

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 21 November 2016 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
15 November 2016

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 10 October 2016 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 30 September 2016. 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 Action List

To receive Action Report and any update. Appendix IV

7 2017/18 Draft Budget

To receive and review a draft budget for the financial year 2017/18. Appendix V ✓

8 Community Benefit Payment Receipt

To receive a report from the Town Clerk on a community benefit payment. Appendix VI ✓

9 Section 106

To receive and note a status report from the Town Clerk. Appendix VII ✓

10 Sale of section of Cemetery Land

To receive a report from the Town Clerk. To Follow

11 Co-option Policy

To receive and review the Councils Co-option Policy following the recent co-option process. Appendix VIII ✓

12 Metal Detecting Policy

To receive and review a proposed Metal Detecting Policy. Appendix IX ✓

13 Fireworks

To receive a review on the Scouts 2016 fireworks display.

14 Chairman's Items

15 Date of Next Meeting: 9 January 2017

Date :- 03/11/2016

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Time :- 17:35

Detailed Balance Sheet (Excluding Stock Movement)

Month No: 6 30th September 2016

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
100	Debtors Control	1,997	
105	VAT Control	5,879	
120	Sundry Debtors	3,224	
200	Current Bank A/c	23,127	
201	Capital A/c	28	
205	Capital a/c Santander	216,456	
206	Barclays Active Saver	434,729	
208	Public Sector Deposit Fund	201,433	
210	Petty Cash	300	
	Total Current Assets		887,174
	<u>Current Liabilities</u>		
501	Creditors Control	20,470	
505	Deposits - Returnable	40	
	Total Current Liabilities		20,510
	Net Current Assets		866,664
	Total Assets less Current Liabilities		866,664
	<u>Represented By :-</u>		
300	Current Year Fund	261,327	
310	General Reserve	127,728	
315	Rolling Capital Fund	43,337	
320	Capital Receipts Reserve	57,712	
321	Earmarked Reserves	29,028	
322	EMR Fallowfied	347,532	
	Total Equity		866,664

Summary Income & Expenditure by Budget Heading 30 September 2016

Month No : 6

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
401 Staff	Expenditure	19,856	122,065	264,650	142,585		142,585	46.1 %
402 Administration-Office	Expenditure	4,240	38,828	80,950	42,122		42,122	48.0 %
	Income	824	2,371	6,500	-4,129			36.5 %
403 Administration-Works	Expenditure	282	16,302	28,300	11,998		11,998	57.6 %
	Income	0	794	0	794			0.0 %
405 Footway Lighting	Expenditure	1,050	3,158	7,800	4,642		4,642	40.5 %
406 Cemetery & Churchyard	Expenditure	880	5,300	10,800	5,500		5,500	49.1 %
	Income	4,600	14,825	20,000	-5,175			74.1 %
408 Town Centre (Including Market)	Expenditure	870	18,868	34,958	16,090		16,090	54.0 %
	Income	833	971	2,253	-1,282			43.1 %
409 Public Toilets - Car Park	Expenditure	0	3,345	3,650	305		305	91.6 %
500 Play Areas and Open Spaces	Expenditure	1,014	2,303	-4,800	-7,103		-7,103	-48.0 %
	Income	0	1,195	1,530	-335			78.1 %
501 Sunderland Road Rec Ground	Expenditure	3,443	13,050	27,493	14,443		14,443	47.5 %
	Income	399	667	400	267			166.7 %
502 Nature Reserves	Expenditure	0	39	11,000	10,961		10,961	0.4 %
	Income	496	496	3,700	-3,204			13.4 %
505 Grass Cutting	Expenditure	0	0	10,000	10,000		10,000	0.0 %
506 Litter Bins, Seats & Shelters	Expenditure	0	120	500	380		380	24.0 %
509 Christmas Lights	Expenditure	0	1,946	18,000	16,054		16,054	10.8 %
	Income	0	82	5,500	-5,418			1.5 %
601 Precept and Interest	Income	258,888	519,056	521,647	-2,591			99.5 %
602 Democratic and Civic Costs	Expenditure	926	5,151	11,750	6,599		6,599	43.8 %
700 Capital and Projects	Expenditure	0	50,420	316,107	265,687		265,687	16.0 %
	Income	0	1,764	267,005	-265,241			0.7 %
INCOME - EXPENDITURE TOTALS	Expenditure	32,562	280,894	821,158	540,264	0	540,264	34.2 %
	Income	266,041	542,221	828,535	-286,314			65.4 %
	Net Expenditure over Income	-233,479	-261,327	-7,377	253,950			

Month No : 6

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
401	Staff							
4001	Gross Salaries - Admin	7,925	47,548	114,000	66,452		66,452	41.7 %
4002	Gross Salaries - Works	8,180	53,340	97,700	44,360		44,360	54.6 %
4003	Employers NIC	1,087	6,999	22,100	15,101		15,101	31.7 %
4004	Employers Superannuation	2,664	13,283	29,850	16,567		16,567	44.5 %
4010	Miscellaneous Staff Costs	0	894	1,000	106		106	89.4 %
	Staff :- Expenditure	19,856	122,065	264,650	142,585	0	142,585	46.1 %
	Net Expenditure over Income	19,856	122,065	264,650	142,585			
402	Administration-Office							
4008	Training	36	381	2,500	2,119		2,119	15.3 %
4009	Travel & Subsistence	17	23	250	227		227	9.4 %
4011	General Rates	0	6,171	6,250	79		79	98.7 %
4012	Water Rates	0	98	400	302		302	24.4 %
4014	Electricity	0	1,352	2,500	1,148		1,148	54.1 %
4015	Gas	-79	684	1,200	516		516	57.0 %
4016	Cleaning Materials etc	145	620	1,500	880		880	41.3 %
4020	Misc Establishment Costs	0	475	2,000	1,525		1,525	23.8 %
4021	Telephone & Fax	188	1,079	2,500	1,421		1,421	43.2 %
4022	Postage	201	762	1,700	938		938	44.8 %
4023	Printing & Stationery	45	1,389	3,500	2,111		2,111	39.7 %
4024	Subscriptions	0	2,351	2,700	349		349	87.1 %
4025	Insurance (excl vehicles)	1,760	10,397	22,250	11,853		11,853	46.7 %
4026	Photocopy Costs	0	1,762	3,000	1,238		1,238	58.7 %
4027	IT Costs incl Support	0	1,566	6,000	4,434		4,434	26.1 %
4028	Service Agreements (Other)	99	5,681	5,500	-181		-181	103.3 %
4035	Publications	6	21	100	79		79	20.9 %
4036	Property Maintenance/Security	0	1,875	3,000	1,125		1,125	62.5 %
4040	Equipment Purchases (Minor)	89	294	2,000	1,706		1,706	14.7 %
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	0	1,000	1,000		1,000	0.0 %
4057	Audit Fees - External	1,300	0	1,300	1,300		1,300	0.0 %
4058	Audit Fees - Internal	0	0	1,000	1,000		1,000	0.0 %
4059	Accountancy Fees	417	1,727	6,500	4,773		4,773	26.6 %
4070	Refreshments	14	54	200	146		146	26.8 %
	Administration-Office :- Expenditure	4,240	38,828	80,950	42,122	0	42,122	48.0 %
1003	Tourism Income	516	854	5,000	-4,146			17.1 %
1201	Rent Received Etc	308	1,404	1,500	-96			93.6 %

Month No : 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1202 Photocopying Income	0	16	0	16			0.0 %
1360 Ticket Sales Commission	0	97	0	97			0.0 %
Administration-Office :- Income	824	2,371	6,500	-4,129			36.5 %
Net Expenditure over Income	3,416	36,458	74,450	37,992			
403 Administration-Works							
4005 Protective Clothing	0	207	1,000	793		793	20.7 %
4008 Training	0	170	500	330		330	34.0 %
4011 General Rates	0	2,009	2,050	41		41	98.0 %
4012 Water Rates	0	0	400	400		400	0.0 %
4014 Electricity	0	365	500	135		135	73.0 %
4016 Cleaning Materials etc	0	0	100	100		100	0.0 %
4017 Refuse Disposal	30	2,006	3,500	1,494		1,494	57.3 %
4036 Property Maintenance/Security	0	991	1,000	9		9	99.1 %
4038 Consumables/Small Tools	81	789	2,500	1,711		1,711	31.6 %
4039 Planting/Trees/Horticulture	0	4,048	5,000	952		952	81.0 %
4040 Equipment Purchases (Minor)	0	206	2,000	1,794		1,794	10.3 %
4042 Equipment/Vehicle Maintenance	0	2,250	5,500	3,250		3,250	40.9 %
4043 Equipment/Vehicle Fuel	171	1,370	2,000	630		630	68.5 %
4044 Vehicle Tax & Insurance	0	1,890	2,250	360		360	84.0 %
Administration-Works :- Expenditure	282	16,302	28,300	11,998	0	11,998	57.6 %
1212 Miscellaneous Works Income	0	794	0	794			0.0 %
Administration-Works :- Income	0	794	0	794			
Net Expenditure over Income	282	15,508	28,300	12,792			
405 Footway Lighting							
4014 Electricity	0	1,738	5,500	3,762		3,762	31.6 %
4042 Equipment/Vehicle Maintenance	1,050	1,420	2,300	880		880	61.7 %
Footway Lighting :- Expenditure	1,050	3,158	7,800	4,642	0	4,642	40.5 %
Net Expenditure over Income	1,050	3,158	7,800	4,642			
406 Cemetery & Churchyard							
4011 General Rates	0	2,226	2,250	24		24	99.0 %
4012 Water Rates	0	14	100	86		86	13.6 %
4036 Property Maintenance/Security	0	0	1,000	1,000		1,000	0.0 %
4037 Grounds Maintenance	0	0	900	900		900	0.0 %
4039 Planting/Trees/Horticulture	0	0	350	350		350	0.0 %

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4101 Grave Digging Costs	880	3,060	6,200	3,140		3,140	49.4 %
Cemetery & Churchyard :- Expenditure	880	5,300	10,800	5,500	0	5,500	49.1 %
1226 Burials/Memorials Income	4,600	14,825	20,000	-5,175			74.1 %
Cemetery & Churchyard :- Income	4,600	14,825	20,000	-5,175			74.1 %
Net Expenditure over Income	-3,720	-9,525	-9,200	325			
408 Town Centre (Including Market)							
4011 General Rates	0	15,326	15,500	174		174	98.9 %
4036 Property Maintenance/Security	870	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	870	18,868	34,958	16,090	0	16,090	54.0 %
1235 CCTV Monitoring	833	833	833	0			100.0 %
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 %
Town Centre (Including Market) :- Income	833	971	2,253	-1,282			43.1 %
Net Expenditure over Income	37	17,897	32,705	14,808			
409 Public Toilets - Car Park							
4011 General Rates	0	2,372	2,400	28		28	98.8 %
4012 Water Rates	0	266	500	234		234	53.2 %
4014 Electricity	0	77	200	123		123	38.4 %
4036 Property Maintenance/Security	0	630	550	-80		-80	114.5 %
Public Toilets - Car Park :- Expenditure	0	3,345	3,650	305	0	305	91.6 %
Net Expenditure over Income	0	3,345	3,650	305			
500 Play Areas and Open Spaces							
4007 Health & Safety	0	399	400	1		1	99.8 %
4012 Water Rates	-145	-145	1,600	1,745		1,745	-9.0 %
4014 Electricity	39	87	200	113		113	43.7 %
4036 Property Maintenance/Security	111	111	500	389		389	22.2 %
4037 Grounds Maintenance	0	669	2,500	1,831		1,831	26.8 %
4042 Equipment/Vehicle Maintenance	1,009	1,181	5,000	3,819		3,819	23.6 %
4972 Transfer from EMR Fallowfield	0	0	-15,000	-15,000		-15,000	0.0 %
Play Areas and Open Spaces :- Expenditure	1,014	2,303	-4,800	-7,103	0	-7,103	-48.0 %

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
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	<u>0</u>	<u>1,195</u>	<u>1,530</u>	<u>-335</u>			<u>78.1 %</u>
Net Expenditure over Income	1,014	1,108	-6,330	-7,438			
501 Sunderland Road Rec Ground							
4012 Water Rates	0	293	800	507		507	36.6 %
4014 Electricity	0	92	100	8		8	92.4 %
4036 Property Maintenance/Security	29	33	1,000	967		967	3.3 %
4046 Bowling Green - SBC	1,091	2,269	2,894	625		625	78.4 %
4047 Equipment Maintenance - SBC	95	217	2,352	2,135		2,135	9.2 %
4048 Cricket Square - SCC	771	1,006	2,328	1,322		1,322	43.2 %
4049 Equipment Maintenance - SCC	187	259	2,519	2,260		2,260	10.3 %
4060 Other Professional Fees	1,269	8,881	15,500	6,619		6,619	57.3 %
Sunderland Road Rec Ground :- Expenditure	<u>3,443</u>	<u>13,050</u>	<u>27,493</u>	<u>14,443</u>	<u>0</u>	<u>14,443</u>	<u>47.5 %</u>
1253 Bowls Club Rental	399	399	400	-1			99.8 %
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	<u>399</u>	<u>667</u>	<u>400</u>	<u>267</u>			<u>166.7 %</u>
Net Expenditure over Income	3,044	12,383	27,093	14,710			
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	<u>0</u>	<u>39</u>	<u>11,000</u>	<u>10,961</u>	<u>0</u>	<u>10,961</u>	<u>0.4 %</u>
1306 Countryside Stewardship Grant	0	0	3,200	-3,200			0.0 %
1307 Angling Licence Rent	496	496	500	-4			99.3 %
Nature Reserves :- Income	<u>496</u>	<u>496</u>	<u>3,700</u>	<u>-3,204</u>			<u>13.4 %</u>
Net Expenditure over Income	-496	-458	7,300	7,758			
505 Grass Cutting							
4102 Grass Cutting	0	0	10,000	10,000		10,000	0.0 %
Grass Cutting :- Expenditure	<u>0</u>	<u>0</u>	<u>10,000</u>	<u>10,000</u>	<u>0</u>	<u>10,000</u>	<u>0.0 %</u>
Net Expenditure over Income	0	0	10,000	10,000			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
506 Litter Bins, Seats & Shelters							
4042 Equipment/Vehicle Maintenance	0	120	500	380		380	24.0 %
Litter Bins, Seats & Shelters :- Expenditure	0	120	500	380	0	380	24.0 %
Net Expenditure over Income	0	120	500	380			
509 Christmas Lights							
4401 Christmas Illuminations	0	0	11,000	11,000		11,000	0.0 %
4402 Community Christmas Event	0	1,946	7,000	5,054		5,054	27.8 %
Christmas Lights :- Expenditure	0	1,946	18,000	16,054	0	16,054	10.8 %
1365 Christmas Lights	0	82	5,500	-5,418			1.5 %
Christmas Lights :- Income	0	82	5,500	-5,418			1.5 %
Net Expenditure over Income	0	1,864	12,500	10,636			
601 Precept and Interest							
1101 Precept	258,823	517,647	517,647	0			100.0 %
1228 Interest on Investment	65	455	1,000	-545			45.5 %
1320 Interest Received - All account	0	953	3,000	-2,047			31.8 %
Precept and Interest :- Income	258,888	519,056	521,647	-2,591			99.5 %
Net Expenditure over Income	-258,888	-519,056	-521,647	-2,591			
602 Democratic and Civic Costs							
4020 Misc Establishment Costs	43	215	100	-115		-115	215.4 %
4033 Annual Report & Newsletter	238	1,428	3,000	1,572		1,572	47.6 %
4042 Equipment/Vehicle Maintenance	0	5	250	245		245	2.0 %
4200 Mayor's Allowance	124	726	1,900	1,174		1,174	38.2 %
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	500	2,710	3,000	290		290	90.3 %
Democratic and Civic Costs :- Expenditure	926	5,151	11,750	6,599	0	6,599	43.8 %
Net Expenditure over Income	926	5,151	11,750	6,599			
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 %

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4811 CAP - Village Hall Roof	0	8,656	0	-8,656		-8,656	0.0 %
4915 Transfer to Rolling Capital Fd	0	41,764	40,000	-1,764		-1,764	104.4 %
4923 Internal Loan repaid to F'ild	0	0	9,102	9,102		9,102	0.0 %
4965 Funded from Rolling Capital	0	-1,764	0	1,764		1,764	0.0 %
4970 Transfer from C R R	0	0	-45,000	-45,000		-45,000	0.0 %
Capital and Projects :- Expenditure	0	50,420	316,107	265,687	0	265,687	16.0 %
1103 Internal Loan from F'ild EMR	0	0	250,000	-250,000			0.0 %
1153 Loan Interest Rec'd - INTERNAL	0	0	7,903	-7,903			0.0 %
1154 Loan Capital Rec'd - INTERNAL	0	0	9,102	-9,102			0.0 %
1364 S106 Money Received	0	1,764	0	1,764			0.0 %
Capital and Projects :- Income	0	1,764	267,005	-265,241			0.7 %
Net Expenditure over Income	0	48,656	49,102	446			

Sandy Town Council
Report to 30th September 2016

General Notes

Attached are the summary income & expenditure report for month 6 to 30th September 2016. This report shows a current year surplus of income over expenditure of £260,533 which includes the second half of the precept (£258,823) which was received on 8th September 2015.

The balance sheet shows that total funds available to the council are £866,664

This is made up of the following -

Current Year Surplus	£260,533
General Reserve Brought Forward	£127,728
Rolling Capital Fund	£44,131
Capital Receipts Reserve	£57,712
Fallowfield Reserve	£347,532
Other Earmarked Reserves	£29,028
Total	<u>£866,664</u>

This report is provided as a snapshot of the current financial position and to highlight to members and potential problem areas that have been identified within the accounts.

Analysis by Cost Centre**401 Staff**

Expenditure is 46.1% of the annual budget, under the 50% expected to date.

No concerns

402 Administration

Expenditure is 48% of the annual budget.

No concerns.

403 Works

Expenditure is 57.6% of the annual budget.

There is a high spend on Property Maintenance due to annual contracts but hopefully should remain in budget.

There are slight overspends on Electricity, Refuse Disposal and Vehicle Fuel.

No further concerns.

405 Footway Lighting

Expenditure is 40.5% of the annual budget

No further concerns.

406 Cemetery & Churchyard

Expenditure is 49.1% of the annual budget.

No concerns.

Sandy Town Council
Report to 30th September 2016

Analysis by Cost Centre [Continued]

408 Town Centre (Incl. Market)

Expenditure is 48.9% of the annual budget

No further concerns.

409 Public Toilets - Car Park

Expenditure is 140% of the annual budet.

Repairs to the car park barrier have pushed this cost centre over budget.

No further concerns.

500 Play Areas and Open Spaces

Expenditure is 22.57% of the annual budget.

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

No concerns.

501 Sunderland Road Rec.

Expenditure is 47.5% of the annual budget.

Electricity budget is spent already, bowling green spend is disproportionately high.

No concerns.

502 Nature Reserves

Expenditure is 0.4% of the annual budget.

No further concerns.

505 Grass Cutting

No spend to date.

506 Litter Bins, Seats & Shelters

No Spend to Date

Sandy Town Council
Report to 30th September 2016

Analysis by Cost Centre [Continued]

509 Christmas Lights

Expenditure is 10.8% of the annual budget.

No concerns

601 Precept and Interest

All of the precept has now been received and interest is being earned behind budget at 35%

602 Democratic & Civic Costs

Expenditure is 43.8% of the annual budget.

No concerns.

Printed on : 20/10/2016

Sandy Town Council 2016-17

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At : 15:43

Current Bank A/c

List of Payments made between 01/09/2016 and 30/09/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/09/2016	Aviva	Std Ord	1,760.47		Annual Insurance Premium
05/09/2016	UK Fuels Limited DDR	DDR	64.51		1521/Fuel Cards
09/09/2016	Central Bedfordshire Council R	DDR2	116.00		1268/Market Rates Apr16-Mar17
09/09/2016	Barclays Active Saver	TFR	214,366.79		
16/09/2016	British Gas DDR	DDR3	60.98		1545/Elec. 02.08.16-15.08.16
16/09/2016	Southern Electric DDR	DDR4	554.05		Purchase Ledger Payment
16/09/2016	Bedford Borough Council	DDR5	18,624.05		1560/Ers Superann
22/09/2016	1st Choice Staff Recruitment L	30740	1,478.31		1544/K. Green Hrs w/e 27.08.16
22/09/2016	Binder Loams Ltd	30741	670.24		1581/Loam and Seed
22/09/2016	Sandy Town Bowling Club	30742	22.27		1564/Fuel for Machines
22/09/2016	Central Bedfordshire Council	30743	1,522.50		1561/Pavillion Management Fees
22/09/2016	DCK Beavers Ltd	30744	500.94		1547/Contract Accounting
22/09/2016	DHE Productions Ltd	30745	385.00		1548/Xmas Lights Staging
22/09/2016	Dunstable Town Council	30746	20.00		1563/DTC Race Evening
22/09/2016	Thomas Fattorini Ltd	30747	52.16		1578/Pendant Repairs
22/09/2016	Hertfordshire County Council	30748	195.44		1549/Stationery Supplies
22/09/2016	Houghton Regis Town Council	30749	24.00		1580/Pride of Houghton Awards
22/09/2016	Martin Howlett Trading Company	30750	47.40		1550/Black Refuse Sacks
22/09/2016	Richard Loake	30751	17.10		1559/R. Loake Travel
22/09/2016	Tim Miles	30752	220.00		1568/Grave Digging
22/09/2016	FD Odell & Sons Ltd	30753	479.70		1551/Skip Hire
22/09/2016	Park Leisure UK Ltd	30754	795.00		1569/Swing Repairs
22/09/2016	The Peterborough Mayor's Chari	30755	40.00		1570/Peterborough Supper
22/09/2016	PHS Group	30756	135.48		1553/Annual Duty of Care
22/09/2016	Purchase Power	30757	227.76		1571/Franking Machine Supplies
22/09/2016	Proludic Ltd	30758	415.27		1572/Play Equipment Repairs
22/09/2016	A. J. & R. Scambler and Sons L	30759	528.54		1555/John Deere Repairs
22/09/2016	Sandy Football Club	30760	41.37		1573/Elec Jun16-Aug16
22/09/2016	SLCC Enterprises Ltd	30761	68.50		1574/Planning Training
22/09/2016	T&J Seymour Electrical Install	30762	408.00		1579/Streetlight Repairs
22/09/2016	TTM Consultancy Ltd	30763	916.20		1556/Vehicle Barriers Service
26/09/2016	Petty cash imprest chq	111221	174.95		Petty cash imprest chq
26/09/2016	UK Fuels Limited DDR	DDR6	150.60		1565/Fuel Cards
30/09/2016	Chess Ltd	DDR7	300.00		Purchase Ledger Payment
30/09/2016	Chess Ltd	DDR8	27.00		1562/Telephony Support
30/09/2016	Chess Ltd	DDR9	196.06		1546/Phone/Broadband Aug16
Total Payments			245,606.64		

Sandy Town Council

(Prepared 31-10-16)

Budget Summary

Year Ended 31st March 2018

	2016-17		2017-18	Budget
REVENUE EXPENDITURE	Projected	Budgeted (Revised)	Proposed	Incr/Decr
Staffing & Admin	353530	385650	393384	7734
Services	117292	118793	115975	-2818
	<u>470822</u>	<u>504443</u>	<u>509359</u>	<u>4916</u>
INCOME				
Staffing & Admin	8524	10500	8200	-2300
Services	37061	33383	33947	564
	<u>45585</u>	<u>43883</u>	<u>42147</u>	<u>-1736</u>
NET REVENUE EXPENDITURE	<u>425237</u>	<u>460560</u>	<u>467212</u>	<u>6652</u>

Capital Expenditure (Net)

Rolling Capital Fund Allocation	40000	40000	60000	20000
Capital & Projects (net)	0	0	0	0
Loans	608	608	608	0
Loan - Internal Repayment	0	9102	9102	0
	<u>40608</u>	<u>49710</u>	<u>69710</u>	<u>20000</u>
TOTAL NET EXPENDITURE	<u>465845</u>	<u>510270</u>	<u>536922</u>	<u>-20000</u>

increased by 20k to take precept increase to 2%

Financed as follows

Reserves at 1st April	127728	107763	179530	
Reserves at 31st March	179530	115140	179530 **	
Used to Fund Expenditure	-51802	-7377	0 ***	
PRECEPT FUNDING REQUIRED	<u>517647</u>	<u>517647</u>	<u>536922</u>	<u>19275</u> 3.72%
	<u>465845</u>	<u>510270</u>	<u>536922</u>	

Precept information

ADJUSTED BASIS

Band D Equivalents	3949	3949	0.00%
Precept per Band D Equivalent (£/annum)	£ 131.08	£135.96	3.72%
Precept per Band D Equivalent (p/week)	251.39	260.74	9.35 p

Proposed increase

Note: Recommended **minimum reserve equal to 3 months net revenue expenditure

106309	115140	116803
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General Reserve **Shortfall/Surplus**

73221	0	62727 ***
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***Note To correct reserve shortfall within three years - projected by 31/3/17

Earmarked Reserve	31/03/2016 (Actual)	31/03/2017 (Projected)	31/03/2018 (Available)
Rolling Capital Fund	42483	82483	142483
Earmarked Reserves	29028	32028	35028
Fallowfield	362532	347532	91634
Fallowfield Internal Loan			240898
Revenue Earmarked Funds	434043	462043	510043
Capital Receipts Reserve	57712	12712	-32288
TOTAL Earmarked Funds	491755	474755	477755
General Reserve (see above)	127728	179530	179530
Total Reserves	<u>619483</u>	<u>654285</u>	<u>657285</u>

Sandy Town Council

(Prepared 31-10-16)

Budget Summary**Year Ended 31st March 2018**

Expenditure Budgets	2016-17		2017-18 Proposed	Budget Incr/Decr	
	Projected	Budgeted (Revised)			
Staffing & Admin					
Staff	401	234600	264650	267700	3050
Admin - Office	402	78271	80950	81455	505
Admin - Works	403	28759	28300	30429	2129
Precept and Interest	601	0	0	0	0
Democratic & Civic	602	11900	11750	13800	2050
		<u>353530</u>	<u>385650</u>	<u>393384</u>	<u>7734</u>
Services					
Allotments	404	0	0	0	0
Footway Lighting	405	8000	7800	8000	200
Cemetery & Churchyard	406	10776	10800	11129	329
Town Centre (incl Market) (excl Loans)	408	35826	34350	33905	-445
Public Toilets - Car Park	409	4572	3650	4131	481
Play Areas & Open Spaces	500	-8200	-4800 A	-8200	-3400
Sunderland Rd Rec Ground	501	26818	27493	27510	17
Nature Reserves	502	11000	11000	11000	0
Grass Cutting	505	10000	10000	10000	0
Litter Bins Seats and Shelters	506	500	500	500	0
Christmas Lights	509	18000	18000	18000	0
		<u>117292</u>	<u>118793</u>	<u>115975</u>	<u>-2818</u>
TOTAL EXPENDITURE		<u>470822</u>	<u>504443</u>	<u>509359</u>	<u>4916</u>

NOTES

A Funding from Fallowfield EMR £15K p.a.

42483 52483

57712 12712

Sandy Town Council

(Updated 18-1-16)

Budget Summary**Year Ended 31st March 2018**

	2016-17		2017-18	<i>Budget</i>
	Projected	<i>Budgeted</i>	Proposed	<i>Incr/Decr</i>
		(Revised)		
Income Budgets				
Staffing & Admin				
Staff	401	0	0	0
Admin - Office	402	4230	6500	-1800
Admin - Works	403	794	0	0
Precept and Interest	601	3500	4000	-500
Democratic & Civic	602	0	0	0
		<u>8524</u>	<u>10500</u>	<u>-2300</u>
Services				
Allotments	404	0	0	0
Footway Lighting	405	0	0	0
Cemetery & Churchyard	406	28000	20000	5000
Town Centre (incl Market)	408	1041	2253	-800
Public Toilets - Car Park	409	0	0	0
Play Areas & Open Spaces	500	1657	1530	-415
Sunderland Rd Rec Ground	501	667	400	279
Nature Reserves	502	3696	3700	0
Grass Cutting	505	0	0	0
Litter Bins Seats and Shelters	506	0	0	0
S.E.G (not in use 14/15)	508	0	0	0
Christmas Lights	509	2000	5500	-3500
		<u>37061</u>	<u>33383</u>	<u>564</u>
TOTAL INCOME		<u>45585</u>	<u>43883</u>	<u>-1736</u>

42483 42483

57712 12712

**Sandy Town Council 2016-17
Budget Summary - By Centre**

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

Note : Sandy Town Council Budget 2017/18

	2015/16		2016/17			2017/18		
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
401 Staff								
OverHead Expenditure	243,350	236,522	264,650	0	264,650	122,065	234,600	267,700
401 Net Expenditure	243,350	236,522	264,650	0	264,650	122,065	234,600	267,700
402 Administration-Office								
OverHead Expenditure	82,700	73,406	80,950	0	80,950	38,828	78,271	81,455
Total Income	6,000	4,159	6,500	0	6,500	2,371	4,230	4,700
402 Net Expenditure	76,700	69,247	74,450	0	74,450	36,458	74,041	76,755
403 Administration-Works								
OverHead Expenditure	28,900	27,873	28,300	0	28,300	16,302	28,759	30,429
Total Income	0	1,586	0	0	0	794	794	0
403 Net Expenditure	28,900	26,287	28,300	0	28,300	15,508	27,965	30,429
405 Footway Lighting								
OverHead Expenditure	7,800	11,951	7,800	0	7,800	3,158	8,000	8,000
405 Net Expenditure	7,800	11,951	7,800	0	7,800	3,158	8,000	8,000
406 Cemetery & Churchyard								
OverHead Expenditure	10,750	6,992	10,800	0	10,800	5,300	10,776	11,129
Total Income	25,052	18,535	20,000	0	20,000	14,825	28,000	25,000
406 Net Expenditure	-14,302	-11,543	-9,200	0	-9,200	-9,525	-17,224	-13,871

**Sandy Town Council 2016-17
Budget Summary - By Centre**

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

Note : Sandy Town Council Budget 2017/18

	<u>2015/16</u>		<u>2016/17</u>			<u>2017/18</u>		
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
408 <u>Town Centre (Including Market)</u>								
OverHead Expenditure	31,608	33,066	34,958	0	34,958	18,868	36,434	34,513
Total Income	600	2,294	2,253	0	2,253	971	1,041	1,453
408 Net Expenditure	31,008	30,772	32,705	0	32,705	17,897	35,393	33,060
409 <u>Public Toilets - Car Park</u>								
OverHead Expenditure	3,800	2,638	3,650	0	3,650	3,345	4,572	4,131
409 Net Expenditure	3,800	2,638	3,650	0	3,650	3,345	4,572	4,131
500 <u>Play Areas and Open Spaces</u>								
OverHead Expenditure	-2,825	3,840	-4,800	0	-4,800	2,303	-8,200	-8,200
Total Income	1,380	1,121	1,530	0	1,530	1,195	1,657	1,115
500 Net Expenditure	-4,205	2,719	-6,330	0	-6,330	1,108	-9,857	-9,315
501 <u>Sunderland Road Rec Ground</u>								
OverHead Expenditure	26,390	26,010	27,493	0	27,493	13,050	26,818	27,510
Total Income	820	396	400	0	400	667	667	679
501 Net Expenditure	25,570	25,614	27,093	0	27,093	12,383	26,151	26,831
502 <u>Nature Reserves</u>								
OverHead Expenditure	10,925	15,648	11,000	0	11,000	39	11,000	11,000

**Sandy Town Council 2016-17
Budget Summary - By Centre**

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

Note : Sandy Town Council Budget 2017/18

	<u>2015/16</u>		<u>2016/17</u>			<u>2017/18</u>		
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD		
						Projected Actual		
	Total Income	2,500	2,759	0	3,700	496	3,696	3,700
502	Net Expenditure	8,425	12,889	0	7,300	-458	7,304	7,300
505	Grass Cutting							
	OverHead Expenditure	12,000	7,580	0	10,000	0	10,000	10,000
505	Net Expenditure	12,000	7,580	0	10,000	0	10,000	10,000
506	Litter Bins, Seats & Shelters							
	OverHead Expenditure	500	0	0	500	120	500	500
506	Net Expenditure	500	0	0	500	120	500	500
509	Christmas Lights							
	OverHead Expenditure	18,000	13,748	0	18,000	1,946	18,000	18,000
	Total Income	4,000	2,099	0	5,500	82	2,000	2,000
509	Net Expenditure	14,000	11,650	0	12,500	1,864	16,000	16,000
601	Precept and Interest							
	Total Income	484,598	482,657	0	521,647	519,056	521,147	540,422
601	Net Expenditure	-484,598	-482,657	0	-521,647	-519,056	-521,147	-540,422
602	Democratic and Civic Costs							
	OverHead Expenditure	10,750	6,847	0	11,750	5,151	11,900	13,800

**Sandy Town Council 2016-17
Budget Summary - By Centre**

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

Note : Sandy Town Council Budget 2017/18

	2015/16		2016/17			2017/18		
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
Total Income	0	50	0	0	0	0	0	0
602 Net Expenditure	10,750	6,797	11,750	0	11,750	5,151	11,900	13,800
700 Capital and Projects								
OverHead Expenditure	300,307	19,167	316,107	0	316,107	50,420	50,420	336,107
Total Income	267,005	4,061	267,005	0	267,005	1,764	10,420	267,005
700 Net Expenditure	33,302	15,106	49,102	0	49,102	48,656	40,000	69,102
Total Budget Expenditure	784,955	485,289	821,158	0	821,158	280,894	521,850	846,074
Income	791,955	519,716	828,535	0	828,535	542,221	573,652	846,074
Net Expenditure	-7,000	-34,428	-7,377	0	-7,377	-261,327	-51,802	0

Sandy Town Council 2016-17
Budget Detail - By Centre

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

Note : Sandy Town Council Budget 2017/18

	2015/16		2016/17		2017/18			
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
401 Staff								
4001 Gross Salaries - Admin	116,000	90,910	114,000	0	114,000	47,548	95,100	108,700
4002 Gross Salaries - Works	83,000	91,592	97,700	0	97,700	53,340	95,200	95,200
4003 Employers NIC	14,100	10,191	22,100	0	22,100	6,999	14,000	21,350
4004 Employers Superannuation	29,750	22,919	29,850	0	29,850	13,283	29,300	41,450
4010 Miscellaneous Staff Costs	500	20,645	1,000	0	1,000	894	1,000	1,000
4030 Recruitment Advertising	0	265	0	0	0	0	0	0
Overhead Expenditure	243,350	236,522	264,650	0	264,650	122,065	234,600	267,700
401 Net Expenditure	243,350	236,522	264,650	0	264,650	122,065	234,600	267,700
402 Administration-Office								
4008 Training	3,500	2,216	2,500	0	2,500	381	2,500	2,500
4009 Travel & Subsistence	250	150	250	0	250	23	250	250
4011 General Rates	6,150	6,120	6,250	0	6,250	6,171	6,171	6,305
4012 Water Rates	400	324	400	0	400	98	400	400
4014 Electricity	2,500	3,125	2,500	0	2,500	1,352	3,500	3,500
4015 Gas	1,800	432	1,200	0	1,200	684	1,800	1,800
4016 Cleaning Materials etc	1,500	1,037	1,500	0	1,500	620	1,250	1,250
4020 Misc Establishment Costs	2,000	1,235	2,000	0	2,000	475	2,000	2,000
4021 Telephone & Fax	2,500	2,405	2,500	0	2,500	1,079	2,500	2,500

increase to match this year
114,000
57,700
22,100

Budget Detail - By Centre

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

Note : Sandy Town Council Budget 2017/18

	2015/16		2016/17			2017/18		
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
4022 Postage	1,700	1,986	1,700	0	1,700	762	1,700	1,700
4023 Printing & Stationery	5,000	1,188	3,500	0	3,500	1,389	3,000	3,000
4024 Subscriptions	2,600	2,513	2,700	0	2,700	2,351	2,700	2,700
4025 Insurance (excl vehicles)	22,250	19,399	22,250	0	22,250	10,397	21,000	22,250
4026 Photocopy Costs	4,000	3,573	3,000	0	3,000	1,762	3,500	3,500
4027 IT Costs incl Support	6,000	4,627	6,000	0	6,000	1,566	5,000	6,000
4028 Service Agreements (Other)	5,000	5,901	5,500	0	5,500	5,681	5,700	6,000
4035 Publications	200	41	100	0	100	21	100	100
4036 Property Maintenance/Security	3,000	2,607	3,000	0	3,000	1,875	3,000	3,000
4040 Equipment Purchases (Minor)	0	0	2,000	0	2,000	294	2,000	2,000
4050 Tourism Expenditure	2,000	4,247	2,000	0	2,000	35	750	750
4051 Bank Charges	100	66	100	0	100	30	100	100
4056 Legal Expenses	2,000	350	1,000	0	1,000	0	1,000	1,000
4057 Audit Fees - External	1,300	1,335	1,300	0	1,300	0	1,300	1,300
4058 Audit Fees - Internal	750	830	1,000	0	1,000	0	850	850
4059 Accountancy Fees	6,000	7,535	6,500	0	6,500	1,727	6,000	6,500
4070 Refreshments	200	166	200	0	200	54	200	200
OverHead Expenditure	82,700	73,406	80,950	0	80,950	38,828	78,271	81,455
1003 Tourism Income	3,000	2,181	5,000	0	5,000	854	1,500	2,000
1201 Rent Received Etc	3,000	1,738	1,500	0	1,500	1,404	2,500	2,500

Note : Sandy Town Council Budget 2017/18

	2015/16		2016/17			2017/18		
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
1202 Photocopying Income	0	50	0	0	0	16	30	0
1205 Miscellaneous Income	0	190	0	0	0	0	0	0
1360 Ticket Sales Commission	0	0	0	0	0	97	200	200
Total Income	6,000	4,159	6,500	0	6,500	2,371	4,230	4,700
402 Net Expenditure	76,700	69,247	74,450	0	74,450	36,458	74,041	76,755
403 Administration-Works								
4005 Protective Clothing	1,000	736	1,000	0	1,000	207	1,000	1,000
4008 Training	0	0	500	0	500	170	500	500
4011 General Rates	2,000	1,992	2,050	0	2,050	2,009	2,009	2,279
4012 Water Rates	700	-102	400	0	400	0	200	200
4014 Electricity	500	1,170	500	0	500	365	1,000	1,000
4016 Cleaning Materials etc	0	0	100	0	100	0	0	0
4017 Refuse Disposal	3,500	4,082	3,500	0	3,500	2,006	3,500	3,500
4036 Property Maintenance/Security	1,000	2,643	1,000	0	1,000	991	2,000	2,000
4038 Consumables/Small Tools	2,500	1,768	2,500	0	2,500	789	2,500	2,500
4039 Planting/Trees/Horticulture	5,700	4,825	5,000	0	5,000	4,048	4,100	2,500
4040 Equipment Purchases (Minor)	2,000	2,678	2,000	0	2,000	206	2,000	2,000
4042 Equipment/Vehicle Maintenance	5,500	4,044	5,500	0	5,500	2,250	5,500	5,500
4043 Equipment/Vehicle Fuel	2,000	2,088	2,000	0	2,000	1,370	2,200	2,200

Increased in
Cover Trees
Survey costs

Note : Sandy Town Council Budget 2017/18

	2015/16		2016/17		2017/18
	Budget	Actual	Net Virement	Revised Budget Actual YTD	
4044 Vehicle Tax & Insurance	2,500	1,950	0	2,250 1,890	2,250
OverHead Expenditure	28,900	27,873	0	28,300 16,302	30,429
1212 Miscellaneous Works Income	0	0	0	0 794	0
1258 Insurance Claims Repayment	0	1,586	0	0 0	0
Total Income	0	1,586	0	0 794	0
403 Net Expenditure	28,900	26,287	0	28,300 15,508	30,429
405 Footway Lighting					
4014 Electricity	5,500	5,404	0	5,500 1,738	5,500
4042 Equipment/Vehicle Maintenance	2,300	6,547	0	2,300 1,420	2,500
OverHead Expenditure	7,800	11,951	0	7,800 3,158	8,000
405 Net Expenditure	7,800	11,951	0	7,800 3,158	8,000
406 Cemetery & Churchyard					
4011 General Rates	2,200	2,208	0	2,250 2,226	2,579
4012 Water Rates	100	83	0	100 14	100
4036 Property Maintenance/Security	1,000	685	0	1,000 0	1,000
4037 Grounds Maintenance	900	66	0	900 0	900
4039 Planting/Trees/Horticulture	350	180	0	350 0	350

Note : Sandy Town Council Budget 2017/18

	2015/16		2016/17			2017/18		
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget		Actual YTD	Projected Actual
4101 Grave Digging Costs	6,200	3,770	6,200	0	6,200	3,060	6,200	6,200
OverHead Expenditure	10,750	6,992	10,800	0	10,800	5,300	10,776	11,129
1226 Burials/Memorials Income	25,000	18,535	20,000	0	20,000	14,825	28,000	25,000
1228 Interest on Investment	52	0	0	0	0	0	0	0
Total Income	25,052	18,535	20,000	0	20,000	14,825	28,000	25,000
406 Net Expenditure	-14,302	-11,543	-9,200	0	-9,200	-9,525	-17,224	-13,871
408 Town Centre (Including Market)								
4007 Health & Safety	0	0	0	0	0	0	0	150
4011 General Rates	15,150	15,203	15,500	0	15,500	15,326	15,326	14,255
4036 Property Maintenance/Security	850	0	850	0	850	1,851	2,500	1,500
4053 Loan Interest	349	332	313	0	313	159	313	293
4054 Loan Capital Repaid	259	276	295	0	295	145	295	315
4100 CCTV Fees	15,000	17,255	18,000	0	18,000	1,387	18,000	18,000
OverHead Expenditure	31,608	33,066	34,958	0	34,958	18,868	36,434	34,513
1235 CCTV Monitoring	0	833	833	0	833	833	833	833
1236 Market Fees	0	1,032	1,000	0	1,000	80	80	500
1237 Saturday Market Fees	300	190	300	0	300	8	8	0
1238 Other Income Car Park	300	238	120	0	120	50	120	120
Total Income	600	2,294	2,253	0	2,253	971	1,041	1,453
408 Net Expenditure	31,008	30,772	32,705	0	32,705	17,897	35,393	33,060

**Sandy Town Council 2016-17
Budget Detail - By Centre**

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

Note : Sandy Town Council Budget 2017/18

	2015/16		2016/17		2017/18
	Budget	Actual	Agreed Budget	Net Virement Revised Budget Actual YTD	
409 Public Toilets - Car Park					
4011 General Rates	2,350	2,352	2,400	0 2,400	2,372
4012 Water Rates	500	519	500	0 500	1,000
4014 Electricity	400	-439	200	0 200	200
4036 Property Maintenance/Security	550	206	550	0 550	1,000
OverHead Expenditure	3,800	2,638	3,650	0 3,650	4,131
409 Net Expenditure	3,800	2,638	3,650	0 3,650	4,131
500 Play Areas and Open Spaces					
4007 Health & Safety	400	0	400	0 400	400
4012 Water Rates	800	1,282	1,600	0 1,600	700
4014 Electricity	150	264	200	0 200	200
4036 Property Maintenance/Security	1,125	171	500	0 500	500
4037 Grounds Maintenance	2,500	1,076	2,500	0 2,500	2,500
4042 Equipment/Vehicle Maintenance	7,200	1,047	5,000	0 5,000	2,500
4972 Transfer from EMR Fallowfield	-15,000	0	-15,000	0 -15,000	-15,000
OverHead Expenditure	-2,825	3,840	-4,800	0 -4,800	-8,200
1201 Rent Received Etc	0	0	0	0 0	554
1241 Sandy FC Rent	450	453	600	0 600	562

Rent of: c. 400
Goal restoration c. 100

Budget Detail - By Centre

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

Note : Sandy Town Council Budget 2017/18

	2015/16		2016/17		Projected Actual	Next Year Budget
	Budget	Actual	Net Virement	Revised Budget Actual YTD		
1242 Ice cream rent	330	0	0	330	0	0
1244 Miscellaneous income	0	85	0	0	0	0
1251 Pitch Rental	600	583	0	600	541	550
Total Income	1,380	1,121	0	1,530	1,195	1,115
500 Net Expenditure	-4,205	2,719	0	-6,330	1,108	-9,315
501 Sunderland Road Rec Ground						
4012 Water Rates	600	1,119	0	800	293	800
4014 Electricity	0	0	0	100	92	200
4036 Property Maintenance/Security	1,000	3,629	0	1,000	33	1,000
4046 Bowling Green - SBC	2,748	2,822	0	2,894	2,269	2,952
4047 Equipment Maintenance - SBC	2,232	1,237	0	2,352	217	2,399
4048 Cricket Square - SCC	2,310	1,938	0	2,328	1,006	2,370
4049 Equipment Maintenance - SCC	2,500	1,307	0	2,519	259	2,564
4060 Other Professional Fees	15,000	13,956	0	15,500	8,881	15,225
OverHead Expenditure	26,390	26,010	0	27,493	13,050	27,510
1253 Bowls Club Rental	390	396	0	400	399	407
1255 Cricket Club Rental	260	0	0	0	263	267
1256 Scouts ,ACF and SSLA	170	0	0	0	5	5
Total Income	820	396	0	400	667	679
501 Net Expenditure	25,570	25,614	0	27,093	12,383	26,831

Note : Sandy Town Council Budget 2017/18

	2015/16		2016/17			2017/18
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget Actual YTD	
502 Nature Reserves						
4037 Grounds Maintenance	1,500	150	1,500	0	1,500 39	1,500
4060 Other Professional Fees	9,425	15,498	9,500	0	9,500 0	9,500
OverHead Expenditure	10,925	15,648	11,000	0	11,000 39	11,000
1306 Countryside Stewardship Grant	2,000	2,268	3,200	0	3,200 0	3,200
1307 Angling Licence Rent	500	491	500	0	500 496	500
Total Income	2,500	2,759	3,700	0	3,700 496	3,700
502 Net Expenditure	8,425	12,889	7,300	0	7,300 -458	7,300
505 Grass Cutting						
4102 Grass Cutting	12,000	7,580	10,000	0	10,000 0	10,000
OverHead Expenditure	12,000	7,580	10,000	0	10,000 0	10,000
505 Net Expenditure	12,000	7,580	10,000	0	10,000 0	10,000
506 Litter Bins, Seats & Shelters						
4042 Equipment/Vehicle Maintenance	500	0	500	0	500 120	500
OverHead Expenditure	500	0	500	0	500 120	500
506 Net Expenditure	500	0	500	0	500 120	500

Note : Sandy Town Council Budget 2017/18

	2015/16		2016/17		2017/18	
	Budget	Actual	Net Virement	Revised Budget Actual YTD		Projected Actual
509 Christmas Lights						
4401 Christmas Illuminations	11,000	9,481	0	11,000 0	13,000	13,000
4402 Community Christmas Event	7,000	4,267	0	7,000 1,946	5,000	5,000
	OverHead Expenditure	18,000	13,748	0	18,000	18,000
1365 Christmas Lights	4,000	2,099	0	5,500 82	2,000	2,000
	Total Income	4,000	2,099	0	5,500	2,000
509 Net Expenditure	14,000	11,650	0	12,500	16,000	16,000
601 Precept and Interest						
1101 Precept	479,098	479,098	0	517,647 517,647	517,647	536,922
1228 Interest on Investment	0	910	0	1,000 455	1,000	1,000
1320 Interest Received - All account	5,500	2,649	0	3,000 953	2,500	2,500
	Total Income	484,598	482,657	0	521,647	540,422
601 Net Expenditure	-484,598	-482,657	0	-521,647	-521,147	-540,422
602 Democratic and Civic Costs						
4020 Misc Establishment Costs	100	0	0	100 215	250	100
4033 Annual Report & Newsletter	3,500	2,618	0	3,000 1,428	3,000	3,000
4042 Equipment/Vehicle Maintenance	250	0	0	250 5	250	250

Keep separate from event budget?

Budget Detail - By Centre

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

Note : Sandy Town Council Budget 2017/18

	2015/16		2016/17			2017/18		
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
4200 Mayor's Allowance	1,900	1,956	1,900	0	1,900	726	1,900	1,950
4202 Members' Expenses (Conf etc)	500	295	500	0	500	66	500	500
4210 Election Costs	7,000	421	3,000	0	3,000	0	3,000	3,000
4701 Grants/Donations Paid	1,500	1,556	3,000	0	3,000	2,710	3,000	3,000
4702 Community Events Support	0	0	0	0	0	0	0	3,000 increase?
4971 Transfer from EMR	-4,000	0	0	0	0	0	0	2,000 increase?
OverHead Expenditure	10,750	6,847	11,750	0	11,750	5,151	11,900	13,800
1309 Misc Contributions	0	50	0	0	0	0	0	0
Total Income	0	50	0	0	0	0	0	0
602 Net Expenditure	10,750	6,797	11,750	0	11,750	5,151	11,900	13,800
700 Capital and Projects								
4153 Loan Interest - INTERNAL	7,903	0	7,903	0	7,903	0	0	7,903
4154 Loan Capital - INTERNAL	9,102	0	9,102	0	9,102	0	0	9,102
4802 CAP - Cemetery Extension	320,000	19,250	295,000	0	295,000	0	0	295,000
4804 CAP - Street Light Replacement	3,200	0	0	0	0	0	0	0
4805 CAP - Toyota Van	6,000	0	0	0	0	0	0	0
4807 CAP - Allotments	0	813	0	0	0	0	0	0
4808 CAP - Cambridge Rd Alterations	0	10,519	0	0	0	0	0	0
4809 CAP - Defibrillator	0	631	0	0	0	0	0	0

Note : Sandy Town Council Budget 2017/18

	2015/16		2016/17			2017/18		
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget		Actual YTD	Projected Actual
4810 CAP - Goal Posts	0	0	0	0	0	1,764	1,764	0
4811 CAP - Village Hall Roof	0	0	0	0	0	8,656	8,656	0
4915 Transfer to Rolling Capital Fd	15,000	15,000	40,000	0	40,000	41,764	50,420	60,000
4920 Transfer to C R R	0	4,167	0	0	0	0	0	0
4923 Internal Loan repaid to F'ild	9,102	0	9,102	0	9,102	0	0	9,102
4965 Funded from Rolling Capital	0	-11,963	0	0	0	-1,764	-10,420	0
4970 Transfer from C R R	-70,000	-19,250	-45,000	0	-45,000	0	0	-45,000
Overhead Expenditure	300,307	19,167	316,107	0	316,107	50,420	50,420	336,107
1103 Internal Loan from F'ild EMR	250,000	0	250,000	0	250,000	0	0	250,000
1153 Loan Interest Rec'd - INTERNAL	7,903	0	7,903	0	7,903	0	0	7,903
1154 Loan Capital Rec'd - INTERNAL	9,102	0	9,102	0	9,102	0	0	9,102
1210 Sale of Assets	0	4,167	0	0	0	0	0	0
1364 S106 Money Received	0	-106	0	0	0	1,764	10,420	0
Total Income	267,005	4,061	267,005	0	267,005	1,764	10,420	267,005
700 Net Expenditure	33,302	15,106	49,102	0	49,102	48,656	40,000	69,102
Total Budget Expenditure	784,955	485,289	821,158	0	821,158	280,894	521,850	846,074
Income	791,955	519,716	828,535	0	828,535	542,221	573,652	846,074
Net Expenditure	-7,000	-34,428	-7,377	0	-7,377	-261,327	-51,802	0

Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
4001	Gross Salaries - Admin	401	Staff	Allow 1%. plus allow for SCP increases.
4002	Gross Salaries - Works	401	Staff	Allow 1%. plus allow for SCP increases.
4004	Employers Superannuation	401	Staff	All non-enrolled staff expected to stay opted in. Rate 2016/17 20.8% - Allow for 21.3%
1205	Miscellaneous Income	402	Administration-Office	YTD includes Roman Sandy, donation, internal transfers to Mayors Account, repayment Village Hall etc
4008	Training	402	Administration-Office	recommended by HR Advisory Group
4009	Travel & Subsistence	402	Administration-Office	Staff travelling expenses
4011	General Rates	402	Administration-Office	Results of revaluation - rates recalculated
4014	Electricity	402	Administration-Office	£3170 re previous year
4024	Subscriptions	402	Administration-Office	Rejoined NALC
4025	Insurance (excl vehicles)	402	Administration-Office	Allow 5% (incl 3.5% incr in IPT)
4028	Service Agreements (Other)	402	Administration-Office	Includes website, HR and H&S agreements, IT support now on 4027
4051	Bank Charges	402	Administration-Office	Allow for Audit Bank Letter
4058	Audit Fees - Internal	402	Administration-Office	2 Days at £455 (incl £80 underaccrued 2014/15)
4059	Accountancy Fees	402	Administration-Office	2014/15 incl Recoding exercise plus Printed Cheques (Total £1200)
4011	General Rates	403	Administration-Works	Results of revaluation - rates recalculated
4017	Refuse Disposal	403	Administration-Works	£625 late invoices 2014/15
4036	Property Maintenance/Security	403	Administration-Works	Reduced re possible new building
4039	Planting/Trees/Horticulture	403	Administration-Works	Allow for Tree Surveys no longer FOC from CBC
4042	Equipment/Vehicle Maintenance	405	Footway Lighting	Mice £370/qtr plus repairs
1228	Interest on Investment	406	Cemetery & Churchyard	War stock - now redeemed
4011	General Rates	406	Cemetery & Churchyard	Results of revaluation - rates recalculated
4037	Grounds Maintenance	406	Cemetery & Churchyard	Nominal sum, far more needed to do anything useful.
4101	Grave Digging Costs	406	Cemetery & Churchyard	Consider transfer to Funeral Directors
1236	Market Fees	408	Town Centre (Including Market)	Normal markets discontinued - Continental and Special Markets only

Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
1237	Saturday Market Fees	408	Town Centre (Including Market)	Normal markets discontinued - Continental and Special Markets only
1238	Other Income Car Park	408	Town Centre (Including Market)	Lifetime car park passes
4007	Health & Safety	408	Town Centre (Including Market)	Allow for Defibrillator service
4011	General Rates	408	Town Centre (Including Market)	Results of revaluation - rates recalculated
4036	Property Maintenance/Security	408	Town Centre (Including Market)	Budget insufficient
4100	CCTV Fees	408	Town Centre (Including Market)	Reduced by £10,000 1.6.2014. Incl Mobile Monitoring
4011	General Rates	409	Public Toilets - Car Park	Allow 2%
1241	Sandy FC Rent	500	Play Areas and Open Spaces	£100 Goalmouth plus £450 + RPI (£461.79) Rent
1242	Ice cream rent	500	Play Areas and Open Spaces	Increase suggested,
4036	Property Maintenance/Security	500	Play Areas and Open Spaces	Repairs to exterior
4037	Grounds Maintenance	500	Play Areas and Open Spaces	?
4042	Equipment/Vehicle Maintenance	500	Play Areas and Open Spaces	Now includes Sunderland Road Play Area
4014	Electricity	501	Sunderland Road Rec Ground	Banks Pavilion
4015	Gas	501	Sunderland Road Rec Ground	Payable by Stevenage Leisure
4046	Bowling Green - SBC	501	Sunderland Road Rec Ground	Base Figure £2400, RPI Mar 2010 870.70, Oct 2015 1023.7
4047	Equipment Maintenance - SBC	501	Sunderland Road Rec Ground	Base Figure £1950, RPI Mar 2010 870.70, Oct 2015 1023.7
4048	Cricket Square - SCC	501	Sunderland Road Rec Ground	Allow RPI - at Sept 14 1016.20, Sept 15 1024.10
4049	Equipment Maintenance - SCC	501	Sunderland Road Rec Ground	Allow RPI - at Sept 14 1016.20, Sept 15 1024.10
4060	Other Professional Fees	501	Sunderland Road Rec Ground	£1269/mth
4037	Grounds Maintenance	502	Nature Reserves	Includes £1000 contingency Riddy and £500 Pinnacle
4060	Other Professional Fees	502	Nature Reserves	Agreement with BRCC\WLT £6040 Riddy & £3200 Pinnacle - 2014/15 not charged incl in Proj'n
4102	Grass Cutting	505	Grass Cutting	CBC undercharging - 2014/15 Charged £7580
4042	Equipment/Vehicle Maintenance	506	Litter Bins, Seats & Shelters	One seat and materials to install ft

Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
4401	Christmas Illuminations	509	Christmas Lights	
4402	Community Christmas Event	509	Christmas Lights	New lights - Rent, Put up, maintain, take down & store reduced 25.11
1101	Precept	601	Precept and Interest	Allow for < £5 Increase subject to Tax Base change
4033	Annual Report & Newsletter	602	Democratic and Civic Costs	Bulletin adverts, all other printing in house
4042	Equipment/Vehicle Maintenance	602	Democratic and Civic Costs	Parish Clock ex Old Code 6177
4200	Mayor's Allowance	602	Democratic and Civic Costs	No change
4210	Election Costs	602	Democratic and Civic Costs	Allow £3000 to EMR because of elections in 2015
4971	Transfer from EMR	602	Democratic and Civic Costs	Not required as 2015 Election uncontested
1153	Loan Interest Rec'd - INTERNAL	700	Capital and Projects	Internal Funds not used 2016/17
1154	Loan Capital Rec'd - INTERNAL	700	Capital and Projects	Internal Funds not used 2016/17
1364	S106 Money Received	700	Capital and Projects	£1764 Goal Posts, £8656 V Hall Roof
4153	Loan Interest - INTERNAL	700	Capital and Projects	Internal Funds not used 2016/17
4154	Loan Capital - INTERNAL	700	Capital and Projects	Internal Funds not used 2016/17
4802	CAP - Cemetery Extension	700	Capital and Projects	Project funded from Capital Receipt
4804	CAP - Street Light Replacement	700	Capital and Projects	Allow for column replacement
4915	Transfer to Rolling Capital Fd	700	Capital and Projects	Establish Rolling Capital Fund for Future Projects plus S106 (£1764 Goal Posts, £8656 V Hall Roof)
4923	Internal Loan repaid to Ffild	700	Capital and Projects	Internal Funds not used 2016/17
4965	Funded from Rolling Capital	700	Capital and Projects	£1764 Goal Posts, £8656 V Hall Roof
4970	Transfer from C R R	700	Capital and Projects	Internal Funds not used 2016/17

AGENDA ITEM 8

SANDY TOWN COUNCIL

COMMITTEE: Policy, Finance and Resources

DATE: 21 November 2016

AUTHOR: Town Clerk

SUBJECT: Community Benefit Offer

Summary

An application by Lightsource recently sought an extension to the planning permission term to the Waterloo solar farm at Fenbury Farm, Tempsford Road, Sandy, SG19 2JW.

Central Bedfordshire Council has approved the timeframe extension and Lightsource has offered a community benefit payment of £7,000 to Sandy Town Council.

Information

The Waterloo solar farm obtained planning permission on 19 November 2014 pursuant to planning permission reference number CB/14/02884/FUL. The solar farm was developed in two phases. The southern half of the site (Phase 2) had permission to operate for 25 years, whereas permission has been granted for the northern section of the solar farm (Phase 1) to operate for 30 years.

The operator applied to the local planning authority to vary the terms of the planning permission for the development so the operational life for the southern section would be extended from 25 years to 30 years. This section of the development is within the geographical boundaries of the Town Council's area, adjacent to the boundary with Everton Parish.

The operator has offered Sandy Town Council a lump sum benefit payment of £7,000 as a result of the additional 5 years of operation.

Under the terms of the offer the Town Council must apply the payment towards projects that will benefit the communities of the Town Council and which have been approved by the Town Council. The Town Council is responsible for investing the payment in approved projects and will keep records accordingly.

Members are asked to consider the best application of the £7,000 Community Benefit for the residents of Sandy.

Recommendation

That the £7,000 Community Benefit be held in earmarked reserves for the purpose of;

a) Supporting community grant applications.

or

b) The creation of a separate grant funding stream with a designated purpose; e.g applications for projects with specific benefits, such as community events.

or

c) Applied to specific Council projects that benefit the entire community as projects come forward.

Any payment from the Community Benefit funds could need to be approved by Council.

AGENDA ITEM 9**SANDY TOWN COUNCIL****COMMITTEE: Policy, Finance and Resources****DATE: 21 November 2016****AUTHOR: Town Clerk****SUBJECT: Section 106 Funding****Summary**

At a meeting of the PF&R committee on 22 August 2016 it was agreed that Section 106 funding would form a regular item on the agenda, so as to provide members with updates when appropriate. It was requested that the report include an overall schedule of uncommitted and committed Section 106 funds relating to Sandy.

On-going Applications

Recipient	Purpose	Amount (£)	Status
Sandy Village Hall	10% of the total costs to reroofing works	8,655.69	Approved by S106 STC have paid SVH Once work is completed STC will claim back sc106
Sandy Colts	Equipment including; posts, flags, barriers	793.35	Approved by S106 and funds committed.
Sandy Bowls Club	Portable score boards	464.74	Approved by S106. Equipment received. Purchase order submitted to CBC for Sc106 reimbursement
Sandy Cricket Club	Portable score board	559.74	Approved by S106. Equipment received. Purchase order submitted to CBC for Sc106 reimbursement
Sandy Cricket Club	Refurbishing work to cricket pitch	975.00	Approved by S106. Work to be carried out April 2017.

Successfully Completed Applications in 2016/17 Financial Year

Recipient	Purpose	Amount (£)	Completed
Sandy Football Club	Purchase and installation of new football posts at Bedford Road recreation ground	1,764	August 2016

Total Uncommitted Funds by Spend Category	
Category	Total Uncommitted Amount (£)
Affordable Housing	5,826.00
Cemetery & Burial Grounds	227.85
Countryside Rec Space & Green Infrastructure	133,327.77
Cycle Network	22,344.11
Education - Children's Social Services	33,865.40
Education - Early Years	39,419.70
Education Contribution	49,360.54
Footpath Contribution	57,249.34
Footpaths and Cycleway	1,167.02
Healthcare Facilities	11,394.80
Informal Open Space	10,849.47
Mental Care	5,487.29
Outdoor Sport	91,749.32
Play Area Contribution	16,761.15
Police Force	23,962.51
Primary Care & Land Building	46,815.23
Primary Care Buildings	56,067.80
Public Art	2,274.09
Public Transport	13,925.58
Real Time Bus Information	745.00
Recreational Open Space (Children's Play)	142,797.60
Rights of Way	35,000.00
Secondary Care	86,365.53
Village and Community Halls	65,191.33
Waste Collection & Recycling Houses	2,863.07
Welcome Information Packs	2,604.12
Total (£)	957,596.47

Total Committed and Spent Funds by Spend Category		
Category	Committed (£)	Spent (£)
Bus Improvements	10,593.03	
Cemeteries & Burial	55.04	
Countryside Rec Space & Green Infrastructure	87,671.89	8,637.35
Cycle Network	1,552.33	195.08
Footpaths and Cycle ways		1,267.96
Indoor Sports & Leisure Centres	46,159.17	
Outdoor Sport	2,987.83	604.55
Real Time Bus Information	33,298.00	

APPENDIX VII

Recreation and Open Space Children's Play	16,539.89	
Sports Contribution	1,162.45	2,538.29
Village and Community Halls	8,655.79	
Total (£)	209,279.97	12,638.68
	£ 221,918.65	

Sports Clubs contacted;

- Archary
- Athletic Club
- Mid Bed Tigers
- Sandy Colts
- Sandy Conservative Bowling Club
- Sandy Community Tennis
- Sandy Cricket Club
- Sandy Football Club
- Sandy Town Bowls Club
- Shefford & Sandy Hockey Club

The Clerk is currently in discussions with Mid Bed Tigers and the Sandy Hockey team over possible applicable applications and should these be confirmed as appropriate S106 purchases/projects will bring back a report to the Committee for consideration.

SANDY TOWN COUNCIL

COMMITTEE: Policy, Finance and Resources
DATE: 21 November 2016
AUTHOR: Town Clerk
SUBJECT: CO-OPTION POLICY

Summary

Following the recent co-option to fill a councillor vacancy, Members are asked to review the adopted policy and consider whether any changes are required. There is no set legal policy for which a Council should follow and the adopted co-option policy will govern how this Council deals with the process.

Adopted Co-option Policy

Introduction

Although the process for co-option is not prescribed in Law, County & District Councils and Local Council Associations provide best practice advice and guidelines. It is especially important that all applicants be treated alike so that the arrangements are seen as open, fair and transparent. The co-option process to be employed by Sandy Town Council is as follows:

Whenever the need for co-option arises, Sandy Town Council will seek and encourage applications from anyone in the Town who is eligible to stand as a Town Councillor. Councillors or parishioners can legally approach individuals to suggest that they might wish to consider putting their names forward for co-option.

The Town Council has resolved that it will advertise the vacancies in the local area via the Town Council noticeboards, the Town Council website and a media release.

The co-option procedure will be reviewed every four years.

Co-option Policy

1. The advertisement to co-opt will include:
 - a. the method by which applications can be made
 - b. the closing date for all applications
 - c. a contact point to obtain more information
 - d. show that further information is available electronically via the website, to include application forms, nomination forms and information about the roles and responsibilities of the council.
2. Existing Members may point out the vacancies and the process to any qualifying candidate(s)
3. Any candidate(s) found to be offering inducements of any kind will be disqualified.

4. Eligibility of the candidate(s) will be confirmed by the Clerk.
5. All eligible candidates shall be invited, by letter, to attend the next full Town Council meeting following the application deadline.
6. If candidates are unable to attend, this meeting will not be rearranged.
7. All members will receive copies of candidate applications, along with the summons to attend the next full Town Council meeting following the application deadline. Candidate applications are strictly confidential.
8. An agenda item is set aside for candidates to make a brief verbal presentation to members, outlining their relevant skills and experience. Each candidate will be allocated a maximum of three minutes. These presentations will be open to the public.
9. After presentations, members may ask candidates a few questions before proceeding to vote. (If a candidate is unable to attend the meeting, this process will still take place and voting will subsequently be based on this meeting and application form).
10. The Chair will then place the names of candidates in alphabetical order and proceed to vote.
11. The Town Council will appoint the co-opted members by voting according to Standing Orders.
12. Only Town Councillors present at the meeting may vote upon a person to fill the vacancy. Councillors will have one vote per vacancy to be filled.
13. If a Candidate is a relative of a Councillor, that Councillor should declare a prejudicial interest and withdraw from the meeting.
14. A successful candidate must have received an absolute majority vote by those Councillors present.
15. It follows that if there are more than two candidates for one vacancy and not one of them at the first count receives a majority over the aggregate votes given to the rest, steps must be taken to strike off the candidate with the least number of votes and the remainder must then be put to the vote again.
16. This process must, if necessary, be repeated until an absolute majority is obtained.
17. The Chair has the casting vote.
18. If there is more than one vacancy and the number of candidates equals the number of vacancies, all the vacancies may be filled by a single composite

resolution, but if the number of candidates exceeds the number of vacancies each vacancy must be filled by a separate vote or series of votes.

19. The Council is not obliged to fill all vacancies, but must take steps to advertise for further co-options or hold an election to fill vacancies.

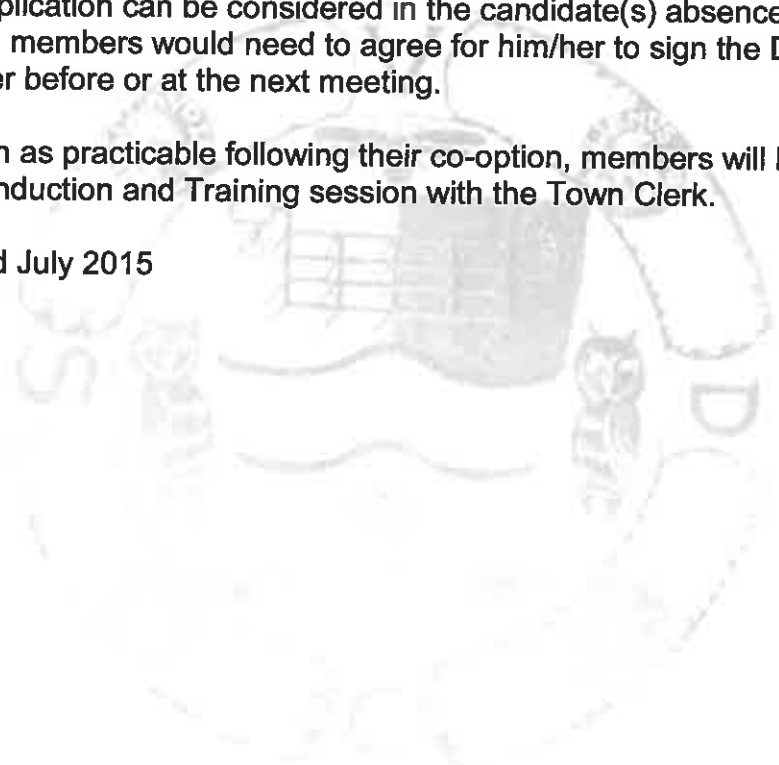
20. Successfully co-opted candidates become Councillors in their own right, with immediate effect, and are no different to any other member.

21. The co-opted members will be asked to sign a Declaration of Acceptance of Office to agree to be bound by the Local Government Code of Conduct. They may then take their seat at Council and will be appointed to a committee and as a representative to local organisations.

22. Any application can be considered in the candidate(s) absence, but if successful, members would need to agree for him/her to sign the Declaration of Office either before or at the next meeting.

23. As soon as practicable following their co-option, members will be invited to attend an Induction and Training session with the Town Clerk.

Adopted July 2015



SANDY TOWN COUNCIL

Committee: Policy Finance and Resources

Date: 21 November 2016

Author: Town Clerk

Subject: USE OF METAL DETECTORS ON COUNCIL OWNED LAND POLICY

Summary

The Beeston Village Green Plan will refer to use of metal detectors on the Village Green and as such the Council should adopt a policy on use of metal detectors on Council land. Many Councils have adopted policies to help govern how requests for use of metal detectors are dealt with.

The following policy is intended as a draft policy for Members review and comment.

DRAFT POLICY

1. Introduction

- 1.1 From time to time, Sandy Town Council may receive requests for permission from individuals or organisations wishing to carry out metal detecting on land owned, leased or managed by the Council. This document sets out the policy of the Council regarding such requests and is effective from the date that it is adopted.
- 1.2 Local authorities have the power to ban metal detecting and other activities through the use of byelaws. In the absence of any such byelaws or other specific restrictions on metal detecting on land owned, leased or managed by the Council / Charity, the use of metal detectors on such land is regulated by this Policy.

2. Policy

- 2.1 Metal detecting is unauthorised in all areas of land owned, leased or managed by the Council unless in exceptional circumstances and under the following conditions:
- 2.2 All requests for metal detecting must be made in writing to the Town Clerk detailing:
 - the scope and purpose of the proposed metal detecting activity;
 - the exact location of the proposed activity;
 - the date and duration of the activity;
 - a guarantee of full re-instatement (to the satisfaction of the Asset Manager) of any area that has been subjected to any form of excavation by the activity, along with a guarantee to cover any expenses incurred by the Council if the re-instatement fails to meet the standards required

- 2.3** Metal detecting is normally not authorised in areas consisting of closely mown and carefully cultivated turf and flower beds; play areas; dedicated sports areas; sites of archaeological, botanical or scientific interest; allotments; or areas much used by blind or disabled persons; however the Community Service and Environment Committee may authorise one-off permission in these areas in the following circumstances;
- a.** to allow individuals to search for a particular lost object, in which case absolutely no excavation will be allowed.
 - b.** for particular archaeological or scientific purposes in relation to works being executed by the Council.
- 2.4** Any permissions granted will be in writing from the Council: Metal Detecting Policy 02.08.16 - 2 - Review 02.08.20 a. authorising the scope and purpose of the proposed metal detecting activity, the exact location of the proposed activity, the date and duration of the activity, and any other relevant restrictions, all of which may, at the discretion of the Town Clerk, be a more restricted location/scope and/or time frame. b. outlining what constitutes full re-instatement (to the satisfaction of the Asset Manager) along with a reminder that costs will be charged by the Council if the re-instatement fails to meet the standards required.
- 2.5** Persons carrying out metal detecting activity must be members of a recognised metal detecting club or archaeological research organisation and abide by whatever code of practice that the club or organisation commits to (preferably the Code of Conduct of the National Council for Metal Detecting).
- 2.6** Where organisations have been granted permission to carry out metal detecting, the organisation will ensure that all members understand and abide by any terms of the permission granted.
- 2.7** All finds must be reported to Sandy Town Council. If live ammunition or other hazardous objects are found, the person carrying out the metal detecting activity must mark the spot clearly and report the find to the Police and Council immediately.
- 2.8** All treasure as defined by the Treasure Act 1996, together with any artefacts including, amongst others, metal objects (including coins, weapons and jewellery etc.) worked flints, pottery, building materials, slags and worked bone shall remain then property of the Council. The rules and procedures as set out in the Treasure Act 1996 and any subsequent revisions or amendments which may come into force will need to be followed and complied with.
- 2.9** All Councillor's will be informed by the Town Clerk of any permissions granted.
- 2.10** Tenants of land owned by Sandy Town Council will be provided with a copy of this Policy and will be made aware that it is their duty to ensure that its details are complied with.