing (up to 10 units) based on identified local need (Q3) was supported by 40% of respondents, with 60% not supporting the idea.

39 respondents chose to provide additional comments (Q4), attached as Appendix B. Most of these were against development.

6. Analysis of housing needs

6.1 Number of households indicating a local housing need

5 respondents indicated that they needed to find a new home in Beeston in the next 3 years (Q5), but that they did not believe that suitable housing was available in their price range – they were invited to complete section 2.

7 respondents indicated that they needed to find a new home in Beeston in the next 3 years, and that they would be able to rent or buy on the open market. However, 4 of these completed section 2 in any case and will still be considered. The remainder would not be looking for new housing over the next 3 years, or did not respond to Q5. 2 of the latter completed section 2 in any case and will still be considered.

These 11 households are therefore regarded in principle as being in some form of housing need.

6.2 Nature of local connection

Exception site housing would be made available in the first instance to people with a strong local connection, and evidence of housing need must come from such people if an exception site is to progress. The local connections identified by the 11 respondents (Q6) were as follows (respondents could tick more than one):

Nature of local connection	No. of households
Currently living in Beeston	10
Previously lived in Beeston	1
Immediate family member (parent, child, or sibling) lives in Beeston	2
Have permanent employment in the parish	0

According to Central Bedfordshire Council's Local Lettings Policy for rural exception sites, current residents of a parish, and previous residents for at least 10 years, would be prioritised over other forms of local connection. All respondents fell into either of these categories.

6.3 Current living arrangements of households in need

The living arrangements declared by the 11 respondents (Q7) breaks down as follows:

Current living arrangements	No. of households
Living with parent(s)	6
Renting	4
Owner occupier	1
Other	0

The owner occupier respondent would only be eligible for rural exception site housing in specific circumstances. As this household was looking for property more suitable for older people, they will still be considered.

6.4 Housing sought by households in need

The housing type, size and tenure sought by the 11 households in need was as follows (respondents could tick more than one):

Housing tenure	No. of households
Rent	6
Buy on the open market	4
Buy on a shared ownership basis	5
Type of property	
Flat	6
House	7
Bungalow / retirement property	6
Size of property	
One bedroom	7
Two bedrooms	8
Three bedrooms	0
More than three bedrooms	1

Most of the demand was for one or two bedrooms. While 1 household wanted to buy on the open market only, their income data (see 6.8) suggests that shared ownership may be a more realistic option.

6.5 Reason for housing need

Applicants for affordable rented housing through an exception site must demonstrate a clear housing need. The needs identified by the 11 respondents can be summarised as follows (respondents were able to identify more than one need):

Need	No. of households
Present home too large / wish to downsize	1
Present home too small	0
Want to move out of the family home	5
First time buyer	5
Medical reasons / disability	0
Risk of losing current home	1
Need property more suited to older people	5
Need to live closer to family or carer	1
Present home too expensive	2
Other	0

The overall demand breaks down fairly evenly between older people seeking more suitable accommodation, and younger adults wanting to move out of the family home.

6.6 Composition of households in need

The composition of the 11 households still under consideration (Q10) is as follows (1 respondent ticked more than one, suggesting that there might be 2 cases of need):

Household composition	No. of households
A young single person/couple without dependent children	5

A family with dependent child(ren) or other dependent(s)	1
An older single person/couple without dependent children	5
Other	0

6.7 Housing Register

2 respondents indicated that they were already on the Central Bedfordshire housing register (Q11). As noted in 2.8, this does not mean that other respondents are not in housing need.

6.8 Gross income of households in need

We saw in Chapter 3 that, in order to purchase the cheapest properties currently recently available in Beeston (a 2 and a 3 bedroom house at £140,000 each) as a first time buyer, a single earner household would need an annual gross income of £40,000, and a dual-income household would need over £48,000. We also saw that, to rent the cheapest property available in Sandy (a 2 bedroom flat), a household's annual gross income would need to be over £28,000.

The current gross annual income of anyone responsible for paying the rent/mortgage for the 11 households under analysis breaks down as follows:

Current gross income	No. of households
Less than £20,000 / yr	7
£20,000 to £30,000 / yr	4
£30,000 to £40,000 / yr	0
More than £40,000 / yr	0

Based on the data provided, all 11 respondents could not afford to purchase on the open market within Beeston, and could probably not afford to rent either.

6.9 Savings or equity of households in need

As we saw in Chapter 3, the average deposit required for a first-time buyer to purchase the cheapest property currently available in Beeston is nearly £24,000. The minimum (under a 95% Loan to Value deal) would be £7,000.

The savings or other equity that these 14 households could use to contribute towards a mortgage breaks down as follows:

Savings/equity	No. of households
Below £25,000	6
£25,000 - £50,000	0
Above £50,000	1
No response	4

At least 6 respondents probably do not have enough savings or equity currently to buy on the open market at average Loan to Value rates, although they may be able to take out a mortgage at a higher Loan to Value ratio.

7. Conclusions and recommendations

7.1 Overall need for affordable housing in Beeston

Analysis of the response to the survey has identified a need for affordable housing within Beeston from those with strong links to the parish that is unlikely to be met by normal market provision. Most of the need comes from people currently in rented accommodation, mainly families with dependent children.

Based on data supplied by respondents, 11 households with a local connection might be suitable for housing within an exception site development, whether for rent or shared ownership. However, it must be recognised that this is a snapshot of current, self-assessed need: some respondents may withdraw, move, or be housed by other means during the planning and development of any future scheme. In order to have reasonable confidence that any new housing provided through an exception site will be taken up by people with a local connection to Beeston, we typically make a recommendation to meet around 50% of the need identified. On this basis, our recommendation would be **6 units**.

It is also recommended that an assessment of existing social or affordable housing supply in Beeston be carried out, in order to ascertain whether any of the need could reliably be met through existing stock.

Only 40% of respondents indicated that they would support a small development of up to 10 units to meet this need (see 5), an unusually low figure. If the decision is taken to proceed with an exception site in Beeston, it will be important to engage the local community in the process and raise awareness of the need for affordable housing for local people (as opposed to conventional market or social housing, which would be allocated on the basis of need to applicants across Central Bedfordshire).

7.2 Type of units required

Our assessment from the data is that the 6 units could be broken down as follows:

3 x 1-2 bed house (2 rent, 1 shared ownership)
3 x 1-2 bed bungalow (2 rent, 1 shared ownership)

In making this assessment we consider a number of factors including household size and circumstances; the type and tenure being sought by respondents; and their financial means. This breakdown is explained further below:

3 x 1-2 bed house (2 rent, 1 shared ownership)

5 respondents were young single adults or couples wanting to move out of the family home, looking for 1 or 2 bedroom flats or houses. 3 of these were looking to rent, the other 2 wanted to buy and appeared to have sufficient financial means for shared ownership. (These respondents would require a 1 bedroom property based on need; however, it should be noted that, in order to help to ensure sustainability in rural areas, it is generally accepted that young people/couples should be allowed to under-occupy 2-bed properties in the first instance, as this enables them to remain in the parish if and when they decide to start a family.)

3 x 1-2 bed bungalow (2 rent, 1 shared ownership)

5 respondents were older single adults or couples looking for 1 or 2 bedroom properties more suitable for older people such as bungalows. 4 of these were looking to rent, the other 1 wanted to buy and was an existing owner occupier.

The final number of houses and mix of tenures (i.e. rented v shared ownership) would be agreed between the appointed Registered Social Landlord, Sandy Town Council and the local authority.

**SANDY TOWN COUNCIL
INTERNAL AUDIT REPORT YEAR ENDING 31/03/2015**

The final internal audit was carried out on 12th May 2015 at the offices of Sandy Town Council.

Work Done

Bank Reconciliations

The year-end bank reconciliations were reviewed and agreed to ensure that they had been prepared correctly. In addition the reconciliation file was reviewed to ensure completeness as per interim internal audit report. Cheque book & pay-in book cut off was confirmed to ensure that all transactions were entered in the correct accounting period.

Trade Debtors & Creditors

Trade debtor and creditor balances were reviewed for reasonableness and to ensure that there were no outstanding balances that require doubtful debt provisions.

Review of VAT returns

VAT returns for the year were reviewed and the closing balance was reconciled to the financial statements.

Stock

Stock balance was reviewed for reasonableness and controls over stock reviewed to ensure adequate.

Accruals

Accruals were reviewed and compared to the previous year to ensure they are reasonable.

Accounting for Income & Expenditure

Sample testing of the council's income and expenditure was carried out during the first internal audit visit. Results of this testing were satisfactory and no further testing of this area was considered necessary during this visit.

Review of Risk Assessment

The council's risk assessment was reviewed to ensure that significant risks have been identified and that adequate arrangements and controls are in place to minimise these risks.

Fixed Asset Register

The fixed asset register was reviewed to ensure that it was complete, accurate and properly maintained.

**SANDY TOWN COUNCIL
INTERNAL AUDIT REPORT YEAR ENDING 31/03/2015**

Insurance

The insurance policies and schedules were reviewed to ensure the cover is sufficient.

Meeting Minutes

Minutes of the council meetings were reviewed to ensure that expenditure is approved and monitored and that decisions regarding the council's finances are documented.

Review of Accounts

A review of the accounts was required to ensure that they had been correctly prepared and to ensure agreement to the underlying accounting records.

Results

Bank Reconciliations

All year-end bank reconciliations were agreed and found to be correctly prepared..

The un-presented payments at the year end were agreed to after date bank statements. There was clearance of 93% to date of audit visit, 12th May 2015. Agreed as reasonable and no indication of bad debts.

The Santander Bank account receives interest paid annually in July each year. No interest was accrued for 2014/15, interest of £3,209 was received in July 2014 & is recorded in the 2014/15 accounts in full. No interest has been accrued again this year which is consistent with treatment in prior years.

We can conclude that the amount recorded in the accounts for cash & bank is reasonable and reflects the underlying books & records of the Council.

Trade Debtors & Creditors

The year-end trade debtor balance of £2,223.53 and trade creditor balance of £8,550.52 is considered reasonable and collectable.

We can conclude that the amounts recorded in the accounts for debtors and creditors are reasonable and reflect the underlying books & records of the Council.

VAT

The closing VAT balance was checked to VAT returns & a VAT control completed. The council receives repayment of VAT as there is only a small amount of taxable supplies made. The majority of the council's supplies are zero rated. There was no VAT visit during the year.

SANDY TOWN COUNCIL
INTERNAL AUDIT REPORT YEAR ENDING 31/03/2015

In prior year there was an adjustment outstanding relating to the invoice paid twice where VAT had been claimed twice. This was confirmed as corrected in the year.

We can conclude that the amount recorded in the accounts as VAT debtor is reasonable and reflects the underlying books & records of the Council.

Stock

Stock relates to items held in the Visitor Centre and is valued at lower of cost and net realisable value. A stock take was carried out by the Centre staff at the year end, which was reviewed.

We can conclude that the amount recorded in the accounts as stock is reasonable and reflects the underlying books & records of the Council.

Accruals

Accruals are reviewed and noted to be comparable with prior year. Accruals reviewed for reasonableness and April invoices reviewed for completeness.

We can conclude that the amount recorded in the accounts as accruals is reasonable and reflects the underlying books & records of the Council.

Risk Assessment

The risk assessment identifies the individual risks faced by the organisation, the threat levels of these risks and the controls that have been put in place. The risk assessment is produced by a third party, Health and Safety People.

It was noted that the risk assessment has not been reviewed and approved by the council this year. This has been discussed with the Assistant Town Clerk, who has requested the report from the third party and will present it to the council once it is received,

Once the risk assessment has been approved, we can conclude that the council has assessed the significant risks to achieving its objectives and that adequate control procedures are in place to mitigate these risks.

Fixed Assets

The council keeps and maintains an asset register, which has been reviewed during the year to verify all assets held. Items are included at cost, and are not updated to reflect current valuations. There have been a few purchases in the year including the costs of the cemetery development which have been capitalised. Material asset additions were agreed to the invoices.

We can conclude that the amount recorded in the accounts as fixed assets reflects the original cost of assets purchased.

SANDY TOWN COUNCIL
INTERNAL AUDIT REPORT YEAR ENDING 31/03/2015

Insurance

Two separate policies are held, one for the fleet (ERS) and one to cover buildings, contents, public liability, employers liability etc (Aviva). The council considers the insurance adequate for their needs.

We conclude that the council has assessed the insurance requirements and adequate controls are in place to ensure the cover is sufficient.

Meeting Minutes

The council meets regularly & follows regular agenda items including Council finance. Council expenditure is approved on a monthly basis and accounts are reviewed and approved by the council. The budget is also reviewed monthly. Meeting notes are numbered using a stamp system and initialled each month.

We can conclude that a complete and accurate record of all the Council meetings is being prepared by the Council.

Review of Accounts & Budgetary Process

The accounts of the council and the figures on the annual return were agreed to the underlying records. The accounts show a general reserve balance of £80,106, an increase of £59,352 from 2014. This has been agreed to minutes agreeing increase of reserve balance.

The accounts function has been outsourced to DCK Beavers and the year-end accounts have been prepared by them. The Omega system generates all the annual return and supporting workings, which were agreed to the financial statements that will be made available for viewing by the public.

The council regularly reviews performance during the year and monitors this against the council's budgets.

The budget for 2015/16 has been prepared and agreed by the Council. The precept applied for amounts to £479,098 (2014: £455,704). This is to cover increases in utility costs and the Council are reviewing income sources to identify how these costs can be covered within the budget.

**SANDY TOWN COUNCIL
INTERNAL AUDIT REPORT YEAR ENDING 31/03/2015**

Conclusion

In our opinion, books and records are being kept in order. Appropriate risk assessment procedures and internal controls are in place and these are being adhered to by the council.

Hammond.

Date 2ND June 2015.

R Hammond - Partner
Haines Watts
Chartered Accountants
136-140 Bedford Road
Kempston
Beds. MK42 8BH

Haines Watts
Chartered Accountants
136-140 Bedford Road
Kempston, Beds
MK42 8BH
Tel: 01234 841842
Fax: 01234 841843

AI

2/6/15.

Local Councils in England

Annual return for the financial year ended 31 March 2015

Local councils in England with an annual turnover of £6.5 million or less must complete an annual return in accordance with proper practices summarising their activities at the end of each financial year. In this annual return the term 'local council' includes a Parish Meeting, a Parish Council and a Town Council.

The annual return on pages 2 to 5 is made up of four sections:

- Sections 1 and 2 are completed by the person nominated by the local council.
- Section 3 is completed by the external auditor appointed by the Audit Commission.
- Section 4 is completed by the local council's internal audit provider.

Each council must approve this annual return no later than 30 June 2015.

Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all sections highlighted in green. Do not leave any green box blank. Incomplete or incorrect returns require additional external audit work and may incur additional costs.

Send the annual return, together with your bank reconciliation as at 31 March 2015, an explanation of any significant year on year variances in the accounting statements and any additional information requested, to your external auditor by the due date.

Your external auditor will identify and ask for any additional documents needed for their work. Therefore, unless requested, do not send any original financial records to the external auditor.

Once the auditor has completed their work, certified annual returns will be returned to the local council for publication or public display of sections 1; 2 and 3. You must publish or display the annual return, including the external auditor's report, by 30 September 2015.

It should not be necessary for you to contact the external auditor for guidance.

More guidance on completing this annual return is available in the Practitioners' Guide for local councils that can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk

Section 1 – Accounting statements 2014/15 for

Enter name of reporting body here:

Council/Meeting

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

	Year ending		Notes and guidance				
	31 March 2014 £	31 March 2015 £					
1 Balances brought forward	530,211	517,559	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.				
2 (+) Annual precept	398,491	455,704	Total amount of precept received or receivable in the year. Excludes any grants received.				
3 (+) Total other receipts	124,563	64,914	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.				
4 (-) Staff costs	228,493	229,115	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.				
5 (-) Loan interest/capital repayments	608	609	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).				
6 (-) All other payments	306,605	267,992	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).				
7 (=) Balances carried forward	517,559	544,461	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)				
8 Total cash and short term investments	526,057	546,593	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March - to agree with bank reconciliation.				
9 Total fixed assets plus other long term investments and assets	2,778,486	3,791,612	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the council as at 31 March				
10 Total borrowings	5,157	4,899	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).				
11 Disclosure note Trust funds (including charitable)	<table border="1"> <tr> <td>yes</td> <td>no</td> </tr> <tr> <td></td> <td></td> </tr> </table>		yes	no			The council acts as sole trustee for and is responsible for managing trust funds or assets. N.B. The figures in the accounting statements above do not include any trust transactions.
yes	no						

I certify that for the year ended 31 March 2015 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Date _____

27

I confirm that these accounting statements were approved by the council on this date:

and recorded as minute reference:

Signed by Chair of the meeting approving these accounting statements.

Date _____

Section 2 – Annual governance statement 2014/15

We acknowledge as the members of:

Council/Meeting

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2015, that:

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

This annual governance statement is approved by the council and recorded as minute reference

dated

Signed by:

Chair

dated

Signed by:

Clerk

dated

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the council will address the weaknesses identified.

Section 3 – External auditor certificate and report 2014/15

Certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Audit Commission Act 1998 as transitionally saved, for the year ended 31 March 2015 in respect of:

Council/Meeting

Respective responsibilities of the body and the auditor

The body is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The body prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2015; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

Our responsibility is to review the annual return in accordance with guidance issued by the Audit Commission (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

External auditor report

(Except for the matters reported below)* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

External auditor signature

External auditor name

Date

Note: The Audit Commission issued guidance in its Standing Guidance, which is applicable to external auditors' work on 2014/15 accounts.

Section 4 – Annual internal audit report 2014/15 to

Council/Meeting

The council's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2015.

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

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No	Not covered**
A Appropriate accounting records have been kept properly throughout the year.	Yes		
B The council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	Yes		
C The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	Yes		
D The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	Yes		
E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	Yes		
F Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	Yes		
G Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.	Yes		
H Asset and investments registers were complete and accurate and properly maintained.	Yes		
I Periodic and year-end bank account reconciliations were properly carried out.	Yes		
J Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.	Yes		
K Trust funds (including charitable) The council met its responsibilities as a trustee.	Yes	No	Not applicable
			N/A.

For any other risk areas identified by the council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

Name of person who carried out the internal audit Harvey Watts Chartered Accountants

Signature of person who carried out the internal audit Harvey Watts. Date 2nd June 2015.

If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

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

Guidance notes on completing the 2014/15 annual return

- 1 You must apply proper practices for preparing this annual return. Proper practices are found in the Practitioners' Guide* which is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent audit. Both NALC and SLCC have helplines if you want to talk through any problem you encounter.
- 2 Make sure that your annual return is complete (i.e. no empty green boxes), and is properly signed and dated. Avoid making any amendments to the completed return. But, if this is unavoidable, make sure the amendments are drawn to the attention of and approved by the council, properly initialled and an explanation is provided to the external auditor. Annual returns containing unapproved or unexplained amendments will be returned unaudited and may incur additional costs.
- 3 Use the checklist provided below. Use a second pair of eyes, perhaps a council member or the Chair, to review your annual return for completeness before sending it to the external auditor.
- 4 Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must notify the external auditor of any change of Clerk, Responsible Finance Officer or Chair.
- 5 Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers all your bank accounts. If your council holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the Accounting Statements (Section 1). You must provide an explanation for any difference between Box 7 and Box 8. More help on bank reconciliation is available in the Practitioners' Guide*.
- 6 Explain fully significant variances in the accounting statements on page 2. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete analysis to support your explanation. There are a number of examples provided in the Practitioners' Guide* to assist you.
- 7 If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge.
- 8 Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2014) equals the balance brought forward in the current year (Box 1 of 2015).
- 9 Do not complete section 3. The external auditor will complete it at the conclusion of the audit.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All green boxes have been completed?	
	All information requested by the external auditor has been sent with this annual return? Please refer to your notice of audit.	
Section 1	Council approval confirmed by signature of Chair of meeting approving accounting statements?	
	An explanation of significant variations from last year to this year is provided?	
	Bank reconciliation as at 31 March 2015 agreed to Box 8?	
Sections 1 and 2	An explanation of any difference between Box 7 and Box 8 is provided?	
	Trust funds – all disclosures made if council is a sole managing trustee? NB: Do not send trust accounting statements unless requested.	
Section 2	For any statement to which the response is 'no', an explanation is provided?	
Section 4	All green boxes completed by internal audit and explanations provided?	

*Note: Governance and Accountability for Local Councils in England – A Practitioners' Guide is available from your local NALC and SLCC representatives or from www.nalc.gov.uk or www.slcc.co.uk

Sandy Town Council

Annual Return Statement of Accounts

	2013/14 £	2014/15 £	Variance
1 Balances brought forward	530,211	517,559	
2 (+) Annual Precept	398,491	455,704	14.36%
3 (+) Total other receipts	124,563	64,914	-47.89%
4 (-) Staff costs	(228,493)	(225,115)	-1.48%
5 (-) Loan interest/capital repayments	(608)	(609)	0.16%
6 (-) Total other payments	(306,605)	(267,992)	-12.59%
7 (=) Balances carried forward	517,559	544,461	5.20%
8 Total Cash & Investments	526,057	546,593	3.90%
9 Total Fixed assets	2,778,486	2,791,612	0.47%
10 Total Borrowings	5,157	4,899	

Reconciliation of Boxes 7 and 8

Box 7 as above	517,559	544,461
Add: Creditors	48,318	11,991
Deduct: Debtors and Stock	(39,820)	(9,859)
Box 8 as above	526,057	546,593

Note:

Fixed Assets Per Accounts	2,777,955	2,791,612
Investment - War Stock	531	
Total Fixed Assets as above	<u>2,778,486</u>	<u>2,791,612</u>

DRAFT

Sandy Town Council

Statements of Accounts

For the year ended 31 March 2015

Sandy Town Council

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31 March 2015

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Sandy Town Council

Council Information

31 March 2015

(Information current at 8th June 2015)

Chairperson

Clr A. W. Jackson

Councillors

Clr C. Osborne MBE, JP (Vice Chairperson)

Clr P. N. Aldis

Clr J. Ali

Clr Mrs T. Cole

Clr A. M. Hill

Clr Mrs G. Leach

Clr M. Pettitt

Clr M. Scott

Clr P. Sharman

Clr Mrs S Sutton

Town Clerk

Delia Shephard BA (Hons) BSc (Hons) MiLCM

Auditors

BDO LLP

Arcadia House

Maritime Walk

Ocean Village

Southampton

SO14 3TL

Internal Auditors

Haines Watts

136/140 Bedford Road

Kempston

Bedford

MK42 8BH

Sandy Town Council
Statement of Accounting Policies
31 March 2015

Accounting Convention

The accounts have been prepared in accordance with the Accounting Guidance Notes for Local Councils (the Guide) issued by The Chartered Institute of Public Finance and Accountancy (CIPFA) as applicable to a medium sized council.

These accounts have been prepared having regard to the fundamental accounting concepts of: Going Concern, Prudence, Accruals, Relevance, Consistency, Reliability, Comparability, Understandability and Materiality.

The accounts have been prepared under the historical cost convention.

Fixed Assets

All expenditure on the acquisition, creation or enhancement of fixed assets is reported in the notes to the accounts, provided that the fixed asset yields benefits to the authority and the services it provides for a period of more than one year. Fixed assets are valued on the basis recommended by CIPFA. The year end values are stated on the following basis:

land, operational properties and other operational assets are reported in notes to the accounts cost (where known) or at insurance values current when first reported as approximating to the lower of net replacement cost and net realisable value at that time (previous years at current insurance values)

all other assets are included at historical cost except that certain community assets are the subject of restrictive covenants as to their; use and /or future disposal. Such assets are therefore considered to have no appreciable realisable value and are included at a nominal value only.

Revenue Grants

Revenue grants are credited to income when conditions attached thereto have been fulfilled and/or equivalent expenditure has been incurred. Grants received in respect of which the conditions have not been fulfilled, or expenditure incurred, are carried forward as deferred revenue grants.

Stocks and Work in Progress

Stocks held for resale, where significant (generally in excess of £1,000), are valued at the lower of cost or net realisable value. Consumable stocks have been treated as an expense when purchased because their value was not material.

Debtors and Creditors

The council reviews the level of its commercial debtors on a regular basis and provisions are made, as required, where the likelihood of amounts proving ultimately collectable is in doubt.

Value Added Tax

Income and Expenditure excludes any amounts related to VAT, as all VAT suffered/collected is recoverable from or payable to HM Revenue and Customs. Any amounts not so recoverable are treated as a separate expense.

External Loan Repayments

The council is not required by the Guide to incorporate external borrowings in its Balance Sheet. Details are shown at note 11.

Sandy Town Council
Statement of Accounting Policies
31 March 2015

Reserves

The council maintains certain reserves to meet general and specific future expenditure. The purpose of the council's reserves is explained in notes 12 to 13.

Interest Income

All interest receipts are credited initially to general funds.

Pensions

The pension costs that are charged against precept in the council's accounts, in respect of its employees, are equal to the contributions paid to the funded pension scheme for those employees.

These contributions are determined by the fund's actuary on a triennial basis and are set to meet 100% of the liabilities of the pension fund, in accordance with relevant government regulations.

The next actuarial valuation is due at 31st March 2016 and any change in contribution rates as a result of that valuation will take effect from 1st April 2017.

Sandy Town Council
Income and Expenditure Account
31 March 2015

	Notes	2015 £	2014 £
INCOME			
Precept on District Council		455,704	398,491
Council Tax Benefit Support Grant		-	42,378
Capital Grants rec'd not deferred		106	2,159
Interest and Investment Income	1	4,770	7,101
Recreation Grounds and Open Spaces		7,057	6,647
Cemetery		26,051	25,995
Tourist Information Centre		10,344	12,010
Car Park and Market		1,478	4,446
Establishment/General Administration		7,639	17,478
Christmas Lights		5,660	6,349
Proceeds From Sale Of Fixed Assets		300	-
Investment Sale Proceeds		1,509	-
		520,618	523,054
EXPENDITURE			
Establishment/General Administration		278,430	301,252
Capital Expenditure	8	30,253	12,066
Loan Interest and Capital Repayments		609	608
Operational Expenditure:			
Recreation Grounds and Open Spaces		47,100	72,322
Allotments		2,688	800
Cemetery		9,247	11,175
Tourist Information Centre		29,180	32,387
Public Toilets		4,470	4,358
Car Park and Market		34,667	14,815
Lighting and Street Furniture		6,863	9,968
Civic and Democratic Costs		3,605	6,710
Grants and Donations		2,000	2,192
Christmas Lights		15,290	16,285
CCTV Fees		-	22,947
Outside Services		29,314	27,821
		493,716	535,706
General Fund			
Balance at 01 April 2014		20,764	30,525
Add: Total Income		520,618	523,054
		541,382	553,579
Deduct: Total Expenditure		493,716	535,706
		47,666	17,873
Transfer (to)/from Capital Receipts Reserve	12	-	2,891
Transfer from/(to) Earmarked Reserves	13	32,440	-
General Reserve Balance at 31 March 2015		80,106	20,764

The notes on pages 8 to 13 form part of these accounts.

Sandy Town Council

Balance Sheet

31 March 2015

	Notes	2015 £	2015 £	2014 £
Current Assets				
Stock		2,556		4,435
Debtors and prepayments	9	7,303		35,385
Cash at bank and in hand		<u>546,593</u>		<u>526,057</u>
		556,452		565,877
Current Liabilities				
Creditors and income in advance	10	<u>(11,991)</u>		<u>(48,318)</u>
Net Current Assets			544,461	517,559
Total Assets Less Liabilities			<u>544,461</u>	<u>517,559</u>
 Capital and Reserves				
Usable Capital Receipts Reserve	12		72,795	72,795
Earmarked Reserves	13		391,560	424,000
General Reserve			<u>80,106</u>	<u>20,764</u>
			<u>544,461</u>	<u>517,559</u>

Signed:

Cllr A. W. Jackson

Chairperson

.....

Delia Shephard BA (Hons) BSc (Hons) MiLCM

Responsible Financial Officer

Date:

.....

The notes on pages 8 to 13 form part of these accounts.

Sandy Town Council

Notes to the Accounts

31 March 2015

1 Interest and Investment Income

	2015	2014
	£	£
Interest Income - General Funds	4,564	7,048
Interest Income - Earmarked Funds	206	53
Discount in Year	-	-
	<u>4,770</u>	<u>7,101</u>

2 Agency Work

During the year the Council undertook no agency work on behalf of other authorities.

During the year the Council commissioned no agency work to be performed by other authorities.

3 Publicity

Section 5 of the Local Government Act 1986 requires the council to disclose expenditure on publicity. Details are shown under the following broad categories:

	2015	2014
	£	£
Annual Report & Newsletter	2,856	2,142
	<u>2,856</u>	<u>2,142</u>

4 Power of General Competence

With effect from 10th September 2012 Sandy Town Council acquired the right to exercise the Power of General Competence extended to Town and Parish Councils under the Localism Act 2011 by S.I. 2012 No 965 (The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012). Therefore, with effect from 10th September 2012 the council no longer exercises the powers conveyed by Section 137 of the Local Government Act 1972 (as amended).

Sandy Town Council

Notes to the Accounts

31 March 2015

5 Tenancies

During the year the following tenancies were held:

Council as landlord

Tenant	Property	Rent p.a. £	Repairing / Non-Repairing
Territorial Auxiliary & Volunteer Reserve Association	Land for Army Cadet HQ at Berwick Way	Peppercorn	N/A
Sandy Sports & Leisure Association	Land For Artificial Pitch – Sunderland Rd Rec	Peppercorn	N/A
Sandy Skating Association	Land For Skating Eqpt – Sunderland Rd Rec	Peppercorn	N/A
Sandy Football Club	Pitch & Pavilion – Bedford Rd Rec. Ground	440	Repairing
Scout Association Trust	Land for Scout HQ – Sunderland Rd	Peppercorn	N/A
Sandy Village Hall Mgmt C'ttee	Land for Sandy Village Hall	Peppercorn	N/A
Sandy Bowling Club	Bowling Green, Sunderland Road	378	N/A
Central Bedfordshire Council	Land for Signpost at Sunderland Road	Peppercorn	N/A

Council as tenant

Landlord	Property	Rent p.a. £	Repairing / Non-Repairing
Pym Estate	The Pinnacle Recreation Park	Peppercorn	N/A

6 Pensions

For the year of account the council's contributions equal 19.80% of employees' pensionable pay.

These contributions will increase to 20.30% in future years in order to provide adequately for known liabilities.

Approved by: Watson Wyatt
 (Actuaries to the Pensions Fund)

Sandy Town Council

Notes to the Accounts

31 March 2015

7 Fixed Assets

	2015 £ Value	2014 £ Value
At 31 March the following assets were held:		
<u>Freehold Land and Buildings</u>		
Council Offices	215,000	215,000
Car Park & Market Storage Passageway	325,000	325,000
Public Toilets	150,000	150,000
Bedford St Recreation Ground and Buildings	240,500	240,500
Sunderland Rd Recreation Ground and Buildings	742,000	742,000
Cemetery incl Chapel and Shed	176,000	176,000
Cemetery Extension (under development)	18,868	1,400
DSO Depot	78,000	78,000
Allotments	19,000	19,000
Scout Hut and ATC HQ Land	4,500	4,500
The Riddy Nature Reserve	63,000	63,000
	<u>2,031,868</u>	<u>2,014,400</u>
<u>Vehicles and Equipment</u>		
John Deere Tractor	18,250	18,250
Rotamec Triple Deck Mower	11,150	11,150
John Deere 900 Ride-on Mower	21,090	21,090
Skoda Felicia Pick-up	4,900	4,900
Toyota Dyna MWB	-	15,000
Grounds Maintenance & Depot Equipment	41,863	41,863
Play Equipment	306,500	306,500
Furniture and Equipment	130,170	130,170
Display Cabinets	15,000	15,000
Portakabin at DSO Depot	9,000	9,000
Market Stalls (10) Boards & Covers	3,500	3,500
Market Storage Container	1,600	1,600
Chamber Hearing Loop	1,474	1,474
Gazebos (25)	2,494	2,494
Father Christmas Sleigh	150	150
Toyota Van FD07 HGU	8,370	-
	<u>575,511</u>	<u>582,141</u>
<u>Infrastructure Assets</u>		
Street Lighting Columns (158)	127,688	126,084
Noticeboards (11)	8,400	8,400
Car Park Barriers	11,500	11,500
Seats and Benches (84)	32,775	32,775
Bins and other street furniture	1,159	1,159
Anti Climb Fence Panels (50)	1,490	1,490
World War I Board	1,215	-
	<u>184,227</u>	<u>181,408</u>

Sandy Town Council

Notes to the Accounts

31 March 2015

7 Fixed Assets [continued]

	2015	2014
	£	£
	Value	Value
<u>Community Assets</u>		
Beeston Green	1	1
War Memorial	1	1
Disused Railway Embankment	1	1
Rose Garden	1	1
The Limes play area	1	1
Fallowfield open space and play area	1	1
	<u>6</u>	<u>6</u>
	<u>2,791,612</u>	<u>2,777,955</u>

The basis of valuation of the above assets is set out in the Statement of Accounting Policies.

In certain instances current insurance values have been used as approximate current replacement cost.

8 Fixed Assets - Additions and Disposals

	2015	2014
	£	£
	Cost	Cost
During the year the following assets were purchased:		
Operational Land and Buildings	17,468	-
Vehicles and Equipment	8,370	6,273
Infrastructure Assets	4,415	3,424
Community Assets	-	-
	<u>30,253</u>	<u>9,697</u>
	Proceeds	Proceeds
During the year the following assets were disposed of:		
Operational Land and Buildings	-	-
Vehicles and Equipment	300	-
Infrastructure Assets	-	-
Community Assets	-	-
	<u>300</u>	<u>-</u>

Sandy Town Council

Notes to the Accounts

31 March 2015

9 Debtors

	2015	2014
	£	£
Trade Debtors	2,224	585
VAT Recoverable	4,591	11,320
Other Debtors	-	23,400
Prepayments	488	-
Accrued Interest Income	-	80
	<u>7,303</u>	<u>35,385</u>

10 Creditors and Accrued Expenses

	2015	2014
	£	£
Trade Creditors	8,552	43,192
Accruals	3,439	4,626
Income in Advance	-	500
	<u>11,991</u>	<u>48,318</u>

11 Loans

At the close of business on 31 March 2015 the following loans to the council were outstanding:

Lender	Loan Period	Amount	Years
		£	Remaining
Public Works Loan Board	Repayable to 27 th August 2025	1,810	10.5
Public Works Loan Board	Repayable to 27 th February 2028	3,089	13

12 Usable Capital Receipts Reserve

	2015	2014
	£	£
Balance at 01 April	72,795	72,795
Balance at 31 March	<u>72,795</u>	<u>72,795</u>

The Usable Capital Receipts Reserve represents capital receipts available to finance capital expenditure in future years.

Sandy Town Council

Notes to the Accounts

31 March 2015

13 Earmarked Reserves

	Balance at 01/04/2014	Contribution to reserve	Contribution from reserve	Balance at 31/03/2015
	£	£	£	£
Capital Projects Reserves	-	-	-	-
Asset Renewal Reserves	-	-	-	-
Other Earmarked Reserves	424,000	-	(32,440)	391,560
Total Earmarked Reserves	424,000	-	(32,440)	391,560

The Other Earmarked Reserves are credited with amounts set aside from revenue to fund specific known commitments of the council.

The Other Earmarked Reserves at 31 March 2015 are set out in detail at Appendix A.

14 Capital Commitments

The council had no other capital commitments at 31 March 2015 not otherwise provided for in these accounts.

15 Contingent Liabilities

The council is not aware of any contingent liabilities at the date of these accounts.

Sandy Town Council

Schedule of Earmarked Reserves

	<u>Balance at</u> <u>01/04/2014</u> £	<u>Contribution</u> <u>to reserve</u> £	<u>Contribution</u> <u>from reserve</u> £	<u>Balance at</u> <u>31/03/2015</u> £
<u>Other Earmarked Reserves</u>				
Fallowfield	380,000		(17,468)	362,532
Other Earmarked Reserves	44,000		(14,972)	29,028
TOTAL EARMARKED RESERVES	424,000	0	(32,440)	391,560

At : 14:28

Current Bank A/c

List of Payments made between 01/02/2015 and 28/02/2015

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/02/2015	Aviva	Std Ord	1,710.77		Annual Insurance Premium
01/02/2015	CF Corporate Finance	Std Ord	523.67		Photocopier Rental
02/02/2015	Powerc IT Business Solutions	DD	300.00		655/IT Support Feb15
02/02/2015	UK Fuels Limited DDR	DDA	41.09		633/Fuel 09.01.15
04/02/2015	British Gas DDR	DDC	478.71		640/Supply to 14 Jan
05/02/2015	Southern Electric DDR	DD	199.98		630/Supply to 15.01.15
10/02/2015	1st Response Fire Protection	30228	147.66		642/Fire Extinguishers
10/02/2015	Bedfordshire Rural Communities	30229	2,400.00		652/Cont' Sandy Green Wheel
10/02/2015	Central Bedfordshire Council	30230	1,500.00		653/Man Fee, Pavillion, Feb
10/02/2015	DCK Beavers Ltd	30231	461.04		639/Contract accounting Jan15
10/02/2015	Froods Autoservices	30232	233.46		643/Repairs to FD07 HGU
10/02/2015	Hertfordshire County Council	30233	118.30		644/Stationery
10/02/2015	Tim Miles	30234	600.00		645/Grave Dig 22Dec, 13&22Jan
10/02/2015	Millenium Security Services	30235	90.00		STC/01/2015/654/Millenium Secu
10/02/2015	FD Odell & Sons Ltd	30236	375.00		641/Waste collection Jan15
10/02/2015	Rosetta Publishing	30237	285.60		656/The Bulletin Jan15
10/02/2015	A. J. & R. Scambler and Sons L	30238	585.34		646/Tractor Service
10/02/2015	Stamps Direct Ltd	30239	10.08		648/Red Ink Pad & Stamp
10/02/2015	Travis Perkins Trading Co Ltd	30240	710.82		649/Postcrete, Macadam, Gravel
10/02/2015	UK Amenity Spraying Services L	30241	300.00		1549/650/UK Amenity Spraying S
10/02/2015	Walters Ltd	30242	210.95		554/Copier charges
16/02/2015	Powerc IT Business Solutions	DD1	247.88		Purchase Ledger Payment
17/02/2015	Southern Electric DDR	DD2	503.76		663/Supply to 2Feb15
17/02/2015	Bedford Borough Council	DD3	18,113.12		668/Salaries February 2015
23/02/2015	UK Fuels Limited DDR	DD4	66.00		665/Fuel Jan15
27/02/2015	Public Works Loan Board	DD5	304.12		Purchase Ledger Payment
27/02/2015	British Gas DDR	DD6	8.04		672/Sunderland Rd to 9Feb

Total Payments	30,525.39
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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Full Council							
401 Staff							
4001	Gross Salaries - Admin	5,848	74,803	129,750	54,947	54,947	57.7 %
4002	Gross Salaries - Works	7,795	82,231	74,000	-8,231	-8,231	111.1 %
4003	Employers NIC	841	8,762	11,500	2,738	2,738	76.2 %
4004	Employers Superannuation	2,119	23,063	26,000	2,937	2,937	88.7 %
4010	Miscellaneous Staff Costs	0	180	1,000	820	820	18.0 %
	Staff :- Expenditure	16,603	189,040	242,250	53,210	0	53,210 78.0 %
	Net Expenditure over Income	16,603	189,040	242,250	53,210		
402 Administration-Office							
4008	Training	0	1,660	3,500	1,840	1,840	47.4 %
4009	Travel & Subsistence	0	88	500	412	412	17.5 %
4010	Miscellaneous Staff Costs	0	45	0	-45	-45	0.0 %
4011	General Rates	0	6,005	6,100	95	95	98.4 %
4012	Water Rates	0	252	400	148	148	63.1 %
4014	Electricity	-511	763	4,000	3,237	3,237	19.1 %
4015	Gas	0	937	1,800	863	863	52.1 %
4016	Cleaning Materials etc	62	1,367	1,250	-117	-117	109.4 %
4020	Misc Establishment Costs	0	1,116	2,000	884	884	55.8 %
4021	Telephone & Fax	208	1,828	3,200	1,372	1,372	57.1 %
4022	Postage	0	1,522	1,600	78	78	95.1 %
4023	Printing & Stationery	94	2,714	5,235	2,521	2,521	51.8 %
4024	Subscriptions	0	2,373	2,700	327	327	87.9 %
4025	Insurance (excl vehicles)	1,711	19,153	21,600	2,447	2,447	88.7 %
4026	Photocopy Costs	1,163	2,585	2,270	-315	-315	113.9 %
4027	IT Costs incl Support	250	5,053	0	-5,053	-5,053	0.0 %
4028	Service Agreements (Other)	488	5,488	9,500	4,012	4,012	57.8 %
4035	Publications	0	50	300	250	250	16.6 %
4036	Property Maintenance/Security	75	2,839	3,500	661	661	81.1 %
4038	Consumables/Small Tools	0	3	0	-3	-3	0.0 %
4042	Equipment/Vehicle Maintenance	0	0	3,000	3,000	3,000	0.0 %
4051	Bank Charges	0	65	0	-65	-65	0.0 %
4056	Legal Expenses	0	860	1,000	140	140	86.0 %
4057	Audit Fees - External	0	0	2,350	2,350	2,350	0.0 %
4058	Audit Fees - Internal	0	375	0	-375	-375	0.0 %
4059	Accountancy Fees	384	5,689	0	-5,689	-5,689	0.0 %
4070	Refreshments	0	146	200	54	54	73.2 %
	Administration-Office :- Expenditure	3,923	62,978	76,005	13,027	0	13,027 82.9 %

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1201 Rent Received Etc	192	3,406	2,575	831			132.3 %
1202 Photocopying Income	0	64	52	13			125.2 %
1204 Sale of Council Minutes	0	0	195	-195			0.0 %
1205 Miscellaneous Income	1,073	3,860	0	3,860			0.0 %
Administration-Office :- Income	1,265	7,331	2,822	4,509			259.8 %
Net Expenditure over Income	2,658	55,648	73,184	17,536			
403 Administration-Works							
4005 Protective Clothing	0	911	1,400	489		489	65.1 %
4006 H&S Costs/Consultancy	0	75	1,000	925		925	7.5 %
4011 General Rates	0	1,955	2,010	55		55	97.2 %
4012 Water Rates	0	358	310	-48		-48	115.6 %
4014 Electricity	0	275	750	475		475	36.6 %
4017 Refuse Disposal	83	2,612	3,500	888		888	74.6 %
4036 Property Maintenance/Security	0	685	1,650	965		965	41.5 %
4038 Consumables/Small Tools	0	2,461	1,200	-1,261		-1,261	205.1 %
4039 Planting/Trees/Horticulture	0	4,385	5,700	1,315		1,315	76.9 %
4040 Equipment Purchases (Minor)	0	1,508	2,000	492		492	75.4 %
4042 Equipment/Vehicle Maintenance	1,175	4,853	5,500	647		647	88.2 %
4043 Equipment/Vehicle Fuel	89	1,824	3,000	1,176		1,176	60.8 %
4044 Vehicle Tax & Insurance	0	2,557	2,500	-57		-57	102.3 %
Administration-Works :- Expenditure	1,347	24,459	30,520	6,061	0	6,061	80.1 %
Net Expenditure over Income	1,347	24,459	30,520	6,061			
404 Allotments							
4012 Water Rates	0	0	300	300		300	0.0 %
Allotments :- Expenditure	0	0	300	300	0	300	0.0 %
Net Expenditure over Income	0	0	300	300			
405 Footway Lighting							
4014 Electricity	423	4,182	5,750	1,568		1,568	72.7 %
4042 Equipment/Vehicle Maintenance	0	1,520	2,000	480		480	76.0 %
Footway Lighting :- Expenditure	423	5,702	7,750	2,048	0	2,048	73.6 %
Net Expenditure over Income	423	5,702	7,750	2,048			
406 Cemetery & Churchyard							
4011 General Rates	0	2,167	2,300	133		133	94.2 %

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4012 Water Rates	11	58	180	122		122	32.4 %
4036 Property Maintenance/Security	95	164	1,000	836		836	16.4 %
4037 Grounds Maintenance	0	530	900	370		370	58.9 %
4039 Planting/Trees/Horticulture	0	78	350	273		273	22.1 %
4101 Grave Digging Costs	400	5,075	6,200	1,125		1,125	81.9 %
Cemetery & Churchyard :- Expenditure	506	8,071	10,930	2,859	0	2,859	73.8 %
1226 Burials/Memorials Income	635	23,895	20,000	3,895			119.5 %
1228 Interest on Investment	0	53	26	27			203.1 %
Cemetery & Churchyard :- Income	635	23,948	20,026	3,922			119.6 %
Net Expenditure over Income	-129	-15,877	-9,096	6,781			
408 Town Centre (Including Market)							
4011 General Rates	0	14,867	15,370	503		503	96.7 %
4036 Property Maintenance/Security	1,073	2,749	850	-1,899		-1,899	323.4 %
4053 Loan Interest	0	177	366	189		189	48.3 %
4054 Loan Capital Repaid	0	127	242	115		115	52.6 %
4100 CCTV Fees	16,051	17,051	15,000	-2,051		-2,051	113.7 %
Town Centre (Including Market) :- Expenditure	17,125	34,971	31,828	-3,143	0	-3,143	109.9 %
1236 Friday Market Fees	0	700	3,000	-2,300			23.3 %
1237 Saturday Market Fees	0	128	300	-172			42.7 %
1238 Other Income Car Park	120	530	200	330			265.0 %
Town Centre (Including Market) :- Income	120	1,358	3,500	-2,142			38.8 %
Net Expenditure over Income	17,005	33,613	28,328	-5,285			
409 Public Toilets - Car Park							
4011 General Rates	0	2,308	2,400	92		92	96.2 %
4012 Water Rates	0	778	1,400	622		622	55.6 %
4014 Electricity	0	770	380	-390		-390	202.6 %
4036 Property Maintenance/Security	0	190	550	360		360	34.5 %
Public Toilets - Car Park :- Expenditure	0	4,045	4,730	685	0	685	85.5 %
Net Expenditure over Income	0	4,045	4,730	685			
500 Play Areas and Open Spaces							
4007 Health & Safety	0	390	0	-390		-390	0.0 %
4012 Water Rates	0	237	1,100	863		863	21.5 %
4014 Electricity	0	165	750	585		585	22.1 %
4036 Property Maintenance/Security	0	0	1,120	1,120		1,120	0.0 %

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4037 Grounds Maintenance	0	2,329	4,000	1,671		1,671	58.2 %
4042 Equipment/Vehicle Maintenance	0	4,604	7,200	2,596		2,596	63.9 %
Play Areas and Open Spaces :- Expenditure	0	7,725	14,170	6,445	0	6,445	54.5 %
1241 Sandy FC Rent	0	0	450	-450			0.0 %
1242 Ice cream rent	0	0	330	-330			0.0 %
1251 Pitch Rental	0	511	0	511			0.0 %
Play Areas and Open Spaces :- Income	0	511	780	-269			65.6 %
Net Expenditure over Income	0	7,214	13,390	6,176			
501 Sunderland Road Rec Ground							
4012 Water Rates	0	591	1,000	409		409	59.1 %
4014 Electricity	8	-97	0	97		97	0.0 %
4015 Gas	0	1,170	0	-1,170		-1,170	0.0 %
4036 Property Maintenance/Security	0	2,129	1,000	-1,129		-1,129	212.9 %
4046 Bowling Green - SBC	0	2,357	0	-2,357		-2,357	0.0 %
4047 Equipment Maintenance - SBC	0	407	2,950	2,543		2,543	13.8 %
4048 Cricket Square - SCC	0	2,256	2,140	-116		-116	105.4 %
4049 Equipment Maintenance - SCC	0	328	0	-328		-328	328430
4060 Other Professional Fees	1,250	13,750	15,000	1,250		1,250	91.7 %
Sunderland Road Rec Ground :- Expenditure	1,258	22,891	22,090	-801	0	-801	103.6 %
1252 Pavilion Rental	0	1,551	0	1,551			0.0 %
1253 Bowls Club Rental	0	387	389	-2			99.5 %
1255 Cricket Club Rental	0	0	260	-260			0.0 %
1256 Scouts ,ACF and SSLA	0	0	170	-170			0.0 %
1258 Insurance Claims Repayment	300	300	0	300			0.0 %
Sunderland Road Rec Ground :- Income	300	2,238	819	1,419			273.2 %
Net Expenditure over Income	958	20,654	21,271	617			
502 Nature Reserves							
4037 Grounds Maintenance	0	369	2,050	1,681		1,681	18.0 %
4060 Other Professional Fees	0	1,600	9,240	7,640		7,640	17.3 %
Nature Reserves :- Expenditure	0	1,969	11,290	9,321	0	9,321	17.4 %
1306 Countryside Stewardship Grant	484	4,123	1,000	3,123			412.3 %
1307 Angling Licence Rent	0	486	475	11			102.3 %
Nature Reserves :- Income	484	4,609	1,475	3,134			312.4 %
Net Expenditure over Income	-484	-2,640	9,815	12,455			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
504	<u>Tourist Information Centre</u>						
4001	Gross Salaries - Admin	1,510	18,238	0	-18,238	-18,238	0.0 %
4005	Protective Clothing	0	0	200	200	200	0.0 %
4021	Telephone & Fax	0	0	270	270	270	0.0 %
4024	Subscriptions	55	55	100	45	45	55.0 %
4026	Photocopy Costs	0	149	0	-149	-149	0.0 %
4301	Merchandise and Ticket Costs	80	7,177	5,550	-1,627	-1,627	129.3 %
	Tourist Information Centre :- Expenditure	1,645	25,619	6,120	-19,499	0	418.6 %
1360	Ticket Sales Commission	4	263	0	263		0.0 %
1402	Sales	166	9,573	12,000	-2,427		79.8 %
	Tourist Information Centre :- Income	170	9,836	12,000	-2,164		82.0 %
	Net Expenditure over Income	1,476	15,784	-5,880	-21,664		
505	<u>Grass Cutting</u>						
4102	Grass Cutting	0	11,412	10,000	-1,412	-1,412	114.1 %
	Grass Cutting :- Expenditure	0	11,412	10,000	-1,412	0	114.1 %
	Net Expenditure over Income	0	11,412	10,000	-1,412		
506	<u>Litter Bins, Seats & Shelters</u>						
4042	Equipment/Vehicle Maintenance	0	0	500	500	500	0.0 %
	Litter Bins, Seats & Shelters :- Expenditure	0	0	500	500	0	0.0 %
	Net Expenditure over Income	0	0	500	500		
508	<u>S.E.G. NOT IN USE</u>						
4020	Misc Establishment Costs	0	0	1,276	1,276	1,276	0.0 %
	S.E.G. NOT IN USE :- Expenditure	0	0	1,276	1,276	0	0.0 %
	Net Expenditure over Income	0	0	1,276	1,276		
509	<u>Christmas Lights</u>						
4401	Christmas Illuminations	65	10,811	11,000	189	189	98.3 %
4402	Community Christmas Event	-65	4,479	5,000	521	521	89.6 %
	Christmas Lights :- Expenditure	0	15,291	16,000	709	0	95.6 %
1365	Christmas Lights	0	6,160	4,000	2,160		154.0 %
	Christmas Lights :- Income	0	6,160	4,000	2,160		154.0 %
	Net Expenditure over Income	0	9,131	12,000	2,869		

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
601 Precept and Interest							
1101 Precept	0	455,704	455,704	0			100.0 %
1320 Interest Received - All account	0	4,564	5,500	-936			83.0 %
Precept and Interest :- Income	0	460,268	461,204	-936			99.8 %
Net Expenditure over Income	0	-460,268	-461,204	-936			
602 Democratic and Civic Costs							
4020 Misc Establishment Costs	0	90	0	-90		-90	0.0 %
4033 Annual Report & Newsletter	238	2,618	3,500	882		882	74.8 %
4042 Equipment/Vehicle Maintenance	0	0	200	200		200	0.0 %
4200 Mayor's Allowance	218	2,011	1,900	-111		-111	105.9 %
4201 Members Allowances	60	60	0	-60		-60	0.0 %
4202 Members' Expenses (Conf etc)	0	104	500	396		396	20.8 %
4210 Election Costs	0	0	4,000	4,000		4,000	0.0 %
4701 Grants/Donations Paid	0	1,400	1,500	100		100	93.3 %
Democratic and Civic Costs :- Expenditure	516	6,284	11,600	5,316	0	5,316	54.2 %
Net Expenditure over Income	516	6,284	11,600	5,316			
700 Capital and Projects							
4802 CAP - Cemetery Extension	2,800	16,068	0	-16,068		-16,068	0.0 %
4803 CAP - WWI Board	0	1,215	0	-1,215		-1,215	0.0 %
4804 CAP - Street Light Replacement	0	3,200	2,500	-700		-700	128.0 %
4805 CAP - Toyota Van	0	8,370	0	-8,370		-8,370	0.0 %
4806 CAP - Sandy Green Wheel	2,000	2,000	0	-2,000		-2,000	0.0 %
Capital and Projects :- Expenditure	4,800	30,853	2,500	-28,353	0	-28,353	1234.1
1364 S106 Money Received	0	106	0	106			0.0 %
Capital and Projects :- Income	0	106	0	106			
Net Expenditure over Income	4,800	30,747	2,500	-28,247			
Full Council :- Expenditure	48,146	451,310	499,859	48,549	0	48,549	90.3 %
Income	2,974	516,363	506,626	9,738			101.9 %
Net Expenditure over Income	45,172	-65,053	-6,766	58,286			

Summary Income & Expenditure by Budget Heading 28/02/2015

Month No : 11

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
Full Council								
401 Staff	Expenditure	16,603	189,040	242,250	53,210		53,210	78.0 %
402 Administration-Office	Expenditure	3,923	62,978	76,005	13,027		13,027	82.9 %
	Income	1,265	7,331	2,822	4,509			259.8 %
403 Administration-Works	Expenditure	1,347	24,459	30,520	6,061		6,061	80.1 %
404 Allotments	Expenditure	0	0	300	300		300	0.0 %
405 Footway Lighting	Expenditure	423	5,702	7,750	2,048		2,048	73.6 %
406 Cemetery & Churchyard	Expenditure	506	8,071	10,930	2,859		2,859	73.8 %
	Income	635	23,948	20,026	3,922			119.6 %
408 Town Centre (Including Market)	Expenditure	17,125	34,971	31,828	-3,143		-3,143	109.9 %
	Income	120	1,358	3,500	-2,142			38.8 %
409 Public Toilets - Car Park	Expenditure	0	4,045	4,730	685		685	85.5 %
500 Play Areas and Open Spaces	Expenditure	0	7,725	14,170	6,445		6,445	54.5 %
	Income	0	511	780	-269			65.6 %
501 Sunderland Road Rec Ground	Expenditure	1,258	22,891	22,090	-801		-801	103.6 %
	Income	300	2,238	819	1,419			273.2 %
502 Nature Reserves	Expenditure	0	1,969	11,290	9,321		9,321	17.4 %
	Income	484	4,609	1,475	3,134			312.4 %
504 Tourist Information Centre	Expenditure	1,645	25,619	6,120	-19,499		-19,499	418.6 %
	Income	170	9,836	12,000	-2,164			82.0 %
505 Grass Cutting	Expenditure	0	11,412	10,000	-1,412		-1,412	114.1 %
506 Litter Bins, Seats & Shelters	Expenditure	0	0	500	500		500	0.0 %
508 S.E.G. NOT IN USE	Expenditure	0	0	1,276	1,276		1,276	0.0 %
509 Christmas Lights	Expenditure	0	15,291	16,000	709		709	95.6 %
	Income	0	6,160	4,000	2,160			154.0 %
601 Precept and Interest	Income	0	460,268	461,204	-936			99.8 %
602 Democratic and Civic Costs	Expenditure	516	6,284	11,800	5,316		5,316	54.2 %
700 Capital and Projects	Expenditure	4,800	30,853	2,500	-28,353		-28,353	1234.1 %
	Income	0	106	0	106			0.0 %

Summary Income & Expenditure by Budget Heading 28/02/2015

Month No : 11

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
Full Council Expenditure	48,146	451,310	499,859	48,549	0	48,549	90.3 %
Income	2,974	516,363	506,626	9,738			101.9 %
Net Expenditure over Income	45,172	-65,053	-6,766	58,286			
<u>INCOME - EXPENDITURE TOTALS</u>							
Expenditure	48,146	451,310	499,859	48,549	0	48,549	90.3 %
Income	2,974	516,363	506,626	9,738			101.9 %
Net Expenditure over Income	45,172	-65,053	-6,766	58,286			

Detailed Balance Sheet (Excluding Stock Movement)

Month No: 11 28th February 2015

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
100	Debtors Control	3,086	
101	Stock	4,435	
105	VAT Control	5,305	
106	Vat Suspense	-3,900	
200	Current Bank A/c	85,958	
205	Capital a/c Santander	213,474	
206	Barclays Active Saver	97,975	
208	Public Sector Deposit Fund	200,000	
210	Petty Cash	300	
	Total Current Assets		606,633
	<u>Current Liabilities</u>		
501	Creditors Control	24,020	
	Total Current Liabilities		24,020
	Net Current Assets		582,613
	Total Assets less Current Liabilities		582,613
	<u>Represented By :-</u>		
300	Current Year Fund	65,053	
310	General Reserve	20,765	
320	Capital Receipts Reserve	72,795	
321	Earmarked Reserves	44,000	
322	EMR Fallowfied	380,000	
	Total Equity		582,613

At : 15:29

Current Bank A/c

List of Payments made between 01/04/2015 and 30/04/2015

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2015	Aviva	Std Ord	1,710.77		Annual Insurance Premium
01/04/2015	Powerc IT Business Solutions	DDR	300.00		743/IT Support April 15
01/04/2015	1st Response Fire Protection	30276	120.00		747/Clean out Drains
01/04/2015	ADT Fire & Security Plc	30277	1,831.13		749/Redcare 02.04.15-01.04.16
01/04/2015	Anglian Water	30278	196.94		758/Water 06.01.15-01.04.15
01/04/2015	Anglian Water	30279	255.13		759/Water 07.01.15-01.04.15
01/04/2015	Beds Associat. of Town & Paris	30280	1,999.00		746/BATPC Subs 2015-16
01/04/2015	Bedford Borough Council	30281	900.00		741/Payroll 04.04.15-31.03.16
01/04/2015	BSG Property Services Ltd	30282	399.60		724/Remedial Works
01/04/2015	Cemetery Development Services	30283	1,680.00		725/Cemetery Planning
01/04/2015	Central Bedfordshire Council	30284	3,225.00		723/Allotment Ground Inspectio
01/04/2015	Colin Ross	30285	151.15		726/Safety Clothing
01/04/2015	Sandy Cricket Club	30286	22.87		751/Petrol for Cricket Club
01/04/2015	DCK Beavers Ltd	30287	461.04		727/Contract Accounting
01/04/2015	Post Office Ltd	30288	225.00		744/Toyota RFL 2015-16
01/04/2015	UK Fuels Limited DDR	30289	58.93		805/Fuel Cards
01/04/2015	Groundcare Machinery Services	30290	179.14		728/Machinery Repairs
01/04/2015	Hertfordshire County Council	30291	79.88		729/Stationery Supplies
01/04/2015	Millenium Security Services	30292	630.00		745/Keholding Service to Apr16
01/04/2015	Payne's Heating & Service Engi	30293	66.00		731/Annual Boiler Service
01/04/2015	Powerc IT Business Solutions	30294	155.94		732/Gibabit Ethernet Switch
01/04/2015	Rosetta Publishing	30295	285.60		742/The Bulletin - April 15
01/04/2015	Sandy Football Club	30296	51.67		733/Supply dec14-mar15
01/04/2015	Team Flitwick	30297	485.69		736/Red Diesel Fuel
01/04/2015	T&E Seymour Electrical Install	30298	444.00		737/Street Light Maintenance
01/04/2015	VFM Products Ltd	30299	251.40		739/Grassline Ultra
09/04/2015	Central Bedfordshire Council R	DDR2	117.00		748/Non Dom Rates 2015-16
15/04/2015	Powerc IT Business Solutions	DDR3	249.59		Purchase Ledger Payment
15/04/2015	Power Computing Reverse	DDR	-249.59		Power Computing Reverse Paymen
16/04/2015	Powerc IT Business Solutions	DDR4	242.51		753/Phone to 31.03.15
16/04/2015	Southern Electric DDR	DDR5	487.63		734/Supply 03.03.15-01.04.15
16/04/2015	Bedford Borough Council	DDR6	24,608.90		766/April Salaries
20/04/2015	UK Fuels Limited DDR	DDR7	64.20		738/Fuel Cards
27/04/2015	UK Fuels Limited DDR	DDR8	40.73		804/Fuel Cards
28/04/2015	Purchase Power	DDR9	50.22		Purchase Ledger Payment FRANKING MACH' RENTAL. JM
29/04/2015	British Gas DDR	DDR10	673.74		767/Supply 15.01.15-08.04.15
30/04/2015	British Gas DDR	DDR11	9.70		768/Supply 10.03.15-09.04.15
30/04/2015	Fast Fuel Reverse Chq	REVERSE	-58.93		cancellation. Fast Fuel Reverse Chq
Total Payments			42,401.58		

Summary Income & Expenditure by Budget Heading 30th April 2015

Month No : 1

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
401 Staff	Expenditure	19,956	19,956	243,350	223,394		223,394	8.2 %
402 Administration-Office	Expenditure	11,777	11,777	82,700	70,923		70,923	14.2 %
	Income	758	758	6,000	-5,242			12.6 %
403 Administration-Works	Expenditure	3,830	3,830	28,900	25,070		25,070	13.3 %
404 Allotments	Expenditure	1,992	1,992	0	-1,992		-1,992	0.0 %
405 Footway Lighting	Expenditure	353	353	7,800	7,447		7,447	4.5 %
406 Cemetery & Churchyard	Expenditure	3,212	3,212	10,750	7,538		7,538	29.9 %
	Income	2,525	2,525	25,052	-22,527			10.1 %
408 Town Centre (Including Market)	Expenditure	15,203	15,203	31,608	16,406		16,406	48.1 %
	Income	70	70	600	-530			11.7 %
409 Public Toilets - Car Park	Expenditure	2,047	2,047	3,800	1,753		1,753	53.9 %
500 Play Areas and Open Spaces	Expenditure	23	23	-2,825	-2,848		-2,848	-0.8 %
	Income	0	0	1,380	-1,380			0.0 %
501 Sunderland Road Rec Ground	Expenditure	713	713	26,390	25,677		25,677	2.7 %
	Income	0	0	820	-820			0.0 %
502 Nature Reserves	Expenditure	0	0	10,925	10,925		10,925	0.0 %
	Income	0	0	2,500	-2,500			0.0 %
504 Tourist Information Centre	Expenditure	5,403	5,403	0	-5,403		-5,403	0.0 %
505 Grass Cutting	Expenditure	0	0	12,000	12,000		12,000	0.0 %
506 Litter Bins, Seats & Shelters	Expenditure	0	0	500	500		500	0.0 %
509 Christmas Lights	Expenditure	0	0	18,000	18,000		18,000	0.0 %
	Income	0	0	4,000	-4,000			0.0 %
601 Precept and Interest	Income	0	0	484,598	-484,598			0.0 %
602 Democratic and Civic Costs	Expenditure	507	507	10,750	10,243		10,243	4.7 %
	Income	239,549	239,549	0	239,549			0.0 %
700 Capital and Projects	Expenditure	0	0	300,307	300,307		300,307	0.0 %
	Income	4,061	4,061	267,005	-262,944			1.5 %

15:15

Summary Income & Expenditure by Budget Heading 30th April 2015

Month No : 1

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
<u>INCOME - EXPENDITURE TOTALS</u>	Expenditure	65,016	65,016	784,955	719,939	0	719,939	8.3 %
	Income	246,963	246,963	791,955	-544,992			31.2 %
	Net Expenditure over Income	-181,946	-181,946	-7,000	174,946			

Detailed Balance Sheet (Excluding Stock Movement)

Month No: 1 30th April 2015

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
100	Debtors Control	440	
101	Stock	2,556	
105	VAT Control	1,157	
200	Current Bank A/c	283,977	
205	Capital a/c Santander	213,474	
206	Barclays Active Saver	60,475	
208	Public Sector Deposit Fund	200,139	
210	Petty Cash	300	
	Total Current Assets		762,519
	<u>Current Liabilities</u>		
501	Creditors Control	36,111	
	Total Current Liabilities		36,111
	Net Current Assets		726,408
	Total Assets less Current Liabilities		726,408
	<u>Represented By :-</u>		
300	Current Year Fund	181,946	
310	General Reserve	80,107	
320	Capital Receipts Reserve	72,795	
321	Earmarked Reserves	29,028	
322	EMR Fallowfied	362,532	
	Total Equity		726,408

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
401	Staff							
4001	Gross Salaries - Admin	7,764	7,764	116,000	108,236		108,236	6.7 %
4002	Gross Salaries - Works	7,994	7,994	83,000	75,006		75,006	9.6 %
4003	Employers NIC	985	985	14,100	13,115		13,115	7.0 %
4004	Employers Superannuation	2,462	2,462	29,750	27,288		27,288	8.3 %
4010	Miscellaneous Staff Costs	750	750	500	-250		-250	150.0 %
	Staff :- Expenditure	19,956	19,956	243,350	223,394	0	223,394	8.2 %
	Net Expenditure over Income	19,956	19,956	243,350	223,394			

Month No : 1

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
402	Administration-Office							
4008	Training	0	0	3,500	3,500		3,500	0.0 %
4009	Travel & Subsistence	150	150	250	101		101	59.8 %
4011	General Rates	6,120	6,120	6,150	30		30	99.5 %
4012	Water Rates	3	3	400	397		397	0.8 %
4014	Electricity	511	511	2,500	1,989		1,989	20.5 %
4015	Gas	-150	-150	1,800	1,950		1,950	-8.3 %
4016	Cleaning Materials etc	0	0	1,500	1,500		1,500	0.0 %
4020	Misc Establishment Costs	613	613	2,000	1,387		1,387	30.7 %
4021	Telephone & Fax	214	214	2,500	2,286		2,286	8.5 %
4022	Postage	0	0	1,700	1,700		1,700	0.0 %
4023	Printing & Stationery	45	45	5,000	4,955		4,955	0.9 %
4024	Subscriptions	1,999	1,999	2,600	601		601	76.9 %
4025	Insurance (excl vehicles)	1,728	1,728	22,250	20,522		20,522	7.8 %
4026	Photocopy Costs	0	0	4,000	4,000		4,000	0.0 %
4027	IT Costs incl Support	350	350	6,000	5,650		5,650	5.8 %
4028	Service Agreements (Other)	488	488	5,000	4,512		4,512	9.8 %
4035	Publications	0	0	200	200		200	0.0 %
4036	Property Maintenance/Security	1,279	1,279	3,000	1,721		1,721	42.6 %
4050	Tourism Expenditure	69	69	2,000	1,931		1,931	3.4 %
4051	Bank Charges	0	0	100	100		100	0.0 %
4056	Legal Expenses	0	0	2,000	2,000		2,000	0.0 %
4057	Audit Fees - External	-1,300	-1,300	1,300	2,600		2,600	-100.0 %
4058	Audit Fees - Internal	-375	-375	750	1,125		1,125	-50.0 %
4059	Accountancy Fees	34	34	6,000	5,966		5,966	0.6 %
4070	Refreshments	0	0	200	200		200	0.0 %
	Administration-Office :- Expenditure	11,777	11,777	82,700	70,923	0	70,923	14.2 %
1003	Tourism Income	607	607	3,000	-2,393			20.2 %
1201	Rent Received Etc	0	0	3,000	-3,000			0.0 %
1202	Photocopying Income	9	9	0	9			0.0 %
1205	Miscellaneous Income	142	142	0	142			0.0 %
	Administration-Office :- Income	758	758	6,000	-5,242			12.6 %
	Net Expenditure over Income	11,020	11,020	76,700	65,680			

Month No : 1

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
403 Administration-Works							
4005 Protective Clothing	48	48	1,000	952		952	4.8 %
4008 Training	214	214	0	-214		-214	0.0 %
4011 General Rates	0	0	2,000	2,000		2,000	0.0 %
4012 Water Rates	0	0	700	700		700	0.0 %
4014 Electricity	0	0	500	500		500	0.0 %
4017 Refuse Disposal	958	958	3,500	2,543		2,543	27.4 %
4036 Property Maintenance/Security	1,755	1,755	1,000	-755		-755	175.5 %
4038 Consumables/Small Tools	176	176	2,500	2,324		2,324	7.0 %
4039 Planting/Trees/Horticulture	0	0	5,700	5,700		5,700	0.0 %
4040 Equipment Purchases (Minor)	0	0	2,000	2,000		2,000	0.0 %
4042 Equipment/Vehicle Maintenance	372	372	5,500	5,128		5,128	6.8 %
4043 Equipment/Vehicle Fuel	83	83	2,000	1,917		1,917	4.2 %
4044 Vehicle Tax & Insurance	225	225	2,500	2,275		2,275	9.0 %
Administration-Works :- Expenditure	3,830	3,830	28,900	25,070	0	25,070	13.3 %
Net Expenditure over Income	3,830	3,830	28,900	25,070			

Month No : 1

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
404 Allotments							
4011 General Rates	1,992	1,992	0	-1,992		-1,992	0.0 %
Allotments :- Expenditure	1,992	1,992	0	-1,992	0	-1,992	
Net Expenditure over Income	1,992	1,992	0	-1,992			

Month No : 1

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
405 Footway Lighting							
4014 Electricity	353	353	5,500	5,147		5,147	6.4 %
4042 Equipment/Vehicle Maintenance	0	0	2,300	2,300		2,300	0.0 %
Footway Lighting :- Expenditure	353	353	7,800	7,447	0	7,447	4.5 %
Net Expenditure over Income	353	353	7,800	7,447			

Month No : 1

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
406 Cemetery & Churchyard							
4011 General Rates	2,208	2,208	2,200	-8		-8	100.4 %
4012 Water Rates	4	4	100	96		96	3.8 %
4036 Property Maintenance/Security	0	0	1,000	1,000		1,000	0.0 %
4037 Grounds Maintenance	0	0	900	900		900	0.0 %
4039 Planting/Trees/Horticulture	0	0	350	350		350	0.0 %
4101 Grave Digging Costs	1,000	1,000	6,200	5,200		5,200	16.1 %
Cemetery & Churchyard :- Expenditure	3,212	3,212	10,750	7,538	0	7,538	29.9 %
1226 Burials/Memorials Income	2,525	2,525	25,000	-22,475			10.1 %
1228 Interest on Investment	0	0	52	-52			0.0 %
Cemetery & Churchyard :- Income	2,525	2,525	25,052	-22,527			10.1 %
Net Expenditure over Income	687	687	-14,302	-14,989			

Month No : 1

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
408 Town Centre (Including Market)							
4011 General Rates	15,203	15,203	15,150	-53		-53	100.3 %
4036 Property Maintenance/Security	0	0	850	850		850	0.0 %
4053 Loan Interest	0	0	349	349		349	0.0 %
4054 Loan Capital Repaid	0	0	259	259		259	0.0 %
4100 CCTV Fees	0	0	15,000	15,000		15,000	0.0 %
Town Centre (Including Market) :- Expenditure	15,203	15,203	31,608	16,406	0	16,406	48.1 %
1236 Friday Market Fees	70	70	0	70			0.0 %
1237 Saturday Market Fees	0	0	300	-300			0.0 %
1238 Other Income Car Park	0	0	300	-300			0.0 %
Town Centre (Including Market) :- Income	70	70	600	-530			11.7 %
Net Expenditure over Income	15,133	15,133	31,008	15,876			

Month No : 1

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
409	Public Toilets - Car Park							
4011	General Rates	2,352	2,352	2,350	-2		-2	100.1 %
4012	Water Rates	150	150	500	350		350	29.9 %
4014	Electricity	-554	-554	400	954		954	-138.5 %
4036	Property Maintenance/Security	100	100	550	450		450	18.2 %
	Public Toilets - Car Park :- Expenditure	2,047	2,047	3,800	1,753	0	1,753	53.9 %
	Net Expenditure over Income	2,047	2,047	3,800	1,753			

Month No : 1

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
500 Play Areas and Open Spaces							
4007 Health & Safety	0	0	400	400		400	0.0 %
4012 Water Rates	0	0	800	800		800	0.0 %
4014 Electricity	0	0	150	150		150	0.0 %
4036 Property Maintenance/Security	0	0	1,125	1,125		1,125	0.0 %
4037 Grounds Maintenance	23	23	2,500	2,477		2,477	0.9 %
4042 Equipment/Vehicle Maintenance	0	0	7,200	7,200		7,200	0.0 %
4972 Transfer from EMR Fallowfield	0	0	-15,000	-15,000		-15,000	0.0 %
Play Areas and Open Spaces :- Expenditure	23	23	-2,825	-2,848	0	-2,848	-0.8 %
1241 Sandy FC Rent	0	0	450	-450			0.0 %
1242 Ice cream rent	0	0	330	-330			0.0 %
1251 Pitch Rental	0	0	600	-600			0.0 %
Play Areas and Open Spaces :- Income	0	0	1,380	-1,380			0.0 %
Net Expenditure over Income	23	23	-4,205	-4,228			

Month No : 1

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
501 <u>Sunderland Road Rec Ground</u>							
4012 Water Rates	79	79	600	521		521	13.2 %
4014 Electricity	9	9	0	-9		-9	0.0 %
4036 Property Maintenance/Security	0	0	1,000	1,000		1,000	0.0 %
4046 Bowling Green - SBC	387	387	2,232	1,845		1,845	17.4 %
4047 Equipment Maintenance - SBC	0	0	2,748	2,748		2,748	0.0 %
4048 Cricket Square - SCC	237	237	2,310	2,073		2,073	10.2 %
4049 Equipment Maintenance - SCC	0	0	2,500	2,500		2,500	0.0 %
4060 Other Professional Fees	0	0	15,000	15,000		15,000	0.0 %
Sunderland Road Rec Ground :- Expenditure	713	713	26,390	25,677	0	25,677	2.7 %
1253 Bowls Club Rental	0	0	390	-390			0.0 %
1255 Cricket Club Rental	0	0	260	-260			0.0 %
1256 Scouts ,ACF and SSLA	0	0	170	-170			0.0 %
Sunderland Road Rec Ground :- Income	0	0	820	-820			0.0 %
Net Expenditure over Income	713	713	25,570	24,857			

Month No : 1

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
502 Nature Reserves							
4037 Grounds Maintenance	0	0	1,500	1,500		1,500	0.0 %
4060 Other Professional Fees	0	0	9,425	9,425		9,425	0.0 %
Nature Reserves :- Expenditure	0	0	10,925	10,925	0	10,925	0.0 %
1306 Countryside Stewardship Grant	0	0	2,000	-2,000			0.0 %
1307 Angling Licence Rent	0	0	500	-500			0.0 %
Nature Reserves :- Income	0	0	2,500	-2,500			0.0 %
Net Expenditure over Income	0	0	8,425	8,425			

Month No : 1

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
504 <u>Tourist Information Centre</u>							
4001 Gross Salaries - Admin	5,403	5,403	0	-5,403		-5,403	0.0 %
Tourist Information Centre :- Expenditure	5,403	5,403	0	-5,403	0	-5,403	
Net Expenditure over Income	5,403	5,403	0	-5,403			

Month No : 1

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
505 Grass Cutting							
4102 Grass Cutting	0	0	12,000	12,000		12,000	0.0 %
Grass Cutting :- Expenditure	0	0	12,000	12,000	0	12,000	
Net Expenditure over Income	0	0	12,000	12,000			

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
506	Litter Bins, Seats & Shelters							
4042	Equipment/Vehicle Maintenance	0	0	500	500		500	0.0 %
	Litter Bins, Seats & Shelters :- Expenditure	0	0	500	500	0	500	
	Net Expenditure over Income	0	0	500	500			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
509 Christmas Lights							
4401 Christmas Illuminations	0	0	11,000	11,000		11,000	0.0 %
4402 Community Christmas Event	0	0	7,000	7,000		7,000	0.0 %
Christmas Lights :- Expenditure	0	0	18,000	18,000	0	18,000	
1365 Christmas Lights	0	0	4,000	-4,000			0.0 %
Christmas Lights :- Income	0	0	4,000	-4,000			
Net Expenditure over Income	0	0	14,000	14,000			

Month No : 1

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
601	Precept and Interest							
1101	Precept	0	0	479,098	-479,098			0.0 %
1320	Interest Received - All account	0	0	5,500	-5,500			0.0 %
	Precept and Interest :- Income	0	0	484,598	-484,598			
	Net Expenditure over Income	0	0	-484,598	-484,598			

Month No : 1

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
602 Democratic and Civic Costs							
4020 Misc Establishment Costs	0	0	100	100		100	0.0 %
4033 Annual Report & Newsletter	238	238	3,500	3,262		3,262	6.8 %
4042 Equipment/Vehicle Maintenance	0	0	250	250		250	0.0 %
4200 Mayor's Allowance	269	269	1,900	1,631		1,631	14.2 %
4202 Members' Expenses (Conf etc)	0	0	500	500		500	0.0 %
4210 Election Costs	0	0	7,000	7,000		7,000	0.0 %
4701 Grants/Donations Paid	0	0	1,500	1,500		1,500	0.0 %
4971 Transfer from EMR	0	0	-4,000	-4,000		-4,000	0.0 %
Democratic and Civic Costs :- Expenditure	507	507	10,750	10,243	0	10,243	4.7 %
1101 Precept	239,549	239,549	0	239,549			0.0 %
Democratic and Civic Costs :- Income	239,549	239,549	0	239,549			
Net Expenditure over Income	-239,042	-239,042	10,750	249,792			

Month No : 1

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
700 Capital and Projects							
4153 Loan Interest - INTERNAL	0	0	7,903	7,903		7,903	0.0 %
4154 Loan Capital - INTERNAL	0	0	9,102	9,102		9,102	0.0 %
4802 CAP - Cemetery Extension	0	0	320,000	320,000		320,000	0.0 %
4804 CAP - Street Light Replacement	0	0	3,200	3,200		3,200	0.0 %
4805 CAP - Toyota Van	0	0	6,000	6,000		6,000	0.0 %
4915 Transfer to Rolling Capital Fd	0	0	15,000	15,000		15,000	0.0 %
4923 Internal Loan repaid to F'ild	0	0	9,102	9,102		9,102	0.0 %
4970 Transfer from C R R	0	0	-70,000	-70,000		-70,000	0.0 %
Capital and Projects :- Expenditure	0	0	300,307	300,307	0	300,307	
1103 Internal Loan from F'ild EMR	0	0	250,000	-250,000			0.0 %
1153 Loan Interest Rec'd - INTERNAL	0	0	7,903	-7,903			0.0 %
1154 Loan Capital Rec'd - INTERNAL	0	0	9,102	-9,102			0.0 %
1210 Sale of Assets	4,167	4,167	0	4,167			0.0 %
1364 S106 Money Received	-106	-106	0	-106			0.0 %
Capital and Projects :- Income	4,061	4,061	267,005	-262,944			1.5 %
Net Expenditure over Income	-4,061	-4,061	33,302	37,363			

ITEM 8

Community Development Foundation



Community First: Neighbourhood Matched Fund- Project Proposal Form

Please fill in the project proposal form below and then send it to your community panel. You may wish to discuss the outline of your project with the panel for some initial feedback before submitting your proposal. Before completing this form please read the Funding Proposal Form- Guidance Notes.

About your group

Name of your Group:	
Main contact:	
Position in group:	
Address:	
City:	
County:	
Postal code:	
Email address of main contact:	
Main telephone number:	
Ward:	

About the project

Project Title Give your project a short title so it can be easily identified (Max 10 words)	
Project Summary. Please describe your project and what it seeks to achieve (Aims of the project) (No more than 150 words):	
Which Panel priority does this project address & how does it meet this priority?	
What is the focus of your project? (Please tick all that apply).	
Culture and recreation (e.g. art, sport, music, history)	<input type="checkbox"/>
The environment (e.g. green initiatives, clean-ups, green spaces, wildlife and animal welfare).	<input type="checkbox"/>
Community facilities (e.g. building maintenance, playgrounds)	<input type="checkbox"/>
Community cohesion and engagement	<input type="checkbox"/>
Social activities (e.g. fun days, bingo, lunch clubs)	<input type="checkbox"/>
Health, wellbeing and personal and social development	<input type="checkbox"/>
Unemployment	<input type="checkbox"/>
Financial hardship	<input type="checkbox"/>
Training and education	<input type="checkbox"/>
Community safety (e.g. crime, anti social behaviour, safety initiatives)	<input type="checkbox"/>
Other (please specify)	

How will you go about delivering your project? (Please tick all that apply).

Providing workshops or training and development programmes	<input type="checkbox"/>
Running events and activities	<input type="checkbox"/>
Holding meetings, clubs or support groups	<input type="checkbox"/>
Providing trips and away days	<input type="checkbox"/>
Hiring a venue	<input type="checkbox"/>
Purchasing equipment or services	<input type="checkbox"/>
Providing a service not listed above	<input type="checkbox"/>
Other (please specify)	

Who are the main beneficiaries? (Please tick all that apply).

Children, parents and families	<input type="checkbox"/>
Young people	<input type="checkbox"/>
Older people	<input type="checkbox"/>
Minority ethnic groups	<input type="checkbox"/>
Low income groups	<input type="checkbox"/>
People with disabilities or learning difficulties	<input type="checkbox"/>
The whole community	<input type="checkbox"/>
Other (please specify)	

What is the location of the project (where will it take place)?

How large an area do the people involved in the project come from? (Please tick all that apply).

Within a 1 mile radius	<input type="checkbox"/>
Within a 5 mile radius	<input type="checkbox"/>
Within a 10 mile radius	<input type="checkbox"/>
Within a 20 mile radius	<input type="checkbox"/>
Over a 20 mile radius	<input type="checkbox"/>
Don't know	<input type="checkbox"/>

What is the start date for the project and when will it be completed?
 Is the timetable for the delivery for this realistic?

Start date:	End date:

The Local Community

How many people will be involved in organising and running the project?

What will their role be? (Please tick all that apply).

Development roles (e.g. coaching and training)	<input type="checkbox"/>
Manual roles (e.g. gardening, clean-ups, maintenance)	<input type="checkbox"/>
Marketing and promotion	<input type="checkbox"/>

Coordination and planning (e.g. event organising)	<input type="checkbox"/>
Creative roles (e.g. script writing, performing, directing)	<input type="checkbox"/>
Fundraising	<input type="checkbox"/>
Social support, advocacy and advice (e.g. befriending)	<input type="checkbox"/>
Other (please specify)	

How will the neighbourhood benefit? (Please tick all that apply).	
An improved physical environment	<input type="checkbox"/>
An improved arts and cultural scene	<input type="checkbox"/>
Better health and wellbeing of residents	<input type="checkbox"/>
A safer community	<input type="checkbox"/>
A more connected, cohesive and proud community	<input type="checkbox"/>
More skilled and confident residents	<input type="checkbox"/>
Improved community facilities	<input type="checkbox"/>
A better local economy	<input type="checkbox"/>
Reduced unemployment or underemployment	<input type="checkbox"/>
More things to do and places to go	<input type="checkbox"/>
Other (please specify)	

Project Budget

Total Project Budget	£
How much are you applying for?	£
Breakdown by cost Activity:	
Item	Cost £

How are you making up the match part of your project?

Please give us details on what you will contribute (volunteer hours, gifts in kind, cash donations, other in-kind value: e.g. Value of other items or resources given for free) to raise the same amount you are requesting in funding. [Please note that volunteer time is calculated at £11.09 per hour.]

Volunteer hours - <insert number of hours> hours = £<insert value by multiplying number of hours by 11.09>

i.e. 50 hours would be 50x11.09= £554.50

Please select below what items or resources are being offered? (please select all that apply)

Room or venue hire	<input type="checkbox"/>
Training and development	<input type="checkbox"/>
Staff, workers or volunteers	<input type="checkbox"/>
Equipment e.g. computers, sports kit, gardening tools	<input type="checkbox"/>
Providing management at no cost	<input type="checkbox"/>
Marketing and publicity materials	<input type="checkbox"/>
Other (please specify)	

85

Totals:

Item	£
Volunteer hours (no. of hours x £11.09)	
Value of items or resources given for free	
Cash donations	
Total match contribution	

How does your project represent good value for money?

--

Sandy Town Council

Community Grant Scheme

About the scheme

STC Community Grant Scheme is a small grants scheme supported by funds provided by the council tax payers of the parish of Sandy and is open for applications throughout the year (subject to availability of funds).

The scheme aims to encourage small scale activity which enhances the environment, people and community of Sandy. Grants can be as small as £50 and are usually no larger than £500. Allocation of grants is decided by the Sandy Community First panel which consists of equal numbers of Sandy councillors and members of the community of Sandy who know the town and surrounding area well.

Who can apply?

We will consider applications from any constituted voluntary organisation or community group operating in the parish of Sandy which has

- a constitution or articles of association (this should describe the group's aims and objectives, its members and details of how decisions are made)

and

- a bank account in the name of the group, requiring at least two signatories for cheque transactions or cash withdrawals

Grants are not made directly to individuals.

How to apply

Groups should complete a Sandy Community First Application Form and submit this together with relevant supporting documentation.

The application will be checked by the Town Clerk and if it meets the criteria put forward for considered by the Sandy Community First Funding Panel at its next available meeting. Extra information may be requested at this stage.

At the panel meeting the application will be assessed using Sandy Town Council's grant criteria and a scoring system.

The decision to award a grant will be based upon how well the applicants have met the assessment criteria and will take account of remaining funds available in the year.

All applicants will be informed of the final decision within 2 weeks of each panel meeting.

What kind of things will Sandy Town Council support with grants?

Applications must be for the benefit of inhabitants of the parish of Sandy and/or for the physical environment of Sandy and/or those people who work or study in Sandy or visit it. Some examples of grants which have already been or could be given include:

- Buying equipment for community groups and sports clubs
- Funding exercise classes
- Supporting youth development schemes
- Funding Remembrance Day commemorations
- Promoting community safety
- Providing cycle racks

What will Sandy Town Council not support with grants?

Applications for the following activities/projects will not be successful:

- Activity of a political or inappropriate lobbying nature designed to promote party political or religious causes (although applications from Faith Groups involved in local community work are welcomed)
- Groups advocating particular outcomes from the statutory planning process
- Routine property maintenance/repairs or on-going running costs of unsustainable projects
- Retrospective funding
- Private sector bodies or individuals

Please note that it is not normal practice to fund projects / activities which would appear to be more appropriately funded by another body (eg schools) however such applications may be considered under exceptional circumstances.

Conditions of Grants

- Grants must be used within 6 months of the date awarded (unless otherwise agreed in writing by Sandy Community First Panel).
- Grants cannot be awarded retrospectively, i.e. for projects that have already started or for events that have taken place.
- The maximum award which can be made is £500. (In exceptional circumstances Sandy Community First panel may refer applications for larger amounts to Sandy Town Council for consideration.)
- All projects/activities to be funded must be for the direct benefit of the community of Sandy

- All groups must provide a copy of their latest annual accounts or bank statements and income and expenditure plans as requested by Sandy Community First Panel.
- Organisations must acknowledge grant support from Sandy Town Council in their publicity and promotional activities
- Within 6 months of grant being awarded a monitoring form should be completed and returned to the Sandy Community First Panel confirming that money has been spent for the purpose originally identified. This should include copies of receipts for all expenditure incurred and any information and supporting evidence to demonstrate to what extent the project /activity successfully achieved its goals. (If possible photographs should be included.)

Can groups apply for more than one grant?

Repeat applications from voluntary groups which have previously received an award will be discouraged but may be considered if:

- The application is for funding for one or more very different projects / activities within the same year.
- The application is for the same project / activity in the following year.

Community Grant Assessment Criteria

In addition to the conditions noted above Sandy Community First Panel will use the following assessment criteria to score applications:

- 1 **How many people will benefit from the grant?**
- 2 **Is the applicant group based in Sandy and if not how many members of the group are based in Sandy?**
- 3 **How far does the grant directly benefit the people and parish of Sandy?**
- 4 **How far is the likely benefit of the grant commensurate with the sum of funding requested?**
- 5 **Have attempts to secure match funding been made and how successful were they?**
- 6 **Has the group benefitted from previous support from Sandy Town Council?**
- 7 **Do the goals of the project match Sandy Town Council's stated policies and priorities and are they compatible with the community's wishes expressed in the Sandy Town Plan or other relevant public documents?**
- 8 **How sustainable is the group requesting the grant?**



SANDY TOWN COUNCIL

General Criteria for Grant Aid

Organisations will be considered for grant aid from the Council where they meet the following criteria:

1. The organisation is based, or has significant local activity in Sandy.
2. The work of the organisation directly benefits a number of residents of Sandy.
3. The organisation has a written Constitution with clearly defined aims and objectives.
4. The local organisation has a clear financial need. (Account will be taken of how much money the organisation has, including any special reserves set aside for particular projects and local fund raising efforts. Additionally, if the balance is high in relation to spending, then an explanation is required justifying the reasons why the organisation is still applying for a grant.)
5. The organisation has its own bank account with at least two authorised signatories.
6. The organisation is non-party political and non-profit making.
7. Individuals will not be funded.

Applications should be linked to a specific project rather than to assist with running costs.

Conditions

Grant aid must be used for the purposes stated on the application only. If the organisation decides it wishes to spend the monies on something different it must ask the Council for written permission to do so, or the Grant will be withdrawn.

Grants must not be used to settle debts on behalf of the organisation, nor be used to retrospectively fund projects.

Sandy Town Council reserves the right to recall any grant given to an organisation which ceases to operate during the financial year for which the grant was given. The Council should be consulted prior to distribution of any remaining assets. Full details and accounts must be submitted to the Council as soon as possible.

Successful Organisations Must

1. Be prepared to participate in publicity/awareness initiatives organised by Sandy Town Council.
2. Be willing to attend a reception to receive their cheque if requested.
3. Be willing for a representative of the Council to attend the organisation's executive meetings, if so requested by the Council.
4. Provide evidence within the financial year that the grant has been used for the purpose stated in the application, and, where possible, provide Sandy Town Council with photograph(s) of the project funded.
5. Acknowledge the grant aid together with other sources of funding in appropriate publicity and detailing how it was spent in its annual report and accounts. A copy of which should be sent to the Council as soon as it is published.

Completed application form and supporting documents to be returned to:

Town Clerk
Sandy Town Council
Council Offices
10 Cambridge Road
Sandy
Beds SG19 1JE

e-mail: admin@sandytowncouncil.gov.uk

APPLICATION FOR GRANT AID FROM

SANDY TOWN COUNCIL

<u>Name of the Organisation/Group</u>	
Are you affiliated to a national organisation? If so, which one?	
Local venue/meeting place	
Are you a registered charity? If so, give your charity number?	
What are the aims and activities of the organisation?	
How many members do you have?	Volunteers/Leaders
Members:	Junior
	Senior
What is your annual subscription?	Junior £
	Senior £

Project Information

What would the grant be used for?	
In what manner will the residents of Sandy benefit?	
Approximately how many Sandy residents will benefit from this grant?	
Estimated total cost of project	
Please state clearly how much you are applying for from Sandy Town Council.	
What amount is being met from your own funds?	

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

<u>Source</u>	<u>Amount</u>	<u>Confirmed/Pending/Unsuccessful</u>
---------------	---------------	---------------------------------------

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Financial Details

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

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

Payment Details	
Account Title	
Account Number	
Bank/Building Society Name and Address	
Contact Details	
Please give details of the person with whom this application can be discussed and to whom any cheque should be sent:	
Position in organisation	
Address	
Telephone Number	
E-mail address	

Declaration

Please sign this form to confirm that:

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

Signed:
Name:
Position:
Date:

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



Town Clerk: Delia Shephard

Request to hold an event on Sandy Town Council Land

Contact Name	
Address	
Telephone No	
Email	
Organisation	
Which Open Area do you wish to use?	
Type of Event	
Date of Event	
How many people will be attending?	
Will you be serving food?	
Will you be charging for the event?	

Depending on the type of event you are holding we may need to see copies of your insurance, a risk assessment and if you are providing food we will need to see a copy of your food hygiene certificate.

Please note that the event will be held at your own risk.

Please note that if you are a commercial business Sandy Town Council may make a charge for using the land.



Dear Carol

Thank you for being a valued client of THSP for the past year. Your services expires on **31 July 2015** . so it's time to act to ensure you're protected in the future. It is imperative that your Health and Safety Policy and Procedures are kept up to date, therefore ensuring your business is compliant with the Health and Safety at Work etc. Act 1974. We have reviewed your service history for the past 12 months and the cost for a further year is **£3,195.00**

Please authorise the attached Service Agreement today renewing your contract for a further year.

Business Safe

It is imperative that your Health and Safety Policy and Procedures are kept up to date, therefore ensuring they are compliant with the Health and Safety at Work etc. Act 1974.

Enjoy the benefit of a meeting with your consultant at a time to suit you, to discuss your current situation and staff training needs, as well as review your updated documentation and Fire Risk Assessment. You will get a full report on our findings including an action plan to help you manage your legal responsibilities with practical advice from your consultant.

Other benefits of renewing your service with THSP Include :

- friendly, practical telephone support
- a new certificate of service for you to use to demonstrate your commitment to managing health and safety for tendering purposes.
- a further consultant visit during the year
- assistance with PQQ's.
- continuity of procedures and documentation in your business.

Employment Safe

Benefit from continuing support from our Employment Law team for a further year, through peace of mind that your HR policies and contracts will be kept up to date and someone is there with expert advice whenever you need help. Our consultant team are extremely proactive and will work closely with you to ensure small incidents are handled correctly, the stress of handling the situations is reduced, and you do all you can to avoid expensive, time-consuming tribunals.

Our supportive, responsive consultants are on hand when you need us and are ideally located to be available should you require a visit.

We look forward to working with you for another year. Remember we also offer a wide range of other services. Call me if you would like more information on these, or visit our website at www.thsp.co.uk

It is agreed that the Company shall provide the services listed above and the Client shall pay for them in accordance with the Terms and Conditions of Trade located on our website.

Kind regards,

Kirsty Trotter
Senior Account Executive



Click to Sign

enquiries@thsp.co.uk Tel: 08456 122144
The Health and Safety People Ltd
16a Market Square, Sandy, Bedfordshire SG19 1HU

www.thsp.co.uk



SERVICE AGREEMENT

This agreement is made on 03-06-2015 between The Health and Safety People Limited, 16a Market Square, Sandy, Bedfordshire SG19 1HU (The Company), and

Sandy Town Council
Head Office
10 Cambridge Road
Sandy
Bedfordshire

(the Client)

Whereby it is agreed that the Company shall provide the services listed below and the Client shall pay for them in accordance with the Terms and Conditions of Trade located at: [THSP Terms and Conditions](#) I confirm I have read the THSP's Terms and Conditions of Trade and agree to be bound by the conditions therein.

Service Summary					
Start Date	31-07-2015	Expiry Date	30-07-2016	Reference	STC681
Details					
Service Type	Service Name			Price	
990900	Renewal - Business Safe Service			£1595.00	
990930	Renewal - Employment Safe Service			£1600.00	
Service Details :				Sub-total	£3195.00
				VAT	£639.00
				Total	£3834.00

If you wish to pay by BACs, our details are:
Sort Code 30-90-79, Account No. 00299777, Quote in the Reference box.
Tick here if you have used this payment option.

Signed on behalf of the client:

Signed on behalf of the THSP:

Name: _____
Date: _____

Name: _____
Date: _____

Thank you for your Business!



enquiries@thsp.co.uk Tel: 08456 122144
The Health and Safety People Ltd
16a Market Square, Sandy, Bedfordshire SG19 1HU

www.thsp.co.uk

Sign