

# Sandy Town Council

To: Cllrs P N Aldis, P Blaine, T Cole, A M Hill, W Jackson, C Osborne, M Pettitt, M Scott (Chair), D Sharman and P Sharman  
c.c. Cllr J Ali, G Leach, D Quick, J Sparrow, 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 23 May 2016 at 7.30pm for the purpose of transacting the items of business below.

Chris Robson

Chris Robson  
Town Clerk  
10 Cambridge Road  
Sandy SG19 1JE  
01767 681491  
17 May 2016

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

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

### **Reports**

#### **1 Apologies for absence**

#### **2 Declarations of interest**

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

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

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

#### **3 Election of a Vice Chairman**

To receive nominations and elect a Vice Chair for the municipal year 2016/17.

# Sandy Town Council

- |           |   |                       |
|-----------|---|-----------------------|
| <b>4</b>  | <b>Minutes of previous meeting</b><br>To receive the minutes of the Policy, Finance and Resources Committee held on 18 April 2016 and to approve them as a correct record of proceedings. | Previously circulated |
| <b>5</b>  | <b>Public Participation Session</b><br>Members of the public may ask questions or make representations to the committee about items of business which are on the agenda.                  |                       |
| <b>6</b>  | <b>Financial Reports</b>  | Appendix I            |
|           | i) To consider a balance sheet and detailed financial report showing income and expenditure against the revenue budget for 31 March 2016.   |                       |
|           | ii) To receive a budget overview report.  | Appendix II           |
|           | iii) To approve a schedule of payments made since previous meeting.   | Appendix III          |
|           | iv) The Chair to approve bank reconciliations and statements.   |                       |
| <b>7</b>  | <b>Action List</b><br>To receive Action Report and any update.  | Appendix IV           |
| <b>8</b>  | <b>Grant Application</b><br>To receive an application and to hear from a representative of the Sandy Show.  | Appendix V            |
| <b>9</b>  | <b>Insurance</b><br>To review insurance cover for 2016/17.  | Appendix VI           |
| <b>10</b> | <b>Review of Council Burial Regulations</b><br>To review the Council's Burial Regulations.  | Appendix VII          |
| <b>11</b> | <b>Review of Council Risk Assessment</b><br>To review and approve the Council's Risk Assessment.  | Appendix VIII         |
| <b>12</b> | <b>Jenkins Pavilion</b><br>To receive a report from the Town Clerk.   | Appendix IX           |
| <b>13</b> | <b>Playgrounds</b><br>To receive a report from the Town Clerk on Town Council owned playgrounds.  | Appendix X            |

# Sandy Town Council

**14 Section 106 Contributions**

Appendix XI

To receive a report from the Town Clerk on Village Hall and Community Buildings Section 106 Funding.

**15 Christmas Lights**

Appendix XII

To receive a report and recommendation on the provision of Christmas Lights in Sandy.

**16 Chairman's Items**

**17 Date of Next Meeting: 11 July 2016**

Date :- 17/05/2016

Sandy Town Council 2015-16

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## Detailed Balance Sheet (Excluding Stock Movement)

Month No: 12 31st March 2016

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
100	Debtors Control	728	
105	VAT Control	11,880	
110	Prepayments	3,058	
200	Current Bank A/c	-3,895	
201	Capital A/c	220	
205	Capital a/c Santander	215,503	
206	Barclays Active Saver	161,070	
208	Public Sector Deposit Fund	200,978	
210	Petty Cash	100	
	<b>Total Current Assets</b>		<b>589,641</b>
	<u>Current Liabilities</u>		
501	Creditors Control	13,980	
503	Income in Advance	734	
510	Accruals	8,084	
	<b>Total Current Liabilities</b>		<b>22,797</b>
	<b>Net Current Assets</b>		<b>566,844</b>
	<b>Total Assets less Current Liabilities</b>		<b>566,844</b>
	<u>Represented By :-</u>		
300	Current Year Fund	49,128	
310	General Reserve	80,107	
315	Rolling Capital Fund	3,337	
320	Capital Receipts Reserve	57,712	
321	Earmarked Reserves	29,028	
322	EMR Fallowfied	347,532	
	<b>Total Equity</b>		<b>566,844</b>

## Summary Income &amp; Expenditure by Budget Heading 31/03/2016

Month No : 12

## 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	18,490	236,822	243,350	6,528		6,528	97.3 %
402 Administration-Office	Expenditure	5,477	73,406	82,700	9,294		9,294	88.8 %
	Income	407	3,969	6,000	-2,031			66.2 %
403 Administration-Works	Expenditure	2,459	27,873	28,900	1,027		1,027	96.4 %
	Income	0	1,586	0	1,586			0.0 %
405 Footway Lighting	Expenditure	3,845	11,951	7,800	-4,151		-4,151	153.2 %
406 Cemetery & Churchyard	Expenditure	904	6,992	10,750	3,758		3,758	65.0 %
	Income	1,000	18,535	25,052	-6,517			74.0 %
408 Town Centre (Including Market)	Expenditure	15,895	33,066	31,608	-1,458		-1,458	104.6 %
	Income	48	2,294	600	1,694			382.3 %
409 Public Toilets - Car Park	Expenditure	99	2,638	3,800	1,162		1,162	69.4 %
500 Play Areas and Open Spaces	Expenditure	-14,576	-11,160	-2,825	8,335		8,335	395.0 %
	Income	0	1,121	1,380	-259			81.2 %
501 Sunderland Road Rec Ground	Expenditure	5,401	26,010	26,390	380		380	98.6 %
	Income	0	586	820	-234			71.5 %
502 Nature Reserves	Expenditure	7,820	15,648	10,925	-4,723		-4,723	143.2 %
	Income	0	2,759	2,500	259			110.4 %
505 Grass Cutting	Expenditure	0	7,580	12,000	4,420		4,420	63.2 %
506 Litter Bins, Seats & Shelters	Expenditure	0	0	500	500		500	0.0 %
509 Christmas Lights	Expenditure	50	13,748	18,000	4,252		4,252	76.4 %
	Income	0	2,099	4,000	-1,901			52.5 %
601 Precept and Interest	Income	78	482,657	484,598	-1,941			99.6 %
602 Democratic and Civic Costs	Expenditure	186	6,847	10,750	3,903		3,903	63.7 %
	Income	0	50	0	50			0.0 %
700 Capital and Projects	Expenditure	0	19,467	300,307	280,840		280,840	6.5 %
	Income	0	4,361	267,005	-262,644			1.6 %
<b>INCOME - EXPENDITURE TOTALS</b>	Expenditure	<b>46,051</b>	<b>470,889</b>	<b>784,955</b>	<b>314,066</b>	<b>0</b>	<b>314,066</b>	<b>60.0 %</b>
	Income	<b>1,533</b>	<b>520,016</b>	<b>791,955</b>	<b>-271,939</b>			<b>65.7 %</b>
	Net Expenditure over Income	<b>44,518</b>	<b>-49,128</b>	<b>-7,000</b>	<b>42,128</b>			

Month No : 12

## Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>401</b>	<b>Staff</b>							
4001	Gross Salaries - Admin	7,996	90,910	116,000	25,090		25,090	78.4 %
4002	Gross Salaries - Works	7,546	91,592	83,000	-8,592		-8,592	110.4 %
4003	Employers NIC	896	10,191	14,100	3,909		3,909	72.3 %
4004	Employers Superannuation	2,052	22,919	29,750	6,831		6,831	77.0 %
4010	Miscellaneous Staff Costs	0	20,945	500	-20,445		-20,445	4189.0
4030	Recruitment Advertising	0	265	0	-265		-265	0.0 %
	<b>Staff :- Expenditure</b>	<b>18,490</b>	<b>236,822</b>	<b>243,350</b>	<b>6,528</b>	<b>0</b>	<b>6,528</b>	<b>97.3 %</b>
	<b>Net Expenditure over Income</b>	<b>18,490</b>	<b>236,822</b>	<b>243,350</b>	<b>6,528</b>			
<b>402</b>	<b>Administration-Office</b>							
4008	Training	0	2,216	3,500	1,284		1,284	63.3 %
4009	Travel & Subsistence	0	150	250	101		101	59.8 %
4011	General Rates	0	6,120	6,150	30		30	99.5 %
4012	Water Rates	77	324	400	76		76	80.9 %
4014	Electricity	-2,122	3,125	2,500	-625		-625	125.0 %
4015	Gas	0	432	1,800	1,368		1,368	24.0 %
4016	Cleaning Materials etc	41	1,037	1,500	463		463	69.1 %
4020	Misc Establishment Costs	45	1,235	2,000	765		765	61.7 %
4021	Telephone & Fax	176	2,405	2,500	95		95	96.2 %
4022	Postage	0	1,986	1,700	-286		-286	116.8 %
4023	Printing & Stationery	96	1,188	5,000	3,812		3,812	23.8 %
4024	Subscriptions	0	2,513	2,600	87		87	96.6 %
4025	Insurance (excl vehicles)	1,700	19,399	22,250	2,851		2,851	87.2 %
4026	Photocopy Costs	0	3,573	4,000	427		427	89.3 %
4027	IT Costs incl Support	273	4,627	6,000	1,373		1,373	77.1 %
4028	Service Agreements (Other)	-891	5,901	5,000	-901		-901	118.0 %
4035	Publications	9	41	200	159		159	20.7 %
4036	Property Maintenance/Security	271	2,607	3,000	393		393	86.9 %
4050	Tourism Expenditure	2,329	4,247	2,000	-2,247		-2,247	212.3 %
4051	Bank Charges	0	66	100	34		34	66.5 %
4056	Legal Expenses	0	350	2,000	1,650		1,650	17.5 %
4057	Audit Fees - External	1,300	1,335	1,300	-35		-35	102.7 %
4058	Audit Fees - Internal	375	830	750	-80		-80	110.7 %
4059	Accountancy Fees	1,753	7,535	6,000	-1,535		-1,535	125.6 %
4070	Refreshments	45	166	200	34		34	82.8 %
	<b>Administration-Office :- Expenditure</b>	<b>5,477</b>	<b>73,406</b>	<b>82,700</b>	<b>9,294</b>	<b>0</b>	<b>9,294</b>	<b>88.8 %</b>
1003	Tourism Income	319	2,181	3,000	-819			72.7 %
1201	Rent Received Etc	89	1,548	3,000	-1,452			51.6 %

Month No : 12

## Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1202	Photocopying Income	0	50	0	50			0.0 %
1205	Miscellaneous Income	0	190	0	190			0.0 %
	Administration-Office :- Income	<b>407</b>	<b>3,969</b>	<b>6,000</b>	<b>-2,031</b>			<b>66.2 %</b>
	<b>Net Expenditure over Income</b>	<b>5,070</b>	<b>69,437</b>	<b>76,700</b>	<b>7,263</b>			
<b>403</b>	<b>Administration-Works</b>							
4005	Protective Clothing	39	736	1,000	264		264	73.6 %
4011	General Rates	0	1,992	2,000	8		8	99.6 %
4012	Water Rates	0	-102	700	802		802	-14.6 %
4014	Electricity	593	1,170	500	-670		-670	234.1 %
4017	Refuse Disposal	20	4,082	3,500	-582		-582	116.6 %
4036	Property Maintenance/Security	76	2,643	1,000	-1,643		-1,643	264.3 %
4038	Consumables/Small Tools	53	1,768	2,500	732		732	70.7 %
4039	Planting/Trees/Horticulture	0	4,825	5,700	875		875	84.6 %
4040	Equipment Purchases (Minor)	42	2,678	2,000	-678		-678	133.9 %
4042	Equipment/Vehicle Maintenance	1,480	4,044	5,500	1,456		1,456	73.5 %
4043	Equipment/Vehicle Fuel	157	2,088	2,000	-88		-88	104.4 %
4044	Vehicle Tax & Insurance	0	1,950	2,500	550		550	78.0 %
	Administration-Works :- Expenditure	<b>2,459</b>	<b>27,873</b>	<b>28,900</b>	<b>1,027</b>	<b>0</b>	<b>1,027</b>	<b>96.4 %</b>
1258	Insurance Claims Repayment	0	1,586	0	1,586			0.0 %
	Administration-Works :- Income	<b>0</b>	<b>1,586</b>	<b>0</b>	<b>1,586</b>			
	<b>Net Expenditure over Income</b>	<b>2,459</b>	<b>26,287</b>	<b>28,900</b>	<b>2,613</b>			
<b>405</b>	<b>Footway Lighting</b>							
4014	Electricity	855	5,404	5,500	96		96	98.3 %
4042	Equipment/Vehicle Maintenance	2,990	6,547	2,300	-4,247		-4,247	284.7 %
	Footway Lighting :- Expenditure	<b>3,845</b>	<b>11,951</b>	<b>7,800</b>	<b>-4,151</b>	<b>0</b>	<b>-4,151</b>	<b>153.2 %</b>
	<b>Net Expenditure over Income</b>	<b>3,845</b>	<b>11,951</b>	<b>7,800</b>	<b>-4,151</b>			
<b>406</b>	<b>Cemetery &amp; Churchyard</b>							
4011	General Rates	0	2,208	2,200	-8		-8	100.4 %
4012	Water Rates	19	83	100	17		17	83.0 %
4036	Property Maintenance/Security	685	685	1,000	315		315	68.5 %
4037	Grounds Maintenance	0	66	900	834		834	7.3 %
4039	Planting/Trees/Horticulture	0	180	350	170		170	51.4 %
4101	Grave Digging Costs	200	3,770	6,200	2,430		2,430	60.8 %
	Cemetery & Churchyard :- Expenditure	<b>904</b>	<b>6,992</b>	<b>10,750</b>	<b>3,758</b>	<b>0</b>	<b>3,758</b>	<b>65.0 %</b>

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1226 Burials/Memorials Income	1,000	18,535	25,000	-6,465			74.1 %
1228 Interest on Investment	0	0	52	-52			0.0 %
Cemetery & Churchyard :- Income	<b>1,000</b>	<b>18,535</b>	<b>25,052</b>	<b>-6,517</b>			<b>74.0 %</b>
<b>Net Expenditure over Income</b>	<b>-96</b>	<b>-11,543</b>	<b>-14,302</b>	<b>-2,759</b>			
<b>408 Town Centre (Including Market)</b>							
4011 General Rates	0	15,203	15,150	-53		-53	100.3 %
4036 Property Maintenance/Security	0	0	850	850		850	0.0 %
4053 Loan Interest	0	332	349	17		17	95.1 %
4054 Loan Capital Repaid	0	276	259	-17		-17	106.7 %
4100 CCTV Fees	15,895	17,255	15,000	-2,255		-2,255	115.0 %
Town Centre (Including Market) :- Expenditure	<b>15,895</b>	<b>33,066</b>	<b>31,608</b>	<b>-1,458</b>	<b>0</b>	<b>-1,458</b>	<b>104.6 %</b>
1235 CCTV Monitoring	0	833	0	833			0.0 %
1236 Friday Market Fees	40	1,032	0	1,032			0.0 %
1237 Saturday Market Fees	8	190	300	-110			63.3 %
1238 Other Income Car Park	0	238	300	-62			79.4 %
Town Centre (Including Market) :- Income	<b>48</b>	<b>2,294</b>	<b>600</b>	<b>1,694</b>			<b>382.3 %</b>
<b>Net Expenditure over Income</b>	<b>15,847</b>	<b>30,772</b>	<b>31,008</b>	<b>236</b>			
<b>409 Public Toilets - Car Park</b>							
4011 General Rates	0	2,352	2,350	-2		-2	100.1 %
4012 Water Rates	99	519	500	-19		-19	103.8 %
4014 Electricity	0	-439	400	839		839	-109.7 %
4036 Property Maintenance/Security	0	206	550	344		344	37.4 %
Public Toilets - Car Park :- Expenditure	<b>99</b>	<b>2,638</b>	<b>3,800</b>	<b>1,162</b>	<b>0</b>	<b>1,162</b>	<b>69.4 %</b>
<b>Net Expenditure over Income</b>	<b>99</b>	<b>2,638</b>	<b>3,800</b>	<b>1,162</b>			
<b>500 Play Areas and Open Spaces</b>							
4007 Health & Safety	0	0	400	400		400	0.0 %
4012 Water Rates	372	1,282	800	-482		-482	160.2 %
4014 Electricity	52	264	150	-114		-114	176.3 %
4036 Property Maintenance/Security	0	171	1,125	954		954	15.2 %
4037 Grounds Maintenance	0	1,076	2,500	1,424		1,424	43.0 %
4042 Equipment/Vehicle Maintenance	0	1,047	7,200	6,153		6,153	14.5 %
4972 Transfer from EMR Fallowfield	-15,000	-15,000	-15,000	0		0	100.0 %
Play Areas and Open Spaces :- Expenditure	<b>-14,576</b>	<b>-11,160</b>	<b>-2,825</b>	<b>8,335</b>	<b>0</b>	<b>8,335</b>	<b>395.0 %</b>
1241 Sandy FC Rent	0	453	450	3			100.6 %



Month No : 12

## Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1242	Ice cream rent	0	0	330	-330			0.0 %
1244	Miscellaneous income	0	85	0	85			0.0 %
1251	Pitch Rental	0	583	600	-17			97.2 %
	Play Areas and Open Spaces :- Income	<b>0</b>	<b>1,121</b>	<b>1,380</b>	<b>-259</b>			<b>81.2 %</b>
	<b>Net Expenditure over Income</b>	<b>-14,576</b>	<b>-12,281</b>	<b>-4,205</b>	<b>8,076</b>			
<b>501</b>	<b>Sunderland Road Rec Ground</b>							
4012	Water Rates	301	1,119	600	-519	-519		186.5 %
4036	Property Maintenance/Security	2,891	3,629	1,000	-2,629	-2,629		362.9 %
4046	Bowling Green - SBC	0	2,822	2,748	-74	-74		102.7 %
4047	Equipment Maintenance - SBC	227	1,237	2,232	995	995		55.4 %
4048	Cricket Square - SCC	535	1,938	2,310	372	372		83.9 %
4049	Equipment Maintenance - SCC	179	1,307	2,500	1,193	1,193		52.3 %
4060	Other Professional Fees	1,269	13,956	15,000	1,044	1,044		93.0 %
	Sunderland Road Rec Ground :- Expenditure	<b>5,401</b>	<b>26,010</b>	<b>26,390</b>	<b>380</b>	<b>0</b>	<b>380</b>	<b>98.6 %</b>
1253	Bowls Club Rental	0	396	390	6			101.6 %
1255	Cricket Club Rental	0	0	260	-260			0.0 %
1256	Scouts ,ACF and SSLA	0	190	170	20			111.8 %
	Sunderland Road Rec Ground :- Income	<b>0</b>	<b>586</b>	<b>820</b>	<b>-234</b>			<b>71.5 %</b>
	<b>Net Expenditure over Income</b>	<b>5,401</b>	<b>25,424</b>	<b>25,570</b>	<b>146</b>			
<b>502</b>	<b>Nature Reserves</b>							
4037	Grounds Maintenance	0	150	1,500	1,350	1,350		10.0 %
4060	Other Professional Fees	7,820	15,498	9,425	-6,073	-6,073		164.4 %
	Nature Reserves :- Expenditure	<b>7,820</b>	<b>15,648</b>	<b>10,925</b>	<b>-4,723</b>	<b>0</b>	<b>-4,723</b>	<b>143.2 %</b>
1306	Countryside Stewardship Grant	0	2,268	2,000	268			113.4 %
1307	Angling Licence Rent	0	491	500	-9			98.2 %
	Nature Reserves :- Income	<b>0</b>	<b>2,759</b>	<b>2,500</b>	<b>259</b>			<b>110.4 %</b>
	<b>Net Expenditure over Income</b>	<b>7,820</b>	<b>12,889</b>	<b>8,425</b>	<b>-4,464</b>			
<b>505</b>	<b>Grass Cutting</b>							
4102	Grass Cutting	0	7,580	12,000	4,420	4,420		63.2 %
	Grass Cutting :- Expenditure	<b>0</b>	<b>7,580</b>	<b>12,000</b>	<b>4,420</b>	<b>0</b>	<b>4,420</b>	<b>63.2 %</b>
	<b>Net Expenditure over Income</b>	<b>0</b>	<b>7,580</b>	<b>12,000</b>	<b>4,420</b>			

Month No : 12

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>506 Litter Bins, Seats &amp; Shelters</b>							
4042 Equipment/Vehicle Maintenance	0	0	500	500		500	0.0 %
Litter Bins, Seats & Shelters :- Expenditure	<b>0</b>	<b>0</b>	<b>500</b>	<b>500</b>	<b>0</b>	<b>500</b>	<b>0.0 %</b>
<b>Net Expenditure over Income</b>	<b>0</b>	<b>0</b>	<b>500</b>	<b>500</b>			
<b>509 Christmas Lights</b>							
4401 Christmas Illuminations	0	9,481	11,000	1,519		1,519	86.2 %
4402 Community Christmas Event	50	4,267	7,000	2,733		2,733	61.0 %
Christmas Lights :- Expenditure	<b>50</b>	<b>13,748</b>	<b>18,000</b>	<b>4,252</b>	<b>0</b>	<b>4,252</b>	<b>76.4 %</b>
1365 Christmas Lights	0	2,099	4,000	-1,901			52.5 %
Christmas Lights :- Income	<b>0</b>	<b>2,099</b>	<b>4,000</b>	<b>-1,901</b>			<b>52.5 %</b>
<b>Net Expenditure over Income</b>	<b>50</b>	<b>11,650</b>	<b>14,000</b>	<b>2,350</b>			
<b>601 Precept and Interest</b>							
1101 Precept	0	479,098	479,098	0			100.0 %
1228 Interest on Investment	78	910	0	910			0.0 %
1320 Interest Received - All account	0	2,649	5,500	-2,851			48.2 %
Precept and Interest :- Income	<b>78</b>	<b>482,657</b>	<b>484,598</b>	<b>-1,941</b>			<b>99.6 %</b>
<b>Net Expenditure over Income</b>	<b>-78</b>	<b>-482,657</b>	<b>-484,598</b>	<b>-1,941</b>			
<b>602 Democratic and Civic Costs</b>							
4020 Misc Establishment Costs	0	0	100	100		100	0.0 %
4033 Annual Report & Newsletter	0	2,618	3,500	882		882	74.8 %
4042 Equipment/Vehicle Maintenance	0	0	250	250		250	0.0 %
4200 Mayor's Allowance	156	1,956	1,900	-56		-56	103.0 %
4202 Members' Expenses (Conf etc)	30	295	500	205		205	59.0 %
4210 Election Costs	0	421	7,000	6,579		6,579	6.0 %
4701 Grants/Donations Paid	0	1,556	1,500	-56		-56	103.8 %
4971 Transfer from EMR	0	0	-4,000	-4,000		-4,000	0.0 %
Democratic and Civic Costs :- Expenditure	<b>186</b>	<b>6,847</b>	<b>10,750</b>	<b>3,903</b>	<b>0</b>	<b>3,903</b>	<b>63.7 %</b>
1309 Misc Contributions	0	50	0	50			0.0 %
Democratic and Civic Costs :- Income	<b>0</b>	<b>50</b>	<b>0</b>	<b>50</b>			
<b>Net Expenditure over Income</b>	<b>186</b>	<b>6,797</b>	<b>10,750</b>	<b>3,953</b>			

Month No : 12

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>700 Capital and Projects</b>							
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	19,250	320,000	300,750		300,750	6.0 %
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 %
4807 CAP - Allotments	0	813	0	-813		-813	0.0 %
4808 CAP - Cambridge Rd Alterations	0	10,519	0	-10,519		-10,519	0.0 %
4809 CAP - Defibrillator	0	631	0	-631		-631	0.0 %
4915 Transfer to Rolling Capital Fd	0	15,000	15,000	0		0	100.0 %
4920 Transfer to C R R	0	4,167	0	-4,167		-4,167	0.0 %
4923 Internal Loan repaid to F'ild	0	0	9,102	9,102		9,102	0.0 %
4965 Funded from Rolling Capital	0	-11,663	0	11,663		11,663	-
4970 Transfer from C R R	0	-19,250	-70,000	-50,750		-50,750	27.5 %
<b>Capital and Projects :- Expenditure</b>	<b>0</b>	<b>19,467</b>	<b>300,307</b>	<b>280,840</b>	<b>0</b>	<b>280,840</b>	<b>6.5 %</b>
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	0	4,167	0	4,167			0.0 %
1309 Misc Contributions	0	300	0	300			0.0 %
1364 S106 Money Received	0	-106	0	-106			0.0 %
<b>Capital and Projects :- Income</b>	<b>0</b>	<b>4,361</b>	<b>267,005</b>	<b>-262,644</b>			<b>1.6 %</b>
<b>Net Expenditure over Income</b>	<b>0</b>	<b>15,106</b>	<b>33,302</b>	<b>18,196</b>			

**Sandy Town Council**  
**Report to 31st March 2016**

**General Notes**

Attached are the summary income & expenditure report for month 12 to 31st March 2016. This report shows a current year surplus of income over expenditure of £49,128 which includes the second half of the precept (£239,549) which was received on 10th September 2015.

The balance sheet shows that total funds available to the council are £566,844

This is made up of the following -

Current Year Surplus	£49,128
General Reserve Brought Forward	£80,107
Rolling Capital Fund	£3,337
Capital Receipts Reserve	£57,712
Fallowfield Reserve	£347,532
Other Earmarked Reserves	£29,028
Total	£566,844

Please note this report is not designed to alleviate members or the RFO of their responsibility in managing the Town Council finances. It is merely provided as a snapshot of the current financial position and to highlight to members and potential problem areas that have been identified within the accounts.

The budget is set by The Council and it is the members responsibility in partnership with the RFO to monitor and control the financial position throughout the year. More detailed information is available to Councillors than is provided for here.

**Analysis by Cost Centre**


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**401          Staff**


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Expenditure is 97.3% of the annual budget.

No further concerns

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**402          Administration**


---

Expenditure is 88.8% of the annual budget.

Electricity costs are overspent due to a historical bill from the depot even though some of this has since been refunded.

Tourism Expenditure is £2,247 overspent due to the disposal of stock from the balance sheet as only a bare minimum of stock is now held.

Postal costs have been higher than expected. Budget has been increased in 2016/17 to reflect increased costs. To help reduce costs items are sent 2nd class unless classified as urgent.

Increased accountancy costs due to unexpected additional work during vacancy of Clerk.

No further concerns.

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**403          Works**


---

Expenditure is 96.4% of the annual budget.

There are overspends on Property Maintenance due to unexpected property repairs.

There are further overspend on Electricity, Minor Equipment Purchases and Refuse Disposal.

**Sandy Town Council**  
**Report to 31st March 2016**

**Analysis by Cost Centre [Continued]**

Unexpected purchase of strimmers due to theft.  
Refuse disposal is higher than budgeted for as includes Cricket/Bowls skip.

No further concerns.

**405 Footway Lighting**

Expenditure is 153.2% of the annual budget

Unexpected repairs to street lights have pushed this cost centre £4,151 over budget.

No further concerns.

**406 Cemetery & Churchyard**

Expenditure is 65.0% of the annual budget.

No concerns.

**408 Town Centre (Incl. Market)**

Expenditure is 104.6% of the annual budget

CCTV Fees were over budget by £2,255. Budget increased for 2016/17

No further concerns.

**409 Public Toilets - Car Park**

Expenditure is 69.4% of the annual budget.

No concerns.

**500 Play Areas and Open Spaces**

Actual expenditure is 31.54% of the annual budget.  
Appears as 395% due to £15,000 transfer from EMR.

No concerns.

**501 Sunderland Road Rec.**

Expenditure is 98.6% of the annual budget.

Property Maintenance is overspent by £2,629, due to the replacement of the sewage pumps at a cost of £2,891

No concerns.

**502 Nature Reserves**

Expenditure is 143.2% of the annual budget.

The Riddy management fee was unpaid in the previous year, resulting in understated expenditure, the council has received two bills in this year resulting in a large overspend of £6,073 funded from general reserve.

No further concerns.

**505 Grass Cutting**

Expenditure is 63.2% of the annual budget.

**Sandy Town Council**  
**Report to 31st March 2016**

Analysis by Cost Centre [Continued]

506 Litter Bins, Seats & Shelters

No Spend to Date

509 Christmas Lights

Expenditure is 76.4% of the annual budget.

No concerns

601 Precept and Interest

All of the precept has now been received and interest is being earned behind budget at 64.7%

602 Democratic & Civic Costs

Expenditure is 46.4% of the annual budget.

We have ignored budgeted transfers from reserves as at the moment they are not required. These can be implemented in the year end accounts if necessary.

No concerns.

Printed on : 20/04/2016

Sandy Town Council 2015-16

Page No 1

At : 16:46

Current Bank A/c

## List of Payments made between 01/03/2016 and 31/03/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/03/2016	BATPC	111202	30.00		BATPC - Cllr Hill Training
01/03/2016	Aviva	Std Ord	1,700.20		Annual Insurance Premium
04/03/2016	Bedfordshire Crimebeat	111203	35.00		Beds Crimebeat Reception
07/03/2016	Flitwick TC	111205	20.00		Flitwick TC - Music Night
07/03/2016	UK Fuels Limited DDR	DDR	109.95		1271/Fuel Cards
16/03/2016	Dunstable Town Council	111206	30.00		Dunstable TC - Music Evening
16/03/2016	Southern Electric DDR	DDR2	492.70		1275/Elec. 02.02.16-01.03.16
16/03/2016	Bedford Borough Council	DDR3	18,490.02		1283/ERS Superann
21/03/2016	UK Fuels Limited DDR	DDR4	50.16		1272/Fuel Cards
29/03/2016	UK Fuels Limited DDR	DDR5	57.19		1304/Fuel Cards
30/03/2016	1st Response Fire Protection	30583	257.16		1279/Fire Extinguishers
30/03/2016	ACS Ltd	30584	45.83		1278/Stationery Supplies
30/03/2016	Sandy Baptist Church	30585	145.00		1281/Church Hall Hire
30/03/2016	Bedford Borough Council	30586	900.00		1282/Payroll Provision to Mar17
30/03/2016	Bedfordshire Rural Communities	30587	1,920.00		1284/Warden Pinnacle to Mar16
30/03/2016	22 (Sandy) Squadron Air Traini	30588	50.00		1299/donate to Sandy Air Corps
30/03/2016	Central Bedfordshire Council	30589	29,693.08		1261/Grass Cutting 2015-16
30/03/2016	Colin Ross Workwear & Safety	30590	209.87		123/Safety Clothing
30/03/2016	Sandy Cricket Club	30591	20.90		1293/Fuel for Cricket Club
30/03/2016	DCK Beavers Ltd	30592	500.94		1264/Contract Accounting
30/03/2016	Hertfordshire County Council	30593	305.90		1266/Hi Ball Glasses
30/03/2016	The Mayors Appeal Fund	30594	10.00		1306/Houghton Regis Civic Dinn
30/03/2016	Martin Howlett Trading Company	30595	35.10		1297/Refuse Sacks
30/03/2016	Arthur Ibbett Ltd	30596	61.66		1259/Small Tools
30/03/2016	A W Jackson	30597	61.10		1294/W. Jackson Travel
30/03/2016	Keith Mayhew	30598	45.00		1295/Councillor Photos
30/03/2016	NALC	30599	17.00		1296/LCR Annual Subs 2016-17
30/03/2016	FD Odell & Sons Ltd	30600	420.00		1267/Refuse Disposal 02.02.16
30/03/2016	PHS Group	30601	380.69		1268/Sanitary Service to Mar17
30/03/2016	Rosetta Publishing	30602	285.60		1298/The Bulletin April
30/03/2016	Safford's Coaches Ltd	30603	427.80		1300/Mr Kalsi Eastbourne Trip
30/03/2016	A. J. & R. Scambler and Sons L	30604	1,776.07		1277/Service John Deere 900
30/03/2016	Sandy Football Club	30605	47.27		1301/Elec. Dec 15 - Feb 16
30/03/2016	Agrovista UK Ltd	30606	642.00		1303/Chipco & Proteb Fungicide
30/03/2016	T&E Seymour Electrical Install	30607	1,356.00		1270/Light Column Repairs
31/03/2016	Chess Ltd	DDR6	27.00		1292/Phone Maintenance March
31/03/2016	Chess Ltd	DDR7	224.09		1262/Phone & Broadband Feb
31/03/2016	Chess Ltd	DDR8	300.00		1291/ICT maintenance March
31/03/2016	British Gas DDR	DDR9	7.25		1285/Elec. 10.02.16-09.03.16
<b>Total Payments</b>			<b>61,187.53</b>		

## AGENDA NUMBER 7

Policy Finance and Resources Committee - Action list

Subject	Action to be taken		Response/ Status
	Minute	Action	
<b>Meeting 22/6/15</b>			
Renewal of Service Agreements	(11-2015/16)	The Town Clerk to review all outside contracts.	Ongoing. Christmas Lights contract on agenda.  From August 2016 Electricity suppliers will all be with the same company with a net saving of £454.



# Sandy & District Horticultural Association

APPENDIX V



*Founded 1965 (Formerly The Sandy Floral & Horticultural Society 1868-1954)*

Sandy & District Horticultural Association  
c/o Nursery House  
121 St Neots Road  
Sandy  
SG19 1BP  
E: [assocsec@thesandyshow.org.uk](mailto:assocsec@thesandyshow.org.uk)

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

Thursday, 05 May 2016

Dear Mr Robson,

**Re: Funding Support for the Sandy Show 2016 - Grant Application**

Further to our recent dialogue in respect of submitting a formal grant application to Sandy Town Council, I have now met with our Chairman and Treasurer in order to complete the formal documentation that you very kindly provided. The form has been filled in to the best of all our knowledge, based on the information that the Association has to hand as at 4<sup>th</sup> May 2016.

The Council may well by now be aware that this year is our 50<sup>th</sup>, 'Golden Jubilee' event of the modern era, although the history of the Sandy Show goes back to 1868! We believe that the Sandy Show is one of the four main community events held in the town each year and continues to be well supported by local residents and their families, with over 900 attending in 2014 and 2015.

Whilst we do charge an entrance fee (currently £1) all accompanied children under 16 can come in free of charge. It does mean however, that the gate money does not equate to the numbers attending, due to the many families who come to see us at the Show, often with 2 or more children in tow.

We are extremely grateful for the support that Sandy Town Council has given over time and hope that its involvement will continue for the years ahead. Herewith our completed Grant Application, supported by our last two years accounts. We hope that the Town Council is able to look on this application positively.

Thanks in anticipation and I hope to hear back from yourselves in due course.

Yours sincerely

Steve Purchase  
Association Secretary

APPLICATION FOR GRANT AID FROM  
SANDY TOWN COUNCIL

<u>Name of the Organisation/Group</u>	
Sandy and District Horticultural Association	
Are you affiliated to a national organisation? If so, which one?	Royal Horticultural Society & National Dahlia Society
Local venue/meeting place	
SEDINGTON NURSERY	
Are you a registered charity? If so, give your charity number?	NO
What are the aims and activities of the organisation?	TO PROMOTE AMATEUR GARDENING IN THE COMMUNITY AND THE ORGANISATION AND RUNNING OF THE SAT/DY SHOW.
How many members do you have?	Volunteers/Leaders
25 - 30	SDHA COMMITTEE
Members:	Junior
25 (PAIDUP)	—
	Senior
	—
What is your annual subscription?	Junior £
	—
	Senior £ 6

<b>Project Information</b>	
What would the grant be used for?	<p>To meet the costs of putting on the Sandy Show 2016 (which will be the 50<sup>th</sup>, Golden Jubilee' show)</p> <p>Specifically the funds requested would meet the cost of hiring the Venue which will be the Sandy Place Academy.</p>
In what manner will the residents of Sandy benefit?	<p>OVER 900 VISITORS TO THE 2015 SHOW. MAJORITY WERE LOCAL FAMILIES WITH CHILDREN</p>
Approximately how many Sandy residents will benefit from this grant?	<p>900 - 1000 VISITORS IN 2014/2015</p>
Estimated total cost of project	£3,250
Please state clearly how much you are applying for from Sandy Town Council.	£400
What amount is being met from your own funds?	<p>THE BALANCE BETWEEN THE HIRE AND OVERALL COST APPROX £3600</p>

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

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

NONE FROM FUNDING BODIES.

APPROX. £800 FROM SPONSORS AND ADVERTISERS.

### Financial Details

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

AVERAGE OF LAST 3 YEARS ABOUT BREAK EVEN AFTER SUFFERING A £600 LOSS IN 2012.

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

2013-14  
AND 2015-16  
ATTACHED.  
BUDGET FOR 2016 SHOW  
£4000

Payment Details	
Account Title SANDY HORTICULTURAL SOCIETY	
Account Number 3081 5780	
Bank/Building Society Name and Address BARCLAYS BANK PLC SANDY	
Contact Details	
Please give details of the person with whom this application can be discussed and to whom any cheque should be sent:	MR J. BRAY (TREASURER) 10 KING ROAD SANDY SG19 1EJ
Position in organisation	Association Secretary AS ABOVE
Address AS ABOVE	
Telephone Number	07974 000593
E-mail address	John.Brays@hotmail. (50) com

## Declaration

Please sign this form to confirm that:

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

Signed:	<i>Andrew F. Havergal</i>
Name:	A. F. HAVERGAL
Position:	<i>Chairman</i>
Date:	<i>04/05/16</i>

Please enclose with your application copies of:

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

CONTACT FOR CORRESPONDENCE:

STEVE PURCHASE

07802 875137

*assocsec@thesandyshaw.org.uk*



Sandy & District  
Horticultural Association

Financial Summary - Year 2013 - 2014

<u>Event</u>	<u>Expenditure</u>	<u>Income</u>	<u>Profit/(Loss)</u>	<u>Total</u>
Harvest Supper - October 2013	£513.64	£696.00	£182.36 ✓	
AGM - October 2013	£11.35	£37.00	£25.65 ✓	
Sandy Show 2013	£290.00	£95.00	-£195.00 ✓	
Roses Talk - November 2013	£48.00	£57.00	£9.00 ✓	
Christmas Dinner	£838.50	£976.10	£137.60 ✓	
Snowdrop talk - January 2014	£111.84	£113.50	£1.66 ✓	
Quiz Night (shared with Allotment Assoc)	£0.00	£176.79	£176.79 ✓	
Edible Ornamentals - Hydroponics Talk	£230.00	£276.00	£46.00 ✓	
Many a Sundry Flower Talk	£115.00	£88.00	-£27.00 ✓	
Bressingham Coach Trip	£615.00	£624.00	£9.00 ✓	
Sandy Carnival	£76.00 ✓	£70.00 ✓	-£6.00 ✓	
Yunnan Province, China Talk	£65.00	£54.50	-£10.50 ✓	
Show 2014	£3,120.81	£3,039.54	-£81.27 ✓	
Harvest Supper	£30.00	£0.00	-£30.00 ✓	
				<u>£238.29</u> ✓
Miscellaneous Items	£281.08	£335.00	£53.92 ✓	
e.g. Membership Subscriptions				
Sandy Carnival				
etc				
				<u>£53.92</u>
				<u>£292.21</u>
				£3,030.11
				<u><u>£3,322.32</u></u> ✓

Made up of: Cash in Hand £145.00 ✓  
 Current A/c £3,177.32 ✓  
£3,322.32 ✓

12/09/2014  
 C. H. B. 2014  
 (R. S. B. 2014)



# Sandy & District Horticultural Association

## Financial Summary

= Year 2014-15

<u>Event</u>	<u>Expenditure</u>	<u>Income</u>	<u>Profit/(Loss)</u>	<u>Total</u>
Miscellaneous Items	£542.38	£234.00	£308.38	
Swiss Garden Tour	£114.00	£153.00	£39.00 ✓	
Show 2014	£144.87	£150.00	£5.13 ✓	
Harvest Supper	£341.15	£552.33	£211.18 ✓	
Calendar Production	£381.80	£290.00	£91.80 ✓	
AGM	£24.40	£45.20	£20.80 ✓	
Astronomy Talk	£50.50	£99.50	£49.00 ✓	
Christmas Dinner	£620.60	£714.00	£93.40 ✓	
Up the Cut Talk	£174.40	£212.50	£38.10 ✓	
Quiz Night	£0.00	£146.00	£146.00 ✓	
Dafodil Talk	£182.60	£133.00	£49.60 ✓	
Steaming ahead Talk	£91.90	£161.00	£69.10 ✓	
Digging for Victory	£181.80	£141.00	£40.80 ✓	
Sandy Carnival	£55.00	£106.10	£51.10 ✓	
Sandy Show	£3,244.30	£3,684.55	£440.25 ✓	
Bulb Planting Talk	£190.50	£136.00	£54.50 ✓	
Miscellaneous				£926.36
membership subscriptions stamps, stationery etc	£542.38	£234.00	-£308.38	<u>£308.38</u>
				<u>£617.98</u>
				Surplus on Activities 2014/2015





# Sandy & District Horticultural Association

Assets at start of financial year	£3,322.32
Assets at end of financial year	£3,940.30

Balance in of: Cash in hand	£371 ✓
Current acc	£3,569.50 ✓
	<u>£3,940.50</u>

10<sup>th</sup> October 2015

The books relating to Sandy & District Horticultural Association have been examined by me, and I confirm that they are a true record of the financial affairs of the Association

*R. J. Brown*  
(R. J. Brown)

**AGENDA ITEM 9**

**SANDY TOWN COUNCIL**

**COMMITTEE:** Policy, Finance and Resources

**DATE:** 23 May 2016

**AUTHOR:** Town Clerk

**SUBJECT:** Insurance

**Summary**

The Town Council has an insurance policy on a three year long term agreement which will expire on 1<sup>st</sup> July 2018. The insurance policy is with Aviva and is reviewed annually and amended if necessary. Attached for members information is the policy schedule with suggested amendments.

The renewal premium for 2016/17 will be £21,140.70.

***Schedules attached overleaf for review***

Effective from 1<sup>ST</sup> July 2016

Long Term Agreement expires at 1<sup>st</sup> July 2018

**SANDY TOWN COUNCIL**

**SUMMARY OF CURRENT SUMS INSURED**

<b>MATERIAL DAMAGE / PROPERTY DAMAGE SECTION</b>	
<b>Cover:</b>	
Commercial All Risks (i.e. Fire & Perils + Accidental Damage)	YES
Theft	YES
Subsidence	NO
Glass	YES
Terrorism	NO

**Council Offices, 10 Cambridge Road, Sandy, SG19 1JE**

<b>Sums Insured</b>	<b>Current</b>
Buildings	£744,422
Construction details	
Contents (excluding art/artefacts with individual values exceeding £5,000)	£198,849
Art/Artefacts with individual values exceeding £5,000	Cuban Mahogany 19 <sup>th</sup> Century Table - £26,024 <del>Delete</del> Piece of Carved Ivory from a Roman Box - £10,410
Excesses	Nil - Fire, Aircraft, Explosion, Earthquake, Riot & civil commotion, Impact £250 - All others, except Subsidence £1,000
Is the Building unoccupied?	YES/NO
Is the Building Listed?	YES/NO



**Storage Building/Restroom, Stratford Road**  
**(Used as a depot for the Town Council)**

<b><i>Sums Insured</i></b>	<b><i>Current</i></b>
Buildings	£107,326
Construction details	
Contents (excluding art/artefacts with individual values exceeding £5,000)	£6,980
Art/Artefacts with individual values exceeding £5,000	
Excesses	Nil - Fire, Aircraft, Explosion, Earthquake, Riot & civil commotion, Impact £250 - All others, except Subsidence £1,000
Is the Building unoccupied?	YES/NO
Is the Building Listed?	YES/NO

NB: storage building also includes container building

**Ground Staff Office & Mess Room**  
**(Located in same building as Council offices)**

<b><i>Sums Insured</i></b>	<b><i>Current</i></b>
Buildings	
Construction details	
Contents (excluding art/artefacts with individual values exceeding £5,000)	£20,000
Art/Artefacts with individual values exceeding £5,000	
Excesses	Nil - Fire, Aircraft, Explosion, Earthquake, Riot & civil commotion, Impact £250 - All others, except Subsidence £1,000
Is the Building unoccupied?	YES/NO
Is the Building Listed?	YES/NO

**New Pavilion, Sunderland Road**

**(This building is used as a Football Pavilion with Changing Rooms and Education Facilities and is managed by a Third Party Operating Company)**

<b>Sums Insured</b>	<b>Current</b>
Buildings	£822,346
Construction details	
Contents (excluding art/artefacts with individual values exceeding £5,000)	£10,641
Art/Artefacts with individual values exceeding £5,000	
Excesses	Nil - Fire, Aircraft, Explosion, Earthquake, Riot & civil commotion, Impact £250 - All others, except Subsidence £1,000
Is the Building unoccupied?	YES/NO
Is the Building Listed?	YES/NO

**Cemetery Chapel, Potton Road**

**(Building used for storage and funerals, includes brick built shed)**

<b>Sums Insured</b>	<b>Current</b>
Buildings	£182,016
Construction details	
Contents (excluding art/artefacts with individual values exceeding £5,000)	£7,002
Art/Artefacts with individual values exceeding £5,000	
Excesses	Nil - Fire, Aircraft, Explosion, Earthquake, Riot & civil commotion, Impact £250 - All others, except Subsidence £1,000
Is the Building unoccupied?	YES/NO
Is the Building Listed?	NO

**Pavilion & Public Conveniences, Bedford Road**

(This is used weekly and let to the local Football club on a long terms lease)

<b><i>Sums Insured</i></b>	<b><i>Current</i></b>
Buildings	£249,151
Construction details	
Contents (excluding art/artefacts with individual values exceeding £5,000)	
Art/Artefacts with individual values exceeding £5,000	
Excesses	Nil - Fire, Aircraft, Explosion, Earthquake, Riot & civil commotion, Impact £250 - All others, except Subsidence £1,000
Is the Building unoccupied?	YES/NO
Is the Building Listed?	YES/NO

**Public Conveniences, High Street**

<b><i>Sums Insured</i></b>	<b><i>Current</i></b>
Buildings	£73,383
Construction details	
Contents (excluding art/artefacts with individual values exceeding £5,000)	
Art/Artefacts with individual values exceeding £5,000	
Excesses	Nil - Fire, Aircraft, Explosion, Earthquake, Riot & civil commotion, Impact £250 - All others, except Subsidence £1,000
Is the Building unoccupied?	YES/NO
Is the Building Listed?	YES/NO

**Pavilion & Garage, Sunderland Road**  
**(This is used as a store for Town Council and the Cricket Club)**

<b><i>Sums Insured</i></b>	<b><i>Current</i></b>
Buildings	£184,072
Construction details	
Contents (excluding art/artefacts with individual values exceeding £5,000)	£2,797
Art/Artefacts with individual values exceeding £5,000	
Excesses	Nil - Fire, Aircraft, Explosion, Earthquake, Riot & civil commotion, Impact £250 - All others, except Subsidence £1,000
Is the Building unoccupied?	YES/NO
Is the Building Listed?	YES/NO

**MISCELLANEOUS**

<b><i>Sums insured</i></b>	<b><i>Current</i></b>
Street Furniture	Self insured
Street Lighting	£330,576
War Memorials / Monuments	£66,227
Play Equipment & Surfaces	£258,773
Play Equipment@ Fallowfield	£180,782
Gates, Fences, Benches & Walls@ Fallowfield and St Ivel Park	£25,835
Market Stalls	£5,949 <b>Delete</b>
Skatepark Equipment & Surfaces	£25,471
Excesses	Nil - Fire, Aircraft, Explosion, Earthquake, Riot & civil commotion, Impact £250 - All others, except Subsidence £1,000

**Notable Conditions, Exclusions, Warranties applicable to this section:**

'Contents' excludes:

- Theft of works of art/rare books/gold or silver articles over £5,000 individual value, or more than £10,000 in total unless specifically noted
- Computers/audio/visual equip over £50,000
- Wines/spirits/tobacco over £1,000
- Theft of furs, jewellery and precious stones

**Unless specifically noted**

Excludes theft from Buildings unless involving violent or forced entry or exit, (but does include Theft of Buildings, e.g. lead, plaques etc without this stipulation)

Reasonable precautions condition including maintenance of any fire extinguishers and implementation of security when closed.

**Checked: YES/NO**



<b>BUSINESS ALL RISK (Anywhere in UK)</b>	
<b>Sums Insured</b>	<b>Current</b>
Regalia	£8,638 (cover extended to Worldwide for 90 days a year)
Garden Maintenance Tools & Machinery	£46,757
CCTV (4x)	£18,622
Laptops & Visual Aid Equipment	£1,023
Christmas lights	Added temporarily whilst hired October – January
Beacon	£307
Market Stalls	£2,600
Metal sleigh	£2,004
Gazebos	£2,505
2x Defibrillators	£4,000
Car Park Barrier@High street Car Park	£5,500
Excesses	Nil – Fire, Lightning, Explosion £50 – all others £250 in respect of the Defibrillators
<b>Notable Conditions, Exclusions, Warranties applicable:</b>	
Excludes theft from vehicles not involving forced entry	
<b>Checked: Yes/No</b>	

<b>MONEY</b>	
<b>Sums Insured</b>	<b>Current</b>
Estimated Annual Carryings	£12,132
Non-negotiable money	£250,000
Cash on the premises in working hours, or in transit, or in bank night safe	£1,000
Cash on the premises out of working hours, in a safe	£1,000
Cash on the premises out of working hours, not in a safe	£250
Cash in the private homes of authorised employees	£500
Personal Injury (Assault) Benefits	Capital benefits - £10,000 Weekly benefits - £100 TTD/ £50 TPD
Cash Carrying Limits	Up to £2,000 – 1 person Over £2,000 up to £5,000 – a minimum of 2 persons Over £5,000 up to £8,000 – a minimum of 3 persons Over £8,000 – a minimum of 4 persons
<b>Notable Conditions, Exclusions, Warranties applicable:</b>	
Private transport is to be used for amounts greater than £2,000 over distances 0.5 miles or more	
Excludes loss from unattended vehicles or from vending machines	
Excludes assault benefits for persons under 16 or over 80 years of age	
Record keeping condition applies	
Keys warranty applies (removal from premises)	
Excludes acts of dishonesty unless discovered within 7 days	
<b>Checked: Yes/No</b>	

<b>EMPLOYEE DISHONESTY (FIDELITY GUARANTEE)</b>	
	<b>Current</b>
Persons covered	Employees & Council Members
Limit of Indemnity	£800,000
Excess	£1,000
<b>Notable Conditions, Exclusions, Warranties applicable:</b>  Reference condition – You must obtain & maintain a record of satisfactory references (Limit of liability will be restricted to 10% of sum insured/claim (max £50,000) where references are not available to the Insurer at the time of the claim).  Controls condition (procedures)  <b>Checked: Yes/No</b>	

<b>BUSINESS INTERRUPTION</b> (Financial loss following damage to item/s under Material Damage section)	
	<b>Current</b>
<b>Sum Insured</b>	
Loss of Gross Profit (including Payroll)	Sum Insured: £ Maximum Indemnity period: months
Loss of Rent	Sum Insured: £18,000 Maximum Indemnity period: 24 months
Loss of Revenue	Sum Insured: £ Maximum Indemnity period: months
Increased Cost of Working	Sum Insured: £50,000 (included automatically) Maximum Indemnity period: 12 months
<b>Notable Extensions applicable:</b>  Denial of Access  Full Failure of Public Utilities (the failure must last at least 4hrs in respect of Water/gas/electricity and at least 24hrs for phones, £10,000 limit)  Notifiable Diseases (3 months max period, £10,000 limit)  <b>Checked: Yes/No</b>	

<b>LIABILITIES</b>	
<b>Indemnity Limits / Estimates</b>	<b>Current</b>
Employers' Liability Limit of Indemnity	£10 million
Public/Products Liability Limit of Indemnity	£10 million  Includes: Libel & Slander - £100,000 Hirers' Liability - £2,000,000 Statutory Clean-Up Costs - £1,000,000
Estimates:  Annual Income (including Precept) Clerical wage-roll & number of staff Manual wage-roll & number of staff Payments to Bona Fide Sub Contractors Max number of volunteers Max number of volunteers on duty at any one time Duties of volunteers Does the council work with children under the age of 16?	£495,000 <b>£520,000</b> £146,158 £97,439 £20,000 20 20 <b>Assist with events.</b> No
Annual Events included under the liability insurance, (additional events should be notified to us prior to occurrence)	Civic service Charity events – quiz/dinners etc. Monthly Farmers market & small weekly town market Christmas lights switch on <b>One off event for Queen's birthday celebration</b>
Excess	£250 re Public/Products Liability £1,000/10% (whichever is lower) – Libel & Slander Nil – all others
<b>Notable Conditions, Exclusions, Warranties applicable:</b>	
Terrorism limit restricted to £5million for Employers Liability and £2million for Public Liability	
Excludes asbestos (Public Liability)	
Injury to Participants Exclusion	
Skateboard Parks Condition	
<b>Checked: Yes/No</b>	

**Employers Liability Tracing Office (ELTO)**

The Employers Liability Tracing Office (ELTO) is an insurance industry wide initiative that has been set up to help those who have suffered injury or disease in the workplace identify the relevant Employers Liability insurer quickly and efficiently via a centralised database of records.

All insurer members of ELTO will be required to submit details of each policy they write that provides employers' liability cover for inclusion on the database that incepts or renews on or after 1<sup>st</sup> April 2011.

From 1<sup>st</sup> April 2012 this information will be supplemented by inclusion of the Employers Reference Number (ERN) for all policyholders and any subsidiary companies insured under the same contract.

**Your Employers Reference Number(s) is/are recorded as:-419/B3**

<b>LEGAL PROTECTION – included automatically</b>	
<b><i>Indemnity Limits</i></b>	<b><i>Current</i></b>
Standard cover: <u>Includes:</u> Employment disputes Compensation awards Service occupancy Legal defence Property Protection Bodily Injury Tax Protection	£100,000 limit
Optional extra covers:  Contract disputes Tenancy disputes Statutory licence Debt recover	- NO - NO - NO - NO
Excess	£200 for tax aspect enquiries <i>(insert the applicable additional excess(es) if any option extra covers are included)</i>

**Notable Conditions, Exclusions, Warranties applicable:**

Excludes cases not involving a reasonable chance of success

Client must take Insurer advice before taking any actions and follow Insurer advice

Excludes claims in excess of £2,000 for tax aspect enquiries

Checked: Yes/No

**IMPORTANT NOTE**

Cover under the compensation award section of this section of the policy is dependant upon certain terms and conditions being met often including the need to take and follow advice from the Legal Advice Helpline.

The main circumstances that would give rise to the need to contact the advice line would be the following scenarios.

1. You are considering disciplining and giving an employee at least a written warning.
2. The employee has submitted a grievance or complaint which should be properly treated as a grievance.
3. You are proposing to terminate a fixed term contract.
4. You are proposing to make a person redundant.
5. When you receive a discrimination questionnaire, or equal pay questionnaire.

Under the terms of the policy it is important to note that in cases involving breach of statutory duty, i.e. discrimination and public interest disclosure matters the compensation awards cover will not be applicable if legal advice was not sought and followed from the advice line.

<b>MANAGEMENT LIABILITY – included automatically</b>	
<b><i>Indemnity Limits</i></b>	<b><i>Current</i></b>
Persons Covered	Any employee or council member
Limit	£250,000
Excess	Nil
<p><b>Notable Conditions, Exclusions, Warranties applicable:</b></p> <p>Excludes Professional services, pensions or savings schemes.</p> <p>Excludes claims where there are no prospects of success.</p> <p><b>Checked: Yes/No</b></p>	

<b>PERSONAL ACCIDENT</b>	
<b>Indemnity Limits / Estimates</b>	<b>Current</b>
Persons Covered	Employees: YES Councillors: YES Volunteers: YES
Operative period	Employees: 24 hours a day, 7 days a week Councillors: 24 hours a day, 7 days a week Volunteers: Whilst performing Council duties
Benefits Payable	Employees: Capital benefits (e.g. Death) - £20,000 Weekly benefits - £200 / £100  Councillors: Capital benefits (e.g. Death) - £20,000 Weekly benefits - £200 / £100  Volunteers: Capital benefits (e.g. Death) - £20,000 Weekly benefits - £200 / £100
No. of Council members	15
Deferment Period	None
Maximum payment period	104 weeks
<p><b>Notable Conditions, Exclusions, Warranties applicable:</b></p> <p>Age limit – 80 years of age (unless specifically extended for individuals)</p> <p>Excludes terrorism</p> <p>Excludes hazardous sports &amp; pursuits</p> <p><b>Checked: Yes/No</b></p>	



<b>BUSINESS TRAVEL – included automatically</b>	
<b>Indemnity Limits</b>	<b>Current</b>
Person covered	All Employees, Council Members, and their accompanying spouses
Type of trips covered	Any authorised journey in connection with the Business including any ancillary holiday
UK cover	Yes, if overnight or by flight
EU cover	Yes – 21 days
Worldwide (including USA)	Yes – 14 days <del>Delete</del>
Cover limits	Medical - £1 million Personal property - £2,000 (£750 any one item) Money/cheques - £1,000 (money restricted to £750) Disruption/Cancellation - £2,000 Travel delay - £20/£50 1st/Subs 12 hrs - £500 max Personal Liability - £2 million
Excess	£25 medical expenses, personal property or money
<p><b>Notable Conditions, Exclusions, Warranties applicable:</b></p> <p>Age limit – 80 years of age</p> <p>Excludes UK Medical expenses (as NHS available)</p> <p>Excludes Travel against medical advice</p> <p>Excludes Theft from unattended vehicles unless secured and items out of sight</p> <p>Cancellation costs from the death, injury or sickness of persons over 75.</p> <p><b>Checked: Yes/No</b></p>	

**AGENDA ITEM 10**

**SANDY TOWN COUNCIL**

**COMMITTEE:** Policy, Finance and Resources

**DATE:** 23 May 2016

**AUTHOR:** Town Clerk

**SUBJECT:** Burial Regulations

**Summary**

Sandy Town Council's Burial Regulations state that the regulations will be reviewed every two years. Members are asked to review and approve the current regulations as detailed below and consider the addition of regulations around the replacement of existing curbing.

**Addition to Current Regulations**

The Council does not permit the installation of curbing to any new grave plots in the cemetery. The only graves with curbing are those in the older section of the site. This is common practice among Council managed cemeteries as it allows for efficient and effective maintenance and grass cutting.

The Council has received two requests to replace existing curbing around plots in the cemetery.

Members are asked to consider amending the below Burial Regulations to clarify the position on replacing existing curbing and if permitted whether this should be like for like and if a service charge will be levied. The fee for replacing a memorial is set at £140 for 2016/17 (Treble fees apply if a non-resident at the time of burial)

**Sandy Town Council Cemetery Regulations**

*The following regulations apply to the current cemetery which has its main entrance off Potton Road, Sandy.*

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This cemetery is laid to lawn, and the aim of these regulations is to maintain the long term maintenance of the Cemetery for the parishioners of Sandy and the remaining friends and relatives of those buried in the graves.

The Cemetery will be open to the public on:

Weekdays from 7.30am - 8.00pm (April to September)

Weekends from 9.00am - 8.00pm (April to September)

Weekdays from 7.30am - 5.00pm (October to March)

Weekends from 9.00am - 5.00pm (October to March)

A map of the Cemetery is available to view at the Councils offices. Certain sections are designated for children's graves and cremated remains, the remaining areas are for normal interments.

Please note the following:

Any reference to 'Council' means Sandy Town Council.

### Interments

1. Notice of interment is to be given to the office between the hours of 9.30am and 3.30pm, Mondays to Fridays (excluding Bank Holidays), giving at least three clear working days notice. If any interment is to take place in a vault or bricked grave then this will be increased to three days.
2. Notice is to be given on the Form of Application provided by the Council.
3. Interments will be between the following hours:
  - a) 10.00am to 2.45pm, Monday to Thursday
  - b) 10.00am to 2.30pm Fridays

Interments required outside these hours will need to be agreed by the Council with additional fees paid by the undertaker.

4. Before a burial can take place the applicant shall give written notice to the Registrar accompanied by the certificate for disposal issued by A Registrar of Births & Deaths or an order for burial issued by a Coroner, and where applicable the grant of exclusive right of burial or satisfactory evidence thereof in respect of a burial in a purchased grave and any other document which may in special circumstances be required by the Council.
5. Unless agreed in writing by Council all graves will be excavated and opened by the Councils employees or sub-contractor. All graves will be dug nominally eight feet deep.
6. If more than one body is interred in any grave, whether purchased or not, must have the following levels of earth between each coffin:
  - a) Where bricked graves or vaults are not present -- Six inches of soil must be present between each coffin, and four feet of earth between the top of the upper coffin and the ordinary level of the ground.
  - b) In bricked graves six inches of soil must be present between each coffin, and twelve inches of soil must be left between the top of any vault and the ordinary level of the ground.

7. The interment of cremated remains will be permitted in any grave (purchased or not) where the grave has already been used for two normal interments (or one if the plot has only been prepared for a single grave depth). This is subject to a maximum of four interments of cremated remains in the grave space, and payment of the relevant fee.
8. All coffins of wood or approved material may be placed in earthen graves.
9. The bricking of graves is only allowed in existing bricked graves. Re-opening and closing of these bricked graves is carried out at the expense of the person responsible for the interment.
10. All first interments are conditional upon the purchase of Exclusive Right of Burial for the plot concerned.

#### Exclusive Rights of Burial

11. Any persons wishing to purchase Exclusive Rights of Burial in a grave space, must pay the appropriate fee. The Grant of Exclusive Right of Burial does not confer ownership rights of the land to the purchaser. The Council will confirm purchase by the issue of a certificate entitling the purchaser to the plot for a period of 10 years renewable at no additional fee for a maximum of 50 years. This is to ensure that the records are correct and that the grave space is still required by the purchaser. Purchases can only be made in the names of individuals.
12. Purchasers must obtain the permission of the Council if they wish to bury a non-parishioner in a purchased plot, except where such non-parishioner is a son or daughter of the said purchaser. In all circumstances this interment must be accompanied by the Form of Application.
13. Purchasers of owners of Exclusive Rights of Burial cannot transfer ownership of these rights to any other persons without the written permission of the Council.
14. It is the owner's responsibility to keep the Council informed of any change of address. If after purchase of Exclusive Rights of Burial, the purchaser moves out of the parish, this will not affect these rights.
15. The Council reserves the right to allocate graves for purchase as it sees fit.
16. No persons will be able to hold Exclusive Rights of Burial on more than two graves at any one time.
17. Sufficient evidence of the right to inter in a grave must be produced at the office of the Clerk to the Council at the time of application for the interment.

### Memorials

18. Memorials are permitted in sections B, C, D, E, F, G, H, I, J, and L.

A memorial which may be either:

- a) A headstone (without kerbs) not exceeding 900mm in height, 650mm in width and 100mm thickness; or
- b) A flower vase not exceeding 150mm in height

Shall be of any approved material, and erected upon plinths (of suitable material) which shall not exceed 900mm in length, 300mm in width and 150mm in thickness. No other type of memorial will be permitted.

Headstones must be erected using an approved, recognised system of fixing, i.e.: National Association of Monumental Masons ground fixing system, traditional shoe foundation or the burial of 1/3<sup>rd</sup> of the memorial into the earth. This regulation also applies to memorials removed from the cemetery for additional lettering.

A headstone should not be placed on a grave without consultation between groundstaff and the stonemason on the suitability of ground conditions.

19. Before any headstone or vase is placed in the cemetery, a drawing thereof showing the dimensions, type of stone and finish, system of fixing and the inscription must be sent to and approved by the Council.
20. The headstone or vase to be placed at the head of the grave only.
21. A temporary marker may be retained on the grave for a maximum of two years after the interment or until replaced by the headstone or vase, whichever is soonest. No planting or fencing is permitted in sections where the cemetery is laid to lawn.
22.
  - a) During the period of 15 months following interment any item placed on the grave must be within 300mm of the front of the temporary marker if this has not already been replaced with a permanent headstone and should not interfere with routine maintenance.
  - b) Thereafter any item left on a grave must be securely attached to the memorial plinth at the base of the headstone and should not be left on or pushed into the ground at the side or edge of the plinth or headstone so as to interfere with or hinder routine maintenance of the cemetery.
  - c) The Council reserves the right to remove any items not securely attached as described and in addition any item(s) and object(s) which in its opinion are objectionable, unsightly and potentially dangerous including items of pottery, tin or glass, plus bricks, blocks and wire mesh or any item likely to cause offence or distress in a cemetery environment. These items will be stored for 28 days awaiting collection by a representative of the deceased person.
  - d) Plastic items will be permitted. A single white solar light will be allowed but they must be securely attached as described.

- e) Council will routinely dispose of withered, fading and dead flowers and wreaths
23. All monuments, gravestones or other structures and places of burial must be kept in good repair by the owner.
24. The Council will carry out regular checks of monuments, headstones and any other structures ensuring that they are safe. If, in the Council's opinion, a structure has become unsafe, it will give the owner 14 days notice to remove the said structure. If the owner fails to carry out this requirement the Council will carry out the removal itself. Any costs involved shall be recoverable from the owner as a simple contract debt in any court of competent jurisdiction.
25. Any employee of the Council is not permitted to carry out private work in the cemetery or take any gratuity.
26. In Sections G & H (which were children's graves and are now used for cremated remains) the following are permitted:
- a) Cremation tablets flush to the ground, not exceeding 610mm x 610mm.
  - b) Memorials as noted in regulation 18.
27. Section K is reserved for cremated remains only. The following are permitted:
- a) Cremation tablets not exceeding 610mm x 610mm.
  - b) A sloping or shaped tablet will be permitted, subject to a maximum height restriction of 205mm.
  - c) All designs must be approved as stated in regulation 18.
28. No fee will be charged for the erection of the memorials, or inscriptions on memorials provided by the Imperial War Graves Commission, or for private memorials erected by relatives of personnel serving in H.M. Forces at the time of death.

### General

29. A Register of the Burials will be kept at the Office of the Clerk to the Council, where, during office hours, searches may be made, and certified extracts may be made.
30. No trees or shrubs are to be planted anywhere in the Cemetery except by the Council.
31. All materials, gravestones or monuments must be transported into the Cemetery by hand, or in an approved vehicle with rubber tyres. Any damage in the cemetery, to graves or memorials caused during this visit will be the responsibility of the delivery agent to repair to the satisfaction of the Council.

## APPENDIX VIII

32. The Council will not be responsible for any damage caused to monuments, gravestones and other structures other than damage caused by its own employees.
33. The Council will regularly inspect the appearance of in the Cemetery. Where, in the opinion of the Council a grave is neglected to such a point as to affect adjoining graves or the aesthetics of the cemetery. The owner, (if known) will be given 3 months notice to bring the grave up to standard. If no action is carried out before the period lapses, then the Council will remove all reference to the grave, level it off and re-turf the area.
34. Any persons found to be damaging any items within the cemetery, such as walls, footpaths, trees/shrubs, or gravestones will be liable to prosecution. This also applies to any persons found wilfully disturbing a funeral.
35. Dogs are not allowed in the cemetery at any time. with the exception of registered Assistance dogs, in which case the dog must be on a lead, supervised and under control at all times.
36. No smoking is allowed in the Cemetery.
37. Any child under the age of 12 is not allowed in the Cemetery unless accompanied by an adult.
38. Skateboards and any other similar recreational equipment are prohibited from being used in the cemetery.
39. The Cemetery Chapel may not be used for mortuary purposes except in special circumstances and by permission of the Town Clerk. In the event of the death of a tenant from Stonecroft Estate, if request is made, the Cemetery Chapel shall be used for a place of rest before interment.

**SANDY TOWN COUNCIL  
GENERAL RISK ASSESSMENT SCHEDULE**

	<b>Risk</b>	<b>Level</b>	<b>Controls</b>	<b>Verified by:</b>
<b>Council Offices</b>	Protection of physical assets	M	Insured by Aviva on buildings and contents	External Auditor
	Security	M	Building protected by Security alarms. Access code required for entry beyond foyer. Emergency call out service provided by Millennium since April 2012	Clerk
	Safety	M	Regular checks on fire alarm system, emergency lighting, fire extinguishers and electrical equipment. Yearly health and safety assessments of all areas of building carried out. Employer's liability in place.	Clerk & External Auditor
	Risk to Third Party Property or Individuals	M	Public liability insurance in place.	External Auditor
	Roman Sandy Artefacts	M	Displayed in alarmed cases.	Clerk
<b>DSO Depot</b>	Protection of physical assets	M	Insured by Aviva on buildings and contents	External Auditor
	Security	M	Building protected by security alarms.	Clerk
	Safety	M	Regular checks on electrical equipment, fire extinguishers, security alarms. Employers Liability Insurance in place. Emergency call out service provided by Millennium since April 2012. H&S Risk assessment completed annually.	Clerk & External Auditor
<b>Town Centre Public Toilets</b>	Protection of physical assets	M	Insured by Aviva on buildings and contents	External Auditor



	Security	H	Building locked at night. Bars over all windows. CCTV surveillance from two sides.	Clerk
	Risk to third party property or individuals	M	Public liability insurance in place	External Auditor
<b>Bedford Road Public Toilets</b>	Protection of physical assets	M	Insured by Aviva on buildings and contents.	External Auditors
	Security	H	Building locked at night. Bars over all windows. CCTV surveillance on recreation ground.	Clerk
	Risk to third party property or individuals	M	Public liability insurance in place.	External Auditor
<b>The Jenkins Pavilion Sunderland Road</b>	Protection of physical assets	M	Insured by Aviva on buildings and contents.	External Auditor
	Security	H	Buildings locked at night and alarmed. CCTV surveillance of recreation ground and pavilion. CCTV inside pavilion.	Clerk
	Risk to third party property or individuals	M	Public liability insurance in place.	External Auditor.
<b>Beeston Green Play Equipment</b>	Protection of Physical Assets	M	Insured by Aviva	External Auditor
	Risk to third party property or individuals	H	Weekly maintenance inspections by groundstaff. Annual safety inspections by independent advisors. Public Liability insurance in place.	Clerk & External Auditor
<b>Bedford Road Play Equipment</b>	Protection of physical assets	M	Insured by Aviva on buildings and contents	External Auditor
	Risk to third party property or individuals	H	Weekly maintenance inspections by groundstaff. Annual Safety inspections by independent advisors. Public liability insurance in place.	Clerk & External Auditor
	Security	M	CCTV surveillance of play area	Clerk

<b>Sunderland Road Play Equipment</b>	Protection of physical assets	M	Insured by Aviva	External Auditor
	Risk to third party property or individuals	H	Weekly maintenance inspections by groundstaff. Annual safety inspections by independent advisors. Public liability insurance in place.	Clerk & External Auditor
<b>Ground-care vehicles</b>	Protection of physical assets	M	Insured by Aviva	External auditor
	Risk to third party property or individuals	M	Insurance in place. Vehicles regularly serviced.	Clerk & DSO Foreman
	Security	H	Garaged in alarmed building.	Clerk & DSO Foreman
<b>Ground-care equipment</b>	Protection of physical assets	M	Insured by Aviva	External Auditor
	Security	H	Stored in locked buildings.	Clerk
	Risk to third party property or individuals	M	Public liability insurance in place. Equipment regularly maintained. Individual risk assessments on the operation of each piece of equipment carried out by DSO Foreman.	Clerk & External Auditor
<b>Churchyard</b>	Risk to third party property or individuals	M	Public liability insurance in place. Stability check carried out on remaining headstones on a regular basis.	Clerk & External Auditor
<b>Cemetery including Chapel</b>	Risk to third party property or individuals	M	Public liability insurance in place. Stability check carried out on headstones on a regular basis. Chapel kept locked, contains items of limited value.	Clerk & External Auditor & DSO Foreman
<b>Finance</b>	Banking arrangements	L	Investments held in Barclays Bank and Santander. Arrangements reviewed annually by Council.	RFO & Internal Auditor

	Risk of theft or dishonesty	M	Fidelity Guarantee Insurance £1m. No large cash sums handled. Cash payments supported by invoices, receipts, petty cash vouchers etc 2 Staff references to be obtained for all appointments and references received to be kept until 2 years after the end of employment period.	RFO, Internal & External Auditors
	Financial controls and records	M	Monthly reconciliations prepared by Finance Officer. Three signatories required on cheques. Internal and External audits in place. Town Council is to comply with adopted Financial Regulations.	RFO, Internal & External Auditors
	Budgeting	M	Town Council Members receive detailed budgets quarterly, Annual precept calculated from expenditure history plus estimates of additional spending.	RFO & Internal Auditor
	Complying with NI and Income Tax Legislation	M	Payroll is contracted out to Bedford Borough Council.	RFO & Internal Auditor
	Complying with Customs and Excise Legislation	M	VAT claims compiled by Finance Officer, checked by internal Auditor.	RFO & Internal Auditor
	Complying with borrowing restrictions	M	No new borrowing likely at present.	N/A
<b>Employer Liability</b>	Complying with employment law	M	Membership of NALC who provide regular updates. HR support from specialist firm The Health and Safety People.	Clerk

	Safety of staff and visitors	M	Access to Council Offices restricted. Regular risk assessment checks of offices and of all activities carried out by groundstaff. Employers and Public Liability Insurance in place. Training needs addressed where identified.	Clerk
	Lone Workers	H	Provided with mobile phone and follow Lone Worker Policy.	Clerk
<b>Legal Liability</b>	Ensuring activities are within legal powers	H	Town council to comply with adopted standing orders. Clerk to clarify legal position on new proposals. Advice to be sought from NALC where necessary.	Clerk & Internal Auditor
	Proper and timely reporting via minutes	L	Minutes made available to press and public at the Council Offices, Library and via the Town Council website.	Clerk & Internal Auditor
	Proper document control	M	Leases and legal documents kept in safe at Council Offices.	Clerk & Internal Auditor
<b>Councillors</b>	Register of interests and gifts and hospitality in place	M	Registers completed and kept at Council Offices	Clerk & Internal Auditor
	Declarations of interest	M	Declarations of interest included as Agenda item at every meeting	Clerk
<b>Computers</b>	Loss of data	H	Regular back up of important data. Virus protection renewed yearly and updated by automatic downloads. Assistance from Chess IT (Service providers)	Clerk
	Protection of physical assets	M	Insured by Aviva.	External Auditor

**AGENDA ITEM 11****APPENDIX VIII**

	Safety of staff and visitors	H	Regular checks on fire alarm system, emergency lighting, fire extinguishers and electrical equipment. Yearly health and safety assessments of all areas of building carried out. Employers liability insurance in place	Clerk & External Auditor
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**AGENDA ITEM 12**

**SANDY TOWN COUNCIL**

**COMMITTEE:** Policy, Finance and Resources

**DATE:** 23 May 2016

**AUTHOR:** Town Clerk

**SUBJECT:** Jenkins Pavilion

**Summary**

The following report is in way of an update for Councillors in regards the current management arrangements for the Jenkins Pavilion.

**Background**

- On the 1<sup>st</sup> April 2012 Sandy Town Council (ST) entered into a one year management agreement with Stevenage Leisure Ltd (SLL) whereby SLL handle all bookings, cleaning, maintenance and general day to day management of the Pavilion. This agreement lasted for one year.
- The decision to outsource the management of the Pavilion was based on the large number of hours of staff time it would take to manage in house and it was thought that SLL would be better placed to secure bookings do to experience.
- Following 1st April 2013 Central Bedfordshire Council (CBC) went out to tender for the management contracts of its facilities, including Sandy Leisure Centre, and it was proposed to include management of the Jenkins Pavilion in the new contract.
- In October 2013 STC **RESOLVED** to proceed with the outsourcing of the management contract as part of CBC's leisure contract on the same terms as the initial contract with SLL. From this point forward the arrangement has continued with SLL (who are CBC's leisure services contractors) on a verbal basis.
- A written agreement was drafted, but due to on going discussions between the Upper School and CBC over the Schools arrangements with SLL it was not signed.

### **Information**

Sandy Town Council currently pays Central Bedfordshire Council (CBC) £15,000 per year for Stevenage Leisure Limited to manage the Jenkins Pavilion. SLL receive the full £15,000 from CBC.

The day to day maintenance of the Jenkins Pavilion is the responsibility of SLL with life cycle costs being the responsibility of the Town Council.

For STC to take back the management of the Pavilion would involve additional staff hours and/or additional staff members. This would be to manage bookings and day to day running of the facility, management of the sports pitches, open and lock up of the pavilion during the day, evening and weekends, preparing the facility for hire, and clean all areas, including changing rooms and showers.

A Council with a similar facility currently starting up puts the cost of wages at £27,000, not including pension contributions. The Council would then need to take into account utilities and all running costs. This would then need to be offset against projected income from room/pitch hire.

As mentioned above there is currently no signed agreement in place as CBC is in the process of completing an agreement with the school as part of the overall management agreement of their leisure facilities in Sandy.

The Town Clerk has looked to get a written agreement formalised between STC and CBC while agreements with the school are on going. The most recent feedback from CBC is that the advice from CBC legal is that they would like to reach a position where they can complete all the agreements relating to leisure facilities at Sandy at the same time. They can prepare a contract with STC to be ready for signing with this in mind. CBC state they are moving forward with Sandy Upper School and Heads of Terms are currently being drafted.

### **Recommendation**

That the Clerk work with CBC to bring back a prepared contract, when accessible, to the committee to review. That more detailed information regarding the costs of running the Pavilion in house accompany the draft contract as a comparison.

**AGENDA ITEM 13****SANDY TOWN COUNCIL****COMMITTEE: Policy, Finance and Resources****DATE: 23 May 2016****AUTHOR: Town Clerk****SUBJECT: Playground Review****Summary**

At the previous meeting of the Policy, Finance and resources Committee on 18 April 2016 it was noted that some of the play equipment in Bedford Road Recreation Ground was dated and required updating. It was noted that there was uncommitted Section 106 (Sc106) funding and the Council may wish to consider making an application to assist in the costs of updating play areas.

**Information**

There is currently £158,568.60 in uncommitted Sc106 funds under Children's Play area contributions and recreational open space.

Sandy Town Council owns and maintains four play areas within Sandy. The table below details some of the most urgent work identified and whether a Sc106 application may be appropriate or if it will be covered by maintenance.

On Monday 16<sup>th</sup> the Royal Society for the Prevention of Accidents (RoSPA) inspected all STC owned play areas. A report of the inspection will be issued to the Council over the next two weeks.

<b>Play Area</b>	<b>Action Required</b>	<b>Sc106 or Maintenance</b>
<b>Bedford Road</b>	Zip Line Swing in need of rubber surface padding	Possible Sc106 application on Health and Safety Grounds
	Rainbow multi use unit to be replaced	Possible Sc106
	2 benches to be replaced	Maintenance
	1 picnic bench top in need of replacement	Maintenance
	Aged interactive equipment (Train and carriages)	Maintenance in short term with possible S106 application for new equipment
<b>Sunderland Road</b>	Large Multi-use unit is aging and needs new platforms	Possible Sc106
	3 benches to be replaced	Maintenance



## APPENDIX X

<b>Fallowfield</b>	Double tapper unit needs replacing (no longer made)	Possible Sc106 to replace
	Wave swing will require new ropes and seat	Maintenance
<b>The Limes</b>	Equipment is all in good condition but surfacing work is needed	Maintenance

In the table above the ground maintenance team have identified specific pieces of equipment which require replacing and could form the base of a Sc106 application. However, to make the most of funds that are available under Sc106 and create high standard, creative and interactive play areas it would be better to view each park as an overall project, working with play companies and consulting with the public to improve the overall offer of each recreation area. This may include themes and improving accessibility rather than simple replacement of equipment. The Council could then consider submitting an application for each project rather than for the replacement of individual play pieces.

### **Recommendation**

That the Clerk, Grounds Team Supervisor and Administration Supervisor work with Play Companies to draw up options and potential proposals and estimates at each of the play areas for Members review and that the Clerk liaise with Central Bedfordshire Sc106 during the process ahead of any potential application.

**AGENDA ITEM 14**

**SANDY TOWN COUNCIL**

**COMMITTEE:** Policy, Finance and Resources

**DATE:** 23 May 2016

**AUTHOR:** Town Clerk

**SUBJECT:** Section 106 Village Halls and Community Buildings

**Summary**

Sandy Village Hall, the Scouts and St Swithun's Lower School are all due to carry out work on Community buildings within Sandy and are looking for the Town Council's support in making an application for Section 106 Funding under the Village Hall and Community Buildings category for funds received from developer's contributions.

Members are asked to consider supporting the requests.

**Information**

1) Village Hall Re-roofing project

The village hall is in need of urgent repair work to the roof and the committee has been sourcing funding to cover the cost of the project.

The Village Hall Committee has secured funding from another funding body for the majority of the costs to carryout the roof repairs. However, there is still a shortfall to which the Committee is seeking Town Council support in making an application to Central Bedfordshire Council for Section 106 funding. The Village Hall is eligible for Section 106 funding as a community building.

2) Scout Hut Repairs

The Scout Hut on Berwick way is in need of repairs, especially to its roof. The scouts will be looking to secure funding to carryout repair work to the hut and may require Council assistance. The Scout hut is eligible for Sc106 funding as a community building which is used by a variety of groups.

3) St Swithun's Lower School Community Room Extension

The School has identified a need for a dedicated facility to be used by different community agencies and groups to serve both the needs of the school and the wider community. The school currently holds a variety of community activities which are held in the school hall, therefore displacing normal school activities.

The community room will be self-contained and will not have access via the school. This will allow it to be a more widely used facility by community groups during school times without having an impact on the school and its pupils. As well as providing a facility for regular activities such as adult literacy classes, drop in sessions and coffee mornings the community room will provide a new town centre based facility available for hire to residents and community groups in the town, increasing Sandy's overall level of available community buildings.

The school has identified the existing school kitchens as a suitable site for development. The existing kitchen is mainly used for preparation and washing up, as such a full catering kitchen is not required and the size of the kitchen can be reduced to allow for the extension of the community room.

The school has been sourcing funding from various places and currently has approximately 50% of the funds needed for the project. They are looking for Sc106 funds to help go towards meeting the overall project cost.

### **Section 106 Funds**

There is currently £73,588 in uncommitted section 106 funds relating to Sandy.

Following discussions with CBC officers it was suggested that should the council wish to support the two projects via Sc106 assistance, a joint application be submitted for improvement works to Sandy's community facilities, incorporating the village hall, scout hut, the school and any other potential community facilities.

### **Recommendation**

The committee approve supporting the three schemes in principle and that the Town Clerk work with the Village Hall Committee, the Scouts and St Swithun's Lower School to submit a joint Sc106 application for improvement to community facilities in Sandy as soon as possible.

**AGENDA ITEM 15**

**SANDY TOWN COUNCIL**

**COMMITTEE:** Policy, Finance and Resources

**DATE:** 23 May 2016

**AUTHOR:** Town Clerk

**SUBJECT:** Christmas Light Provider

**Summary**

Sandy Town Council extended the Christmas lights contract with its provider for an additional year in 2015, following a three year agreement. The agreement has now expired and Members are asked to review four quotes for a further three year agreement for the provision of Christmas lights in Sandy.

**Recommendation**

It is the officers recommendation that the Council approve the quote from **Company A, Option 2** and that the Clerk work with the company to select suitable illuminations with the view to build in additional lights in the coming years.

**Information**

The cost of the last agreed three year contract was £10,810 per year.

This included;

- 14 Column Decorations along the High street
- 10 Market Square Column Decorations
- Mistletoe Stars in the roundabout tree
- 2 Festoons on High street canopies
- Christmas tree lights
- Star for the Christmas tree

It was the aim of the Council to increase the number of lights in the town over the years and the quotes below include additional illuminations.

**Quotes**

All quotes are for the hire, installation, maintenance, dismantling and storage of lights. Members should be aware that additional call out costs may be incurred if a company is called out due to faults which were not related to their work.

The agreements would be for hire over three years; the tables below give the yearly costs of the quote. The budget for 2016/17 is £12,500.

**Company A**

<b>Option 1</b>	<b>Cost per year (£)</b>	<b>Illuminations</b>
	9,247	14 Column Decorations along the High Street 10 Market Square Column Decorations Mistletoe Stars in the roundabout tree 2 Festoons on High Street canopies Christmas tree lights Star for the Christmas tree

<b>Option 2</b>	<b>Cost per year</b>	
	12,156	16 High street Column Decorations 22 Market Square Column Decorations Mistletoe Stars in the roundabout tree Snowfall lights in roundabout tree 2 Icicle lights on High Street canopies Christmas tree lights Christmas tree star Mistletoe lights in Market Square tree

<b>Option 3</b>	<b>Cost per year</b>	
	12,607	16 High street Column Decorations 22 Market Square Column Decorations Mistletoe Stars in the roundabout tree Icicle lights in roundabout tree 2 Festoon lights on High Street canopies Christmas tree lights Christmas tree star Mistletoe lights in Market Square tree

<b>Additional Add On</b>	<b>Cost £</b>	<b>Illuminations</b>
Year 1 of agreement has a higher cost due to structural installation	Y1 - 1,674 Y2 - 924 Y3 - 924	Cross Street Decoration on narrow part of High Street
Year 1 of agreement has a higher cost due to structural installation	Y1 - 1,869 Y2 - 1,335 Y3 - 1,335	Zig Zag icicle lights on narrow part of High Street

**Company B**

<b>Option 1</b>	<b>Cost per year (£)</b>	<b>Illuminations</b>
	12,264.22	28 Column Decorations along the High Street (Doubling up lights on lampposts) 10 Market Square Column Decorations Falling tubes in the roundabout tree 2 Led light runs on High Street canopies Christmas tree lights Star for the Christmas tree

<b>Option 2</b>	<b>Cost per year (£)</b>	<b>Illuminations</b>
	11,636.06	14 Column Decorations along the High Street 20 Market Square Column Decorations (Doubling up on Lampposts) Zig Zag of LEDs across High Street 2 Led light runs on High Street canopies Christmas tree lights Star for the Christmas tree

<b>Additional Add On</b>	<b>Cost per year (£)</b>	<b>Illuminations</b>
	4,031.67	4 Additional High Street lighting columns Lights in Market Square tree

**Company C**

<b>Option 1</b>	<b>Cost per year (£)</b>	<b>Illuminations</b>
	9,847.78	14 Column Decorations along the High Street 10 Market Square Column Decorations Lights in the roundabout tree 2 String lights on High street canopies Christmas tree lights Star for the Christmas tree

<b>Option 2</b>	<b>Cost per year (£)</b>	<b>Illuminations</b>
	12,060.48	16 Column Decorations along the High Street 10 Market Square Column Decorations Lights in the roundabout tree 2 String lights on High Street canopies Christmas tree lights Star for the Christmas tree Lights in Market Square tree

**Company D**

<b>Option 1</b>	<b>Cost per year (£)</b>	<b>Illuminations</b>
	11,950	14 Column Decorations along the High street 10 Market Square Column Decorations Lights in the roundabout tree 2 String lights on High street canopies Christmas tree lights Star for the Christmas tree

<b>Option 2</b>	<b>Cost per year (£)</b>	<b>Illuminations</b>
	15,017	16 Column Decorations along the High Street 10 Market Square Column Decorations Lights in the roundabout tree 2 String lights on High Street canopies Christmas tree lights Star for the Christmas tree Cross Street Icicles on narrow part of high street Lights in Market Square tree

**Summary**

Companies A and B offer more illuminations within budget.

Company A's options 1 and 2 increase both the high street and market place lamppost illuminations and increase the illuminations on the roundabout tree.

Company B's option two includes possible zig zagging LED's across the narrow section of the High street. However, the quote does not include wall fixings and assumes use of the existing fixings. The fixings are old and this may not be the case. Company A's additional add on's include new wall fixings in the quoted cost.

Company C offers limited additional illuminations in comparison with Companies A & B. It does not offer best value for money in comparison.

Company D is the most expensive and does not offer any additional illuminations within budget.