

Sandy Town Council

To: All Members of Sandy Town Council

You are hereby summoned to attend the annual meeting of Sandy Town Council which will be held in the Council Chamber at 10, Cambridge Road, Sandy, Bedfordshire on Monday 29 July 2013 at 7.30 pm. The items of business to be transacted are specified below.



Delia Shephard, Town Clerk
10 Cambridge Road
Sandy SG19 1JE
01767 681491
23 July 2013

AGENDA

- | | <u>Reports</u> |
|---|----------------|
| 1 Apologies for absence
To receive apologies for absence | x |
| 2 Declarations of interest and requests for dispensations
<i>Under the Localism Act 2011 members of Council are not required to make oral declarations of interest at meetings but may not participate in discussion or voting on any items of business in which they have a Declarable Pecuniary Interest (DPI) and under Sandy Town Council's Standing Orders must leave the room for the duration of all discussion on such items. (All members' register of interests are available on the Sandy Town Council website or on application to the Clerk.)</i>
<i>This item is included on the agenda to enable members to declare new DPIs and also those who wish to do so may draw attention to their stated DPIs and also any non-declarable personal interests which they have declared under Sandy Town Council's adopted Code of Conduct and which may be relevant to items on the agenda.</i> | |
| i) <i>Declarable Pecuniary Interests</i> | x |
| ii) <i>Personal Interests</i> | x |
| iii) <i>Requests for dispensations (must be notified to the Proper Officer in writing in advance of the meeting)</i> | x |
| 3 Minutes of Town Council meeting
To consider the minutes of a meeting of Sandy Town Council held at 7.30 pm on Monday 17 June 2013 and to approve them as a correct record of proceedings. | x |

Sandy Town Council

- 4 Public Participation Session**
To receive questions and representations from members of the public who live or work in Sandy
- 5 Police Matters** x
To receive a report from PCSO Ann Jeeves on policing in Sandy
- 6 Minutes of Committees and Sub-committees and recommendations** ✓
To receive the minutes of the following committees and sub-committees and/or (if applicable) to approve recommendations therein:
- 1 Development Scrutiny Committee** on 10 June, 1 July and 15 July 2013
 - 2 Community Services and Environment Committee** on 10 June 2013
 - 3 Policy Finance and Resources** on 1 July 2013
 - 4 HR Advisory Group** on 24 June 2013 (recommendations to be considered at item 15).
- 7 Finance**
- i) To approve the accounts for payment ✓
 - ii) To receive a summary report of income and expenditure against budget ✓
- 8 Amplification System for Chamber** ✓
To receive quotations for a wireless amplification system for the chamber. Copy of correspondence and quotation attached. Jon Raper, Director from R K Sound Engineering Ltd will be present to answer questions.
- 9 Sandy Christmas Lights** ✓
To receive a report and recommendations from Friends of Sandy Christmas Lights including proposals to amend the planned budget for Christmas Lights expenditure (Cllr Aldis)
- 10 Leases Review Group** ✓
To receive a report and recommendations from the working group on the legal agreements between Sandy Cricket club and Sandy Town Bowls Club

Sandy Town Council

- 11 Twinning Matter**
To consider a proposal to mark the visit of the Mayor of Skarszewy. ✓
- 12 Commemoration of the Great War of 1914-18**
To consider proposals for local events to commemorate the start of the First World War x
- 13 Mayoral Communications**
To note the Mayor's engagements and any items for information ✓
- 14 Reports from Representatives**
- i) To receive a report from the Ward Councillors of Central Bedfordshire Council ✓
 - ii) To receive reports from Town Council representatives on external bodies ✓
- 15 HR Matters**
- i) To consider recommendations from the HR Advisory Panel on matters connected with employees of Sandy Town Council (Cllr Walsh) ✓
 - ii) To consider recommendations arising from a joint meeting of the Staff Review and Premises Review Working Groups (Cllr Osborne) ✓
- 16 News Release**

All Members of the public and press are welcome at the meeting.

Members of the public and press are warned that under the Public Bodies (admission to Meetings) Act 1960 (as extended) they are likely to be excluded from the meeting for individual items of business on this agenda should the council resolve that the item involves the likely disclosure of confidential personal information or information which is commercially sensitive as defined as exempt information in Part 1 of Schedule 12a of the Local Government Act 1972 (personal and confidential data).

Sandy Town Council

REPORTS 29 July 2013

6 Minutes of Committees and Sub-committees and recommendations

To receive the minutes of the following committees and sub-committees and/or (if applicable) to approve recommendations therein:

1 Development Scrutiny Committee on 10 June, 1 July and 15 July 2013

15 July 2013

Recommendation:

03/07/13 49/13 CB/13/02177/ FULL Retention of one double classroom for temporary use at Robert Peel Lower School, Dapifer Drive, Sandy, Beds.

RECOMMENDATION to Town Council that sustainable classrooms should be looked at rather than the continuation of temporary classrooms in the community.

2 Community Services and Environment Committee on 10 June 2013

Recommendation was considered at Town Council on the 17 June 2013.

3 Policy Finance and Resources on 1 July 2013

Recommendations:

4 Financial Regulations (28/2013-14)

RESOLVED to recommend to Sandy Town Council that the attached amended version of the draft financial regulations should be adopted. **(Copy of draft financial regulations attached)**

5 Financial Matters (29/2013-14)

5.3 Review of internal audit arrangements and review of effectiveness of internal audit and internal controls for the year 2013/14

RESOLVED to recommend to Town Council that it retain the services of HW Chartered Accountants as internal auditor for the financial year 2013/14 and issue a written letter of instructions.

RESOLVED to recommend the draft review of the effectiveness of the Council's internal controls and internal audit to the Town Council and

Sandy Town Council

to draw the attention of all members to the areas for development with regard to planning the internal audit work ie "*Members and officers could be more proactive in encouraging scrutiny of specific areas, this is to be addressed through the Council's programme of member and officer training*". **(Copy of draft review of effectiveness of internal audit / internal controls 2013-14 attached)**

5.4 Revisions to Town Council's Accounts Software

RESOLVED to recommend to Town Council that the existing Omega software should be upgraded as described in the report to take effect from 1 April 2014, the costs of the upgrade to be included in the 2014/15 annual budget.

4 **HR Advisory Panel** 24 June 2013 recommendations dealt with at item 15.

Sandy Town Council
REVISED FINANCIAL REGULATIONS 2013

1 GENERAL

- 1.1 These financial regulations govern the conduct of the financial transactions and the financial management of Sandy Town Council and may only be amended or varied by resolution of the Council. Sandy Town Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of financial controls which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk and for the prevention and detection of fraud and corruption.
- 1.2 The Responsible Financial Officer (RFO) shall be appointed by the Council. Under the policy direction of the Council, the RFO shall be responsible for the proper administration of the Council's financial affairs in accordance with proper practices. The RFO shall determine on behalf of the Council its accounting records, and accounting control systems. The RFO shall ensure that the accounting control systems are observed and that the accounting records of the Council are maintained and kept up to date in accordance with proper practices.
- 1.3 The RFO shall be responsible for the production of financial management information.
- 1.4 The Council shall be responsible for ensuring that the financial management is adequate and effective and that the council has a system of internal controls which facilitates the effective exercise of its functions and which manages risk.
- 1.5 The Council shall review at least once a year the effectiveness of its systems of internal controls and shall produce a statement on internal control with its statement of accounts.
- 1.6 In these financial regulations, references to the Accounts and Audit Regulations shall mean the current Accounts and Audit Regulations issued under the Audit Commission Act 1998.
- 1.7 In these financial regulations the term "proper practices" shall refer to guidance issued in "Governance and Accountability in Local Councils in England and Wales – a Practitioners' Guide" 2010 which is published jointly by NALC and SLCC and any subsequent editions of this publication.

2 ANNUAL ESTIMATES

2.1 Each Committee shall formulate and submit proposals to be considered by the Council in respect of revenue and capital costs for the following financial year not later than the end of November each year.

2.2 Detailed estimates of all receipts and payments for the year including the use of reserves shall be prepared each year by the RFO in the form of a budget.

2.3 The Council shall review the estimates not later than the end of January each year and shall fix the Precept to be levied for the ensuing financial year. The RFO shall supply each member with a copy of the approved estimates.

2.4 The annual budget shall form the basis of financial control for the ensuing year.

2.5 The Council shall prepare and have regard to a three year forecast of Revenue and Capital Receipts and Payments which shall be prepared at the same time as the annual Budget or Estimates.

3 BUDGETARY CONTROL

3.1 Expenditure on revenue items may be incurred up to the amounts included in the approved budget for that class of expenditure.

3.2 No expenditure may be incurred which will exceed the amount provided in the revenue budget for that class of expenditure. The Clerk may, with the approval of Council, vire between subheads.

3.3 The RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budget, comparing actual expenditure and income against that planned. These statements are to be prepared at least at the end of each quarter.

3.4 The RFO, having consulted with the Mayor or Deputy Mayor, may incur expenditure on behalf of the Council which is necessary to carry out any repair replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £2,000. The Clerk shall report the action to the Council as soon as practicable thereafter.

3.5 Unspent provisions in the revenue budget shall not be carried forward to the same budget heading in a subsequent year except by resolution of Council.

3.6 No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available, or the requisite borrowing approval has been obtained.

3.7 All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.

4 ACCOUNTING AND AUDIT

4.1 All accounting procedures and financial records of the Council shall be determined by the RFO as required by the Accounts and Audit Regulations.

4.2 The RFO shall be responsible for completing the annual financial statements of the Council as soon as practicable after the end of the financial year and shall submit them and report thereon to the Council.

4.3 The RFO shall be responsible for completing the Accounts of the Council contained in the Annual Return (as supplied by the External Auditor appointed from time to time) and for submitting the Annual Return for approval and authorisation by the Council within the timescale set by the Accounts and Audit Regulations or set by the Auditor.

4.4 The RFO shall be responsible for ensuring that there is an adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with proper practices. Any officer or member of the Council shall, if the RFO or Internal Auditor requires, make available such documents of the Council which appear to the RFO or Internal Auditor to be necessary for the purpose of the internal audit and shall supply the RFO or Internal Auditor with such information and explanation as the RFO or Internal Auditor considers necessary for that purpose.

4.5 The Council shall carry out a review of the effectiveness of internal audit on an annual basis in accordance with the Accounts and Audit Regulations.

4.6 The Internal Auditor shall be appointed by and shall carry out the work required by the Council in accordance with proper practices. The Internal Auditor, who shall be competent and independent of the operations of the Council, shall report to Council in writing on a regular basis with a minimum of one annual report in respect of each financial year.

4.7 The RFO shall make arrangements for the opportunity for inspection of the accounts, books, and vouchers required by the Accounts and Audit Regulations.

4.8 The RFO shall, as soon as practicable, bring to the attention of all councillors any correspondence or report from the Internal or External Auditor, unless the correspondence is of a purely administrative matter.

5. BANKING ARRANGEMENTS AND CHEQUES

5.1 The Council's banking arrangements shall be made by the RFO and approved by the Council. They shall be regularly reviewed for efficiency.

5.2 A schedule of the payments required, forming part of the agenda for the meeting, shall be prepared by the RFO and, together with the relevant invoices, be presented to Council. If the schedule is in order it shall be authorised by a resolution of the Council and shall be initialled by the Chairman of the Meeting. If more appropriate the detail may be shown in the Minutes of the Meeting.

5.3 Every cheque or other order for payment of money by the Council, drawn on the bank account in accordance with the schedule referred to in paragraph 5.2 or in accordance with paragraph 6.4, shall be signed by two members of Council and counter-signed by the Town Clerk or a third member of the Council. The number of approved signatories permitted by the Council's bankers will determine the number of members authorised to sign cheques and members will be added to the mandate by resolution of Council. Members shall initial each cheque counterfoil of cheques they have signed.

5.4 The RFO is authorised to make electronic transfers of funds between the Council's deposit bank account and the Council's current bank account as required in accordance with the rules laid out in the Council's banking procedures which are attached to these regulations at Appendix I or following specific instruction

by Council. Such transfers will be reported to the next meeting of the Council.

6 PAYMENT OF ACCOUNTS

6.1 With the exception of petty cash, all payments shall be effected by cheque or other order drawn on the Council's bankers.

6.2 All invoices for payment shall be examined, verified and certified by the Clerk. The Clerk shall satisfy him/herself that the work, goods or services to which the invoice relates shall have been received, carried out, examined and approved.

6.3 The RFO shall be responsible for the examination of invoices in relation to arithmetic accuracy and the analysis of them to the appropriate expenditure heading. The Clerk shall take all steps to settle all invoices submitted, and which are in order, at the next available Council Meeting.

6.4 If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, the Clerk may (notwithstanding para 6.3) take all steps necessary to settle such invoices provided that a list of such payments shall be submitted to the next appropriate meeting of Council.

6.5 The RFO may provide petty cash for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement:

a) The RFO shall maintain a petty cash float in the sum of £250 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.

b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to Council under 5.2 above.

7 PAYMENT OF SALARIES

7.1 The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salaries shall be as agreed by Council.

7.2 Payment of salaries and payment of deductions from salary such as may be made for tax, national insurance and pension contributions, may be made in accordance with the payroll records and on the appropriate dates, provided that each payment is reported to and ratified by the next available Council Meeting.

8 LOANS AND INVESTMENTS

8.1 All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.

8.2 The Council's Treasury Management Policy shall be in accordance with relevant regulations, proper practices and guidance. The policy shall be reviewed at the Annual Meeting of the Council.

8.3 All investments of money under the control of the Council shall be in the name of the Council.

8.4 All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose.

8.5 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

9 INCOME

9.1 The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.

9.2 Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.

9.3 The Council will review all fees and charges annually, following a report of the Clerk.

9.4 Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.

9.5 All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.

9.6 The origin of each receipt shall be entered on the paying-in slip.

9.7 Personal cheques shall not be cashed out of money held on behalf of the Council.

9.8 The RFO shall be responsible for the prompt completion of any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

9.9 Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

10 ORDERS FOR WORK, GOODS AND SERVICES

10.1 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

10.2 Order books shall be controlled by the RFO.

10.3 All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order is to ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to the *de minimis* provisions in Regulation 11 (1) below.

10.4 The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the Minutes can record the power being used.

11. CONTRACTS

11.1 Procedures as to contracts are laid down as follows:

(a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency **provided that these regulations shall not apply to contracts which relate to items (i) to (vi) below:**

(i) for the supply of gas, electricity, water, sewerage and telephone services;

(ii) for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;

(iii) for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;

(iv) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;

(v) for additional audit work of the external Auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Mayor or Deputy Mayor of Council);

(vi) for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.

(b) Where it is intended to enter into a contract exceeding £30,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall invite tenders from at least three firms to be taken from an approved list of tenderers.

(c) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.

(d) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the

Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

(e) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of Council.

(f) If less than three tenders are received for contracts above £30,000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.

(g) When it is to enter into a contract less than £30,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £5,000 and above £1,000 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply.

(h) European Union Public Sector Procurement Rules will apply to contracts with a value in excess of £140,000 and advice will be sought.

(i) The Council shall not be obliged to accept the lowest or any tender, quote or estimate.

12 PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

12.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.

12.3 Any variation to a contract or addition to or omission from a contract must be approved by the Council and Clerk to the contractor

in writing before any work has begun, the Council being informed where the final cost is likely to exceed the financial provision.

13. STORES AND EQUIPMENT

13.1 The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

13.2 Delivery Notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

13.3 Stocks shall be kept at the minimum levels consistent with operational requirements.

13.4 The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. PROPERTIES AND ESTATES

14.1 The Clerk shall make appropriate arrangements for the custody of all title deeds of properties owned by the Council. The RFO shall ensure a record is maintained of all properties owned by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with the Accounts and Audit Regulations.

14.2 No property shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £200.

14.3 The Clerk shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually.

15 INSURANCE

15.1 Following an annual risk assessment, the RFO shall effect all insurances and negotiate all claims on the Council's insurers

15.2 The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.

15.3 The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.

15.4 All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council.

16 CHARITIES

16.1 If the Council is sole trustee of a Charitable body the Clerk/RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk/RFO shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.

17 RISK MANAGEMENT

17.1 The Council is responsible for putting in place arrangements for the management of risk. The Clerk /RFO shall prepare and promote risk management policy statements in respect of all activities of the Council.

17.2 When considering any new activity the Clerk/RFO shall prepare a draft Risk Management policy for the activity and shall bring a draft addressing the legal and financial liabilities and Risk Management issues that arise to Council for consideration and, if thought appropriate, adoption.

17.3 The Council shall carry out a Financial Risk Assessment on an annual basis in accordance with the Accounts and Audit Regulations. The minutes shall record such review of the financial risks.

18. REVISION OF FINANCIAL REGULATIONS

18.1 It shall be the duty of the Council to review the Financial Regulations of the Council every two years. The Clerk shall make arrangements to monitor changes in legislation or proper practices and

shall advise the Council of any requirement for a consequential amendment to these financial regulations.

Appendix I

Bank Transfer Procedures

All financial transactions undertaken on behalf of Sandy Town Council are subject to the financial regulations above.

The RFO is authorised to make regular electronic transfers (using online banking) of Town Council funds between the Town Council's regular deposit account in which the balance of the annual precept is held and the Town Council's current account from which all routine Council payments are made.

The purpose of such transfers is to maximise interest on the deposit account whilst keeping sufficient funds in the current account to meet day to day operating requirements.

A routine transfer of up to one twelfth of the annual precept (including any additional grant income) will be made each month and recorded in the Town Council's accounts.

If additional internal transfers between these two accounts are considered necessary by the RFO, the RFO/Clerk will consult with the Mayor or Deputy Mayor before effecting any such a transfer.

All such transfers will be brought to the attention of the Town Council at the next meeting following the transfer by means of a statement reporting payments made from the Town Council's deposit account.

The Town Clerk is not authorised to make any transfers of funds between other Town Council bank accounts or investment vehicles save by resolution of the Town Council and in compliance with the financial regulations above.

Sandy Town Council

Review of Effectiveness of Internal Audit/Internal Controls 2013-14

Standards

Expected Standard	Evidence of Achievement	Areas for Development
Scope of internal audit	<p>Terms of reference and audit plan were reviewed at a meeting of the Policy, Finance and Resources Committee of Sandy Town Council on 1 July 2013 and it was agreed to issue new instructions to the auditor following this review.</p> <p>The committee was satisfied that two audit visits in October/November and immediately after the year end were still appropriate.</p>	
Independence	<p>The Council has reviewed its relationship with its internal auditor HW Chartered Accountants and has considered alternative provision. A new member of staff undertook the year end audit for 2012/13 and the Council is confident that the individual and the firm undertaking the audit are both fully independent.</p> <p>The internal auditor has direct access to the RFO, all staff and members. Two written reports are made annually in the auditor's own name and reported to Council. There are no known connections between the council members/staff</p>	Keep under review given length of relationship with HW Chartered Accountants.

	and H W Chartered Accountants.	
Competence	HW Chartered Accountants has undertaken previous internal audits for the Council which have been conducted by appropriately qualified staff. Audit reports have been detailed and helpful.	
Relationships	<p>The RFO was consulted on the internal audit plan and on the scope of each audit and the work arising from each visit was recorded on the audit file.</p> <p>The auditors were made aware of job descriptions of RFO and other staff and working practices, financial regulations and risk management procedures.</p> <p>Responsibilities of council members have been explained to them by the RFO through previous training. One new member has been elected since the last review of the effectiveness of internal controls and the RFO has provided new councillor induction training which included financial and risk management content. All councillors have been provided with the Good Councillor Guide (4th edition).</p>	
Audit Planning and reporting	Audit Visits are planned in October/November 2013 and in May 2014.	

Effectiveness

Characteristics of Effectiveness	Evidence of Achievement	Areas for Development
Internal audit work is planned	See above, audit work is based on corporate risk assessment and designed to assist members and RFO to complete the annual statement of governance with confidence.	Members and officers could be more proactive in encouraging scrutiny of specific areas of concern, this is to be addressed through the Council's programme of member training.
Understanding the whole organisation its needs and objectives	See above. The Council has recently produced a new strategic plan which is to be made available to the internal auditors during 2013/14 and is well understood by members and officers who participate in the audit process.	
Add value and assist the organisation in achieving its objectives.	Internal audit recommendations have been specific and have been reported to Town Council and implemented.	
Be forward looking	Changes and potential changes in practice and day to day activity have been communicated to the internal auditor and audit implications of any new procedures have been reviewed on an on-going basis. Financial regulations were changed in June 2013 to incorporate the requirement to produce a three year financial forecast which should assist anticipation of financial risks.	The Council is working towards longer term forecasting and planning in maintaining its assets and services.

<p>Be challenging</p>	<p>The Policy, Finance and Resources Committee continues to scrutinize financial reports in detail and take the greater role in evaluating risk management whilst the Council retains overall responsibility for governance and risk management and still approves all accounts and financial transactions. Summary financial reports are scrutinized at every Council meeting.</p> <p>The current financial climate is also encouraging greater public scrutiny of expenditure and value for money.</p>	<p>Council could be more specific in costing services and activities and in publishing its intentions about spending to the community. Use of the Council's refreshed website should allow this to happen during 2013/14.</p>
<p>Ensure the right resources are available</p>	<p>Adequate staff time has been made available for internal audit to complete its work. The internal auditor has experience in the local council sector and has knowledge of Sandy Town Council. However time for financial work and the operation of internal controls is often at a premium.</p> <p>Limited CPD has been provided for the RFO during the past year.</p> <p>Enhancements to the existing account management software have previously been considered ie a ledger system but not introduced for reasons of time. If reconsidered these should establish greater control over financial planning and committed expenditure.</p>	<p>Ensure CPD training is made available for the RFO including risk management and accounting topics. Ensure adequate staffing levels for the numbers of transactions. Ensure opportunity for additional training of all staff involved in financial transactions.</p> <p>Ensure accounts management system is adequate for the workload, introduce ledger system and provide appropriate training for staff. A review of cost codes and hence the simplification of financial management information output</p>

		from the system would be beneficial to councillors and could reduce input errors.
--	--	---

LEAFLET

At : 10:47

Current Bank A/c

List of Payments made between 01/06/2013 and 30/06/2013

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/06/2013	Power Computing	DD	300.00		It Support
03/06/2013	Aviva	DD	1,680.20		Insurance
07/06/2013	BNP Paribas Lease Group	DD	139.50		Copier - Hire
10/06/2013	Post Office Ltd	110480	140.00		Tax for Skoda
10/06/2013	First Choice Recruitment Ltd	110481	1,279.26		Temporary staff wages
10/06/2013	Mrs D Shephard	110482	9.90		Travelling expenses
10/06/2013	Mr J Gurney	110483	54.31		Petrol reimbursement
10/06/2013	Mrs J Thrale	110484	39.60		Honey - TIC
10/06/2013	Barfordian Coaches Ltd	110485	59.40		Sale of Excursion tickets TIC
10/06/2013	SadnyTwinning Association	110486	250.00		Grant from STC
10/06/2013	Bedford Borough Council	110487	73.00		Waste Collection
10/06/2013	Verto (UK) Ltd	110488	2,476.50		Email and website
10/06/2013	Park Leisure Ltd	110489	36.00		Replacement play parts
10/06/2013	UK Fuels Ltd	110490	71.04		Fuel
10/06/2013	Central Bedfordshire Council	110491	4,417.90		Election costs
10/06/2013	Dunstable Rep Theatre Club	110492	28.00		Tickets for mayoral event
10/06/2013	Telefonica UIK Ltd	110493	30.00		Mobile monthly account
10/06/2013	RBS Software Solutions	110494	270.00		Cashbook software
10/06/2013	BT Payment Services Ltd	110495	96.52		Phone line charge
10/06/2013	Bedford Borough Council	110496	900.00		Salary Provision
10/06/2013	F D Odell & Sons Ltd	110498	681.20		Skip waste - Depot
10/06/2013	Rosetta Publishing Ltd	110499	285.60		Bulletin
10/06/2013	Society of Local Council Clerk	110500	114.00		Training Course
10/06/2013	Elat UK Ltd	110501	283.50		PAT Testing
10/06/2013	Travis Perkins	110502	101.56		Consumables
10/06/2013	Walters Ltd	110503	161.78		Copier
10/06/2013	ACS Ltd	110504	181.78		Printer cartridge
10/06/2013	Colin Ross Workwear	110505	191.98		Safety Boots
10/06/2013	Hedleys Solicitors	110506	400.00		Lease fees SFC
10/06/2013	Plantscape	110507	2,574.00		Plants
10/06/2013	First Response Fire Protection	110508	22.20		Repairs to office
10/06/2013	Hertfordshire County Council	110497	198.76		Stationery
10/06/2013	Central Bedfordshire Council	DD	111.00		Rates - Market
17/06/2013	Mrs D Shephard	110509	8.10		Travelling expenses
17/06/2013	Mrs A Elliott-Flockhart	110510	5.40		Travelling Expenses
17/06/2013	The Town Mayor's Charity Fund	110511	32.00		Mayoral event
17/06/2013	Mr J Gurney	110512	20.00		Fee for work at Sunderland Rd
17/06/2013	Mr T Miles	110513	600.00		Grave Digging
17/06/2013	First Choice Recruitment Ltd	110514	457.32		Temporary staff wages
17/06/2013	Froods Auto Services	110515	114.00		DSO - Battery
17/06/2013	Travis Perkins	110516	110.93		DSO - Fluorescent Paint
17/06/2013	Woodfines LLP	110517	370.00		Cricket Club Lease fees
17/06/2013	UK Fuels Ltd	110518	53.44		DSO - Fuel
17/06/2013	Phoenix Door Services	110519	150.00		Shutter door maintenance
17/06/2013	H W Chartered Accountants	110520	450.00		Internal Audit fee
17/06/2013	M W Cleansing Ltd	110521	190.00		Sewage systems emptying
17/06/2013	Groundcare Machiner Sercs Ltd	110522	60.00		Machinery maintenance

At : 10:47

Current Bank A/c

List of Payments made between 01/06/2013 and 30/06/2013

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
17/06/2013	Bedford Borough Council	DD	18,760.95		Salaries
17/06/2013	Power Computing	DD	264.50		Telephone bill
17/06/2013	eon	DD	167.95		Electric - Banks Pav.
17/06/2013	eon	DD	481.30		Electric - Streetlights
24/06/2013	Sandy Town Council	110523	97.61		Petty Cash
24/06/2013	Mr D Graham	110524	115.00		Reimbursement for DSO accident
24/06/2013	UK Fuels Ltd	110525	100.52		DSO Fuel
24/06/2013	First Choice Recruitment Ltd	110526	457.32		Temporary staff wages
24/06/2013	WPS Insurance Brokers	110527	1,708.52		Vehicle Insurance premium
24/06/2013	Mr J Gurney	110528	27.00		Petrol for Bowls Club
24/06/2013	VFM Products Ltd	110529	96.00		Titan machine repair
24/06/2013	First Capital Connect	110530	527.80		Train Tickets - TIC
24/06/2013	Beds & River Ivel D B	110531	38.71		The Riddy drainage rates
24/06/2013	Thomas Fattorini Ltd	110532	146.07		Repairs to Dep Mayor pendant
24/06/2013	Viking-Direct Co UK	110533	22.87		Stationery
24/06/2013	P Tuckwell Ltd	110534	57.48		Machinery repair Allet Tour 24
24/06/2013	Playsafety Ltd	110535	468.00		Annual Play Area Inspections
24/06/2013	Understanding People C & T Ltd	110536	160.00		Coaching Sessions
28/06/2013	British Gas	DD	8.47		New Sports Pavilion - Electric
28/06/2013	British Gas	DD	393.78		New Pavilion
28/06/2013	eon	DD	104.00		10 Cambridge Rd - Gas
Total Payments			44,483.53		

At : 10:48

Barclays Active Saver

List of Payments made between 01/06/2013 and 30/06/2013

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
14/06/2013	Current Bank A/c	Bnk Tfr	36,000.00		
Total Payments			<u>36,000.00</u>		

At : 15:52

Current Bank A/c

List of Payments made between 01/07/2013 and 15/07/2013

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2013	Terry C Seymour	110537	414.00		Street Light maintenance
01/07/2013	Millenium Security Services	110538	30.00		Alarm callout fee
01/07/2013	The Mayors Appeal Fund	110539	20.00		Mayoral event
01/07/2013	Mrs J Thrale	110540	79.20		TIC Honey sales
01/07/2013	WPS Insurance Brokers	110541	10.00		Admin fee
01/07/2013	Anglian Water	110542	825.65		Bedford Road Rec water rates
01/07/2013	Mr T Miles	110543	200.00		Grave Digging fee
01/07/2013	1st Response Fire Protection	110544	120.00		Town Toilets maintenance
01/07/2013	Colin Ross Workwear	110545	199.08		Groundstaff work boots
01/07/2013	Hags-Smp Ltd	110546	21.00		Play equipment parts - Limes
01/07/2013	Wicksteed Leisure Ltd	110547	639.00		Sunderland Rd play parts
01/07/2013	Walters Ltd	110548	723.61		Office Copiers charges
01/07/2013	A J & R Scambler & Sons Ltd	110549	51.84		LED Flashing Beacon - Vehicle
01/07/2013	1st Choice Staff Recruitment L	1105450	457.32		Temporary staff wages
01/07/2013	St John Ambulance	110551	276.00		First Aid Courses - TIC
01/07/2013	Aviva	DD	1,898.70		Insurance
01/07/2013	Power Computing	DD	300.00		IT Support
05/07/2013	Barclays	INTEREST	58.91		Interest
05/07/2013	BARCLAYS	COMMISSION	150.00		Commission
08/07/2013	Southern Electric	DD	95.40		Electric - Stratford Rd
09/07/2013	Central Bedfordshire Council	DD	111.00		Rates - Market
15/07/2013	UK Fuels Ltd	110552	51.98		DSO Fuel
15/07/2013	Mr W Jackson	110553	59.85		Mayoral expenses
15/07/2013	Gilby's of Sandy	110554	171.39		Consumables
15/07/2013	Viking-Direct Co UK	110555	31.52		Stationery
15/07/2013	1st Choice Staff Recruitment L	110556	457.32		Temporary staff wages
15/07/2013	Anglian Water	110557	3,453.00		Bowling Green water rates
15/07/2013	F D Odell & Sons Ltd	110559	48.00		Skip
15/07/2013	Telefonica UIK Ltd	110560	30.00		DSO Mobile monthly fee
15/07/2013	Anglian Water	110558	-244.90		Bowling Green water rates
15/07/2013	Anglian Water	110557	34.53		Bowling Green Water Rates
15/07/2013	Anglian Water	110557	-3,453.00		Bowling Green water rates
15/07/2013	Anglian Water	110558	244.90		Bowling Green water rates
Total Payments			7,565.30		

At : 15:52

Barclays Active Saver

List of Payments made between 01/07/2013 and 15/07/2013

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
08/07/2013	Current Bank A/c	Bnk Tfr	36,000.00		

Total Payments 36,000.00

Summary Income & Expenditure by Budget Heading 30/06/2013

Month No : 3

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
401 Staff	Expenditure	212,063	54,503	217,748	163,245		163,245	25.0 %
402 Administration-Office	Expenditure	93,455	27,395	75,578	48,183		48,183	36.2 %
	Income	799,138	223,564	443,600	-220,036			50.4 %
403 Administration-Works	Expenditure	28,712	8,782	30,700	21,918		21,918	28.6 %
	Income	800	0	0	0			0.0 %
404 Allotments	Expenditure	240	0	500	500		500	0.0 %
	Income	283	0	0	0			0.0 %
405 Footway Lighting	Expenditure	7,052	1,190	9,555	8,365		8,365	12.5 %
406 Cemetery	Expenditure	8,670	3,683	9,580	5,897		5,897	38.4 %
	Income	17,253	6,935	17,653	-10,718			39.3 %
407 Churchyard	Expenditure	0	0	150	150		150	0.0 %
408 Car Park (Including Market)	Expenditure	16,459	7,159	17,098	9,939		9,939	41.9 %
	Income	3,468	1,455	2,550	-1,095			57.0 %
409 Public Toilets - Car Park	Expenditure	4,403	1,591	4,299	2,708		2,708	37.0 %
500 Bedford Road Open Space	Expenditure	4,395	221	7,083	6,862		6,862	3.1 %
	Income	1,202	0	1,070	-1,070			0.0 %
501 Sund.Rd Open Space & Pavilion	Expenditure	38,254	3,274	35,720	32,446		32,446	9.2 %
	Income	6,656	-4,739	5,806	-10,545			-81.6 %
502 Beeston Green	Expenditure	281	22	1,000	978		978	2.2 %
503 The Pinnacle	Expenditure	3,000	0	3,700	3,700		3,700	0.0 %
504 Tourist Information Centre	Expenditure	36,413	7,286	34,980	27,694		27,694	20.8 %
	Income	11,413	1,915	12,325	-10,410			15.5 %
505 Grass Cutting	Expenditure	3,749	0	9,650	9,650		9,650	0.0 %
506 Litter Bins, Seats & Shelters	Expenditure	508	-125	310	435		435	-40.3 %
507 Annual Report & Newsletter	Expenditure	2,618	476	3,500	3,024		3,024	13.6 %
508 S.E.G.	Expenditure	224	40	1,276	1,236		1,236	3.1 %
509 Christmas Lights	Expenditure	8,483	0	9,000	9,000		9,000	0.0 %
	Income	3,627	10	3,000	-2,990			0.3 %
510 Fallowfield	Expenditure	770	103	3,000	2,897		2,897	3.4 %

Summary Income & Expenditure by Budget Heading 30/06/2013

Month No : 3

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
600 The Riddy	Expenditure	5,728	39	6,413	6,374		6,374	0.6 %
	Income	2,174	0	1,474	-1,474			0.0 %
601 Miscellaneous (Incl Interest)	Expenditure	22,809	575	22,200	21,625		21,625	2.6 %
	Income	4,806	0	7,500	-7,500			0.0 %
700 Capital A/c	Expenditure	34,107	0	0	0		0	0.0 %
	Income	9,426	-4,760	0	-4,760			0.0 %
702 Reserve A/c	Expenditure	4,417	0	0	0		0	0.0 %
	Income	0	0	7	-7			0.0 %
<u>INCOME - EXPENDITURE TOTALS</u>								
	Expenditure	536,812	116,213	503,040	386,827	0	386,827	23.1 %
	Income	860,245	224,379	494,985	-270,606			45.3 %
	Net Expenditure over Income	-323,433	-108,167	8,055	116,222			

Summary Income & Expenditure by Budget Heading 15/07/2013

Month No : 4

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
401 Staff	Expenditure	212,063	55,265	217,748	162,483		162,483	25.4 %
402 Administration-Office	Expenditure	93,455	30,752	75,578	44,826		44,826	40.7 %
	Income	799,138	223,564	443,600	-220,036			50.4 %
403 Administration-Works	Expenditure	28,712	9,308	30,700	21,392		21,392	30.3 %
	Income	800	0	0	0			0.0 %
404 Allotments	Expenditure	240	0	500	500		500	0.0 %
	Income	283	0	0	0			0.0 %
405 Footway Lighting	Expenditure	7,052	1,535	9,555	8,020		8,020	16.1 %
406 Cemetery	Expenditure	8,670	3,883	9,580	5,697		5,697	40.5 %
	Income	17,253	9,020	17,653	-8,633			51.1 %
407 Churchyard	Expenditure	0	0	150	150		150	0.0 %
408 Car Park (Including Market)	Expenditure	16,459	7,270	17,098	9,828		9,828	42.5 %
	Income	3,468	1,669	2,550	-881			65.4 %
409 Public Toilets - Car Park	Expenditure	4,403	1,691	4,299	2,608		2,608	39.3 %
500 Bedford Road Open Space	Expenditure	4,395	1,046	7,083	6,037		6,037	14.8 %
	Income	1,202	0	1,070	-1,070			0.0 %
501 Sund.Rd Open Space & Pavilion	Expenditure	38,254	3,841	35,720	31,879		31,879	10.8 %
	Income	6,656	-4,739	5,806	-10,545			-81.6 %
502 Beeston Green	Expenditure	281	40	1,000	960		960	4.0 %
503 The Pinnacle	Expenditure	3,000	0	3,700	3,700		3,700	0.0 %
504 Tourist Information Centre	Expenditure	36,413	7,365	34,980	27,615		27,615	21.1 %
	Income	11,413	2,723	12,325	-9,602			22.1 %
505 Grass Cutting	Expenditure	3,749	0	9,650	9,650		9,650	0.0 %
506 Litter Bins, Seats & Shelters	Expenditure	508	-125	310	435		435	-40.3 %
507 Annual Report & Newsletter	Expenditure	2,618	476	3,500	3,024		3,024	13.6 %
508 S.E.G.	Expenditure	224	40	1,276	1,236		1,236	3.1 %
509 Christmas Lights	Expenditure	8,483	0	9,000	9,000		9,000	0.0 %
	Income	3,627	10	3,000	-2,990			0.3 %
510 Fallowfield	Expenditure	770	103	3,000	2,897		2,897	3.4 %

15:54

Summary Income & Expenditure by Budget Heading 15/07/2013

Month No : 4

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
600 The Riddy	Expenditure	5,728	39	6,413	6,374		6,374	0.6 %
	Income	2,174	0	1,474	-1,474			0.0 %
601 Miscellaneous (Incl Interest)	Expenditure	22,809	575	22,200	21,625		21,625	2.6 %
	Income	4,806	0	7,500	-7,500			0.0 %
700 Capital A/c	Expenditure	34,107	0	0	0		0	0.0 %
	Income	9,426	-4,760	0	-4,760			0.0 %
702 Reserve A/c	Expenditure	4,417	0	0	0		0	0.0 %
	Income	0	0	7	-7			0.0 %
<u>INCOME - EXPENDITURE TOTALS</u>								
	Expenditure	536,812	123,103	503,040	379,937	0	379,937	24.5 %
	Income	860,245	227,486	494,985	-267,499			46.0 %
	Net Expenditure over Income	-323,433	-104,383	8,055	112,438			

Sandy Town Council

8 Amplification System for Chamber

To receive a quotation for a wireless amplification system for the chamber.

R K Sound Engineering

Jonathan Whitehurst
Sandy Town Council
10 Cambridge Road
Sandy
Beds.
SG19 1JE

25st June '13

Dear Mr Whitehurst

Inductive Loop & Sound Reinforcement – Sandy Town Council

Thank you for inviting R K Sound Engineering to bid for the work in the Town Council Chamber.

Scope of Works

The councillors need hearing assistance for some who may suffer from hearing loss. It is thought an inductive loop hearing system could help those with hearing aids without an obtrusive system.

Furthermore, it was felt that a small sound reinforcement system would be useful to help any public in attendance, hear what is being said.

Simple Perimeter Inductive loop.

This is the most straight forward inductive loop system. It consists of a wire loop fitted to the perimeter of the room. Preferably it would be fitted under the carpet to avoid going over doors, which weakens the effect.

The placement of the microphone is critical to the results. Given the existing layout of seats, I am suggesting two miniature microphones suspended over the table from the lighting arrays.

Pros. Low cost, simple to use, effective for hearing aid users.

Cons. Spill from the loop can be received outside of the council chamber – within a few yards only. See attached plot.

“Low Spill” Inductive Loop

If the council feel that the privacy of some meetings is critical it may be better to install a “low spill” inductive loop. By laying several small loops with an overlapping array of loops upon them, it is possible to control the limits of the inductive field outside the room. You will see from the attached diagrams how effective this can be but it can also be affected by steel



R K Sound Engineering Ltd is a company registered in England & Wales. Registered No. 4865223
Registered office: Unit 7U, Enterprise Centre, Long Spring, St. Albans, AL3 6EN
Tel. 01727 756999 Fax. 01727 857156 www.rksound.co.uk

R K Sound Engineering

reinforcement in the building construction. The microphone arrangement would be the same as for the perimeter loop.

Pros. Modest cost; Simple to use; Effective for hearing aid users; Good privacy for meetings.

Cons. Small increase in cost over a perimeter loop.

Sound Reinforcement System (1)

I foresee a problem here as the open microphones above the table would severely limit the gain before feedback of a loudspeaker to the public seats. I think the system would be continually verging on feedback.

Pros.

Cons. Difficult to achieve reasonable gain-before-feedback with permanently open microphones above the table.

A solution would be to use microphones closer to the councillors. Such a system is known as a conference system.

Conference System

This consists of a control box linked to a series of delegate units each containing a gooseneck microphone with a LED ring to show when the microphone is live, a loudspeaker and a "press-to-talk" button. One of the delegate's units (the chairperson's) has an override button to silence the other microphones but allow the chairperson to talk. Because every delegate unit has a loudspeaker you may find that the inductive loop is no longer required! If you still require the inductive loop, this conferencing system replaces the input microphones of the inductive loop.

Each delegate unit is cabled to the adjacent units and the whole lot can be packed away between meetings or reset for a different seating layout.

I have allowed for one delegate unit between two councillors. This may introduce an element of formality to the meetings as councillors cannot all speak at once.

Pros. All participants get improved intelligibility. System can be dismantled between meetings. System can be re-configured for a different seating layout.

Cons. Cost is additional to inductive loop system

Sound Reinforcement System (2)

Now with close proximity microphones in use with a conferencing system, a sound reinforcement loudspeaker becomes a reality. We could use a small loudspeaker mounted on the pillar/beam closest to the public seats and cable it back to an amplifier mounted in the inductive loop driver cabinet.



R K Sound Engineering

Pros. Improved intelligibility to public seats

Cons. Unlikely to be very loud. A possibility of feedback if the volume is increased.

Microphone at table end closest to the loudspeaker will be most vulnerable to feedback.

If you have any questions about the proposals please do not hesitate to ask and I will try to answer them.

Yours sincerely

R K Sound Engineering Ltd

Jon Raper M.Inst. S C E
Director



R K Sound Engineering Ltd is a company registered in England & Wales. Registered No. 4865223
Registered office: Unit 7U, Enterprise Centre, Long Spring, St. Albans, AL3 6EN
Tel. 01727 756999 Fax. 01727 857156 www.rksound.co.uk

Item	Description	Unit	Qty	Total	Comments
Simple Perimeter Loop					
1	Univox PLS-100 loop driver	£	398.32	1	£ 398.32
2	Rackz wall cabinet	£	201.92	1	£ 201.92
3	Input connector box for presentation audio	£	45.00	1	£ 45.00
4	Beyer Classis OM 304 suspended microphone	£	182.50	2	£ 365.00
5	RDL RU-MX5 mic mixer + PS-24V2 PSU	£	341.96	1	£ 341.96
6	Loop Cable Flat copper 2.5mm ²	£	218.00	1	£ 218.00
7	Adhesive tape 25m	£	13.36	2	£ 26.72
8	Termination Box	£	10.00	1	£ 10.00
9	Installation	£	450.00	1	£ 450.00
10	Loop receiver/testing device with headphones	£	83.51	1	£ 83.51
	Total				£ 2,140.43
Low Spill Loop (Improved security outside of room)					
1	Univox SLS-100 XF dual loop driver	£	874.86	1	£ 874.86
2	Rackz wall cabinet	£	201.92	1	£ 201.92
3	Input connector box for presentation audio	£	45.00	1	£ 45.00
4	Beyer Classis OM 304 suspended microphone	£	182.50	2	£ 365.00
5	RDL RU-MX5 mic mixer + PS-24V2 PSU	£	341.96	1	£ 341.96
6	Loop Cable flat copper 2.5mm ²	£	218.00	3	£ 654.00
7	Adhesive tape 25m	£	13.36	9	£ 120.24
8	Termination Box	£	10.00	1	£ 10.00
9	Installation	£	900.00	1	£ 900.00
10	Loop receiver/testing device with headphones	£	83.51	1	£ 83.51
	Total				£ 3,596.49

for up to 4 microphones

for up to 4 microphones

Notes

- a Does not include price of lifting & re-fitting carpet tiles
- b Prices ex VAT.
- c Quotation valid until 30th Sept 2013
- d Availability 2-3 weeks from placing the order
- e Installation to meet or exceed the current standard BS EN 60118-4:2006 "Induction loop systems for hearing aid purposes"

Item	Description	Unit	Qty	Total	Comments
Beyer Conference System 20 people					
1	Beyer MCS 20 control unit & power supply	£ 955.59	1	£ 955.59	
2	Beyer MCS 223 Chairperson mic/loudspeaker unit	£ 429.50	1	£ 429.50	with override control
3	Beyer MCS 221 councillor's mic/loudspeaker unit	£ 286.01	9	£ 2,574.09	
4	Beyer CA1802 2.5m connecting cable	£ 46.87	9	£ 421.83	
5	Beyer CA1805 5m connecting cable to control unit or alternative system	£ 56.44	2	£ 112.88	
Televic Conference System 20 people					
1	Televic D-Cerno Control Unit	£ 1,099.00	1	£ 1,099.00	
2	Televic D-Cerno Chairmans unit	£ 399.00	1	£ 399.00	
3	Televic D-Cerno Delegates unit	£ 329.00	9	£ 2,961.00	
4	5m cable	£ 16.00	2	£ 32.00	with 2m cable
£ 4,491.00					
a	One delegate unit per two councillors				
b	Chairperson's unit has overall override				
c	Each chairperson's/delegate's unit has stem microphone, illuminated ring when mic active and built-in loudspeaker				
Option					
Beyer System					
	Transport case for up to 10 delegate's/chairmans unit	£ 540.46	1	£ 540.46	
Televic System					
	D-Cerno TC travelling case	£ 799.00	1	£ 799.00	
Notes					
Prices ex VAT.					
Lead time 4-5 weeks					
Quotation valid until 30th Sept 2013					
This option would require a bigger rack installation with additional £200-300 cost to incorporate the conference control sys					

Client: Sandy Town Council
Date: 20th June 2013

R K Sound Engineering

R K Sound Engineering
Tel 01727 756999
Fax 01727 857156

Item	Description	Unit	Qty	Total	Comments
PA to public area					
1	RCF CS6520 column loudspeaker white or	£ 272.00	1	£ 272.00	580 x114 x 96 mm
2	RCF CS3041 small column loudspeaker white with	£ 99.00	1	£ 99.00	430 x 76 x 65 mm
Canford mic splitter box					
3	Australian Monitor mixer amplifier	£ 110.90	2	£ 221.80	For splitting the signal from the micropho
4	Loudspeaker cable	£ 200.00	1	£ 200.00	Takes output from Induction loop microph
5	Installation (if concurrent with other installation)	£ 30.00	1	£ 30.00	
		£ 150.00	1	£ 150.00	
				£ 972.80	

Notes

Prices ex VAT.
Lead time 2-3 weeks
Quotation valid until 30th Sept 2013

Sandy Town Council

9 Sandy Christmas Lights

Report to follow. Powerpoint presentation will be given by the Friends of Sandy Christmas Lights.

Sandy Town Council

10 Report of Leases Working Group

A working group of Cllrs Sutton (Chairman), Pettit, Walsh, Jackson, Maycock and Smith was established at a meeting of the Policy, Finance & Resources Committee on 20 May 2013 and a meeting of the group was held on 27 June 2013 and a brief oral report was provided to the PF&R Committee on 1 July 2013. The purpose of the group was to review the terms and operation of the unsigned agreement between Sandy Town Council and Sandy Cricket Club (which was negotiated following the construction of the Jenkins Pavilion) and the lease between Sandy Town Council and Sandy Town Bowling Club.

Background

i) Cricket Club Lease

At present the agreement signed in 2004 and running from 1 August 2003 to 2018 remains in force (so far as it can be). This agreement has never been registered with the Land Registry. After the Jenkins Pavilion was built a new agreement was negotiated with the Cricket Club and by April 2011 terms had been agreed and a document prepared for signature. This document was found to be inaccurate and a new document on the same terms was prepared for signature and signed by representatives of the Cricket Club. There were several reasons for delay in the Council's signature including omissions from the paperwork and so members were not able to sign. Over a period of months the Council attempted to obtain an accurate document for signature but this has still not been achieved.

ii) Bowls Club Lease

The Bowls Club lease runs from 1 April 2008 to 28 February 2027. It has been properly signed and registered with the Land Registry. Either party may end the lease in March 2017 or 2022 by giving 6 months' notice in writing.

Working Group Meeting

Cllr White, whilst not a member of the group, agreed to review the leases from a legal perspective and provided detailed reports on both documents highlighting a range of issues including the status and standing of the documents, landlord and tenant obligations, public subsidy and public benefit provided, public use of the clubs' facilities, maintenance and long term future management of the facilities. These were discussed at the meeting as were practical difficulties in the day to day operation of the leases and their implications for the Town Council's workload and budget.

The working group took the view that formal legal advice should be sought from the Town Council's legal advisers and the Town Clerk

Sandy Town Council

obtained free written advice from Hedleys Solicitors which was provided on 10 July 2013.

Summary of Legal Advice

Cricket Club

Agreement should be for a [contractual] licence. Lease not legally possible as no exclusive possession.

Areas of concern re the Woodfines document:

- Hedleys advise against arrangement which allows club to [automatically] renew.
- There are insufficient provisions enabling STC to terminate.
- Would wish to see provision allowing STC to terminate if (a) club is moribund or (b) majority of members have no real cause (sic) or connection with Sandy.
- STC's obligations in respect of the [Jenkins] pavilion are reasonable.
- Arrangements for the supply of other services by the club are more usual where the council does not have resources to do the work itself. STC to consider whether it wishes to carry out the services itself and increase fee payable.
- Current rent level only to be found elsewhere when club undertakes all grounds work at its own expense.
- Why should the licence not be on an annual basis, as it may be for other users who book Jenkins Pavilion facilities annually? If there are reasons why it has to be longer, it should be for a maximum of 5 years.

Solicitors suggest that STC decides what it wants and Hedleys will then produce a draft licence for consultation.

Bowling Club

This document is a lease and it is registered. Unlikely the club will want to renegotiate.

Areas of concern:

- Current rent levels only to be found elsewhere when club undertakes all grounds work at its own expense.
- The current arrangements are convoluted and unsatisfactory. It would be better to give a grant to the club for them to maintain the ground and keep it open for members of the public.

Sandy Town Council

Instead of trying to renegotiate, TC has the option of giving notice now, to terminate the lease in March 2017 and, at the same time, could indicate that it would be prepared to grant a new lease, from March 2017, for 10 years at market rent.

All sports clubs

There should always be a provision that the TC is entitled to see the accounts of the club.

In view of this correspondence the working group makes the following recommendations to council.

- 1 That Hedleys' Solicitors are instructed to act for the Council in the matter of the Cricket Club agreement and that a budget of £850 plus VAT is approved for the first stage of the work. The agreement should take the form of an annual licence and the Council's preferred terms of the agreement should be drafted by the working group so that work may be begun as soon as possible.**
- 2 That notice is given to the Sandy Town Bowling Club to end the existing lease in March 2017 (notice to be drafted and sent by Hedleys) which will permit sufficient time for the Town Council and the Bowling Club to investigate long term arrangements for the maintenance and management of the Bowling Green and to plan a future agreement.**

The Town Clerk (who will not be present at the meeting) endorses the recommendation of the group drawing the attention of the council to the prompt and efficient legal services offered by Hedleys and notes again that this firm has extensive experience of working in the town and parish council sector.

Sandy Town Council

11 **Twinning Matter**

Report from Cllr White

Some years ago, when David Gale was Mayor, the town council resolved to honour Skarszewy, as it had previously honoured Malaunay, by naming somewhere in Sandy after our Polish partner town.

We made several suggestions, all of which were vetoed by Central Bedfordshire Council on the grounds that, whilst the nation can cope with *Llanfairpwllgwyngyllgogerychwyrndrobwlllantysiliogogoch*, the people of Sandy would not be able to spell "Skarszewy".

The Mayor of Skarszewy and his wife will be visiting Sandy (and England) for the first time in November 2013. It is desirable that we mark this visit appropriately and a naming ceremony to celebrate the enduring link would be appropriate during his stay and would be consistent with the council's existing position on honouring Skarszewy. I would like to invite the council to resolve at its meeting on 29th July that somewhere in Sandy will be named in honour of Skarszewy. One suggested candidate is the Community Garden at Bedford Road Recreation Ground. There may be alternative possibilities.

The cost to the council would be in providing a small, commemorative plaque and/or interpretation board or similar.

Town Clerk's Notes

CBC has expressed concern that the name Skarszewy is difficult to spell and pronounce and is not suitable for a postal address. These objections would not apply to an entity which was not a road. It is hoped that if the Community Garden at Bedford Road is chosen for this purpose then planning permission would not be needed for the plaque or information panel and costs would be relatively small.

Sandy Town Council

13 Mayoral Communications

22.6.13	Attended the High Sheriff of Bedfordshire's Garden Party with Mr Sutton at The Manor House, Milton Ernest.
27.6.13	Took part in the interviews for a new rector for St Swithun's Church.
29.6.13	Attended the final rehearsal of the Nexus Drum & Bugle Corps at Sunderland Road Recreation Ground accompanied by Mr Sutton. Several other Councillors also attended.
10.7.13	Attended the Towns Women's Guild annual summer fundraising event.
12.7.13	Attended the St Swithun's School Rainbow Fayre. Deputy Mayor and several other Councillors also attended.
12.7.13	Attended the Biggleswade Talking Newspaper Digital Launch at The Abbotsbury Day Centre, Biggleswade with Mr Sutton.
13.7.13	Attended the St Swithun's church fayre and flower festival.
15.7.13	Accompanied by Mr Sutton attended the Mayor of Dunstable's Charity performance of Calendar Girls.
16.7.13	Attended the University of Bedfordshire Degree Ceremony with Mr Sutton at the Corn Exchange, Bedford. In the evening hosted a charity dinner at The Gandhi Indian Restaurant in Sandy. Deputy Mayor and several other Councillors also attended.
19.7.13	Attended the Mayor of Houghton Regis's Civic Reception with Mr Sutton at St Vincent's Social Club, Houghton Regis.
21.7.13	Accompanied by Mr Sutton attended the Mayor of Leighton-Linslade's Sunday Lunch at Leighton Buzzard Day Centre.
Deputy Mayor	
23.6.13	Attended the Mayor of St Neots Civic Service at St Neots Parish Church accompanied by Mrs Jackson.
28.6.13	Attended the Chairman of Huntingdonshire District Council's Armed Forces Day Flag Raising at their offices.
2.7.13	Attended the Bedfordshire Games for teenagers and adults with learning difficulties at Bedford Athletic Stadium, Cllr Runchman also attended.

Sandy Town Council

Letters to:

Mrs Clare Ryan on her retirement from the Queen's Head Public House.

St Swithun's, Robert Peel, Maple Tree, Laburnum Lower Schools and Sandye Place Academy supporting the Make a Difference Day on the 2nd July.

Mr Colin Osborne as representative of St Swithun's church thanking them for the opportunity to attend the recruitment process for the new rector of St Swithun's Church.

Mr Roger Wolburn of Biggleswade & Sandy Lions Club regarding a nomination for an award for Jamie Bate.

Press statements:

Opening of the new Tesco store on 1st August 2013.

Sandy Town Council

14 Reports from Representatives

- i) To receive a report from the Ward Councillors of Central Bedfordshire Council
- ii) To receive reports from Town Council representatives on external bodies

All Members of the public and press are welcome at the meeting.

