

# Sandy Town Council

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

You are hereby summoned to attend a meeting of Sandy Town Council to be held in the Council Chamber at 10 Cambridge Road, Sandy, Bedfordshire on Monday 6 November 2017 commencing 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  
31<sup>st</sup> October 2017

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

## **A G E N D A**

### **1 Apologies for Absence**

To receive any apologies for absence.

### **2 Declarations of interest and requests for dispensations**

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

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

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

### **3 Public Participation Session**

To receive questions and representations from members of the public.

# Sandy Town Council

## **4 Minutes of previous Town Council meetings**

To consider the Minutes of the meeting of Sandy Town Council held at 7.30pm on Monday 25 September 2017 and to approve them as a correct record of proceedings.

## **5 Minutes of committees and recommendations therein**

To receive and note the minutes of the meetings of the following committees and sub-committees and (if applicable) to approve recommendations therein which do not arise elsewhere.

- i) Development Scrutiny Committee held on 25 September 2017 and 16 October 2017
- ii) Community Services and Environment Committee held on 16 October 2017
- iii) Policy, Finance and Resources Committee held on 23 October 2017

**RESOLVED to RECOMMEND** that the Council approve the proposed 2018/19 calendar of meetings.

APPENDIX I

- iv) Extraordinary meeting of the Human Resources Committee held on 23 October 2017

## **6 Financial Matters**

- i) To note a summary statement of income and expenditure against budget for the year to date (previously circulated and scrutinised at a meeting of the Policy, Finance and Resources Committee on 23 October 2017).
- ii) To note a list of payments made since the last Town Council meeting (previously circulated and scrutinised at a meeting of the Policy, Finance and Resources Committee on 23 October 2017).

## **7 Reports from Central Bedfordshire Councillors**

To receive reports from Sandy's Central Bedfordshire Councillors. Members have already received Central Bedfordshire Council's briefing notes.

## **8 Action List**

To receive any updates and note the action report.

APPENDIX II

# Sandy Town Council

- 9 Annual External Audit for the Financial Year 2016/17**  
To receive and consider the External Auditors report for the financial year ending 31<sup>st</sup> March 2017 APPENDIX III
- 10 Beeston Green Land Transfer**  
To agree whether Sandy Town Council will take on community land at Beeston from Central Bedfordshire Council on a Freehold or Long Lease basis. APPENDIX IV
- 11 Councillor Surgeries**  
To consider and agree the Council's approach to Councillor Surgeries. APPENDIX V
- 12 CCTV**  
To receive and consider a report from the Town Clerk on CCTV coverage in Sandy. APPENDIX VI
- 13 Crime Figures for Sandy**
- i) To receive the most recent statistics from the CCTV control room covering Sandy. APPENDIX VII
  - ii) To receive the latest crime figures for Sandy. APPENDIX VIII
  - iii) To consider whether a trip to the Bedfordshire Police Control Room is required.
- 14 Reports from Representatives**  
To receive reports from Council representatives on outside organisations.
- i) To receive a report from Cllr. M Hill on the Talk of the Town mini bus. APPENDIX IX
  - ii) To receive a report from Cllr. M Hill on the Sandy Sports and Leisure Association. APPENDIX IX
  - iii) To receive an update from Cllr. N Aldis on the Sandy Green Wheel. APPENDIX X
  - iv) To receive a report from Cllr. Aldis on SG19 Road Safety Group. APPENDIX X
- 15 Representatives to Outside Bodies**
- i) To elect a Council representative to sit on the Village Hall

# Sandy Town Council

ii) To elect a representative to attend Police Community Priority setting meetings, the next of which is on 15<sup>th</sup> November at 7pm.

**16 News Release**

**17 Chairman's Items**

**18 Date of Next Meeting: 18 December 2017**

**SANDY TOWN COUNCIL  
CALENDAR OF MEETINGS  
2018-2019**

<b>2018</b>		
21.05.18	Development Scrutiny	Town Council (Annual Meeting) (1)
28.05.18	Spring Bank Holiday	
04.06.18	Policy Finance & Resources (1)	
11.06.18	Development Scrutiny	Human Resources
18.06.18		
25.06.18	Town Council (2)	
02.07.18	Development Scrutiny	Community Services & Environment (1)
09.07.18		
16.07.18		
23.07.18	Development Scrutiny	Policy, Finance & Resources (2)
30.07.18		
06.08.18	Town Council (3)	
13.08.18	Development Scrutiny	Community Services & Environment (2)
20.08.18		
27.08.18	Summer Bank Holiday	
03.09.18	Development Scrutiny	Policy Finance & Resources (3)
10.09.18		
17.09.18	Town Council (4)	
24.09.18	Development Scrutiny	Human Resources
01.10.18	Community Services & Environment (3)	
08.10.18		
15.10.18	Development Scrutiny	Policy Finance & Resources (4)
22.10.18		
29.10.18	Town Council (5)	
05.11.18	Development Scrutiny	
12.11.18		
19.11.18	Community Services & Environment (4)	
26.11.18	Development Scrutiny	Policy Finance & Resources (5)
03.12.18		
10.12.18	Town Council (6)	
17.12.18	Development Scrutiny	Human Resources
24.12.18	Christmas Eve	
31.12.18	New Years Eve	
<b>2019</b>		
07.01.19	Development Scrutiny	Community Services & Environment (5)
14.01.19	Policy Finance & Resources (for the purpose of any outstanding Budget matters) (6)	
21.01.19	Town Council (7)	
28.01.19	Development Scrutiny	Policy Finance & Resources (7)

**AGENDA ITEM 5**

**APPENDIX I**

04.02.19		
11.02.19		
18.02.19	Development Scrutiny	Community Services & Environment (6)
25.02.19		
04.03.19	Town Council (8)	
11.03.19	Development Scrutiny	Policy Finance & Resources (8)
18.03.19	Human Resources	
25.03.19		
01.04.19	Development Scrutiny	Community Services & Environment (7)
08.04.19	Annual Town Meeting	
15.04.19	Town Council (9)	
22.04.19	Easter Monday	
29.04.19	Development Scrutiny	Policy Finance & Resources (9)
02.05.19	Elections	
06.05.19	May Day Holiday	
13.05.19	Town Council Annual Meeting	
20.05.19	Development Scrutiny	Community Services & Environment (1)
27.05.19	Spring Bank Holiday	

**AGENDA ITEM 8**

**APPENDIX II**

**Town Council - Action list**

Subject	Action to be taken		Response/ Agenda no.
	Minute	Action	
<b>Meeting 9/11/15</b>			
Surgery relocation to Shannon Court	(87-15/16)	Council agreed changes to the car park layout in principle. Town Clerk to continue to work with Dr Graffy to identify potential funding.	Work to Shannon Court has begun in preparation for a move. Hoped to be completed by the start of 2018.  Line marking work part of MTMF project to be completed pre-March 2018.
East West Rail Link	(89-15/16)	Town Council strongly support the East West rail link coming through Sandy and to lobby the relevant authorities.	No further information from East West rail to date. Following on from the BATPC AGM Cllr Aldis and the Clerk are exploring possibility of getting a meeting with a representative of the East West rail project.
<b>Meeting 7/3/16</b>			
Road Investment Strategy A1	(130-15/16)	To respond to Cllr M Russell and write to the local Member of Parliament and the Under Secretary for Department of Transport outlining the points made.	Most recent stakeholder meeting has been held and we await a report from BATPC rep.  25.10.17 A Burt M.P confirmed they are looking at whether the DfT will hold a joint meeting with other towns/parishes as well or if they could meet with smaller groups.



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 SO14 3TL

Mr C Robson  
 10 Cambridge Road  
 SANDY  
 Bedfordshire  
 SG19 1JE



19 September 2017

our ref: 2017/F1/SAND27/FINAL

Dial: 023 8088 1737  
 Email: councilaudits@bdo.co.uk

Dear Mr Robson

**Sandy Town Council - Audit for the year ended 31 March 2017**

We have now completed the above audit. Please find enclosed the following documents;

- Fee Note
- Notice of Conclusion of Audit
- Notes regarding the advertisement of the Conclusion of the Audit
- Contact details
- Annual Return

There were no matters which came to our attention which required the issuing of a separate additional issues arising report.

The enclosed annual return should be presented to the smaller authority, now that our audit opinion has been given, and a minute should be made to show that the annual return including our certificate has been approved and accepted by the smaller authority. The annual return and notice of conclusion of audit must be published for at least 14 days (including on the smaller authority's website\*) as soon as reasonably possible before the 30 September 2017 and must be made available for public access for a period of not less than five years.

BDO LLP are not your appointed auditor for the year ended 31 March 2018 onwards. Smaller Authorities' Audit Appointments (localaudits.co.uk) will be able to advise who your new auditor is, if you have not yet been notified. We thank you for all your assistance over the years we have worked with you and wish you a smooth transition to your new auditor.

Yours sincerely

Mrs Emma Prince  
 For and on behalf of BDO LLP

Enc.

\*In the case of a parish meeting and where the meeting has displayed the information in a conspicuous place for at least 14 days, publication on a website does not apply.







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Maritime Walk  
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SO14 3TL

## INVOICE

Sandy Town Council  
10 Cambridge Road  
SANDY, Bedfordshire  
SG19 1JE

Invoice Number: 1654050  
Invoice Date: 19-September-2017  
Tax Point Date: 19-September-2017  
Client Number: 0283066  
Project Number:  
Payment Terms: 14 Days

Review of the annual return for the year ended 31 March 2017  
Standard fee for income/expenditure band £500,001 - £750,000

£

1,300.00

SUBTOTAL: 1,300.00  
VAT @ 20.00%: 260.00

**TOTAL AMOUNT DUE: £ 1,560.00**

If you disagree with, or have queries on, an invoice we request that you notify us in writing within 7 days from the invoice date, after which time we will assume that you have agreed its content.

We welcome payments by BACS - please see footer for details. If paying by cheque, please make payable to BDO LLP.

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BDO is the brand name for the BDO network and for each of the BDO Member Firms.

Please refer overleaf for our 'Ways To Pay Your Account'.



Please detach this remittance advice and return together with your payment.

Remittance Advice

Client Number: 0283066

Client Name: Sandy Town Council

Invoice Number: 1654050

Project Number:

#### Ways To Pay Your Account

By Bank Transfer: National Westminster Bank Plc, St James's & Piccadilly  
Sort Code: 56-00-03 | Account No: 00065013 | IBAN: GB76NWBK56000300065013 | SWIFT BIC: NWBKGB2L

By Credit/Debit Card: Please contact our Central Finance Team on 01293 848991 to provide the card details

By Cheque: to BDO LLP | Central Finance Team | 2 City Place | Beehive Ring Road | Gatwick  
West Sussex | RH6 0PA



40-3/7

# Local Councils, Internal Drainage Boards and other Smaller Authorities in England Annual return for the year ended 31 March 2017

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Every smaller authority in England with an annual turnover of £6.5 million or less must complete an annual return at the end of each financial year in accordance with proper practices summarising its activities. In this annual return the term 'smaller authority'\* includes a Parish Meeting, a Parish Council, a Town Council and an Internal Drainage Board.

**The annual return on pages 2 to 4 is made up of three sections:**

- Sections 1 and 2 are completed by the smaller authority. **Smaller authorities must approve Section 1 before Section 2.**
- Section 3 is completed by the external auditor.

In addition, the internal audit report is completed by the smaller authority's internal audit provider.

**Each smaller authority must approve Section 1 and Section 2 in order and in accordance with the requirements of the Accounts and Audit Regulations 2015.**

## Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all highlighted sections. Do not leave any highlighted box blank. Incomplete or incorrect returns require additional external auditor work and may incur additional costs.

Send the annual return, together with the bank reconciliation as at 31 March 2017, an explanation of any significant year on year variances in the accounting statements, **your notification of the commencement date of the period for the exercise of public rights** and any additional information requested, to your external auditor by the due date.

**Your external auditor will ask for any additional documents needed for their work. Unless requested, do not send any original financial records to the external auditor.**

Once the external auditor has completed their work, certified annual returns will be returned to the smaller authority for publication and public display of Sections 1, 2 and 3. You must publish and display the annual return, including the external auditor's report, by 30 September 2017.

It should not be necessary for you to contact the external auditor for guidance.

More guidance on completing this annual return is available in the Practitioners' Guide that can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.slcc.co.uk](http://www.slcc.co.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to Local Audit and Accountability Act 2014

# Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of  
smaller authority here:

**SANDY TOWN COUNCIL**

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2017, that:

	Agreed		'Yes' means that this smaller authority
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	✓		has only done what it has the legal power to do and has complied with proper practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.
		NA	
		✓	

This annual governance statement is approved by this smaller authority on:

22 05 2017

and recorded as minute reference:

10 - 2017/18

Signed by Chair at meeting where approval is given:



Clerk:



\*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

## Section 2 – Accounting statements 2016/17 for

Enter name of  
smaller authority here:

SANDY TOWN COUNCIL

	Year ending		Notes and guidance				
	31 March 2016 £	31 March 2017 £					
1. Balances brought forward	544,461	565,337	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.				
2. (+) Precept or Rates and Levies	479,098	517,647	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.				
3. (+) Total other receipts	40,918	66,251	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.				
4. (-) Staff costs	-215,611	-245,485 <sup>115</sup>	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.				
5. (-) Loan interest/capital repayments	-608	-608	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).				
6. (-) All other payments	-282,921	-254,456 <sup>ca</sup>	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5). <span style="float: right;">254,456</span>				
7. (=) Balances carried forward	565,337	649,056	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)				
8. Total value of cash and short term investments	573,976	641,954	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.				
9. Total fixed assets plus long term investments and assets	2,822,154	2,831,637	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.				
10. Total borrowings	4,623	4,327	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).				
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td></td> <td style="text-align: center;">✓</td> </tr> </table>		Yes	No		✓	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
Yes	No						
	✓						

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:



Date: 12 06 2017

I confirm that these accounting statements were approved by this smaller authority on:

12 06 2017

and recorded as minute reference:

33 - 2017/18

Signed by Chair at meeting where approval is given:



# Section 3 – External auditor report and certificate

In respect of:

Enter name of  
smaller authority here:

SANDY TOWN COUNCIL

## 1. Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2017; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

## 2. 2016/17 External auditor report

(Except for the matters reported below)\* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislative and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the smaller authority:

(continue on a separate sheet if required)

## 3. 2016/17 External auditor certificate

We ~~certify~~ ~~do not certify~~\* that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2017.

\* We do not certify completion because:

External auditor signature

External auditor name

BDO LLP  
BDO LLP Southampton  
United Kingdom

Date

18/4/17

Note: The NAO issued guidance applicable to external auditors' work on 2016/17 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

# Annual internal audit report 2016/17 to

Enter name of smaller authority here:

**SANDY TOWN COUNCIL**

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2017.

Internal audit has been carried out in accordance with this smaller authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		

K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
	✓		

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

Name of person who carried out the internal audit

**HAINES WATTS BOOBARD**

Signature of person who carried out the internal audit

**Haines Watts.**

Date

**14/06/2017**

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

## Guidance notes on completing the 2016/17 annual return

1. You must apply proper practices for preparing this annual return. Proper practices are found in the Practitioners' Guide\* which is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent work by the auditor. NALC, SLCC and ADA have helplines if you want to talk through any problem you encounter.
2. Make sure that your annual return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed return. Any amendments must be approved by the smaller authority, properly initialled and explanation provided. Annual returns containing unexplained or unapproved amendments may be returned and incur additional costs.
3. **Smaller authorities must approve Section 1 on page 2 before approving Section 2 on page 3.**
4. Use the checklist provided below. Use a second pair of eyes, perhaps a Councillor or Board Member, to review the annual return for completeness and accuracy before sending it to the external auditor.
5. Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must tell the external auditor about any change of Clerk, Responsible Finance Officer or Chair.
6. Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers all your bank accounts. If your smaller authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the accounting statements (Section 2 on page 3). You must provide an explanation for any difference between Box 7 and Box 8. More help on bank reconciliation is available in the Practitioners' Guide\*.
7. Explain fully significant variances in the accounting statements on page 3. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include a complete numerical and narrative analysis to support your explanation. There are a number of examples provided in the Practitioners' Guide\* to assist you.
8. If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge.
9. **You must inform the external auditor of the date set for the commencement of the period for the exercise of public rights.**
10. Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2016) equals the balance brought forward in the current year (Box 1 of 2017).
11. Do not complete Section 3 which is reserved for the external auditor.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All highlighted boxes have been completed?	✓
	All additional information requested, including the dates set for the period for the exercise of public rights, has been provided for the external auditor?	✓
Section 1	For any statement to which the response is 'no', an explanation is provided?	NA
Section 2	Smaller authority approval of the accounting statements is confirmed by the signature of the Chair of the approval meeting?	✓
	An explanation of significant variations from last year to this year is provided?	✓
	Bank reconciliation as at 31 March 2017 agreed to Box 8?	✓
	An explanation of any difference between Box 7 and Box 8 is provided?	✓
Sections 1 and 2	Trust funds – all disclosures made if a Council is a sole managing trustee? NB: Do not send trust accounting statements unless requested.	NA
Internal Audit report	All highlighted boxes completed by internal audit and explanations provided?	✓

\*Note: The Practitioners' Guide is available from your local NALC, SLCC or ADA representatives or from [www.nalc.gov.uk](http://www.nalc.gov.uk) or [www.slcc.co.uk](http://www.slcc.co.uk) or [www.ada.org.uk](http://www.ada.org.uk).

**SANDY TOWN COUNCIL****DATE: 6 November 2017****AUTHOR: Town Clerk****SUBJECT: Beeston Green Land Transfer****1. Summary**

- 1.1 At a meeting of the Community Service and Environment Committee on 16<sup>th</sup> October 2017 the Committee was informed that the decision on Central Bedfordshire Council's outline application for 6 affordable houses at Beeston Green was to be decided by their Development Management Committee on 8<sup>th</sup> November 2017. If approved the application would result in a plot of community land becoming available to Sandy Town Council for the purpose of providing some allotments and a community orchard.
- 1.2 Central Bedfordshire Council believe that Sandy Town Council could take either a long-term lease or freehold for the land and at this stage are asking the Town Council to advise what its preference is to allow preparation for a transfer should the application be approved.
- 1.3 Members are asked to consider and advise whether the Council has;
  - a. A definite preference and will only consider transfer of land on one basis
  - b. A strong preference for one option over the other
  - c. No strong preference and would consider taking the land on either basis

**2. Information**

- 2.1 The plot that would become available to STC would be approximately 65m by 70m. Central Bedfordshire Council will present an area size and red plan drawing to the Council shortly.
- 2.2 If approved the planning decision will be likely to tie the provision of the land in to the building of the houses. This would be via a condition or a section 106 agreement. While some infrastructure on the land may require planning permission the active permitted on the land (allotments and orchard) will not.
- 2.4 Whether a Freehold or lease transferred is agreed there would be a token/peppercorn amount payable to be agreed between Councils. When the Council looked at transfer costs for land north of Sandy, STC were asked to pay 'both sides reasonable legal and surveyor's costs'. CBC are to advise whether the same would be asked with a transfer of land at Beeston.



- 2.5 If the land is taken on as a long term lease the land remains in the ownership of CBC and ultimate responsibility for the land and its future resides with the owner. On completion of the lease term the land reverts back to the landowner subject to a new lease coming into place. Leaseholders must get permission from the freeholder to make certain alterations/infrastructure. If taken on a Freehold transfer the ownership and all responsibilities for the land would fall to STC. Members may wish that the Council seeks independent legal advice before any transfer is made.
- 2.6 Members are asked to advise the Clerk on the Council's preferred option for transferring over land for the purpose of allotments and a community orchard so that CBC can start drawing up relevant paperwork.

**SANDY TOWN COUNCIL****DATE: 6 November 2017****AUTHOR: Town Clerk****SUBJECT: Council Surgeries****1. Summary**

- 1.1 At a meeting of the Town Council on 25 September 2017 the Council adopted a Community Engagement Policy. The Clerk is currently working on a draft strategy to accompany the policy which will be brought to the Policy, Finance and Resources committee for review.
- 1.2 The Community Engagement Policy identifies Councillor surgeries as a way in which to enable Councillors to maximise their role as elected representatives and community leaders.
- 1.3 In light of the adopted engagement policy and to assist the Clerk with completing the accompanying strategy Members are asked to consider and agree if the Council will hold regular surgeries and the format these will take.

**2. Information**

- 2.1 The intended purpose of a surgery is to provide an additional method of communicating with the Town Council and encourage residents to come along to raise concerns or issues in person with a Councillor without the same time constraints that apply at meetings.
- 2.2 A review of other local councils across the country shows that the approach varies from Councils holding regular monthly surgeries to those which have stopped carrying out any surgeries due to lack of attendance.
- 2.3 The Town Council previously held regular surgeries but these ceased due to a lack of turnout.
- 2.4 In January 2012 the Council began holding monthly surgeries in Sandy Library on the first Friday or Saturday of the month. It was agreed officer attendance would not be necessary.

Following a low turnout of residents Councillor surgeries were reviewed in August 2012 and it was agreed to continue to use the Sandy Library as a venue but to hold all surgeries on a Saturday to coincide with CBC surgeries.

In December 2013 the Council agreed to pursue the option of shared councillor surgeries with CBC members to be held in the chemist. Surgeries became less regular until they ceased.

A Member arranged a surgery in September 2016 and 2017 which also featured a display by the Sandy Historical Research Group (SHRG) and was attended by 3 members of Council.

- 2.5 A Member has expressed a wish to hold more regular surgeries in the town centre.

### **3. Councillor Surgery Format**

- 3.1 Members are asked to consider the Council's approach to Councillor surgeries and the following propositions are offered;

- 1) The Council returns to holding monthly surgeries, the dates of which will be agreed ahead of each Council year and a rota of attendance by Members drawn up with the aim of having at least two members present per surgery.
- 2) The Council returns to holding monthly surgeries and approaches CBC Councillors about holding joint surgeries, with an aim of having at least two members of Sandy Town Council present.
- 3) The Council holds less regular surgeries on a quarterly or six monthly basis with the aim of having as many members as possible attend. That other organisations or local groups are invited to join the surgery as happened with the recent display by SHRG.
- 4) That the Council does not hold regular surgeries and that individual Members wishing to hold a surgery do so by arranging this with the Clerk.

- 3.2 It should be noted that use of the Chamber for surgeries will require a member of staff to open and close the building. This should be factored in to members' consideration. The Council previously approached the library as a venue for surgeries.

**SANDY TOWN COUNCIL**

**DATE:** 6 November 2017  
**AUTHOR:** Town Clerk  
**SUBJECT:** CCTV Cameras in Sandy

**1. Summary**

- 1.1 Members have previously expressed some concern over the cost of Closed Circuit TV ('CCTV') coverage in Sandy and the value for money the service provides in relation to crimes prevented or evidence used to secure arrests and convictions.
- 1.2 On Wednesday 18<sup>th</sup> October 2017 Members of Council visited the Stevenage based CCTV control room and met with the the CCTV operations manager to discuss some of their concerns and learn more about operation of the CCTV.
- 1.3 The following report summarises information the Clerk has received from Hertfordshire CCTV partnership and includes specifications for the current cameras and new models.
- 1.4 The Council's mobile CCTV camera is broken beyond economical repair and the camera covering Fallowfield recreation ground is on loan from the CCTV Partnership. A new camera would need to be purchased if Members want long term coverage by a mobile camera.

**2. CCTV Monitoring**

- 2.1 Sandy's CCTV cameras are monitored by a control room based in Stevenage which is run by the Hertfordshire CCTV Partnership. The control room monitors approximately 550 cameras live on a 24/7 basis all year round. The control room has three camera operatives present during shifts.
- 2.2 The control room is able to give live updates to police officers on the ground to help capture any persons involved in criminal activity. Operatives listen to police radio communication to help utilise cameras to support the police when incidents arise. Live footage can be streamed directly through to the Bedfordshire Police control room as incidents occur.
- 2.3 Recorded footage is kept for at least 28 days and is available to review and download via an on site police liaison officer. All evidence is sent directly to the investigating police officer and a copy is kept in the library in case it is further needed. The Police, Council and members of the public can enquire about footage for an incident that has happened but may not have been

picked up live by the monitoring room. Members of the public can request information about footage by completing a public CCTV viewing request form.

- 2.4 Cameras can have up to 10 pre-set focus locations as to where they view and do not focus on any one location for longer than a minute. In some cases incidents might not be caught on camera.
- 2.5 The control room are not informed of arrests made or follow up action as a result of incidents recorded and reported. The CCTV Partnership is able to provide details of incidents they have reported to the police and how many times police have requested evidence to be downloaded.

**2. Current Static CCTV Cameras**

- 2.1 Cameras currently used in Sandy are Bosch MIC 400 series, which are known as ‘Mickey’s’. These cameras are no longer supported by BOSCH as they are being replaced by the updated 500 Series. The cameras in Sandy are over 8 years old and to date there has only been the odd one or two that have required replacement parts. Although the cameras are no longer supported, parts are still available.

A specification data sheet is attached for the Bosch MIC Series 400. (1)

- 2.2 Sandy has seven static cameras set up;

<b>Camera</b>	<b>Location</b>	<b>Coverage</b>	<b>Owner</b>
551	High Street	Co-op, Post Office, High Street	CBC
552	Market Square	Cambridge Road, Market Square Barclays, various shops	CBC
553	Queens Head Hotel	Car park	STC
554	High Street (Decommissioned)	Church yard, entrance to car park, Public toilets	CBC
555	Bedford Road Recreation Ground	Recreation ground and pavilion	STC
557	Sunderland Road Pavilion	Pavilion, car park, recreation field	STC
558	Sunderland Road Skate Park	Play park, skate park, recreation field	STC

- 2.3 Central Bedfordshire Council invoice STC on an annual basis for the monitoring and maintenance of CCTV cameras. The cost of this is calculated across cameras in the towns of Sandy, Biggleswade and Shefford and then allocated to each town accordingly.

In 2016/17 the Council paid a fee of £14,293 for monitoring and maintenance of its static cameras.

**3. Upgrading of Static CCTV Cameras**

3.1 Members who attended the visit to the CCTV control room noted that the quality of images in some other towns was higher than that of cameras in Sandy. This is due to camera upgrades and the Clerk was asked to get details regarding upgrading of cameras.

3.2 An upgrade of the current Bosch cameras to the new MIC 500 series would cost approximately £3,600 per camera.

A specification data sheet is attached for the new Bosch MIC Series 500. (2)

3.3 The Partnership have gone through a replacement programme of its own old Bosch cameras which have been beyond economical repair. The Partnership looked at different options on the market but one brand was favoured for price and service. As a result the Partnership have replaced 50 old Bosch cameras with Red Vision R Series.

The Partnership purchased 3 of these cameras at a cost of £4,999.

A specification data sheet is attached for the Red Vision R20 Series. (3)

**3. Mobile CCTV Coverage**

3.1 Sandy Town Council owned one mobile CCTV, which was located at Cauldwell Court for a number of years. A contribution towards annual running costs was made by Aragon Housing. In 2016 Aragon stated they no longer wished to contribute as they felt the camera was not needed.

3.2 Mobile cameras can be moved to any street light at a cost of £180. They can therefore be located at areas where a specific need has been identified as a result of an incident/s. In May 2017 the mobile camera was relocated to Fallowfield due to reports of anti-social behaviour. Following relocation the camera faulted and was judged beyond economical repair.

3.3 The Partnership is currently loaning STC a mobile camera free of charge to monitor the Fallowfield recreation ground. Loan of this camera could cease when police request it is located to another area where need is identified.

3.4 Members should note that monitoring of mobile CCTV is different to that of static CCTV. The control room signs into the CCTV once a day to ensure it is working. However, mobile cameras are not monitored live. If an incident is reported the control room can log into the camera to view the footage. Like static cameras, all footage can be download and made available.

3.5 The annual maintenance and monitoring cost of a mobile camera is £1,390.

3.6 A new mobile Nomad mini CCTV camera, would cost approximately £3,900.

## 1. Current Camera Specification

Video | MIC Series 400 Stainless Steel Camera

# MIC Series 400 Stainless Steel Camera

[www.boschsecurity.com](http://www.boschsecurity.com)



**BOSCH**  
Invented for life



- ▶ Grade 316L stainless steel construction
- ▶ Rated to an industry leading IP68
- ▶ Host of mounting and viewing options
- ▶ Integrated heater and long-life wiper
- ▶ Multi-protocol operation

The MIC Series 400 stainless steel camera has been designed to offer an extremely reliable, robust, and high quality surveillance solution for security applications that demand the very best performance, regardless of the installed environment. Precision engineered to exacting standards, the range offers numerous benefits over the use of traditional dome and PTZ cameras with a range of options available to ensure a best-fit solution is achieved.

Rated to an industry leading IP68, the vandal resistant grade 316L stainless steel camera housing has enhanced corrosion-resistant properties to provide the ultimate protection in the harshest of environments, including marine applications where the salt content of the air is especially high and constant exposure can dramatically reduce the lifespan of traditional camera and dome units.

Featuring an optically-perfect flat viewing window and integrated wiper, the MIC Series 400 stainless steel camera is able to capture razor-sharp images in even the most demanding conditions.

The brushless motor technology offers ultra-reliable, whisper-quiet operation with full 360° continuous rotation pan and 270° tilt control for exceptional viewing capability. Small-increment pan/tilt speeds, from just 0.2° per second to 90° per second, give the

user precise control. This speed control is especially important when used with video analytic systems, particularly for tracking subjects when fully zoomed in. A choice of true day/night camera modules offering up to 36x optical zoom (12x digital) are available, providing either 470 TVL NTSC/PAL typical (18x module) or 530 TVL NTSC/PAL typical (36x module). When coupled with upright, 45 degree canted, or inverted mounting capability, the MIC Series 400 stainless steel camera allows the perfect field of view to be achieved every time.

### Functions

#### **Grade 316L stainless steel construction**

Anti-corrosion stainless steel construction ensures long-life and reliable operation in demanding conditions, such as maritime environments.

#### **Rated to an industry leading IP68**

Subjected and certified to rigorous IP68 dust and immersion tests, the MIC Series 400 stainless steel camera is perfectly suited for installation in the most unforgiving environments.

**Host of mounting and viewing options**

Faultless operation, either upright or inverted, gives the user a host of mounting and viewing possibilities. A canted option is provided for upright pole-mounted applications, allowing the base of the pole to be viewed.

**Integrated heater and wiper**

Hot or cold, rain or shine – regardless of the weather, the MIC Series 400 stainless steel camera is able to capture the highest possible quality image all year around thanks to its integrated, long-life, wiper and heater.

**Multi-protocol operation**

Compatible with virtually any control equipment available today, the MIC Series 400 stainless steel camera is able to seamlessly integrate with the vast majority of security systems.

**Certifications and approvals**

Electromagnetic Compatibility (EMC)	Complies with FCC Part 15, ICES-003, and CE regulations including EN50130-4, EN61000-3-2:2006, EN61000-3-3:1995, and EN55022:2006 inc AL:2007
Safety	Complies with CE regulations, UL, EN, and IEC Standards 60950-1 & 22
Weatherproofing	IP68 (1m submersion for 24 hrs)

Region	Certification	
Europe	CE	AC08-10-Q012 EMC Directive, Low Voltage Directive
USA	UL	AC08-10-Q013 UL 60950-1 2nd Edition: 2007
	FCC	AC08-10-Q013 CFR 47 FCC part 15:2009, Class B
Canada	CSA	AC08-10-Q012 CAN/CSA-C22.2 No. 60950-1-07

**Technical specifications****Camera Module**

Image sensor	1/4-inch EXview CCD, WDR (36x only)
Horizontal resolution	18x module, 470 TVL NTSC/PAL typical 36x module, 530 TVL NTSC/PAL typical
Filter	Automatic mechanical IR cut filter
Focus system	Auto or manual
Iris	Auto or manual with slow shutter integration modes
Synchronization	Internal / External (V-Lock)
Signal/Noise ratio	50 dB or more
Back Light Compensation (BLC)	On/Off
White balance	Automatic

Automatic Gain Control (AGC)      -3 to -28 dB, 2 dB steps

Aperture control      16 Steps

**18x Optical Zoom Module**

Lens	F=4.1 mm (wide) to 73.8 mm (tele), F1.4 to F3.0
Zoom	18x optical (12x digital)
Angle of view	48° (wide) to 2.8° (tele)
Minimum illumination	0.7 lux (F1.4, 1/60s NTSC, 1/50s PAL) 0.11 lux (F1.4, 1/4s NTSC, 1/3s PAL) 0.01 lux (F1.4, 1/4s NTSC, 1/3s PAL ICR on)
Shutter speed	1/1 to 1/10,000 s (22 steps) NTSC, PAL

**36x Optical Zoom Module**

Lens	F=3.4 mm (wide) to 122.4 mm (tele), F1.6 to F4.5
Zoom	36x optical (12x digital)
Angle of view	57.8° (wide) to 1.7° (tele)
Minimum illumination	1.4 lux (1/60 s NTSC, 1/50 s PAL, typical, F1.6, 50IRE) 0.1 lux (1/4 s NTSC, 1/3 s PAL, typical, F1.6, 50IRE) ICR-ON mode: 0.01 lux (1/4 s NTSC, 1/3 s PAL)
Shutter speed	1/4 to 1/10,000 s (20 steps) NTSC, 1/3 to 1/10,000 s (20 steps) PAL

**Operational**

Auto flip	Yes
Manual flip	Yes
Dynamic privacy zones	Standard, 3D privacy masking with infinite zones
Presets	64 telemetry presets utilizing resolver technology (using FV protocol, 10 camera set-up presets to allow ANPR, color correction etc.)
Preset tours	6 tours each with up to 32 presets
Sector titles	Yes (64 sectors) 20 characters per title
Preset titles	20 character caption for each of the 64 presets
Home position	Yes (preset 1 or tour)



**Communication and Protocols**

Communication	RS485 / RS422
Control protocol	Bosch or FV protocol cameras available; additional protocols supported are Pelco D, Kalatel, 360 Vision, American Dynamics, Panasonic, Molyx, VCL, and Vicon. These can be loaded using the MIC-USB485CVTR signal converter and Cam-set via a PC. Biphase control requires a Biphase to RS485 converter (MIC-BP4, available separately) installed in the MIC Series PSU to connect to Biphase equipment.

**Connectivity**

Video	Co-axial via composite cable
Telemetry	Twisted pair. Simplex, half and full duplex operation via composite cable
MIC Universal Camera Setup Software Utility (Cam-set)	Supplied with each camera, Cam-set allows direct connection to a USB equipped PC via the MIC Series PSU or over a full duplex or IP network to provide access to all camera functions and useful diagnostic tools
USB to RS485 signal converter	Allows MIC Series cameras to connect to a PC (supplied free with MIC Series 400 stainless steel camera or available separately)
Power	Via composite cable

**Alarms**

Alarm inputs	1 tamper input (additional inputs possible with optional alarm card in PSU)
Alarm communication	Tamper switch (ground connection)

**Mechanical**

Drive unit	Brushless integral pan/tilt motor drive
Pan angle	360° continuous rotation
Pan speed	6° to 90° per second (variable)
Tilt angle	270°
Tilt speed	0.2° to 90° per second (variable)
Speed control	Closed loop electronics
Preset accuracy	±0.56° (typical)
Proportional P/T to zoom	Yes

**Construction**

Construction material	Grade 316L stainless steel
Viewing window	Tempered flat glass
Window wiper	Standard, long-life silicone wiper
Heater	Standard

Standard colors	Stainless Steel (no color options)
Standard finish	Stainless Steel (no finish options)
Dimensions (W x H x D)	205 x 360 x 165 mm (8.07 x 14.17 x 6.50 in.) (upright and inverted)
Weight	16.5 Kg (36.38 lb) (including 4-in. (101.6 mm) pitch circle diameter (PCD) base)
Configurations available	Upright mount or upright canted at 45° mount. (Inverted mount is possible using software setting and upright camera.)

**Environmental**

Operational temperature	-40°C to +50°C (-40°F to +122°F)
Weatherproofing	IP68 (1m submersion for 24 hrs)

**Electrical**

Input voltage	18 VAC
Power consumption	25.2 W max. (with heater off) 37 W max. (with heater on)

**Ordering information****MIC400STSCW13518P 18X Camera, Canted, with FV Protocol, Stainless Steel**

Stainless steel, 18X, PAL, PTZ camera, Canted, FV Protocol with integrated wiper, heater and privacy function  
Order number **MIC400STSCW13518P**

**MIC400STS UW13518P 18X Camera, Upright, with FV Protocol, Stainless Steel**

Stainless steel, 18X, PAL, PTZ camera, Upright, FV Protocol with integrated wiper, heater and privacy function  
Order number **MIC400STS UW13518P**

**MIC400STS UW13536P 36X Camera, Upright, with FV Protocol, Stainless Steel**

Stainless steel, 36X, PAL, PTZ camera, Upright, FV Protocol with integrated wiper, heater and privacy function  
Order number **MIC400STS UW13536P**

**MIC400STSCP13536N 36X Camera, Canted, with Bosch Protocol, Stainless Steel**

Stainless steel, 36X, NTSC, PTZ camera, Canted, Bosch Protocol with integrated wiper, heater and privacy function  
Order number **MIC400STSCP13536N**

**MIC400STSUP13518N 18X Camera, Upright, with Bosch Protocol, Stainless Steel**

Stainless steel, 18X, NTSC, PTZ camera, Upright, Bosch Protocol with integrated wiper, heater and privacy function

Order number **MIC400STSUP13518N**

**MIC400STSUP13536N 36X Camera, Upright, with Bosch Protocol, Stainless Steel**

Stainless steel, 36X, NTSC, PTZ camera, Upright, Bosch Protocol with integrated wiper, heater and privacy function

Order number **MIC400STSUP13536N**

**Accessories****MIC-24PSU-UL 24 VAC Camera Power Supply**

24 VAC, 50/60 Hz power supply for MIC Series cameras

Order number **MIC-24PSU-UL**

**MIC-115PSU-UL 115 VAC Camera Power Supply**

115 VAC, 60 Hz power supply for MIC Series cameras

Order number **MIC-115PSU-UL**

**MIC-240PSU-UL 240 VAC Camera Power Supply**

230 VAC, 50 Hz power supply for MIC Series cameras

Order number **MIC-240PSU-UL**

**UPA-2450-50 Power Supply, 220 V, 50 Hz**

Indoor, 220 VAC, 50 Hz In; 24 VAC, 50 VA Out

Order number **UPA-2450-50**

**UPA-2450-60 Power Supply, 120 V, 60 Hz**

Indoor, 120 VAC, 60 Hz In; 24 VAC, 50 VA Out

Order number **UPA-2450-60**

**MIC Cable 2M**

2 meter (6.56 ft) composite cable with plug for power, data and video for MIC Series cameras

Order number **MIC-CABLE-2M**

**MIC Cable 10M**

10 meter (32.81 ft) composite cable with plug for power, data and video for MIC Series cameras

Order number **MIC-CABLE-10M**

**MIC Cable 20M**

20 meter (62.62 ft) composite cable with plug for power, data and video for MIC Series cameras

Order number **MIC-CABLE-20M**

**MIC Cable 25M**

25 meter (82.02 ft) composite cable with plug for power, data and video for MIC Series cameras

Order number **MIC-CABLE-25M**

**MIC-BP4 Biphas Converter**

Biphase converter for non-IR versions of MIC series power supply units

Order number **MIC-BP4**

**MIC-DCA-S Deep Conduit Adapter, Stainless Steel**

Deep conduit adapter for 4 in. PCD base - grade 316 stainless steel, plain finish

Order number **MIC-DCA-S**

**MIC-SCA-S Shallow Conduit Adapter, Stainless Steel**

Shallow conduit adapter for 4 in. PCD base - grade 316 stainless steel, plain finish

Order number **MIC-SCA-S**

**MIC-SPR-S Spreader Plate, Stainless Steel**

316L stainless steel spreader plate suitable for brickwork surface mounting, plain finish

Order number **MIC-SPR-S**

**MIC-CMB-S Corner Mount Bracket, Stainless Steel**

Corner mount bracket, grade 316 stainless steel

Order number **MIC-CMB-S**

**MIC-PMB Pole Mount Bracket**

Pole mount bracket (includes 2 x 455 mm stainless steel banding straps for pole diameters 75 to 145 mm)

Order number **MIC-PMB**

**MIC-WMB-S Wall Mount Bracket, Stainless Steel**

Wall mount bracket, grade 316 stainless steel (Requires MIC-SPR or MIC-PMB for secure mounting because of weight.)

Order number **MIC-WMB-S**

**MICUSB485CVTR2 USB to RS485 Signal Converter**

USB to RS485 signal converter to allow MIC Series cameras to connect to a PC, supplied with each camera

Order number **MICUSB485CVTR2**

**MIC-ALM Alarm and Washer Pump Drive Card**

8 Input alarm and washer pump drive card for PSU (Not for IR PSU)

Order number **MIC-ALM**

**MIC-WKT Washer Kit**

Washer kit for non infrared MIC models (includes washer pump drive card, washer nozzle and mounting brackets for wall and 4 in. PCD base)

Order number **MIC-WKT**

## 2. New Bosch Camera Specification

Video | MIC Series 550 Camera

# MIC Series 550 Camera

[www.boschsecurity.com](http://www.boschsecurity.com)



**BOSCH**  
Invented for life



The MIC Series 550 camera combines cutting-edge technology with the latest production techniques to provide a class-leading feature set in an economical package. The MIC Series 550 range takes high quality surveillance to new levels of excellence.

As a best-fit camera for virtually any security application, it can be installed in the harshest of environments. Thanks to its IP68-rated aluminum casing, the MIC Series 550 camera functions perfectly in the most demanding conditions. This tough and vandal-resistant casing provides protection from the elements and physical attack. An integrated long-life silicone wiper and a reversible rain shield ensure high quality images regardless of the installed environment. The brushless-motor technology offers ultra-reliable operation with full 360° continuous rotation pan and 270° tilt control for exceptional viewing capability. Small increment pan speeds from just 0.2° per second to 120° per second gives the user precise control. This speed control is especially important when used with video analytic systems, particularly for tracking subjects when fully zoomed in.

The MIC Series 550 camera incorporates Bosch's standard controller interface supporting familiar AutoDome on-screen menus. This enhancement makes



- ▶ Choice of 36x or 28x day/night cameras with 550 TVL, 12x digital zoom, Wide Dynamic Range (WDR), advanced privacy masking, and image stabilization
- ▶ Video and control over IP when powered by MIC IP Power Supply (sold separately)
- ▶ Sodium Vapor White Balance mode restores objects to their original color
- ▶ Robust design rated to an industry-leading IP68
- ▶ Complete series of mounting accessories; various mounting positions, including on-site canting

it simple to integrate and use the MIC Series 550 within systems that already use Bosch AutoDome cameras and systems.

When powered by a MIC IP Power Supply, the MIC camera becomes an IP-enabled device with extra features such as Intelligent Video Analysis (IVA), and the ability to record video on a network-attached RAID iSCSI storage device or locally on a user-supplied SD or SDHC card (32 GB maximum). The optional "hybrid" operation provides video and control of the MIC camera over both analog (Bilinx over coax) and IP connections simultaneously. For more information, see the MIC Series IP Power Supply datasheet on the online Product Catalog at [www.boschsecurity.com](http://www.boschsecurity.com).

### System overview

#### **Robust design rated to an industry-leading IP68**

Subjected and certified to rigorous dust and immersion tests (IP68), MIC Series cameras are perfectly suited for installation in even the most unforgiving environments. Reliable 'O' ring seals completely protect the internal components from the external environment, meaning that there is no need to pressurize the camera. To guarantee the seal, the factory subjects each MIC camera to a 100% leak test before shipping. In addition, the cameras' aluminum

construction is protected from corrosion by two different processes: first, the cameras receive a coating of Alodine 5200, a chromate-free conversion coating of aluminum that is used in the aerospace and defense industries where a protective layer is required to improve corrosion resistance. Second, they receive a robust, powder coat layer of paint.

#### **Various mounting options, including on-site canting**

The MIC Series 550 camera features twist-lock on-site canting functionality. This allows the camera to be installed upright, inverted, or canted (at a 45° angle) to achieve the perfect field of view. No matter the installation position, the camera will operate faultlessly.

#### **Integrated wiper**

Regardless of the weather, the MIC Series 550 camera is able to capture the highest possible quality image all year long, thanks to its integrated, long-life silicone wiper.

#### **Multi-protocol operation**

Compatible with a multitude of protocols, including Bosch "Biphase (OSRD)" and "Bilinx," Pelco "P" and "D," and Forward Vision, the MIC Series 550 camera integrates seamlessly with existing security systems.

#### **Applications:**

- General CCTV
- Town centers
- ANPR systems
- Vandalism prone areas
- Extreme environments
- Rapid deployment
- High security
- Prestigious developments
- Broadcast
- Architectural

### Functions

#### **High-performance PTZ day/night cameras**

Image control and quality are integral aspects of any PTZ camera, and the MIC Series 550 camera delivers. The camera is available with a choice of 28X or the industry-leading 36X optical zoom lens, and offers a full 12X digital zoom. Both camera options provide 550 TVL of horizontal resolution for outstanding clarity and image detail. The cameras also incorporate technology that dramatically improves the dynamic range by 128 times. Also known as Wide Dynamic Range (WDR), it results in clear image reproduction in extreme high-contrast environments. The AutoScaling (proportional zoom) and AutoPivot (automatically rotates and flips the camera) features ensure optimal control. Day/night capabilities and outstanding sensitivity make the MIC Series 550 cameras exceptional performers in all lighting conditions. In low light, these cameras automatically switch from color to monochrome by removing the IR filter to boost sensitivity, while maintaining superior image quality. For operation in the darkest conditions, the SensUp control feature

automatically reduces the shutter speed to as little as one second. This increases sensitivity by more than 50 times.

In addition to low light applications, the camera is also an exceptional performer when viewing under a sodium vapor lamp (for example, a street lamp or tunnel lamp). Images under these conditions normally have a yellowish tint, so the MIC Series 550 camera automatically compensates for the light from a sodium vapor lamp to restore objects to their original color. With super-quick, 120°/60° per-second pan/tilt speeds, the MIC Series 550 camera outperforms other cameras in its class. The camera supports 99 pre-positions and two styles of Guard Tours: Preset and Record/Playback. The preset tour has capability for up to 99 pre-positions with a configurable dwell time between pre-positions, and can be customized as to the order and frequency each preset is visited. The camera also provides support for two recorded tours, which have a combined duration of 15 minutes of movements. These are recorded macros of an operator's movements, including pan, tilt, and zoom activities, and can be played back in a continuous manner.

#### **Superior privacy masking**

The MIC Series 550 camera allows for a total of 24 individual privacy masks, with up to eight displayed in the same scene. Unlike conventional privacy masks, these can be programmed with three, four, or even five corners each to cover more complex shapes. Each mask changes size and shape smoothly and quickly, ensuring that the covered object cannot be seen. Each mask can appear in black, white, or blurred. Blurred is useful when privacy is an issue, but determining the presence of motion is still required.

#### **Image Stabilization**

As PTZ cameras continue to increase their optical zoom capabilities, image stabilization becomes critical to eliminate movement caused by unstable camera mounts. A mere quarter-inch of movement of the camera mount can shift the field of view by more than 6 m (20 feet) when the camera is zoomed to a high value. This can render images unusable. Image stabilization algorithms included with the MIC Series 550 camera reduces camera shake in both the vertical and horizontal axis, resulting in exceptional image clarity (pixel displacement up to +/- 10% for frequencies up to 10 Hz). Bosch's unique image stabilization solution does not reduce camera sensitivity, unlike competitive systems.

#### **Ease of installation and servicing**

Bosch's innovative software, the Configuration Tool for Imaging Devices (CTFID), allows technicians or operators to control the PTZ, change camera settings, and even update firmware from remote locations without need for additional wiring.

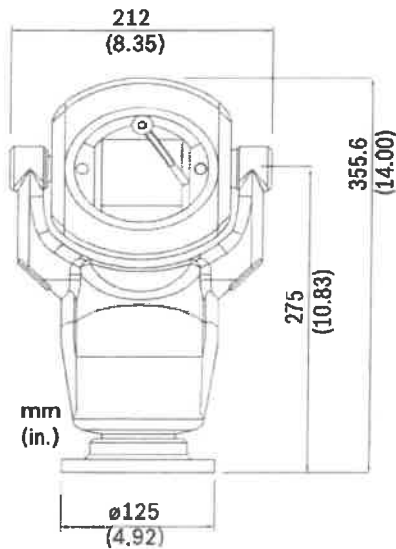
The MIC Series 550 camera has advanced built-in diagnostics to simplify service and minimize downtime. Using the On Screen Display (OSD), a technician can quickly and easily check critical parameters (such as internal temperature) to verify that the camera is functioning within acceptable operating limits.

**Certifications and approvals**

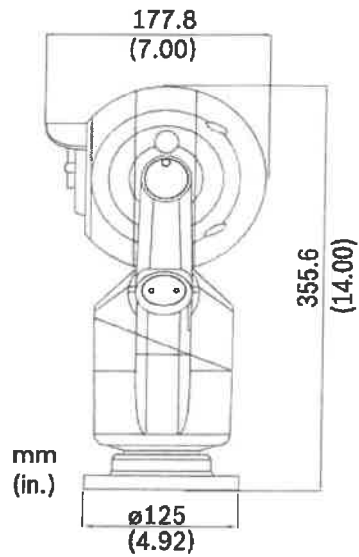
Electromagnetic Compatibility (EMC)	Complies with FCC Part 15, ICES-003, and CE regulations, including EN50130-4 and EN61000-3-2 & 3-3 and EN55022
Product Safety	Complies with CE regulations, UL, EN, and IEC Standards 60950-1 & 22
Ingress Protection Rating	IP68 (1.m submersion for 24 hrs)

Region	Certification	
Europe	CE	(Declaration of Conformity) MIC550/MIC550IR
USA	UL	MIC550/MIC550IR

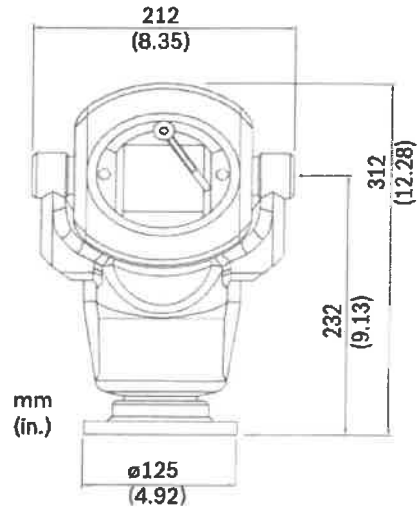
**Installation/configuration notes**



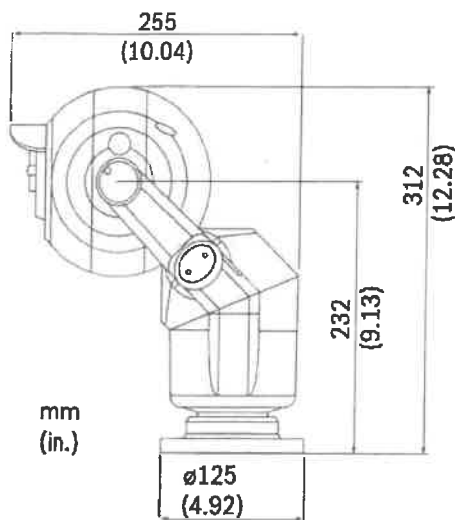
Front Detail, 90° (upright)



Side Detail, 90° (upright)



Front detail, 45° (canted)



Side detail, 45° (canted)

**Parts included**

Quantity	Part
1	MIC550 Camera
1	Installation Manual
4	M8 stainless screws and washers
1	Nebar gasket

**Technical specifications****Camera - 36x Day/Night**

Imager	1/4 in.-type Exview HAD CCD (progressive scan)
Resolution / Effective Picture Elements	PAL: Approximately 440,000; 752(H) x 582(V) NTSC: Approximately 380,000; 768 (H) x 494 (V)
Lens	36x Zoom (3.4 to 122.4 mm) F1.6 to F4.5
Zoom Movement Speed	4.0 seconds (optical Wide to optical TELE) 6.2 seconds (optical wide to digital TELE)
Focus	Automatic with manual override
Iris	Automatic with manual override
Field of View (FOV)	1.7° to 57.8°
Video Output	1.0 Vp-p, 75 Ohm
Gain Control	Auto/Manual/Max. (-3 dB to 28 dB, 2 dB steps)
Aperture Correction	Horizontal and vertical

Digital Zoom	12x	
Horizontal Resolution	550 TVL (NTSC, PAL) typical	
Sensitivity (typical) <sup>1</sup>	30 IRE	50 IRE
<b>Day Mode</b>		
SensUp Off	0.66 lux	1.4 lux
SensUp On (NTSC: 1/4s, 15X; PAL 1/3s, 16.7X)	0.04 lux	0.1 lux
<b>Night Mode</b>		
SensUp Off	0.104 lux	0.209 lux
SensUp On (NTSC: 1/4s, 15X; PAL 1/3s, 16.7X)	0.0052 lux	0.0103 lux
Electronic Shutter Speed	1/1 to 1/10,000 sec., 22 steps	
Signal-to-Noise Ratio (SNR)	>50 dB	
White Balance	2000 K to 10,000 K	

<sup>1</sup> Unless otherwise stated, test conditions are: F1.6; shutter = NTSC 1/60s, PAL 1/50s; max AGC

**Camera - 28x Day/Night**

Imager	1/4 in.-type Exview HAD CCD (progressive scan)	
Resolution / Effective Picture Elements	PAL: Approximately 440,000; 752(H) x 582(V) NTSC: Approximately 380,000; 768 (H) x 494 (V)	
Lens	28x Zoom (3.5 to 98.0 mm) F1.35 to F3.7	
Zoom Movement Speed	1.7 seconds (optical wide to optical TELE, optical wide to digital TELE)	
Focus	Automatic with manual override	
Iris	Automatic with manual override	
Field of View (FOV)	2.1° to 55.8°	
Video Output	1.0 Vp-p, 75 Ohm	
Gain Control	Auto/Manual/Max. (-3 dB to 28 dB, 2 dB steps)	
Aperture Correction	Horizontal and vertical	
Digital Zoom	12x	
Horizontal Resolution	550 TVL (NTSC, PAL) typical	
Sensitivity (typical) <sup>2</sup>	30 IRE	50 IRE
<b>Day Mode</b>		
SensUp Off	0.33 lux	0.66 lux

SensUp On (NTSC: 1/4s, 15X; PAL 1/3s, 16.7X)	0.02 lux	0.04 lux
<b>Night Mode</b>		
SensUp Off	0.066 lux	0.166 lux
SensUp On (NTSC: 1/4s, 15X; PAL 1/3s, 16.7X)	0.0026 lux	0.0082 lux
Electronic Shutter Speed	1/1 to 1/10,000 sec., 22 steps	
Signal-to-Noise Ratio (SNR)	>50 dB	
White Balance	2000 K to 10,000 K	

<sup>2</sup> Unless otherwise stated, test conditions are: F1.35, shutter = NTSC 1/60s, PAL 1/50s; max AGC

### Mechanical

Drive Unit	Brushless, integral pan/tilt motor drive
Pan Range	360° continuous rotation
Tilt Angle	270°
Tilt Range	Upright unit: -58° - +90° Canted unit: -103° - +90°
Variable Speed	Pan: 0.2°/second - 120°/second Tilt: 0.2°/second - 60°/second
Pre-position Speed	120°/second
Preset Accuracy	0.17° (typical)
Proportional Pan / Tilt to Zoom	Yes
Audible Noise	<66dB

### Electrical

Input Voltage	18 VAC nominal
Power Consumption	18 W maximum
Current Consumption	1 A maximum

### Miscellaneous

Sectors / Titling	16 independent sectors with 20 characters per title
Privacy Masking	24 individually-configurable privacy masks
Pre-positions	99, each with 20 characters per title
Camera Setup / Control	RS-485, Bilinx (coax); also Bosch Biphase with converter (sold separately)

Communications Protocols	Bosch (Bilinx, OSRD), Pelco P/D, Forward Vision (Bosch OSRD requires use of converter device (MIC-BP3 or MIC-BP4), sold separately.)
Guard Tours	Two (2) types of tours: <ul style="list-style-type: none"> <li>Recorded tours - two (2), total duration 15 minutes</li> <li>Preset tour - one (1), consisting of up to 99 scenes, consecutively and (1) customized up to 99 scenes</li> </ul>
Washer Drive	Optional washer kit (MIC-WKT Kit used with the appropriate HAC-WAS washer pump)
Supported Languages	English, Czech*, Dutch, French, German, Italian, Polish, Portuguese, Russian*, Spanish

\* Available with separate language upload

### User Connections

Power	Via composite cable (sold separately)
RS-485 Biphase ±	RS-485 (Twisted pair; Simplex, half and full duplex operation via composite cable) Biphase ± (Optional; requires MIC Biphase module with external power supply.)
Video	Coaxial via composite cable (sold separately)
Alarm Inputs	One (1) tamper input (eight [8] additional inputs possible with optional alarm card)
Relay Out	Two (2) relay outputs and washer relay output only with optional alarm card
Alarm Communication	Tamper switch (ground connection)

### Environmental

Ingress Protection Rating	IP68
Operating Temperature	-40 °C to +60 °C (-40 °F to +140 °F)
Cold Start-up Temperature	-40 °C (-40 °F) (Requires 30-minute warm-up prior to PTZ operations)
Storage Temperature	-40 °C to +70 °C (-40 °F to +158 °F)
Humidity	0-100%
Wind Load	209 km/h (130 mph) (sustained) (Gusts up to 290 km/h (180 mph)) Effective Projected Area (EPA): 0.044m <sup>2</sup> (0.47 ft <sup>2</sup> )

Vibration	IEC60068-2-6, Test Fc: Vibration (sinusoidal), 20m/s <sup>2</sup> (2.0g)
Shock	IEC60068-2-7, Test Ea: Shock, 20g

### Construction

#### Dimensions (W x H x D)

Upright and Inverted	212 x 355 x 177 mm (8.35 x 14.0 x 7.0 in.)
Canted	212 x 312 x 255 mm (8.35 x 12.3 x 10.0 in.)
Weight	7 kg (15.43 lb) (including 4 in. pitch circle diameter (PCD) base)
Viewing Window	Tempered flat glass
Construction Material	Cast solid aluminum
Standard Colors	Black (RAL 9005), White (RAL 9010); Grey (RAL 9006, available in specific regions)
Standard Finish	Alodine 5200 surface treatment with powder coat paint, sand finish
Window Wiper	Standard, long-life silicone wiper
Canting	Twist-lock canting secured by two security screws

### Ordering information

**MIC-550ALB28N 28X NTSC Camera, Black**  
PTZ, day/night, aluminum, Black, 28X, NTSC  
Order number **MIC-550ALB28N**

**MIC-550ALW28N 28X NTSC Camera, White**  
PTZ, day/night, aluminum, White, 28X, NTSC  
Order number **MIC-550ALW28N**

**MIC-550ALB36N 36X NTSC Camera, Black**  
PTZ, day/night, aluminum, Black, 36X, NTSC  
Order number **MIC-550ALB36N**

**MIC-550ALW36N 36X NTSC Camera, White**  
PTZ, day/night, aluminum, White, 36X, NTSC  
Order number **MIC-550ALW36N**

**MIC-550ALB28P 28X PAL Camera, Black**  
PTZ, day/night, aluminum, Black, 28X, PAL  
Order number **MIC-550ALB28P**

**MIC-550ALG28P 28X PAL Camera, Grey**  
PTZ, day/night, aluminum, Grey, 28X, PAL  
Note: Available in specific regions only.  
Order number **MIC-550ALG28P**

**MIC-550ALW28P 28X PAL Camera, White**  
PTZ, day/night, aluminum, White, 28X, PAL  
Order number **MIC-550ALW28P**

**MIC-550ALB36P 36X PAL Camera, Black**  
PTZ, day/night, aluminum, Black, 36X, PAL  
Order number **MIC-550ALB36P**

**MIC-550ALG36P 36X PAL Camera, Grey**  
PTZ, day/night, aluminum, Grey, 36X, PAL  
Note: Available in specific regions only.  
Order number **MIC-550ALG36P**

**MIC-550ALW36P 36X PAL Camera, White**  
PTZ, day/night, aluminum, White, 36X, PAL  
Order number **MIC-550ALW36P**

### Accessories

#### MIC Cable 2M

2 meter (6.56 ft) composite cable with plug for power, data and video for MIC Series cameras  
Order number **MIC-CABLE-2M**

#### MIC Cable 10M

10 meter (32.81 ft) composite cable with plug for power, data and video for MIC Series cameras  
Order number **MIC-CABLE-10M**

#### MIC Cable 20M

20 meter (62.62 ft) composite cable with plug for power, data and video for MIC Series cameras  
Order number **MIC-CABLE-20M**

#### MIC Cable 25M

25 meter (82.02 ft) composite cable with plug for power, data and video for MIC Series cameras  
Order number **MIC-CABLE-25M**

**MIC-24PSU-2 MIC Power Supply Unit, 24VAC, 50/60 Hz**  
24 VAC, 50/60 Hz power supply with two video outputs for MIC Series cameras.  
Order number **MIC-24PSU-2**

**MIC-115PSU-2 MIC Power Supply Unit, 120VAC, 50/60 Hz**  
115 VAC, 50/60 Hz power supply with two video outputs for MIC Series cameras.  
Order number **MIC-115PSU-2**

**MIC-240PSU-2 MIC Power Supply Unit, 230 VAC, 50/60 HZ**  
230 VAC, 50/60 Hz power supply with two video outputs for MIC Series cameras.  
Order number **MIC-240PSU-2**

**MIC IP Power Supply 24 VAC**  
24 VAC, 50/60 Hz, IP-enabled power supply for MIC Series cameras  
Order number **MIC-IP-PS-24**

**MIC IP Power Supply 115 VAC**  
115 VAC, 50/60 Hz, IP-enabled power supply for MIC Series cameras  
Order number **MIC-IP-PS-115**



**MIC IP Power Supply 230 VAC**

230 VAC, 50/60 Hz, IP-enabled power supply for MIC Series cameras

Order number **MIC-IP-PS-230**

**MIC-DCA-BD Deep Conduit Adapter, Black**

Deep conduit adapter for 4 in. PCD base, black sand finish (RAL9005)

Order number **MIC-DCA-BD**

**MIC-DCA-WD Deep Conduit Adapter, White**

Deep conduit adapter for 4 in. PCD base, white sand finish (RAL9010)

Order number **MIC-DCA-WD**

**MIC-DCA-GD Deep Conduit Adapter, Grey**

Deep conduit adapter for 4 in. PCD base, grey sand finish (RAL 9006)

Order number **MIC-DCA-GD**

**MIC-SCA-BD Shallow Conduit Adapter, Black**

Shallow conduit adapter for a MIC-WMB, a MIC-PMB, or a MIC-SPR, black sand finish (RAL9005)

Order number **MIC-SCA-BD**

**MIC-SCA-WD Shallow Conduit Adapter, White**

Shallow conduit adapter for a MIC-WMB, a MIC-PMB, or a MIC-SPR mount, white sand finish (RAL9010)

Order number **MIC-SCA-WD**

**MIC-SCA-GD Shallow Conduit Adapter, Grey**

Shallow conduit adapter for a MIC-WMB, a MIC-PMB, or a MIC-SPR, grey sand finish (RAL 9006)

Order number **MIC-SCA-GD**

**MIC-SPR-BD Spreader Plate, Black**

Aluminum spreader plate suitable for brickwork surface mounting, black sand finish (RAL9005)

Order number **MIC-SPR-BD**

**MIC-SPR-WD Spreader Plate, White**

Aluminum spreader plate suitable for brickwork surface mounting, white sand finish (RAL9010)

Order number **MIC-SPR-WD**

**MIC-SPR-GD Spreader Plate, Grey**

Aluminum spreader plate suitable for brickwork surface mounting, grey sand finish (RAL 9006), for MIC-612xxxxD36x series

Order number **MIC-SPR-GD**

**MIC-CMB-BD Corner Mount Bracket, Black**

Corner mount bracket, black sand finish (RAL9005)

Order number **MIC-CMB-BD**

**MIC-CMB-WD Corner Mount Bracket, White**

Corner mount bracket, white sand finish (RAL9010)

Order number **MIC-CMB-WD**

**MIC-WMB-BD Wall Mount Bracket, Black**

Wall mount bracket, black sand finish (RAL9005)

Order number **MIC-WMB-BD**

**MIC-WMB-WD Wall Mount Bracket, White**

Wall mount bracket, white sand finish (RAL9010)

Order number **MIC-WMB-WD**

**MIC-WMB-GD Wall Mount Bracket, Grey**

Wall mount bracket, grey sand finish (RAL9006)

Order number **MIC-WMB-GD**

**MIC-PMB Pole Mount Bracket**

Pole mount bracket (includes 2 x 455 mm stainless steel banding straps for pole diameters 75 to 145 mm)

Order number **MIC-PMB**

**MIC-BP3 Biphase Converter**

Biphase converter for IR power supplies or non-IR power supplies without a free expansion slot available

Order number **MIC-BP3**

**MIC-BP4 Biphase Converter**

Biphase converter for non-IR versions of MIC series power supply units

Order number **MIC-BP4**

**MIC-ALM Alarm and Washer Pump Drive Card**

8 Input alarm and washer pump drive card for PSU (Not for IR PSU)

Order number **MIC-ALM**

**MIC-WKT Washer Kit**

Washer kit for non infrared MIC models (includes washer pump drive card, washer nozzle and mounting brackets for wall and 4 in. PCD base)

Order number **MIC-WKT**

**MICUSB485CVTR2 USB to RS485 Signal Converter**

USB to RS485 signal converter to allow MIC Series cameras to connect to a PC

Order number **MICUSB485CVTR2**

**VP-USB Cable**

USB to BNC adaptor

Order number **VP-USB**

**VG4-SFPCKT Fiber Optic Ethernet Media Converter Kit**

Ethernet media converter video transmitter/data receiver fiber optic kit

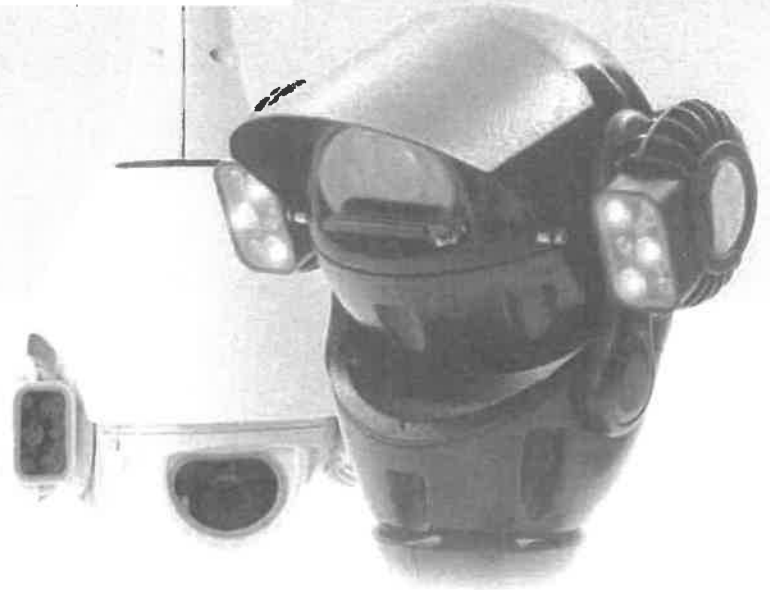
Order number **VG4-SFPCKT**

**Software Options****VP-CFGSFT Configuration Tool for Imaging Devices**

Camera configuration software for use with Bilinx cameras

Order number **VP-CFGSFT**

### 3. R Series Camera Specification



#### RVX20 Series

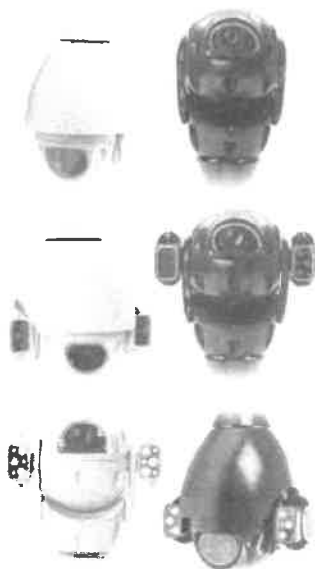
Redvision RVX20 series analogue cameras benefit from an HD 1 Megapixel video sensor. Digital zoom extension to 28X is effective without compromise to resolution. Redvision RVX20 Series™ cameras are supplied as a Dome camera, configurable as a rugged Ball type PTZ by removing the top cover. Flat toughened optically correct camera window for image clarity. In Dome configuration cameras can see above the horizon without video clipping. Wiper variants utilise silicone custom made blades for long life resistance to 'run dry operation'.

RVX20-IR cameras provide night time mono illumination up to 150 metres with facial recognition beyond 40 metres.

Combination of narrow spot and wide flood illumination eliminates port-hole effect.

RVX20-IRWL cameras combine IR and White Light Illumination, toggling between White Light and IR can be via alarm action, preset or manual override for total illumination flexibility. White Light mode automatically switches the camera to colour. IR lighting is covert and White Light is overt. Centrally monitored sites can remotely switch Dual Light cameras to White Light deterring intruders.

#### RVX20 Series Product Codes



Product Code (W=Wiper BLK=Black)	Product Description
RVX20	20:1 PTZ/DOME, LIGHT GREY
RVX20-W	20:1 PTZ/DOME, WIPER, LIGHT GREY
RVX20-BLK	20:1 PTZ/DOME, BLACK
RVX20-W-BLK	20:1 PTZ/DOME, WIPER, BLACK
RVX20-IR	20:1 PTZ/DOME, IR, LIGHT GREY
RVX20-IR-W	20:1 PTZ/DOME, IR, WIPER, LIGHT GREY
RVX20-IR-BLK	20:1 PTZ/DOME, IR, BLACK
RVX20-IR-W-BLK	20:1 PTZ/DOME, IR, WIPER, BLACK
RVX20-IRWL	20:1 PTZ/DOME, DUAL LIGHT, LIGHT GREY
RVX20-IRWL-W	20:1 PTZ/DOME, DUAL LIGHT, WIPER, LIGHT GREY
RVX20-IRWL-BLK	20:1 PTZ/DOME, DUAL LIGHT, BLACK
RVX20-IRWL-W-BLK	20:1 PTZ/DOME, DUAL LIGHT, WIPER, BLACK

Accessory Product codes (full list at [www.redvisioncctv.com](http://www.redvisioncctv.com))

Also available in Light Grey



RV-PED-BLK    RV-EXT-WALL-BLK    RV-SWAN-BLK    RV-WALL-BLK    RV-EXT-WALL-BLK    RV-VISOR-BLK



# RVX20 Series

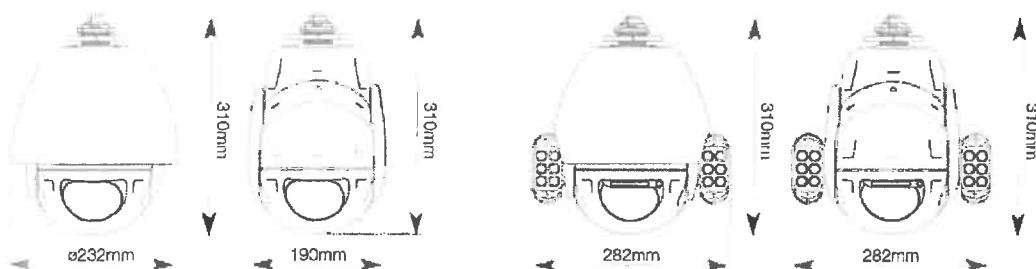


## Specification

Camera Module	1/3 type CMOS (1M Pixel)
Resolution	670 TVL
Lens	54.1 ° (w) 2.9° (t) 4.7 - 94mm (F1.6 - F3.5)
Min Sensitivity	0.20 LUX 1/30 Sec Day, ICR On Mode 0.015 LUX 1/30 Night
Focus	Auto/Manual
Privacy	24 programmable patches
Pan/Tilt	Continuous Pan 200/sec, Tilt 100/sec +10° to -90°
Cantilever Arms	Upright installation, arms cantilever forward 15°
Wiper (-W models only)	Programmable wipe with auto off time
Wash	Relay output Wash control via ALM PSU
Col/Mono Switch	User Programmable, auto, manual, timed
Preset/Tours	100 presets, 8 tours
Restore/Datum	Restores to defined preset/tour
Real Time Clock	Enables scheduling of tours and alarm setting
Telemetry	Pelco P and D, Forward Vision, Vista, Dennard, BBV 422 and BBV coax
Camera Cable Length	Supplied with mounting, 3m with Wall, 10m with Swan/Ped, 20m option
Recommended PSU	RVX-PSU, RVX-PSU-ALM16, RVX-PSU-ALM16-W
Power	RVX20-W 24V DC 1A, RVX20-IRWL-W 24V DC 2A
Operating Temperature	-25° to +60° (NB: black colour +50°)
Weight	5.2kg without lamps, 5.8kg with lamps
Colour	RAL 7035 Light Grey Leatherette or RAL 9005 Black Leatherette
Custom Colour	Available to special order-specify RAL number

## RVX20-IR, RVX20-IRWL Illumination Specifications

RVX20-IR	IR illumination up to 150 metres
RVX20-IRWL-W	Dual light (IR and White) illumination up to 120 metres
Certification	X-SERIES has been CE marked, complies: 2004/108/eec Electromagnetic Compatibility, 73/23/eec Low Voltage Directives. 60950: 2006 Safety Standards. Weatherproof to IP 67



**SANDY TOWN COUNCIL**

**DATE:** 6 November 2017  
**AUTHOR:** Town Clerk  
**SUBJECT:** CCTV Statistics

**1. Summary**

- 1.1 The CCTV Partnership has provided the Clerk with figures on the number of incidents reported and number of requests from the police for downloaded evidence over the course of the last 10 months
- 1.2 Going forward a report will be provided detailing how many downloads have been requested from the Sandy cameras.

**2. CCTV Incident Figures**

- 2.1 The figures below come from client reports available on the Hertfordshire CCTV Partnership website and from an incident report provided by the CCTV operation manager.

The figures are only for monitored incidents on CCTV equipment and do not include non-monitored events and therefore do not show an overall picture of crime or police activity.

Month	Monitored Incidents	Police Attended	Arrests Monitored
January 2017	3	1	-
February 2017	3	2	1
March 2017	2	1	-
April 2017	4	2	-
May 2017	2	-	-
June 2017	1	1	-
July 2017	1	1	-
August 2017	2	1	-
September 2017	0	-	-
October 2017	3	2	-

- 2.2 For the period 01 January 2017 to 27 October 2017 a total of 16 requests for footage have been submitted by the police.

14 of the 16 downloads were completed and evidence provided to the police.

The 2 downloads that were not completed were due to the fact that there were no cameras in the area requested.

**SANDY TOWN COUNCIL**

**DATE:** 6 November 2017

**AUTHOR:** Administrator

**SUBJECT:** Sandy Crime Statistics for September 2017

**Summary**

The following statistics are for Members information. The information is received from Central Bedfordshire Council and can be viewed online at <https://www.police.uk/bedfordshire/68/crime/>. Anti-social behaviour is not included in the data provided. October crime statistics were not ready at the time of issuing this report.

<b>September 2017</b>	<b>OFFENCE CLASS DESCRIPTION</b>	<b>COMMITTED</b>	<b>ADDRESS</b>
	THEFT FROM MOTOR VEHICLE	02/9/2017 08:00	GOLDFINCH DRIVE, SANDY
	THEFT FROM MOTOR VEHICLE	02/9/2017 16:25	THE AVENUE, SANDY
	COMMON ASSAULT	02/9/2017 21:12	HIGH STREET, SANDY
	CRIMINAL DAMAGE - TO VEHICLES	04/9/2017 08:00	MCMURDO COURT, SANDY
	CRIMINAL DAMAGE - TO DWELLINGS	05/9/2017 22:00	WINCHESTER ROAD, SANDY
	THEFT FROM MOTOR VEHICLE	06/9/2017 08:30	PLOVERS FIELD, SANDY
	STATE BASED: DRUGS - CLASS B CANNABIS - POSSESSION OF A CONTROLLED DRUG	07/9/2017 03:00	OSPREY CLOSE, SANDY
	ASSAULT OCCASIONING ACTUAL BODILY HARM (OAPA SECTION 47)	07/9/2017 19:28	MARKET SQUARE, SANDY

OTHER MISCELLANEOUS THEFTS NOT CLASSIFIED ELSEWHERE	08/9/2017 07:00	POTTON ROAD, SANDY
COMMON ASSAULT	08/9/2017 10:00	ST. NEOTS ROAD, SANDY
BURGLARY RESIDENTIAL - DWELLING	08/9/2017 19:40	THE AVENUE, SANDY
BURGLARY RESIDENTIAL - DWELLING	08/9/2017 19:41	THE AVENUE, SANDY
BURGLARY RESIDENTIAL - DWELLING	08/9/2017 22:45	TEMPSFORD ROAD, SANDY
BURGLARY RESIDENTIAL - DWELLING	09/9/2017 00:25	TEMPSFORD ROAD, SANDY
BURGLARY RESIDENTIAL - DWELLING	09/9/2017 10:21	THE ROOKERY, SANDY
HARASSMENT	09/9/2017 18:30	UNDISCLOSED
SEXUAL	10/9/2017 00:01	UNDISCLOSED
CRIMINAL DAMAGE - OTHER PROPERTY (NOT BUILDINGS)	11/9/2017 11:50	GIRTFORD BRIDGE, SANDY
THEFT FROM MOTOR VEHICLE	11/9/2017 17:45	WOOLFELD, SANDY
OTHER MISCELLANEOUS THEFTS NOT CLASSIFIED ELSEWHERE	13/9/2017 15:45	GREAT NORTH ROAD, SANDY
THEFT FROM MOTOR VEHICLE	14/9/2017 13:00	WEST ROAD, SANDY
THEFT FROM SHOPS AND STALLS	14/9/2017 18:48	MARKET SQUARE, SANDY
CRIMINAL DAMAGE - OTHER PROPERTY (NOT BUILDINGS)	15/9/2017 17:00	MCMURDO COURT, SANDY
ATTEMPTED BURGLARY - BUSINESS AND COMMUNITY	16/9/2017 22:06	GOSFORTH CLOSE, SANDY

BURGLARY RESIDENTIAL - DWELLING	17/9/2017 07:30	WINCHESTER ROAD, SANDY
ARSON NOT ENDANGERING LIFE	18/9/2017 08:30	MCMURDO COURT, SANDY
HARASSMENT	19/9/2017 16:00	UNDISCLOSED
DANGEROUS DOG INJURE PERSON	19/9/2017 17:00	HIGH STREET, SANDY
BURGLARY RESIDENTIAL - DWELLING	19/9/2017 17:30	FOSTER GROVE, SANDY
COMMON ASSAULT	21/9/2017 05:00	WINCHESTER ROAD, SANDY
THEFT FROM SHOPS AND STALLS	21/9/2017 15:19	NEW ROAD, SANDY
OTHER MISCELLANEOUS THEFTS NOT CLASSIFIED ELSEWHERE	21/9/2017 20:00	POTTON ROAD, SANDY
CRIMINAL DAMAGE - OTHER PROPERTY (NOT BUILDINGS)	21/9/2017 21:00	ST. NEOTS ROAD, SANDY
THEFT FROM THE PERSON OF ANOTHER	22/9/2017 02:39	STIRLING CLOSE, SANDY
THEFT FROM MOTOR VEHICLE	22/9/2017 09:00	PARK ROAD, SANDY
BURGLARY RESIDENTIAL - DWELLING	22/9/2017 09:19	THE AVENUE, SANDY
BURGLARY - BUSINESS AND COMMUNITY	22/9/2017 17:57	GOSFORTH CLOSE, SANDY
THEFT FROM MOTOR VEHICLE	23/9/2017 13:44	SUNDERLAND ROAD, SANDY
COMMON ASSAULT	24/9/2017 21:35	WINCHESTER ROAD, SANDY
THEFT FROM MOTOR VEHICLE	25/9/2017 05:15	WINCHESTER ROAD, SANDY

BURGLARY - BUSINESS AND COMMUNITY		27/9/2017 00:14	STOCKTON END, SANDY
BURGLARY - BUSINESS AND COMMUNITY		27/9/2017 04:29	TYNE ROAD, SANDY
CRIMINAL DAMAGE - TO VEHICLES		29/9/2017 06:45	WINDSOR WAY, SANDY
CRIMINAL DAMAGE - TO VEHICLES		29/9/2017 20:30	ABBAY GROVE, SANDY
CRIMINAL DAMAGE - TO VEHICLES		30/9/2017 11:00	NORTHCROFT, SANDY



**SANDY TOWN COUNCIL**

**DATE:** 6 November 2017  
**AUTHOR:** Cllr M Hill  
**SUBJECT:** Reports from Representatives

**SUBJECT: Talk of the Town**

The last meeting of the steering group was held at the end of September. Key points:

- New bus operating well, apart from a small handbrake problem. Mileage already up to 8000 in 8 months.
- New advertising leaflets available as well as a Facebook page.
- Group agreed to fund DVLA medicals for D1 licences.
- Group has two bank accounts with just over £11,500 in assets. One used just for savings, the other for running costs.

**SUBJECT: Sandy Sport and Leisure Association (SSLA)**

A Special General meeting is to be held at the beginning of November. The primary purpose of this Special General Meeting will be for members to consider and potentially approve adoption of an amended Constitution to take effect at 00.01 hours on Friday 1 December 2017.

To demonstrate compliance with the criteria set out by the Charity Commission for the Association to retain its Charitable Status it is necessary to state there is absolutely no intention to alter or amend the Aims & Objectives as set out in the existing Constitution.

The Principle proposed change involves the present two named Trustees willingly relinquishing their role as Trustees and Sandy Town Council becoming Sole Trustee in their place.

**SANDY TOWN COUNCIL**

**DATE:** 6 November 2017

**AUTHOR:** Cllr P N Aldis

**SUBJECT:** Reports from Representatives

**SUBJECT: Sandy Green Wheel**

Meeting held on Wednesday 18<sup>th</sup> October 2017

Attended by Cllrs David Sharman & Nigel Aldis

The following activities have been undertaken or are planned as part of the route:

1. Agreement had been reached with the owners of Chapel Meadow (Cancer Research) to have a Permissive Path across the area. This is not a Right of Way and can be revoked by the landowner at the end of the agreed term. This would be at right angles to the road and then turn left to continue to The Baulk. This was not on the desired line as that would leave triangles of unusable land.
2. When the agreement for Chapel Meadows has been concluded the agents will consider agricultural uses of the site.
3. Concern was expressed about grass growing through the new surface on Bridleway 22 between the Fallowfield Estate and Prince George's Close and the continuation stretch alongside the east of the railway. It was thought that greater use would stop this being a problem, although it could be sprayed in the spring.
4. A safer crossing point on the A603 would be created by having an island refuge in the middle of the road near to the Holiday Inn. A dropped kerb would be provided which might mean an overnight closure of the road.
5. The access to the river bank walk would be improved with a graded ramp.
6. Discussions are continuing with the landowners to improve the riverside path from Girtford Bridge to Blunham Mill.
7. There could be a "soft launch" of the SGW in early summer 2018 but this would concentrate on the walking aspect.
8. A route map was being prepared based on the Travel Choices map issued several years ago. The company doing the work would "rip out" features of that and superimpose the Green Wheel route and necessary details.

9. It was agreed that the signage style as used on the Biggleswade way marking posts would also be used in Sandy. As the routes did not meet, this was considered the best option.

The following item requests the Council to give its support.

10. Upgrading the public footpath right of way from the Alley Bridge across the Pinnacle Field and onto Sand Lane to a bridleway. This would allow cyclists and horse riders to legally use the route. This could be achieved through negotiations by the Council with the landowner as the authority has a lease for the area with the Pym Estate.

(N.B. The lease is due for renewal in 2018 and the Clerk has already discussed this with the land agent for the Pym family.)

**SUBJECT: SG19 Road Safety Group**

1. The Group continues to get signatories on its petition to have an alternative route for the A1. Sessions have been held at the gates of local schools to raise awareness of the issues like pollution from standing traffic and the negative impact on children's health in particular.
2. A meeting has been held between the Chairman of the Group (Stephen Allen), local CBC councillor (Cllr Tracy Stock) and Alistair Burt MP who has promised to write to the Secretary of State for Transport Chris Grayling MP.
3. The Group had a presentation from Highways England at a recent meeting about the business case for upgrading the route of the A1. It is necessary to have £3 worth of return for every £ spent on road works and it was proving difficult to show this was possible for the A1 in Bedfordshire and up to Buckden roundabout. The speaker said that the A1 was only busy at morning and evening peak times so an alternative route was not justified. He suggested that environmental benefits could not be considered (like the high rate of pollution at the Sandy roundabout) although this view appeared to have changed at the recent BATPC AGM when the same speaker spoke.
4. In Sandy, the Group has recorded evidence of vehicles mounting the pavement opposite the church in order to pass other vehicles without waiting for a clear road to do so.
5. The Group continues to press for a footpath along New Road from the A1 to the Tesco store where there is a pavement to the station.
6. The Group is also concerned about the width of Station Road which is inadequate for two HGVs to pass each other without one having to stop.
7. The AGM of the Group is on Wednesday 22<sup>nd</sup> November 2017 at 2.30pm in the Council Chamber.