

# Sandy Town Council

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

You are hereby summoned to attend a meeting of the Policy, Finance and Resources Committee of Sandy Town Council to be held online on Monday 26<sup>th</sup> October 2020 commencing at 7.30pm.



Chris Robson  
Town Clerk  
10 Cambridge Road  
Sandy, SG19 1JE  
01767 681491  
20<sup>th</sup> October 2020

## Notes:

(1) Due to the current Covid-19 Coronavirus situation, the Town Council will meet virtually via Zoom (<https://zoom.us/>) as permitted in The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("the 2020 Regulations").

(2) Meeting ID: 872 0447 7215

Press and public are cordially invited to attend. Those wishing to join the meeting should contact the clerk on [clerk@sandytowncouncil.gov.uk](mailto:clerk@sandytowncouncil.gov.uk) in advance for the meeting password.

(3) Members of the public wishing to address the Council during the public participation part of the formal meeting must make the Clerk aware of their intention before the meeting starts.

## A G E N D A

### 1 Apologies for absence

### 2 Declarations of interest

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

*This item is included on the agenda to enable members to declare new DPIs and also **those who wish to do so** may draw attention to their stated DPIs*

# Sandy Town Council

*and also any non-declarable personal interests which they have declared under Sandy Town Council's adopted Code of Conduct and which may be relevant to items on the agenda.*

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

## **3 Minutes of Previous Meeting**

To consider the minutes of the Policy, Finance and Resources Committee held on Monday 14<sup>th</sup> September 2020 and to approve them as a correct record of proceedings.

## **4 Public Participation Session**

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

## **5 Financial Reports**

- i) To consider a balance sheet and detailed financial report showing income and expenditure against the revenue budget for September 2020. Appendix I
- ii) To receive and note a budget overview report. Appendix II
- iii) To approve a schedule of payments made since previous meeting. Appendix III
- iv) The Chair to approve bank reconciliations and statements.

## **6 Grant Applications**

To receive and consider a grant application from Biggles FM. Appendix IV

## **7 Audrey Boothby Award**

To consider information on the Audrey Boothby Award. Appendix V

## **8 Jenkins Pavilion Roof**

To receive and consider quotations for work required to the roof ends of the Jenkins Pavilion. Appendix VI

## **9 Summer Planting**

To receive and consider a report on summer planting for the town centre. Appendix VII

## **10 Neighbourhood Development Plan**

To consider a report on a potential Neighbourhood Development Plan budget for 2021/22. Appendix VIII

# Sandy Town Council

**11 Mobile Phone Contract**

To receive and consider a recommendation from the Human Resources Committee on the provision of a staff mobile phone.

Appendix IX

**12 2021/22 Revenue Budget Report**

To receive and consider a report from the Town Clerk on the 2021/22 revenue budget.

Appendix X

**13 Chairman's Items**

**14 Date of Next Meeting**

Monday 7<sup>th</sup> December 2020

12/10/2020

Sandy Town Council Current Year

Page 1

17:09

Detailed Balance Sheet - Excluding Stock Movement

Month 6 Date 30/09/2020

| <u>A/c</u>                                   | <u>Description</u>           | <u>Actual</u> |                |
|--|------------------------------|---------------|----------------|
| <u>Current Assets</u>                        |                              |               |                |
| 105  | VAT Control                  | 8,245         |                |
| 200  | Current Bank A/c             | 47,780        |                |
| 201  | Clerks Imprest A/c           | 219           |                |
| 205  | Capital a/c Santander        | 218,770       |                |
| 206  | Barclays Active Saver        | 396,271       |                |
| 208  | Public Sector Deposit Fund   | 205,352       |                |
| 210  | Petty Cash                   | 350           |                |
| <b>Total Current Assets</b>                  |                              |               | <b>876,987</b> |
| <u>Current Liabilities</u>                   |                              |               |                |
| 501  | Creditors Control            | 9,768         |                |
| 510  | Accruals                     | 1,420         |                |
| 515  | PAYE/NI Control AC           | 4,804         |                |
| 516  | Superannuation Due           | 5,710         |                |
| <b>Total Current Liabilities</b>             |                              |               | <b>21,701</b>  |
| <b>Net Current Assets</b>                    |                              |               | <b>855,286</b> |
| <b>Total Assets less Current Liabilities</b> |                              |               | <b>855,286</b> |
| <u>Represented by :-</u>                     |                              |               |                |
| 300  | Current Year Fund            | 327,902       |                |
| 310  | General Reserve              | 234,043       |                |
| 315  | Rolling Capital Fund         | 180,661       |                |
| 321  | Cemetery Development Reserve | 23,028        |                |
| 322  | EMR Fallowfield              | 63,632        |                |
| 323  | EMR Community Funds          | 7,000         |                |
| 324  | EMR Elections                | 15,000        |                |
| 326  | EMR SAIT                     | 1,020         |                |
| 327  | EMR Outdoor Gym Equip        | 3,000         |                |
| <b>Total Equity</b>                          |                              |               | <b>855,286</b> |

## Summary Income &amp; Expenditure by Budget Heading 30/09/2020

Month No: 6

## Cost Centre Report

|                                    |                                | Actual Last<br>Year | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent |
|------------------------------------|--------------------------------|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|
| 401 Staff                          | Expenditure                    | 265,162             | 132,430                | 304,625               | 172,195                  |                          | 172,195            | 43.5%   |
| 402 Administration-Office          | Income                         | 3,123               | 1,492                  | 1,550                 | 58                       |                          |                    | 96.3%   |
|                                    | Expenditure                    | 70,463              | 35,106                 | 79,130                | 44,024                   |                          | 44,024             | 44.4%   |
|                                    | Movement to/(from) Gen Reserve | <u>(67,339)</u>     | <u>(33,614)</u>        |                       |                          |                          |                    |         |
| 403 Administration-Works           | Expenditure                    | 32,417              | 16,459                 | 41,805                | 25,346                   |                          | 25,346             | 39.4%   |
| 405 Footway Lighting               | Expenditure                    | 16,881              | 5,819                  | 15,750                | 9,931                    |                          | 9,931              | 36.9%   |
| 406 Cemetery & Churchyard          | Income                         | 28,172              | 15,782                 | 25,000                | 9,219                    |                          |                    | 63.1%   |
|                                    | Expenditure                    | 8,313               | 6,433                  | 11,000                | 4,567                    |                          | 4,567              | 58.5%   |
|                                    | Movement to/(from) Gen Reserve | <u>19,859</u>       | <u>9,349</u>           |                       |                          |                          |                    |         |
| 408 Town Centre (Including Market) | Income                         | 1,234               | 0                      | 428                   | 428                      |                          |                    | 0.0%    |
|                                    | Expenditure                    | 28,402              | 8,863                  | 18,418                | 9,555                    |                          | 9,555              | 48.1%   |
|                                    | Movement to/(from) Gen Reserve | <u>(27,168)</u>     | <u>(8,863)</u>         |                       |                          |                          |                    |         |
| 409 Public Toilets - Car Park      | Expenditure                    | 3,690               | 1,721                  | 4,380                 | 2,659                    |                          | 2,659              | 39.3%   |
| 500 Play Areas and Open Spaces     | Income                         | 1,185               | 647                    | 1,100                 | 453                      |                          |                    | 58.8%   |
|                                    | Expenditure                    | (10,334)            | 480                    | 1,800                 | 1,320                    |                          | 1,320              | 26.7%   |
|                                    | Movement to/(from) Gen Reserve | <u>11,519</u>       | <u>167</u>             |                       |                          |                          |                    |         |
| 501 Sunderland Road Rec Ground     | Income                         | 1,168               | 5                      | 1,239                 | 1,234                    |                          |                    | 0.4%    |
|                                    | Expenditure                    | 30,062              | 16,708                 | 29,987                | 13,279                   |                          | 13,279             | 55.7%   |
|                                    | Movement to/(from) Gen Reserve | <u>(28,894)</u>     | <u>(16,703)</u>        |                       |                          |                          |                    |         |
| 502 Nature Reserves                | Income                         | 3,531               | 669                    | 2,650                 | 1,981                    |                          |                    | 25.3%   |
|                                    | Expenditure                    | 12,610              | 315                    | 13,900                | 13,585                   |                          | 13,585             | 2.3%    |
|                                    | Movement to/(from) Gen Reserve | <u>(9,079)</u>      | <u>355</u>             |                       |                          |                          |                    |         |
| 505 Grass Cutting                  | Expenditure                    | 7,580               | 0                      | 10,000                | 10,000                   |                          | 10,000             | 0.0%    |
| 506 Litter Bins, Seats & Shelters  | Expenditure                    | 0                   | 0                      | 1,000                 | 1,000                    |                          | 1,000              | 0.0%    |
| 509 Christmas Lights               | Income                         | 1,151               | 0                      | 500                   | 500                      |                          |                    | 0.0%    |
|                                    | Expenditure                    | 16,665              | 0                      | 16,650                | 16,650                   |                          | 16,650             | 0.0%    |
|                                    | Movement to/(from) Gen Reserve | <u>(15,514)</u>     | <u>0</u>               |                       |                          |                          |                    |         |
| 601 Precept and Interest           | Income                         | 582,852             | 595,874                | 596,768               | 894                      |                          |                    | 99.9%   |
| 602 Democratic and Civic Costs     | Income                         | 335                 | 2,704                  | 0                     | (2,704)                  |                          |                    | 0.0%    |
|                                    | Expenditure                    | 14,005              | 4,341                  | 17,490                | 13,149                   |                          | 13,149             | 24.8%   |
|                                    | Movement to/(from) Gen Reserve | <u>(13,670)</u>     | <u>(1,637)</u>         |                       |                          |                          |                    |         |
| 700 Capital and Projects           | Income                         | 203,821             | 26,830                 | 19,903                | (6,927)                  |                          |                    | 134.8%  |
|                                    | Expenditure                    | 380,657             | 87,425                 | 83,203                | (4,222)                  |                          | (4,222)            | 105.1%  |
|                                    | Movement to/(from) Gen Reserve | <u>(176,835)</u>    | <u>(60,594)</u>        |                       |                          |                          |                    |         |

## Summary Income &amp; Expenditure by Budget Heading 30/09/2020

Month No: 6

## Cost Centre Report

|                                | Actual Last<br>Year | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent |
|--------------------------------|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|
| Grand Totals:- Income          | 826,572             | 644,002                | 649,138               | 5,136                    |                          |                    | 99.2%   |
| Expenditure                    | 876,572             | 316,100                | 649,138               | 333,038                  | 0                        | 333,038            | 48.7%   |
| Net Income over Expenditure    | <u>(50,000)</u>     | <u>327,902</u>         | <u>0</u>              | <u>(327,902)</u>         |                          |                    |         |
| Movement to/(from) Gen Reserve | <u>(50,000)</u>     | <u>327,902</u>         |                       |                          |                          |                    |         |

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2020

Month No: 6

## Cost Centre Report

|                                    | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| <b>401 Staff</b>                   |                       |                        |                       |                          |                          |                    |              |                         |
| 4001 Gross Salaries - Admin        | 10,733                | 57,348                 | 121,000               | 63,652                   |                          | 63,652             | 47.4%        |                         |
| 4002 Gross Salaries - Works        | 9,243                 | 43,455                 | 109,500               | 66,045                   |                          | 66,045             | 39.7%        |                         |
| 4003 Employers NIC                 | 1,924                 | 8,166                  | 19,250                | 11,084                   |                          | 11,084             | 42.4%        |                         |
| 4004 Employers Superannuation      | 4,575                 | 22,933                 | 53,000                | 30,067                   |                          | 30,067             | 43.3%        |                         |
| 4006 H&S Costs/Consultancy         | 0                     | 0                      | 600                   | 600                      |                          | 600                | 0.0%         |                         |
| 4010 Miscellaneous Staff Costs     | 39                    | 529                    | 1,000                 | 471                      |                          | 471                | 52.9%        |                         |
| 4030 Recruitment Advertising       | 0                     | 0                      | 275                   | 275                      |                          | 275                | 0.0%         |                         |
| Staff :- Indirect Expenditure      | <b>26,515</b>         | <b>132,430</b>         | <b>304,625</b>        | <b>172,195</b>           | <b>0</b>                 | <b>172,195</b>     | <b>43.5%</b> | <b>0</b>                |
| <b>Net Expenditure</b>             | <b>(26,515)</b>       | <b>(132,430)</b>       | <b>(304,625)</b>      | <b>(172,195)</b>         |                          |                    |              |                         |
| <b>402 Administration-Office</b>   |                       |                        |                       |                          |                          |                    |              |                         |
| 1003 Tourism Income                | 0                     | 0                      | 750                   | 750                      |                          |                    | 0.0%         |                         |
| 1201 Rent Received Etc             | 0                     | 205                    | 750                   | 545                      |                          |                    | 27.3%        |                         |
| 1202 Photocopying Income           | 0                     | 0                      | 50                    | 50                       |                          |                    | 0.0%         |                         |
| 1205 Miscellaneous Income          | 1,030                 | 1,287                  | 0                     | (1,287)                  |                          |                    | 0.0%         |                         |
| Administration-Office :- Income    | <b>1,030</b>          | <b>1,492</b>           | <b>1,550</b>          | <b>58</b>                |                          |                    | <b>96.3%</b> | <b>0</b>                |
| 4008 Training                      | 0                     | 620                    | 2,000                 | 1,380                    |                          | 1,380              | 31.0%        |                         |
| 4009 Travel & Subsistence          | 25                    | 25                     | 200                   | 175                      |                          | 175                | 12.3%        |                         |
| 4010 Miscellaneous Staff Costs     | 100                   | 100                    | 0                     | (100)                    |                          | (100)              | 0.0%         |                         |
| 4011 General Rates                 | 0                     | 3,369                  | 6,770                 | 3,402                    |                          | 3,402              | 49.8%        |                         |
| 4012 Water Rates                   | 0                     | 109                    | 800                   | 691                      |                          | 691                | 13.7%        |                         |
| 4014 Electricity                   | 225                   | 806                    | 2,600                 | 1,794                    |                          | 1,794              | 31.0%        |                         |
| 4015 Gas                           | 24                    | 35                     | 1,300                 | 1,266                    |                          | 1,266              | 2.7%         |                         |
| 4016 Cleaning Materials etc        | 166                   | 714                    | 1,250                 | 536                      |                          | 536                | 57.2%        |                         |
| 4018 General Data Protection Regs  | 0                     | 500                    | 500                   | 0                        |                          | 0                  | 100.0%       |                         |
| 4020 Misc Establishment Costs      | 3                     | 414                    | 2,000                 | 1,586                    |                          | 1,586              | 20.7%        |                         |
| 4021 Telephone & Fax               | 295                   | 1,771                  | 2,750                 | 979                      |                          | 979                | 64.4%        |                         |
| 4022 Postage                       | 10                    | 600                    | 1,200                 | 600                      |                          | 600                | 50.0%        |                         |
| 4023 Printing & Stationery         | 182                   | 538                    | 1,500                 | 962                      |                          | 962                | 35.9%        |                         |
| 4024 Subscriptions                 | 0                     | 2,525                  | 3,150                 | 625                      |                          | 625                | 80.2%        |                         |
| 4025 Insurance (excl vehicles)     | 1,654                 | 9,730                  | 19,500                | 9,770                    |                          | 9,770              | 49.9%        |                         |
| 4026 Photocopy Costs               | 0                     | 2,171                  | 4,160                 | 1,989                    |                          | 1,989              | 52.2%        |                         |
| 4027 IT Costs incl Support         | 254                   | 1,885                  | 4,000                 | 2,115                    |                          | 2,115              | 47.1%        |                         |
| 4028 Service Agreements (Other)    | 0                     | 3,115                  | 6,500                 | 3,385                    |                          | 3,385              | 47.9%        |                         |
| 4035 Publications                  | 6                     | 52                     | 100                   | 48                       |                          | 48                 | 52.2%        |                         |
| 4036 Property Maintenance/Security | 228                   | 1,840                  | 4,000                 | 2,160                    |                          | 2,160              | 46.0%        |                         |
| 4040 Equipment Purchases (Minor)   | 29                    | 136                    | 2,000                 | 1,864                    |                          | 1,864              | 6.8%         |                         |
| 4050 Tourism Expenditure           | 0                     | 0                      | 400                   | 400                      |                          | 400                | 0.0%         |                         |

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2020

Month No: 6

## Cost Centre Report

|   | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 4051 Bank Charges                             | 46                    | 236                    | 550                   | 314                      |                          | 314                | 42.9%        |                         |
| 4056 Legal Expenses                           | 20                    | 1,802                  | 2,500                 | 698                      |                          | 698                | 72.1%        |                         |
| 4057 Audit Fees - External                    | 0                     | 0                      | 1,300                 | 1,300                    |                          | 1,300              | 0.0%         |                         |
| 4058 Audit Fees - Internal                    | 0                     | 0                      | 900                   | 900                      |                          | 900                | 0.0%         |                         |
| 4059 Accountancy Fees                         | 903                   | 1,974                  | 7,000                 | 5,026                    |                          | 5,026              | 28.2%        |                         |
| 4070 Refreshments                             | 14                    | 40                     | 200                   | 160                      |                          | 160                | 19.9%        |                         |
| Administration-Office :- Indirect Expenditure | <b>4,185</b>          | <b>35,106</b>          | <b>79,130</b>         | <b>44,024</b>            | <b>0</b>                 | <b>44,024</b>      | <b>44.4%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>            | <b>(3,155)</b>        | <b>(33,614)</b>        | <b>(77,580)</b>       | <b>(43,966)</b>          |                          |                    |              |                         |
| <b>403 Administration-Works</b>               |                       |                        |                       |                          |                          |                    |              |                         |
| 4005 Protective Clothing                      | 127                   | 637                    | 1,300                 | 663                      |                          | 663                | 49.0%        |                         |
| 4008 Training                                 | 0                     | 0                      | 1,950                 | 1,950                    |                          | 1,950              | 0.0%         |                         |
| 4011 General Rates                            | 0                     | 935                    | 1,855                 | 920                      |                          | 920                | 50.4%        |                         |
| 4012 Water Rates                              | 0                     | 50                     | 250                   | 200                      |                          | 200                | 20.1%        |                         |
| 4014 Electricity                              | 73                    | 1,258                  | 1,200                 | (58)                     |                          | (58)               | 104.8%       |                         |
| 4017 Refuse Disposal                          | 370                   | 2,309                  | 5,000                 | 2,692                    |                          | 2,692              | 46.2%        |                         |
| 4036 Property Maintenance/Security            | 273                   | 525                    | 2,000                 | 1,475                    |                          | 1,475              | 26.2%        |                         |
| 4038 Consumables/Small Tools                  | 271                   | 621                    | 2,500                 | 1,879                    |                          | 1,879              | 24.9%        |                         |
| 4039 Planting/Trees/Horticulture              | 1,038                 | 4,701                  | 6,250                 | 1,549                    |                          | 1,549              | 75.2%        |                         |
| 4040 Equipment Purchases (Minor)              | 0                     | 14                     | 2,000                 | 1,987                    |                          | 1,987              | 0.7%         |                         |
| 4042 Equipment/Vehicle Maintenance            | 238                   | 943                    | 5,000                 | 4,057                    |                          | 4,057              | 18.9%        |                         |
| 4043 Equipment/Vehicle Fuel                   | 143                   | 1,947                  | 3,500                 | 1,553                    |                          | 1,553              | 55.6%        |                         |
| 4044 Vehicle Tax & Insurance                  | 0                     | 2,520                  | 3,000                 | 480                      |                          | 480                | 84.0%        |                         |
| 4045 Arboriculture                            | 0                     | 0                      | 6,000                 | 6,000                    |                          | 6,000              | 0.0%         |                         |
| Administration-Works :- Indirect Expenditure  | <b>2,533</b>          | <b>16,459</b>          | <b>41,805</b>         | <b>25,346</b>            | <b>0</b>                 | <b>25,346</b>      | <b>39.4%</b> | <b>0</b>                |
| <b>Net Expenditure</b>                        | <b>(2,533)</b>        | <b>(16,459)</b>        | <b>(41,805)</b>       | <b>(25,346)</b>          |                          |                    |              |                         |
| <b>405 Footway Lighting</b>                   |                       |                        |                       |                          |                          |                    |              |                         |
| 4014 Electricity                              | 636                   | 3,144                  | 5,750                 | 2,606                    |                          | 2,606              | 54.7%        |                         |
| 4042 Equipment/Vehicle Maintenance            | 2,275                 | 2,675                  | 10,000                | 7,325                    |                          | 7,325              | 26.8%        |                         |
| Footway Lighting :- Indirect Expenditure      | <b>2,911</b>          | <b>5,819</b>           | <b>15,750</b>         | <b>9,931</b>             | <b>0</b>                 | <b>9,931</b>       | <b>36.9%</b> | <b>0</b>                |
| <b>Net Expenditure</b>                        | <b>(2,911)</b>        | <b>(5,819)</b>         | <b>(15,750)</b>       | <b>(9,931)</b>           |                          |                    |              |                         |
| <b>406 Cemetery &amp; Churchyard</b>          |                       |                        |                       |                          |                          |                    |              |                         |
| 1226 Burials/Memorials Income                 | 5,378                 | 15,782                 | 25,000                | 9,219                    |                          |                    | 63.1%        |                         |
| Cemetery & Churchyard :- Income               | <b>5,378</b>          | <b>15,782</b>          | <b>25,000</b>         | <b>9,219</b>             |                          |                    | <b>63.1%</b> | <b>0</b>                |
| 4011 General Rates                            | 0                     | 1,735                  | 3,050                 | 1,315                    |                          | 1,315              | 56.9%        |                         |



## Detailed Income &amp; Expenditure by Budget Heading 30/09/2020

Month No: 6

## Cost Centre Report

|  | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 4012 Water Rates                                       | (1)                   | 31                     | 200                   | 169                      |                          | 169                | 15.4%        |                         |
| 4036 Property Maintenance/Security                     | 60                    | 288                    | 1,000                 | 712                      |                          | 712                | 28.8%        |                         |
| 4037 Grounds Maintenance                               | 115                   | 468                    | 900                   | 432                      |                          | 432                | 52.0%        |                         |
| 4039 Planting/Trees/Horticulture                       | 0                     | 0                      | 350                   | 350                      |                          | 350                | 0.0%         |                         |
| 4101 Grave Digging Costs                               | 1,990                 | 3,910                  | 5,500                 | 1,590                    |                          | 1,590              | 71.1%        |                         |
| Cemetery & Churchyard :- Indirect Expenditure          | <b>2,164</b>          | <b>6,433</b>           | <b>11,000</b>         | <b>4,567</b>             | <b>0</b>                 | <b>4,567</b>       | <b>58.5%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>                     | <b>3,214</b>          | <b>9,349</b>           | <b>14,000</b>         | <b>4,651</b>             |                          |                    |              |                         |
| <b>408 Town Centre (Including Market)</b>              |                       |                        |                       |                          |                          |                    |              |                         |
| 1238 Other Income Car Park                             | 0                     | 0                      | 428                   | 428                      |                          |                    | 0.0%         |                         |
| Town Centre (Including Market) :- Income               | <b>0</b>              | <b>0</b>               | <b>428</b>            | <b>428</b>               |                          |                    | <b>0.0%</b>  | <b>0</b>                |
| 4011 General Rates                                     | 0                     | 6,315                  | 12,410                | 6,095                    |                          | 6,095              | 50.9%        |                         |
| 4036 Property Maintenance/Security                     | 605                   | 605                    | 1,500                 | 895                      |                          | 895                | 40.3%        |                         |
| 4053 Loan Interest                                     | 0                     | 115                    | 223                   | 108                      |                          | 108                | 51.4%        |                         |
| 4054 Loan Capital Repaid                               | 0                     | 189                    | 285                   | 96                       |                          | 96                 | 66.5%        |                         |
| 4100 CCTV Fees   | 0                     | 1,639                  | 4,000                 | 2,361                    |                          | 2,361              | 41.0%        |                         |
| Town Centre (Including Market) :- Indirect Expenditure | <b>605</b>            | <b>8,863</b>           | <b>18,418</b>         | <b>9,555</b>             | <b>0</b>                 | <b>9,555</b>       | <b>48.1%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>                     | <b>(605)</b>          | <b>(8,863)</b>         | <b>(17,990)</b>       | <b>(9,127)</b>           |                          |                    |              |                         |
| <b>409 Public Toilets - Car Park</b>                   |                       |                        |                       |                          |                          |                    |              |                         |
| 4011 General Rates                                     | 0                     | 923                    | 1,880                 | 957                      |                          | 957                | 49.1%        |                         |
| 4012 Water Rates                                       | 0                     | 558                    | 1,200                 | 642                      |                          | 642                | 46.5%        |                         |
| 4014 Electricity                                       | 19                    | 72                     | 300                   | 228                      |                          | 228                | 23.9%        |                         |
| 4036 Property Maintenance/Security                     | 0                     | 168                    | 1,000                 | 832                      |                          | 832                | 16.8%        |                         |
| Public Toilets - Car Park :- Indirect Expenditure      | <b>19</b>             | <b>1,721</b>           | <b>4,380</b>          | <b>2,659</b>             | <b>0</b>                 | <b>2,659</b>       | <b>39.3%</b> | <b>0</b>                |
| <b>Net Expenditure</b>                                 | <b>(19)</b>           | <b>(1,721)</b>         | <b>(4,380)</b>        | <b>(2,659)</b>           |                          |                    |              |                         |
| <b>500 Play Areas and Open Spaces</b>                  |                       |                        |                       |                          |                          |                    |              |                         |
| 1241 Sandy FC Rent                                     | 0                     | 0                      | 500                   | 500                      |                          |                    | 0.0%         |                         |
| 1251 Pitch Rental                                      | 0                     | 0                      | 600                   | 600                      |                          |                    | 0.0%         |                         |
| 1364 S106 Money Received                               | 0                     | 647                    | 0                     | (647)                    |                          |                    | 0.0%         |                         |
| Play Areas and Open Spaces :- Income                   | <b>0</b>              | <b>647</b>             | <b>1,100</b>          | <b>453</b>               |                          |                    | <b>58.8%</b> | <b>0</b>                |
| 4007 Health & Safety                                   | 0                     | 520                    | 400                   | (120)                    |                          | (120)              | 129.9%       |                         |
| 4012 Water Rates                                       | 0                     | 69                     | 700                   | 631                      |                          | 631                | 9.8%         |                         |
| 4014 Electricity                                       | 0                     | 0                      | 200                   | 200                      |                          | 200                | 0.0%         |                         |
| 4036 Property Maintenance/Security                     | 0                     | 203                    | 500                   | 297                      |                          | 297                | 40.6%        |                         |
| 4037 Grounds Maintenance                               | 0                     | 0                      | 2,500                 | 2,500                    |                          | 2,500              | 0.0%         |                         |

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2020

Month No: 6

## Cost Centre Report

|   | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 4042 Equipment/Vehicle Maintenance                        | 0                     | 0                      | 5,000                 | 5,000                    |                          | 5,000              | 0.0%         |                         |
| 4971 Transfer from EMR                                    | 0                     | (311)                  | 0                     | 311                      |                          | 311                | 0.0%         |                         |
| 4972 Transfer from EMR Fallowfield                        | 0                     | 0                      | (7,500)               | (7,500)                  |                          | (7,500)            | 0.0%         |                         |
| <b>Play Areas and Open Spaces :- Indirect Expenditure</b> | <b>0</b>              | <b>480</b>             | <b>1,800</b>          | <b>1,320</b>             | <b>0</b>                 | <b>1,320</b>       | <b>26.7%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>                        | <b>0</b>              | <b>167</b>             | <b>(700)</b>          | <b>(867)</b>             |                          |                    |              |                         |
| <b>501 Sunderland Road Rec Ground</b>                     |                       |                        |                       |                          |                          |                    |              |                         |
| 1201 Rent Received Etc                                    | 0                     | 0                      | 500                   | 500                      |                          |                    | 0.0%         |                         |
| 1253 Bowls Club Rental                                    | 0                     | 0                      | 447                   | 447                      |                          |                    | 0.0%         |                         |
| 1255 Cricket Club Rental                                  | 0                     | 0                      | 287                   | 287                      |                          |                    | 0.0%         |                         |
| 1256 Scouts ,ACF and SSLA                                 | 5                     | 5                      | 5                     | 0                        |                          |                    | 100.0%       |                         |
| <b>Sunderland Road Rec Ground :- Income</b>               | <b>5</b>              | <b>5</b>               | <b>1,239</b>          | <b>1,234</b>             |                          |                    | <b>0.4%</b>  | <b>0</b>                |
| 4012 Water Rates  | 0                     | 2,338                  | 1,500                 | (838)                    |                          | (838)              | 155.9%       |                         |
| 4014 Electricity  | 11                    | 55                     | 200                   | 145                      |                          | 145                | 27.3%        |                         |
| 4036 Property Maintenance/Security                        | 0                     | 177                    | 1,750                 | 1,573                    |                          | 1,573              | 10.1%        |                         |
| 4046 Bowling Green - SBC                                  | 656                   | 2,180                  | 3,248                 | 1,068                    |                          | 1,068              | 67.1%        |                         |
| 4047 Equipment Maintenance - SBC                          | 467                   | 1,605                  | 2,639                 | 1,034                    |                          | 1,034              | 60.8%        |                         |
| 4048 Cricket Square - SCC                                 | 516                   | 1,439                  | 2,606                 | 1,167                    |                          | 1,167              | 55.2%        |                         |
| 4049 Equipment Maintenance - SCC                          | 15                    | 793                    | 2,819                 | 2,026                    |                          | 2,026              | 28.1%        |                         |
| 4060 Other Professional Fees                              | 1,354                 | 8,122                  | 15,225                | 7,103                    |                          | 7,103              | 53.3%        |                         |
| <b>Sunderland Road Rec Ground :- Indirect Expenditure</b> | <b>3,019</b>          | <b>16,708</b>          | <b>29,987</b>         | <b>13,279</b>            | <b>0</b>                 | <b>13,279</b>      | <b>55.7%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>                        | <b>(3,014)</b>        | <b>(16,703)</b>        | <b>(28,748)</b>       | <b>(12,045)</b>          |                          |                    |              |                         |
| <b>502 Nature Reserves</b>                                |                       |                        |                       |                          |                          |                    |              |                         |
| 1306 Countryside Stewardship Grant                        | 0                     | 0                      | 2,000                 | 2,000                    |                          |                    | 0.0%         |                         |
| 1307 Angling Licence Rent                                 | 669                   | 669                    | 650                   | (19)                     |                          |                    | 103.0%       |                         |
| <b>Nature Reserves :- Income</b>                          | <b>669</b>            | <b>669</b>             | <b>2,650</b>          | <b>1,981</b>             |                          |                    | <b>25.3%</b> | <b>0</b>                |
| 4037 Grounds Maintenance                                  | 0                     | 270                    | 1,500                 | 1,230                    |                          | 1,230              | 18.0%        |                         |
| 4060 Other Professional Fees                              | 0                     | 0                      | 10,400                | 10,400                   |                          | 10,400             | 0.0%         |                         |
| 4703 Sandy Green Wheel                                    | 0                     | 45                     | 2,000                 | 1,955                    |                          | 1,955              | 2.3%         |                         |
| <b>Nature Reserves :- Indirect Expenditure</b>            | <b>0</b>              | <b>315</b>             | <b>13,900</b>         | <b>13,585</b>            | <b>0</b>                 | <b>13,585</b>      | <b>2.3%</b>  | <b>0</b>                |
| <b>Net Income over Expenditure</b>                        | <b>669</b>            | <b>355</b>             | <b>(11,250)</b>       | <b>(11,605)</b>          |                          |                    |              |                         |
| <b>505 Grass Cutting</b>                                  |                       |                        |                       |                          |                          |                    |              |                         |
| 4102 Grass Cutting  | 0                     | 0                      | 10,000                | 10,000                   |                          | 10,000             | 0.0%         |                         |
| <b>Grass Cutting :- Indirect Expenditure</b>              | <b>0</b>              | <b>0</b>               | <b>10,000</b>         | <b>10,000</b>            | <b>0</b>                 | <b>10,000</b>      | <b>0.0%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>                                    | <b>0</b>              | <b>0</b>               | <b>(10,000)</b>       | <b>(10,000)</b>          |                          |                    |              |                         |

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2020

Month No: 6

## Cost Centre Report

|   | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud  | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|---|-----------------------|------------------------|------------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| <b>506 Litter Bins, Seats &amp; Shelters</b>          |                       |                        |                        |                          |                          |                    |              |                         |
| 4042 Equipment/Vehicle Maintenance                    | 0                     | 0                      | 1,000                  | 1,000                    |                          | 1,000              | 0.0%         |                         |
| Litter Bins, Seats & Shelters :- Indirect Expenditure | <u>0</u>              | <u>0</u>               | <u>1,000</u>           | <u>1,000</u>             | <u>0</u>                 | <u>1,000</u>       | <u>0.0%</u>  | <u>0</u>                |
| <b>Net Expenditure</b>                                | <b><u>0</u></b>       | <b><u>0</u></b>        | <b><u>(1,000)</u></b>  | <b><u>(1,000)</u></b>    |                          |                    |              |                         |
| <b>509 Christmas Lights</b>                           |                       |                        |                        |                          |                          |                    |              |                         |
| 1365 Christmas Lights                                 | 0                     | 0                      | 500                    | 500                      |                          |                    | 0.0%         |                         |
| Christmas Lights :- Income                            | <u>0</u>              | <u>0</u>               | <u>500</u>             | <u>500</u>               |                          |                    | <u>0.0%</u>  | <u>0</u>                |
| 4401 Christmas Illuminations                          | 0                     | 0                      | 14,000                 | 14,000                   |                          | 14,000             | 0.0%         |                         |
| 4402 Community Christmas Event                        | 0                     | 0                      | 2,650                  | 2,650                    |                          | 2,650              | 0.0%         |                         |
| Christmas Lights :- Indirect Expenditure              | <u>0</u>              | <u>0</u>               | <u>16,650</u>          | <u>16,650</u>            | <u>0</u>                 | <u>16,650</u>      | <u>0.0%</u>  | <u>0</u>                |
| <b>Net Income over Expenditure</b>                    | <b><u>0</u></b>       | <b><u>0</u></b>        | <b><u>(16,150)</u></b> | <b><u>(16,150)</u></b>   |                          |                    |              |                         |
| <b>601 Precept and Interest</b>                       |                       |                        |                        |                          |                          |                    |              |                         |
| 1101 Precept  | 297,384               | 594,768                | 594,768                | 0                        |                          |                    | 100.0%       |                         |
| 1320 Interest Received - All account                  | 32                    | 1,106                  | 2,000                  | 894                      |                          |                    | 55.3%        |                         |
| Precept and Interest :- Income                        | <u>297,416</u>        | <u>595,874</u>         | <u>596,768</u>         | <u>894</u>               |                          |                    | <u>99.9%</u> | <u>0</u>                |
| <b>Net Income</b>                                     | <b><u>297,416</u></b> | <b><u>595,874</u></b>  | <b><u>596,768</u></b>  | <b><u>894</u></b>        |                          |                    |              |                         |
| <b>602 Democratic and Civic Costs</b>                 |                       |                        |                        |                          |                          |                    |              |                         |
| 1245 Grants Received                                  | 0                     | 1,200                  | 0                      | (1,200)                  |                          |                    | 0.0%         |                         |
| 1309 Misc Contributions                               | 1,277                 | 1,504                  | 0                      | (1,504)                  |                          |                    | 0.0%         |                         |
| Democratic and Civic Costs :- Income                  | <u>1,277</u>          | <u>2,704</u>           | <u>0</u>               | <u>(2,704)</u>           |                          |                    |              | <u>0</u>                |
| 4020 Misc Establishment Costs                         | 0                     | 0                      | 100                    | 100                      |                          | 100                | 0.0%         |                         |
| 4033 Annual Report & Newsletter                       | 242                   | 968                    | 3,000                  | 2,032                    |                          | 2,032              | 32.3%        |                         |
| 4042 Equipment/Vehicle Maintenance                    | 0                     | 0                      | 400                    | 400                      |                          | 400                | 0.0%         |                         |
| 4200 Mayor's Allowance                                | 17                    | 76                     | 2,200                  | 2,124                    |                          | 2,124              | 3.4%         |                         |
| 4202 Members' Expenses (Conf etc)                     | 0                     | 0                      | 500                    | 500                      |                          | 500                | 0.0%         |                         |
| 4210 Election Costs                                   | 0                     | 0                      | 250                    | 250                      |                          | 250                | 0.0%         |                         |
| 4701 Grants/Donations Paid                            | 0                     | 1,600                  | 4,000                  | 2,400                    |                          | 2,400              | 40.0%        |                         |
| 4702 Community Events Support                         | 50                    | 677                    | 7,040                  | 6,363                    |                          | 6,363              | 9.6%         |                         |
| 4921 Transfer to EMR                                  | 0                     | 1,200                  | 0                      | (1,200)                  |                          | (1,200)            | 0.0%         |                         |
| 4971 Transfer from EMR                                | 0                     | (180)                  | 0                      | 180                      |                          | 180                | 0.0%         |                         |
| Democratic and Civic Costs :- Indirect Expenditure    | <u>309</u>            | <u>4,341</u>           | <u>17,490</u>          | <u>13,149</u>            | <u>0</u>                 | <u>13,149</u>      | <u>24.8%</u> | <u>0</u>                |
| <b>Net Income over Expenditure</b>                    | <b><u>967</u></b>     | <b><u>(1,637)</u></b>  | <b><u>(17,490)</u></b> | <b><u>(15,853)</u></b>   |                          |                    |              |                         |

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2020

Month No: 6

## Cost Centre Report

|  | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| <b>700 Capital and Projects</b>              |                       |                        |                       |                          |                          |                    |               |                         |
| 1153 Loan Interest Rec'd - INTERNAL          | 0                     | 7,903                  | 7,903                 | 0                        |                          |                    | 100.0%        |                         |
| 1154 Loan Capital Rec'd - INTERNAL           | 0                     | 12,000                 | 12,000                | 0                        |                          |                    | 100.0%        |                         |
| 1245 Grants Received                         | 0                     | 3,000                  | 0                     | (3,000)                  |                          |                    | 0.0%          |                         |
| 1364 S106 Money Received                     | 0                     | 3,927                  | 0                     | (3,927)                  |                          |                    | 0.0%          |                         |
| Capital and Projects :- Income               | <b>0</b>              | <b>26,830</b>          | <b>19,903</b>         | <b>(6,927)</b>           |                          |                    | <b>134.8%</b> | <b>0</b>                |
| 4153 Loan Interest - INTERNAL                | 0                     | 7,903                  | 7,903                 | 0                        | 0                        | 0                  | 100.0%        |                         |
| 4154 Loan Capital - INTERNAL                 | 0                     | 12,000                 | 12,000                | 0                        | 0                        | 0                  | 100.0%        |                         |
| 4834 CAP - Machinery & Equipment             | 0                     | 911                    | 0                     | (911)                    | (911)                    | (911)              | 0.0%          |                         |
| 4835 CAP - CCTV                              | 0                     | 12,233                 | 0                     | (12,233)                 | (12,233)                 | (12,233)           | 0.0%          |                         |
| 4915 Transfer to Rolling Capital Fd          | 0                     | 51,300                 | 51,300                | 0                        | 0                        | 0                  | 100.0%        |                         |
| 4921 Transfer to EMR                         | 0                     | 6,017                  | 0                     | (6,017)                  | (6,017)                  | (6,017)            | 0.0%          |                         |
| 4923 Internal Loan repaid to F'fild          | 0                     | 12,000                 | 12,000                | 0                        | 0                        | 0                  | 100.0%        |                         |
| 4969 Transfer from Rolling Capital           | 0                     | (12,233)               | 0                     | 12,233                   | 12,233                   | 12,233             | 0.0%          |                         |
| 4971 Transfer from EMR                       | 0                     | (2,706)                | 0                     | 2,706                    | 2,706                    | 2,706              | 0.0%          |                         |
| Capital and Projects :- Indirect Expenditure | <b>0</b>              | <b>87,425</b>          | <b>83,203</b>         | <b>(4,222)</b>           | <b>0</b>                 | <b>(4,222)</b>     | <b>105.1%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>           | <b>0</b>              | <b>(60,594)</b>        | <b>(63,300)</b>       | <b>(2,706)</b>           |                          |                    |               |                         |
| Grand Totals:- Income                        | <b>305,774</b>        | <b>644,002</b>         | <b>649,138</b>        | <b>5,136</b>             |                          |                    | <b>99.2%</b>  |                         |
| Expenditure                                  | <b>42,260</b>         | <b>316,100</b>         | <b>649,138</b>        | <b>333,038</b>           | <b>0</b>                 | <b>333,038</b>     | <b>48.7%</b>  |                         |
| <b>Net Income over Expenditure</b>           | <b>263,514</b>        | <b>327,902</b>         | <b>0</b>              | <b>(327,902)</b>         |                          |                    |               |                         |
| <b>Movement to/(from) Gen Reserve</b>        | <b>263,514</b>        | <b>327,902</b>         |                       |                          |                          |                    |               |                         |

**Sandy Town Council**  
**Report to 30 September 2020**

General Notes

Attached is the summary income & expenditure report for month 1 to 30th September 2020

This report shows a current year surplus of income over expenditure of £327,902

The balance sheet shows that total funds available to the council are £855,286

This is made up of the following -

|                                   |          |
|-----------------------------------|----------|
| Current Year Fund                 | £327,902 |
| General Reserve Brought Forward   | £234,043 |
| Rolling Capital Fund              | £180,661 |
| Fallowfield Reserve               | £63,632  |
| Earmarked Community Funds         | £7,000   |
| Earmarked Elections               | £15,000  |
| Earmarked Mayors Donation to SAIT | £1,020   |
| Cemetery Development Reserve      | £23,028  |
| Outdoor Gym - PCC Grant           | £3,000   |
| Total                             | £855,286 |

The percentage of budget if analysed evenly over the year to date is 50% but Members are reminded that income & expenditure rarely follows this pattern over the year.

**Balance Sheet Notes:**

1) PAYE and Pension contributions outstanding refer to September. Payments made to HMRC and LGPS in first week of October 2020.

Analysis by Cost Centre

**401      Staff**

---

Expenditure is 43.5% of the annual budget.

4001 - Low due to lower than anticipated NALC salary increases (2.75% agreed by NALC and applied)

4002 - Low due to one member of staff on unpaid leave for four months.

4010 - Expenditure is high due to payroll support contract payment for 2020/21.

**402      Administration**

---

Expenditure is 44.4% of the annual budget.

1201 - RACF Rent - to be reallocated to 501 1206

1205 - Income from previously agreed sale of old market stands and 2020 Harris Fun Fair fee.

4015 - Credit from Gazprom for April 2020 has resulted in underspend to date.

4016 - Slightly high expenditure due to additional cleaning resources needed for COVID19 precautions.

4018 - Full expenditure due to payment of annual Data Protection Officer contract for 2020/21.

4021 - High expenditure is high for start of year due to additional technical support needed in setting up homeworking phone system as a result of COVID-19 homeworking guidance.

New contract to be negotiated for October 2020. Savings anticipated based on quotes received.

4024 - Subscription expenditure always appears high at the start of the year as annual subscriptions are paid in advance for the remainder of the 2020/21 financial year.

**Sandy Town Council**  
**Report to 30 September 2020**

Analysis by Cost Centre [Continued]

4035 - Purchase of planning guidance publication by Clerk.

4056 - High due to legal expenses incurred for renewal of SSLA lease. Invoice to be submitted to SSLA for part payment of legal costs incurred. Receipt of funds in October 2020. Potential overspend due to work on Beeston Community Land lease.

**403          Works**

---

Expenditure is 39.4% of the annual budget.

4014 - Refers to charges up until 30 March 2020 (Underspend in 2019) Invoice not received until after March 30th. Meter readings submitted. Actual 2020/21 costs are £305.21. Accountants asked for advice on amending to reflect actual 2020/21 charge.

Accountants have said it should be left in budget line and highlight at budget setting process.

4039 - High due to payment to Plantscape for summer planting baskets and planters. Re-allocating budget to cover autumn planting.

4043 - Slight overspend - usual reduction in expenditure during winter

4044 - Payment of annual fleet insurance cover. Further payment of £360 due.

**405          Footway Lighting**

---

Expenditure is 36.9% of the annual budget.

4014 - Increase in electricity costs, overspend likely. Further request put to utility provider to reduce standard light cost based on level of LED lights the Council now has.

**406          Cemetery & Churchyard**

---

Expenditure is 58.5% of the annual budget.

4011 - Overspend likely due to higher than anticipated general rates increase.

4101 - Higher than anticipated burial costs during the year. Offset by income generated from burials.

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

---

Expenditure is 48.1% of the annual budget

4054 - Second installment paid in February. Anticipated this will be within budget.

**409          Public Toilets - Car Park**

---

Expenditure is 39.3%

No concerns

Analysis by Cost Centre [Continued]

**500 Play Areas and Open Spaces**

---

Expenditure is 26.7% of the annual budget.

1364 - Section 106 received for Beeston No Parking Signs.

4007 - Spend incurred for annual ROSPA inspection of play parks. Cost for inspection has increased. Need to increase budget at 2021/22 budget setting.

**501 Sunderland Road Rec.**

---

Expenditure is 55.7% of the annual budget.

4012 - Exceptional water bill received for Sunderland Road. Investigation ongoing, meter readings taken and usage to be reviewed. Anglian Water asked to investigate in case there is a a leak. Lower bill received, to be further reviewed.

4046 - High due to expenditure on seasonal works.

4047 - High due to expenditure on seasonal works.

4048 - High due to expenditure on seasonal works.

**502 Nature Reserves**

---

1309 - Receipts to be received in January/February 2021

Expenditure is 2.3% of the annual budget.

**505 Grass Cutting**

---

Expenditure is 0.0% of annual budget. Invoice usually received in February/ March for year.

**506 Litter Bins, Seats & Shelters**

---

Expenditure is 0.0% of the annual budget.

**509 Christmas Lights**

---

Expenditure is 0.0% of the annual budget.

Due to difficulty in holding an event this year discussions are ongoing as to what might be possible for the Christmas Light Switch on. Likely to be underspend in budget event budget line (4402) Christmas lights and Tree costs to hit budget code in December and January accounts.

**601 Precept and Interest**

---

The second half of the precept was received on 3rd September 2020.

**602 Democratic & Civic Costs**

---

Expenditure is 24.8% of the annual budget.

1245 - £1,200 from Mayor's charity to be donated to SAIT. 4921 shows transfer to SAIT EMR.

1309 - Donations from Sandy Guild & CBC Cllr Stock for the purchase of litter picks for Sandy Wombles and community events.

4702 - Due to COVID19, planned events have not happened and as a result a large underspend is anticipated.

4921 - Transfer of Mayor's £1,200 donation to SAIT to EMR (See balance sheet)

4971 - £180 transferred from grants to SAIT EMR representing withdrawals made at that point.  
Additional £120 to be transferred.

## Sandy Town Council Current Year

Time: 13:59

## Current Bank A/c

## List of Payments made between 09/10/2020 and 09/10/2020

| <u>Date Paid</u>      | <u>Payee Name</u>              | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u>      |
|-----------------------|--------------------------------|------------------|--------------------|-----------------------|--------------------------------|
| 09/10/2020            | ADT Fire & Security Plc        | 32093            | 679.15             |                       | 1520-Work on intruder system   |
| 09/10/2020            | Binder Loams Ltd               | 32094            | 259.68             |                       | 1525-Ongar loam-25kg           |
| 09/10/2020            | Bedfordshire Rural Communities | 32095            | 2,000.00           |                       | 1523-BRCC work -Sandy wheel    |
| 09/10/2020            | Ben Burgess & Co Ltd           | 32096            | 285.53             |                       | 1524-Check machine-oil leak    |
| 09/10/2020            | Central Bedfordshire Council   | 32097            | 1,624.38           |                       | 1526-Jenkins Pav-Monthly Oct   |
| 09/10/2020            | CHRISTOPHER ROBSON             | 32098            | 24.60              |                       | 1538-Mileage claim             |
| 09/10/2020            | DCK Accounting Solutions Ltd   | 32099            | 1,084.12           |                       | 1528-Contract accounting-Aug   |
| 09/10/2020            | Hertfordshire County Council   | 32100            | 285.91             |                       | 1530-Misc staitonery, janitory |
| 09/10/2020            | Tim Miles                      | 32102            | 1,440.00           |                       | 1533-Grave digging             |
| 09/10/2020            | Millenium Security Services    | 32103            | 150.00             |                       | 1534-Sept-false alarm          |
| 09/10/2020            | N D Broadwith                  | 32104            | 300.00             |                       | 1535-SandyCC work              |
| 09/10/2020            | FD Odell & Sons Ltd            | 32105            | 479.70             |                       | 1537-monthly skip rental-Sept  |
| 09/10/2020            | Rosetta Publishing             | 32106            | 290.40             |                       | 1539-Beds Bulletin-Oct20       |
| 09/10/2020            | Mr M Scott                     | 32107            | 17.28              |                       | 1540-Viola Cornuta-Flowers     |
| 09/10/2020            | G & H Seamer                   | 32108            | 550.00             |                       | 1529-Grave digging             |
| 09/10/2020            | Agrovista UK Ltd               | 32109            | 757.08             |                       | 1522-Purity tea seed meal      |
| 09/10/2020            | Shire Pest Control & Wildlife  | 32110            | 115.00             |                       | 1542-Trapping moles-Sandy Cem  |
| 09/10/2020            | S.J.S. Irrigation              | 32111            | 408.00             |                       | 1541-Annual cntrt-Bowls 20/21  |
| 09/10/2020            | SLCC Enterprises Ltd           | 32112            | 281.00             |                       | 1544-Full membership fees      |
| 09/10/2020            | Sandy Royal British Legion     | 32113            | 500.00             |                       | 1545-Sandy RBL Grant 20/21     |
| 09/10/2020            | Sandy Secondary School         | 32114            | 25.00              |                       | 1543-Grant Sandy S. School     |
| 09/10/2020            | T&J Seymour Electrical Install | 32115            | 2,730.00           |                       | 1547-Excavate hole+fit column  |
| 09/10/2020            | Travis Perkins Trading Co Ltd  | 32116            | 23.93              |                       | 1548-Graffiti Remover liquid   |
| 09/10/2020            | Verto (UK) Ltd                 | 32117            | 118.80             |                       | 1550-Renew domain to 08.10.22  |
| 09/10/2020            | VFM Products Ltd               | 32118            | 263.40             |                       | 1551-Grass line 10 ltr         |
| 09/10/2020            | Mid-Beds Locksmiths Ltd        | 32101            | 71.94              |                       | 1531-Church lock-access repair |
| <b>Total Payments</b> |                                |                  | <b>14,764.90</b>   |                       |                                |



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

|  |   |
|--|---|
| <b><u>Name of the Organisation/Group</u></b>                     |   |
| <b>BigglesFM</b>   |   |
| Are you affiliated to a national organisation? If so, which one? | <b>None</b>   |
| Local venue/meeting place  | <b>We broadcast from our studio at Potton</b>   |
| Are you a registered charity? If so, give your charity number?   | <b>No</b>   |
| What are the aims and activities of the organisation?            | <b>Providing a full time local community radio station involving all sectors of our local community. With local and national news and information relevant to the local area.<br/>To provide a local radio service not provided by any other broadcaster.</b> |
| How many members do you have?                                    | <b>Volunteers/Leaders<br/>About 20 volunteer presenters</b>   |
| Members:   | <b>Junior<br/>No Members</b>  |
|  | <b>Senior<br/>No Members</b>  |
| What is your annual subscription?                                | <b>Junior £<br/>No Subscription</b>   |

## **Project Information**

What would the grant be used for?

**To help us continue to run the radio station full time.**  
**OFCOM require community radio to generate income from on-air advertising, grants and donations.**  
**We are also investing time and money into the setting up of a Small Scale DAB multiplex to cover our local area. The Government is just starting to license this service across the UK to be run in various areas by operators such as ourselves. We are well advanced in the technical details for this and have our name down as a potential operator for this area. This would enable us to broadcast on the digital platform.**

In what manner will the residents of Sandy benefit?

**The residents of Sandy benefit from our local broadcasts including information and guest slots. We promote all Sandy events that are notified to us - we do this on our on-air Events Diary and also on our web calendar. Organisations that want to come into the studio to talk (live on-air) about their work or forthcoming events are welcome. We promote Sandy Carnival and Christmas Lights events. We give Sandy businesses the opportunity to advertise on local radio in our area.**

Approximately how many Sandy residents will benefit from this grant?

**All Sandy residents can benefit from our broadcasts if they tune in ! Either on our FM frequency or the internet broadcast. We have a good regular listener base in Sandy who make contact with us.**

|   |   |
|---|---|
| Estimated total cost of project   | Annual running costs are estimated at £20,000 p/a. for BigglesFM and there will be a similar requirement for running the forthcoming DAB multiplex.   |
| Please state clearly how much you are applying for from Sandy Town Council.   | £1,850.00   |
| What amount is being met from your own funds?   | We will be aiming to raise £10,000 the 50% allowed from advertising   |
| 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  |
| Biggleswade Town Council<br>(Biggleswade have donated for several years)  | £1,850.00   |
|   | Confirmed/Pending/Unsuccessful  |
|   | Confirmed £1,850  |
| <b>Financial Details</b>  |   |
| Please specify how any income, particularly surplus, is spent.  | Income is used to cover our running costs such as OFCOM, PPL and PRS licences, purchase equipment, day to day running costs, publicity and part time staff.<br>There will not be any surplus.                     |
| Please attach accounts (audited/independently examined) for the last two years and your budget forecast for the forthcoming/current year. | Enclosed unaudited accounts for year ended 30 November 2019.<br>You already have accounts for the year ended 30 November 2018 from our application last year.<br><br>Budget forecast for this year is:<br>£20,000 |

**Payment Details**

Account Title

**BIGGLES FM**

Account Number

**65085957  
Sort code 60 02 29**

Bank/Building Society Name and Address

**Natwest Bank****Contact Details**

Please give details of the person with whom this application can be discussed and to whom any cheque should be sent:

**Alan Waring**

Position in organisation

**Station Manager**

Address

**36 Sutton Mill Road  
Potton  
Sandy  
Beds  
SG19 2QB**

Telephone Number

**Telephone 01767 260637**

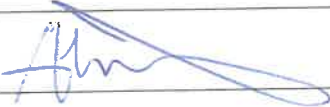
E-mail address

**admin@bigglesfm.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 Community Liaison Forum reserve the right to reclaim the grant in the event of it being used for purposes other than specified, or the organisation ceasing to operate.

|                  |   |
|------------------|---|
| <b>Signed:</b>   |  |
| <b>Name:</b>     | <b>Alan Waring</b>  |
| <b>Position:</b> | <b>Station Manager</b>  |
| <b>Date:</b>     | <b>14<sup>th</sup> September 2020</b>   |

**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

# **BIGGLES FM**

**Company limited by guarantee**

**Company Registration Number:  
06740382 (England and Wales)**

**Unaudited micro entity accounts for the year ended  
30 November 2019**

**Period of accounts**

**Start date: 01 December 2018**

**End date: 30 November 2019**

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# **BIGGLES FM**

**Company limited by guarantee**

## **Contents of the Financial Statements**

**for the Period Ended 30 November 2019**

Company Information - 3

Report of the Directors - 4

Income and Expenditure Account - 5

Balance sheet - 6

Footnotes to the Balance Sheet - 8

# **BIGGLES FM**

**Company limited by guarantee**

## **Company Information**

**for the Period Ended 30 November 2019**

**Director:**

Alan John Waring  
Gloria Waring  
Russell John Waring

**Registered office:**

36  
Sutton Mill Road  
Potton  
Sandy  
Bedfordshire  
SG19 2QB

**Company Registration Number:** 06740382 (England and Wales)



# **BIGGLES FM**

**Company limited by guarantee**

## **Directors' Report Period Ended 30 November 2019**

The directors present their report with the financial statements of the company for the period ended 30 November 2019

Principal Activities

Radio Broadcasting

**Directors**

**The directors shown below have held office during the whole of the period from 01 December 2018 to 30 November 2019**

Alan John Waring

Gloria Waring

Russell John Waring

# **BIGGLES FM**

**Company limited by guarantee**

## **Income and Expenditure Account**

**for the Period Ended 30 November 2019**

|                                 | <b>2019</b> | <b>2018</b> |
|---------------------------------|-------------|-------------|
|                                 | <b>£</b>    | <b>£</b>    |
| Turnover                        | 15,124      | 19,736      |
| Cost of Materials               | (340)       | (505)       |
| Staff Costs                     | (6,000)     | (9,750)     |
| Other charges                   | (3,168)     | (7,999)     |
| Tax on surplus                  | -           | (276)       |
| Surplus or (Deficit) for Period | 5,616       | 1,206       |

# BIGGLES FM

## Company limited by guarantee

### Balance sheet

As at 30 November 2019

|   | 2019      | 2018      |
|---|-----------|-----------|
|   | £         | £         |
| Current assets:                                 | 2,636     | 3,202     |
| Creditors: amounts falling due within one year: | ( 1,416 ) | ( 1,692 ) |
| Net current assets (liabilities):               | 1,220     | 1,510     |
| Total assets less current liabilities:          | 1,220     | 1,510     |
| Total net assets (liabilities):                 | 1,220     | 1,510     |
| Reserves:                                       | 1,220     | 1,510     |

**SANDY TOWN COUNCIL****COMMITTEE: Policy, Finance and Resources****DATE: 26<sup>th</sup> October 2020****AUTHOR: Town Clerk****SUBJECT: Audrey Boothby Memorial Award****1. Summary**

1.1 For many years the Town Council has donated money for the Audrey Boothby prize awarded by Sandy Upper School to one of its students. An amount of £25 has been donated on an annual basis for a considerable time. The award is known as the Audrey Boothby Memorial Award. A question was recently received by a member of the public regarding the award. It was agreed that the matter would be reviewed by the Policy, Finance and Resources Committee.

1.2 Comments and request received from a member of the public;

- There are but very few members who have any knowledge of Audrey Boothby and why this prize was established. Those members who do have a recollection may wish to provide Councillors with her background and why it was thought appropriate for STC to give this recognition to her memory.
- The £25 figure has never increased in any way since it was first awarded.
- STC do not appear to receive feedback from the school as to who receives the prize each year.
- The resident requests that consideration be given to either discontinuing this annual award, or following consultation with the school to ascertain how the money is presently used, to increase the value of the award in future to reflect the inflation effects of the many years since it was founded.

**2. Background Information**

2.1 Audrey Boothby served as the first Chairman of Sandy Town Council from 1974.

2.2 Audrey Boothby also served on the Sandy Urban District Council, the County Council and the Police Authority, as well as numerous other works to support the community of Sandy.

2.3 Sometime after the death of Audrey Boothby, Sandy Upper School approached the Town Council to ask if it would be willing to give an annual

award as part of the school's awards day. The Council agreed and felt it appropriate that the award be in the name of Audrey Boothby, recognising her commitment to the town and community over the years.

- 2.4 The award was originally presented to a student who had shown good service to the school or community. The Mayor of Sandy Town Council was historically invited to attend the prize giving.
- 2.5 The Secondary school has confirmed that the Audrey Boothby prize is now still awarded to a student in recognition of their service to the school and the community.

### **3. Consideration**

- 3.1 Members are asked to consider;
  - 1) Whether they wish to continue with the Audrey Boothby award or discontinue it from the next financial year (2021/22).
  - 2) If the committee wishes to continue with the award, whether any increase in the level of donation should be applied.

## SANDY TOWN COUNCIL

**COMMITTEE:** Policy, Finance and Resources

**DATE:** 26<sup>th</sup> October 2020

**AUTHOR:** Town Clerk

**SUBJECT:** Jenkins Pavilion Roof

### 1. Summary

- 1.1 Some repair work to the Jenkins Pavilion roof was carried out in 2019 due to a significant number of broken tiles. Further work is needed to the ends of the roofing due to broken verge units. Members are asked to consider and approve the quote below.
- 1.2 Members are asked to note that only one quote has been received to date, although a number of other companies were also approached for a quote.

### 2. Work Required and Quotation

- 2.1 Quotation for works detailed below;

| Description   | Cost (£)      |
|---|---------------|
| Remove all existing plastic verge units to left hand side of the building as you look at it from the car park                                 | 945.00        |
| Replace with new grey marly dry verge units   |               |
| Install new stope end on ridge  | 25.00         |
| On the end that has metal protection there are a few broken units which will be replaced with some of the non-damaged ones from the other end | F.O.C         |
| <b>Total</b>  | <b>970.00</b> |
|   | + VAT         |

**Note:** Verging is now obsolete. Therefore, one end needs to be completely replaced, with the good verging units from that end then being moved to replace broken units at the other end of the building. Any spare good units will be left with the outdoor team in case they are needed to replace more in the future.

### 3. Recommendation

- 3.1 That the work be approved at a cost of no more than £970.00. That the Clerk, Mayor and PFR Chairman have authority to select a lower quote if one is received from one of the other companies contacted. This is as per Council Standing Orders for works less than £1,500 where a budget exists.

**SANDY TOWN COUNCIL****COMMITTEE: Policy, Finance and Resources****DATE: 26<sup>th</sup> October 2020****AUTHOR: Town Clerk****SUBJECT: Summer Planter Contract****1. Summary**

- 1.1 The Council's contract for summer lamppost planters, barrier baskets and flower towers has come to an end. The Council are asked to consider the cost of a new contract and options on summer planting for 2021/22.

**2. Background Information**

- 2.1 The Council has come to the end of a three-year contract for the provision of the following;
- 44 planted lamppost baskets
  - 11 planted hanging baskets
  - 4 x 3 tier planted planters
  - 4 x planted barrier baskets
  - 1 x planted window basket (placed at foot of Sandy sign on Bedford Road)
- 2.2 The summer planting displays were well received by residents on social media and correspondence to the council over the last couple of years. However, some concern was raised that the lamppost baskets, in particular, had faded early and were looking poor by the end of August. Lamppost baskets are of course harder to maintain due to height and positioning. They are erected by the contractor with the outdoor team using a bowser and long reach hose to regularly water.
- 2.3 Ahead of agreeing a new summer planting contract, Members may wish to consider if they want to change what is provided as part of a floral display. If there are concerns over lamppost baskets, an alternative may be to stop or reduce these and purchase more barrier baskets and flower towers instead.
- 2.4 In addition, the council could purchase its own barrier baskets and arrange for these to be planted up separately, as happened with those additional planters on railings in front of the raised promenade of shops in summer 2020. The additional barrier baskets were well received and there has been a request to consider adding another couple on railings towards the library end.

### 3. Planting Options

#### 3.1 Option 1

The Council continues with the number of current arrangement for planting types and quantities, continuing to pursue further quotations. This includes adding the additional four barrier baskets purchased and planted up in 2020 separate to the existing contract.

#### 3.2 Option 2

The Council looks to reduce or remove lamppost planters in favour of increasing flower towers and barrier baskets at the following locations;

2 x planted tier planters at community stand area

2 x additional planted barrier baskets on railings outside raised shopping promenade/library

4 x barrier baskets at Bedford Road crossing

#### 3.3 Option 3

The Council could look at planting up its own barrier baskets, purchasing flowers for the existing baskets alongside the summer bedding planting purchase. The Council could purchase more barrier baskets from capital to increase the number in the town.

It would not be possible for the Council to buy and plant up its own lamppost baskets or tiered planters due to storage, the quantity of baskets and the difficulty of installation. The heavy three tier planters are currently delivered by a contract with an apricotty truck to lower and move them, at the same time the lamppost planters are installed with a cherry picker.

Although there would be a capital cost to the council planting up its own barrier baskets, it may provide a revenue saving and would of course give the council more direct control of the planting and quality of plants within the baskets.

### 4. Costs and Quotations

#### 4.1 Option1 (same as existing provision)

| Quote 1                 |   |                        |           |
|-------------------------|---|------------------------|-----------|
| 5 Day Watering Planters |   |                        |           |
| Qty                     | Description                               | Price                  | Total     |
| 1                       | Window box 1250mm planted                 | £77.00                 | £77.00    |
| 44                      | Holestar planted planter 670mm (lamppost) | £25.00                 | £1,100.00 |
| 11                      | Hanging Baskets 410mm planted             | £25.00                 | £275.00   |
| 4                       | Flower tower 3 tier planted               | £148.00                | £592.00   |
| 8                       | Barrier Basket 1250mm planted             | £81.00                 | £648.00   |
| 1                       | Deliver, install, remove & collect        | 100.00                 | 100.00    |
| <b>Total Cost</b>       |   | <b>£2,792.00 + VAT</b> |           |



| <b>Quote 2</b>                 |   |                        |              |
|--------------------------------|---|------------------------|--------------|
| <b>7 Day Watering Planters</b> |   |                        |              |
| <b>Qty</b>                     | <b>Description</b>                        | <b>Price</b>           | <b>Total</b> |
| 1                              | Window box 1250mm planted                 | £77.00                 | £77.00       |
| 44                             | Holestar planted planter 670mm (lamppost) | £25.00                 | £1,100.00    |
| 11                             | Hanging Baskets 410mm planted             | £26.00                 | £286.00      |
| 4                              | Flower tower 3 tier planted               | £148.00                | £592.00      |
| 8                              | Barrier Basket 1250mm planted             | £83.00                 | £664.00      |
| 1                              | Deliver, install, remove & collect        | 100.00                 | 100.00       |
| <b>Total Cost</b>              |   | <b>£2,819.00 + VAT</b> |              |

4.2 **Option 2** (Removing lamppost baskets and increasing barrier baskets)

| <b>Quote 1</b>                 |                                    |                        |              |
|--------------------------------|------------------------------------|------------------------|--------------|
| <b>5 Day Watering Planters</b> |                                    |                        |              |
| <b>Qty</b>                     | <b>Description</b>                 | <b>Price</b>           | <b>Total</b> |
| 1                              | Window box 1250mm planted          | £77.00                 | £77.00       |
| 5                              | Flower tower 3 tier planted        | £148.00                | £740.00      |
| 2                              | Flower tower 2 tier planted        | £130.00                | £260.00      |
| 14                             | Barrier Basket 1250mm planted      | £81.00                 | £1,134.00    |
| 1                              | Carriage                           | £100.00                | £100.00      |
| <b>Total Cost</b>              |                                    | <b>£2,311.00 + VAT</b> |              |
| <b>Quote 2</b>                 |                                    |                        |              |
| <b>7 Day Watering Planters</b> |                                    |                        |              |
| <b>Qty</b>                     | <b>Description</b>                 | <b>Price</b>           | <b>Total</b> |
| 1                              | Window box 1250mm planted          | £77.00                 | £77.00       |
| 5                              | Flower tower 3 tier planted        | £148.00                | £740.00      |
| 2                              | Flower tower 2 tier planted        | £130.00                | £260.00      |
| 14                             | Barrier Basket 1250mm planted      | £83.00                 | £1,162.00    |
| 1                              | Deliver, install, remove & collect | £100.00                | £100.00      |
| <b>Total Cost</b>              |                                    | <b>£2,339.00 + VAT</b> |              |

4.3 **Option 3** (Same as existing provision but planting own barrier baskets)

| <b>Quote 1</b>  |  |                        |              |
|---|--|------------------------|--------------|
| <b>5 Day Watering Planters</b>                                |  |                        |              |
| <b>Contractor Revenue Cost</b>                                |  |                        |              |
| <b>Qty</b>  | <b>Description</b>   | <b>Price</b>           | <b>Total</b> |
| 44  | Holestar planted planter 670mm (lamppost)  | £25.00                 | £1,100.00    |
| 11  | Hanging Baskets 410mm planted  | £25.00                 | £275.00      |
| 4   | Flower tower 3 tier planted  | £148.00                | £592.00      |
| 1   | Deliver, install, remove & collect   | 100.00                 | 100.00       |
| <b>Total Cost</b>   |  | <b>£2,067.00 + VAT</b> |              |
| <b>Estimated barrier basket council planting revenue Cost</b> |  |                        |              |
| 9   | Planting up 1250mm barrier basket<br>(estimate based on 2020 cost incurred with allowance for increase in costs) | £32.00                 | £288.00      |
| <b>Total Revenue Cost</b>                                     |  | <b>£2,355.00 + VAT</b> |              |
| 1   | 1250mm Dark green barrier baskets  | £125.00                | £125.00      |
| <b>Total one off Capital</b>                                  |  | <b>£125.00 + VAT</b>   |              |

4.4 **Option 4**

*(Removing lamppost baskets and increasing council planted barrier baskets)*

| <b>Quote 1</b>  |  |                        |              |
|---|--|------------------------|--------------|
| <b>5 Day Watering Planters</b>                        |  |                        |              |
| <b>Contractor Revenue Cost</b>                        |  |                        |              |
| <b>Qty</b>  | <b>Description</b>   | <b>Price</b>           | <b>Total</b> |
| 5   | Flower tower 3 tier planted  | £148.00                | £740.00      |
| 2   | Flower tower 2 tier planted  | £130.00                | £260.00      |
| 1   | Deliver, install, remove & collect   | £100.00                | £100.00      |
| <b>Total Cost</b>                                     |  | <b>£1,100+ VAT</b>     |              |
| <b>Estimated barrier Basket Planting Revenue Cost</b> |  |                        |              |
| 15  | Planting up 1250mm barrier basket<br>(estimate based on 2020 cost incurred with allowance for increase in costs) | £32.00                 | £480.00      |
| <b>Total Revenue Cost</b>                             |  | <b>£1,580.00 + VAT</b> |              |
| 7   | 1250mm Dark green barrier baskets  | £125.00                | £875         |
| <b>Total one off Capital</b>                          |  | <b>£750.00 + VAT</b>   |              |

- 4.5 If Members believe a revenue cost could be made while still maintaining the quality of barrier baskets by planting them separately to the contract, additional baskets could of course be added to any of the options and allowed for in the precept process.
- 4.6 Members are asked to consider and advise a preferred option for planting, and further quotes will continue to be obtained.

**SANDY TOWN COUNCIL****COMMITTEE: Policy, Finance and Resources****DATE: 26<sup>th</sup> October 2020****AUTHOR: Steering Group / Town Clerk****SUBJECT: Neighbourhood Development Plan****1. Summary**

- 1.1 This report gives an update on the discussions of the Sandy Neighbourhood Plan Steering Group and its budget request for the financial year 2021/22. The Council is very much at an early stage of the Neighbourhood Plan process, but for the plan to progress, specific funding must be made available.
- 1.2 The Committee is asked to consider the Steering Group's budgetary request as part of the 2021/22 budget and precept process.

**2. Background**

- 2.1 At a meeting of the Full Council on 28<sup>th</sup> September 2020 it was agreed to establish a steering committee for the development of a Neighbourhood Plan for the parish of Sandy. Cllrs Aldis, Gibson, Hewitt and Lock were appointed to the Steering Group.
- 2.2 Members previously met with representatives from Wootton and Potton Parish Councils to get an understanding of what is involved in the development of a plan, the positives and the negatives. A significant amount of discussion and research was had prior to the Council's resolution to set up the Steering Group.
- 2.3 The development of a Neighbourhood Plan is to be undertaken using the powers available under the Localism Act 2011 and Neighbourhood Planning Regulations 2012. Whilst there is no mandatory requirement to have a Neighbourhood Plan, not having a plan would place greater reliance, in relation to future planning issues affecting the Sandy Parish, on the Central Bedfordshire Council Local Plan. The Local Plan has still not been finalised and as a Central Bedfordshire wide plan may not take the specific needs and priorities of Sandy into account, it was agreed by the Full Council that having a Neighbourhood Plan would be of benefit to Sandy and its future development.
- 2.4 As previously reported to Members, Neighbourhood Planning allows communities, residents, employees and businesses, to come together through the Steering Group and Town Council and say where they think new houses, businesses and shops should go – and what they should look like. It can help protect heritage and environmental features which are important locally. A neighbourhood plan must address the development and use of land. This is because the neighbourhood plan will become part of the statutory development plan once it has been made (brought into legal force) by the

planning authority (CBC). Once established, applications for planning permission must be determined in accordance with the development plan, unless material considerations indicate otherwise.

2.5 Neighbourhood plans can be very simple and concise, or go into considerable detail where necessary. Local communities may even be able to use neighbourhood planning to grant full or outline planning permission in areas where they most want to see new homes and businesses, making it easier and quicker for development to go ahead. Through a Neighbourhood Development Order, they can help determine where development should go and can decide the type and design of development that can be granted automatic planning permission. Provided a neighbourhood development plan or order is in line with national planning policy, with the Local Plan policies of Central Bedfordshire Council and with other legal requirements, local people will be able to vote on it in a referendum. If the plan is approved by a majority of those who vote, then the local planning authority must bring it into force. Neighbourhood Planning (General) Regulations came into force on 6th April 2012 and give more detail on how the process is to work.

2.6 The consultation, development, management and production of a Neighbourhood Plan will be the responsibility of the Steering Working Group. As such, Terms of Reference (ToR) will be presented to the Full Council on 9<sup>th</sup> November 2020 governing how the Steering Group will operate, its functions and its delegated power. An initial meeting of the group has already taken place to consider ToR and potential budget requirements for the Plan's development.

### **3. Scope of Activity**

3.1 As previously mentioned, full ToRs will be presented to the Full Council for approval on 9<sup>th</sup> November 2020. This will outline the Steering Group's scope, responsibilities and delegated authority.

3.2 The work that will need to be carried out by the group and on which expenditure may be incurred will include,

- Agreeing area designation (*most likely the parish boundary*);
- Establishing a project plan;
- Liaising with the local planning authority;
- Publicity, community and stakeholder engagement and consultation throughout the process;
- Building the evidence base;
- Setting aims, topics and writing the plan;
- The writing and development of specific policies within the plan;
- Site allocations and Local Green Space designations;
- Pre-submission consultation (Regulation 14);

### **4. Financial Implications and Budget Request**

4.1 At this early stage it is difficult for the Steering Group to identify specific expenditure that will be incurred in 2021/22. However, it is important the funding is available if the Plan is to progress. As already mentioned, the size

of a plan and therefore the costs involved range dramatically between parishes. At this early stage it is not possible to determine exactly what topics, issues and level of professional support and consultation might be needed to ensure the development of the plan. However, if a target were to be set to have a draft of the plan produced in a 24 – 36-month timeframe, a significant amount of consultation, publicity and potentially professional support would be needed during the 2021/22 financial year.

- 4.2 A review of Neighbourhood Planning guidance suggests that the average price for a small-town Neighbourhood Plan (including a Strategic Environmental Assessment, Retail and Flood Risk Assessment) may range from £25,000 - £75,000.
- 4.3 In reality, a neighbourhood plan will consist of some 'core costs' that are unavoidable. These are things like public engagement and consultation, publicity, printing of documents. Typical costs for these items could be around:
- Engagement and consultation costs: £1,500 to £5,000
  - Publicity and production of plans: £1,500 to £2,500
  - Project management and 'footwork': £nil to £10,000
- 4.4 Potential additional costs to a local council will depend on the scope and size of the Plan. As the Plan develops it may also be necessary to commission some expert studies. These could include things such as non-statutory assessments:
- Retail Impact assessment
  - Equalities Impact assessment
  - Community Safety assessment
  - Flood Risk assessment
  - Environmental Impact Assessment
  - Masterplan type documents
- 4.5 All groups undertaking a neighbourhood plan are eligible to apply for up to £10,000 in basic grant. Grant funding must be spent within 12 months of being awarded.
- 4.6 As well as applying for a basic grant, the Council can also apply for technical support (provided we meet the eligibility criteria) to help you with our neighbourhood plan. If the Plan meets any of the following criteria it is eligible to make an application for a further £8,000 funding:
- Allocating sites for housing
  - Including design codes in your plan
  - A designated business neighbourhood plan
  - A cluster of three or more parishes writing a single plan
  - A Neighbourhood Area with a population of over 25,000
  - A designated neighbourhood forum
  - A group based in an area which has a high level of deprivation (where 30% or more of the neighbourhood area or population is in the 20% most deprived areas in England according to the Index of Multiple Deprivation)

Further funding may also be available depending on the nature of the Plan and what it is addressing.

- 4.6 The Steering Group would recommend that the Council take an approach similar to that of the neighbouring town of Potton and budget an agreed level of funding in the 21/22 financial year and each following year, top the budget back up to that agreed level by whatever expenditure had been incurred.
- 4.7 While the Steering Group are wary that budgeting for the plan should impact the Council precept as little as possible, it is also aware that sufficient funding will need to be made available. The Group therefore propose a budget level of £10,000 to be allocated in 21/22. Based on Plan case studies, this level of funding, along with grant funding to be applied for, would be sufficient for the Steering Group to make tangible progress in the development of the Plan over the next 12-18 months.
- 4.8 The Council's accountant, DCK Beavers, has advised that the amount could be funded from the Council's rolling Capital Reserve by way of transfer in 21/22, therefore not impacting on the Council precept. This would need to be further considered by the Committee during the budget setting process if approved.

## **5 Recommendation**

- 5.1 It is recommended that a Neighbourhood Plan Budget of £10,000 for the financial year 2021/22 is considered by the Policy, Finance and Resources Committee as part of its budget setting process.
- 5.2 That the Policy, Finance and Resources Committee consider funding the Neighbourhood Plan via a transfer from the Rolling Capital Fund in 2021/22.

**SANDY TOWN COUNCIL**

**COMMITTEE: Policy, Finance and Resources**

**DATE: 26<sup>th</sup> October 2020**

**AUTHOR: Town Clerk**

**SUBJECT: Mobile Phone Contract**

**1. Summary**

1.1 To consider two recommendations from the Human Resources (HR) Committee on the provision of mobile phones for the staffing team.

**2. Background Information**

2.1 The HR Committee considered the following;

- As part of the Clerk's role, a contact mobile telephone number must often be added to a number of forms or agreements, including road closures, event notices, and service provisions. At present the Clerk, and at times other members of staff, are using their personal mobile phones for the purpose of providing contact details.
- The provision of a Council mobile phone would also be of use when dealing with any critical or 'emergency' incidents and inclusion as a contact number with the Council emergency plan. The phone would also be of use by members of staff that may need to be out of the office, or away from a landline to complete a specific task which still requires communication.
- Crucially the use of the phone would allow the Clerk to clearly separate Council related calls from personal calls and better manage dealing with such calls.

**3. Recommendation**

3.1 The HR Committee agreed that the provision of a mobile phone was appropriate and was something undertaken by most organisations. The committee also felt that a second mobile phone with the ability to take and send photos, should be made available to the outdoor team.

3.2 The Committee recommend that a mobile phone contract is entered into in the current financial year for the provision of an administration team phone at a cost of no more than £25 per month.

3.3 That the PFR Committee consider the provision of a contract mobile phone for the outdoor team as part of the 2020/21 budget considerations.

**SANDY TOWN COUNCIL**  
**TOWN COUNCIL BUDGET REVIEW**

**Officer:** Christopher Robson Town Clerk

**Summary**

The following report reviews revenue budget expenditure and recommends budget levels for the next financial year. The purpose of the report is to allow the committee to begin the process of planning for the 2021/22 budget and precept.

The revenue budget includes income and expenditure for the year that will be incurred regularly in the running of the council. Capital expenditure, including matters for 2021/22 budget consideration will come to the next meeting of the PF&R committee along with a calculated precept figure for the 2021/22 financial year.

**Staffing**

| Cost Centre | Account Code | Gross Salaries - Admin | 2016/17 Actual | 2017/18 Actual | 2018/19 Actual | 2019/20 Actual | 2020/21 Estimate | 2020/21 Budget | 2021/22 Officer Rec |
|-------------|--------------|------------------------|----------------|----------------|----------------|----------------|------------------|----------------|---------------------|
| 401         | 4001         |                        | £102,492       | £104,195       | £104,594       | £111,631       | £115,000         | £121,000       | £122,500            |

This covers salary of administration staff, excluding pension and national insurance contributions. 2020/21 underspend due to lower than anticipated NALC salary increase. (5% budgeted for and 2.75% awarded) Recommended 21/22 budget is based on the current staffing levels and allows potential 3% increase in salaries dependant on national SLCC and NALC payscale review and agreement with government. Members should note that the increase has a minimal impact on the budget due to the 2.25% budgeted for 20/21 which was not used. 3% is based on DCK Beavers advice.

| Cost Centre | Account Code | Gross Salaries - Works | 2016/17 Actual | 2017/18 Actual | 2018/19 Actual | 2019/20 Actual | 2020/21 Estimate | 2020/21 Budget | 2021/22 Officer Rec |
|-------------|--------------|------------------------|----------------|----------------|----------------|----------------|------------------|----------------|---------------------|
| 401         | 4002         |                        | £99,777        | £92,366        | £90,885        | £91,917        | £99,000          | £109,500       | £110,000            |

This covers salary of works and cleaning staff, excluding pension and national insurance contributions. 2020/21 underspend due to employee on unpaid leave and lower than anticipated NALC salary increase. (5% budgeted for and 2.75% awarded). Recommended 21/22 budget is based on the current staffing levels and allows potential 3% increase in salaries dependant on national SLCC and NALC pay scale review and agreement with government. Members should note that the increase has a minimal impact on the budget due to the 2.25% budgeted for 20/21 which was not used. 3% is based and DCK Beavers advice.



**AGENDA ITEM: 12****APPENDIX X**

| Cost Centre  | Account Code | Employers NIC | 2016/17 Actual | 2017/18 Actual | 2018/19 Actual | 2019/20 Actual | 2020/21 Estimate | 2020/21 Budget | 2021/22 Officer Rec |
|--|--------------|---------------|----------------|----------------|----------------|----------------|------------------|----------------|---------------------|
| 401  | 4003         |               | £13,428        | £14,216        | £15,074        | £16,106        | £19,250          | £19,250        | £19,350             |
| Employers NIC payable on all salaries. 20/21 estimate is low due to staff member on unpaid leave. 2021/22 recommendation based on advice from DCK Beavers. |              |               |                |                |                |                |                  |                |                     |

| Cost Centre   | Account Code | Employers Superannuation | 2016/17 Actual | 2017/18 Actual | 2018/19 Actual | 2019/20 Actual | 2020/21 Estimate | 2020/21 Budget | 2021/22 Officer Rec |
|---|--------------|--------------------------|----------------|----------------|----------------|----------------|------------------|----------------|---------------------|
| 401   | 4004         |                          | £29,419        | £37,170        | £40,102        | £44,278        | £50,500          | £53,000        | £55,500             |
| Employers pension contributions at 24.8% of salary during 2020/21. This will increase to 25.8% in 2021/22. Underspend in current year due to staff member on unpaid leave. Budget increase to allow for 1% increased payment. |              |                          |                |                |                |                |                  |                |                     |

| Cost Centre  | Account Code | Miscellaneous Staff Costs | 2016/17 Actual | 2017/18 Actual | 2018/19 Actual | 2019/20 Actual | 2020/21 Estimate | 2020/21 Budget | 2021/22 Officer Rec |
|--|--------------|---------------------------|----------------|----------------|----------------|----------------|------------------|----------------|---------------------|
| 401  | 4010         |                           | £1,644         | £1,433         | £876           | £642           | £700             | £1,000         | £700                |
| To cover any unexpected staff expenditure and payment of payroll services. 2016/17 & 17/18 included unexpected occupational health costs. Cost of payroll service has reduced following move from Bedford Borough to Harrisons. Underspend anticipated in current year. Scope to reduce budget in 2021/20. |              |                           |                |                |                |                |                  |                |                     |

| Cost Centre  | Account Code | Health & Safety/Consultancy | 2016/17 Actual | 2017/18 Actual | 2018/19 Actual | 2019/20 Actual | 2020/21 Estimate | 2020/21 Budget | 2021/22 Officer Rec |
|--|--------------|-----------------------------|----------------|----------------|----------------|----------------|------------------|----------------|---------------------|
| 401  | 4006         |                             | 0              | 0              | £169           | £589           | £600             | £600           | £600                |
| To cover any unexpected expenditure on Occupational Health assistance. 2019/20 expenditure incurred for required review assessments of a previous Council employee who retired from the Council on ill health grounds. Potential expenditure in 2020/21 allowed for in estimate. |              |                             |                |                |                |                |                  |                |                     |

| Cost Centre                           | Account Code | Recruitment Advertising | 2016/17 Actual | 2017/18 Actual | 2018/19 Actual | 2019/20 Actual | 2020/21 Estimate | 2020/21 Budget | 2021/22 Officer Rec |
|---------------------------------------|--------------|-------------------------|----------------|----------------|----------------|----------------|------------------|----------------|---------------------|
| 401                                   | 4030         |                         | £229           | £229           | £366           | £0             | £0               | £275           | £275                |
| No recruitment currently anticipated. |              |                         |                |                |                |                |                  |                |                     |

|                |          |                     |          |
|----------------|----------|---------------------|----------|
| 2019/20 Actual | £265,162 | 2020/21 Estimate    | £285,050 |
| 2020/21 Budget | £304,625 | 2021/22 Officer Rec | £308,925 |

Difference in 2020/21 Budget and 2021/22 Officer Rec is an increase of £4,300 or 1.41%

**Administration – Office**

| Cost Centre   | Account Code | Training | 2016/17 Actual | 2017/18 Actual | 2018/19 Actual | 2019/20 Actual | 2020/21 Estimate | 2020/21 Budget | 2021/22 Officer Rec |
|---|--------------|----------|----------------|----------------|----------------|----------------|------------------|----------------|---------------------|
| 402   | 4008         |          | £929           | £565           | £1,970         | £804           | £2,000           | £2,000         | £2,000              |
| To cover training costs of administration staff and general training required of all personnel. Includes costs for attendance at conferences. |              |          |                |                |                |                |                  |                |                     |

| Cost Centre   | Account Code | Travel & Subsistence | 2016/17 Actual | 2017/18 Actual | 2018/19 Actual | 2019/20 Actual | 2020/21 Estimate | 2020/21 Budget | 2021/22 Officer Rec |
|---|--------------|----------------------|----------------|----------------|----------------|----------------|------------------|----------------|---------------------|
| 402   | 4009         |                      | £51            | £13            | £206           | £97            | £25              | £200           | £200                |
| To cover costs incurred by all staff and councillors for any additional travel related to Council business. (conferences/seminars) Due to COVID19 it is not anticipated there will be further expenditure in 2020/21. |              |                      |                |                |                |                |                  |                |                     |

| Cost Centre  | Account Code | General Rates | 2016/17 Actual | 2017/18 Actual | 2018/19 Actual | 2019/20 Actual | 2020/21 Estimate | 2020/21 Budget | 2021/22 Officer Rec |
|--|--------------|---------------|----------------|----------------|----------------|----------------|------------------|----------------|---------------------|
| 402  | 4011         |               | £6,171         | £6,291         | £6,480         | £6,629         | £6,770           | £6,770         | £6,850              |
| General rates for 10 Cambridge Road including Outdoor Mess Room. Allowance for 1.1% increase in 2021/22. This is based on September's RPI as used when calculating Business Rates. |              |               |                |                |                |                |                  |                |                     |

| Cost Centre  | Account Code | Water Rates | 2016/17 Actual | 2017/18 Actual | 2018/19 Actual | 2019/20 Actual | 2020/21 Estimate | 2020/21 Budget | 2021/22 Officer Rec |
|--|--------------|-------------|----------------|----------------|----------------|----------------|------------------|----------------|---------------------|
| 402  | 4012         |             | £542           | £1,303         | -£9            | £701           | £500             | £800           | £500                |
| Water rates for 10 Cambridge Road including Outdoor Mess Room. A refund was received in the 18/19 for an overcharge in 17/18. A credit of £809.63 has been received on account for an overcharge in the current financial year. A request has been made to have the credit refunded back to the Council. Average monthly expenditure is £65. This marks a big increase for previous years charges which were approximately £110 per quarter. |              |             |                |                |                |                |                  |                |                     |

| Cost Centre   | Account Code | Electricity | 2016/17 Actual | 2017/18 Actual | 2018/19 Actual | 2019/20 Actual | 2020/21 Estimate | 2020/21 Budget | 2021/22 Officer Rec |
|---|--------------|-------------|----------------|----------------|----------------|----------------|------------------|----------------|---------------------|
| 402   | 4014         |             | £2,062         | £2,210         | £2,429         | £2,084         | £2,300           | £2,600         | £2,300              |
| Electricity for 10 Cambridge Road including Outdoor Mess Room. Estimate based on monthly charges incurred to date. Allowance for increase in 2020/21. |              |             |                |                |                |                |                  |                |                     |

**AGENDA ITEM: 12****APPENDIX X**

| Cost Centre | Account Code | Gas | 2016/17 Actual | 2017/18 Actual | 2018/19 Actual | 2019/20 Actual | 2020/21 Estimate | 2020/21 Budget | 2021/22 Officer Rec |
|-------------|--------------|-----|----------------|----------------|----------------|----------------|------------------|----------------|---------------------|
| 402         | 4015         |     | £1,342         | £993           | £1,867         | £(610)         | £1,300           | £1,300         | £1,300              |

Gas for 10 Cambridge Road including Outdoor Mess Room. 2017/18 charge low due to charge for last quarter rolling into 2018/19. Current expenditure appears low, due to a large credit received for an over charge in 2018/19. Estimate based on current spend and assumed monthly spend based on bills to date. Possible scope to lower budget.

| Cost Centre | Account Code | Cleaning Materials Etc | 2016/17 Actual | 2017/18 Actual | 2018/19 Actual | 2019/20 Actual | 2020/21 Estimate | 2020/21 Budget | 2021/22 Officer Rec |
|-------------|--------------|------------------------|----------------|----------------|----------------|----------------|------------------|----------------|---------------------|
| 402         | 4016         |                        | £1,085         | £990           | £1,047         | £1,116         | £1,250           | £1,250         | £1,250              |

For any cleaning materials for all Council premises and cleaning resources for outdoor team (public toilets etc). Budget previously reduced in 2019/20.

| Cost Centre | Account Code | General Data Protection Regs | 2016/17 Actual | 2017/18 Actual | 2018/19 Actual | 2019/20 Actual | 2020/21 Estimate | 2020/21 Budget | 2021/22 Officer Rec |
|-------------|--------------|------------------------------|----------------|----------------|----------------|----------------|------------------|----------------|---------------------|
| 402         | 4018         |                              | £0             | £0             | £900           | £500           | £500             | £500           | £500                |

Allowance for continued costs in next financial year. Allowance for DPO support. Scope for reduction.

| Cost Centre | Account Code | Misc Establishment Costs | 2016/17 Actual | 2017/18 Actual | 2018/19 Actual | 2019/20 Actual | 2020/21 Estimate | 2020/21 Budget | 2021/22 Officer Rec |
|-------------|--------------|--------------------------|----------------|----------------|----------------|----------------|------------------|----------------|---------------------|
| 402         | 4020         |                          | £719           | £1,316         | £301           | £1,250         | £1,000           | £2,000         | £2,000              |

To cover any irregular cost associated with running Council premises, e.g. cost of Mayors Board & Council photos, minor repairs. Recommended budget remains at £2,000 to ensure cover for unexpected/budgeted costs related to Council premises. Allowance in 2019/20 estimate for reupholstering of chamber chairs (£525).

| Cost Centre | Account Code | Telephone & Fax | 2016/17 Actual | 2017/18 Actual | 2018/19 Actual | 2019/20 Actual | 2020/21 Estimate | 2020/21 Budget | 2021/22 Officer Rec |
|-------------|--------------|-----------------|----------------|----------------|----------------|----------------|------------------|----------------|---------------------|
| 402         | 4021         |                 | £2,113         | £2,369         | £2,746         | £3,123         | £3,000           | £2,750         | £2,100              |

To cover all phone bills including telephone lines Wifi and phone system. Increased cost due to additional line to support redcare alarm call out to ADT.

| Cost Centre | Account Code | Postage | 2016/17 Actual | 2017/18 Actual | 2018/19 Actual | 2019/20 Actual | 2020/21 Estimate | 2020/21 Budget | 2021/22 Officer Rec |
|-------------|--------------|---------|----------------|----------------|----------------|----------------|------------------|----------------|---------------------|
| 402         | 4022         |         | £1,470         | £1,105         | £809           | £971           | £1,200           | £1,200         | £1,300              |

Any postage and payment of the franking machine contract. At time of issuing report there was a remaining credit of £304.27 on the franking machine.

| Cost Centre | Account Code | Printing & Stationery | 2016/17 Actual | 2017/18 Actual | 2018/19 Actual | 2019/20 Actual | 2020/21 Estimate | 2020/21 Budget | 2021/22 Officer Rec |
|-------------|--------------|-----------------------|----------------|----------------|----------------|----------------|------------------|----------------|---------------------|
| 402         | 4023         |                       | £2,126         | £2,455         | £1,304         | £1,883         | £1,500           | £1,500         | £1,500              |

**AGENDA ITEM: 12****APPENDIX X**

Covers all stationery costs and copier print charges. Copy print charges are approximately £290 per quarter depending on the level of printing.

| Cost Centre | Account Code | Subscriptions | 2016/17 Actual | 2017/18 Actual | 2018/19 Actual | 2019/20 Actual | 2020/21 Estimate | 2020/21 Budget | 2021/22 Officer Rec |
|-------------|--------------|---------------|----------------|----------------|----------------|----------------|------------------|----------------|---------------------|
| 402         | 4024         |               | £2,351         | £2,760         | £2,780         | £2,829         | £2,806           | 3,150          | £3,150              |

To cover the following subscriptions: BATPC, LCR, ICO, SLCC, IOG, Parish Online. All subs apart from LCR have so far been paid for 2019/20. LCR factored into end of year estimate. Slight increase allowed for any inflation costs in 2020/21.

| Cost Centre | Account Code | Insurance (excl vehicles) | 2016/17 Actual | 2017/18 Actual | 2018/19 Actual | 2019/20 Actual | 2020/21 Estimate | 2020/21 Budget | 2021/22 Officer Rec |
|-------------|--------------|---------------------------|----------------|----------------|----------------|----------------|------------------|----------------|---------------------|
| 402         | 4025         |                           | £20,387        | £20,677        | £21,808        | £20,490        | £19,500          | £19,500        | £20,000             |

Insurance policy changed to RSA and reduction in premiums secured. 2020/21 spend will be £19,068 based on current policy details. Allowance in Officer Recommendation for inclusion of completed new depot.

| Cost Centre | Account Code | Photocopy costs | 2016/17 Actual | 2017/18 Actual | 2018/19 Actual | 2019/20 Actual | 2020/21 Estimate | 2020/21 Budget | 2021/22 Officer Rec |
|-------------|--------------|-----------------|----------------|----------------|----------------|----------------|------------------|----------------|---------------------|
| 402         | 4026         |                 | £2,126         | £2,455         | £2,479         | £2,657         | £5,200           | £4,160         | £5,200              |

Cost of rental of photocopying contracts including toner, cartridges etc. To include rental, network support and copier charges. Rental at £1,196, Network Support £360 and estimated copier charges of £1,030. Recommended but remains in place to cover any unexpected costs.

| Cost Centre | Account Code | IT Costs incl Support | 2016/17 Actual | 2017/18 Actual | 2018/19 Actual | 2019/20 Actual | 2020/21 Estimate | 2020/21 Budget | 2021/22 Officer Rec |
|-------------|--------------|-----------------------|----------------|----------------|----------------|----------------|------------------|----------------|---------------------|
| 402         | 4027         |                       | £4,263         | £5,674         | £4,445         | £3,744         | £4,000           | £4,000         | £4,000              |

IT provider contract - paid on a monthly basis. Covers all computers and server. Due to reductions made by a new contract savings will be made in the current financial year. Recommended that budget is reduced for 2021/22 following recent tender process and agreement of new support contract.

| Cost Centre | Account Code | Service Agreements (Other) | 2016/17 Actual | 2017/18 Actual | 2018/19 Actual | 2019/20 Actual | 2020/21 Estimate | 2020/21 Budget | 2021/22 Officer Rec |
|-------------|--------------|----------------------------|----------------|----------------|----------------|----------------|------------------|----------------|---------------------|
| 402         | 4028         |                            | £6,258         | £5,851         | £3,984         | £5,582         | £6,500           | £6,500         | £6,500              |

To cover service agreements including the following: Accounts package, Website Hosting, VERTO, PNC (HR and Health & Safety), PHS & Power Recommended that budget remains in place to cover unexpected HR costs (charged per hour) outside the service contract. Recommended budget would cover any annual increases on other services agreements.

**AGENDA ITEM: 12****APPENDIX X**

| Cost Centre  | Account Code | Publications | 2016/17 Actual | 2017/18 Actual | 2018/19 Actual | 2019/20 Actual | 2020/21 Estimate | 2020/21 Budget | 2021/22 Officer Rec |
|--|--------------|--------------|----------------|----------------|----------------|----------------|------------------|----------------|---------------------|
| 402  | 4035         |              | £119           | £45            | £166           | £94            | £100             | £100           | £100                |
| To cover purchase of any learning or reference material. High in 2018/19 to cover purchase of new Arnold Clark addition and a book and Charity Law for a Council acting as sole trustee of a charity. Possible purchase of publications by Clerk at SLCC conference in October 2019 allowed for in estimate. |              |              |                |                |                |                |                  |                |                     |

| Cost Centre   | Account Code | Property Maintenance/ Security | 2016/17 Actual | 2017/18 Actual | 2018/19 Actual | 2019/20 Actual | 2020/21 Estimate | 2020/21 Budget | 2021/22 Officer Rec |
|---|--------------|--------------------------------|----------------|----------------|----------------|----------------|------------------|----------------|---------------------|
| 402   | 4036         |                                | £2,110         | £3,826         | £3,452         | £4,553         | £4,000           | £4,000         | £4,000              |
| Covers property and maintenance at 10 Cambridge Road. Includes boiler, fire alarm, security alarm and fire extinguisher services along with annual charge for Millennium Security. Additional charges for alarm response call outs by security company would be charged to this account. Higher expenditure in 2017/18 & 2018/19 due to security alerts and repairs following attempted break-ins at the former depot site. Replacement of alarm sensors has reduced call outs and budget costs in 2020/21. |              |                                |                |                |                |                |                  |                |                     |

| Cost Centre  | Account Code | Equipment Purchases (Minor) | 2016/17 Actual | 2017/18 Actual | 2018/19 Actual | 2019/20 Actual | 2020/21 Estimate | 2020/21 Budget | 2021/22 Officer Rec |
|--|--------------|-----------------------------|----------------|----------------|----------------|----------------|------------------|----------------|---------------------|
| 402  | 4040         |                             | £307           | £1,799         | £2,229         | £663           | £1,000           | £2,000         | £2,000              |
| Any admin required equipment for 10 Cambridge Road, eg keyboards and projector, camera, display boards, etc. Estimate expenditure includes more appropriate desk and shelving for mess room workstation. |              |                             |                |                |                |                |                  |                |                     |

| Cost Centre   | Account Code | Tourism Expenditure | 2016/17 Actual | 2017/18 Actual | 2018/19 Actual | 2019/20 Actual | 2020/21 Estimate | 2020/21 Budget | 2021/22 Officer Rec |
|---|--------------|---------------------|----------------|----------------|----------------|----------------|------------------|----------------|---------------------|
| 402   | 4050         |                     | £39            | £0             | £415           | £949           | £0               | £400           | £400                |
| To cover cost of payments to Saffords for bus trips booked, running council talks or purchasing tourism related literature, items. Majority of spend is linked to Saffords. |              |                     |                |                |                |                |                  |                |                     |

| Cost Centre   | Account Code | Bank Charges | 2016/17 Actual | 2017/18 Actual | 2018/19 Actual | 2019/20 Actual | 2020/21 Estimate | 2020/21 Budget | 2021/22 Officer Rec |
|---|--------------|--------------|----------------|----------------|----------------|----------------|------------------|----------------|---------------------|
| 402   | 4051         |              | £30            | £16            | £213           | £556           | £500             | £550           | £550                |
| Bank charges incurred. Charges incurred per month. Includes account charge and charges for cheque processing etc. |              |              |                |                |                |                |                  |                |                     |

| Cost Centre  | Account Code | Legal Expenses | 2016/17 Actual | 2017/18 Actual | 2018/19 Actual | 2019/20 Actual | 2020/21 Estimate | 2020/21 Budget | 2021/22 Officer Rec |
|--|--------------|----------------|----------------|----------------|----------------|----------------|------------------|----------------|---------------------|
| 402  | 4056         |                | £1,264         | £403           | £1,415         | £1,543         | £2,500           | £2,500         | £2,500              |
| Any legal expenses for adhoc work incurred out by Town Council – not corporate projects. Overspend expected in 2020/21 due to work on SSLA lease, Berwick Way ACF lease and Beeston Community Orchard Lease. Estimate based on quotes received and agreed. |              |                |                |                |                |                |                  |                |                     |

**AGENDA ITEM: 12****APPENDIX X**

| Cost Centre   | Account Code | Audit Fees – External | 2016/17 Actual | 2017/18 Actual | 2018/19 Actual | 2019/20 Actual | 2020/21 Estimate | 2020/21 Budget | 2021/22 Officer Rec |
|---|--------------|-----------------------|----------------|----------------|----------------|----------------|------------------|----------------|---------------------|
| 402   | 4057         |                       | £1,300         | £1,300         | £1,300         | £1,300         | £1,300           | £1,300         | £1,300              |
| To cover annual external audit fees (Mazars). Fee should remain the same. |              |                       |                |                |                |                |                  |                |                     |

| Cost Centre   | Account Code | Audit Fees – Internal | 2016/17 Actual | 2017/18 Actual | 2018/19 Actual | 2019/20 Actual | 2020/21 Estimate | 2020/21 Budget | 2021/22 Officer Rec |
|---|--------------|-----------------------|----------------|----------------|----------------|----------------|------------------|----------------|---------------------|
| 402   | 4058         |                       | £750           | £800           | £800           | £830           | £900             | £900           | £900                |
| To cover internal audit – two per year (Haines Watts currently engaged as Internal Auditor) |              |                       |                |                |                |                |                  |                |                     |

| Cost Centre   | Account Code | Accountancy Fees | 2016/17 Actual | 2017/18 Actual | 2018/19 Actual | 2019/20 Actual | 2020/21 Estimate | 2020/21 Budget | 2021/22 Officer Rec |
|---|--------------|------------------|----------------|----------------|----------------|----------------|------------------|----------------|---------------------|
| 402   | 4059         |                  | £6,259         | £6,531         | £6,328         | £6,485         | £6,000           | £7,000         | £7,350              |
| DCK Beavers have advised that after 4 years of keeping rates the same an increase was to be applied for 2020/21. Increase allowed for in recommendation. Current financial year underspend estimated based on reduced charges during COVID19 as monthly account work was carried out remotely rather than by visit to the office. |              |                  |                |                |                |                |                  |                |                     |

| Cost Centre   | Account Code | Refreshments | 2016/17 Actual | 2017/18 Actual | 2018/19 Actual | 2019/20 Actual | 2020/21 Estimate | 2020/21 Budget | 2021/22 Officer Rec |
|---|--------------|--------------|----------------|----------------|----------------|----------------|------------------|----------------|---------------------|
| 402   | 4070         |              | £125           | £132           | £165           | £142           | £100             | £200           | £200                |
| To cover refreshment costs including hospitality meetings. 2020/21 expenditure low due to halting of Council meetings as a result of COVID19. |              |              |                |                |                |                |                  |                |                     |

**Income**

| Cost Centre   | Account Code | Tourism Income | 2016/17 Actual | 2017/18 Actual | 2018/19 Actual | 2019/20 Actual | 2020/21 Estimate | 2020/21 Budget | 2021/22 Officer Rec |
|---|--------------|----------------|----------------|----------------|----------------|----------------|------------------|----------------|---------------------|
| 402   | 1003         |                | £1,163         | £161           | £979           | £1,099         | £0               | £750           | £0                  |
| Any income from Saffords trips booked and income generated from Council events such as talks. 20/21 expenditure anticipated at £0 as a result of COVID 19. Recommended that 21/22 is budget for as a £0 income. It is uncertain at this point how the results of COVID19 might impact on such income. |              |                |                |                |                |                |                  |                |                     |

| Cost Centre  | Account Code | Rent Received Etc | 2016/17 Actual | 2017/18 Actual | 2018/19 Actual | 2019/20 Actual | 2020/21 Estimate | 2020/21 Budget | 2021/22 Officer Rec |
|--|--------------|-------------------|----------------|----------------|----------------|----------------|------------------|----------------|---------------------|
| 402  | 1201         |                   | £2,372         | £1,077         | £630           | £603           | £205             | £750           | £250                |
| Rent received from Chamber hire. Due to COVID19 it has not been possible to rent out the Chamber. As such zero income is anticipated. Small allowance for 2021/22, but reduced income assumed. |              |                   |                |                |                |                |                  |                |                     |

**AGENDA ITEM: 12**

**APPENDIX X**

| Cost Centre   | Account Code | Photocopying Income | 2016/17 Actual | 2017/18 Actual | 2018/19 Actual | 2019/20 Actual | 2020/21 Estimate | 2020/21 Budget | 2021/22 Officer Rec |
|---|--------------|---------------------|----------------|----------------|----------------|----------------|------------------|----------------|---------------------|
| 402   | 1202         |                     | £70            | £102           | £71            | £60            | £0               | £50            | £0                  |
| Income from public use of the photocopier. No income to date, potentially as a side effect of COVID19 restrictions. |              |                     |                |                |                |                |                  |                |                     |

| Cost Centre   | Account Code | Miscellaneous Income | 2016/17 Actual | 2017/18 Actual | 2018/19 Actual | 2019/20 Actual | 2020/21 Estimate | 2020/21 Budget | 2021/22 Officer Rec |
|---|--------------|----------------------|----------------|----------------|----------------|----------------|------------------|----------------|---------------------|
| 402   | 1205         |                      | £59            | £13            | £832           | £1,362         | £1,287           | £0             | £0                  |
| To cover any additional unanticipated income such as utility refunds. 2018/19 income is for hire of a gazebos and eastern power overhead line rental. |              |                      |                |                |                |                |                  |                |                     |

|                |         |                     |         |
|----------------|---------|---------------------|---------|
| 2019/20 Actual | £70,463 | 2020/21 Estimate    | £75,851 |
| 2020/21 Budget | £79,130 | 2021/22 Officer Rec | £79,950 |

**Note:** A number of budget savings have been made as part of the 21/22 recommendations. However, the reduction in anticipated income as a result of COVID19 has resulted in the over 1.02% cost centre increase.

Difference in 2020/21 Budget and 2021/22 Officer Rec is a decrease of £820 or 1.02%

**Administration - Works**

| Cost Centre  | Account Code | Protective Clothing | 2016/17 Actual | 2017/18 Actual | 2018/19 Actual | 2019/20 Actual | 2020/21 Estimate | 2020/21 Budget | 2021/22 Officer Rec |
|--|--------------|---------------------|----------------|----------------|----------------|----------------|------------------|----------------|---------------------|
| 403  | 4005         |                     | £769           | £1,207         | £1,476         | £793           | £1,300           | £1,300         | £1,300              |
| To cover legally required PPE equipment for the Outdoor Team. Estimate for 2020/21 is based on actual spend to date and estimated expenditure. |              |                     |                |                |                |                |                  |                |                     |

| Cost Centre   | Account Code | Training | 2016/17 Actual | 2017/18 Actual | 2018/19 Actual | 2019/20 Actual | 2020/21 Estimate | 2020/21 Budget | 2021/22 Officer Rec |
|---|--------------|----------|----------------|----------------|----------------|----------------|------------------|----------------|---------------------|
| 403   | 4008         |          | £419           | £578           | £1,411         | £170           | £950             | £1,950         | £1,950              |
| Ground maintenance specific training such as machinery training and play inspections. Office Recommendation for 2021/22 includes cost of having IOG provide general pitch maintenance training in Sandy for the outdoor team. |              |          |                |                |                |                |                  |                |                     |

| Cost Centre  | Account Code | General Rates | 2016/17 Actual | 2017/18 Actual | 2018/19 Actual | 2019/20 Actual | 2020/21 Estimate | 2020/21 Budget | 2021/22 Officer Rec |
|--|--------------|---------------|----------------|----------------|----------------|----------------|------------------|----------------|---------------------|
| 403  | 4011         |               | £2,009         | £1,724         | £1,776         | £1,817         | £1,870           | £1,855         | £1,900              |
| General rates for the Depot area. 1.1% increase allowed for 2020/21. |              |               |                |                |                |                |                  |                |                     |

**AGENDA ITEM: 12**

**APPENDIX X**

| Cost Centre | Account Code | Water Rates | 2016/17 Actual | 2017/18 Actual | 2018/19 Actual | 2019/20 Actual | 2020/21 Estimate | 2020/21 Budget | 2021/22 Officer Rec |
|-------------|--------------|-------------|----------------|----------------|----------------|----------------|------------------|----------------|---------------------|
| 403         | 4012         |             | £139           | £117           | £160           | £20            | £200             | £250           | £200                |

Water rates for the Depot. Estimate is based on cost to date. Lower than previous depot building, potentially due to use of grey water tank. Recommended sufficient budget is kept in place for 21/22 and reviewed again in October 2021.

| Cost Centre | Account Code | Electricity | 2016/17 Actual | 2017/18 Actual | 2018/19 Actual | 2019/20 Actual | 2020/21 Estimate | 2020/21 Budget | 2021/22 Officer Rec |
|-------------|--------------|-------------|----------------|----------------|----------------|----------------|------------------|----------------|---------------------|
| 403         | 4014         |             | £1,371         | £1,071         | £0             | £697           | £2,100           | £1,200         | £1,200              |

Electricity for the Depot. No charge in 2018/19 following move to temporary storage. Current year very high due to inclusion of bill from previous year that was not accrued for. When subtracting the £907 from 2019/20 from the total it brings this year's charges into the target budget level.

| Cost Centre | Account Code | Refuse Disposal | 2016/17 Actual | 2017/18 Actual | 2018/19 Actual | 2019/20 Actual | 2020/21 Estimate | 2020/21 Budget | 2021/22 Officer Rec |
|-------------|--------------|-----------------|----------------|----------------|----------------|----------------|------------------|----------------|---------------------|
| 403         | 4017         |                 | £3,294         | £6,713         | £3,258         | £3,703         | £4,500           | £5,000         | £4,500              |

To cover the cost of skip hire and disposal of waste from Council owned bins and land. Estimate for 2020/21 based on first 6 months usage and extrapolated over 12 months. However, costs may be lower during winter months. High expenditure in 2017/18 was due to unauthorised site occupation clearance. Slight reduction possible. Recycling scheme still being researched. Possible annual revenue cost of £460 to dispose of 4400L of recycled waste per month. Feasibility to be addressed – fines from service provider are applicable for any non-recyclable waste included in our bin.

| Cost Centre | Account Code | Property Maintenance/Security | 2016/17 Actual | 2017/18 Actual | 2018/19 Actual | 2019/20 Actual | 2020/21 Estimate | 2020/21 Budget | 2021/22 Officer Rec |
|-------------|--------------|-------------------------------|----------------|----------------|----------------|----------------|------------------|----------------|---------------------|
| 403         | 4036         |                               | £1,210         | £2,289         | £850           | £2,532         | £1,500           | £2,000         | £2,000              |

Property maintenance and security for the Depot including call out charges.

| Cost Centre | Account Code | Consumables/Small Tools | 2016/17 Actual | 2017/18 Actual | 2018/19 Actual | 2019/20 Actual | 2020/21 Estimate | 2020/21 Budget | 2021/22 Officer Rec |
|-------------|--------------|-------------------------|----------------|----------------|----------------|----------------|------------------|----------------|---------------------|
| 403         | 4038         |                         | £1,545         | £2,439         | £2,598         | £1,924         | £2,000           | £2,500         | £2,500              |

To cover any tools required to carry out Council work. As the new depot is used more and more space is available it is anticipated more tools will be purchased for use by the team.

| Cost Centre | Account Code | Planting/Trees/<br>Horticulture | 2016/17 Actual | 2017/18 Actual | 2018/19 Actual | 2019/20 Actual | 2020/21 Estimate | 2020/21 Budget | 2021/22 Officer Rec |
|-------------|--------------|---------------------------------|----------------|----------------|----------------|----------------|------------------|----------------|---------------------|
| 403         | 4039         |                                 | £5,211         | £4,461         | £4,955         | £6,035         | £6,250           | £6,250         | £6,250              |

To cover hanging basket contract, planters, the purchase of seasonal bedding plants and consumables. Aim to include additional barrier baskets.



**AGENDA ITEM: 12**

**APPENDIX X**

| Cost Centre | Account Code | Equipment Purchases (Minor) | 2016/17 Actual | 2017/18 Actual | 2018/19 Actual | 2019/20 Actual | 2020/21 Estimate | 2020/21 Budget | 2021/22 Officer Rec |
|-------------|--------------|-----------------------------|----------------|----------------|----------------|----------------|------------------|----------------|---------------------|
| 403         | 4040         |                             | £1,682         | £8,008         | £1,390         | £1,693         | £2,000           | £2,000         | £2,000              |

To cover any equipment for the purpose of maintenance for the outdoor team. 2016/17 expenditure was high due to break in and replacement of stolen equipment. Costs were covered by the Council's insurance.

| Cost Centre | Account Code | Equipment/Vehicle Maintenance | 2016/17 Actual | 2017/18 Actual | 2018/19 Actual | 2019/20 Actual | 2020/21 Estimate | 2020/21 Budget | 2021/22 Officer Rec |
|-------------|--------------|-------------------------------|----------------|----------------|----------------|----------------|------------------|----------------|---------------------|
| 403         | 4042         |                               | £4,304         | £2,471         | £5,326         | £5,270         | £5,000           | £5,000         | £5,000              |

To cover vehicle expenditure including maintenance and repairs, servicing and MOTs, including two pick-up trucks, a ride-on and a tractor. Budget is high compared to expenditure, but vehicles are starting to incur more problems as they age, and a contingency should be allowed for. 2018/19 expenditure was high due to a number of issues with both pick-up trucks and the tractor.

| Cost Centre | Account Code | Equipment/Vehicle Fuel | 2016/17 Actual | 2017/18 Actual | 2018/19 Actual | 2019/20 Actual | 2020/21 Estimate | 2020/21 Budget | 2021/22 Officer Rec |
|-------------|--------------|------------------------|----------------|----------------|----------------|----------------|------------------|----------------|---------------------|
| 403         | 4043         |                        | £2,498         | £2,957         | £3,701         | £3,824         | £3,500           | £3,500         | £3,500              |

Fuel for Council vehicles. Increases in fuel costs have resulted in higher expenditure than in previous years and potential overspend in the current financial year. Estimate based on costs incurred to date and estimate based on previous year's September to March period.

| Cost Centre | Account Code | Vehicle Tax & Insurance | 2016/17 Actual | 2017/18 Actual | 2018/19 Actual | 2019/20 Actual | 2020/21 Estimate | 2020/21 Budget | 2021/22 Officer Rec |
|-------------|--------------|-------------------------|----------------|----------------|----------------|----------------|------------------|----------------|---------------------|
| 403         | 4044         |                         | £2,120         | £2,306         | £2,071         | £2,880         | £3,000           | £3,000         | £3,000              |

Vehicle tax and insurance for Council vehicles.

| Cost Centre | Account Code | Trees Works | 2016/17 Actual | 2017/18 Actual | 2018/19 Actual | 2019/20 Actual | 2020/21 Estimate | 2020/21 Budget | 2021/22 Officer Rec |
|-------------|--------------|-------------|----------------|----------------|----------------|----------------|------------------|----------------|---------------------|
| 403         | 4039         |             | £0             | £0             | £6,665         | £1,060         | £6,000           | £6,000         | £6,000              |

Budget for works to council trees. The council has a large stock of trees and an ongoing budget for tree maintenance should be kept. Work to trees at Beeston Green, including pollarding of Willows resulted in a large expenditure in 2018/19. Further works to trees at Beeston Green, Willow Island, Bedford Road and the Church yard are anticipated to use up the majority of the budget.

|                |         |                     |         |
|----------------|---------|---------------------|---------|
| 2019/20 Actual | £32,417 | 2020/21 Estimate    | £40,170 |
| 2020/21 Budget | £41,805 | 2021/22 Officer Rec | £41,300 |

Difference in 2020/21 Budget and 2021/22 Officer Recommendation is a decrease of £505 or -1.22%

**Footway Lighting**

| Cost Centre  | Account Code | Electricity | 2016/17 Actual | 2017/18 Actual | 2018/19 Actual | 2019/20 Actual | 2020/21 Estimate | 2020/21 Budget | 2021/22 Officer Rec |
|--|--------------|-------------|----------------|----------------|----------------|----------------|------------------|----------------|---------------------|
| 405  | 4014         |             | £5,367         | £5,549         | £6,113         | £7,260         | £6,300           | £5,750         | £6,500              |
| Covers electricity for Town Council streetlights. Estimate based on charges of the first six months of the financial year. Increase recommended. Application submitted to UKPN to have charges reviewed as 45% of lighting stock is now converted to LED. May result in lower electricity charges. |              |             |                |                |                |                |                  |                |                     |

| Cost Centre  | Account Code | Equipment/Vehicle Maintenance | 2016/17 Actual | 2017/18 Actual | 2018/19 Actual | 2019/20 Actual | 2020/21 Estimate | 2020/21 Budget | 2021/22 Officer Rec |
|--|--------------|-------------------------------|----------------|----------------|----------------|----------------|------------------|----------------|---------------------|
| 405  | 4042         |                               | £2,955         | £17,278        | £15,380        | £9,675         | £10,000          | £10,000        | £10,000             |
| Covers any repairs to Town Council streetlights. High expenditure as SOX lanterns are failing and are now replaced with LED lanterns. Previous years saw columns replaced following damage or failure. Recommended budget remains in place as a contingency as costs are difficult to predict. |              |                               |                |                |                |                |                  |                |                     |

|                |         |                     |         |
|----------------|---------|---------------------|---------|
| 2019/20 Actual | £16,881 | 2020/21 Estimate    | £16,300 |
| 2020/21 Budget | £15,750 | 2021/22 Officer Rec | £16,500 |

Difference in 2020/21 Budget and 2021/22 Officer Recommendation is an increase of £750 or 4.76%

**AGENDA ITEM: 12**  
**Cemetery & Churchyard**

**APPENDIX X**

| Cost Centre   | Account Code | General Rates | 2016/17 Actual | 2017/18 Actual | 2018/19 Actual | 2019/20 Actual | 2020/21 Estimate | 2020/21 Budget | 2021/22 Officer Rec |
|---|--------------|---------------|----------------|----------------|----------------|----------------|------------------|----------------|---------------------|
| 406   | 4011         |               | £2,226         | £2,384         | £2,640         | £2,971         | £3,470           | £3,050         | £3,500              |
| General rates for Sandy Cemetery Chapel. Overspend as rate was higher than anticipated. 1.1% increase allowed for in 2021/22. (September RPI is used) |              |               |                |                |                |                |                  |                |                     |

| Cost Centre   | Account Code | Water Rates | 2016/17 Actual | 2017/18 Actual | 2018/19 Actual | 2019/20 Actual | 2020/21 Estimate | 2020/21 Budget | 2021/22 Officer Rec |
|---|--------------|-------------|----------------|----------------|----------------|----------------|------------------|----------------|---------------------|
| 406   | 4012         |             | £89            | £153           | £66            | £135           | £100             | £200           | £150                |
| Water rates for Sandy Cemetery. Estimate based on water rates for the year to date extrapolated over a 12-month period. Year on year costs vary but have not exceeded £150. Budget reduction advised. |              |             |                |                |                |                |                  |                |                     |

| Cost Centre  | Account Code | Property Maintenance/ Security | 2016/17 Actual | 2017/18 Actual | 2018/19 Actual | 2019/20 Actual | 2020/21 Estimate | 2020/21 Budget | 2021/22 Officer Rec |
|--|--------------|--------------------------------|----------------|----------------|----------------|----------------|------------------|----------------|---------------------|
| 406  | 4036         |                                | £1,210         | £498           | £782           | £(208)         | £1,000           | £1,000         | £1,000              |
| Property maintenance and security for the Cemetery and Chapel. Includes servicing and minor repair works for St Swithun's Church Clock. Service charge allowed for in current year estimate. Quotes being obtained for work to chapel flat roof. Full expenditure assumed. |              |                                |                |                |                |                |                  |                |                     |

| Cost Centre  | Account Code | Grounds Maintenance | 2016/17 Actual | 2017/18 Actual | 2018/19 Actual | 2019/20 Actual | 2020/21 Estimate | 2020/21 Budget | 2021/22 Officer Rec |
|--|--------------|---------------------|----------------|----------------|----------------|----------------|------------------|----------------|---------------------|
| 406  | 4037         |                     | £0             | £128           | £314           | £254           | £900             | £900           | £900                |
| Any works incurred in Sandy Cemetery or Churchyard. Full expenditure assumed. Although historically expenditure is low and there may be scope for a budget reduction, it is advisable that the contingency budget is left in place for any work that might need doing in the church yard for which the Council is responsible. |              |                     |                |                |                |                |                  |                |                     |

| Cost Centre  | Account Code | Planting/Trees/ Horticulture | 2016/17 Actual | 2017/18 Actual | 2018/19 Actual | 2019/20 Actual | 2020/21 Estimate | 2020/21 Budget | 2021/22 Officer Rec |
|--|--------------|------------------------------|----------------|----------------|----------------|----------------|------------------|----------------|---------------------|
| 406  | 4039         |                              | £5             | £13            | £5             | £120           | £350             | £350           | £350                |
| Any planting, trees or horticulture for Sandy Cemetery or Churchyard. Expenditure required this financial year on pruning of cherry trees. |              |                              |                |                |                |                |                  |                |                     |

| Cost Centre  | Account Code | Grave Digging Costs | 2016/17 Actual | 2017/18 Actual | 2018/19 Actual | 2019/20 Actual | 2020/21 Estimate | 2020/21 Budget | 2021/22 Officer Rec |
|--|--------------|---------------------|----------------|----------------|----------------|----------------|------------------|----------------|---------------------|
| 406  | 4101         |                     | £4,875         | £3,740         | £6,040         | £5,040         | £6,500           | £5,500         | £6,000              |
| For the cost of outsourcing grave digging at the Cemetery. Estimate is based on costs to date extrapolated over 12 months. Allowance for possible increase in costs in 21/22 and increase in grave digging to correspond with increase in burial income. |              |                     |                |                |                |                |                  |                |                     |





**AGENDA ITEM: 12****APPENDIX X**

| Cost Centre  | Account Code | Electricity | 2016/17 Actual | 2017/18 Actual | 2018/19 Actual | 2019/20 Actual | 2020/21 Estimate | 2020/21 Budget | 2021/22 Officer Rec |
|--|--------------|-------------|----------------|----------------|----------------|----------------|------------------|----------------|---------------------|
| 409  | 4014         |             | £228           | £141           | £269           | £217           | £280             | £300           | £300                |
| Electricity for the car park toilets. 20/21 estimate based on monthly charges to date. Budget should be sufficient for 2021/22 |              |             |                |                |                |                |                  |                |                     |

| Cost Centre   | Account Code | Property Maintenance/ Security | 2016/17 Actual | 2017/18 Actual | 2018/19 Actual | 2019/20 Actual | 2020/21 Estimate | 2020/21 Budget | 2021/22 Officer Rec |
|---|--------------|--------------------------------|----------------|----------------|----------------|----------------|------------------|----------------|---------------------|
| 409   | 4036         |                                | £761           | £1,032         | £393           | £102           | £1,000           | £1,000         | £1,000              |
| Property maintenance and security for the car park toilets. As the toilets get older more maintenance work becomes necessary. |              |                                |                |                |                |                |                  |                |                     |

|                |        |                     |        |
|----------------|--------|---------------------|--------|
| 2019/20 Actual | £3,690 | 2020/21 Estimate    | £2,500 |
| 2020/21 Budget | £4,380 | 2021/22 Officer Rec | £2,500 |

Difference in 2019/20 Budget and 2020/21 Officer Recommendation is a decrease of £1,880 or 42.92%

**Play areas and Open spaces**

| Cost Centre   | Account Code | Health & Safety | 2016/17 Actual | 2017/18 Actual | 2018/19 Actual | 2019/20 Actual | 2020/21 Estimate | 2020/21 Budget | 2021/22 Officer Rec |
|---|--------------|-----------------|----------------|----------------|----------------|----------------|------------------|----------------|---------------------|
| 500   | 4007         |                 | £399           | £399           | £399           | £343           | £520             | £400           | £550                |
| Health and safety for all play areas – annual ROSPA checks and reports. ROSPA charge increased in 2020/21. New provider sought. Budget increased to make allowance. |              |                 |                |                |                |                |                  |                |                     |

| Cost Centre   | Account Code | Water Rates | 2016/17 Actual | 2017/18 Actual | 2018/19 Actual | 2019/20 Actual | 2020/21 Estimate | 2020/21 Budget | 2021/22 Officer Rec |
|---|--------------|-------------|----------------|----------------|----------------|----------------|------------------|----------------|---------------------|
| 500   | 4012         |             | £301           | £662           | £629           | £385           | £500             | £700           | £500                |
| Water rates for all play areas – Bedford Road toilets. An over charge in 2015/16 was refunded in 2016/17 and in 2019/20. Budget reduction possible. |              |             |                |                |                |                |                  |                |                     |

| Cost Centre   | Account Code | Electricity | 2016/17 Actual | 2017/18 Actual | 2018/19 Actual | 2019/20 Actual | 2020/21 Estimate | 2020/21 Budget | 2021/22 Officer Rec |
|---|--------------|-------------|----------------|----------------|----------------|----------------|------------------|----------------|---------------------|
| 500   | 4014         |             | £160           | £151           | £122           | £173           | £200             | £200           | £200                |
| Electricity for all play areas – Bedford Road toilets. 2020/21 estimate based on monthly charges to date. |              |             |                |                |                |                |                  |                |                     |

**AGENDA ITEM: 12**

**APPENDIX X**

| Cost Centre  | Account Code | Property Maintenance/<br>Security | 2016/17<br>Actual | 2017/18<br>Actual | 2018/19<br>Actual | 2019/20<br>Actual | 2020/21<br>Estimate | 2020/21<br>Budget | 2021/22<br>Officer Rec |
|--|--------------|-----------------------------------|-------------------|-------------------|-------------------|-------------------|---------------------|-------------------|------------------------|
| 500  | 4036         |                                   | £492              | £19               | £1,429            | £561              | £500                | £500              | £500                   |
| Property maintenance and security for all play areas and all buildings including the football pavilion. Expenditure overspent in 2018/19 due to charges related to eviction of unauthorised encampment and security measures put in place. |              |                                   |                   |                   |                   |                   |                     |                   |                        |

| Cost Centre  | Account Code | Grounds Maintenance | 2016/17<br>Actual | 2017/18<br>Actual | 2018/19<br>Actual | 2019/20<br>Actual | 2020/21<br>Estimate | 2020/21<br>Budget | 2021/22<br>Officer Rec |
|--|--------------|---------------------|-------------------|-------------------|-------------------|-------------------|---------------------|-------------------|------------------------|
| 500  | 4037         |                     | £1,352            | £1,233            | £2,092            | £450              | £2,500              | £2,500            | £2,500                 |
| Grounds maintenance for all football pitches. Contingency for unexpected work allowed for. |              |                     |                   |                   |                   |                   |                     |                   |                        |

| Cost Centre  | Account Code | Equipment/Vehicle Maintenance | 2016/17<br>Actual | 2017/18<br>Actual | 2018/19<br>Actual | 2019/20<br>Actual | 2020/21<br>Estimate | 2020/21<br>Budget | 2021/22<br>Officer Rec |
|--|--------------|-------------------------------|-------------------|-------------------|-------------------|-------------------|---------------------|-------------------|------------------------|
| 500  | 4042         |                               | £2,211            | £0                | £1,172            | £2,756            | £2,000              | £5,000            | £5,000                 |
| For all play equipment in all play areas in Sandy Town Council's ownership. Budget should be kept high to ensure funds are available to maintain and repair equipment. |              |                               |                   |                   |                   |                   |                     |                   |                        |

| Cost Centre   | Account Code | Transfer from EMR Fallowfield | 2016/17<br>Actual | 2017/18<br>Actual | 2018/19<br>Actual | 2019/20<br>Actual | 2020/21<br>Estimate | 2020/21<br>Budget | 2021/22<br>Officer Rec |
|---|--------------|-------------------------------|-------------------|-------------------|-------------------|-------------------|---------------------|-------------------|------------------------|
| 500   | 4972         |                               | -£15,000          | -£15,000          | -£15,000          | -£15,000          | -£7,500             | -£7,500           | £-7,500                |
| Transfer from Fallowfield reserve funds to revenue budget to cover maintenance costs associated with Fallowfield. Agreed to lower in 2020/21 due to availability of funds in EMR. |              |                               |                   |                   |                   |                   |                     |                   |                        |

**INCOME**

| Cost Centre   | Account Code | Rent Received Etc | 2016/17<br>Actual | 2017/18<br>Actual | 2018/19<br>Actual | 2019/20<br>Actual | 2020/21<br>Estimate | 2020/21<br>Budget | 2021/22<br>Officer Rec |
|---|--------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|-------------------|------------------------|
| 500   | 1201         |                   | £1,476            | £500              | £0                | £0                | £0                  | £0                | £0                     |
| Fees for activities on Council owned open spaces. Income fees have been applied to cost centre 403. Suggested zero balance for this cost centre in 21/22. |              |                   |                   |                   |                   |                   |                     |                   |                        |

| Cost Centre  | Account Code | Sandy FC Rent | 2016/17<br>Actual | 2017/18<br>Actual | 2018/19<br>Actual | 2019/20<br>Actual | 2020/21<br>Estimate | 2020/21<br>Budget | 2021/22<br>Officer Rec |
|--|--------------|---------------|-------------------|-------------------|-------------------|-------------------|---------------------|-------------------|------------------------|
| 500  | 1241         |               | £480              | £480              | £480              | £495              | £500                | £500              | £505                   |
| Rent Sandy Football Club for the use of the ground and pavilion. RPI 1.1 applied |              |               |                   |                   |                   |                   |                     |                   |                        |





**AGENDA ITEM: 12**

**APPENDIX X**

| Cost Centre | Account Code | Equipment Maintenance – SBC | 2016/17 Actual | 2017/18 Actual | 2018/19 Actual | 2019/20 Actual | 2020/21 Estimate | 2020/21 Budget | 2021/22 Officer Rec |
|-------------|--------------|-----------------------------|----------------|----------------|----------------|----------------|------------------|----------------|---------------------|
| 501         | 4047         |                             | £567           | £2,076         | £2,404         | £2,623         | £2,639           | £2,639         | £2,679              |

Maintenance of bowling green equipment as per lease agreement. Spend varies dependant on work required to machines following servicing. Maintenance of bowling green as per lease agreement. 2021/22 allowance for RPI increase. Actual RPI will be calculated per the lease when figures are available.

| Cost Centre | Account Code | Cricket Square – SCC | 2016/17 Actual | 2017/18 Actual | 2018/19 Actual | 2019/20 Actual | 2020/21 Estimate | 2020/21 Budget | 2021/22 Officer Rec |
|-------------|--------------|----------------------|----------------|----------------|----------------|----------------|------------------|----------------|---------------------|
| 501         | 4048         |                      | £3,639         | £2,264         | £2,484         | £2,476         | £2,606           | £2,606         | £2,645              |

Maintenance of cricket pitch as per lease agreement. 2016/17 figures high due to section 106 expenditure which was later refunded by CBC. Maintenance of bowling green as per lease agreement. 2021/22 allowance for RPI increase. Actual RPI will be calculated per the lease when figures are available.

| Cost Centre | Account Code | Equipment Maintenance - SCC | 2016/17 Actual | 2017/18 Actual | 2018/19 Actual | 2019/20 Actual | 2020/21 Estimate | 2020/21 Budget | 2021/22 Officer Rec |
|-------------|--------------|-----------------------------|----------------|----------------|----------------|----------------|------------------|----------------|---------------------|
| 501         | 4049         |                             | £4,002         | £2,077         | £1,799         | £535           | £1,000           | £2,819         | £2,861              |

Maintenance of cricket pitch equipment as per lease agreement. 2016/17 figures high due to section 106 expenditure which was later refunded by CBC. Maintenance of bowling green as per lease agreement. 2021/22 allowance for RPI increase. Actual RPI will be calculated per the lease when figures are available.

| Cost Centre | Account Code | Other Professional Fees | 2016/17 Actual | 2017/18 Actual | 2018/19 Actual | 2019/20 Actual | 2020/21 Estimate | 2020/21 Budget | 2021/22 Officer Rec |
|-------------|--------------|-------------------------|----------------|----------------|----------------|----------------|------------------|----------------|---------------------|
| 501         | 4060         |                         | £15,225        | £15,098        | £15,096        | £16,061        | £16,250          | £15,225        | £16,700             |

For payment to Stevenage Leisure Ltd for the Management of Jenkins. RPI should be applied.

**INCOME**

| Cost Centre | Account Code | Bowls Club Rental | 2016/17 Actual | 2017/18 Actual | 2018/19 Actual | 2019/20 Actual | 2020/21 Estimate | 2020/21 Budget | 2021/22 Officer Rec |
|-------------|--------------|-------------------|----------------|----------------|----------------|----------------|------------------|----------------|---------------------|
| 501         | 1253         |                   | -£399          | -£407          | -£423          | -£437          | -£225            | -£447          | -£455               |

Rental income from the Bowls Club. Estimate low due to COVID19 and Council agreement to look at a reduction. RPI applied for 21/22.

| Cost Centre | Account Code | Cricket Club Rental | 2016/17 Actual | 2017/18 Actual | 2018/19 Actual | 2019/20 Actual | 2020/21 Estimate | 2020/21 Budget | 2021/22 Officer Rec |
|-------------|--------------|---------------------|----------------|----------------|----------------|----------------|------------------|----------------|---------------------|
| 501         | 1255         |                     | -£263          | £0             | -£212          | -£217          | -£144            | -£287          | -£292               |

Rental income from the Cricket Club for pitch. Estimate low due to COVID19 and Council agreement to look at a reduction. RPI applied for 21/22.



INCOME

| Cost Centre   | Account Code | Countryside Stewardship Grant and Rural Payments | 2016/17 Actual | 2017/18 Actual | 2018/19 Actual | 2019/20 Actual | 2020/21 Estimate | 2020/21 Budget | 2021/22 Officer Rec |
|---|--------------|--|----------------|----------------|----------------|----------------|------------------|----------------|---------------------|
| 502   | 1306         |  | -£2,034        | -£2,865        | -£2,630        | -£2,879        | -£2,000          | -£2,000        | -£2,000             |
| Grant income to support the management of The Riddy and The Pinnacle. Grant income is not received/awarded until later in the year. Countryside Stewardship Grant will end in 2022 and the Council will need to look at reapplying. The Rural Payments scheme is to be phased out and there will be a reduction in what the Town Council receives of up to 5%. Assumed budget income will be met for current financial year and next. |              |  |                |                |                |                |                  |                |                     |

| Cost Centre  | Account Code | Angling Licence Rent | 2016/17 Actual | 2017/18 Actual | 2018/19 Actual | 2019/20 Actual | 2020/21 Estimate | 2020/21 Budget | 2021/22 Officer Rec |
|--|--------------|----------------------|----------------|----------------|----------------|----------------|------------------|----------------|---------------------|
| 502  | 1307         |                      | -£496          | -£509          | -£530          | -£652          | -£669            | -£650          | -£675               |
| Income received from Biggleswade & Hitchin Angling Association for fishing licences. Increases by January RPI. |              |                      |                |                |                |                |                  |                |                     |

|                |         |                     |         |
|----------------|---------|---------------------|---------|
| 2018/19 Actual | £12,610 | 2019/20 Estimate    | £13,945 |
| 2019/20 Budget | £13,900 | 2020/21 Officer Rec | £14,060 |

Difference in 2020/21 Budget and 2021/22 Officer Recommendation is a decrease of £160 or 1.15%

Grass Cutting

| Cost Centre   | Account Code | Grass Cutting | 2016/17 Actual | 2017/18 Actual | 2018/19 Actual | 2019/20 Actual | 2020/21 Estimate | 2020/21 Budget | 2021/22 Officer Rec |
|---|--------------|---------------|----------------|----------------|----------------|----------------|------------------|----------------|---------------------|
| 505   | 4102         |               | £7,580         | £7,580         | £7,580         | £7,580         | £7,580           | £10,000        | £8,000              |
| Contract payments to Central Bedfordshire Council for cutting of grass in Sandy. Contingency budget kept in case additional cuts or strimming were requested at a cost from CBC. Budget not used over last 4 years and potential for reduction. |              |               |                |                |                |                |                  |                |                     |

|                |         |                     |        |
|----------------|---------|---------------------|--------|
| 2019/20 Actual | £7,580  | 2019/20 Estimate    | £7,580 |
| 2020/21 Budget | £10,000 | 2020/21 Officer Rec | £8,000 |

Difference in 2020/21 Budget and 2021/22 Officer Recommendation is a decrease of £2,000 or 20%



**INCOME**

| Cost Centre   | Account Code | Christmas Lights | 2016/17 Actual | 2017/18 Actual | 2018/19 Actual | 2019/20 Actual | 2020/21 Estimate | 2020/21 Budget | 2021/22 Officer Rec |
|---|--------------|------------------|----------------|----------------|----------------|----------------|------------------|----------------|---------------------|
| 509   | 1365         |                  | -£2,354        | -£5,180        | -£1,236        | -£1,151        | -£0              | -£500          | -£500               |
| Any income generated by the Friends of Sandy Christmas Lights. This was very high in 2017/18 due to the success of fundraisers. As the FOSCL are now an independent group they will fundraise to finance the event and keep monies raised. The Council will receive funds from the rent paid by the fun fair and income from mulled wine. |              |                  |                |                |                |                |                  |                |                     |

2019/20 Actual           £16,665                           2020/21 Estimate       £15,000  
 2020/21 Budget       £16,650                           2021/22 Officer Rec   £16,650

No difference in 2020/21 Budget and 2021/22 Officer Recommendation.

**Democratic and Civic Costs**

| Cost Centre   | Account Code | Misc Establishment Costs | 2016/17 Actual | 2017/18 Actual | 2018/19 Actual | 2019/20 Actual | 2020/21 Estimate | 2020/21 Budget | 2021/22 Officer Rec |
|---|--------------|--------------------------|----------------|----------------|----------------|----------------|------------------|----------------|---------------------|
| 602   | 4020         |                          | £215           | £0             | £59            | £68            | £100             | £100           | £100                |
| 2016/17 expenditure was for repair works to the Mayor's Chain of Office. 2018/19 expenditure for room bookings for consultations (Beeston Plan). Estimate for 2019/20 based on room hire expenditure for Benchmark Survey presentation and forum. |              |                          |                |                |                |                |                  |                |                     |

| Cost Centre  | Account Code | Annual Report & Newsletter | 2016/17 Actual | 2017/18 Actual | 2018/19 Actual | 2019/20 Actual | 2020/21 Estimate | 2020/21 Budget | 2021/22 Officer Rec |
|--|--------------|----------------------------|----------------|----------------|----------------|----------------|------------------|----------------|---------------------|
| 602  | 4033         |                            | £2,856         | £2,857         | £2,856         | £2,630         | £2,420           | £3,000         | £3,000              |
| Cost of a page in the bulletin each month. Underspend in 2019/20 due to two months with out a bulletin issue as a result of COVID19. |              |                            |                |                |                |                |                  |                |                     |

| Cost Centre   | Account Code | Equipment/Vehicle Maintenance | 2016/17 Actual | 2017/18 Actual | 2018/19 Actual | 2019/20 Actual | 2020/21 Estimate | 2020/21 Budget | 2021/22 Officer Rec |
|---|--------------|-------------------------------|----------------|----------------|----------------|----------------|------------------|----------------|---------------------|
| 602   | 4042         |                               | £5             | £170           | £638           | £210           | £400             | £400           | £400                |
| 2018/19 expenditure relates to defibrillator installation and checks. High expenditure in 2018/19 due to need to replace damaged defibrillator box. |              |                               |                |                |                |                |                  |                |                     |

| Cost Centre   | Account Code | Mayor's Allowance | 2016/17 Actual | 2017/18 Actual | 2018/19 Actual | 2019/20 Actual | 2020/21 Estimate | 2020/21 Budget | 2021/22 Officer Rec |
|---|--------------|-------------------|----------------|----------------|----------------|----------------|------------------|----------------|---------------------|
| 602   | 4200         |                   | £1,921         | £2,044         | £1,967         | £1,858         | £500             | £2,200         | £2,200              |
| Annual allowance for the Mayor to assist in the cost of carrying out the role. Underspend anticipated in current financial year due to COVID19. |              |                   |                |                |                |                |                  |                |                     |

**AGENDA ITEM: 12**

**APPENDIX X**

| Cost Centre | Account Code | Members' Expenses (Conf etc) | 2016/17 Actual | 2017/18 Actual | 2018/19 Actual | 2019/20 Actual | 2020/21 Estimate | 2020/21 Budget | 2021/22 Officer Rec |
|-------------|--------------|------------------------------|----------------|----------------|----------------|----------------|------------------|----------------|---------------------|
| 602         | 4202         |                              |                | £66            | £270           | £150           | £354             | £0             | £500                |

To cover any expenses incurred by Members on Council business. Historically low expenditure as Members do not submit many claims. Most claims relate to travel for conferences or seminars. Underspend anticipated in current financial year due to COVID19. Recommended £500 is left in place to support any Members who many require financial assistance in carrying out their role. For example, travel to Chicksands to speak at a planning hearing.

| Cost Centre | Account Code | Election Costs | 2016/17 Actual | 2017/18 Actual | 2018/19 Actual | 2019/20 Actual | 2020/21 Estimate | 2020/21 Budget | 2021/22 Officer Rec |
|-------------|--------------|----------------|----------------|----------------|----------------|----------------|------------------|----------------|---------------------|
| 602         | 4210         |                |                | £0             | £0             | £0             | £3,708           | £0             | £250                |

Budget was established to build up a fund to cover cost of holding an election in case of an unexpected councillor vacancy or in an election year. Actual costs for a full election would be approximately £14,000 (based on £3,500 per ward). Council has now achieved an EMR of £15k for elections and therefore does not need to include anything in its 2021/22 budget.

| Cost Centre | Account Code | Grants/Donations Paid | 2016/17 Actual | 2017/18 Actual | 2018/19 Actual | 2019/20 Actual | 2020/21 Estimate | 2020/21 Budget | 2021/22 Officer Rec |
|-------------|--------------|-----------------------|----------------|----------------|----------------|----------------|------------------|----------------|---------------------|
| 602         | 4701         |                       |                | £3,000         | £2,751         | £2,025         | £3,130           | £4,000         | £4,000              |

For community grants, Members may wish to consider increasing the budget given the number of grant applications received over previous years. Estimated maximum expenditure.

| Cost Centre | Account Code | Community Event Support | 2016/17 Actual | 2017/18 Actual | 2018/19 Actual | 2019/20 Actual | 2020/21 Estimate | 2020/21 Budget | 2021/22 Officer Rec |
|-------------|--------------|-------------------------|----------------|----------------|----------------|----------------|------------------|----------------|---------------------|
| 602         | 4702         |                         |                | £0             | £1,000         | £1,966         | £2,047           | £1,100         | £7,040              |

Newly created (2018/19) grants budget to support community events. Increased in 2020/21 to fund a number of planned events, particularly VE Day celebrations. Due to COVID19 events could not go ahead an underspend is anticipated. Budget could be reduced if Members wish, but has been left in place in case the Council wishes to hold the planned events in 2021/22 instead.

|                |         |                     |         |
|----------------|---------|---------------------|---------|
| 2019/20 Actual | £14,005 | 2019/20 Estimate    | £9,540  |
| 2020/21 Budget | £17,490 | 2021/22 Officer Rec | £17,240 |

Difference in 2019/20 Budget and 2020/21 Officer Recommendation is a decrease of £250 or 1.37%

First Draft Revenue Figures (Not including precept income and interest) =

2020/21 Budget: £565,935

2021/22 Officer Recommendation: £571,698 – 1.1% increase (**Note:** This is not the precept increase, simply the overall revenue budget increase as a result of the above recommendations)