

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, L Ivanciu-Wilkinson, 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 in the Council Chamber at 10 Cambridge Road, Sandy, Bedfordshire on Monday 28th March 2022 commencing at 7.30pm.



Nicola Sewell
Town Clerk
10 Cambridge Road
Sandy, SG19 1JE
01767 681491
22nd March 2022

A G E N D A

1 Apologies for absence

2 Declarations of interest

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

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

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

3 Minutes of Previous Meeting

To consider the minutes of the Policy, Finance and Resources Committee held on Monday 21st February 2022 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.

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 28th February 2022. Appendix I
- ii) To receive and note a budget overview report. Appendix II
- iii) To approve schedules of payments made since previous meeting. Appendix III
- iv) The Chair to approve bank reconciliations and statements.

6 Grant Applications

To receive and consider a grant application from Sandy Carnival Association. Appendix IV

7 Council Risk Assessment

To receive a report on the Council risk assessment. Appendix V

8 Sandye Place Maintenance

To receive a verbal report from the Clerk and consider recommendations made by CS&E Committee meeting of 21st March regarding costs for the maintenance of the grass at Sandye Place.

9 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF THE PRESS AND THE PUBLIC To resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the Meeting.

Appendix VI
Confidential

9.1 Cemetery – Extension Development

To receive and agree revised quote for replacement boundary fence at the cemetery. Quote revised to accommodate structural changes to fence to enable like-for-like replacement

9.2 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 RE-ADMITTANCE OF THE PRESS AND THE PUBLIC To resolve that the confidential business having been concluded, the Press and Public be re-admitted to the meeting.

10 Electric Vehicle

To discuss options for the disposal of current diesel vehicle following agreement to purchase electric vehicle.

Sandy Town Council

Appendix
VII

11 Risk Management System

To consider signing up to Local Council Risk System, a specifically designed system for Town and Parish Councils to manage local risks at a one-off cost of £198.00

12 Rotary Club

To receive and agree request from Rotary Club for £400 funding previously donated for a finger post, be used to pay towards the new Skatepark at Sunderland Road with a physical acknowledgement on site.

13 Councillor and Officer Training

To note that £60 has been spent on New Councillor training and Year End and Audit Training for the Clerk through BATPC.

14 Chairman's Items

15 Date of Next Meeting

Monday 16th May 2022.

14/03/2022

Sandy Town Council Current Year

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Detailed Balance Sheet - Excluding Stock Movement**Month 11 Date 28/02/22**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<i><u>Current Assets</u></i>		
105	VAT Control	13,557	
110	Prepayments	4,613	
200	Current Bank A/c	1,097	
201	Clerks Imprest A/c	251	
205	Capital a/c Santander	218,792	
206	Barclays Active Saver	242,323	
208	Public Sector Deposit Fund	205,514	
210	Petty Cash	250	
	Total Current Assets		686,396
	<i><u>Current Liabilities</u></i>		
501	Creditors Control	22,802	
515	PAYE/NI Control AC	5,257	
516	Superannuation Due	5,837	
	Total Current Liabilities		33,896
	Net Current Assets		652,500
	Total Assets less Current Liabilities		652,500
	<i><u>Represented by :-</u></i>		
300	Current Year Fund	98,515	
310	General Reserve	234,043	
315	Rolling Capital Fund	205,453	
321	Cemetery Development Reserve	23,028	
322	EMR Fallowfield	60,217	
323	EMR Skatepark Project	12,155	
324	EMR Elections	15,000	
331	S106 FField	4,090	
	Total Equity		652,500

Summary Income & Expenditure by Budget Heading 28/02/2022

Month No: 11

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
401 Staff	Expenditure	27,073	266,348	308,925	42,577		42,577	86.2%
402 Administration-Office	Income	68	1,009	250	(759)			403.8%
	Expenditure	4,964	71,687	79,550	7,863		7,863	90.1%
	Movement to/(from) Gen Reserve	<u>(4,896)</u>	<u>(70,678)</u>					
403 Administration-Works	Expenditure	1,645	25,146	41,300	16,154		16,154	60.9%
405 Footway Lighting	Expenditure	1,068	20,388	16,500	(3,888)		(3,888)	123.6%
406 Cemetery & Churchyard	Income	1,279	22,626	28,160	5,534			80.3%
	Expenditure	750	9,107	11,900	2,793		2,793	76.5%
	Movement to/(from) Gen Reserve	<u>529</u>	<u>13,518</u>					
408 Town Centre (Including Market)	Income	0	0	100	100			0.0%
	Expenditure	111	15,231	19,009	3,778		3,778	80.1%
	Movement to/(from) Gen Reserve	<u>(111)</u>	<u>(15,231)</u>					
409 Public Toilets - Car Park	Expenditure	401	698	2,500	1,802		1,802	27.9%
500 Play Areas and Open Spaces	Income	0	1,564	2,305	741			67.9%
	Expenditure	344	(1,297)	1,750	3,047		3,047	(74.1%)
	Movement to/(from) Gen Reserve	<u>(344)</u>	<u>2,862</u>					
501 Sunderland Road Rec Ground	Income	246	1,577	1,252	(325)			126.0%
	Expenditure	2,111	26,886	32,914	6,028		6,028	81.7%
	Movement to/(from) Gen Reserve	<u>(1,865)</u>	<u>(25,309)</u>					
502 Nature Reserves	Income	0	3,236	2,675	(561)			121.0%
	Expenditure	3,623	5,664	14,060	8,396		8,396	40.3%
	Movement to/(from) Gen Reserve	<u>(3,623)</u>	<u>(2,428)</u>					
505 Grass Cutting	Expenditure	0	0	9,000	9,000		9,000	0.0%
506 Litter Bins, Seats & Shelters	Expenditure	0	660	1,000	340		340	66.0%
509 Christmas Lights	Income	0	1,172	500	(672)			234.3%
	Expenditure	0	16,058	16,650	592		592	96.4%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(14,887)</u>					
601 Precept and Interest	Income	39	599,510	600,356	846			99.9%
602 Democratic and Civic Costs	Income	0	85	0	(85)			0.0%
	Expenditure	584	11,647	17,240	5,593		5,593	67.6%
	Movement to/(from) Gen Reserve	<u>(584)</u>	<u>(11,562)</u>					
700 Capital and Projects	Income	4,090	39,833	19,903	(19,930)			200.1%
	Expenditure	4,090	103,873	83,203	(20,670)		(20,670)	124.8%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(64,040)</u>					

Summary Income & Expenditure by Budget Heading 28/02/2022

Month No: 11

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	5,722	670,612	655,501	(15,111)			102.3%
Expenditure	46,764	572,097	655,501	83,404	0	83,404	87.3%
Net Income over Expenditure	<u>(41,042)</u>	<u>98,515</u>	<u>0</u>	<u>(98,515)</u>			
Movement to/(from) Gen Reserve	<u>(41,042)</u>	<u>98,515</u>					

Detailed Income & Expenditure by Budget Heading 28/02/2022

Month No: 11

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
401 Staff								
4001 Gross Salaries - Admin	11,603	108,112	122,500	14,388		14,388	88.3%	
4002 Gross Salaries - Works	8,618	81,303	110,000	28,697		28,697	73.9%	
4003 Employers NIC	1,791	15,513	19,350	3,837		3,837	80.2%	
4004 Employers Superannuation	4,703	44,541	55,500	10,959		10,959	80.3%	
4006 H&S Costs/Consultancy	0	150	600	450		450	25.0%	
4010 Miscellaneous Staff Costs	58	744	700	(44)		(44)	106.3%	
4019 Agency Staff	0	15,587	0	(15,587)		(15,587)	0.0%	
4030 Recruitment Advertising	300	399	275	(124)		(124)	145.1%	
Staff :- Indirect Expenditure	27,073	266,348	308,925	42,577	0	42,577	86.2%	0
Net Expenditure	(27,073)	(266,348)	(308,925)	(42,577)				
402 Administration-Office								
1003 Tourism Income	0	338	0	(338)			0.0%	
1201 Rent Received Etc	0	422	250	(172)			168.6%	
1202 Photocopying Income	4	4	0	(4)			0.0%	
1205 Miscellaneous Income	65	96	0	(96)			0.0%	
1245 Grants Received	0	150	0	(150)			0.0%	
Administration-Office :- Income	68	1,009	250	(759)			403.8%	0
4008 Training	0	2,213	2,000	(213)		(213)	110.7%	
4009 Travel & Subsistence	9	93	200	107		107	46.4%	
4010 Miscellaneous Staff Costs	9	9	0	(9)		(9)	0.0%	
4011 General Rates	0	6,737	6,850	114		114	98.3%	
4012 Water Rates	95	218	800	582		582	27.2%	
4014 Electricity	579	2,275	2,300	25		25	98.9%	
4015 Gas	254	1,221	1,300	79		79	93.9%	
4016 Cleaning Materials etc	156	1,248	1,250	2		2	99.8%	
4018 General Data Protection Regs	0	500	500	0		0	100.0%	
4020 Misc Establishment Costs	12	972	2,000	1,028		1,028	48.6%	
4021 Telephone & Fax	249	3,057	2,700	(357)		(357)	113.2%	
4022 Postage	0	1,579	1,300	(279)		(279)	121.4%	
4023 Printing & Stationery	95	873	1,000	127		127	87.3%	
4024 Subscriptions	148	3,230	3,150	(80)		(80)	102.5%	
4025 Insurance (excl vehicles)	0	18,896	20,000	1,104		1,104	94.5%	
4026 Photocopy Costs	577	4,731	5,200	469		469	91.0%	
4027 IT Costs incl Support	263	3,381	3,500	119		119	96.6%	
4028 Service Agreements (Other)	888	5,944	6,500	556		556	91.5%	
4035 Publications	7	88	100	12		12	87.6%	
4036 Property Maintenance/Security	0	3,577	4,000	423		423	89.4%	

Detailed Income & Expenditure by Budget Heading 28/02/2022

Month No: 11

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4040 Equipment Purchases (Minor)	110	767	2,000	1,233		1,233	38.4%	
4043 Equipment/Vehicle Fuel	0	2	0	(2)		(2)	0.0%	
4050 Tourism Expenditure	0	344	100	(244)		(244)	344.2%	
4051 Bank Charges	50	442	550	108		108	80.4%	
4056 Legal Expenses	980	3,628	2,500	(1,128)		(1,128)	145.1%	
4057 Audit Fees - External	0	0	1,300	1,300		1,300	0.0%	
4058 Audit Fees - Internal	0	430	900	470		470	47.8%	
4059 Accountancy Fees	468	5,142	7,350	2,208		2,208	70.0%	
4070 Refreshments	16	91	200	109		109	45.4%	
Administration-Office :- Indirect Expenditure	4,964	71,687	79,550	7,863	0	7,863	90.1%	0
Net Income over Expenditure	(4,896)	(70,678)	(79,300)	(8,622)				
403 Administration-Works								
4005 Protective Clothing	0	883	1,300	417		417	67.9%	
4008 Training	0	425	1,950	1,525		1,525	21.8%	
4011 General Rates	0	1,846	1,900	54		54	97.2%	
4012 Water Rates	32	32	200	168		168	15.9%	
4014 Electricity	160	947	1,200	253		253	78.9%	
4017 Refuse Disposal	40	3,988	4,500	512		512	88.6%	
4036 Property Maintenance/Security	0	115	2,000	1,885		1,885	5.7%	
4038 Consumables/Small Tools	318	1,947	2,500	553		553	77.9%	
4039 Planting/Trees/Horticulture	220	5,666	6,250	584		584	90.7%	
4040 Equipment Purchases (Minor)	175	1,319	2,000	681		681	66.0%	
4042 Equipment/Vehicle Maintenance	0	1,508	5,000	3,492		3,492	30.2%	
4043 Equipment/Vehicle Fuel	700	3,681	3,500	(181)		(181)	105.2%	
4044 Vehicle Tax & Insurance	0	2,963	3,000	37		37	98.8%	
4045 Arboriculture	0	(175)	6,000	6,175		6,175	(2.9%)	
Administration-Works :- Indirect Expenditure	1,645	25,146	41,300	16,154	0	16,154	60.9%	0
Net Expenditure	(1,645)	(25,146)	(41,300)	(16,154)				
405 Footway Lighting								
4014 Electricity	1,068	7,128	6,500	(628)		(628)	109.7%	
4042 Equipment/Vehicle Maintenance	0	13,260	10,000	(3,260)		(3,260)	132.6%	
Footway Lighting :- Indirect Expenditure	1,068	20,388	16,500	(3,888)	0	(3,888)	123.6%	0
Net Expenditure	(1,068)	(20,388)	(16,500)	3,888				
406 Cemetery & Churchyard								
1226 Burials/Memorials Income	1,279	22,626	27,500	4,874			82.3%	

Detailed Income & Expenditure by Budget Heading 28/02/2022

Month No: 11

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1227 Chapel Rental	0	0	660	660			0.0%	
Cemetery & Churchyard :- Income	1,279	22,626	28,160	5,534			80.3%	0
4011 General Rates	0	3,942	3,500	(442)		(442)	112.6%	
4012 Water Rates	11	32	150	118		118	21.3%	
4036 Property Maintenance/Security	19	465	1,000	535		535	46.5%	
4037 Grounds Maintenance	0	580	900	320		320	64.4%	
4039 Planting/Trees/Horticulture	0	8	350	342		342	2.3%	
4101 Grave Digging Costs	720	4,080	6,000	1,920		1,920	68.0%	
Cemetery & Churchyard :- Indirect Expenditure	750	9,107	11,900	2,793	0	2,793	76.5%	0
Net Income over Expenditure	529	13,518	16,260	2,742				
408 Town Centre (Including Market)								
1238 Other Income Car Park	0	0	100	100			0.0%	
Town Centre (Including Market) :- Income	0	0	100	100			0.0%	0
4011 General Rates	0	12,630	12,900	270		270	97.9%	
4036 Property Maintenance/Security	111	162	1,500	1,338		1,338	10.8%	
4053 Loan Interest	0	197	197	0		0	99.8%	
4054 Loan Capital Repaid	0	412	412	0		0	99.9%	
4100 CCTV Fees	0	1,832	4,000	2,168		2,168	45.8%	
Town Centre (Including Market) :- Indirect Expenditure	111	15,231	19,009	3,778	0	3,778	80.1%	0
Net Income over Expenditure	(111)	(15,231)	(18,909)	(3,678)				
409 Public Toilets - Car Park								
4011 General Rates	0	(1,871)	0	1,871		1,871	0.0%	
4012 Water Rates	205	1,137	1,200	63		63	94.7%	
4014 Electricity	76	526	300	(226)		(226)	175.3%	
4036 Property Maintenance/Security	120	907	1,000	93		93	90.7%	
Public Toilets - Car Park :- Indirect Expenditure	401	698	2,500	1,802	0	1,802	27.9%	0
Net Expenditure	(401)	(698)	(2,500)	(1,802)				
500 Play Areas and Open Spaces								
1201 Rent Received Etc	0	1,564	1,200	(364)			130.3%	
1241 Sandy FC Rent	0	0	505	505			0.0%	
1251 Pitch Rental	0	0	600	600			0.0%	
Play Areas and Open Spaces :- Income	0	1,564	2,305	741			67.9%	0
4007 Health & Safety	0	0	550	550		550	0.0%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4012 Water Rates	0	278	500	222		222	55.6%	
4014 Electricity	0	(86)	200	286		286	(43.1%)	
4036 Property Maintenance/Security	0	2,819	500	(2,319)		(2,319)	563.9%	
4037 Grounds Maintenance	344	1,834	2,500	666		666	73.4%	
4042 Equipment/Vehicle Maintenance	0	1,357	5,000	3,643		3,643	27.1%	
4972 Transfer from EMR Fallowfield	0	(7,500)	(7,500)	0		0	100.0%	
Play Areas and Open Spaces :- Indirect Expenditure	344	(1,297)	1,750	3,047	0	3,047	(74.1%)	0
Net Income over Expenditure	(344)	2,862	555	(2,307)				
501 Sunderland Road Rec Ground								
1201 Rent Received Etc	246	898	500	(398)			179.6%	
1253 Bowls Club Rental	0	450	455	5			98.9%	
1255 Cricket Club Rental	0	224	292	68			76.8%	
1256 Scouts ,ACF and SSLA	0	5	5	0			100.0%	
Sunderland Road Rec Ground :- Income	246	1,577	1,252	(325)			126.0%	0
4012 Water Rates	124	1,106	2,500	1,394		1,394	44.2%	
4014 Electricity	10	123	200	77		77	61.3%	
4036 Property Maintenance/Security	0	2,386	2,000	(386)		(386)	119.3%	
4046 Bowling Green - SBC	20	3,016	3,329	313		313	90.6%	
4047 Equipment Maintenance - SBC	64	1,723	2,679	956		956	64.3%	
4048 Cricket Square - SCC	20	1,787	2,645	858		858	67.6%	
4049 Equipment Maintenance - SCC	517	1,827	2,861	1,034		1,034	63.9%	
4060 Other Professional Fees	1,356	14,918	16,700	1,782		1,782	89.3%	
Sunderland Road Rec Ground :- Indirect Expenditure	2,111	26,886	32,914	6,028	0	6,028	81.7%	0
Net Income over Expenditure	(1,865)	(25,309)	(31,662)	(6,353)				
502 Nature Reserves								
1306 Countryside Stewardship Grant	0	2,558	2,000	(558)			127.9%	
1307 Angling Licence Rent	0	679	675	(4)			100.5%	
Nature Reserves :- Income	0	3,236	2,675	(561)			121.0%	0
4037 Grounds Maintenance	0	41	1,500	1,459		1,459	2.7%	
4060 Other Professional Fees	3,623	3,623	10,560	6,937		6,937	34.3%	
4703 Sandy Green Wheel	0	2,000	2,000	0		0	100.0%	
Nature Reserves :- Indirect Expenditure	3,623	5,664	14,060	8,396	0	8,396	40.3%	0
Net Income over Expenditure	(3,623)	(2,428)	(11,385)	(8,957)				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
505 Grass Cutting								
4102 Grass Cutting	0	0	9,000	9,000		9,000	0.0%	
Grass Cutting :- Indirect Expenditure	0	0	9,000	9,000	0	9,000	0.0%	0
Net Expenditure	0	0	(9,000)	(9,000)				
506 Litter Bins, Seats & Shelters								
4042 Equipment/Vehicle Maintenance	0	660	1,000	340		340	66.0%	
Litter Bins, Seats & Shelters :- Indirect Expenditure	0	660	1,000	340	0	340	66.0%	0
Net Expenditure	0	(660)	(1,000)	(340)				
509 Christmas Lights								
1365 Christmas Lights	0	1,172	500	(672)			234.3%	
Christmas Lights :- Income	0	1,172	500	(672)			234.3%	0
4401 Christmas Illuminations	0	12,250	14,000	1,750		1,750	87.5%	
4402 Community Christmas Event	0	3,808	2,650	(1,158)		(1,158)	143.7%	
Christmas Lights :- Indirect Expenditure	0	16,058	16,650	592	0	592	96.4%	0
Net Income over Expenditure	0	(14,887)	(16,150)	(1,263)				
601 Precept and Interest								
1101 Precept	0	599,356	599,356	0			100.0%	
1320 Interest Received - All account	39	154	1,000	846			15.4%	
Precept and Interest :- Income	39	599,510	600,356	846			99.9%	0
Net Income	39	599,510	600,356	846				
602 Democratic and Civic Costs								
1245 Grants Received	0	(325)	0	325			0.0%	
1309 Misc Contributions	0	410	0	(410)			0.0%	
Democratic and Civic Costs :- Income	0	85	0	(85)				0
4020 Misc Establishment Costs	0	12	100	88		88	12.3%	
4033 Annual Report & Newsletter	242	2,904	3,000	96		96	96.8%	
4042 Equipment/Vehicle Maintenance	57	1,668	400	(1,268)		(1,268)	416.9%	
4200 Mayor's Allowance	160	275	2,200	1,925		1,925	12.5%	
4202 Members' Expenses (Conf etc)	0	65	500	435		435	13.0%	
4701 Grants/Donations Paid	0	3,755	4,000	245		245	93.9%	
4702 Community Events Support	125	3,988	7,040	3,052		3,052	56.7%	
4921 Transfer to EMR	0	(1,200)	0	1,200		1,200	0.0%	

Detailed Income & Expenditure by Budget Heading 28/02/2022

Month No: 11

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4971 Transfer from EMR	0	180	0	(180)		(180)	0.0%	
Democratic and Civic Costs :- Indirect Expenditure	584	11,647	17,240	5,593	0	5,593	67.6%	0
Net Income over Expenditure	(584)	(11,562)	(17,240)	(5,678)				
700 Capital and Projects								
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	6,667	0	(6,667)			0.0%	
1258 Insurance Claims Repayment	0	3,499	0	(3,499)			0.0%	
1309 Misc Contributions	0	5,155	0	(5,155)			0.0%	
1364 S106 Money Received	4,090	4,609	0	(4,609)			0.0%	
Capital and Projects :- Income	4,090	39,833	19,903	(19,930)			200.1%	0
4153 Loan Interest - INTERNAL	0	7,903	7,903	0		0	100.0%	
4154 Loan Capital - INTERNAL	0	12,000	12,000	0		0	100.0%	
4802 CAP - Cemetery Extension	0	38,745	0	(38,745)		(38,745)	0.0%	
4818 CAP - Fallowfield	12,361	12,361	0	(12,361)		(12,361)	0.0%	
4821 CAP - Fencing Bedford Rd	0	560	0	(560)		(560)	0.0%	
4825 CAP - Play Equipment (F/Field)	0	7,047	0	(7,047)		(7,047)	0.0%	
4828 CAP - Dropped Kerb	0	2,100	0	(2,100)		(2,100)	0.0%	
4829 CAP - Car Park	0	6,465	0	(6,465)		(6,465)	0.0%	
4833 CAP - Village Hall Paving	0	5,500	0	(5,500)		(5,500)	0.0%	
4834 CAP - Machinery & Equipment	0	1,498	0	(1,498)		(1,498)	0.0%	
4836 CAP - Neighbourhood Plan	0	2,111	10,000	7,889		7,889	21.1%	
4838 CAP - Depot	0	2,110	0	(2,110)		(2,110)	0.0%	
4839 CAP - CBC Tree Fund Project	0	9,943	0	(9,943)		(9,943)	0.0%	
4841 CAP - Litter Bins	764	4,553	0	(4,553)		(4,553)	0.0%	
4842 CAP - Bowls Club Fence	0	519	0	(519)		(519)	0.0%	
4843 CAP - Office Boiler	0	2,000	0	(2,000)		(2,000)	0.0%	
4844 CAP - Football Changing Room	0	650	0	(650)		(650)	0.0%	
4845 CAP - Remeberance Banners	0	625	0	(625)		(625)	0.0%	
4846 Demolish Garage (Not Capital)	0	2,900	0	(2,900)		(2,900)	0.0%	
4847 CAP - Football goals	4,265	4,265	0	(4,265)		(4,265)	0.0%	
4915 Transfer to Rolling Capital Fd	0	60,299	51,300	(8,999)		(8,999)	117.5%	
4921 Transfer to EMR	4,090	9,245	0	(9,245)		(9,245)	0.0%	
4923 Internal Loan repaid to F'ild	0	12,000	12,000	0		0	100.0%	
4965 Funded from Rolling Capital	(17,389)	(101,526)	(10,000)	91,526		91,526	1015.3%	
Capital and Projects :- Indirect Expenditure	4,090	103,873	83,203	(20,670)	0	(20,670)	124.8%	0
Net Income over Expenditure	0	(64,040)	(63,300)	740				

Detailed Income & Expenditure by Budget Heading 28/02/2022

Month No: 11

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	5,722	670,612	655,501	(15,111)			102.3%	
Expenditure	46,764	572,097	655,501	83,404	0	83,404	87.3%	
Net Income over Expenditure	(41,042)	98,515	0	(98,515)				
Movement to/(from) Gen Reserve	(41,042)	98,515						

Sandy Town Council
Report to 28th February 2022

General Notes

Attached is the summary income & expenditure report for the month 1st February to 28th February 2022

This report shows a current year surplus of income over expenditure of £98,515

The balance sheet shows that total funds available to the Council are £652,500

This is made up of the following -

Current Year Fund	£98,515
General Reserve Brought Forward	£234,043
Rolling Capital Fund	£205,453
Fallowfield Reserve	£60,217
Skatepark Project EMR	£12,155
Earmarked Elections	£15,000
Cemetery Development Reserve	£23,028
Section106 Fallowfield Seesaw	£4,090
Total	£652,500

The percentage of budget if analysed evenly over the year to date is 91.6% 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 February 2022 payroll. Payments made to HMRC & LGPS in first week of March 2022.

Analysis by Cost Centre

401 Staff

Expenditure is 86.2% of the annual budget.

4010 - Large expenditure at start of financial year due to payment to Harrisons Accountancy for 2021/22 payroll service. Overspend due to three eye tests/glass contributions paid for by the employer as per HSE guidance.

Cost centre underspend due to periods of staff on unpaid leave. 2021/22 NJC pay award agreed at 1.75% and applied to pay during the March payroll. This was backdated to 1st April 2021 and will reduce the overall budget underspend.

402 Administration

Expenditure is 90.1% of the annual budget.

1003 - Income from Saffords bookings.

1201 - Income from Chamber rental for PCC election.

1205 - Waylines income from Council land.

1245 - CBC Ward Cllr Grant for Beeston Library Box.

4008 - Training overspent due to required completion of manual handling, first aid and fire marshal training which was not able to be undertaken due to Covid 19.

4011 - Business rates are paid in two 6 monthly installments.

4012 - Low expenditure due to accrual of £100 for final 2020/21 bill. Actual bill only £69.52.
Very low water bill for February to May 21 of £14.08. November 21 - February 22 bill of £94.72

4014/15 - Overspend due to large increase in cost of utilities. Budget increased for next financial year in line with contracts agreed with YU energy.

4016 - High due to bulk orders of cleaning materials for caretaker, outdoor team and office. Expenditure to be monitored and expected to remain in budget at year end.

4018 - High due to retainer paid for Data Protection Officer service (PNC)

4021 - Overspent due to higher costs at start of year. Costs renegotiated to £203.33 per month for all calls plus £45.98 for mobile phone provision. Credit of £233.89 due from Chess Ltd. Budget increased for 2022/23.

Sandy Town Council
Report to 28th February 2022

Analysis by Cost Centre [Continued]

4022 - High expenditure due to top up of franking machine. Postage is paid in advance and then used via the franking machine. Higher expenditure over the last year due to regular postage of more Councillors' agendas. Number of heavy agenda packs has meant continued expenditure and another top up was required leading to an overspend.

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

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

4027 - High due to costs associated with new Clerk's laptop and associated costs (£665.45). Further costs of £561.79 to be incurred this F/Y leading to £179.75 overspend. Cost of laptop can be reallocated to Rolling Capital Fund if Members wish.

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

4056 - Overspend includes all costs for land registry legal work for Beeston, Car park and Bedford Road as previously authorised. Potential further costs from TW land transfer still outstanding.

403 Works

Expenditure is 60.9% of the annual budget.

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

4012 - Bill of £29.46 received for first quarter. Offset by credit from previous year. Bills lower than anticipated due to use of grey water tank at new depot.

4039 - Overspend due to miscoding of tree maintenance works at Beeston Green and Bedford rec. £1,160 has been reallocated to budget 4045 (Arboriculture) and will show in month 12. Budget 4039 will therefore be within budget at year end.

4043 - Increase in fuel costs has impacted Council expenditure. Allowance made in 2022/23 budget for increased costs. Continue to monitor.

4044 - Tax and insurances paid annually for Council vehicles.

405 Footway Lighting

Expenditure is 123.6% of the annual budget.

4014 - Higher than anticipated electricity costs following collapse of previous provider and increased rates with new provider. Admin Team Leader in process of submitting all LED light information to new provider to seek lower costs. Provider has asked for further information/specifics.

4042 - Overspend due to greater than expected maintenance of streetlights due to a number of lanterns needing to be replaced with new LED lanterns and work to fix faulty lighting at the Village Hall car park. No further spend since last report to committee.

406 Cemetery & Churchyard

Expenditure is 76.5% of the annual budget.

1226 - Slightly lower income than had been anticipated based on previous years' levels.

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

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

408 Town Centre

Expenditure is 80.1% of the annual budget.

4011 - Business rates are paid in two 6 monthly installments. Second payment made in September 2021.

Sandy Town Council
Report to 28th February 2022

Analysis by Cost Centre [Continued]

409 Public Toilets - Car Park

Expenditure is 27.9% of the annual budget.

4014 - Increase allowed for 2022/23. Overspend related to increase in charges from June 2021. Slight reduction in October followed by an increase in December and then move to new supplier.

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

500 Play Areas and Open Spaces

Expenditure is (74.1%) of the annual budget.

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

4036 - Overspend result of cost to repair work needed on the Bedford Road pavilion and lights at the pavilion.

Overall cost centre credit is due to transfer of £7,500 from Fallowfield EMR towards general maintenance costs.

501 Sunderland Road Recreation Ground

Expenditure is 81.7% of the annual budget.

1201 - Rent from fair at Sunderland Road.

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

502 Nature Reserves

Expenditure is 40.3% of the annual budget.

1306 - Higher than anticipated grant received for Countryside stewardship.

4703 - Contribution towards BRCC hours on development of Green Wheel. Paid in lump sum.

505 Grass Cutting

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

506 Litter Bins, Seats & Shelters

Expenditure is 66.0% of the annual budget.

4042 - Work on repairs to benches.

509 Christmas Lights

Expenditure is 96.4% of the annual budget.

1365 - Higher income than expected due to selling out on mulled wine.

4401 - Lower cost than previous years due to WBF used to purchase live tree lights, rather than include

as part of hire scheme from contractor.

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

601 Precept and Interest

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

602 Democratic and Civic Costs

Expenditure is 67.6% of the annual budget.

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

4033 - High expenditure as it includes payment for March Bulletin issue.

4042 - Overspend due to allocation of replacement defibrillator box and pads to budget code. To be reallocated. All defibrillator costs come from this budget. Consider moving to Town Centre or Recreation Ground budget.

700 Capital

4829 - This includes the costs of repairing the car park toilets (£2,810) and replacing the car park barrier (£3,368.21). An insurance payment was received for the work to the car park barrier and is shown as income under 408 - 1238.

Date: 09/03/2022

Sandy Town Council Current Year

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Time: 12:17

Current Bank A/c

List of Payments made between 01/02/2022 and 28/02/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/02/2022	Anglian Water Business Ltd. (N	DD01	67.91		2869-Public toilets water
01/02/2022	Anglian Water Business Ltd. (N	DD02	226.96		2870-B/Green water charges
04/02/2022	Commission charge payable	CHRG	40.05		Commission charge payable
04/02/2022	Yu Energy	DD03	374.23		2877-Office gas
08/02/2022	Capital a/c Santander	TFR	33,360.68		
09/02/2022	1st Response Fire Protection &	32441	462.07		2919-Install Defibrillator
09/02/2022	AOC Holdings Ltd	32442	12,960.00		2884-Cemetery project managememe
09/02/2022	Bedfordshire Rural Communities	32443	4,348.09		2915-Pinnacle wardening 21/22
09/02/2022	Central Bedfordshire Council	32444	1,627.36		2916-Pavilion Man fee Feb 22
09/02/2022	CJ Sports Ltd	32445	5,118.00		2917-3 x Football goals
09/02/2022	DCK Accounting Solutions Ltd	32446	552.68		2887-Accounts Dec 21
09/02/2022	Churches Fire Security Ltd	32447	510.00		2886-Fire equipment maint
09/02/2022	GB Sport & Leisure	32448	437.40		2890-Grass mat/ties/pegs
09/02/2022	Haines Watts Ltd	32449	516.00		2891-Internal Audit 21/22
09/02/2022	Hertfordshire County Council	32450	236.26		2892-Cleaning materials
09/02/2022	The Mayor's Appeal Fund	32451	35.00		2893-H/Regis Mayor dinner tick
09/02/2022	Arthur Ibbett Ltd	32452	8.22		2885-Linch pins
09/02/2022	Lamps & Tubes Illuminations Lt	32453	1,571.94		2894-Christmas lights
09/02/2022	Town Mayor's Charity Fund	32454	50.00		2895-L/Linslade dinner tickets
09/02/2022	FD Odell & Sons Ltd	32455	479.70		2899-Skip hire
09/02/2022	PNC HR LTD	32456	2,716.80		2897-HR Retainer
09/02/2022	Rosetta Publishing	32457	580.80		2901-Beds Bulletin advert
09/02/2022	Steve Dear Tree Services Ltd	32458	420.00		2902-SRRG Tree survey
09/02/2022	Sutcliffe Play Ltd	32459	8,455.92		2903-New Play equipment
09/02/2022	T&J Seymour Electrical Install	32460	3,630.00		2911-S/Light repairs
09/02/2022	Thomas Bros. Excavtions (Luton	32461	3,480.00		2912-Demolish garage
09/02/2022	Travis Perkins Trading Co Ltd	32462	45.60		2913-Postcrete
09/02/2022	Verto (UK) Ltd	32463	238.80		2920-Webhosting 9.3-9.3.23
09/02/2022	Woodfines LLP	32464	3,151.60		2914-Land registry legal fees
09/02/2022	HMRC PAYE/NI Due	BACS	3,735.53		HMRC PAYE/NI Due
09/02/2022	Beds Pension Due	BACS	4,834.69		Beds Pension Due
09/02/2022	Yu Energy	DD04	167.85		2873-Depot electricity
09/02/2022	Yu Energy	DD05	694.36		2875-Office electricity
09/02/2022	Yu Energy	DD06	10.02		3016-Elec charge Jan 2022
09/02/2022	Yu Energy	DD07	1,202.09		2874-S/Lights electricity
09/02/2022	Yu Energy	DD08	69.21		3022-Credit elec charge
09/02/2022	Yu Energy	DD09	67.14		P/Ledger Electronic Payment
10/02/2022	Purchase Power	DD10	215.74		2855-Postage
11/02/2022	Yu Energy	DD11	266.31		2878-Office gas
15/02/2022	Staff salaries - Feb 2022	BACS	15,615.67		Staff salaries - Feb 2022
17/02/2022	Chess Ltd DDR	DD12	315.49		3014-Chess managed services
21/02/2022	UK Fuels Limited DDR	DD13	110.02		2867-Fuel A/C
22/02/2022	Anglian Water Business Ltd. (N	DD14	204.95		2879-C/Park toilets electricit
22/02/2022	Anglian Water Business Ltd. (N	DD15	124.30		2880-SRRG Water
22/02/2022	Anglian Water Business Ltd. (N	DD16	94.72		2882-Office Water
22/02/2022	Anglian Water Business Ltd. (N	DD17	11.09		2881-Cemetery water
23/02/2022	Woodward Ltd	BACS01	10.00		3003-Events toilets - deposit

Continued on Page 2

List of Payments made between 01/02/2022 and 28/02/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
25/02/2022	Chess Ltd DDR	DD18	244.00		3013-Monthly call charge
25/02/2022	Anglian Water Business Ltd. (N	DD19	38.63		3012-Water Allotment Nov-Feb22
28/02/2022	Public Works Loan Board	DD20	304.12		2863-PWLB Loan Capital
28/02/2022	UK Fuels Limited DDR	DD21	78.52		3015-Motor fuel cost

Total Payments	<u>114,116.52</u>
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APPLICATION FOR GRANT AID FROM
SANDY TOWN COUNCIL

<u>Name of the Organisation/Group</u>	
SANDY CARNIVAL ASSOCIATION.	
Are you affiliated to a national organisation? If so, which one?	NO
Local venue/meeting place	CONSERVATIVE CWB COMMITTEE ROOM
Are you a registered charity? If so, give your charity number?	NO
What are the aims and activities of the organisation?	TO ORGANISE AND HOLD AN ANNUAL CARNIVAL FOR SANDY AND SURROUNDING VILLAGES.
How many members do you have?	Volunteers/Leaders 9
Members:	Junior
	Senior 9
What is your annual subscription?	Junior £ N/A
	Senior £ N/A

Project Information

What would the grant be used for?	PORTABLE TOILET HIRE
In what manner will the residents of Sandy benefit?	THIS WILL ENABLE US TO HOLD THE FIELD EVENT PORTION OF CARNIVAL DAY
Approximately how many Sandy residents will benefit from this grant?	WE USUALLY ANTICIPATE APPROX 1500 VISITORS OVER THE AFTERNOON
Estimated total cost of project	INVOICE TOTAL £1,044.00
Please state clearly how much you are applying for from Sandy Town Council.	£500
What amount is being met from your own funds?	£500

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
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N/A

Financial Details

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

FUNDS RAISED GO TOWARDS RUNNING CARNIVAL THE FOLLOWING YEAR ACCOUNTING FOR INCREASES IN INSURANCE AND HIRE CHARGES.


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

Payment Details	
Account Title	SANDY CARNIVAL ASSOCIATION
Account Number	[REDACTED]
Bank/Building Society Name and Address	BARCLAYS BANK SORT CODE [REDACTED]
Contact Details	
Please give details of the person with whom this application can be discussed and to whom any cheque should be sent:	LORNA TUEKER
Position in organisation	TREASURER.
Address	44 MILL CANE SANDY SC19 1NH.
Telephone Number	[REDACTED]
E-mail address	[REDACTED]

Declaration

Please sign this form to confirm that:

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

Signed:	
Name:	H A STEWART
Position:	CHAIRMAN
Date:	1/3/2022

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



Sandy Carnival 2021: Treasurer's Report.

Income:	£0
Expenditure:	£0
Profit:	£0
Bank Balance:	£6586.33

The decision to cancel Carnival 2021 was made early, before any commitments had been made.

Income Summary

There was no income.

Expenditure Summary

There was no expenditure.

The only change to the accounts between this and the 2020 Treasurer's report is an increase in the bank balance of £60. This is due to the cash donation from DW mouldings which was given in 2020 but was not been paid into the bank until September 2020. This is mentioned in the 2020 Treasurer's Report.

The only other notable points are as follows:

- We still have donations from Kier (£200) and DW Mouldings (£60 – see above) which were given in 2020. Both these companies kindly agreed to let us keep their donations to be used for the 2021 Carnival (which didn't go ahead).
- In 2020 we paid a 10% deposit (£104.40) for the hire of some toilets for Carnival day. When carnival 2020 was cancelled, LSK Hire agreed that we could use this towards the hire in 2021. Hopefully they will allow us to carry this forward to 2022.

Bank Balance Summary

The bank balance as at 24.09.21 is £6586.33.

Sandy Town Council	Council Risk Assessment	Adopted: 27 February 2017 Re-adopted: 10 February 2021 Review Due: February 2022
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Area	Subject	Risk(s) identified	H/M/L score	Management/control of risk	Review/Assess/Revise	Verified by
Finance	Precept	Adequacy of precept in order for the Council to carry out its Statutory duties	L	To determine the precept amount required, the Council regularly receives budget update information at every PFR committee meeting. At the Town Council meeting to discuss and agree the precept and at the PFR committees ahead of that meeting, the Council receives a budget report, including actual position and projected position to the end of year and indicative figures and costings obtained by the Clerk. With this information the Council considers individual budget codes and projects to ensure each is adequately budgeted for.	Existing procedure adequate	Council RFO/Clerk Accountant
	Bank and Banking	Inadequate checks Banks mistakes Loss Charges	L	The Council has Financial Regulations which set out banking requirements. Monthly reconciliation of accounts is carried out when statements arrive by the accountant.	Existing procedure adequate. Review financial regulations when necessary. Review bank signatories as necessary. Monitor bank statements monthly.	RFO/Clerk External Auditor Internal Auditor
	Financial controls and Records	Inadequate records Financial irregularities	L	The Council has financial regulations in place which set out requirements. Financial transactions are recorded by the accountant monthly. An	Existing procedure adequate. Review financial regulations when necessary.	RFO/Clerk External Auditor Internal Auditor

AGENDA ITEM 7

APPENDIX V

				independent audit checks the records on an annual basis to ensure the Council is compliant. Yearend accounts submitted with annual return.		
	Reporting and auditing	Information Communication	L	Financial information is reported to every Policy, Finance and Resources committee meeting every six weeks.	Existing procedure adequate	Council RFO/Clerk External Auditor Internal Auditor
	Direct Costs	Goods not supplied but billed Incorrect invoicing Cheque incorrect	L	The Council has financial regulations in place which set out requirements. A list of payments for each month is reviewed by Council at PF&R. Two Members' signatures required for all cheques. Two authorisations are required for any bank transactions. The Council has minimal stock, which is regularly checked by the Clerk and maintenance team.	Existing procedures adequate. Monitored by Council.	RFO/Clerk Accountant
	Best Value accountability	Work awarded incorrectly. Overspend on services.	L/M	Financial Regulations set out contract levels and tendering process. If problems are encountered with a contract, the Clerk will investigate and report to the Council.	Existing procedure is adequate and included in financial regulations. Monitored by Town Clerk Schedule of contracts held by Council. To be reported to Council annually.	Councillors RFO/Clerk

AGENDA ITEM 7

APPENDIX V

	Salaries and associated costs	Salary paid incorrectly. Unpaid Tax to Inland Revenue	L	Payroll contracted out to Harrisons Accountants. Payroll checked by admin team leader and payroll on a monthly basis. Dual authorisation required.	Adequate. Contract with Harrisons Accountancy to be monitored by Clerk.	RFO/Clerk Accountant
	Employees	Fraud by staff Loss of key personnel Health and Safety	L	Requirements of Fidelity Guarantee insurance adhered to with regards to fraud. All employees provided with adequate direction and safety equipment needed to undertake their roles.	Adequate. Monitored by Clerk and Human Resources Committee. Insurance cover reviewed and agreed by Town Council annually.	Councillors Clerk
	Town Clerk	Improper conduct	L	Clerk's performance and appraisal overseen by Human Resources Committee and Clerks Management Committee. Clerk to be provided with relevant training, reference books, access to professional and legal advice required to undertake the role.	Monitored by Human Resources Committee	Councillors
	Election Costs	Risk of election cost	L/M	Risk is higher in an election year. There are no measures which can be adopted to minimise the risk of having a contested election as this is a democratic process and should not be stifled. A EMR budget is held for the purpose of paying for an election.	Existing procedure is adequate	Councillors Clerk/RFO

AGENDA ITEM 7

APPENDIX V

	VAT	Re-claiming/charging	L	The Council has Financial Regulations that set out the requirements. The accountant regularly checks and claims all VAT owed.	Existing procedure is adequate	Clerk/RFO Accountant
	Annual Return	Submit within time limits	L	Annual Return is completed and signed by the Council, submitted to the internal auditor for completion and signing then sent to the external auditor within time limit.	Existing procedure is adequate	Clerk/RFO Accountant
	Legal Powers	Illegal activity	L	All activity and payments within the powers of Town Council to be resolved and minuted at PFR or Town Council meetings.	Existing procedure is adequate	Clerk Councillors
	Insurance	Adequacy Cost Compliance	L/M	An annual review is undertaken (before the time of policy renewal) of all insurance agreements in place.	Existing procedure is adequate. Review insurance provision annually. Review of compliance.	Clerk Councillors
Employer Liability	Complying with Employment law	Failure to comply with law	L	Membership of various national bodies and contract with PNC Human Resources provider. Town Clerk is a member of SLCC and the Council is a member of BATPC and NALC.	Existing procedure is adequate.	Clerk Human Resources Committee
	Safety of staff and visitors	Injury	M	Employees are provided with adequate health and safety training and direction in equipment needed to undertake their roles. Health and safety policy in place. Secured doors to personnel area. Panic button in reception. Lone work policy in place. Public liability cover with WPS insurance to value of £15,000,000.	Existing procedure is adequate. Public liability insurance reviewed and agreed annually by Town Council.	Clerk Human Resources Committee

AGENDA ITEM 7

APPENDIX V

	Pension requirements	Comply with statutory duties	L	Payroll and pension contributions managed by independent accountant, Harrisons. Adequate budget allowed for employer contributions is reviewed annually. Payments made to fund by Clerk and Admin Team Leader. Dual authorisation required.	Existing procedure is adequate.	Clerk Human Resources Committee
Legal Liability	Acting within legal powers	Failure to ensure activities are within the legal powers of a council	L	All activity and payments within the powers of Town Council to be resolved and minuted at PFR or Town Council meetings.	Existing procedure is adequate	Clerk Auditors
	Proper reporting of Minutes/Agendas/Notices/Statutory Documents	Failure to meet requirements	M	Minutes and agendas are produced in the prescribed manner by the Clerk or Admin Team Leader and adhere to the legal requirements. Minutes are approved and signed at the next Council/Committee meeting. Agendas are displayed according to legal requirements.	Existing procedure is adequate	Clerk Auditors
	Computers	Loss of Council data	L	Regular back up of important data. Virus protection renewed. IT management contract in place. All computers are included on insurance policy with adequate cover.	Existing procedure is adequate	Clerk
	Legal Documents	Loss or damage	M	Leases and legal documents kept in safe at Council officers with register of documents held.	Existing procedure is adequate	Clerk Auditor
Councillors	Declarations of Interest	Interest not declared	M	Code of conduct sets down declaration of interest guidelines. Clerk to advise a Councillor when	Existing procedure is adequate	

AGENDA ITEM 7

APPENDIX V

				there is uncertainty. Declarations are included in each agenda before the discussion items.		
Assets	Protection of Physical Assets	Damage to property	M	Buildings insured and reviewed annually. Increase in line with RPI. Annual Health and Safety inspection of all property by outside company. (PNC) Comprehensive insurance cover with WPS. Valuation of buildings carried out in 2017 by Aviva.	Existing procedure is adequate	Clerk Councillors
	Maintenance of buildings	Lack of upkeep	M	Buildings maintained on adhoc basis.	Reviewed by Grounds Team Leader and recommendations made.	Grounds Team
	Security of buildings, furniture and equipment	Theft, damage	H	Asset register recording all STC assets is regularly updated and reviewed by council annually. Regular checks by staff and reports from public investigated. Alarm system at Council offices and depot which is monitored by Millennium Security. Comprehensive building and contents insurance cover via WPS on all buildings. CCTV at Depot, Sunderland Road and Bedford Road Recreation Grounds. Annual fire safety testing. Weekly fire alarm and sensor checks.	Existing procedure adequate.	Clerk Councillors

Policy, Finance and Resources Committee

Date:	28th March 2022
Title:	Risk Management System
Contact Officer:	Town Clerk

Purpose of the Report

1. To introduce members to the Local Council Risk System specifically designed for Town and Parish Councils to manage local risks.

Recommendation

2. The Committee consider purchasing the system at a one-off cost of £198.00 as an easy to use, robust and tailorable system to manage risks across the Council's responsibilities.

Background

3. The **Local Council Risk System** has been designed to allow Town or Parish Clerks to quickly identify and score their local risks. The system has been designed by internal auditors with the aid of several Town and Parish Clerks.
4. The current system used by the Town Council relies on separate documents and a labour-intensive system to complete, which relies on a paper-based print system which the Council should be looking to move away from.
5. Clerk has used the system successfully at both Toddington Parish Council and St Ives Town Council.

Information/Proposals

Benefits for the system

- Saves time.
- Simple five-step process.
- Easy set-up process.
- Easy to navigate around and user-friendly.
- Most risks already listed.
- Your legal requirements listed.
- Add your own local Council specific risks.
- Ability to customise all pre-loaded risks.
- Customised reports automatically produced.
- Action plan automatically created.
- Insurance and Health and Safety checklist reports included.
- Year on Year comparison.
- Spreadsheet export function.
- Full Help file.

Financial Implications

6. £198.00 to come from budget code 4020 on cost centre 402.

Policy Implications

7. The data can be held electronically and therefore the system would cut down on paper and electricity usage required to print these reports. This is a small step towards reducing waste and energy bills as set out in the Council's Environment plan.

Legal Powers

8. Council holds the General Power of Competence, for which Sandy Town Council is eligible and is a power of first resort (Localism Act 2011, s.1)