


Sandy Town Council

To: Cllrs N Aldis, P Blaine, T Cole, A M Hill, W Jackson, C Osborne,
M Pettitt, M Scott (Chair), D Sharman and P Sharman
c.c. T Knagg, G Leach, J Sparrow, S Sutton, N Thompson

You are hereby summoned to attend a meeting of the Policy, Finance and Resources Committee of Sandy Town Council which will be held in the Council Chamber at 10 Cambridge Road, Sandy, Bedfordshire on Monday 27 November 2017 at 7.30pm for the purpose of transacting the items of business below.


Chris Robson
Town Clerk
10 Cambridge Road
Sandy SG19 1JE
01767 681491
21st November 2017

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

A G E N D A

Reports

1 Apologies for absence

2 Declarations of interest

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

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

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

3 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.

4 Minutes of previous meeting

To receive the minutes of the Policy, Finance and Resources Committee held on 23 October 2017 and to approve them as a correct record of proceedings.

Sandy Town Council

5 Financial Reports

- i) To consider a balance sheet and detailed financial report showing income and expenditure against the revenue budget for 30 September 2017. Appendix I
- ii) To consider a balance sheet and detailed financial report showing income and expenditure against the revenue budget for 31 October 2017. To Follow
- iii) To receive a budget overview report. Appendix II
- iv) To approve a schedule of payments made since previous meeting. Appendix III
- v) The Chair to approve bank reconciliations and statements.

6 Grant Application

To receive and consider a community grant application from Autism Bedfordshire. Appendix IV

7 LED Street Lighting

To receive a report from the Town Clerk on conversion to LED street lighting. Appendix V

8 2018/19 Budget and Precept Request

To receive and consider the 2018/19 budget. Appendix VI

9 Car Park Line Marking

To consider a report from the Clerk on line marking work. Appendix VII

10 Surgery Relocation

To hear from the Town Clerk on the purchase of parking passes by the surgery and consider a related request.

11 Action List

To receive and note copy of the action list. Appendix VIII

12 Drone and Model Aircraft Policy

To review and approve an amendment to the drone and model aircraft policy following a clarification question by a member of public. Appendix IX

13 Chairman's Items

14 Date of Next Meeting: 15 January 2017

Date :- 18/10/2017

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Time :- 16:04

Detailed Balance Sheet (Excluding Stock Movement)

Month No: 6 30th September 2017

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
100	Debtors Control	7,588	
105	VAT Control	10,039	
120	Sundry Debtors	3,479	
121	Mosaic Heritage Trail	-200	
200	Current Bank A/c	6,630	
201	Clerks Imprest A/c	502	
205	Capital a/c Santander	216,794	
206	Barclays Active Saver	539,483	
208	Public Sector Deposit Fund	201,931	
210	Petty Cash	250	
	Total Current Assets		986,497
	<u>Current Liabilities</u>		
501	Creditors Control	24,454	
	Total Current Liabilities		24,454
	Net Current Assets		962,043
	Total Assets less Current Liabilities		962,043
	<u>Represented By :-</u>		
300	Current Year Fund	278,553	
310	General Reserve	185,664	
315	Rolling Capital Fund	75,967	
320	Capital Receipts Reserve	55,302	
321	Earmarked Reserves	23,028	
322	EMR Fallowfied	327,530	
323	EMR Community Funds	7,000	
324	EMR Elections	9,000	
	Total Equity		962,043

Summary Income & Expenditure by Budget Heading 30th September 2017

Month No : 6

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
401 Staff	Expenditure	20,628	122,987	276,450	153,463		153,463	44.5 %
402 Administration-Office	Expenditure	4,834	38,824	81,455	42,631		42,631	47.7 %
	Income	-943	1,599	4,700	-3,101			34.0 %
403 Administration-Works	Expenditure	6,986	23,210	31,429	8,219		8,219	73.8 %
	Income	0	9,090	0	9,090			0.0 %
405 Footway Lighting	Expenditure	3,547	5,027	9,500	4,473		4,473	52.9 %
406 Cemetery & Churchyard	Expenditure	440	3,864	11,129	7,265		7,265	34.7 %
	Income	2,579	7,828	25,000	-17,172			31.3 %
408 Town Centre (Including Market)	Expenditure	0	16,264	34,513	18,249		18,249	47.1 %
	Income	0	0	620	-620			0.0 %
409 Public Toilets - Car Park	Expenditure	0	2,933	4,131	1,198		1,198	71.0 %
500 Play Areas and Open Spaces	Expenditure	34	1,652	-5,700	-7,352		-7,352	-29.0 %
	Income	0	1,003	1,115	-112			90.0 %
501 Sunderland Road Rec Ground	Expenditure	2,848	13,347	27,510	14,163		14,163	48.5 %
	Income	407	787	679	108			115.9 %
502 Nature Reserves	Expenditure	0	2,039	13,000	10,961		10,961	15.7 %
	Income	1,229	1,709	3,700	-1,991			46.2 %
505 Grass Cutting	Expenditure	0	0	10,000	10,000		10,000	0.0 %
506 Litter Bins, Seats & Shelters	Expenditure	0	0	500	500		500	0.0 %
509 Christmas Lights	Expenditure	1,986	1,986	18,000	16,014		16,014	11.0 %
	Income	615	615	2,000	-1,385			30.8 %
601 Precept and Interest	Income	269,436	539,367	542,309	-2,942			99.5 %
602 Democratic and Civic Costs	Expenditure	559	6,010	13,800	7,790		7,790	43.5 %
700 Capital and Projects	Expenditure	-1,140	48,277	321,411	273,134		273,134	15.0 %
	Income	0	2,973	267,005	-264,032			1.1 %
INCOME - EXPENDITURE TOTALS								
	Expenditure	40,722	286,420	847,128	560,708	0	560,708	33.8 %
	Income	273,324	564,973	847,128	-282,155			66.7 %
	Net Expenditure over Income	-232,601	-278,553	0	278,553			

Month No : 6

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>401</u>	<u>Staff</u>							
4001	Gross Salaries - Admin	8,627	51,990	114,000	62,010		62,010	45.6 %
4002	Gross Salaries - Works	7,707	44,963	97,700	52,737		52,737	46.0 %
4003	Employers NIC	1,149	6,760	22,100	15,340		15,340	30.6 %
4004	Employers Superannuation	3,145	18,524	41,450	22,926		22,926	44.7 %
4010	Miscellaneous Staff Costs	0	750	1,000	250		250	75.0 %
4030	Recruitment Advertising	0	0	200	200		200	0.0 %
	Staff :- Expenditure	20,628	122,987	276,450	153,463	0	153,463	44.5 %
	Net Expenditure over Income	20,628	122,987	276,450	153,463			
<u>402</u>	<u>Administration-Office</u>							
4008	Training	0	175	2,500	2,325		2,325	7.0 %
4009	Travel & Subsistence	0	4	250	246		246	1.6 %
4011	General Rates	0	6,291	6,305	14		14	99.8 %
4012	Water Rates	0	325	400	75		75	81.3 %
4014	Electricity	0	490	3,500	3,010		3,010	14.0 %
4015	Gas	29	292	1,800	1,508		1,508	16.2 %
4016	Cleaning Materials etc	13	596	1,250	654		654	47.7 %
4020	Misc Establishment Costs	12	210	2,000	1,791		1,791	10.5 %
4021	Telephone & Fax	222	981	2,500	1,519		1,519	39.3 %
4022	Postage	0	88	1,700	1,612		1,612	5.2 %
4023	Printing & Stationery	82	1,761	3,000	1,239		1,239	58.7 %
4024	Subscriptions	0	2,342	2,700	358		358	86.7 %
4025	Insurance (excl vehicles)	1,719	10,624	22,250	11,626		11,626	47.7 %
4026	Photocopy Costs	389	1,127	3,500	2,373		2,373	32.2 %
4027	IT Costs incl Support	378	2,647	6,000	3,353		3,353	44.1 %
4028	Service Agreements (Other)	0	5,277	6,000	723		723	88.0 %
4035	Publications	0	18	100	82		82	18.0 %
4036	Property Maintenance/Security	0	1,568	3,000	1,432		1,432	52.3 %
4040	Equipment Purchases (Minor)	269	1,404	2,000	596		596	70.2 %
4050	Tourism Expenditure	0	0	750	750		750	0.0 %
4051	Bank Charges	0	0	100	100		100	0.0 %
4056	Legal Expenses	0	403	1,000	597		597	40.3 %
4057	Audit Fees - External	1,300	0	1,300	1,300		1,300	0.0 %
4058	Audit Fees - Internal	0	0	850	850		850	0.0 %
4059	Accountancy Fees	421	2,142	6,500	4,359		4,359	32.9 %
4070	Refreshments	0	59	200	141		141	29.6 %
	Administration-Office :- Expenditure	4,834	38,824	81,455	42,631	0	42,631	47.7 %
1003	Tourism Income	-1,027	-28	2,000	-2,028			-1.4 %

Month No : 6

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1201	Rent Received Etc	57	772	2,500	-1,728			30.9 %
1202	Photocopying Income	27	60	0	60			0.0 %
1205	Miscellaneous Income	0	13	0	13			0.0 %
1206	Wayleaves	0	24	0	24			0.0 %
1245	Grants Received	0	758	0	758			0.0 %
1360	Ticket Sales Commission	0	0	200	-200			0.0 %
	Administration-Office :- Income	-943	1,599	4,700	-3,101			34.0 %
	Net Expenditure over Income	5,777	37,224	76,755	39,531			
<u>403</u>	<u>Administration-Works</u>							
4005	Protective Clothing	48	863	1,000	137		137	86.3 %
4008	Training	0	228	500	272		272	45.6 %
4011	General Rates	0	1,724	2,279	555		555	75.7 %
4012	Water Rates	0	32	200	168		168	15.8 %
4014	Electricity	0	-1,177	1,000	2,177		2,177	-117.7 %
4017	Refuse Disposal	30	2,369	3,500	1,132		1,132	67.7 %
4036	Property Maintenance/Security	338	2,010	2,000	-10		-10	100.5 %
4038	Consumables/Small Tools	79	1,202	2,500	1,298		1,298	48.1 %
4039	Planting/Trees/Horticulture	0	3,424	6,500	3,077		3,077	52.7 %
4040	Equipment Purchases (Minor)	6,195	7,530	2,000	-5,530		-5,530	376.5 %
4042	Equipment/Vehicle Maintenance	133	1,473	5,500	4,027		4,027	26.8 %
4043	Equipment/Vehicle Fuel	163	1,531	2,200	669		669	69.6 %
4044	Vehicle Tax & Insurance	0	2,002	2,250	248		248	89.0 %
	Administration-Works :- Expenditure	6,986	23,210	31,429	8,219	0	8,219	73.8 %
1258	Insurance Claims Repayment	0	9,090	0	9,090			0.0 %
	Administration-Works :- Income	0	9,090	0	9,090			
	Net Expenditure over Income	6,986	14,120	31,429	17,309			
<u>405</u>	<u>Footway Lighting</u>							
4014	Electricity	465	509	5,500	4,991		4,991	9.3 %
4042	Equipment/Vehicle Maintenance	3,082	4,518	4,000	-518		-518	112.9 %
	Footway Lighting :- Expenditure	3,547	5,027	9,500	4,473	0	4,473	52.9 %
	Net Expenditure over Income	3,547	5,027	9,500	4,473			
<u>406</u>	<u>Cemetery & Churchyard</u>							
4011	General Rates	0	2,384	2,579	195		195	92.5 %
4012	Water Rates	0	10	100	90		90	9.7 %

Month No : 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4036 Property Maintenance/Security	0	150	1,000	850		850	15.0 %
4037 Grounds Maintenance	0	0	900	900		900	0.0 %
4039 Planting/Trees/Horticulture	0	0	350	350		350	0.0 %
4101 Grave Digging Costs	440	1,320	6,200	4,880		4,880	21.3 %
Cemetery & Churchyard :- Expenditure	440	3,864	11,129	7,265	0	7,265	34.7 %
1226 Burials/Memorials Income	2,579	7,828	25,000	-17,172			31.3 %
Cemetery & Churchyard :- Income	2,579	7,828	25,000	-17,172			31.3 %
Net Expenditure over Income	-2,139	-3,964	-13,871	-9,907			
408 Town Centre (Including Market)							
4007 Health & Safety	0	0	150	150		150	0.0 %
4011 General Rates	0	14,229	14,255	26		26	99.8 %
4036 Property Maintenance/Security	0	311	1,500	1,189		1,189	20.7 %
4053 Loan Interest	0	149	293	144		144	50.8 %
4054 Loan Capital Repaid	0	155	315	160		160	49.3 %
4100 CCTV Fees	0	1,420	18,000	16,580		16,580	7.9 %
Town Centre (Including Market) :- Expenditure	0	16,264	34,513	18,249	0	18,249	47.1 %
1236 Market Fees	0	0	500	-500			0.0 %
1238 Other Income Car Park	0	0	120	-120			0.0 %
Town Centre (Including Market) :- Income	0	0	620	-620			0.0 %
Net Expenditure over Income	0	16,264	33,893	17,629			
409 Public Toilets - Car Park							
4011 General Rates	0	1,935	1,931	-4		-4	100.2 %
4012 Water Rates	0	361	1,000	639		639	36.1 %
4014 Electricity	0	-3	200	203		203	-1.3 %
4036 Property Maintenance/Security	0	640	1,000	360		360	64.0 %
Public Toilets - Car Park :- Expenditure	0	2,933	4,131	1,198	0	1,198	71.0 %
Net Expenditure over Income	0	2,933	4,131	1,198			
500 Play Areas and Open Spaces							
4007 Health & Safety	0	399	400	1		1	99.8 %
4012 Water Rates	0	579	700	121		121	82.8 %
4014 Electricity	34	77	200	123		123	38.6 %
4036 Property Maintenance/Security	0	19	500	481		481	3.8 %
4037 Grounds Maintenance	0	578	2,500	1,923		1,923	23.1 %
4042 Equipment/Vehicle Maintenance	0	0	5,000	5,000		5,000	0.0 %

Month No : 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4972 Transfer from EMR Fallowfield	0	0	-15,000	-15,000		-15,000	0.0 %
Play Areas and Open Spaces :- Expenditure	34	1,652	-5,700	-7,352	0	-7,352	-29.0 %
1201 Rent Received Etc	0	500	0	500			0.0 %
1241 Sandy FC Rent	0	0	565	-565			0.0 %
1251 Pitch Rental	0	503	550	-47			91.5 %
Play Areas and Open Spaces :- Income	0	1,003	1,115	-112			90.0 %
Net Expenditure over Income	34	649	-6,815	-7,464			
501 Sunderland Road Rec Ground							
4012 Water Rates	0	-140	800	940		940	-17.6 %
4014 Electricity	14	73	200	127		127	36.3 %
4036 Property Maintenance/Security	0	750	1,000	250		250	75.0 %
4046 Bowling Green - SBC	171	1,760	2,952	1,192		1,192	59.6 %
4047 Equipment Maintenance - SBC	186	691	2,399	1,708		1,708	28.8 %
4048 Cricket Square - SCC	1,218	2,204	2,370	166		166	93.0 %
4049 Equipment Maintenance - SCC	0	461	2,564	2,103		2,103	18.0 %
4060 Other Professional Fees	1,258	7,549	15,225	7,676		7,676	49.6 %
Sunderland Road Rec Ground :- Expenditure	2,848	13,347	27,510	14,163	0	14,163	48.5 %
1201 Rent Received Etc	0	380	0	380			0.0 %
1253 Bowls Club Rental	407	407	407	0			100.1 %
1255 Cricket Club Rental	0	0	267	-267			0.0 %
1256 Scouts ,ACF and SSLA	0	0	5	-5			0.0 %
Sunderland Road Rec Ground :- Income	407	787	679	108			115.9 %
Net Expenditure over Income	2,441	12,559	26,831	14,272			
502 Nature Reserves							
4037 Grounds Maintenance	0	39	1,500	1,461		1,461	2.6 %
4060 Other Professional Fees	0	0	9,500	9,500		9,500	0.0 %
4703 Sandy Green Wheel	0	2,000	2,000	0		0	100.0 %
Nature Reserves :- Expenditure	0	2,039	13,000	10,961	0	10,961	15.7 %
1306 Countryside Stewardship Grant	720	1,200	3,200	-2,000			37.5 %
1307 Angling Licence Rent	509	509	500	9			101.9 %
Nature Reserves :- Income	1,229	1,709	3,700	-1,991			46.2 %
Net Expenditure over Income	-1,229	330	9,300	8,970			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
505 <u>Grass Cutting</u>							
4102 Grass Cutting	0	0	10,000	10,000		10,000	0.0 %
Grass Cutting :- Expenditure	<u>0</u>	<u>0</u>	<u>10,000</u>	<u>10,000</u>	<u>0</u>	<u>10,000</u>	<u>0.0 %</u>
Net Expenditure over Income	<u>0</u>	<u>0</u>	<u>10,000</u>	<u>10,000</u>			
506 <u>Litter Bins, Seats & Shelters</u>							
4042 Equipment/Vehicle Maintenance	0	0	500	500		500	0.0 %
Litter Bins, Seats & Shelters :- Expenditure	<u>0</u>	<u>0</u>	<u>500</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>0.0 %</u>
Net Expenditure over Income	<u>0</u>	<u>0</u>	<u>500</u>	<u>500</u>			
509 <u>Christmas Lights</u>							
4401 Christmas Illuminations	0	0	13,000	13,000		13,000	0.0 %
4402 Community Christmas Event	1,986	1,986	5,000	3,014		3,014	39.7 %
Christmas Lights :- Expenditure	<u>1,986</u>	<u>1,986</u>	<u>18,000</u>	<u>16,014</u>	<u>0</u>	<u>16,014</u>	<u>11.0 %</u>
1365 Christmas Lights	615	615	2,000	-1,385			30.8 %
Christmas Lights :- Income	<u>615</u>	<u>615</u>	<u>2,000</u>	<u>-1,385</u>			<u>30.8 %</u>
Net Expenditure over Income	<u>1,371</u>	<u>1,371</u>	<u>16,000</u>	<u>14,629</u>			
601 <u>Precept and Interest</u>							
1101 Precept	269,404	538,809	538,809	0			100.0 %
1320 Interest Received - All account	32	558	3,500	-2,942			15.9 %
Precept and Interest :- Income	<u>269,436</u>	<u>539,367</u>	<u>542,309</u>	<u>-2,942</u>			<u>99.5 %</u>
Net Expenditure over Income	<u>-269,436</u>	<u>-539,367</u>	<u>-542,309</u>	<u>-2,942</u>			
602 <u>Democratic and Civic Costs</u>							
4007 Health & Safety	0	73	0	-73		-73	0.0 %
4020 Misc Establishment Costs	0	0	100	100		100	0.0 %
4033 Annual Report & Newsletter	476	1,667	3,000	1,333		1,333	55.6 %
4042 Equipment/Vehicle Maintenance	0	170	250	80		80	67.9 %
4200 Mayor's Allowance	83	1,010	1,950	940		940	51.8 %
4202 Members' Expenses (Conf etc)	0	138	500	362		362	27.6 %
4210 Election Costs	0	0	3,000	3,000		3,000	0.0 %
4701 Grants/Donations Paid	0	1,951	3,000	1,049		1,049	65.0 %
4702 Community Events Support	0	1,000	2,000	1,000		1,000	50.0 %
Democratic and Civic Costs :- Expenditure	<u>559</u>	<u>6,010</u>	<u>13,800</u>	<u>7,790</u>	<u>0</u>	<u>7,790</u>	<u>43.5 %</u>
Net Expenditure over Income	<u>559</u>	<u>6,010</u>	<u>13,800</u>	<u>7,790</u>			

Month No : 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
700 Capital and Projects							
4153 Loan Interest - INTERNAL	0	0	7,903	7,903		7,903	0.0 %
4154 Loan Capital - INTERNAL	0	0	9,102	9,102		9,102	0.0 %
4802 CAP - Cemetery Extension	1,270	2,410	295,000	292,590		292,590	0.8 %
4810 CAP - Goal Posts	0	2,841	0	-2,841		-2,841	0.0 %
4816 CAP - Benchmarking	0	150	0	-150		-150	0.0 %
4817 CAP - War Memorial	0	3,440	0	-3,440		-3,440	0.0 %
4818 CAP - Fallowfield	0	5,002	0	-5,002		-5,002	0.0 %
4915 Transfer to Rolling Capital Fd	0	48,277	45,304	-2,973		-2,973	106.6 %
4923 Internal Loan repaid to F'ild	0	0	9,102	9,102		9,102	0.0 %
4965 Funded from Rolling Capital	0	-6,431	0	6,431		6,431	0.0 %
4970 Transfer from C R R	-2,410	-2,410	-45,000	-42,590		-42,590	5.4 %
4972 Transfer from EMR Fallowfield	0	-5,002	0	5,002		5,002	0.0 %
Capital and Projects :- Expenditure	-1,140	48,277	321,411	273,134	0	273,134	15.0 %
1103 Internal Loan from F'ild EMR	0	0	250,000	-250,000			0.0 %
1153 Loan Interest Rec'd - INTERNAL	0	0	7,903	-7,903			0.0 %
1154 Loan Capital Rec'd - INTERNAL	0	0	9,102	-9,102			0.0 %
1364 S106 Money Received	0	2,973	0	2,973			0.0 %
Capital and Projects :- Income	0	2,973	267,005	-264,032			1.1 %
Net Expenditure over Income	-1,140	45,304	54,406	9,102			

Sandy Town Council
Report to 30th September 2017

General Notes

Attached are the summary income & expenditure report for month 6 to 30th September 2017. This report shows a current year surplus of income over expenditure of £278,553 which includes the second half of the precept (£269,404) which was received on 1st September 2017

The balance sheet shows that total funds available to the council are £962,044

This is made up of the following -

Current Year Surplus	£278,553
General Reserve Brought Forward	£185,664
Rolling Capital Fund	£75,967
Capital Receipts Reserve	£55,302
Fallowfield Reserve	£327,530
Earmarked Community Funds	£7,000
Earmarked Elections	£9,000
Other Earmarked Reserves	£23,028
Total	<u>£962,044</u>

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.

Analysis by Cost Centre

401 Staff

Expenditure is 44.5% of the annual budget.

Expenditure on 4010 is high due to one off annual service fee to Bedford Borough Payroll.

402 Administration

Expenditure is 47.7% of the annual budget.

4011 - General Rates are at 100% due to one of payment due at beginning of financial year.

4012 - Water Rates are high due to charge for leak in water pipe. Refund due as leak was on public highway.

4022 - Postage is low due to top up at end of last financial year. Rental cost and postage top up due on in October (£314.85)

4023 - Printing and stationary high due to printing charges related to previous contract.

4024 - Subscriptions are paid at the start of the financial year, so expenditure appears high

4028 - Most service agreements are paid at the start of the financial year, so expenditure appears high

4036 - Expenditure high due to annual bills for alarm cover, alarm phone line, security call out cover and boiler service.

4040 - High expenditure due to purchase and installation of new defib. Refunded by Mayors charity and SFC. Shown by income line 402/1245

4057 - Credit due to accrual for audit costs incurred.

Sandy Town Council
Report to 30th September 2017

Analysis by Cost Centre [Continued]

403 Works

Expenditure is 73.8% of the annual budget.

4005 - PPE and kit renewed at beginning of year. New kit required for new member of staff

4011 - General Rates are at 75.5% due to one of payment due at beginning of financial year.

4017 - Refuse costs remain high, however less frequent collections in September has resulted in less impact on budgets than in previous months. Increase in budget for 2018/19.

4036 - High expenditure due to alarm company annual service costs and numerous call outs. Emptying of septic tank in preparation for demolition increased expenditure.

4038/4040 - Expenditure overspent due to replacement of items stolen from depot. Expenditure offset by insurance refund in budget line 1258

4043 - Fuel costs expected to reduce during winter due to less use of maintenance machinery. To be monitored carefully going forward.

4044 - Expenditure high due to annual insurance cost and road tax for vehicles

405 Footway Lighting

Expenditure is 52.9% of the annual budget.

4042 is overspent

406 Cemetery & Churchyard

Expenditure is 34.7% of the annual budget.

4011 - General Rates are at 92.5% due to one of payment due at beginning of financial year.

No concerns.

408 Town Centre (Incl. Market)

Expenditure is 47.1% of the annual budget

4011 - General Rates are at 99.8% due to one of payment due at beginning of financial year.

No concerns.

409 Public Toilets - Car Park

Expenditure is 71.0% of the annual budget.

4011 - General Rates are at 100.2% due to one of payment due at beginning of financial year.

4036 - High expenditure due to annual charge for car park barrier maintenance contract.

No concerns.

500 Play Areas and Open Spaces

Expenditure is -29.0% of the annual budget.

4007 - Expenditure on annual ROSPA inspections

4012 - Water rate being reviewed with supplier.

No concerns.

501 Sunderland Road Rec.

Expenditure is 38.2% of the annual budget.

4012 - Water rate credit due to refund. Possible offset against 500/4012.

Provider reviewing

4036 - High expenditure due to adjustment work to scoreboard shutter on Jenkins

4046 - High expenditure due to time of year and purchase of green care provisions

4048 - High expenditure due to time of year and purchase of pitch care provisions

No concerns.

502 Nature Reserves

Expenditure is 15.7% of the annual budget.

4703 - One off annual payment to BRCC for Sandy Green Wheel development

No concerns.

505 Grass Cutting

No spend to date.

Invoice from CBC due in March 2018.

506 Litter Bins, Seats & Shelters

No spend to date.

509 Christmas Lights

Expenditure is 11.0% of the annual budget.

601 Precept and Interest

The second of the precept has been received.

602 Democratic & Civic Costs

Expenditure is 43.5% of the annual budget.

4033 - High as 7 payments have been made by month 6 (5 payments remain bt 31st March)

4042 - Cost of relocating Defib from COOP to Jenkins (Electrician)

4701 - 65% of the Councils grant budget has already been award due to high number of applications in April.

No further concerns.

At : 16:05

Current Bank A/c

List of Payments made between 01/09/2017 and 30/09/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/09/2017	Aviva	Std Ord	1,719.44		Annual Insurance Premium
04/09/2017	UK Fuels Limited DDR	DDR	77.47		2171/Fuel Cards
04/09/2017	Chess Ltd	DDR2	300.00		2169/IT Support Aug
11/09/2017	UK Fuels Limited DDR	DDR3	3.60		2203/Fuel Cards
11/09/2017	Central Bedfordshire Council R	DDR4	95.00		1929/ Market Rates 2017-18
12/09/2017	Barclays Active Saver	TFR	235,520.71		
15/09/2017	TRP7 Ltd	111277	420.00		Purchase Ledger Payment
18/09/2017	UK Fuels Limited DDR	DDR5	3.60		2202/Fuel Cards
18/09/2017	Southern Electric DDR	DDR6	554.44		2238/Elec 02.08.17-01.09.17
18/09/2017	Bedford Borough Council	DDR7	19,030.52		2218/ERs Pension
20/09/2017	1st Choice Staff Recruitment L	31077	482.76		2191/L.Tabb Hrs to 19.08.17
20/09/2017	Binder Loams Ltd	31078	431.04		2220/Ongar Loam
20/09/2017	Blue Arrow Ltd	31079	1,406.16		2194/M. Lisi Hrs to 25.08.17
20/09/2017	Sandy Town Bowls Club	31080	23.80		2195/Fuel for Machines
20/09/2017	Central Bedfordshire Council	31081	1,509.76		2224/Pavilion Management Fee
20/09/2017	Central Bedfordshire Council	31082	40.00		2223/Switch On Licence
20/09/2017	Colin Ross Workwear & Safety	31083	73.14		2199/Trousers
20/09/2017	DCK Accounting Solutions Ltd	31084	505.20		2200/Contract Accounting
20/09/2017	DHE Productions Ltd	31085	2,310.00		2228/switch On Staging
20/09/2017	Dunstable Town Council	31086	30.00		2229/Dunstable Bowling Night
20/09/2017	Gilks Fencing Ltd	31087	6,002.05		2174/Railings at Osprey Road
20/09/2017	M Groom	31088	23.78		2196/Fuel for Machines
20/09/2017	Hertfordshire County Council	31089	148.52		2205/Stationery sUplies
20/09/2017	Majestic Crystal Ltd	31090	350.94		2207/Engraving & Bowl
20/09/2017	Tim Miles	31091	440.00		2233/Grave Digging
20/09/2017	Mr T Munns	31092	320.00		2235/Storage Rental Oct2017
20/09/2017	M. W. Cleansing Ltd	31093	210.00		2217/Septic Tank Empty
20/09/2017	FD Odell & Sons Ltd	31094	479.70		2210/Skip Hire Aug
20/09/2017	Getmapping Plc	31095	201.60		2204/Parish Online Subs
20/09/2017	TRP7 Ltd	31096	420.00		2236/Wheelchair Ramp
20/09/2017	Sandy Football Club	31097	36.18		2237/Elec 13.06.17-09.09.17
20/09/2017	Agrovista UK Ltd	31098	114.00		2211/Tea Seed Meal
20/09/2017	Smith of Derby Ltd	31099	180.00		2212/Clock Maintenance
20/09/2017	Miss C M T blake	31100	6,357.96		2213/Jan-May 17 Materials
20/09/2017	T&J Seymour Electrical Install	31101	3,116.40		2245/Streetlight Repairs
20/09/2017	Travis Perkins Trading Co Ltd	31102	44.85		2215/Rope and Timber
20/09/2017	TTM Consultancy Services Ltd	31103	660.00		2216/Barrier SLA to 15.09.18
20/09/2017	Turfcare Leisure Services Ltd	31104	825.60		2243/Work to Cricket Square
20/09/2017	Workflow Imaging Systems Ltd	DDR8	102.00		2157/Copy Charges to 28Jul
21/09/2017	Southern Electric DDR	DDR9	15.08		2240/Elec 02.08.17-01.09.17
25/09/2017	UK Fuels Limited DDR	DDR10	82.80		2231/Fuel Cards
25/09/2017	Gazprom Energy	DDR11	30.59		2232/Gas 31.07.17-31.08.17
25/09/2017	Chess Ltd	DDR12	112.80		2198/IT Software Monthly
29/09/2017	Chess Ltd	DDR13	27.00		Purchase Ledger Payment
29/09/2017	Chess Ltd	DDR14	264.97		2197/Phone Bills Aug

Total Payments	285,103.46
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APPLICATION FOR GRANT AID FROM
SANDY TOWN COUNCIL

<u>Name of the Organisation/Group</u>	
Autism Bedfordshire	
Are you affiliated to a national organisation? If so, which one?	No
Local venue/meeting place	Head Office is based in Bedford Town Centre but our activities are based at various locations throughout Bedfordshire.
Are you a registered charity? If so, give your charity number?	1100722
What are the aims and activities of the organisation?	<p>Autism Bedfordshire is an independent charity that provides emotional and practical support for children, young people and adults with Autistic Spectrum Conditions and their families across Bedfordshire.</p> <p>Our aim is to reduce social isolation and improve the quality of life for these people and to raise awareness and acceptance in the community.</p> <p>Our objectives are to provide:</p> <ul style="list-style-type: none"> - places where autistic children, young people and adults can go and feel comfortable, valued and not judged by society. - experiences for these individuals that will build their confidence and self-esteem and develop their social, communication and practical skills in order to open up opportunities and help them achieve their potential. - short breaks for the parents/carers and families to alleviate the stress that they endure in looking after the person with autism. - support, information and guidance for parents to give them the confidence and

	<p>skills to manage the complex difficulties of their autistic children.</p> <ul style="list-style-type: none"> - training for professionals to help them better understand autism and how they can adapt their business to better cater for and support autistic people.
How many members do you have?	1,317 member households
Members:	Junior: 1,221 (includes autistic children & siblings under 18)
	Senior: 1,122 (includes autistic adults, parents & carers aged 18 & over)
What is your annual subscription?	Junior £ One off £20 lifetime fee
	Senior £ One off £20 lifetime fee

Project Information	
What would the grant be used for?	<p>We are seeking funding towards our Children's Services that run in the north of the county for autistic children, their parents/carers and siblings. These include:</p> <p>'Loads of Autistic Fun' (L.O.A.F.) – a Saturday morning social activity and support group for autistic children up to age 12, their siblings and parents/carers.</p> <p>Wanted Fun - an evening social club for young people aged 10-17 years with high functioning autism or Asperger Syndrome.</p> <p>Summer Activity Schemes – 5 different wee-long schemes during the first 3 weeks of the summer holidays for children aged 3-17 years at any point on the autistic spectrum.</p> <p>Term-time trampolining courses – an hour a week over six weeks for young people with autism aged 10-17 years.</p> <p>Currently, 6 families from Sandy access these services.</p>
In what manner will the residents of Sandy benefit?	<p>The aim of our Children's Services is to reduce social isolation and improve psychological wellbeing for children with autism and their families. Many autistic people experience poor mental health, particularly anxiety and depression. This is often worsened by lack of support or opportunities, both of which Autism Bedfordshire offers through our Children's Services.</p>
Approximately how many Sandy residents will benefit from this grant?	<p>25 people from Sandy will benefit from this grant: 8 children with autism, 12 parents and 5 siblings. Some of these families attend more than one activity.</p>
Estimated total cost of project	<p>Total costs for services which are attended by children & families from Sandy: £98,140</p>
Please state clearly how much you are applying for from Sandy Town Council.	<p>£200 - this could cover the costs for:-</p> <ul style="list-style-type: none"> - 2 families to attend 1 session of L.O.A.F. - 1 young person to attend 5 Wanted Fun sessions - the onsite activities at our Summer Schemes - 1 young person to attend a trampoline course of 6 weeks
What amount is being met from your own funds?	<p>£5,135 (fee income)</p>

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

Source	Amount	Confirmed/Pending/Unsuccessful
Bedford Borough Council	£22,250	Confirmed
Central Bedfordshire Council	£17,500	Confirmed
Children in Need	£16,500	Confirmed
Three Guineas Trust	£12,750	Confirmed
Henry Smith Charity	£ 5,075	Confirmed
Bailey Thomas Charitable Fund	£ 3,500	Confirmed
Wixamtree Trust	£ 3,500	Confirmed
Barbara Ward Children's Fund	£ 2,500	Confirmed
Boshier-Hinton Foundation	£ 1,500	Confirmed
Eileen Alexander Legacy Fund	£ 1,400	Confirmed
Other funders	£ 5,300	Confirmed
Lord Barnaby's Foundation	£ 500	Pending

At this point in the year we have submitted most of our large applications. We are looking at a shortfall of £1,230.00 to cover the remainder of our costs for the services indicated as attended by autistic children living in Sandy.

Financial Details

Please specify how any income, particularly surplus, is spent.	Most of our income is in the form of restricted grants for our services and, as such, has to be spent on those services. Our unrestricted income comes from fees, donations and fundraising, and is usually used to cover any shortfall we have in grant income for our services. Any surplus income is used towards building our reserves, which are currently a little below our target of 20% of our annual turnover.
Please attach accounts (audited/independently examined) for the last two years and your budget forecast for the forthcoming/current year.	Please see attached

Payment Details


Account Title	Autism Bedfordshire
Account Number	00088778

Bank/Building Society Name and Address	CAF Bank 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ Sort Code: 40-52-40
Contact Details	
Please give details of the person with whom this application can be discussed and to whom any cheque should be sent:	Mrs Ali Draper
Position in organisation	Grants Officer
Address	2-10 Salamander House St John's Street Bedford MK42 0DH
Telephone Number	01234 214871 (general enquiries line)
E-mail address	Ali.draper@autismbeds.org (preferred)

Declaration

Please sign this form to confirm that:

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

Signed: 
Name: Ali Draper
Position: Grants Officer
Date: 18 th October 2017

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

Autism Bedfordshire

Profit and Loss

	ACTUAL 2017/18 APRIL M1	ACTUAL 2017/18 MAY M2	ACTUAL 2017/18 JUNE M3	ACTUAL 2017/18 JULY M4	ACTUAL 2017/18 AUGUST M5	ACTUAL 2017/18 SEPTEMBER M6	Forecast 2017/18 OCTOBER M7	Forecast 2017/18 NOVEMBER M8	Forecast 2017/18 DECEMBER M9	Forecast 2017/18 JANUARY M10	Forecast 2017/18 FEBRUARY M11	Forecast 2017/18 MARCH M12	ACTUAL/Feast YTD 2017/18 Total
Sales													
Grants - Unrestricted Core Services	£0	£0	£50	£0	£0	£0	£0	£0	£0	£0	£0	£14,000	£14,050
Grants - Unrestricted Children's Services	£30,000	£0	£0	£0	£0	£0	£500	£0	£0	£200	£0	£10,000	£40,700
Grants - Unrestricted Adult Services	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Grants - Restricted Core Services	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Grants - Restricted Childrens Services	£1,413	£81,985	£13,375	£500	£18,125	£50,220	£19,000	£8,125	£3,200	£3,725	£6,208	£9,000	£214,876
Grants - Summer Activity Scheme	£23,500	£49,600	£10,000	£5,000	£3,000	£5,000	£0	£1,500	£0	£5,000	£0	£0	£92,600
Grants - Restricted Adult Services	£13,094	£47,345	£0	£5,000	£6,212	£0	£16,667	£6,014	£2,400	£5,000	£6,013	£16,850	£124,595
MEMO ONLY AGREE TO INCOME PROGRESS REPORT	£68,007	£178,930	£23,425	£5,500	£27,337	£55,220	£36,167	£15,639	£5,600	£8,925	£12,221	£49,850	£486,821
Donations	£3,166	£1,308	£784	£211	£1,974	£1,836	£1,750	£1,750	£1,750	£1,750	£1,750	£1,750	£19,778
Gift Aid	£0	£0	£595	£80	£313	£0	£267	£267	£267	£267	£267	£267	£2,590
Fundraising	£1,992	(£37)	£11	£12	£5	£244	£100	£100	£100	£100	£100	£100	£2,827
Corporate Support - Fundraising	£0	£188	£483	£443	£308	£277	£108	£1,000	£1,000	£500	£1,000	£2,460	£7,767
Corporate Support	£794	£4,195	£4,431	£1,124	£3,007	£1,542	£435	£4,100	£2,000	£500	£1,350	£2,661	£26,137
Autism Awareness Training	£1,655	£2,190	£410	£15	£175	£1,116	£1,508	£1,508	£1,508	£1,508	£1,508	£1,508	£14,608
Consultancy Income	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Membership	£20	£520	£160	£260	£0	£100	£260	£260	£260	£260	£260	£260	£2,620
Summer Activity Scheme	£2,920	£8,300	£160	£660	£80	£20	£0	£0	£0	£0	£0	£0	£12,140
Summer Trips	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
L.O.A.F.	£381	£464	£483	£296	£6	£573	£384	£528	£264	£528	£472	£448	£4,827
Wanted Fun	£441	£353	£285	£165	£0	£330	£288	£488	£120	£432	£304	£488	£3,693
Other Sporting Activities	£0	£0	£0	£0	£0	£345	£0	£750	£0	£0	£0	£750	£1,845
Adult Skills Project	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Adult Social Club	£188	£174	£215	£212	£211	£168	£269	£269	£269	£269	£269	£269	£2,781
Parent Training	£0	£0	£0	£48	£12	£238	£540	£0	£0	£0	£0	£540	£1,378
Bank Interest Received	£0	£0	£19	£0	£0	£24	£0	£0	£80	£0	£0	£80	£202
Employers Allowance	£0	£3,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£3,000
TOTAL	79,563	199,584	31,458	9,025	33,428	62,031	42,075	26,659	13,218	15,039	19,501	61,431	593,012

Autism Bedfordshire

Profit and Loss

	ACTUAL 2017/18 APRIL M1	ACTUAL 2017/18 MAY M2	ACTUAL 2017/18 JUNE M3	ACTUAL 2017/18 JULY M4	ACTUAL 2017/18 AUGUST M5	ACTUAL 2017/18 SEPTEMBER M6	Forecast 2017/18 OCTOBER M7	Forecast 2017/18 NOVEMBER M8	Forecast 2017/18 DECEMBER M9	Forecast 2017/18 JANUARY M10	Forecast 2017/18 FEBRUARY M11	Forecast 2017/18 MARCH M12	ACTUAL/Forecast YTD 2017/18 Total
Purchases													
Fundraising	£840	£158	£0	£62	£958	£46	£100	£100	£100	£100	£100	£100	£2,665
Corporate Support - Fundraising	£370	£195	£100	£702	£0	£19	£250	£250	£250	£250	£250	£250	£2,886
Corporate Support	£43	£2,540	£2,104	£2,072	£2,115	£2,556	£2,248	£2,248	£2,248	£2,248	£2,248	£2,248	£24,918
Community Fundraiser	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Autism Awareness Training	£12	£99	£290	£0	£0	£0	£200	£200	£200	£200	£200	£200	£1,601
Parent Training	£25	£47	£1	£129	£3	£291	£100	£100	£100	£100	£100	£100	£1,095
Consultancy Costs	£35	£180	£0	£0	£0	£(£215)	£0	£0	£0	£0	£0	£0	£0
Summer Activities	£1,340	£2,422	£3,823	£24,408	£20,799	£1,919	£0	£0	£0	£0	£0	£0	£54,710
L.O.A.F.	£3,151	£2,551	£3,392	£2,980	£246	£3,181	£3,152	£3,792	£2,388	£3,792	£3,414	£3,272	£35,311
Wanted Fun	£669	£1,152	£1,079	£1,208	£17	£892	£663	£1,155	£312	£1,085	£887	£1,133	£10,251
Community Support	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Other Sporting Activities	£89	£405	£281	£68	£0	£652	£0	£0	£0	£0	£1,060	£750	£2,463
Adult Skills Project	£596	£359	£1,316	£954	£947	£149	£210	£210	£210	£210	£210	£210	£2,275
Adult Social Group	£118	£115	£268	£173	£86	£76	£822	£822	£822	£822	£822	£822	£9,519
Employment Support	£0	£150	£0	£0	£0	£73	£333	£333	£333	£333	£333	£333	£2,833
New Project Research	£221	£1,221	£1,221	£1,221	£2,241	£1,221	£1,221	£1,221	£1,221	£1,221	£1,221	£1,221	£150
Consortium Costs	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Bank Charges	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£14,873
Overheads	7,449	11,595	13,875	33,976	27,436	11,260	9,299	10,431	9,184	10,361	10,844	10,641	£165,350
Office Salaries (Inc NI & Pensions)	£23,181	£23,416	£23,369	£23,440	£24,125	£23,343	£24,379	£24,379	£24,379	£24,379	£24,379	£24,379	£287,151
Offsite Salaries (Inc NI & Pensions)	£5,545	£5,544	£5,544	£5,763	£5,643	£5,639	£6,817	£5,641	£5,641	£5,641	£5,641	£5,641	£68,698
Staff Costs - DBS Checks	£44	£0	£0	£0	£0	£0	£44	£44	£44	£44	£44	£44	£308
Staff Costs - Training	£423	£331	£284	£255	£300	£145	£0	£0	£0	£0	£0	£0	£1,945
Staff Costs - Travel	£352	£458	£134	£136	£168	£121	£300	£300	£300	£300	£300	£300	£3,070
Staff Costs - Recruitment	£0	£0	£0	£0	£139	£0	£0	£0	£0	£0	£0	£0	£139
Staff Costs - Other	£0	£0	£40	£40	£0	£0	£0	£0	£0	£0	£0	£0	£80
Office Expenses - Cleaning	£160	£160	£160	£160	£160	£160	£160	£160	£160	£160	£160	£160	£1,920
Office Expenses - Consumables	£8	£13	£0	£0	£21	£135	£0	£0	£0	£0	£0	£0	£178
Office Expenses - Insurance	£155	£155	£155	£155	£155	£155	£155	£155	£155	£155	£155	£155	£1,861
Office Expenses - IT & Computer Maintenance	£786	£754	£1,430	£1,305	£2,040	£1,135	£1,221	£1,221	£1,221	£1,221	£1,221	£1,221	£14,773
Office Expenses - Office Equipment	£0	£0	£0	£0	£12	£0	£0	£0	£0	£0	£0	£0	£12
Office Expenses - Maintenance	£0	£0	£265	£0	£0	£0	£0	£0	£0	£0	£0	£0	£265
Office Expenses - Photocopying	£478	£439	£531	£546	£295	£485	£475	£475	£475	£475	£475	£475	£5,623
Office Expenses - Postage	£188	£3	£224	£7	£132	£110	£150	£150	£150	£150	£150	£150	£1,563
Office Expenses - Rent & Rates	£1,619	£1,619	£1,619	£1,619	£1,619	£1,619	£1,619	£1,666	£1,466	£1,466	£1,466	£1,466	£18,664
Office Expenses - Electricity	£188	£164	£249	£177	£136	£236	£291	£138	£138	£138	£138	£138	£1,442
Office Expenses - Stationery	£320	£168	£528	£30	£703	£271	£138	£138	£138	£138	£138	£138	£2,848
Office Expenses - Sundries	£8	£28	£11	£0	£96	£207	£0	£0	£0	£0	£0	£0	£46
Office Expenses - Telephone	£152	£168	£97	£268	£96	£207	£161	£161	£161	£161	£161	£161	£1,954
Office Expenses - Mobiles	£0	£0	£0	£0	£0	£247	£0	£0	£0	£0	£0	£0	£247
Governance	£0	£60	£0	£68	£0	£0	£0	£109	£109	£109	£109	£109	£782
Accounting & Professional Fees	£342	£342	£342	£342	£250	£250	£250	£250	£250	£250	£250	£250	£3,367
Relocation Costs	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£2,000
Depreciation	£707	£707	£731	£731	£731	£731	£731	£731	£731	£731	£731	£731	£8,721
Bank Charges	£60	£96	£81	£78	£42	£49	£79	£79	£79	£79	£79	£79	£879
Suspense & Misposting	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
TOTAL INCOME	34,616	34,623	35,795	35,119	36,766	35,038	39,079	35,459	35,459	35,459	35,459	35,666	428,537
TOTAL EXPENDITURE	79,563	199,584	31,458	9,025	33,428	62,031	42,075	26,659	13,218	15,099	19,501	61,431	593,012
Surplus / Deficit	42,066	46,218	49,669	69,095	64,202	46,298	48,378	45,890	43,643	45,820	46,303	46,307	593,887
\\ABSERVER\ABShare\Operations\Funding\PARISH APPLICATIONS\Oct-Dec applications\Sandy\Budget forecast for the current financial year Profit and Loss	£37,497	£153,366	£18,211	£60,069	£30,774	£15,794	£6,303	£19,231	£30,425	£30,781	£26,802	£15,124	£875

SANDY TOWN COUNCIL

COMMITTEE: POLICY FINANCE AND RESOURCES

DATE: 27 NOVEMBER 2017

REPORT BY: TOWN CLERK

SUBJECT: CONVERSION TO LED STREET LIGHTS

1. Summary

- 1.1 At a meeting of the Policy, Finance and Resources Committee on 13 February 2017 it was agreed to consider including £10,000 within the 2018/19 budget for the conversion of street lights to LED. The gradual conversion of street lights to LED would then continue over a rolling annual programme.
- 1.2 The Council agreed to a 'light by light' conversion of street lights as and when they needed replacement. Over the last year 5 LED lights have been installed.
- 1.3 The following report details the costs of converting the existing street lighting and provides information on a scheme used by some local authorities to help fund the conversion of lights via an interest free loan.

2. Information

- 2.1 Sandy Town Council has a total stock of 218 street lights and there are 3 different types of column in the Council's stock;

Column Type	Locations	Amount
Concrete Columns	Western Avenue and All Saints Way	28
Cast Iron Swan Neck Columns	Various locations around town	20
Newer Octagonal or Tubular Aluminium or Steel Columns	Various locations around town	170

- 2.2 The cheapest of the columns to work on and convert to LED are the newer steel and aluminium columns. New LED lanterns will fit directly onto the existing columns with minimal work and new isolation equipment can be installed into the column door compartments.
- 2.3 The cast iron columns will require earth bonding upgrading and an additional reducing bracket fitted to the Swan Neck to accommodate the new lantern.
- 2.4 The concrete columns will require an additional over sleeve fitted to the top of the Column and the existing concrete arms at the top of the column will need removing.

- 2.5 Any conversion work will need to include electrically testing each column and providing the Council with the relevant test sheets.
- 2.6 5 of the Council light stock have already been converted to LED due to required repair/replacement work. 213 lights are still SOX lanterns.

3. Financial Implications

- 3.1 The cost of converting streetlights to LED is listed below for each column type;

Steel Columns

Disconnection and removal of the existing lanterns and associated wiring control gear from the Octagonal/tubular columns and the supply, wiring and fitting the new 16 LED lanterns complete with new internal wiring/isolation equipment and NEMA Photo Electric Cell for the lantern operation, will cost **£468.00 + VAT** per column.

Cast Iron Columns

To convert the cast iron columns to LED will require similar works to the steel and carrying out additional earth bonding and the fitting of a reducing bracket to the Swan Neck part of the columns. The cost will be **£573.00 + VAT** per column.

Concrete Columns

Converting concrete columns to LED will require the same work as the Steel and Cast Iron Columns with the addition of including new over sleeves. The cost will be **£697.00 + VAT**

- 3.2 The estimated cost of converting the Council's entire stock of streetlights is £108,435.
- 3.1 The Cost of LED lanterns would be reduced if the Council were to carry out a bulk order of work. The current lights maintenance contractor deals with other Councils also looking at switching to LED, and savings could be made if these councils also started converting their streetlights.

4. Electricity Savings

- 4.1 LED lanterns will consume 350mA of electricity. The current SOX lanterns use approximately 5 times that amount.
- 4.2 The Council's budget for street light electricity is £5,500 and in the financial year 2016/17 the total cost of lighting streetlights was £5,366.51. If the entire stock of streetlights was to be converted to LED the Council could make an estimated annual saving of £4,200

5. Energy Efficiency Loans

- 5.1 The Clerk was asked to look at the possibility of using an energy efficiency loan to fund the cost of works. A neighbouring parish council has recently arranged to have its streetlight stock converted using an interest free energy efficient loan from a company which provides a scheme for public sector bodies.

- 5.2 The scheme allows councils to apply for loans to finance up to 100% of the costs of energy saving projects. Loans are paid back via 10 instalments over 5 years. Instalments are paid on a six-monthly basis.
- 5.3 Any Public Sector Body who receives the majority of their income from the public sector can apply, however to be eligible for the scheme, projects must meet two main criteria;
- The project must pay for itself from energy savings within a maximum of 5 years
 - The cost of CO2 must be less than £120 per tonne over the lifetime of the project
- 5.4 The complete conversion of the Council's streetlights to energy efficient LED lighting would lead to a substantial saving over a 5 year period, however it would be able to pay for itself over the 5 years and as such this project would not be eligible for the scheme.

6. Consideration

- 6.1 Members are asked to consider the conversion of LED lights and confirm whether an allowance of £10,000 for the start of a rolling programme is to be included in the 2018/19 budget.

AGENDA ITEM 8

APPENDIX VI

Sandy Town Council

Budget Summary

Year Ended 31st March 2019

	2017-18		2018-19 Proposed	Budget Incr/Decr	
	Projected	Budgeted (Revised)			
REVENUE EXPENDITURE					
Staffing & Admin	374088	403134	407768	4634	
Services	123229	121975	125657	3682	
	<u>497317</u>	<u>525109</u>	<u>533425</u>	<u>8316</u>	
INCOME					
Staffing & Admin	14235	8200	4350	-3850	
Services	27729	33114	27355	-5759	
	<u>41964</u>	<u>41314</u>	<u>31705</u>	<u>-9609</u>	
NET REVENUE EXPENDITURE	<u>455353</u>	<u>483795</u>	<u>501720</u>	<u>17925</u>	
Capital Expenditure (Net)					
Rolling Capital Fund Allocation	45304	45304	48500	3196	
Capital & Projects (net)	0	0	0	0	
Loans	608	608	608		
Loan - Internal Repayment	0	9102	9102	0	
	<u>45912</u>	<u>55014</u>	<u>58210</u>	<u>3196</u>	
TOTAL NET EXPENDITURE	<u>501265</u>	<u>538809</u>	<u>559930</u>	<u>-3196</u>	
Financed as follows					
Reserves at 1st April	185664	179530	223208		
Reserves at 31st March	<u>223208</u>	<u>179530</u>	<u>223208</u> **		
Used to Fund Expenditure	-37544	0	0 ***		
PRECEPT FUNDING REQUIRED	<u>538809</u>	<u>538809</u>	<u>559930</u>	<u>21121</u>	3.92%
	<u>501265</u>	<u>538809</u>	<u>559930</u>		

Precept information

ADJUSTED BASIS

Band D Equivalents		<u>3963</u>	<u>4000</u>	(NYA)	0.93%
Precept per Band D Equivalent (£/annum)		<u>£ 135.96</u>	<u>£139.98</u>	£4.02	2.96%
Precept per Band D Equivalent (p/week)		<u>260.74</u>	<u>268.45</u>	7.71 p	

Note: Recommended **minimum reserve equal to

3 months net revenue expenditure	113838	120949	125430
General Reserve Shortfall/Surplus	109370	58581	97778 ***

Earmarked Reserve	31/03/2017	31/03/2018	31/03/2019
	(Actual)	(Projected)	(Available)
Rolling Capital Fund	34120	47746	96246
Earmarked Reserves	39028	42028	45028
Fallowfield	332532	312530	56632
Fallowfield Internal Loan			240898
Revenue Earmarked Funds	405680	402304	438804
Capital Receipts Reserve	57712	55932	12712
TOTAL Earmarked Funds	<u>463392</u>	<u>458236</u>	<u>451516</u>
General Reserve (see above)	185664	223208	223208
Total Reserves	<u>649056</u>	<u>681444</u>	<u>674724</u>

Note : Sandy Town Council Preliminary Budget 2018/19

	<u>2016/17</u>		<u>2017/18</u>		<u>2018/19</u>
	Budget	Agreed Budget	Revised Budget	Actual YTD	
401 Staff					
OverHead Expenditure	264,650	276,450	276,450	142,703	274,250
401 Net Expenditure	264,650	276,450	276,450	142,703	274,250
402 Administration-Office					
OverHead Expenditure	80,950	81,455	81,455	43,628	79,500
Total Income	6,500	4,700	4,700	1,599	3,550
402 Net Expenditure	74,450	76,755	76,755	42,029	75,950
403 Administration-Works					
OverHead Expenditure	28,300	31,429	31,429	24,342	39,968
Total Income	0	0	0	9,090	0
403 Net Expenditure	28,300	31,429	31,429	15,253	39,968
405 Footway Lighting					
OverHead Expenditure	7,800	9,500	9,500	7,192	13,300
405 Net Expenditure	7,800	9,500	9,500	7,192	13,300
406 Cemetary & Churchyard					
OverHead Expenditure	10,800	11,129	11,129	3,864	9,810
Total Income	20,000	25,000	25,000	7,828	20,000
406 Net Expenditure	-9,200	-13,871	-13,871	-3,964	-10,190

Note : Sandy Town Council Preliminary Budget 2018/19

	2016/17		2017/18		2018/19
	Budget	Agreed Budget	Revised Budget	Actual YTD	
408					
<u>Town Centre (Including Market)</u>					
OverHead Expenditure	34,958	34,513	34,513	16,264	32,918
Total Income	2,253	620	620	0	120
408 Net Expenditure	32,705	33,893	33,893	16,264	32,798
409					
<u>Public Toilets - Car Park</u>					
OverHead Expenditure	3,650	4,131	4,131	2,933	4,200
409 Net Expenditure	3,650	4,131	4,131	2,933	4,200
500					
<u>Play Areas and Open Spaces</u>					
OverHead Expenditure	-4,800	-5,700	-5,700	1,652	-5,700
Total Income	1,530	1,115	1,115	1,003	1,550
500 Net Expenditure	-6,330	-6,815	-6,815	649	-7,250
501					
<u>Sunderland Road Rec Ground</u>					
OverHead Expenditure	27,493	27,510	27,510	17,305	28,129
Total Income	400	679	679	787	685
501 Net Expenditure	27,093	26,831	26,831	16,518	27,444
502					
<u>Nature Reserves</u>					
OverHead Expenditure	11,000	13,000	13,000	2,039	13,350

Note : Sandy Town Council Preliminary Budget 2018/19

	2016/17		2017/18		2018/19	
	Budget		Revised Budget	Actual YTD	Projected Actual	Next Year Budget
505						
<u>Grass Cutting</u>						
Total Income	3,700		3,700	1,709	2,500	2,500
Net Expenditure	7,300		9,300	330	10,500	10,850
OverHead Expenditure	10,000		10,000	0	10,000	10,000
505 Net Expenditure	10,000		10,000	0	10,000	10,000
506						
<u>Litter Bins, Seats & Shelters</u>						
OverHead Expenditure	500		500	0	500	650
506 Net Expenditure	500		500	0	500	650
509						
<u>Christmas Lights</u>						
OverHead Expenditure	18,000		18,000	10,097	19,000	19,000
Total Income	5,500		2,000	615	2,500	2,500
Net Expenditure	12,500		16,000	9,482	16,500	16,500
601						
<u>Precept and Interest</u>						
Total Income	521,647		542,309	539,367	539,609	560,730
Net Expenditure	-521,647		-542,309	-539,367	-539,609	-560,730
602						
<u>Democratic and Civic Costs</u>						
OverHead Expenditure	11,750		13,800	6,241	13,873	14,050
Net Expenditure	11,750		13,800	6,241	13,873	14,050

Note : Sandy Town Council Preliminary Budget 2018/19

	2016/17		2017/18			2018/19	
	Budget		Agreed Budget	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
700 Capital and Projects							
OverHead Expenditure	316,107		321,411	321,411	50,277	48,277	324,607
Total Income	267,005		267,005	267,005	4,973	2,973	267,005
700 Net Expenditure	49,102		54,406	54,406	45,304	45,304	57,602
Total Budget Expenditure	821,158		847,128	847,128	328,539	546,202	858,032
Income	828,535		847,128	847,128	566,973	583,746	858,640
Net Expenditure	-7,377		0	0	-238,433	-37,544	-609

Note : Sandy Town Council Preliminary Budget 2018/19

	2016/17		2017/18		Projected Actual	Next Year Budget
	Budget	Agreed Budget	Revised Budget	Actual YTD		
401 Staff						
4001 Gross Salaries - Admin	114,000	114,000	114,000	59,759	104,000	114,000
4002 Gross Salaries - Works	97,700	97,700	97,700	52,617	90,000	97,250
4003 Employers NIC	22,100	22,100	22,100	7,908	14,000	16,900
4004 Employers Superannuation	29,850	41,450	41,450	21,669	38,000	44,350
4006 H&S Costs/Consultancy	0	0	0	0	500	500
4010 Miscellaneous Staff Costs	1,000	1,000	1,000	750	1,000	1,000
4030 Recruitment Advertising	0	200	200	0	250	250
OverHead Expenditure	264,650	276,450	276,450	142,703	247,750	274,250
401 Net Expenditure	264,650	276,450	276,450	142,703	247,750	274,250
402 Administration-Office						
4008 Training	2,500	2,500	2,500	215	2,000	2,000
4009 Travel & Subsistence	250	250	250	4	50	50
4011 General Rates	6,250	6,305	6,305	6,291	6,291	6,500
4012 Water Rates	400	400	400	325	600	600
4014 Electricity	2,500	3,500	3,500	490	2,500	2,500
4015 Gas	1,200	1,800	1,800	332	1,500	1,500
4016 Cleaning Materials etc	1,500	1,250	1,250	631	1,250	1,250
4020 Misc Establishment Costs	2,000	2,000	2,000	210	2,000	2,000

Note : Sandy Town Council Preliminary Budget 2018/19

	<u>2016/17</u>	<u>2017/18</u>		<u>2018/19</u>	
	Budget	Agreed Budget	Revised Budget	Actual YTD	
				Projected Actual	
				Next Year Budget	
4021 Telephone & Fax	2,500	2,500	2,500	1,004	2,500
4022 Postage	1,700	1,700	1,700	403	1,700
4023 Printing & Stationery	3,500	3,000	3,000	1,761	3,000
4024 Subscriptions	2,700	2,700	2,700	2,592	2,700
4025 Insurance (excl vehicles)	22,250	22,250	22,250	10,624	21,500
4026 Photocopy Costs	3,000	3,500	3,500	4,211	3,500
4027 IT Costs incl Support	6,000	6,000	6,000	2,897	6,000
4028 Service Agreements (Other)	5,500	6,000	6,000	5,277	6,500
4035 Publications	100	100	100	18	100
4036 Property Maintenance/Security	3,000	3,000	3,000	1,568	3,000
4040 Equipment Purchases (Minor)	2,000	2,000	2,000	1,645	2,000
4050 Tourism Expenditure	2,000	750	750	0	250
4051 Bank Charges	100	100	100	0	100
4056 Legal Expenses	1,000	1,000	1,000	403	1,500
4057 Audit Fees - External	1,300	1,300	1,300	0	1,300
4058 Audit Fees - Internal	1,000	850	850	0	750
4059 Accountancy Fees	6,500	6,500	6,500	2,669	6,500
4070 Refreshments	200	200	200	59	200
	OverHead Expenditure	81,455	81,455	43,628	78,691
1003 Tourism Income	5,000	2,000	2,000	-28	2,000

**Sandy Town Council 2017-18
Budget Detail - By Centre**

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Sandy Town Council Preliminary Budget 2018/19

	<u>2016/17</u>		<u>2017/18</u>		<u>2018/19</u>
	Budget	Agreed Budget	Revised Budget	Actual YTD	
1201 Rent Received Etc	1,500	2,500	2,500	772	1,500
1202 Photocopying Income	0	0	0	60	50
1205 Miscellaneous Income	0	0	0	13	0
1206 Wayleaves	0	0	0	24	0
1245 Grants Received	0	0	0	758	0
1360 Ticket Sales Commission	0	200	200	0	0
Total Income	6,500	4,700	4,700	1,599	3,550
402 Net Expenditure	74,450	76,755	76,755	42,029	75,950
403 Administration-Works					
4005 Protective Clothing	1,000	1,000	1,000	863	1,150
4008 Training	500	500	500	228	1,000
4011 General Rates	2,050	2,279	2,279	1,724	1,800
4012 Water Rates	400	200	200	32	200
4014 Electricity	500	1,000	1,000	-1,116	1,000
4016 Cleaning Materials etc	100	0	0	0	0
4017 Refuse Disposal	3,500	3,500	3,500	2,738	5,500
4036 Property Maintenance/Security	1,000	2,000	2,000	2,010	2,000
4038 Consumables/Small Tools	2,500	2,500	2,500	1,422	2,500
4039 Planting/Trees/Horticulture	5,000	6,500	6,500	3,424	6,250

Note : Sandy Town Council Preliminary Budget 2018/19

	2016/17		2017/18		2018/19
	Budget	Agreed Budget	Revised Budget	Actual YTD	
4040 Equipment Purchases (Minor)	2,000	2,000	2,000	7,530	2,000
4042 Equipment/Vehicle Maintenance	5,500	5,500	5,500	1,473	5,000
4043 Equipment/Vehicle Fuel	2,000	2,200	2,200	2,013	3,000
4044 Vehicle Tax & Insurance	2,250	2,250	2,250	2,002	2,500
4045 Arboriculture	0	0	0	0	6,068
OverHead Expenditure	28,300	31,429	31,429	24,342	39,968
1212 Miscellaneous Works Income	0	0	0	0	0
1258 Insurance Claims Repayment	0	0	0	9,090	0
Total Income	0	0	0	9,090	0
403 Net Expenditure	28,300	31,429	31,429	15,253	39,968
405 Footway Lighting					
4014 Electricity	5,500	5,500	5,500	974	5,500
4042 Equipment/Vehicle Maintenance	2,300	4,000	4,000	6,218	7,800
OverHead Expenditure	7,800	9,500	9,500	7,192	13,300
405 Net Expenditure	7,800	9,500	9,500	7,192	13,300
406 Cemetery & Churchyard					
4011 General Rates	2,250	2,579	2,579	2,384	2,460

Note : Sandy Town Council Preliminary Budget 2018/19

	2016/17		2017/18		Projected Actual	Next Year Budget
	Budget	Agreed Budget	Revised Budget	Actual YTD		
4012 Water Rates	100	100	100	10	100	100
4036 Property Maintenance/Security	1,000	1,000	1,000	150	1,000	1,000
4037 Grounds Maintenance	900	900	900	0	900	900
4039 Planting/Trees/Horticulture	350	350	350	0	350	350
4101 Grave Digging Costs	6,200	6,200	6,200	1,320	5,000	5,000
OverHead Expenditure	10,800	11,129	11,129	3,864	9,734	9,810
1226 Burials/Memorials Income	20,000	25,000	25,000	7,828	20,000	20,000
Total Income	20,000	25,000	25,000	7,828	20,000	20,000
406 Net Expenditure	-9,200	-13,871	-13,871	-3,964	-10,266	-10,190
408 Town Centre (Including Market)						
4007 Health & Safety	0	150	150	0	150	150
4011 General Rates	15,500	14,255	14,255	14,229	14,229	14,660
4036 Property Maintenance/Security	850	1,500	1,500	311	1,500	1,500
4053 Loan Interest	313	293	293	149	293	273
4054 Loan Capital Repaid	295	315	315	155	315	335
4100 CCTV Fees	18,000	18,000	18,000	1,420	16,000	16,000
OverHead Expenditure	34,958	34,513	34,513	16,264	32,487	32,918
1235 CCTV Monitoring	833	0	0	0	0	0

Note : Sandy Town Council Preliminary Budget 2018/19

	2016/17		2017/18		Projected Actual	Next Year Budget
	Budget	Agreed Budget	Revised Budget	Actual YTD		
1236 Market Fees	1,000	500	500	0	0	0
1237 Saturday Market Fees	300	0	0	0	0	0
1238 Other Income Car Park	120	120	120	0	120	120
1258 Insurance Claims Repayment	0	0	0	0	0	0
1309 Misc Contributions	0	0	0	0	0	0
Total Income	2,253	620	620	0	120	120
408 Net Expenditure	32,705	33,893	33,893	16,264	32,367	32,798
409 Public Toilets - Car Park						
4011 General Rates	2,400	1,931	1,931	1,935	1,935	2,000
4012 Water Rates	500	1,000	1,000	361	1,000	1,000
4014 Electricity	200	200	200	-3	200	200
4036 Property Maintenance/Security	550	1,000	1,000	640	1,000	1,000
OverHead Expenditure	3,650	4,131	4,131	2,933	4,135	4,200
409 Net Expenditure	3,650	4,131	4,131	2,933	4,135	4,200
500 Play Areas and Open Spaces						
4007 Health & Safety	400	400	400	399	400	400
4012 Water Rates	1,600	700	700	579	700	700
4014 Electricity	200	200	200	77	200	200

Note : Sandy Town Council Preliminary Budget 2018/19

	2016/17		2017/18		2018/19	
	Budget	Agreed Budget	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
4036 Property Maintenance/Security	500	500	500	19	500	500
4037 Grounds Maintenance	2,500	2,500	2,500	578	2,500	2,500
4042 Equipment/Vehicle Maintenance	5,000	5,000	5,000	0	5,000	5,000
4972 Transfer from EMR Fallowfield	-15,000	-15,000	-15,000	0	-15,000	-15,000
OverHead Expenditure	-4,800	-5,700	-5,700	1,652	-5,700	-5,700
1201 Rent Received Etc	0	0	0	500	500	500
1241 Sandy FC Rent	600	565	565	0	500	500
1242 Ice cream rent	330	0	0	0	0	0
1251 Pitch Rental	600	550	550	503	550	550
Total Income	1,530	1,115	1,115	1,003	1,550	1,550
Net Expenditure	-6,330	-6,815	-6,815	649	-7,250	-7,250
501 Sunderland Road Rec Ground						
4012 Water Rates	800	800	800	-140	800	800
4014 Electricity	100	200	200	85	200	200
4036 Property Maintenance/Security	1,000	1,000	1,000	750	1,000	1,250
4046 Bowling Green - SBC	2,894	2,952	2,952	4,156	2,952	3,058
4047 Equipment Maintenance - SBC	2,352	2,399	2,399	691	2,399	2,485
4048 Cricket Square - SCC	2,328	2,370	2,370	2,496	2,370	2,455
4049 Equipment Maintenance - SCC	2,519	2,564	2,564	461	2,564	2,656

Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Sandy Town Council Preliminary Budget 2018/19

	2016/17		2017/18		Projected Actual	Next Year Budget
	Budget		Revised Budget	Actual YTD		
4060 Other Professional Fees	15,500		15,225	8,807	15,096	15,225
OverHead Expenditure	27,493		27,510	17,305	27,381	28,129
1201 Rent Received Etc	0		0	380	380	0
1250 Grants Received - Bowls Club	0		0	0	0	0
1253 Bowls Club Rental	400		407	407	407	410
1254 Grants Received - Cricket Club	0		0	0	0	0
1255 Cricket Club Rental	0		267	0	267	270
1256 Scouts ,ACF and SSLA	0		5	0	5	5
Total Income	400		679	787	1,059	685
501 Net Expenditure	27,093		26,831	16,518	26,322	27,444
502 Nature Reserves						
4037 Grounds Maintenance	1,500		1,500	39	1,500	1,500
4060 Other Professional Fees	9,500		9,500	0	9,500	9,850
4703 Sandy Green Wheel	0		2,000	2,000	2,000	2,000
4965 Funded from Rolling Capital	0		0	0	0	0
OverHead Expenditure	11,000		13,000	2,039	13,000	13,350
1306 Countryside Stewardship Grant	3,200		3,200	1,200	2,000	2,000
1307 Angling Licence Rent	500		500	509	500	500
Total Income	3,700		3,700	1,709	2,500	2,500
502 Net Expenditure	7,300		9,300	330	10,500	10,850

Note : Sandy Town Council Preliminary Budget 2018/19

	2016/17		2017/18		2018/19
	Budget		Revised Budget	Actual YTD	
505					
<u>Grass Cutting</u>					
4102 Grass Cutting	10,000		10,000	0	10,000
OverHead Expenditure	10,000		10,000	0	10,000
505 Net Expenditure	10,000		10,000	0	10,000
506					
<u>Litter Bins, Seats & Shelters</u>					
4042 Equipment/Vehicle Maintenance	500		500	0	650
OverHead Expenditure	500		500	0	650
506 Net Expenditure	500		500	0	650
509					
<u>Christmas Lights</u>					
4401 Christmas Illuminations	11,000		13,000	7,821	14,000
4402 Community Christmas Event	7,000		5,000	2,276	5,000
OverHead Expenditure	18,000		18,000	10,097	19,000
1365 Christmas Lights	5,500		2,000	615	2,500
Total Income	5,500		2,000	615	2,500
509 Net Expenditure	12,500		16,000	9,482	16,500

Note : Sandy Town Council Preliminary Budget 2018/19

	2016/17		2017/18		2018/19	
	Budget	Agreed Budget	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
601 Precept and Interest						
1101 Precept	517,647	538,809	538,809	538,809	538,809	559,930
1228 Interest on Investment	1,000	1,000	0	0	0	0
1320 Interest Received - All account	3,000	2,500	3,500	558	800	800
Total Income	521,647	542,309	542,309	539,367	539,609	560,730
601 Net Expenditure	-521,647	-542,309	-542,309	-539,367	-539,609	-560,730
602 Democratic and Civic Costs						
4007 Health & Safety	0	0	0	73	73	0
4020 Misc Establishment Costs	100	100	100	0	100	100
4033 Annual Report & Newsletter	3,000	3,000	3,000	1,667	3,000	3,000
4042 Equipment/Vehicle Maintenance	250	250	250	170	250	250
4200 Mayor's Allowance	1,900	1,950	1,950	1,187	1,950	2,200
4202 Members' Expenses (Conf etc)	500	500	500	168	500	500
4210 Election Costs	3,000	3,000	3,000	0	3,000	3,000
4701 Grants/Donations Paid	3,000	3,000	3,000	1,976	3,000	3,000
4702 Community Events Support	0	2,000	2,000	1,000	2,000	2,000
4921 Transfer to EMR	0	0	0	0	0	0
OverHead Expenditure	11,750	13,800	13,800	6,241	13,873	14,050
602 Net Expenditure	11,750	13,800	13,800	6,241	13,873	14,050

Note : Sandy Town Council Preliminary Budget 2018/19

	2016/17		2017/18		2018/19	
	Budget	Agreed Budget	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
700 Capital and Projects						
4153 Loan Interest - INTERNAL	7,903	7,903	7,903	0	0	7,903
4154 Loan Capital - INTERNAL	9,102	9,102	9,102	0	0	9,102
4802 CAP - Cemetery Extension	295,000	295,000	295,000	2,730	1,780	293,220
4810 CAP - Goal Posts	0	0	0	2,841	2,841	0
4811 CAP - Village Hall Roof	0	0	0	0	0	0
4814 CAP - IT Equipment	0	0	0	0	0	0
4815 CAP - Tree Works	0	0	0	0	0	0
4816 CAP - Benchmarking	0	0	0	150	150	0
4817 CAP - War Memorial	0	0	0	3,440	3,440	0
4818 CAP - Fallowfield	0	0	0	5,002	5,002	0
4819 CAP - Vehicle	0	0	0	29,500	0	0
4820 CAP - Bandstand	0	0	0	720	0	0
4915 Transfer to Rolling Capital Fd	40,000	45,304	45,304	48,277	48,277	48,500
4921 Transfer to EMR	0	0	0	0	0	0
4923 Internal Loan repaid to F'fld	9,102	9,102	9,102	0	0	9,102
4965 Funded from Rolling Capital	0	0	0	-34,651	-6,431	0
4970 Transfer from C R R	-45,000	-45,000	-45,000	-2,730	-1,780	-43,220
4971 Transfer from EMR	0	0	0	0	0	0
4972 Transfer from EMR Fallowfield	0	0	0	-5,002	-5,002	0
OverHead Expenditure	316,107	321,411	321,411	50,277	48,277	324,607

Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Sandy Town Council Preliminary Budget 2018/19

	2016/17		2017/18		Projected Actual	Next Year Budget
	Budget	Agreed Budget	Revised Budget	Actual YTD		
1103 Internal Loan from F'fld EMR	250,000	250,000	250,000	0	0	250,000
1153 Loan Interest Rec'd - INTERNAL	7,903	7,903	7,903	0	0	7,903
1154 Loan Capital Rec'd - INTERNAL	9,102	9,102	9,102	0	0	9,102
1210 Sale of Assets	0	0	0	2,000	0	0
1309 Misc Contributions	0	0	0	0	0	0
1364 S106 Money Received	0	0	0	2,973	2,973	0
Total Income	267,005	267,005	267,005	4,973	2,973	267,005
700 Net Expenditure	49,102	54,406	54,406	45,304	45,304	57,602
Total Budget Expenditure	821,158	847,128	847,128	328,539	546,202	858,032
Income	828,535	847,128	847,128	566,973	583,746	858,640
Net Expenditure	-7,377	0	0	-238,433	-37,544	-609

SANDY TOWN COUNCIL**COMMITTEE: Full Council****DATE: 27 November 2017****OFFICER: Town Clerk****SUBJECT: Car Park Line Marking – Surgery Relocation**

- 1.1 The Town Council previously agreed to support the relocation of the Kings Road Surgery to Shannon Court by agreeing to line marking work to alter spaces in the Council's car park.
- 1.2 It was resolved that;
 - the current row of 3 disabled bays and 6 standards bays is converted into 1 ambulance bay, 4 disabled bays and 2 reserved doctor's spaces.
 - that a disabled bay be converted into an emergency vehicle (ambulance) bay.
 - The cost of the work be shared 50/50 between the surgery and the Town Council.
 - The Council approve the cross hatch marking at the entrance to Shannon Court on the condition that the applicant covers the cost of the work.
- 1.3 The line marking work is included in the Town Council's Market Town Regeneration Fund (MTMF) application as part of Central Bedfordshire Council's investment into market towns. Directional arrows and wording are also to be included in the scope of works. Highways have assessed the site and confirmed that the reworking and measurements will work.
- 1.4 The work is due to be carried out by CBC's Highways contractor and will result in a substantially lower cost for the Council than using a private contractor.
- 1.5 The surgery has advised that they are now due to relocate on 11th December 2017 and have asked whether the line marking could be done as a matter of urgency. The Clerk has flagged this up with the MTMF but the schedule for work is dependent on highways and it is currently anticipated to be before the end of the financial year but not within the next two months.
- 1.6 If the Council wished to move ahead with the work outside the MTMF a contractor could be engaged to carry out the line marking on a quicker basis. This would involve higher costs for both the Council and the surgery.

AGENDA NUMBER 11

Policy Finance and Resources Committee - Action list

Subject	Action to be taken		Response/ Status
	Minute	Action	
Meeting 18/4/16			
Cemetery Extension	(86-15/16)	Company C is the preferred Archaeological Contract tender and that the tender bid be accepted	Amended plans for depot approved by working group and submitted to LPA. LPA confirmed receipt. Awaiting approval of amended plan
Town Council Meeting 26/6/17			
Jenkins Contract	(39-17/18)	RESOLVED to approve the contract for the management of the Jenkins Pavilion.	No further update as at 21/11/17. Contract agreed by Full Council. CBC advise all parties are comfortable with each relevant agreement. CBC is awaiting some plans and leases to tie agreements up. Once received all parties can sign into the updated agreements. Awaiting signing date from CBC. Request CBC Cllr Assistance.
Meeting 11/9/17			
Community Engagement Strategy	(45-17/18)	Clerk to amend proposed policy and bring back to committee for further review	Ongoing. Clerk drafting.

SANDY TOWN COUNCIL**Flying of Model Planes and Drone Policy**

- 1.1 This policy governs the flying of model planes and drones on Council land.
- 1.2 Flying of drones, model planes or Unmanned Aerial Vehicles (UAV) is prohibited on Council land without the express permission of the Town Council.
- 1.3 If a person or company wants to fly a drone or unmanned Aerial Vehicle (UAV), including those carrying photographic equipment for commercial purposes above, launch from or land on property owned or controlled by the Council, permission must first be sought and granted from the Community Services and Environment Committee.
- 1.4 Decisions to grant permission are unlikely to be granted for Town Council owned areas due to the need to consider the needs of the many other people using public space.
- 1.5 **Permission will not generally be granted in relation to any public parks or open spaces in Council ownership**, unless the intended purpose is for education, promotion of the place (eg tourism) or there is a compelling commercial reason. The Council will charge a minimum fee of £100 for any permission granted.
- 1.6 Individuals caught flying UAVs on Council owned land without the required permission shall be required to cease immediately.
2. **Guidance on Flying Drones and Model Plans**
 - 2.1 If the Council does grant permission for the flying of drones or model aircrafts on Council owned land operators must follow the guidelines detailed below.
 - 2.2 Rules for flying, even with permission granted, are governed by Air Navigation Order 2009 (SI 2009/3015). Recreational users must comply with requirements about how and where they fly. For an aircraft with a mass of 20 kg or less, the Civil Aviation Authority (CAA) requires that:
 1. The operation must not endanger anyone or anything.
 2. The aircraft must be kept within the visual line of sight.
 3. Small unmanned aircraft that are being used for surveillance purposes are subject to restrictions with regard to the minimum distances they can fly near people or properties (50m).

4. CAA permission is also required for all flights that are being conducted for aerial photography work.
5. The 'remote pilot' has responsibility for satisfying him/herself that the flight can be conducted safely.

2.3 The CAA also says care should be taken about the collection of images of identifiable individuals, even inadvertently, when using surveillance cameras mounted on a small unmanned surveillance aircraft, as these will be subject to the Data Protection Act. This Act contains requirements concerning the collection, storage and use of such images, Small Unmanned Aircraft operators need to ensure that they are complying with these requirements. It is possible otherwise that individuals might be able to bring actions under existing legislation relating to injury, trespass, privacy, nuisance and data protection.

2.4 Operators should **NOT**:

- fly a drone over a sports field if it's in use;
- operate over parked vehicles or roads;
- operate within 20 metres of or be flown over other users of the park;
- fly over or within 50 metres of livestock, sensitive wildlife habitats such as nesting or roosting birds or lakes;
- operate within 20 metres of or fly over park buildings and structures, and overhead wires;
- operate over dry flammable vegetation;
- fly over adjoining private properties.

2.5 Operators **Should**:

- be courteous of other park users including people walking dogs;
- keep the UAV in full view at all times (e.g. not operated through binoculars, video monitor or smartphone, unless an observer is present);
- fly in daylight hours only;
- cease operation if requested by council staff
- Any breaches of the code of conduct could result in the council terminating your permission to fly UAVs on public land.

2.6 All Town Council owned land covered by this policy;

- Beeston Village Green
- Sunderland Road Recreation Ground
- Fallowfield Recreation Ground
- Bedford Road Recreation Ground
- The Limes Recreation Area
- The Riddy Nature Reserve
- The Pinnacle (Leased)
- Sandy Cemetery