

Sandy Town Council

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

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

Chris Robson

Chris Robson
Town Clerk
10 Cambridge Road
Sandy SG19 1JE
01767 681491
7 February 2017

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

A G E N D A

Reports

1 Apologies for absence

2 Declarations of interest

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

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

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

3 Public Participation Session

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

Previously
circulated

Sandy Town Council

4 Minutes of previous meeting

To receive the minutes of the Policy, Finance and Resources Committee held on 13 February 2017 and to approve them as a correct record of proceedings.

5 Financial Reports

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

6 Ivel Sprinter

To receive a request from the Ivel Sprinter Community Bus Limited. Appendix IV

7 Grant Applications

To receive and consider the following grant applications;

- i) Citizens Advice Bureau Mid Bedfordshire Appendix V
- ii) Sandy Fire Cadet Unit Appendix VI
- iii) Sandy & District Horticultural Association Appendix VII
- iv) Autism Bedfordshire Appendix VIII
- v) The Need Project Central Bedfordshire Appendix IX

8 Section 106 Application

To receive and consider supporting a Section 106 application from the Mid Bed Tigers to Central Bedfordshire Council. Appendix X

9 Action List

To receive Action Report and any update. Appendix XI

10 Street Light Contractor

To receive a report and recommendation on the renewal of the Town Council Street Light Maintenance Contract. Appendix XII

11 Photocopier/Printer Contract

To receive a report and recommendation on the renewal of the Town Appendix XIII

Sandy Town Council

Council's Copier/Printer contract.

12 Community Benefit Payment Receipt

To note that a community benefit receipt of £7,000 has been received by the Council and approve rolling the receipt into earmarked reserves for the next financial year so it can be allocated to projects that benefit the community of the Town Council.

13 Recruitment Policy

To receive and adopt a recruitment policy as recommended by the Human Resources Committee.

Appendix
XIV

14 Chairman's Items

15 Date of Next Meeting: 8 May 2017

Time :- 15:25

Detailed Balance Sheet (Excluding Stock Movement)

Month No: 10 31st January 2017

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>	
<u>Current Assets</u>			
100	Debtors Control	10,062	
105	VAT Control	2,383	
110	Prepayments	375	
121	Mosaic Heritage Trail	12,563	
200	Current Bank A/c	25,946	
201	Clerks Imprest A/c	220	
205	Capital a/c Santander	216,456	
206	Barclays Active Saver	299,373	
208	Public Sector Deposit Fund	201,625	
210	Petty Cash	55	
	Total Current Assets		769,057
<u>Current Liabilities</u>			
301	Creditors Control	20,653	
	Total Current Liabilities		20,653
	Net Current Assets		748,404
	Total Assets less Current Liabilities		748,404
<u>Represented By :-</u>			
300	Current Year Fund	144,528	
310	General Reserve	127,728	
315	Rolling Capital Fund	41,876	
320	Capital Receipts Reserve	57,712	
321	Earmarked Reserves	29,028	
322	EMR Fallowfied	347,532	
	Total Equity		748,404

Summary Income & Expenditure by Budget Heading 31st January 2017

Month No : 10

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
401 Staff	Expenditure	20,860	202,470	264,650	62,180		62,180	76.5 %
402 Administration-Office	Expenditure	3,750	54,927	80,950	26,023		26,023	67.9 %
	Income	359	3,406	6,500	-3,094			52.4 %
403 Administration-Works	Expenditure	2,864	25,480	28,300	2,820		2,820	90.0 %
	Income	0	794	0	794			0.0 %
405 Footway Lighting	Expenditure	494	5,467	7,800	2,333		2,333	70.1 %
406 Cemetery & Churchyard	Expenditure	182	6,385	10,800	4,415		4,415	59.1 %
	Income	1,140	21,020	20,000	1,020			105.1 %
408 Town Centre (Including Market)	Expenditure	0	18,868	34,958	16,090		16,090	54.0 %
	Income	0	638	2,253	-1,615			28.3 %
409 Public Toilets - Car Park	Expenditure	703	4,269	3,650	-619		-619	117.0 %
500 Play Areas and Open Spaces	Expenditure	697	3,808	-4,800	-8,608		-8,608	-79.3 %
	Income	0	1,195	1,530	-335			78.1 %
501 Sunderland Road Rec Ground	Expenditure	2,568	22,528	27,493	4,965		4,965	81.9 %
	Income	200	2,071	400	1,671			517.8 %
502 Nature Reserves	Expenditure	0	39	11,000	10,961		10,961	0.4 %
	Income	0	2,531	3,700	-1,169			68.4 %
505 Grass Cutting	Expenditure	0	0	10,000	10,000		10,000	0.0 %
506 Litter Bins, Seats & Shelters	Expenditure	0	150	500	350		350	30.0 %
Christmas Lights	Expenditure	1,938	18,507	18,000	-507		-507	102.8 %
	Income	0	2,330	5,500	-3,170			42.4 %
601 Precept and Interest	Income	44	520,362	521,647	-1,285			99.8 %
602 Democratic and Civic Costs	Expenditure	370	6,923	11,750	4,827		4,827	58.9 %
700 Capital and Projects	Expenditure	9,088	50,852	316,107	265,255		265,255	16.1 %
	Income	9,088	10,852	267,005	-256,153			4.1 %
INCOME - EXPENDITURE TOTALS								
	Expenditure	43,514	420,672	821,158	400,486	0	400,486	51.2 %
	Income	10,832	565,200	828,535	-263,335			68.2 %
	Net Expenditure over Income	32,683	-144,528	-7,377	137,151			

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
401 Staff							
4001 Gross Salaries - Admin	9,359	84,032	114,000	29,968			
4002 Gross Salaries - Works	7,526	81,871	97,700	15,829		29,968	73.7 %
4003 Employers NIC	1,160	11,383	22,100	10,717		15,829	83.8 %
4004 Employers Superannuation	2,815	24,090	29,850	5,760		10,717	51.5 %
4010 Miscellaneous Staff Costs	0	1,094	1,000	-94		5,760	80.7 %
Staff :- Expenditure	20,860	202,470	264,650	62,180	0	62,180	76.5 %
Net Expenditure over Income	20,860	202,470	264,650	62,180			
402 Administration-Office							
4008 Training	86	731	2,500	1,769		1,769	29.3 %
4009 Travel & Subsistence	0	39	250	211		211	15.7 %
4011 General Rates	0	6,171	6,250	79		79	98.7 %
4012 Water Rates	259	442	400	-42		-42	110.4 %
4014 Electricity	0	2,008	2,500	492		492	80.3 %
4015 Gas	246	1,089	1,200	111		111	90.8 %
4016 Cleaning Materials etc	88	910	1,500	590		590	60.7 %
4020 Misc Establishment Costs	49	664	2,000	1,336		1,336	33.2 %
4021 Telephone & Fax	336	1,757	2,500	743		743	70.3 %
4022 Postage	43	956	1,700	744		744	56.2 %
4023 Printing & Stationery	96	1,654	3,500	1,846		1,846	47.3 %
4024 Subscriptions	0	2,351	2,700	349		349	87.1 %
4025 Insurance (excl vehicles)	1,760	16,916	22,250	5,334		5,334	76.0 %
4026 Photocopy Costs	0	2,799	3,000	201		201	93.3 %
4027 IT Costs incl Support	273	2,758	6,000	3,242		3,242	46.0 %
4028 Service Agreements (Other)	0	6,354	5,500	-854		-854	115.5 %
4035 Publications	6	36	100	64		64	36.5 %
4036 Property Maintenance/Security	56	2,108	3,000	892		892	70.3 %
4040 Equipment Purchases (Minor)	13	307	2,000	1,693		1,693	15.3 %
4050 Tourism Expenditure	0	35	2,000	1,966		1,966	1.7 %
4051 Bank Charges	0	30	100	70		70	30.3 %
4056 Legal Expenses	0	244	1,000	756		756	24.4 %
4057 Audit Fees - External	0	0	1,300	1,300		1,300	0.0 %
4058 Audit Fees - Internal	0	375	1,000	625		625	37.5 %
4059 Accountancy Fees	421	4,091	6,500	2,409		2,409	62.9 %
4070 Refreshments	18	102	200	98		98	51.0 %
Administration-Office :- Expenditure	3,750	54,927	80,950	26,023	0	26,023	67.9 %
1003 Tourism Income	0	1,118	5,000	-3,882			22.4 %
1201 Rent Received Etc	357	2,106	1,500	606			140.4 %

Month No : 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1202	Photocopying Income	2	27	0	27		
1205	Miscellaneous Income	0	59	0	59		0.0 %
1360	Ticket Sales Commission	0	97	0	97		0.0 %
	Administration-Office :- Income	359	3,406	6,500	-3,094		52.4 %
	Net Expenditure over Income	3,391	51,520	74,450	22,930		
403	Administration-Works						
4005	Protective Clothing	0	769	1,000	231		
4008	Training	249	419	500	81	231	76.9 %
4011	General Rates	0	2,009	2,050	41	81	83.8 %
4012	Water Rates	117	117	400	283	41	98.0 %
J14	Electricity	904	2,113	500	-1,613	283	29.2 %
4016	Cleaning Materials etc	0	0	100	100	-1,613	422.7 %
4017	Refuse Disposal	30	2,806	3,500	694	100	0.0 %
4036	Property Maintenance/Security	0	1,210	1,000	-210	694	80.2 %
4038	Consumables/Small Tools	380	1,359	2,500	1,141	-210	121.0 %
4039	Planting/Trees/Horticulture	0	5,211	5,000	-211	1,141	54.4 %
4040	Equipment Purchases (Minor)	0	1,217	2,000	783	-211	104.2 %
4042	Equipment/Vehicle Maintenance	956	3,969	5,500	1,531	783	60.9 %
4043	Equipment/Vehicle Fuel	228	2,159	2,000	-159	1,531	72.2 %
4044	Vehicle Tax & Insurance	0	2,120	2,250	130	-159	108.0 %
	Administration-Works :- Expenditure	2,864	25,480	28,300	2,820	0	90.0 %
1212	Miscellaneous Works Income	0	794	0	794	2,820	0.0 %
	Administration-Works :- Income	0	794	0	794		
	Net Expenditure over Income	2,864	24,686	28,300	3,614		
405	Footway Lighting						
4014	Electricity	494	3,612	5,500	1,888		
4042	Equipment/Vehicle Maintenance	0	1,855	2,300	445	1,888	65.7 %
	Footway Lighting :- Expenditure	494	5,467	7,800	2,333	0	70.1 %
	Net Expenditure over Income	494	5,467	7,800	2,333		
406	Cemetery & Churchyard						
4011	General Rates	0	2,226	2,250	24		
4012	Water Rates	32	64	100	36	24	99.0 %
4036	Property Maintenance/Security	150	150	1,000	850	36	63.6 %
4037	Grounds Maintenance	0	0	900	900	850	15.0 %
						900	0.0 %

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4039 Planting/Trees/Horticulture	0	5	350	345			
4101 Grave Digging Costs	0	3,940	6,200	2,260		345	1.4 %
Cemetery & Churchyard :- Expenditure	<u>182</u>	<u>6,385</u>	<u>10,800</u>	<u>4,415</u>	<u>0</u>	<u>4,415</u>	<u>59.1 %</u>
1226 Burials/Memorials Income	1,140	21,020	20,000	1,020			105.1 %
Cemetery & Churchyard :- Income	<u>1,140</u>	<u>21,020</u>	<u>20,000</u>	<u>1,020</u>			<u>105.1 %</u>
Net Expenditure over Income	-958	-14,635	-9,200	5,435			
408 Town Centre (Including Market)							
4011 General Rates	0	15,326	15,500	174		174	98.9 %
4036 Property Maintenance/Security	0	1,851	850	-1,001		-1,001	217.7 %
4053 Loan Interest	0	159	313	154		154	50.8 %
4054 Loan Capital Repaid	0	145	295	150		150	49.2 %
4100 CCTV Fees	0	1,387	18,000	16,613		16,613	7.7 %
Town Centre (Including Market) :- Expenditure	<u>0</u>	<u>18,868</u>	<u>34,958</u>	<u>16,090</u>	<u>0</u>	<u>16,090</u>	<u>54.0 %</u>
1235 CCTV Monitoring	0	0	833	-833			0.0 %
1236 Market Fees	0	80	1,000	-920			8.0 %
1237 Saturday Market Fees	0	8	300	-292			2.7 %
1238 Other Income Car Park	0	50	120	-70			41.7 %
1309 Misc Contributions	0	500	0	500			0.0 %
Town Centre (Including Market) :- Income	<u>0</u>	<u>638</u>	<u>2,253</u>	<u>-1,615</u>			<u>28.3 %</u>
Net Expenditure over Income	0	18,230	32,705	14,475			
409 Public Toilets - Car Park							
4011 General Rates	0	2,372	2,400	28		28	98.8 %
4012 Water Rates	533	948	500	-448		-448	189.6 %
4014 Electricity	39	188	200	12		12	94.1 %
4036 Property Maintenance/Security	131	761	550	-211		-211	138.4 %
Public Toilets - Car Park :- Expenditure	<u>703</u>	<u>4,269</u>	<u>3,650</u>	<u>-619</u>	<u>0</u>	<u>-619</u>	<u>117.0 %</u>
Net Expenditure over Income	703	4,269	3,650	-619			
500 Play Areas and Open Spaces							
4007 Health & Safety	0	399	400	1		1	99.8 %
4012 Water Rates	137	161	1,600	1,440		1,440	10.0 %
4014 Electricity	0	126	200	74		74	63.0 %
4036 Property Maintenance/Security	381	492	500	8		8	98.4 %
4037 Grounds Maintenance	179	1,352	2,500	1,148		1,148	54.1 %
4042 Equipment/Vehicle Maintenance	0	1,278	5,000	3,722		3,722	25.6 %

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4972 Transfer from EMR Fallowfield	0	0	-15,000	-15,000		-15,000	0.0 %
Play Areas and Open Spaces :- Expenditure	697	3,808	-4,800	-8,608	0	-8,608	-79.3 %
1201 Rent Received Etc	0	554	0	554			0.0 %
1241 Sandy FC Rent	0	100	600	-500			16.7 %
1242 Ice cream rent	0	0	330	-330			0.0 %
1251 Pitch Rental	0	541	600	-60			90.1 %
Play Areas and Open Spaces :- Income	0	1,195	1,530	-335			78.1 %
Net Expenditure over Income	697	2,613	-6,330	-8,943			
501 Sunderland Road Rec Ground							
712 Water Rates	255	834	800	-34		-34	104.2 %
4014 Electricity	69	161	100	-61		-61	161.4 %
4036 Property Maintenance/Security	0	33	1,000	967		967	3.3 %
4046 Bowling Green - SBC	0	3,566	2,894	-672		-672	123.2 %
4047 Equipment Maintenance - SBC	0	567	2,352	1,785		1,785	24.1 %
4048 Cricket Square - SCC	975	2,986	2,328	-658		-658	128.3 %
4049 Equipment Maintenance - SCC	0	424	2,519	2,095		2,095	16.8 %
4060 Other Professional Fees	1,269	13,956	15,500	1,544		1,544	90.0 %
Sunderland Road Rec Ground :- Expenditure	2,568	22,528	27,493	4,965	0	4,965	81.9 %
1201 Rent Received Etc	200	380	0	380			0.0 %
1250 Grants Recieved - Bowls Club	0	465	0	465			0.0 %
1253 Bowls Club Rental	0	399	400	-1			99.8 %
1254 Grants Received - Cricket Club	0	560	0	560			0.0 %
1255 Cricket Club Rental	0	263	0	263			0.0 %
1256 Scouts ,ACF and SSLA	0	5	0	5			0.0 %
Sunderland Road Rec Ground :- Income	200	2,071	400	1,671			517.8 %
Net Expenditure over Income	2,368	20,457	27,093	6,636			
502 Nature Reserves							
4037 Grounds Maintenance	0	39	1,500	1,461		1,461	2.6 %
4060 Other Professional Fees	0	0	9,500	9,500		9,500	0.0 %
Nature Reserves :- Expenditure	0	39	11,000	10,961	0	10,961	0.4 %
1306 Countryside Stewardship Grant	0	2,034	3,200	-1,166			63.6 %
1307 Angling Licence Rent	0	496	500	-4			99.3 %
Nature Reserves :- Income	0	2,531	3,700	-1,169			68.4 %
Net Expenditure over Income	0	-2,492	7,300	9,792			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
505 <u>Grass Cutting</u>							
4102 Grass Cutting	0	0	10,000	10,000		10,000	0.0 %
Grass Cutting :- Expenditure	0	0	10,000	10,000	0	10,000	0.0 %
Net Expenditure over Income	0	0	10,000	10,000			
506 <u>Litter Bins, Seats & Shelters</u>							
4042 Equipment/Vehicle Maintenance	0	150	500	350		350	30.0 %
Litter Bins, Seats & Shelters :- Expenditure	0	150	500	350	0	350	30.0 %
Net Expenditure over Income	0	150	500	350			
509 <u>Christmas Lights</u>							
4401 Christmas Illuminations	1,910	10,511	11,000	489		489	95.6 %
4402 Community Christmas Event	28	7,996	7,000	-996		-996	114.2 %
Christmas Lights :- Expenditure	1,938	18,507	18,000	-507	0	-507	102.8 %
1365 Christmas Lights	0	2,330	5,500	-3,170			42.4 %
Christmas Lights :- Income	0	2,330	5,500	-3,170			42.4 %
Net Expenditure over Income	1,938	16,177	12,500	-3,677			
601 <u>Precept and Interest</u>							
1101 Precept	0	517,647	517,647	0			
1201 Rent Received Etc	0	60	0	60			100.0 %
1228 Interest on Investment	44	647	1,000	-353			0.0 %
1320 Interest Received - All account	0	2,008	3,000	-992			64.7 %
Precept and Interest :- Income	44	520,362	521,647	-1,285			66.9 %
Net Expenditure over Income	-44	-520,362	-521,647	-1,285			99.8 %
602 <u>Democratic and Civic Costs</u>							
4020 Misc Establishment Costs	0	215	100	-115		-115	215.4 %
4033 Annual Report & Newsletter	238	2,380	3,000	620		620	79.3 %
4042 Equipment/Vehicle Maintenance	0	5	250	245		245	2.0 %
4200 Mayor's Allowance	111	1,448	1,900	452		452	76.2 %
4202 Members' Expenses (Conf etc)	21	66	500	434		434	13.2 %
4210 Election Costs	0	0	3,000	3,000		3,000	0.0 %
4701 Grants/Donations Paid	0	2,809	3,000	191		191	93.6 %
Democratic and Civic Costs :- Expenditure	370	6,923	11,750	4,827	0	4,827	58.9 %
Net Expenditure over Income	370	6,923	11,750	4,827			

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
700 Capital and Projects							
4153 Loan Interest - INTERNAL	0	0	7,903	7,903		7,903	0.0 %
4154 Loan Capital - INTERNAL	0	0	9,102	9,102		9,102	0.0 %
4802 CAP - Cemetery Extension	0	0	295,000	295,000		295,000	0.0 %
4810 CAP - Goal Posts	0	1,764	0	-1,764		-1,764	0.0 %
4811 CAP - Village Hall Roof	0	8,656	0	-8,656		-8,656	0.0 %
4812 CAP - Bowls Equipment	0	387	0	-387		-387	0.0 %
4813 CAP - Cricket Equipment	0	466	0	-466		-466	0.0 %
4815 CAP - Tree Works	1,040	1,040	0	-1,040		-1,040	0.0 %
4915 Transfer to Rolling Capital Fd	9,088	50,852	40,000	-10,852		-10,852	127.1 %
4923 Internal Loan repaid to F'ild	0	0	9,102	9,102		9,102	0.0 %
1965 Funded from Rolling Capital	-1,040	-12,313	0	12,313		12,313	0.0 %
-970 Transfer from C R R	0	0	-45,000	-45,000		-45,000	0.0 %
Capital and Projects :- Expenditure	9,088	50,852	316,107	265,255	0	265,255	16.1 %
1103 Internal Loan from F'ild EMR	0	0	250,000	-250,000			0.0 %
1153 Loan Interest Rec'd - INTERNAL	0	0	7,903	-7,903			0.0 %
1154 Loan Capital Rec'd - INTERNAL	0	0	9,102	-9,102			0.0 %
1364 S106 Money Received	9,088	10,852	0	10,852			0.0 %
Capital and Projects :- Income	9,088	10,852	267,005	-256,153			4.1 %
Net Expenditure over Income	0	40,000	49,102	9,102			

Sandy Town Council
Report to 31st January 2017

General Notes

Attached are the summary income & expenditure report for month 10 to 31st January 2017. This report shows a current year surplus of income over expenditure of £144,258 which includes the second half of the precept (£258,823) which was received on 8th September 2016

The balance sheet shows that total funds available to the council are £748,404

This is made up of the following -

Current Year Surplus	£144,528
General Reserve Brought Forward	£127,728
Rolling Capital Fund	£41,876
Capital Receipts Reserve	£57,712
Fallowfield Reserve	£347,532
Other Earmarked Reserves	£29,028
Total	£748,404

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

The percentage of budget if analysed evenly over the year to date is 83.33% but members are reminded that income & expenditure rarely follows this pattern over the year.

Analysis by Cost Centre

401 Staff

Expenditure is 76.5% of the annual budget.

No concerns

402 Administration

Expenditure is 67.9% of the annual budget.

Service Level Agreements are overspent to date. This is due to an ongoing PHS contract which the admin team lader has renegotiated and cost savings of up to 70% will be send from April 2017 and onwards

No further concerns.

403 Works

Expenditure is 90% of the annual budget.

Planting, Trees & Horticultural budget is now overspent. No more expenditure expected.

There is a large overspend on Electricity and small overspends on maintenance and Vehicle Fuel. Maintenance costs are due to depot break ins at the start of the financial year.

No further concerns.

405 Footway Lighting

Expenditure is 70.1% of the annual budget

No further concerns.

Sandy Town Council
Report to 31st January 2017

Analysis by Cost Centre [Continued]

406 Cemetery & Churchyard

Expenditure is 59.1% of the annual budget.

No concerns.

408 Town Centre

Expenditure is 54.0% of the annual budget

Property Maintenance is overspent due to repairs to the car park barrier.

No further concerns.

409 Public Toilets - Car Park

Expenditure is 117% of the annual budet.

Unexpected repairs to the public toilets have pushed this cost centre over budget.

No further concerns.

500 Play Areas and Open Spaces

Expenditure is 30.50% of the annual budget.

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

No concerns.

501 Sunderland Road Rec.

Expenditure is 81.9% of the annual budget.

Electricity budget is spent already.

The bowls budget appears overspent due to an incorrect invoice. A credit of £900 is due to be applied to the budget.

Bowling & Cricket Club budgets appear to be almost exhausted but both have received S106 grants from Central Beds.

No concerns.

502 Nature Reserves

Expenditure is 0.4% of the annual budget.

No further concerns.

505 Grass Cutting

No spend to date.

Sandy Town Council
Report to 31st January 2017

Analysis by Cost Centre [Continued]

506 Litter Bins, Seats & Shelters

£150 spent of £500 budget, no concerns

509 Christmas Lights

Expenditure is 102.8% of the annual budget with no further expenditure expected.

Income was short of budget by £3.1k

601 Precept and Interest

All of the precept has now been received and interest is being earned slightly behind budget at 66.37%

602 Democratic & Civic Costs

Expenditure is 58.9% of the annual budget.

There is £191 remaining in the grants/donations budget.

No concerns.

At : 15:26

Current Bank A/c

List of Payments made between 01/01/2017 and 31/01/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/01/2017	Aviva	Std Ord	1,760.47		Annual Insurance Premium
08/01/2017	SLCC	111238	50.00		SLCC - Finance Training
09/01/2017	Central Bedfordshire Council R	DDR	116.00		1268/Market Rates Apr16-Mar17
12/01/2017	Clerks Imprest A/c	tfr	211.94		
12/01/2017	LGSS Law Ltd	111237	243.80		1735/Fallowfield Legal Fees
16/01/2017	UK Fuels Limited DDR	DDR2	81.84		1740/Fuel Cards
16/01/2017	Bedford Borough Council	DDR3	19,425.50		1755/Ers Superann
18/01/2017	1st Choice Staff Recruitment L	30850	1,029.90		1742/R. Hooper w/e 17.12.16
18/01/2017	1st Response Fire Protection	30851	67.20		1771/Extinguisher Servicing
18/01/2017	Anglian Water	30852	205.07		1752/Water 04.10.16-10.01.17
18/01/2017	Anglian Water	30853	136.70		1754/Water 04.10.16-05.01.17
18/01/2017	Anglian Water	30854	532.92		1750/Water 21.10.16-11.01.17
18/01/2017	Anglian Water	30855	258.52		1751/Water 20.10.16-11.01.17
8/01/2017	Anglian Water	30856	50.36		1753/Water 11.10.16-11.01.17
18/01/2017	Central Bedfordshire Council	30857	1,522.50		1756/Pavilion Mngmnt Fee
18/01/2017	DCK Beavers Ltd	30858	505.20		1739/Contract Accounting
18/01/2017	Hertfordshire County Council	30859	45.56		1743/Janitorial Supplies
18/01/2017	Mr A M Hill	30860	27.98		1762/Chocolates and Comp Prize
18/01/2017	Lamps & Tubes Illuminations Lt	30861	2,988.12		1745/Bespoke Xmas Lights
18/01/2017	FD Odell & Sons Ltd	30862	443.70		1746/Refuse Disposal Dec 16
18/01/2017	The Peterborough Mayor's Chari	30863	35.00		1764/Peterboprough Mayors Ball
18/01/2017	Safford's Coaches Ltd	30864	761.25		1747/Saffords Ticket Commissio
18/01/2017	SLCC Enterprises Ltd	30865	50.00		1765/Clerk Accounts Training
18/01/2017	Mayors Charity Fund	30866	76.00		1772/St Neots Gala Ball
18/01/2017	T&J Seymour Electrical Install	30867	522.00		1749/Repairs to Car Park Light
18/01/2017	VFM Products Ltd	30868	263.40		1767/Grassline Ultra
18/01/2017	Southern Electric DDR	DDR4	1,062.24		1768/Elec 02.12.16-03.01.17
23/01/2017	UK Fuels Limited DDR	DDR5	72.00		1760/Fuel Cards
23/01/2017	Gazprom Energy	DDR6	133.92		1773/Gas 16.11.16-31.12.16
5/01/2017	Anglian Water	111239(2)	31.79		1775/Water 20.10.16-16.01.17
25/01/2017	Southern Electric DDR	111240	72.45		1796/Elec 16.08.16-28.09.16
26/01/2017	Purchase Power	DDR7	50.22		1791/Frinking Machine Rental
30/01/2017	UK Fuels Limited DDR	DDR8	50.76		1759/Fuel Cards
31/01/2017	Chess Ltd	DDR10	193.99		1780/Phone Bills to 31.12.16
31/01/2017	Chess Ltd	DDR11	300.00		1758/IT Support Jan
31/01/2017	Chess Ltd	DDR9	27.00		1709/Telephony Support
31/01/2017	Anglian Water	111239	37.93		912/Allot. Water to 16.07.15
Total Payments			33,443.23		

SANDY TOWN COUNCIL

COMMITTEE: Policy, Finance and Resources Committee
DATE: 27 March 2017
AUTHOR: Town Clerk
SUBJECT: Request for Funding from the Ivel Sprinter Community Bus

Summary:

The Policy, Finance and Resources Committee previously considered a request from the Ivel Sprinter Community Bus for a financial contribution towards the purchase and installation of additional timetable cases within Sandy.

The Committee had several concerns regarding the funding request and the proposed installation of the additional timetable cases. As a result of its concerns the committee was unable to agree to provide a funding contribution.

Concerns raised by the Committee included;

- Increased street clutter
- As the service is 'hail to ride' it does not operate from designated bus stops, the placement of timetable cases may result in ad hoc bus stops
- Members wished to see more joined up publicity and information between the different operators and Central Bedfordshire Council
- Reasoning behind the chosen locations
- To what level is Central Bedfordshire Council supporting the service offered?

Information

The Ivel Sprinter have approached to the Town Council again with an amended request.

The Ivel Sprinter has taken on board the Town Council's comments and concerns and as a result wishes to submit an application for funding for a reduced number of timetable cases for Members consideration.

The Ivel Sprinter are requesting £510 (early 2016 prices) for the purchase and installation of 6 timetable cases for local residents information to attract continued users.

Background Information

Provided by Peter Davies of the Ivel Sprinter Limited

18 months ago we identified that many areas served by the Ivel sprinter on our scheduled routes were deficient in terms of displayed timetable information.

#Initial contact was made with Central Beds. Council (Transport Dept.), Potton, Langford, Sandy & Biggleswade Councils.

Site visits were conducted with a CBC representative, to ensure agreement on siting suitability. This was followed by a similar exercise with a Local Council representative & a wish list was drawn up.

Potton & Langford improvements are in place. A formal funding application awaits sign off at Biggleswade. This application will complete the project if agreed.

We continue to service approx. 750 journeys per month over our timetable operation. We have two buses –one which is currently being replaced which operates our scheduled timetabled runs & the other as a reserve & for cost effective local hire. We have also, an outstanding Government Grant application to replace our second bus.

Addressing the Committee's concerns;

Increased street clutter

CBC have added /included the Ivel Sprinter timetable at main hubs and agreed to allow our information to be added, where space permits, to their existing local timetable cases.

As the service is hail to ride it does not operate from designated bus stops, the placement of time table cases may result in ad hoc bus stops

This issue has only arisen once to date and was overcome by placing a notice in the specific case that the data & case did NOT indicate that this site was a designated bus stop.

Members wished to see more joined up publicity and information between the different operators and Central Bedfordshire Council

Please see comments earlier in this submission, we really have addressed wherever feasible the question of "joined up thinking"

Reasoning behind the chosen locations

The initial 12 identified sites have been reduced after careful examination to only 6. In nearly every case our service is unique to the area involved.

To what level is Central Bedfordshire Council supporting the service offered?

CBC have been very supportive with the proposals and where necessary suggested alternative sites. They have also liaised with local residents/Councillors/Councils as necessary.

APPLICATION FOR GRANT AID FROM
SANDY TOWN COUNCIL

<u>Name of the Organisation/Group</u>	
Mid Bedfordshire Citizens Advice Bureau Company number 5351800 Charity number 1109976	
Are you affiliated to a national organisation? If so, which one?	We are an independent local charity affiliated to the national Citizens Advice organisation.
Local venue/meeting place	Century House, Market Square Biggleswade SG18 8UU
Are you a registered charity? If so, give your charity number?	Charity number 1109976
What are the aims and activities of the organisation?	We provide the advice people need for the problems they face. Our service is free impartial confidential and available to anyone who needs it. We operate out of 2 bureau offices Ampthill and Biggleswade and have a 1 day per week drop in service at Sandy Northcroft health centre. We see c 3,300 clients per annum. Our coverage area is c 500sq km and covers 8 towns and 42 parishes in the northern communities of Central Bedfordshire.
How many members do you have?	Volunteers/Leaders . The service is operated through 7 staff (4.5 fte) and 53 volunteers. There is also a voluntary trustee board of 10 local business people and councillors.
Members:	Junior NA
	Senior NA
What is your annual subscription?	Junior £NA
	Senior £NA

Project Information	
What would the grant be used for?	To assist with the funding of our home visiting /benefit casework project Outreach which currently costs £18,093 p.a. to run. Given the size of our catchment area and the limited transport links, the elderly, disabled and otherwise vulnerable clients cannot get to our bureaux offices to access our service. The 15 hr per week service has been in place over 20 years and is run by a very experienced Outreach worker plus volunteers. The service sees c.170 clients p.a.
In what manner will the residents of Sandy benefit?	Main issues for Outreach Clients are 2 disability/sickness benefits, Personal Independence Payment (PIP) and Employment & Support Allowance (ESA). Both have long and complex application forms & require health assessments the outcome of which is often problematic. Outreach assists with applications and appeals. Clients often have multiple other issues such as debt and housing. Attendance Allowance and Carer's Allowance are also often seen. Outreach assists with all of these and often sees clients more than once. Clients are usually anxious and confused and our assistance improves their health and wellbeing as well as their financial position. In the 12 months to 31 March 2016 c.£484,000 income was either generated or preserved for 109 of our Outreach clients.
Approximately how many Sandy residents will benefit from this grant?	In the 9 months from 1 April 2016 to 31 December 2016 Outreach saw 13 clients from Sandy. The client issues were 7 PIP, 2 ESA, 4 Attendance Allowance, 1 housing issue and 1 benefit check.
Estimated total cost of project	The budget for the current year is £18,093 to run the 15 hour per week service.

<p>Please state clearly how much you are applying for from Sandy Town Council.</p>	<p>£500</p>
<p>What amount is being met from your own funds?</p>	<p>The whole amount of the Outreach budget has to be raised from external sources as it is not covered by our core local authority grant. We have a rolling programme of fundraising with the 8 towns and 42 parish council within our catchment area.</p> <p>In addition we apply to local charitable trusts and some national trusts and also undertake an annual fundraising event.</p> <p>So far this year we have raised £5,225 from 10 town and parish councils and 1 fundraising event.</p> <p>We currently have 14 applications with local town and parish councils from whom we hope to raise c £3,500. A further round of fundraising from town and parish councils will be undertaken in March 2017.</p> <p>We also have applications with 4 other local/national charities from whom we hope to raise the shortfall and in one case secure some funding for a longer period .</p> <p>As we find out the success or otherwise of these applications, further will be made. We have never applied before to 3 of the charitable foundations (Garfield Weston, Goldcrest and Henry Smith) and do not know the likelihood of success.</p> <p>In the current economic climate it is becoming increasingly difficult to raise the necessary funds for this valuable community service .</p>

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

Source	Amount	Confirmed/Pending/Unsuccessful
14 town and parish councils.	£3,500 (estimate)	pending
Wixamtree	£5,000	pending
Henry Smith Charity	£10k p.a. for 3 years with a proposal to increase service hours; pending : would be in respect of next financial year onwards.	
Goldcrest Charitable Trust	£2,000	pending
Garfield Weston Foundation	£10,000	pending

Financial Details

<p>Please specify how any income, particularly surplus, is spent.</p>	<p>Our primary income is Local Authority grant which funds our core bureau service. In addition we have a grant from the Money Advice service which funds our full time Money Adviser. We are required to keep a cash surplus representing 6/9 months operating costs.</p>
<p>Please attach accounts (audited/independently examined) for the last two years and your budget forecast for the forthcoming/current year.</p>	<p>Attached</p> <ul style="list-style-type: none"> • Accounts as at 31/3/2015 • Accounts as at 31/3/2016 • Budget to 31/3/2017

Payment Details	
Account Title	Mid Bedfordshire Citizens Advice Bureau
Account Number	60913235 Sort code 20 05 74
Bank/Building Society Name and Address	Barclays Bank Flitwick and Ampthill Branch The Bedford Group 11, High Street Bedford MK40 2NJ
Contact Details	
Please give details of the person with whom this application can be discussed and to whom any cheque should be sent:	Jenny Hedges
Position in organisation	Bureau Manager
Address	10 Bedford Street Ampthill MK45 2NB
Telephone Number	01525 841592
E-mail address	manager@ampthill.cabnet.org.uk

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:
Position:
Date:

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

MID BEDFORDSHIRE CITIZENS ADVICE BUREAU
Out-turn 2015-16 and budget 2016-2017

	Out-turn 2015-2016	Budget 2016-2017	
INCOME			
Income from generated funds			
Bank interest received	57	50	
Donations	2,829	2,300	
Fund Raising	1,285	1,400	
Income re:charitable activities			
Central Bedfordshire	101,213	101,213	
Incl Incr hrs			
Restricted projects	8,215	12,000	
MAS project	52,899	51,127	
Pensionwise Grant	5,500		
Fees	1,872	600	
Other core grants (incl rent grant)	14,496	15,359	Incl refund of service chg
Room hire		250	
TOTAL INCOME	188,266	184,289	
EXPENDITURE			
Governance costs			
AGM	245	309	
Audit	1,290	1,318	
Bank Charges	82	87	
Insurances	1,325	935	Payment 15-16 incl premise insurance.
Legal & professional fees	431	412	
Trustee expenses	0	59	
Trustee meeting costs	33	59	
Total Governance costs	3,416	3,178	
Office			
Depreciation- Equipmt, fxt&ftrs			
IT equipment			
IT software	2,346	1,738	
Office equipment expense	2,851	2,936	
Payroll/accountancy fees	113	604	
Postage	732	870	
Printing & stationery	369	580	
Reference mats/subscriptions	5,837	4,120	
Telephone & comms	2,178	2,368	
Total Office	1,450	2,060	
Other	15,876	15,277	
CLS Disbursements			
Fundraising costs			
MAS vol exp	519	535	
Volunteer - Expenses		515	
Volunteer - Training	4,867	4,532	
Total Other	1,419	1,854	
Premises costs	6,805	7,436	
Cleaning			
Heat & light	141	145	
Insurance - Property	589	824	
Rates - Water	0	618	2015-16 included in Governance Ins
Rent (incl 10 Bedford St)	231	-	
Repairs & Maintenance*	12,126	12,126	
Includes service ch 10 Bed St	90	6,790	service charge refunded see other core grants
Total Premises costs	13,177	20,503	
Salaries & staff costs			
Salaries & NI - core	84,865	84,581	
Increased hours			
Salaries & NI - Restricted projects		-	
Salaries & NI - Fin. Cap	12,521	13,354	
Salaries & NI - MAS project		-	
Salaries & NI - CITA grant	42,989	45,094	
Subsistence/Refreshments			
Training		266	
Travel	974	412	
Total Salaries & staff costs (inc NI and pensions)	142,476	145,252	
TOTAL EXPENDITURE	181,750	191,646	
Surplus/Deficit	6,516	-7,347	
RESERVES	Balance 1.4.16	Balance 1.4.17	
Unrestricted core	79,966	72,639	
Restricted outreach			
Restricted Steel			
Restricted MAS	7,835	7,835	
Financial capability			
Total	87,821	80,474	

N.B. Citizens Advice recommend minimum unrestricted reserves equal 3 months operating costs
The Board's current policy is that unrestricted reserves are maintained between 3 and 6 months of total expenditure

APPLICATION FOR GRANT AID FROM
SANDY TOWN COUNCIL

<u>Name of the Organisation/Group</u>	
Sandy Fire Cadet Unit	
Are you affiliated to a national organisation? If so, which one?	National Fire Cadet scheme and Bedfordshire Fire & Rescue Service
Local venue/meeting place	Sandy Fire Station every Wednesday evening in term time
Are you a registered charity? If so, give your charity number?	No
What are the aims and activities of the organisation?	Fire Cadets is a nationally recognised uniformed youth programme open to young people aged 13 to 18 years old. The Fire Cadet Scheme promotes safety to young people, <u>it</u> creates opportunities to enhance their self belief, improve their learning and promote their independence and <u>whilst</u> developing young people. During their second year All <u>all</u> BFRS Cadets will be given the opportunity to undertake the Duke of Edinburgh's Award Scheme whilst participating in the Cadet Programme.
How many members do you have?	Volunteers/Leaders 7
Members:	Junior 13
	Senior N/A

What is your annual subscription?	Junior £0.00
	Senior £

Project Information	
What would the grant be used for?	The Grant would go towards purchasing additional items of equipment e.g A gazebo, table and chairs and uniform. In the past all uniform was provided by Bedfordshire Fire & Rescue Service free of charge. That funding has now run out and we will need to start charging Cadets for items of their uniform =
In what manner will the residents of Sandy benefit?	The Cadet unit supports a number of local events such as Bonfire night and Christmas lights celebrations. They also actively seek opportunities to support charitable institutions by giving up their time for social actions.
Approximately how many Sandy residents will benefit from this grant?	Hopefully every Sandy resident attending any of the events the Cadets attend
Estimated total cost of project	The unit is one of four across the County. Bedfordshire Fire and Rescue will continue to pay for the instructors time and expenses. The total cost of running a unit is approximately £18,000 - £20,000 per annum
Please state clearly how much you are applying for from Sandy Town Council.	We would be delighted if we could have £1,000 if that we were possible. In the past the Council has been extremely generous in providing that amount.
What amount is being met from your own funds?	Approx £17,000 - £19,000 per annum

*Question's
Break down
of equip.*

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

<u>Source</u>	<u>Amount</u>	<u>Confirmed/Pending/Unsuccessful</u>
---------------	---------------	---------------------------------------

We are not planning to apply for additional funding from other sources at this time.

Financial Details

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

We don't necessarily have an income source. The Service pays the wages for the instructors and for the Cadet's uniform and any kit/equipment they have needed in the past.

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

N/A

Payment Details	
Account Title	Bedfordshire Fire & Rescue Service Fire Authority
Account Number	80876781
Bank/Building Society Name and Address	60-02-13 National Westminster Bank Bedford Branch
Contact Details	
Please give details of the person with whom this application can be discussed and to whom any cheque should be sent:	Pete Buckingham
Position in organisation	Prevention Delivery Manager
Address	Bedfordshire Fire & Rescue Service C/O Service HQ Southfields Road Kempson MK42 7NR
Telephone Number	01234 845000 TEL 07785292490
E-mail address	Pete.buckingham@bedsfire.com

Declaration

Please sign this form to confirm that:

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

Signed:
Name:
Position:
Date:

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

APPENDIX VII
14 FEB 2017
LIBRARY

APPLICATION FOR GRANT AID FROM
SANDY TOWN COUNCIL

<u>Name of the Organisation/Group</u>	
SANDY & DISTRICT HORTICULTURAL ASSOCIATION	
Are you affiliated to a national organisation? If so, which one?	ROYAL HORTICULTURAL SOCIETY & NATIONAL DAHLIA SOCIETY
Local venue/meeting place	SEDDINGTON NURSERIES
Are you a registered charity? If so, give your charity number?	NO
What are the aims and activities of the organisation?	PROMOTERS AND ORGANISERS OF THE SANDY SHOW
How many members do you have?	Volunteers/Leaders
Members:	Junior —
	Senior 39
What is your annual subscription?	Junior £ —
	Senior £ £6.00

Project Information	
What would the grant be used for?	TO COVER HIRE COST OF SANDYE PLACE ACADEMY ON THE WEEKEND OF THE SHOW
In what manner will the residents of Sandy benefit?	TO KEEP DOWN ENTRANCE COSTS TO SHOW, ACCOMPANIED CHILDREN FREE
Approximately how many Sandy residents will benefit from this grant?	750 - 900 PERSONS
Estimated total cost of project	£3700.00
Please state clearly how much you are applying for from Sandy Town Council.	£500.00
What amount is being met from your own funds?	£3200.00

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

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

NONE

Financial Details

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

SAVED IN ACCOUNT TO ENSURE WE HAVE SUFFICIENT FUNDS TO RUN FUTURE YEARS SHOW

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

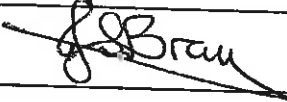
2014/2015 & 2015/2016 ACCOUNTS ATTACHED.
 FORECAST 2016/2017
 £5,500 OF WHICH
 £3,700 FOR SHOW

Payment Details	
Account Title	SANDY HORTICULTURAL SOCIETY
Account Number	30815780
Bank/Building Society Name and Address	BARCLAYS BANK SANDY BRANCH 2 HIGH STREET SANDY SG19 1AH
Contact Details	
Please give details of the person with whom this application can be discussed and to whom any cheque should be sent:	MR ANDREW HAVERGAL
Position in organisation	CHAIRMAN
Address	7 SWAN LANE SANDY SG19 1NE.
Telephone Number	01767 682796
E-mail address	ANDREW.MARGARET.HAVERGALE@GOOGLEMAIL.COM.

Declaration

Please sign this form to confirm that:

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

Signed:	
Name:	J S BRAY
Position:	TREASURER
Date:	7 TH FEBRUARY 2017

Please enclose with your application copies of:

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



Sandy & District Horticultural Association

Financial Summary

- Year 2015 - 2016

<u>Event</u>	<u>Expenditure</u>	<u>Income</u>	<u>Profit/(Loss)</u>	<u>Total</u>
Harvest Supper	£113.65	£307.50	£193.85 ✓	
AGM	£30.40	£0.00	-£30.40 ✓	
Miscellaneous Items	£597.49	£210.00	-£387.49 ✓	
Astronomy Talk	£111.40	£152.50	£41.10 ✓	
Late Payments Sandy Show 2015	£15.00	£340.00	£325.00 ✓	
Christmas Dinner	£499.00	£582.00	£83.00 ✓	
Coin & Medal Talk	£103.90	£109.50	£5.60 ✓	
Quiz Night	£0.00	£103.50	£103.50 ✓	
Show Bench Talk	£108.40	£151.50	£43.10 ✓	
Sandy Carnival	£63.12	£25.90	-£37.22 ✓	
Sandy Show	£3,753.98	£3,366.90	-£387.08 ✓	
High Sheriff Talk	£132.50	£106.00	-£26.50 ✓	
TOTAL: -	£5,528.84	£5,455.30	-£73.54 ✓	
Surplus / Loss on Activities 2015/2016			-£73.54 ✓	
Assets at start of financial year		Cash £3.71 ✓	Bank £4,737.19 ✓	£4,740.90 ✓
Assets at end of financial year		£36.81	£3,856.06 ✓	£3,892.87

6th Oct 2016

R. J. Blowing
(R. J. Blowing)

Income & Expenditure to 24th September 2016

<u>Expenditure</u>	<u>Receipts</u>	<u>Profits/Loss</u>	<u>Year Accounts Entry Line No.</u>
<u>Harvest Supper</u>			
Ticket Sales	£170.00 ✓		11,12
Food			9
Auction of produce, Pumpkin Wt & Donation	£10.00 ✓		13,14,15
Hall Hire	£30.60 ✓		7
	<u>£113.65</u>	<u>£307.50</u>	
		<u>£193.85</u> ✓	
<u>AGM 2015</u>			
Hall Hire	£20.40 ✓		8
Refreshments	£10.00 ✓		18
	<u>£30.40</u>	<u>£0.00</u>	
		<u>-£30.40</u> ✓	
<u>Sandy Show 2015 late payments & refunds</u>			
	£15.00 ✓	£340.00	28,34,37,52,73
	<u>£15.00</u>	<u>£340.00</u>	
		<u>£325.00</u> ✓	
<u>Miscellaneous Items</u>			
Membership committee meeting donations	£0.00	£210.00	16,17,29,30,42,47,51,53,62,73,83,84,127,193
Auditor Gift	£70.00		22,61,74,84,115,127,176
Miscellaneous	£14.00		21
RHS & Dahlia Society membership Renewal	£301.49		43,48,78,81,165,185
	<u>£212.00</u> ✓		49,66
	<u>£597.49</u>	<u>£210.00</u>	
		<u>-£387.49</u> ✓	
<u>Astronomy Talk</u>			
Hall Hire	£20.40 ✓		27
Entrance Fee & Raffle	£68.50		31
Food	£91.00 ✓		32,33
	<u>£111.40</u>	<u>£152.50</u>	
		<u>£41.10</u> ✓	
<u>Christmas Dinner</u>			
Ticket Sales	£499.00 ✓	£550.00	10,38,39,44,45
Raffle		£32.00 ✓	46
	<u>£499.00</u>	<u>£582.00</u>	
		<u>£83.00</u> ✓	
<u>Coins & Medals Talk</u>			
Hall Hire	£20.40 ✓		54
Donation Speaker	£25.00 ✓		55
Entrance Fee & Raffle		£53.50	56
Food	£58.50 ✓		57,58
	<u>£103.90</u>	<u>£109.50</u>	
		<u>£5.60</u> ✓	
<u>Quiz Night (shared with Allotment Assoc)</u>			
	£0.00	£103.50 ✓	63
	<u>£0.00</u>	<u>£103.50</u>	
		<u>£103.50</u> ✓	
<u>Show Bench Talk</u>			

Year Accounts Entry Line.
67
68
71
69,70

Expenditure	Receipts	Profit/Loss
£20.40		
£10.00	£74.50	
£78.00	£77.00	
£108.40	£151.50	£43.10

Sandy Carnival (June 18th)

Town council Gazebo hire & deposit
Stall pitch fee
Banner posts & Stall receipts

£40.80	
£16.32	
£6.00	£25.90
£63.12	£25.90
	£37.22

Sandy Show 2016

show cards, burning, banners
Stall deposits & payments
Trophy engraving & Donations
Sponsors & show schedule adverts
printing posting hall hire etc
misc
gate money / raffle / Ivy's Stall
Exhibitors Entry Fees / prize money

£470.14	49, 82, 89, 96, 157, 175
£521.00	102, 103, 104, 105, 107, 113, 114, 121, 122, 126, 129, 141, 142, 143, 144, 161, 180
£288.00	79, 80, 108, 117, 149, 150, 151, 152, 179
£1,638.71	85, 86, 87, 91, 92, 93, 94, 95, 99, 100, 101, 106, 111, 112, 117, 118, 119, 120, 126, 128, 164, 181, 182, 183, 190
£347.13	90, 109, 110, 116, 123, 124, 125, 166, 174
£125.00	134, 137, 138, 147, 162, 163
£364.00	135, 139, 140, 145, 146, 148, 153
£3,753.98	154, 155, 167, 168, 169, 170, 171, 172, 173

Year in the life of the High Sheriff

Hall Hire
Donation Speaker
Entrance Fee
Food

£36.00	136
£25.00	187
£71.50	186
£132.50	188, 189

Current Assets

Cash in hand	£36.81
Current a/c	£3,856.06
	£3,892.87

6th October 2016

The books relating to Sandy & Piobric Horticultural Society Association have been examined by myself, and I confirm for records kept, that they are a true record of the affairs of the Association

ALB J (R.S. BROWN INC)



Sandy & District Horticultural Association

Financial Summary - Year 2014 - 2015

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



Sandy & District Horticultural Association

Assets at start of financial year £3,322.32

Assets at end of financial year £3,940.30

<u>Made up of:</u> Cash in Hand	£3.71 ✓
Current A/c	£3,936.59 ✓
	<u>£3,940.30</u>

10th October 2015

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

Rb
(R. J. BROWNING)

APPLICATION FOR GRANT AID FROM
SANDY TOWN COUNCIL

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

Project Information	
What would the grant be used for?	<p>We are seeking funding towards our 'Loads of Autistic Fun' (L.O.A.F.) group in Biggleswade. This is a social activity and family support group for children with autism aged 0-12 years (including those with learning difficulties), their siblings and parents/carers. The group runs on a fortnightly basis on Saturdays from 10am until 1pm. There are 18 sessions per year and the group can cater for up to 15 families per session.</p> <p>We anticipate that between 12 and 15 families will benefit from attending our Biggleswade L.O.A.F. groups over the year, comprising:</p> <ul style="list-style-type: none"> - up to 15 children with autism - up to 20 parents/carers - up to 10 siblings <p>Currently, 2 families from Sandy attend Biggleswade L.O.A.F. and the grant would be used to pay for them to attend one of the sessions.</p>
In what manner will the residents of Sandy benefit?	The aim of L.O.A.F is to reduce social isolation and improve psychological wellbeing for children with autism and their families. Many autistic people experience poor mental health, particularly anxiety and depression. This is often worsened by lack of support or opportunities, both of which Autism Bedfordshire offers through L.O.A.F.
Approximately how many Sandy residents will benefit from this grant?	8 people will benefit from this grant: 2 children with autism, 4 parents and 2 siblings
Estimated total cost of project	£20,847
Please state clearly how much you are applying for from Sandy Town Council.	£200 - The grant would cover the costs for 2 families to attend 1 session of L.O.A.F.
What amount is being met from your own funds?	£1,000 (fee income)

Contact Details	
Please give details of the person with whom this application can be discussed and to whom any cheque should be sent:	Mrs Ali Draper
Position in organisation	Grants Officer
Address	2-10 Salamander House St John's Street Bedford MK42 0DH
Telephone Number	01234 214871 (general enquiries line)
E-mail address	<u>Ali.draper@autismbeds.org</u> (preferred)

APPLICATION FOR GRANT AID FROM
SANDY TOWN COUNCIL

<u>Name of the Organisation/Group</u>	
The Need Project Central Bedfordshire	
Are you affiliated to a national organisation? If so, which one?	No
Local venue/meeting place	NA
Are you a registered charity? If so, give your charity number?	1157691
What are the aims and activities of the organisation?	The charity seeks to provide food and other items to those deemed to be in need by statutory agencies.
How many members do you have?	Volunteers 30 Leaders 1 Full time paid
Members:	Junior NA
	Senior NA
What is your annual subscription?	Junior £ NA
	Senior £ NA

Project Information	
What would the grant be used for?	To support the work of running the organisation. We employ a Project Leader and provide him with a van which we are in the process of purchasing.
In what manner will the residents of Sandy benefit?	We have one of our 'hubs' in Sandy Baptist Church which provides food on a regular basis to people in need in Sandy. We also support an organisation called Project 17 which is in Sandy.
Approximately how many Sandy residents will benefit from this grant?	Approximately 13 families each week are provided with food in Sandy. Project 17 in Sandy has capacity for 17 young needy people and they are supported by our charity
Estimated total cost of project	£41,000 PA
Please state clearly how much you are applying for from Sandy Town Council.	£1,000
What amount is being met from your own funds?	Through various awarding bodies, donations from churches, individuals and fund raising events.

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
Wixamtree	£1,000	Received
Eleemosynary	£ 800	Received
The Grant Trust	£ 500	Received
BLCF	£3,000	Received
Churches	£8,000	Received
Personal Donations	£4,800	Received
BBC Children in need	£10,000	Pending
Stotfold Town Council	£ 400	Pending
Other Councils to be approached		

Financial Details

Please specify how any income, particularly surplus, is spent.	The charity employees a Project Leader and is purchasing a van for his use for the charity. There is no surplus as the charity is ongoing.
Please attach accounts (audited/independently examined) for the last two years and your budget forecast for the forthcoming/current year.	

Payment Details	
Account Title	The Need Project Central Bedfordshire
Account Number	33697452
Bank/Building Society Name and Address	Barclays Bank
Contact Details	
Please give details of the person with whom this application can be discussed and to whom any cheque should be sent:	Mr D H Deards
Position in organisation	Hon. Treasurer/Trustee
Address	18, Castles Close Stotfold Hitchin Herts SG5 4BZ
Telephone Number	07717407831
E-mail address	douglas.deards@talktalk.net

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:	DH Deards
Name:	MR. D. H. DEARDS
Position:	TREASURER / TRUSTEE
Date:	27/2/17

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

THE NEED PROJECT ACCOUNTS TO END OF MARCH	2015/2016	2014/2015
	INCOME	INCOME
	£	£
Transfer of funds from KBC		2000.00
Local Government funding		10000.00
Donations from Business, Schools and Churches	12057.31	9377.34
Grants from Trusts	8400.00	3000.00
Donations from individuals	3432.27	3116.27
Fund raising income	2945.67	704.15
TOTAL INCOME	26835.25	28197.76

	EXPENDITURE	EXPENDITURE
	£	£
Contract	17280.00	9602.00
Travel	5360.25	4101.00
Food	1811.68	2842.98
Party	0.00	174.57
Equipment	495.00	600.00
Van costs	940.99	
Insurance	2918.79	
Miscellaneous items	919.02	408.46
TOTAL EXPENDITURE	29725.73	17729.01
CHANGE IN RESERVES	-2890.48	10468.75
RESERVES	7578.27	10468.75

Insurance includes 2016/17
Equipment 2015/2016 PAT tester
Van costs include deposit and insurance
Miscellaneous includes:

Hub Cards	343.2
Collection bins and leaflet holders	141.28
Food bags	73.98
CCPAS	114.5
Christmas copy paper and labels	106.06
Liberal club legal costs	90
Miscellaneous	50
TOTAL	919.02

**The Need Project
Budget 2016/7**

Income

Regular Church Donations	6500
Ad hoc church donations	6500
Personal donations	7500
Ad Hoc don. Fund raising	3000
Awards	17500

Total 41000

Expenditure

Staff	30000
Van Costs	4000
Travel costs	3000
Overhead costs	500
Capital	500
Insurance	2000
Food and events	1000

Total 41000

Change in reserves 0

AGENDA ITEM 8

SANDY TOWN COUNCIL

COMMITTEE: Policy, Finance and Resources

DATE: 27 March 2017

AUTHOR: Town Clerk

SUBJECT: Section 106 – Mid Bed Tigers

1. Summary

- 1.1 Mid Bed Tigers football club are asking the Council to consider supporting a Section 106 application for funds towards the construction of a 'hut' and provision of some football goals. The club have raised money and secured donations and volunteer time towards the project and wish to apply to Section 106 outdoor sports funds to assist in the completion of the project.
- 1.2 Members are asked to consider the request and advise whether the Council will support an application to Central Bedfordshire Council for Section 106 monies.

2. Information

- 2.1 Mid Bed Tigers have been based at the Sandye Place Academy for over 10 years and have established a strong relationship with the school. The Club state that Sandye Place Academy has been extremely supportive in everything the club has achieved, especially the annual tournament.
- 2.2 The Club feels that increasing the infrastructure it has in place will allow them to continue to thrive and grow as a community interest. There are currently over 150 children on the club's books.
- 2.3 The club and school have no plans to part ways and the club has received assurance that despite the uncertainty of the tiering education system they will remain at the school for at least five years, if not longer once the tiering situation is finalised.
- 2.4 The hut will provide a social point for the club on match days and allow them to raise funds for continued club improvement and future projects. Central Bedfordshire Council appreciate that social facilities are a key part of all sports.
- 2.5 The hut will be built by volunteers from the club, including carpenters and roofers. The hut will be built on a concrete plinth so that it is above the ground and the timber is protected. The hut is going to be fully insulated and built from treated timber including featheredge timber cladding which is guaranteed for 15 years.

APPENDIX X

- 2.6 The hut will have a flat roof which has a life span of 15yrs. The roof will be fitted by a volunteer who works for a local roofing company. The hut will be accessed via a UPVC door.
- 2.7 The hut will have guttering fitted and water will be collected in a butt so the rain water can be re-used by the club or the school.
- 2.8 An internal kitchen is being donated by Magnet Kitchens based in Bedford.
- 2.9 The cost of the hut will be £1,950 and the club are seeking 50% funding from Section 106.
- 2.10 The club are also seeking funding for easy lift aluminium freestanding goals (24 x 8 ft) to support their growing numbers and improved offer for children. The cost of the goals is £2,616

Members are asked to consider supporting an application by the club to Section 106.

Concrete base and Hut	50% of £1,950
Aluminium freestanding goals	£2,616

AGENDA NUMBER 9

Policy Finance and Resources Committee - Action list

Subject	Action to be taken		Response/ Status
	Minute	Action	
Meeting 22/6/15			
Renewal of Service Agreements	(11-15/16)	The Town Clerk to review all outside contracts.	On going Photocopier/Printer renewal on agenda. Streetlight maintenance renewal on agenda. PHS Service contract renegotiated to achieve 60% reduction in cost per bin. This saving will be seen in the 2017/18 budget year.
Meeting 16/11/15			
War Memorial Restoration Work	(58-15/16)	Town Clerk to get quotes and submit the pre grant application	Work Scheduled for May 2017. Grant approved.
Meeting 18/4/16			
Cemetery Extension	(86-15/16)	Company C is the preferred Archaeological Contract tender and that the tender bid be accepted	Clerk to set up Cemetery working group meeting.
Meeting 22/8/16			
Jenkins Contract	(42-16/17)	Working group to review initial contract and suggest changes/areas in need of attention.	Amended draft contact reviewed by working group and submitted to CBC. Awaiting response. CBC anticipate April 17 signing.

Drone Policy	(46-16/17)	To continue to investigate a drone policy and how effective it may be. To liaise with CBC to see how they may be able to assist.	On going
Meeting 13.2.17			
Complaints Policy	(106-16/17)	Cllr T Cole to review policy with Clerk and put through amendments	Cllr Cole, Clerk and A Elliott-Flockhart reviewed on 9 March 2017. Amendments put through. To be further reviewed and brought to next committee meeting
Memorial Policy	(105-16/17)	Clerk to amend proposed policy and bring back to committee for further review	Due to come back to next committee meeting for further review

AGENDA ITEM 10

SANDY TOWN COUNCIL

COMMITTEE: Policy, Finance and Resources

DATE: 27 March 2017

AUTHOR: Carol Baker-Smith

SUBJECT: Renewal of Streetlight Maintenance Contract

1. Summary

- 1.1 The Council's agreement for the maintenance of Council owned streetlights, terminates at the end of March and the administration team leader has obtained quotations from companies for a new contract.
- 1.2 The current contractor has carried out streetlight maintenance work for the Town Council for the last 7 years. Under the existing contract the Town Council pay an annual maintenance charge of £1,470. This includes;
 - Replacement of burnt out and faulty photo-electric cells
 - Replacement of burnt-out control gears
 - Bi weekly scouting exercises to check for faulty lamps
 - 48 hour call out for faulty lamps
 - Monthly progress reports
- 1.3 The 2017/18 budget for streetlight maintenance is £4,000. This allows for annual maintenance costs as well as any possible additional costs incurred via failing lamps or damaged columns.

2. Information

- 2.1 Sandy Town Council still has a large number of sodium 35 watt SOX lamps in use which are increasingly expensive to purchase and will gradually be phased out as the lanterns burn out. More energy efficient, environmentally friendly "white light" lanterns such as PLL lanterns and new LED lanterns will be used to replace the SOX lamps.
- 2.2 At a meeting of the Policy, Finance and Resources Committee held on 13 February 2017 it was resolved that the Council replace failing street lights with LED replacements as and when individual lights fail and that a programme of LED street light conversion is agreed from the 2018/19 financial year with a limit of £10,000 per annum.
- 2.3 The Council approached three contractors for tenders but only received two tenders by the deadline date.

3. Recommendation

- 3.1 It is the recommendation of the Town Clerk and Administration Team Leader that the Council accept the quote from Company A and agree a six year agreement at a fixed cost.
- 3.2 Company A is recommended by other local councils and is able to provide the service the Council needs. The fixed annual maintenance cost includes bi-weekly scouting visits and monthly reports, which are additional costs under Company B.

4. Quotations

Company A	
Company A quotes for a fixed annual maintenance cost.	
Contract Term	3 years (Option of 6 years at same fixed price)
Annual Maintenance Cost	£1,600
Maintenance to include:	Inspect Column/Control Gear Clean lense Replacement of burnt out and faulty photo-electric cells Replacement of burnt-out control gear Bi weekly scouting exercises to check for faulty lamps Faulty lamps will be attended to with 48 hours Monthly reports To notify the Town Council of columns with 'no supply' and of any additional works required.
Additional works, such as faults that cannot be repaired, are not covered by the annual maintenance charge. This includes vandalised or otherwise damaged columns, replacement of lamps etc together with the cost of such work.	
	Unit Cost
SOX Unit	£40.00
SON Unit	£9.00
PLL Unit	£6.00
CDO Unit	£22.00

Company B	
Company B quotes annual maintenance per unit costs for of lights as opposed to a fixed yearly cost.	
Contract Term	3 Year
Year 1 Maintenance	Inspect Column/Control Gear Clean lense Replace lamp Report Emergency Fault 2 hour response time Non emergency Fault 2 Day response time

		Unit Cost
	SOX Unit	£51.37
	SON Unit	£24.70
	PLL Unit	£23.46
Replacement Components	35w SOX Ballast	£58.66
	70w SON Ballast	£60.40
	35w SOX Ignitor	£52.60
	70w SON Ignitor	£43.27
	Nema Photo Cell	£42.40
Year 2 Maintenance	Inspect/Column/Control Gear Clean lense Report	
		Unit Cost
	SOX/SON/PLT	£15.50
Bi-weekly scouting visits	£240 per visit	
Monthly Report	£75	

Both companies can supply LED lights to fit in the with Council's proposed conversion to LED.

Company A can provide LED lights at a unit cost of approximately £400, including labour. It is anticipated this cost will be reduced if bulk orders are made with other Councils the contractor works for.

Company B can provide LED lights at a unit cost of £345.86, plus labour charges of £125.

AGENDA ITEM 11

SANDY TOWN COUNCIL

COMMITTEE: Policy, Finance and Resources

DATE: 27 March 2017

AUTHOR: Carol Baker-Smith

SUBJECT: Renewal of Photocopier Contract

1. Summary

- 1.1 The Council's contract for the combined photocopier, printer and scanner in the Council office terminates at the end of March and the administration team leader has obtained quotations from companies for a new machine and contract.
- 1.2 Under the existing contract the Town Council pays £436.38 per quarter lease hire for the machine. Service costs are charged at 0.68p per mono sheet and 5.442p per colour. Consumables and toner are included within the service costs.
- 1.3 The 2017/18 budget for photocopier/printer costs is £3,500.

2. Information

- 2.1 Under the quotations provided the two companies propose upgrading the current Konica Minolta C280 photocopier and printer to a Konica Minolta C258 Colour copier/printer/scanner in the new Minolta range. Minolta have the broadest and most stable platform across all of the manufacturers. The new Minolta machines have been awarded "Best Machines" in the latest Buyers Lab reports for the fourth consecutive year.
- 2.2 One company has proposed a series of Sharp machines with a similar spec to the Minolta.
- 2.3 The office has met with representatives of service providers to discuss the Council's requirements and the need to achieve best value. Three quotes have been obtained and are detailed below.

3. Recommendation

- 3.1 It is the recommendation of the Town Clerk and Administration Team Leader that the Council accept the quote from Company B.

Company B offers a lower quarterly lease fee while at the same time offering additional benefits for the Council. Toner is ordered remotely so no requirement for telephone calls and there is a guaranteed 2-4 hour response

time on any issues or call outs. The company currently provides services to other Town Councils.

4. Quotations

The printers quoted would all meet the council's requirements.

Company A	
Copier Quoted	Konica Minolta C258 colour copier/printer/scanner
Lease Period	Five years
Quarterly Lease Cost	£345
Service Cost per mono sheet	0.3p
Service Cost per Colour sheet	3.0p
Estimated Monthly Average Cost	£250
Estimated Annual Cost	£3,000
To offer a comprehensive agreement which includes the following:	
<ul style="list-style-type: none"> • All parts • All labour • All consumables (except paper) • All toner (colour and mono, regardless of coverage including free next day delivery) • All call outs • All loan equipment • All training - unlimited 	

Company B	
Copier Quoted	Konica Minolta C258 colour copier/printer/scanner
Lease Period	Five years
Quarterly Lease Cost	£299
Service Cost per mono sheet	0.3p
Service Cost per Colour sheet	3.0p
Estimated Monthly Average Cost	£225
Estimated Annual Cost	£2,700
To offer a comprehensive agreement which includes the following:	
<ul style="list-style-type: none"> • All parts • All labour • All consumables (except paper) • All toner is ordered remotely (including free next day delivery) • Full visibility of all meterage on a month by month report • All call outs (guaranteed 2-4 hour response) • 15 minute telephone support hotline • 97% first time fix • Smartphone service app • Proactive preventative maintenance • Waste toner recycling 	

- Quarterly performance reporting
- 5 year replacement warranty if a machine consistently fails to perform
- All loan equipment
- All training
- Installation and liaison with the IT supplier

Company C	
Copier Quoted	Sharp MX-2640
Lease Period	Five Years
Quarterly Lease Cost	£138.34
Service Cost per mono sheet	0.4p
Service Cost per Colour sheet	3.75p
Support Software (licence per machine) Annual Cost	£671.16
Estimated Annual Cost	£3,666.48
To offer a comprehensive agreement which includes the following:	
<ul style="list-style-type: none"> • All parts • All consumables (except paper) • Full visibility of all meterage on a month by month report • Engineer emergency call outs (4 hour response) • Engineer Travel and Labour • Telephone Support • On site staff training 	

Company C	
Copier Quoted	Sharp MX-2614
Lease Period	Five Years
Quarterly Lease Cost	£99.76
Service Cost per mono sheet	0.4p
Service Cost per Colour sheet	3.75p
Support Software (licence per machine) Annual Cost	£671.16
Estimated Annual Cost	£3,203.52
To offer a comprehensive agreement which includes the following:	
<ul style="list-style-type: none"> • All parts • All consumables (except paper) • Full visibility of all meterage on a month by month report • Engineer emergency call outs (4 hour response) • Engineer Travel and Labour • Telephone Support • On site staff training 	

AGENDA ITEM 13

SANDY TOWN COUNCIL

COMMITTEE: Human Resources

DATE: 27 March 2017

AUTHOR: Town Clerk

SUBJECT: Recruitment Policy

Summary

At a meeting of the Human Resources Committee on 6 March 2017 a draft Recruitment Policy was reviewed and amended. It was Resolved by the committee to recommend the policy to the Policy, Finance and Resources Committee for approval.

SANDY TOWN COUNCIL
Recruitment Policy

Policy

This policy outlines the recruitment and selection process of Sandy Town Council. The Council is an Equal Opportunity Employer and will always seek to recruit the person most suited to the job in question, irrespective of Age, Disability, Gender Reassignment, Race, Religion or Belief, Sex, Sexual Orientation, Marriage and Civil Partnership or Pregnancy and Maternity. Those involved in the recruitment process must be aware of the Council's Equal Opportunities, Equality and Diversity and Data Protection Policies. Any queries should be addressed to the Town Clerk.

1. Definition of terms

Job Description

- 1.1 A job description sets out the main purpose of the job and how it fits into the organisational structure and objectives of the Council. It contains the principle accountabilities of the job, outlines the context of the position and contains other relevant information. It forms the basis for pre-selection and the formation of the person specification.
- 1.2 The job description should be reviewed regularly with the employee and updated to reflect changing needs. The best time to do this is as part of the performance management process.

Person Specification

- 1.3 A person specification defines the attributes, knowledge, skills, experience and qualifications required to fulfil the role. It is compiled from the job description. The elements contained within the person specification will be on the basis of job requirements. Job requirements that affect certain individuals more than others or that restrict the opportunities open to certain groups more than others will only be those that are necessary for the effective performance of the job and can be objectively justified.

Interview

- 1.4 A discussion process between interviewer(s) and candidate for the purpose of assessing whether the candidate is interested in the job and capable of doing it. The interview is structured around key criteria for the job, this is likely to be a combination of technical and behavioural areas. At the interview there will be an opportunity to explain the responsibilities of the job and to promote the Council.

2. Equal Opportunities within Recruitment and Selection

- 2.1 Every possible step is taken to ensure that individuals are treated equally and fairly and that decisions on recruitment, selection and promotion are based solely on objective and job related criteria. Recruitment must be undertaken in accordance with the Equal Opportunities Policy, so that there is no unlawful discrimination.
- 2.2 It is currently unlawful to discriminate against a person on grounds of age, sex, race, disability, sexual orientation or religion or belief:
- In the arrangements made for offering a job
 - In the terms on which employment is offered
 - By refusing to offer, or deliberately not offering a person employment
- 2.3 It is also unlawful to discriminate against a part-time employee by giving them less favourable terms than a comparable full-time employee.

3. Monitoring and Positive Action

- 3.1 All selection criteria and interview records must be retained for at least 12 months in order to demonstrate a fair and consistent process was followed. The composition of the workforce and of job applicants are monitored on a

yearly basis, if inequalities become apparent, positive action, within the parameters of existing legislation and the resources of the Council, is taken to redress the imbalance. Such measures include encouraging under-represented groups to apply for vacancies.

- 3.2 Selection is based on skills and/or qualifications and the demonstrated or assessed ability to perform within the post. It is accepted that an applicant with a disability may need reasonable adjustments to be made for their full employment potential to be realised and this does not adversely affect the individual's opportunity to be recruited or promoted.

4. Recruitment Procedure

- 4.1 This procedure provides guidelines for recruitment and should be followed once it is established that recruitment is necessary.
- 4.2 Prior to beginning the recruitment process the Town Clerk will review the job description for the vacancy. If it is a new position or the job content has changed, then a new job description should be drawn up.
- 4.3 The Town Clerk should identify the essential characteristics required for the successful candidate, using the person specification. The Person Specification identifies key skills, qualifications, experience, competencies and any other relevant information necessary for the job.
- 4.4 The inclusion of unnecessary/marginal requirements can lead to discrimination, as can blanket exclusions. Any health requirements must be justifiable.
- 4.5 Only put in what is genuinely required for the job and be as clear and as specific as possible.
- 4.3 Consideration should be given to allowing the work to be done as a job share or part time hours.
- 4.4 All vacancies should be advertised internally and externally at the same time. The Human Resources Committee must approve any vacancy prior to this being advertised.

5. Planning the Recruitment Process

- 5.1 Once the job description and the person specification are complete the recruitment process needs to be planned. Realistic timescales should be considered when drawing up the plan.
- 5.2 If the vacancy is for the Town Clerk, the Human Resources Committee must form part of the recruitment and selection panel.

5.3 In all other instances the Chair of Human Resources, Town Clerk and an appropriate work colleague e.g. another manager or an appropriate person in that department can complete this process.

6. Administration

6.1 Where appropriate, depending on whether a recruitment agency is used or not, a job pack should be sent to each potential candidate. This should include:

- Cover Letter
- Job description
- Person specification
- Equal opportunities form
- Application form

6.2 The Town Clerk must ensure that all candidates are kept informed as to the status of their application in a timely manner. Applicants should be given the opportunity to declare whether they have a disability and whether they would require any reasonable adjustment(s) to be made to the interview process.

7. Recruitment

7.1 Recruitment should be carefully targeted to attract applicants most likely to meet the job requirements. It may include the use of recruitment agencies, job centres, advertising in colleges, local newspaper advertising, etc.

7.2 Where a recruitment agency is not used, applicants should apply by application form. CV's are only acceptable if accompanied by an application form. A clear deadline for receipt of all applications should be set.

7.3 In some circumstances, it will be necessary to make a reasonable adjustment in relation to a disabled applicant's application.

8. Short listing Procedure

8.1 Once the deadline for all applications has passed a short-listing panel will assess all applicants against the person specification. Each member of the panel will independently assess each applicant and shortlist those who meet the specification.

8.2 The panel will then discuss their own short lists and come to agreement about the definitive shortlist.

8.3 Shortlisted candidates are then invited to interview.

8.4 All candidates will be asked to provide evidence of entitlement to work in the United Kingdom.

9. Interviews

- 9.1 Interviews should be structured around the job description and a record of the discussion is made. It is also an opportunity for the candidate to ask about the position and the Council. A minimum of three persons will conduct the interviews.
- 9.2 Individuals should be assessed against the person specification. The short-listing form can be amended for this purpose and a weighting system used. It is important that all assessments are made against existing evidence.
- 9.3 Members of the interview panel will also have been members of the shortlisting panel.
- 9.4 All shortlisted candidates will be invited to visit the office and meet with staff and councillors ahead of their interview. This invite will be made for all shortlisted applicants for all posts recruited for by the council.

10. Qualification Check

- 10.1 If required, original certificates are requested at interview together with a copy for the Council's records.

11. Evaluation Session

- 11.1 At the end of the selection process the interviewer(s) evaluate all assessment information gathered on each candidate. Candidate results are considered against the person specification for the position. The evaluation process is objective and structured in order to identify the most suitable candidate for the position.

12. Unsuccessful Applicants

- 12.1 Where the post has been advertised, all candidates receive a letter or telephone call informing them of the decision not to appoint them.
- 12.2 The Town Clerk can provide constructive feedback via the telephone if requested by an applicant.

13. The Successful Applicant

- 13.1 The Town Clerk will decide on the detail of the offer for any employee other than the Town Clerk. The terms and conditions offered should not discriminate against any individual.
- 13.2 In the case of the Town Clerk the interview panel will decide the offer.
- 13.3 An offer of appointment may be made verbally following the interviews but by authorised personnel only (normally the town clerk) and must be confirmed in writing by the Town Clerk.

14. Making the Offer

- 14.1 A conditional offer letter is prepared clearly outlining the terms and conditions of the proposed employment. This offer is subject to satisfactory qualifications, references and right to work in Great Britain. The successful applicant is made aware of these conditions.
- 14.2 The Council will seek employer references and where relevant, verify qualifications (if not available at interview) before the offer of employment is confirmed.
- 14.4 When satisfactory responses are received for qualifications, right to work and references the successful candidate is given a formal contract of employment. If unsatisfactory responses are received the offer of employment is reconsidered.

15. Induction

- 15.1 Induction of new employees is essential. This includes basic induction of terms and conditions of employment, information about the Council, Council policies and procedures