

# Sandy Town Council

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

**You are hereby summoned to attend a meeting of the Policy, Finance and Resources Committee of Sandy Town Council which will be held in the Council Chamber at 10 Cambridge Road, Sandy, Bedfordshire on Monday 11 September 2017 at 7.30pm for the purpose of transacting the items of business below.**

Chris Robson  
Town Clerk  
10 Cambridge Road  
Sandy SG19 1JE  
01767 681491  
5 September 2017

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

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

### **Reports**

#### **1 Apologies for absence**

#### **2 Declarations of interest**

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

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

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

#### **3 Public Participation Session**

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

#### **4 Minutes of previous meeting**

To receive the minutes of the Policy, Finance and Resources Committee held on 31 July 2017 and to approve them as a correct record of proceedings.

# Sandy Town Council

## **5 Financial Reports**

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

## **6 Action List**

To receive Action Report and any update. Appendix IV

## **7 Mobile Disabled Access Ramp**

To receive a report from the Town Clerk and consider the purchase of a mobile disabled access ramp. Appendix V

## **8 Ride on Mower**

To receive a report from the Town Clerk and consider the need for a Council mower. Appendix VII

## **9 Budget Review Report**

To receive and consider a revenue budget overview report and recommendations for 2018/19 budget levels. Appendix VIII

## **10 Memorial Policy**

To review and consider a draft policy for memorial benches on Town Council owned or managed land. Appendix IX

## **11 Community Engagement Strategy**

To review and consider a draft Community Engagement Strategy. Appendix X

## **12 Chairman's Items**

## **13 Date of Next Meeting: 23 October 2017**

Date :- 23/08/2017

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## Detailed Balance Sheet (Excluding Stock Movement)

Month No: 4      31st July 2017

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>	
<i><u>Current Assets</u></i>			
100	Debtors Control	1,681	
105	VAT Control	2,936	
121	Mosaic Heritage Trail	45	
200	Current Bank A/c	40,851	
201	Clerks Imprest A/c	313	
205	Capital a/c Santander	216,456	
206	Barclays Active Saver	319,024	
208	Public Sector Deposit Fund	201,867	
210	Petty Cash	250	
	<b>Total Current Assets</b>		<b>783,422</b>
<i><u>Current Liabilities</u></i>			
501	Creditors Control	19,329	
	<b>Total Current Liabilities</b>		<b>19,329</b>
	<b>Net Current Assets</b>		<b>764,092</b>
	<b>Total Assets less Current Liabilities</b>		<b>764,092</b>
<i><u>Represented By :-</u></i>			
300	Current Year Fund	120,928	
310	General Reserve	185,664	
315	Rolling Capital Fund	28,229	
320	Capital Receipts Reserve	57,712	
321	Earmarked Reserves	23,028	
322	EMR Fallowfied	332,532	
323	EMR Community Funds	7,000	
324	EMR Elections	9,000	
	<b>Total Equity</b>		<b>764,092</b>

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## Summary Income &amp; Expenditure by Budget Heading 31st July 2017

Month No : 4

## Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
401 Staff	Expenditure	20,999	81,756	276,450	194,694		194,694	29.6 %
402 Administration-Office	Expenditure	7,253	29,388	81,455	52,067		52,067	36.1 %
	Income	233	1,541	4,700	-3,159			32.8 %
403 Administration-Works	Expenditure	1,442	14,359	31,429	17,070		17,070	45.7 %
	Income	9,090	9,090	0	9,090			0.0 %
405 Footway Lighting	Expenditure	0	444	9,500	9,056		9,056	4.7 %
406 Cemetery & Churchyard	Expenditure	-32	3,239	11,129	7,890		7,890	29.1 %
	Income	867	4,207	25,000	-20,793			16.8 %
408 Town Centre (Including Market)	Expenditure	0	15,960	34,513	18,553		18,553	46.2 %
	Income	0	0	620	-620			0.0 %
409 Public Toilets - Car Park	Expenditure	-81	2,122	4,131	2,009		2,009	51.4 %
500 Play Areas and Open Spaces	Expenditure	112	1,412	-5,700	-7,112		-7,112	-24.8 %
	Income	0	1,003	1,115	-112			90.0 %
501 Sunderland Road Rec Ground	Expenditure	1,543	8,243	27,510	19,267		19,267	30.0 %
	Income	0	380	679	-299			56.0 %
502 Nature Reserves	Expenditure	39	2,039	13,000	10,961		10,961	15.7 %
	Income	0	0	3,700	-3,700			0.0 %
505 Grass Cutting	Expenditure	0	0	10,000	10,000		10,000	0.0 %
506 Litter Bins, Seats & Shelters	Expenditure	0	0	500	500		500	0.0 %
509 Christmas Lights	Expenditure	0	0	18,000	18,000		18,000	0.0 %
	Income	0	0	2,000	-2,000			0.0 %
601 Precept and Interest	Income	33	269,560	542,309	-272,749			49.7 %
602 Democratic and Civic Costs	Expenditure	1,030	5,072	13,800	8,728		8,728	36.8 %
700 Capital and Projects	Expenditure	690	820	321,411	320,591		320,591	0.3 %
	Income	0	0	267,005	-267,005			0.0 %
<b>INCOME - EXPENDITURE TOTALS</b>	Expenditure	<b>32,994</b>	<b>164,854</b>	<b>847,128</b>	<b>682,274</b>	<b>0</b>	<b>682,274</b>	<b>19.5 %</b>
	Income	<b>10,224</b>	<b>285,782</b>	<b>847,128</b>	<b>-561,346</b>			<b>33.7 %</b>
	Net Expenditure over Income	<b>22,771</b>	<b>-120,928</b>	<b>0</b>	<b>120,928</b>			

Month No : 4

## Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>401</u>	<u>Staff</u>							
4001	Gross Salaries - Admin	9,041	34,708	114,000	79,292		79,292	30.4 %
4002	Gross Salaries - Works	7,666	29,601	97,700	68,099		68,099	30.3 %
4003	Employers NIC	1,147	4,462	22,100	17,638		17,638	20.2 %
4004	Employers Superannuation	3,145	12,235	41,450	29,215		29,215	29.5 %
4010	Miscellaneous Staff Costs	0	750	1,000	250		250	75.0 %
4030	Recruitment Advertising	0	0	200	200		200	0.0 %
	Staff :- Expenditure	<b>20,999</b>	<b>81,756</b>	<b>276,450</b>	<b>194,694</b>	<b>0</b>	<b>194,694</b>	<b>29.6 %</b>
	<b>Net Expenditure over Income</b>	<b>20,999</b>	<b>81,756</b>	<b>276,450</b>	<b>194,694</b>			
<u>402</u>	<u>Administration-Office</u>							
4008	Training	175	175	2,500	2,325		2,325	7.0 %
4009	Travel & Subsistence	0	4	250	246		246	1.6 %
4011	General Rates	0	6,291	6,305	14		14	99.8 %
4012	Water Rates	0	-100	400	500		500	-25.0 %
4014	Electricity	60	490	3,500	3,010		3,010	14.0 %
4015	Gas	83	234	1,800	1,566		1,566	13.0 %
4016	Cleaning Materials etc	75	492	1,250	758		758	39.4 %
4020	Misc Establishment Costs	0	0	2,000	2,000		2,000	0.0 %
4021	Telephone & Fax	0	538	2,500	1,962		1,962	21.5 %
4022	Postage	42	85	1,700	1,615		1,615	5.0 %
4023	Printing & Stationery	336	754	3,000	2,246		2,246	25.1 %
4024	Subscriptions	0	2,139	2,700	561		561	79.2 %
4025	Insurance (excl vehicles)	1,844	7,076	22,250	15,174		15,174	31.8 %
4026	Photocopy Costs	0	1,177	3,500	2,323		2,323	33.6 %
4027	IT Costs incl Support	691	1,903	6,000	4,097		4,097	31.7 %
4028	Service Agreements (Other)	3,415	5,277	6,000	723		723	88.0 %
4035	Publications	0	12	100	88		88	11.7 %
4036	Property Maintenance/Security	0	1,568	3,000	1,432		1,432	52.3 %
4040	Equipment Purchases (Minor)	111	831	2,000	1,169		1,169	41.5 %
4050	Tourism Expenditure	0	0	750	750		750	0.0 %
4051	Bank Charges	0	0	100	100		100	0.0 %
4056	Legal Expenses	0	403	1,000	597		597	40.3 %
4057	Audit Fees - External	0	-1,300	1,300	2,600		2,600	-100.0 %
4058	Audit Fees - Internal	0	0	850	850		850	0.0 %
4059	Accountancy Fees	421	1,300	6,500	5,201		5,201	20.0 %
4070	Refreshments	0	40	200	160		160	20.1 %
	Administration-Office :- Expenditure	<b>7,253</b>	<b>29,388</b>	<b>81,455</b>	<b>52,067</b>	<b>0</b>	<b>52,067</b>	<b>36.1 %</b>
1003	Tourism Income	154	840	2,000	-1,160			42.0 %

Month No : 4

## Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1201	Rent Received Etc	77	660	2,500	-1,840			26.4 %
1202	Photocopying Income	3	28	0	28			0.0 %
1205	Miscellaneous Income	0	13	0	13			0.0 %
1360	Ticket Sales Commission	0	0	200	-200			0.0 %
	<b>Administration-Office :- Income</b>	<b>233</b>	<b>1,541</b>	<b>4,700</b>	<b>-3,159</b>			<b>32.8 %</b>
	<b>Net Expenditure over Income</b>	<b>7,019</b>	<b>27,846</b>	<b>76,755</b>	<b>48,909</b>			
<u>403</u>	<u>Administration-Works</u>							
4005	Protective Clothing	0	753	1,000	247		247	75.3 %
4008	Training	0	228	500	272		272	45.6 %
4011	General Rates	0	1,724	2,279	555		555	75.7 %
4012	Water Rates	16	32	200	168		168	15.8 %
4014	Electricity	0	-1,177	1,000	2,177		2,177	-117.7 %
4017	Refuse Disposal	370	1,909	3,500	1,591		1,591	54.5 %
4027	IT Costs incl Support	-574	0	0	0		0	0.0 %
4036	Property Maintenance/Security	487	1,462	2,000	538		538	73.1 %
4038	Consumables/Small Tools	405	1,056	2,500	1,444		1,444	42.3 %
4039	Planting/Trees/Horticulture	130	3,424	6,500	3,077		3,077	52.7 %
4040	Equipment Purchases (Minor)	316	395	2,000	1,605		1,605	19.7 %
4042	Equipment/Vehicle Maintenance	180	1,340	5,500	4,160		4,160	24.4 %
4043	Equipment/Vehicle Fuel	112	1,211	2,200	989		989	55.1 %
4044	Vehicle Tax & Insurance	0	2,002	2,250	248		248	89.0 %
	<b>Administration-Works :- Expenditure</b>	<b>1,442</b>	<b>14,359</b>	<b>31,429</b>	<b>17,070</b>	<b>0</b>	<b>17,070</b>	<b>45.7 %</b>
1258	Insurance Claims Repayment	9,090	9,090	0	9,090			0.0 %
	<b>Administration-Works :- Income</b>	<b>9,090</b>	<b>9,090</b>	<b>0</b>	<b>9,090</b>			
	<b>Net Expenditure over Income</b>	<b>-7,648</b>	<b>5,269</b>	<b>31,429</b>	<b>26,160</b>			
<u>405</u>	<u>Footway Lighting</u>							
4014	Electricity	0	44	5,500	5,456		5,456	0.8 %
4042	Equipment/Vehicle Maintenance	0	400	4,000	3,600		3,600	10.0 %
	<b>Footway Lighting :- Expenditure</b>	<b>0</b>	<b>444</b>	<b>9,500</b>	<b>9,056</b>	<b>0</b>	<b>9,056</b>	<b>4.7 %</b>
	<b>Net Expenditure over Income</b>	<b>0</b>	<b>444</b>	<b>9,500</b>	<b>9,056</b>			
<u>406</u>	<u>Cemetery &amp; Churchyard</u>							
4011	General Rates	0	2,384	2,579	195		195	92.5 %
4012	Water Rates	-32	-25	100	125		125	-25.0 %
4036	Property Maintenance/Security	0	0	1,000	1,000		1,000	0.0 %

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## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4037 Grounds Maintenance	0	0	900	900		900	0.0 %
4039 Planting/Trees/Horticulture	0	0	350	350		350	0.0 %
4101 Grave Digging Costs	0	880	6,200	5,320		5,320	14.2 %
Cemetery & Churchyard :- Expenditure	<b>-32</b>	<b>3,239</b>	<b>11,129</b>	<b>7,890</b>	<b>0</b>	<b>7,890</b>	<b>29.1 %</b>
1226 Burials/Memorials Income	867	4,207	25,000	-20,793			16.8 %
Cemetery & Churchyard :- Income	<b>867</b>	<b>4,207</b>	<b>25,000</b>	<b>-20,793</b>			<b>16.8 %</b>
<b>Net Expenditure over Income</b>	<b>-899</b>	<b>-968</b>	<b>-13,871</b>	<b>-12,903</b>			
<b>408 Town Centre (Including Market)</b>							
4007 Health & Safety	0	0	150	150		150	0.0 %
4011 General Rates	0	14,229	14,255	26		26	99.8 %
4036 Property Maintenance/Security	0	311	1,500	1,189		1,189	20.7 %
4053 Loan Interest	0	0	293	293		293	0.0 %
4054 Loan Capital Repaid	0	0	315	315		315	0.0 %
4100 CCTV Fees	0	1,420	18,000	16,580		16,580	7.9 %
Town Centre (Including Market) :- Expenditure	<b>0</b>	<b>15,960</b>	<b>34,513</b>	<b>18,553</b>	<b>0</b>	<b>18,553</b>	<b>46.2 %</b>
1236 Market Fees	0	0	500	-500			0.0 %
1238 Other Income Car Park	0	0	120	-120			0.0 %
Town Centre (Including Market) :- Income	<b>0</b>	<b>0</b>	<b>620</b>	<b>-620</b>			<b>0.0 %</b>
<b>Net Expenditure over Income</b>	<b>0</b>	<b>15,960</b>	<b>33,893</b>	<b>17,933</b>			
<b>409 Public Toilets - Car Park</b>							
4011 General Rates	0	1,935	1,931	-4		-4	100.2 %
4012 Water Rates	-119	99	1,000	901		901	9.9 %
4014 Electricity	37	-3	200	203		203	-1.3 %
4036 Property Maintenance/Security	0	90	1,000	910		910	9.0 %
Public Toilets - Car Park :- Expenditure	<b>-81</b>	<b>2,122</b>	<b>4,131</b>	<b>2,009</b>	<b>0</b>	<b>2,009</b>	<b>51.4 %</b>
<b>Net Expenditure over Income</b>	<b>-81</b>	<b>2,122</b>	<b>4,131</b>	<b>2,009</b>			
<b>500 Play Areas and Open Spaces</b>							
4007 Health & Safety	0	399	400	1		1	99.8 %
4012 Water Rates	112	374	700	326		326	53.4 %
4014 Electricity	0	43	200	157		157	21.4 %
4036 Property Maintenance/Security	0	19	500	481		481	3.8 %
4037 Grounds Maintenance	0	578	2,500	1,923		1,923	23.1 %
4042 Equipment/Vehicle Maintenance	0	0	5,000	5,000		5,000	0.0 %
4972 Transfer from EMR Fallowfield	0	0	-15,000	-15,000		-15,000	0.0 %
Play Areas and Open Spaces :- Expenditure	<b>112</b>	<b>1,412</b>	<b>-5,700</b>	<b>-7,112</b>	<b>0</b>	<b>-7,112</b>	<b>-24.8 %</b>

Month No : 4

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1201 Rent Received Etc	0	500	0	500			0.0 %
1241 Sandy FC Rent	0	0	565	-565			0.0 %
1251 Pitch Rental	0	503	550	-47			91.5 %
Play Areas and Open Spaces :- Income	<b>0</b>	<b>1,003</b>	<b>1,115</b>	<b>-112</b>			<b>90.0 %</b>
<b>Net Expenditure over Income</b>	<b>112</b>	<b>409</b>	<b>-6,815</b>	<b>-7,224</b>			
<b>501 Sunderland Road Rec Ground</b>							
4012 Water Rates	72	-140	800	940	940		-17.6 %
4014 Electricity	16	43	200	157	157		21.7 %
4036 Property Maintenance/Security	0	19	1,000	981	981		1.9 %
4046 Bowling Green - SBC	99	1,479	2,952	1,473	1,473		50.1 %
4047 Equipment Maintenance - SBC	20	465	2,399	1,934	1,934		19.4 %
4048 Cricket Square - SCC	15	901	2,370	1,469	1,469		38.0 %
4049 Equipment Maintenance - SCC	64	444	2,564	2,120	2,120		17.3 %
4060 Other Professional Fees	1,258	5,033	15,225	10,192	10,192		33.1 %
Sunderland Road Rec Ground :- Expenditure	<b>1,543</b>	<b>8,243</b>	<b>27,510</b>	<b>19,267</b>	<b>0</b>	<b>19,267</b>	<b>30.0 %</b>
1201 Rent Received Etc	0	380	0	380			0.0 %
1253 Bowls Club Rental	0	0	407	-407			0.0 %
1255 Cricket Club Rental	0	0	267	-267			0.0 %
1256 Scouts ,ACF and SSLA	0	0	5	-5			0.0 %
Sunderland Road Rec Ground :- Income	<b>0</b>	<b>380</b>	<b>679</b>	<b>-299</b>			<b>56.0 %</b>
<b>Net Expenditure over Income</b>	<b>1,543</b>	<b>7,863</b>	<b>26,831</b>	<b>18,968</b>			
<b>502 Nature Reserves</b>							
4037 Grounds Maintenance	39	39	1,500	1,461	1,461		2.6 %
4060 Other Professional Fees	0	0	9,500	9,500	9,500		0.0 %
1703 Sandy Green Wheel	0	2,000	2,000	0	0		100.0 %
Nature Reserves :- Expenditure	<b>39</b>	<b>2,039</b>	<b>13,000</b>	<b>10,961</b>	<b>0</b>	<b>10,961</b>	<b>15.7 %</b>
1306 Countryside Stewardship Grant	0	0	3,200	-3,200			0.0 %
1307 Angling Licence Rent	0	0	500	-500			0.0 %
Nature Reserves :- Income	<b>0</b>	<b>0</b>	<b>3,700</b>	<b>-3,700</b>			<b>0.0 %</b>
<b>Net Expenditure over Income</b>	<b>39</b>	<b>2,039</b>	<b>9,300</b>	<b>7,261</b>			
<b>505 Grass Cutting</b>							
4102 Grass Cutting	0	0	10,000	10,000	10,000		0.0 %
Grass Cutting :- Expenditure	<b>0</b>	<b>0</b>	<b>10,000</b>	<b>10,000</b>	<b>0</b>	<b>10,000</b>	<b>0.0 %</b>
<b>Net Expenditure over Income</b>	<b>0</b>	<b>0</b>	<b>10,000</b>	<b>10,000</b>			



Month No : 4

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>506 Litter Bins, Seats &amp; Shelters</b>							
4042 Equipment/Vehicle Maintenance	0	0	500	500		500	0.0 %
Litter Bins, Seats & Shelters :- Expenditure	0	0	500	500	0	500	0.0 %
<b>Net Expenditure over Income</b>	<b>0</b>	<b>0</b>	<b>500</b>	<b>500</b>			
<b>509 Christmas Lights</b>							
4401 Christmas Illuminations	0	0	13,000	13,000		13,000	0.0 %
4402 Community Christmas Event	0	0	5,000	5,000		5,000	0.0 %
Christmas Lights :- Expenditure	0	0	18,000	18,000	0	18,000	0.0 %
1365 Christmas Lights	0	0	2,000	-2,000			0.0 %
Christmas Lights :- Income	0	0	2,000	-2,000			0.0 %
<b>Net Expenditure over Income</b>	<b>0</b>	<b>0</b>	<b>16,000</b>	<b>16,000</b>			
<b>601 Precept and Interest</b>							
1101 Precept	0	269,405	538,809	-269,404			50.0 %
1320 Interest Received - All account	33	155	3,500	-3,345			4.4 %
Precept and Interest :- Income	33	269,560	542,309	-272,749			49.7 %
<b>Net Expenditure over Income</b>	<b>-33</b>	<b>-269,560</b>	<b>-542,309</b>	<b>-272,749</b>			
<b>602 Democratic and Civic Costs</b>							
4007 Health & Safety	0	73	0	-73		-73	0.0 %
4020 Misc Establishment Costs	0	0	100	100		100	0.0 %
4033 Annual Report & Newsletter	477	953	3,000	2,047		2,047	31.8 %
4042 Equipment/Vehicle Maintenance	0	170	250	80		80	67.9 %
4200 Mayor's Allowance	303	786	1,950	1,164		1,164	40.3 %
202 Members' Expenses (Conf etc)	0	138	500	362		362	27.6 %
4210 Election Costs	0	0	3,000	3,000		3,000	0.0 %
4701 Grants/Donations Paid	250	1,951	3,000	1,049		1,049	65.0 %
4702 Community Events Support	0	1,000	2,000	1,000		1,000	50.0 %
Democratic and Civic Costs :- Expenditure	1,030	5,072	13,800	8,728	0	8,728	36.8 %
<b>Net Expenditure over Income</b>	<b>1,030</b>	<b>5,072</b>	<b>13,800</b>	<b>8,728</b>			
<b>700 Capital and Projects</b>							
4153 Loan Interest - INTERNAL	0	0	7,903	7,903		7,903	0.0 %
4154 Loan Capital - INTERNAL	0	0	9,102	9,102		9,102	0.0 %
4802 CAP - Cemetery Extension	690	690	295,000	294,310		294,310	0.2 %

Month No : 4

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4810 CAP - Goal Posts	661	2,841	0	-2,841		-2,841	0.0 %
4815 CAP - Tree Works	0	130	0	-130		-130	0.0 %
4816 CAP - Benchmarking	0	150	0	-150		-150	0.0 %
4817 CAP - War Memorial	2,900	2,900	0	-2,900		-2,900	0.0 %
4915 Transfer to Rolling Capital Fd	0	0	45,304	45,304		45,304	0.0 %
4923 Internal Loan repaid to F'ild	0	0	9,102	9,102		9,102	0.0 %
4965 Funded from Rolling Capital	-3,561	-5,891	0	5,891		5,891	0.0 %
4970 Transfer from C R R	0	0	-45,000	-45,000		-45,000	0.0 %
Capital and Projects :- Expenditure	<b>690</b>	<b>820</b>	<b>321,411</b>	<b>320,591</b>	<b>0</b>	<b>320,591</b>	<b>0.3 %</b>
1103 Internal Loan from F'ild EMR	0	0	250,000	-250,000			0.0 %
1153 Loan Interest Rec'd - INTERNAL	0	0	7,903	-7,903			0.0 %
1154 Loan Capital Rec'd - INTERNAL	0	0	9,102	-9,102			0.0 %
Capital and Projects :- Income	<b>0</b>	<b>0</b>	<b>267,005</b>	<b>-267,005</b>			<b>0.0 %</b>
<b>Net Expenditure over Income</b>	<b>690</b>	<b>820</b>	<b>54,406</b>	<b>53,586</b>			

**Sandy Town Council**  
**Report to 31st July 2017**

General Notes

Attached are the summary income & expenditure report for month 4 to 31st July 2017. This report shows a current year surplus of income over expenditure of £120,928 which includes only the first half of the precept (£269,405) which was received on 1st April 2017

The balance sheet shows that total funds available to the council are £764,092

This is made up of the following -

Current Year Surplus	£120,928
General Reserve Brought Forward	£185,664
Rolling Capital Fund	£28,229
Capital Receipts Reserve	£57,712
Fallowfield Reserve	£332,532
Earmarked Community Funds	£7,000
Earmarked Elections	£9,000
Other Earmarked Reserves	£23,028
Total	<u>£764,092</u>

The percentage of budget if analysed evenly over the year to date is 33.33% but members are reminded that income & expenditure rarely follows this pattern over the year.

Analysis by Cost Centre

**401          Staff**

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Expenditure is 29.6% of the annual budget.

Expenditure on 4010 is high due to one off annual service fee to Bedford Borough Payroll.

No concerns

**402          Administration**

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Expenditure is 36.1% of the annual budget.

4011 - General Rates are at 100% due to one of payment due at beginning of financial year.

4012 - Water Rates are in credit due to refund.

4024 - Subscriptions are paid at the start of the financial year, so expenditure appears high

4036 - Expenditure high due to annual bills for alarm cover, alarm phone line, security call out cover and boiler service.

4040 - High expenditure due to purchase and installation of new defib.  
To be refunded by Mayors charity and SFC

4056 - Expenditure on legal advice for Beeston Village Green access rights

4057/4058 - Credit due to accrual for audit costs incurred.

**Sandy Town Council**  
**Report to 31st July 2017**

Analysis by Cost Centre [Continued]

**403            Works**

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Expenditure is 45.7% of the annual budget.

4005 - PPE and kit renewed at beginning of year. New kit required for new member of staff

4008 - High expenditure due to staff play ground inspection training

4011 - General Rates are at 75.5% due to one of payment due at beginning of financial year.

4017 - Refuse costs high, possibly due to time of year. Spring/summer more waste is collected. Additional waste from Pinnacle clearing.

4036 - High expenditure due to alarm company annual service costs and call outs.

4039 - High due to time of year. Provision of planters and summer bedding. Expenditure £642.50 less on summer planting compared to the last financial year.

4043 - Fuel costs expected to be slightly during spring/summer due to trimmer and ride on mower usage. To be monitored carefully going forward.

4044 - Expenditure high due to annual insurance cost and road tax for vehicles

**405            Footway Lighting**

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Expenditure is 4.7% of the annual budget.

4042 committed to repair works and replacement lights. Invoices hit in August's accounts. Budget is at 100% expenditure.

**406            Cemetery & Churchyard**

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Expenditure is 29.1% of the annual budget.

4011 - General Rates are at 92.5% due to one of payment due at beginning of financial year.

4012 - Water rate credit due to refund.

No concerns.

**408            Town Centre (Incl. Market)**

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Expenditure is 46.2% of the annual budget

4011 - General Rates are at 99.8% due to one of payment due at beginning of financial year.

No concerns.

**409            Public Toilets - Car Park**

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Expenditure is 51.4% of the annual budget.

4011 - General Rates are at 100.2% due to one of payment due at beginning of financial year.

No concerns.

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**500 Play Areas and Open Spaces**

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Expenditure is -24.8% of the annual budget.

4007 - Expenditure on annual ROSPA inspections

4012 - Water rate to be reviewed with supplier.

No concerns.

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**501 Sunderland Road Rec.**

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Expenditure is 30.0% of the annual budget.

4012 - Water rate credit due to refund.

4046 - High expenditure due to time of year and purchase of green care provisions

4048 - High expenditure due to time of year and purchase of pitch care provisions

No concerns.

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**502 Nature Reserves**

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Expenditure is 15.7% of the annual budget.

4703 - One off annual payment to BRCC for Sandy Green Wheel development

No concerns.

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**505 Grass Cutting**

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No spend to date.

Invoice from CBC due in March 2018.

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**506 Litter Bins, Seats & Shelters**

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No spend to date.

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**509 Christmas Lights**

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No spend to date.

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**601 Precept and Interest**

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The first half of the precept has been received. Second half due in September 2017.

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**602 Democratic & Civic Costs**

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Expenditure is 33.4% of the annual budget.

4007 - Purchase of defibrillator pads - move to 408 - 4007

4042 - Cost of relocating Defib from COOP to Jenkins (Electrician)

4701 - 65% of the Councils grant budget has already been award due to high number of applications in April.

4200 - High due to increased unexpected civi costs, such as rededication agreement.

No further concerns.

At : 12:54

## Current Bank A/c

## List of Payments made between 01/07/2017 and 31/07/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2017	Aviva	Std Ord	1,829.19		Annual Insurance Premium
03/07/2017	UK Fuels Limited DDR	DDR	59.17		2056/Fuel Cards
10/07/2017	UK Fuels Limited DDR	DDR2	60.10		2074/Fuel Cards
10/07/2017	Central Bedfordshire Council R	DDR3	95.00		1929/ Market Rates 2017-18
11/07/2017	Chess Ltd	DDR4	165.60		Purchase Ledger Payment
17/07/2017	UK Fuels Limited DDR	DDR5	79.51		2087/Fuel Cards
17/07/2017	Bedford Borough Council	DDR6	18,987.20		2104/ERs Superann
17/07/2017	Southern Electric DDR	DDR7	636.29		Purchase Ledger Payment
19/07/2017	1st Choice Staff Recruitment L	31019	1,910.93		2089/L. Tabb Hrs to 17.06.17
19/07/2017	1st Response Fire Protection	31020	132.66		2101/Install Defib @ Sandy FC
19/07/2017	ADT Fire & Security Plc	31021	404.59		2103/Breakin Alarm Visit
19/07/2017	Anglian Water Business Ltd. (N	31022	163.16		2081/Water 06.01.17-30.04.17
19/07/2017	Anglian Water Business Ltd. (N	31023	275.57		2118/Water 01.05.17-13.07.17
19/07/2017	Anglian Water Business Ltd. (N	31024	18.27		2082/Water 01.04.17-14.05.17
19/07/2017	Bedfordshire Fire & Rescue Ser	31025	777.00		2079/Defibrillator & Cabinet
19/07/2017	Herts CCTV Partnership Ltd	31026	216.00		2090/Spur for CCTV Column
19/07/2017	Central Bedfordshire Council	31027	1,509.76		2105/Pavillion Management Fee
19/07/2017	The Community Heartbeat Trust	31028	210.00		2102/Defib Training
19/07/2017	DCK Accounting Solutions Ltd	31029	505.20		2086/Contract Accounting
19/07/2017	Hertfordshire County Council	31030	148.64		2091/Stationery Supplies
19/07/2017	Hire or Buy Group Ltd	31031	42.00		2093/Stihl Harness
19/07/2017	Martin Howlett Trading Company	31032	35.90		2094/Green Refuse Sacks
19/07/2017	FD Odell & Sons Ltd	31033	479.70		2095/Skip Rental
19/07/2017	Rosetta Publishing	31034	571.20		2119/The Bulletin Jul
19/07/2017	Seddington Garden Centre Ltd	31035	1,278.50		2097/Summer Bedding
19/07/2017	The Soccer Store	31036	793.35		2111/Goal and Barriers
19/07/2017	St Ives Town Council	31037	40.00		2109/St Ives Performance
19/07/2017	HSBC Invoice Finance (UK) Ltd	31038	100.20		2113/Fungal Compost 100L
19/07/2017	T&J Seymour Electrical Install	31039	480.00		2098/S.Lighting Apr-Jun
19/07/2017	The Health & Safety People Ltd	31040	4,098.00		2114/Employment safe Service
19/07/2017	Turfcare Leisure Services Ltd	31041	76.80		2115/Scarifier Repairs
19/07/2017	Seddington Replacement Chq	111269	1,148.50		Seddington Replacement Chq
19/07/2017	Seddington Replacement Chq	111268	130.00		Seddington Replacement Chq
21/07/2017	Southern Electric DDR	DDR10	16.33		2112/Elec 02.06.17-01.07.17
26/07/2017	BNP Paribas Leasing Solutions	DDR8	358.80		2083/Copier Hire to 25.10.17
26/07/2017	Purchase Power	DDR9	50.22		2150/Frinking Machine Rental
26/07/2017	Correct Rosetta Chq 31034	31034CORRE	1.00		Correct Rosetta Chq 31034
31/07/2017	Chess Ltd	DDR11	207.02		2085/Telephony June
31/07/2017	UK Fuels Limited DDR	DDR12	53.88		2107/Fuel Cards
31/07/2017	Gazprom Energy	DDR13	86.66		2140/Gas 08.05.17-30.06.17
31/07/2017	Chess Ltd	DDR14	27.00		2106/Telephony support
31/07/2017	Anglian Water Business Ltd. (N	.111270	19.77		2126/Water 15.05.17-27.07.17
31/07/2017	Anglian Water Business Ltd. (N	111270	71.97		2125/Water 08.05.17-14.07.17

<b>Total Payments</b>	<b>38,350.64</b>
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## AGENDA NUMBER 6

Policy Finance and Resources Committee - Action list

Subject	Action to be taken		Response/ Status
	Minute	Action	
<b>Meeting 18/4/16</b>			
Cemetery Extension	(86-15/16)	Company C is the preferred Archaeological Contract tender and that the tender bid be accepted	Preparation for demolition continuing. Cess pit emptied, alarm removal and electricity disconnection booked. Awaiting start date from Archaeologist.  Amended plans for depot received from cemetery management company. Working group to review and confirm submission of amended plan.
<b>Meeting 22/8/16</b>			
Jenkins Contract	(42-16/17)	Working group to review initial contract and suggest changes/areas in need of attention.	Contract agreed by Full Council. Awaiting CBC/SLL feedback and signing date. CBC contract manager has meeting in mid-September to progress.
<b>Meeting 13.2.17</b>			
Memorial Policy	(105-16/17)	Clerk to amend proposed policy and bring back to committee for further review	On agenda

**AGENDA ITEM 7**

**SANDY TOWN COUNCIL**

**COMMITTEE:** Policy, Finance and Resources

**DATE:** 11 September 2017

**AUTHOR:** Anne Elliott-Flockhart

**SUBJECT:** Mobile Disability Access Ramp

**1. Summary**


1.1 Following the recent refurbishment of Sandy War Memorial Council asked that the office research the cost of providing a mobile wheelchair ramp which could be used at the war memorial on events such as the remembrance parade.

**2. Information**

2.1 For a wheelchair ramp that is suitable for electric wheelchairs or scooters it is suggested that a gradient of 1:8 is required to enable it to be used safely. It was also noted that flat style ramps are better for scooters due to the low undercarriage. Folding ramps have been researched as these offer greater ease of transportation and storage.

2.2 The total height of the War Memorial steps is 0.81ft and the pavement width from the bottom of the steps to the kerb is 8.72ft. Therefore, a ramp of 8ft should be sufficient for the site. The ramp could also be used at other locations throughout the town if required.

2.3 Prices for this size of ramp vary from £135 ex vat (£162 inc vat) to £350 ex vat (£420 inc vat).

<p><b>Option 1</b>                  Length: 8ft                  Weight: 25.0kg                  Capacity: 300kg                  Open width: 2ft8                  Usable width: 2ft6                  Max. load height 405mm                   Durable anti-slip surface                  Lightweight but strong                  Easily portable (suitcase fold)                  No installation required                  High visibility blue</p>	<p>Premium Length Fold Wheelchair</p>  <p><small>THERAMPPEOPLE</small></p>
<p><b>Cost</b></p>	<p>£350 (Ex VAT)</p>



<p><b>Option 2</b></p>	<p>Wheelchair Ramp Folding</p>
<p>Length: 8ft                  Weight: 21.0kg                  Capacity: 275kg                  Open width: 2ft6                  Usable width: 2ft4                  Max. load height 405mm</p> <p>Folds for storage                  Lightweight but strong                  No installation required</p>	
<p><b>Cost</b></p>	<p>£135 (Ex VAT)</p>

Note: Both ramps are suitable for manual and electric wheelchairs and mobility scooters.

**3. Recommendation**

- 3.1 That the Council purchase an 8ft mobile ramp for use at the remembrance parade from the equipment purchases (minor) budget (402 – 4040)
- 3.2 That the Council purchase option 1 which is a higher quality and more robust ramp. The high visibility colour makes it easier for those with visual impairment to use the ramp.

**AGENDA ITEM 8**

**SANDY TOWN COUNCIL**

**COMMITTEE:** Policy, Finance and Resources

**DATE:** 11 September 2017

**AUTHOR:** Town Clerk

**SUBJECT:** Ride on Mower

**1. Summary**

- 1.1 The Council's ride on mower has experienced running problems and increased maintenance costs over the last few years. There have been occasions where the mower has been out of use and the outdoor team have had to rely on trimmers and the Bethco.
- 1.2 The Grounds Team Leader has researched alternative mowers and Members are asked to consider the purchase of a new mower which would ensure greater reliability and allow the Council to be more flexible in the work it carries out, potentially increasing options for taking on more grass cutting work in the future.
- 1.3 The Grounds Team leader is proposing that the Council consider the purchase of a flail mower as opposed to a cylinder mower, which is currently used by the Council.

**2. Background Information**

- 2.1 The Town Council uses the mower for the cutting of grass on sports fields and amenity areas owned by the Council. Areas currently maintained are;
  - Sunderland Road Recreation Ground
  - Bedford Road Recreation Ground
  - St Swithun's Church Yard
  - Sandy Cemetery
  - The Limes
  - Sand Hills

The ride on mower is not regularly used to maintain The Limes due to safety aspects of travelling on the A1 and the tractor is used to carry out cuts at the Sandhills.

- 2.2 The Council's current mower is a John Deere 900 triple cylinder mower which is 10 years old with 1,400 hours on the clock. The 900 engine is showing signs of old age and parts are starting to fail. The average life span for a mower like this is between 5 and 10 years.

2.3 The estimated cost of servicing, regrinding blades and carrying out repairs needed to the Council's current mower is £5,690 (inc VAT).

**3. New Mower**

3.1 The Grounds Team Leader has researched new mowers with providers and arranged demonstrations and test drives. The Grounds Team Leader recommends an upgrade of the existing mower, the specification of the machine is therefore similar to the existing mower. However, it is recommended that a flail machine rather than a cylinder is considered.

3.2 A flail mower has a series flails/blades attached to a rotating horizontal drum. The rows of flails are staggered to provide a complete cut. The flails are attached to the drum using chain links or brackets. Flail mowers cut from light grass through to gorse and up to small saplings.

3.3 A switch to a flail mower would allow the Council to carry out its current maintenance responsibilities while also providing a greater flexibility for maintaining other areas which are difficult to cut, such as the old railway embankment. It would also allow the Council to consider working with CBC and organisations such as BRCC in the future to cut additional areas within Sandy, or react to seasonal overgrowth of specific areas, such as of rights of way and bridle ways, to help ensure clearance in years of prolonged growth.

3.4 The proposed new mower would also allow the team to cut The Limes and maintain the Sand Hills, rather than rely on strimmers.

3.5 A new mower would reduce annual service and repair costs, the purchase of a flail mower would further reduce costs by approximately 50% of current costs. Running costs are much lower than cylinder mowers as there is no sharpening required. The flails swing back should they meet an obstruction, reducing the amount of flying debris and the risk of damage to the machine.

**4. Specifications of the recommended mower;**

<b>Roberine F3 Triple Flail Mower</b>	
<b>Specification:</b>	
Yanmar 30KW/41 HP turbo diesel, 1500 CC	Comfort air ride seat
Automatic hydrostatic 4WD	Road lighting kit
Speed Transport 25km/hr, mowing 13km/hr	Flashing beacon
Dimensions 281 x 135 x 234 cm	Command arm on seat
Roll over protection structure	Weight 1.225 kg
Cutting width 215cm, variable from 77 to 215 cm	2 year warranty
<i>Specification is an updated version of the current mower, with a more powerful engine and faster speed.</i>	
<b>Benefits of a new flail mower:</b>	
<ul style="list-style-type: none"> <li>• Cheaper yearly maintenance costs</li> <li>• No blades to reshape or replace</li> <li>• Less chance of damage to the machine by objects</li> <li>• Flail won't break or wrap due to impact with an object</li> </ul>	

- Reduced flying debris
- Ability to deal with heavier grass and scrub
- Can be angled to cut banks
- A damaged flail replacement is less expensive than replacing an entire blade
- Greater flexibility from a single unit

## 5. Cost

- 5.1 The Grounds Team Leader has obtained three quotes for a Roberline F3 triple flail mower.
- 5.2 Members should note that the current price will only be held until October and that an increase in the retail price by the manufacturer is due to happen in November.
- 5.3 The funding of a new mower could be funded from the Council's Capital Receipts Reserve if members wished to recommend purchasing the mower. The Capital Receipts balance is £57,712 and can only be used for capital expenditure (acquisition or construction of an asset)
- 5.4 Quotes;

<b>Company A</b>	<b>Quote £</b>
Retail Price	£38,450
Discount	£8,950
Trade in of old mower	£600
<b>Total Cost</b>	<b>£27,500</b>

<b>Company B</b>	<b>Quote £</b>
Retail Price	£38,450
Discount	£6,450
<b>Total Cost</b>	<b>£32,000</b>

<b>Company C</b>	<b>Quote £</b>
Retail Price	£38,355
Discount	£6,065
Trade in of old mower	£900
<b>Total Cost</b>	<b>£31,390</b>

## 6. Recommendation

- 6.1 That the committee recommends the Council purchase a Roberine F3 Triple Flail Mower for the maintenance of its grassed areas and that the quote from company A is recommend for acceptance.

Or

- 6.2 That the committee resolves to carry out servicing and repair of the current mower and not recommend the purchase of a new mower at this time.

**SANDY TOWN COUNCIL**  
**TOWN COUNCIL BUDGET REVIEW**

**Officer:** Christopher Robson Town Clerk

**Summary**

The following report reviews revenue budget expenditure and recommends budget levels for the next financial year. The purpose of the report is to allow the committee to begin the process of planning for the 2018/19 budget and precept.

The revenue budget includes income and expenditure for the year that will be incurred regularly in the running of the council. Capital expenditure, including matters for 2018/19 budget consideration will come to the next meeting of the P,F&R committee.

**Staffing**

Cost Centre	Account Code	Gross Salaries - Admin	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
401	4001		£90,910	£102,492	£105,400	£114,000	£114,000
This covers salary of administration staff, excluding pension and national insurance contributions. Budget is based on the current staffing levels and the increase in line with contracts and the cost of living increase, which was confirmed at 1%. Suggested reduction following a review of cost of 5 administration posts.							

Cost Centre	Account Code	Gross Salaries - Works	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
401	4002		£91,592	£99,777	£91,000	£97,700	£98,000
This covers salary of works and cleaning staff, excluding pension and national insurance contributions. Budget is based on the current staffing levels and the increase in line with contracts and the cost of living increase, which was confirmed at 1%. 2017/18 expenditure expected to be low due to period with reduced staffing.							

Cost Centre	Account Code	Employers NIC	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
401	4003		£10,191	£13,428	£13,390	£22,100	£15,000
Employers NIC payable on all salaries. Budget increased in for the 2015/16 financial year to £22,100 and remained at that level. A review of NIC paid in previous years suggests this is an over budget. It should be noted that figures for the 2018/19 NIC are not yet available.							

Cost Centre	Account Code	Employers Superannuation	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
401	4004		£22,919	£29,419	£36,705	£41,450	£41,450
Employers pension contributions at 22% of salary. Estimated to be higher in 2017/18 due to increase in contribution levels and number of employees in scheme. Recommendation to leave at current level to allow for full year of increased scheme membership.							

**AGENDA ITEM: 9****APPENDIX VIII**

Cost Centre	Account Code	Miscellaneous Staff Costs	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
401	4010		£20,645	£1,644	£1,300	£1,000	£1,000
To cover any unexpected staff expenditure and payment of Bedford Borough payroll. Expected to be high in 2016/17 and 2017/18 due to Occupational Health related costs.							

Cost Centre	Account Code	Occupational Health (Suggested new code)	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
401			£0	£0	£0	£0	£500
To cover any unexpected expenditure on Occupation Health assistance.							

Cost Centre	Account Code	Recruitment Advertising	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
401	4030		£265	£229	£0	£200	£250
Zero budget anticipated in past years as recruitment was not anticipated. As good practice and allowance should be made in case recruitment is necessary.							

2016/17 Actual	£246,989	2017/18 Estimate	£247,795
2017/18 Budget	£276,450	2018/19 Officer Rec	£270,200

Difference in 2018/19 Budget and Officer Rec is a decrease of £6,250 or 2.3%

**Administration – Office**

Cost Centre	Account Code	Training	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
402	4008		£2,216	£929	£1,250	£2,500	£2,000
To cover training costs of administration staff and general training required of all personnel. Training costs lower than anticipated in 2017/18. High expenditure in 2015/16 due to group training on health and safety matters and required training for tractor driving and pesticides. Scope to lower budget and raise corresponding works budget.							

Cost Centre	Account Code	Travel & Subsistence	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
402	4009		£150	£51	£100	£250	£250
To cover costs incurred by all staff for any travel							

Cost Centre	Account Code	General Rates	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
402	4011		£6,120	£6,171	£6,291	£6,305	£6,305
General rates for 10 Cambridge Road including Outdoor Mess Room							

Cost Centre	Account Code	Water Rates	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
402	4012		£324	£542	£400	£400	£400
Water rates for 10 Cambridge Road including Outdoor Mess Room. A refund was received in the 17/18 for an overcharge in 16/17.							

**AGENDA ITEM: 9****APPENDIX VIII**

Cost Centre	Account Code	Electricity	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
402	4014		£3,125	£2,062	£2,200	£3,500	£3,000
Electricity for 10 Cambridge Road including Outdoor Mess Room. 2015/16 was high due to a revised bill received for the previous year resulting in an additional payment. Scope to lower the budget for 2018/19							

Cost Centre	Account Code	Gas	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
402	4015		£432	£1,342	£1,000	£1,800	£1,400
Gas for 10 Cambridge Road including Outdoor Mess Room. 2015/16 charge low due to charge for last quarter rolling into 2016/17. Current expenditure appears low, however increase expected in winter.							

Cost Centre	Account Code	Cleaning Materials Etc	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
402	4016		£1,037	£1,085	£1,250	£1,250	£1,250
For any cleaning materials for all Council premises							

Cost Centre	Account Code	Misc Establishment Costs	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
402	4020		£1,235	£719	£1,500	£2,000	£2,000
To cover any irregular cost associated with running Council premises, e.g. cost of Mayors Board & Council photos. Nothing spent in current financial year, however work to foyer floor tiles and front of building expected in winter 2017.							

Cost Centre	Account Code	Telephone & Fax	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
402	4021		£2,405	£2,113	£2,000	£2,500	£2,500
To cover all phone bills including telephone lines. Current 2017/18 expenditure suggests actual cost will be under £2,000. However, this is difficult to guarantee and previous expenditure suggests it could be higher. A continued allowance of £2,500 should be made.							

Cost Centre	Account Code	Postage	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
402	4022		£1,986	£1,470	£1,500	£1,700	£1,700
Any postage and the franking machine contract.							

Cost Centre	Account Code	Printing & Stationery	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
402	4023		£1,188	£2,126	£2,300	£3,000	£3,000
All printing and stationery supplies required and all printed copies. Large number of copies produced (Local Plan/A1 documents etc) suggest expenditure may be higher this year. Keep current budget.							

Cost Centre	Account Code	Subscriptions	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
402	4024		£2,513	£2,351	£2,400	£2,700	£2,700
To cover the following subscriptions: BATPC, LCR, ICO, SLCC & Walkers Are Welcome							

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Cost Centre	Account Code	Insurance (excl vehicles)	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
402	4025		£19,399	£20,387	£21,250	£22,250	£21,000
Insurance policy with Aviva. Reduction made in agreeing new contract. Reduce budget for 2018/19.							

Cost Centre	Account Code	Photocopy costs	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
402	4026		£3,573	£4,005	£3,000	£3,500	£3,500
Cost of rental of photocopying contracts including toner, cartridges etc. Keep budget in place.							

Cost Centre	Account Code	IT Costs incl Support	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
402	4027		£4,627	£4,263	£5,400	£6,000	£6,000
IT provider contract - paid on a monthly basis. Covers all computers, server Wifi and phone system.							

Cost Centre	Account Code	Service Agreements (Other)	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
402	4028		£5,901	£6,258	£5,277	£6,000	£6,000
To cover service agreements including the following: Website Hosting, VERTO, THSP (Health & Safety), PHS & Power. Renegotiating sanitary provision contract led to anticipated reduction in 2017/18.							

Cost Centre	Account Code	Publications	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
402	4035		£41	£119	£100	£100	£100
To cover purchase of any learning or reference material							

Cost Centre	Account Code	Property Maintenance/ Security	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
402	4036		£2,607	£2,110	£2,500	£3,000	£3,000
Covers property and maintenance at 10 Cambridge Road, also annual charge for Millennium Security							

Cost Centre	Account Code	Equipment Purchases (Minor)	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
402	4040		£0	£307	£1,000	£2,000	£2,000
Any admin required equipment for 10 Cambridge Road, eg keyboards and projector, camera etc. New desktop computer for Outdoor team leader anticipated in 2017/18.							

Cost Centre	Account Code	Tourism Expenditure	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
402	4050		£4,247	£39	£0	£750	£500
To cover cost of hosting Council run walks and talks and any publicity needed. Due to staff absence walks and talks have not happened in 2017/18. 2015/16 expenditure was high due to operation of former TIC.							



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Cost Centre	Account Code	Bank Charges	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
402	4051		£66	£30	£50	£100	£100
Bank charges incurred							

Cost Centre	Account Code	Legal Expenses	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
402	4056		£350	£1,264	£800	£1,000	£1,500
Any legal expenses for adhoc work incurred out by Town Council – not corporate projects. 2016/17 expenditure high due to signing of a dedication agreement with CBC and village green advice.							

Cost Centre	Account Code	Audit Fees – External	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
402	4057		£1,335	£1,300	£1,300	£1,300	£1,300
To cover annual external audit fees (BDO) – External Auditor due to change in 2018/19. Fee should remain the same.							

Cost Centre	Account Code	Audit Fees – Internal	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
402	4058		£830	£750	£800	£850	£850
To cover internal audit – two per year (Haines Watts)							

Cost Centre	Account Code	Accountancy Fees	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
402	4059		£7,535	£6,259	£6,300	£6,500	£6,500
DCK Beavers (High in 2015/16 due to additional assistance and attendance at meetings by accountant)							

Cost Centre	Account Code	Refreshments	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
402	4070		£166	£125	£120	£200	£200
To cover refreshment costs including hospitality meetings							

**Income**

Cost Centre	Account Code	Tourism Income	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
402	1003		£2,181	£1,163	£840	£2,000	£1,200
Any income generated from Council events such as walks and talks. 2017/18 income is made up of Saffords trips income and sale of left over booklets/maps from TIC.							

Cost Centre	Account Code	Rent Received Etc	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
402	1201		£1,738	£2,372	£1,980	£2,500	£2,500
Rent received from Chamber hire							

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Cost Centre	Account Code	Photocopying Income	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
402	1202		£50	£70	£28	£0	£0
Income from public use of the photocopier. Budget was removed to minimal receipts. Consideration should be given to reinstating budget.							

Cost Centre	Account Code	Miscellaneous Income	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
402	1205		£190	£59	£13	£0	£0
To cover any additional unanticipated income such as utility refunds							

Cost Centre	Account Code	Ticket Sales Commission	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
402	1205		NA	£98	£120	£200	£200
Income from Saffords ticket sales							

2016/17 Actual	£68,019	2017/18 Estimate	£67,107
2017/18 Budget	£76,755	2018/19 Officer Rec	£75,155

Difference in 2017/18 Budget and Officer Recommendation is decrease of £1,600 or 2.08%

**Administration - Works**

Cost Centre	Account Code	Protective Clothing	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
403	4005		£736	£769	£953	£1,000	£1,000
To cover legally required PPE equipment for the Outdoor Team. High expenditure in 2017/18 due to new starter.							

Cost Centre	Account Code	Training	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
403	4008		0	£419	£500	£500	£1,000
Ground maintenance specific training such as machinery training and play inspections. Increase budget and lower corresponding admin budget.							

Cost Centre	Account Code	General Rates	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
403	4011		£1,992	£2,009	£1,724	£2,279	£1,900
General rates for the Depot. 2017/18 cost lower than anticipated. Scope to reduce budget.							

Cost Centre	Account Code	Water Rates	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
403	4012		£102.13	£139	£96	£200	£200
Water rates for the Depot. Water to be cut off during demolishing of depot and archaeological excavation. 2017/18 expenditure expected to be lower.							

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Cost Centre	Account Code	Electricity	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
403	4014		£1,170	£1,371	£900	£1,000	£1,000

Electricity for the Depot. Expected to decrease following relocation of outdoor mess room. Estimate for 2017/18 based on first 4 months usage.

Cost Centre	Account Code	Refuse Disposal	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
403	4017		£4,082	£3,294	£4,800	£3,500	£4,500

To cover the cost of skip hire and disposal of waste from Council owned bins. Estimate for 2017/18 based on first 4 months usage and extrapolated over 12 months. However, costs may be lower during winter months. Increase on last year due to more fly tipping and unauthorised site occupation clearance. Increase recommended.

Cost Centre	Account Code	Property Maintenance/Security	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
403	4036		£2,643	£1,210	£1,800	£2,000	£2,000

Property maintenance and security for the Depot including call out charges. Increased costs due to break ins and removal of alarm system and electricity supply in preparation for demolition. High expenditure in 2015/16 was as a result of break-ins and repair work.

Cost Centre	Account Code	Consumables/Small Tools	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
403	4038		£1,768	£1,545	£2,200	£2,500	£2,500

To cover any tools required to carry out Council work.

Cost Centre	Account Code	Planting/Trees/horticulture	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
403	4039		£4,825	£5,211	£6,500	£6,500	£5,250

To cover hanging basket contract and the purchase of bedding plants. Increased in 2017/18 to include £1,500 for tree works. Recommend that this budget is split into separate codes in 2018/19.

Budget maxed out due to tree work costs. £5,000 of this budget is reserved for planting/horticulture. Actual expenditure on planting estimated to be closer to £5,250.

Cost Centre	Account Code	Suggested New Code Trees Works	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
403	4039		£0	£0	£0	£0	£4,000

Recommended new code for tree work costs. In 2017/18 the Council has committed £7,870 on tree works. This is unusually high as a lot of work was required to a lot of trees due to the lack of work over the previous five years. The council has a large stock of trees and an ongoing budget for tree maintenance should be kept. Work in the church yard and cemetery will be scheduled in 2018/19 and a budget has been recommended to account for the work.

Cost Centre	Account Code	Equipment Purchases (Minor)	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
403	4040		£2,678	£1,682	£2,000	£2,000	£2,000

To cover any equipment for the purpose of maintenance for the outdoor team. 2015/16 expenditure was high due to break in. Anticipated max spend in 2017/18.

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Cost Centre	Account Code	Equipment/Vehicle Maintenance	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
403	4042		£4,044	£4,304	£4,020	£5,500	£5,500
To cover vehicle expenditure including maintenance and repairs, servicing and MOTs, including two pick-up trucks, a ride-on and a tractor. Budget is high compared to expenditure but vehicles are starting to incur more problems as they age and a contingency should be allowed for.							

Cost Centre	Account Code	Equipment/Vehicle Fuel	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
403	4043		£2,088	£2,498	£2,650	£2,200	£2,750
Fuel for Council vehicles. Increases in fuel costs have resulted in higher expenditure in previous years and an estimated overspend in the current financial year. Increase recommended.							

Cost Centre	Account Code	Vehicle Tax & Insurance	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
403	4044		£1,950	£2,120	£2,002	£2,250	£2,250
Vehicle tax and insurance for Council vehicles.							

2016/17 Actual	£26,571	2017/18 Estimate	£30,145
2017/18 Budget	£31,429	2018/19 Officer Rec	£35,850

Difference in 2017/18 Budget and Officer Recommendation is an increase of £4,421 or 14.06%

**Income**

Cost Centre	Account Code	Insurance Claims Repayment	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
403	1258		£0	£2,230	£9,090	£0	£0
Income from any successful insurance pay-out relating to Council equipment and buildings/property. Zero budget as income not anticipated.							

**AGENDA ITEM: 9**  
**Footway Lighting**

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Cost Centre	Account Code	Electricity	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
405	4014		£5,404	£5,367	£5,400	£5,500	£5,500
Covers electricity for Town Council streetlights.							

Cost Centre	Account Code	Equipment/Vehicle Maintenance	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
405	4042		£6,547	£2,955	£4,000	£4,000	£7,800
Covers any repairs to Town Council streetlights – streetlighting contract renewed in 2017.							
In 2017/18 four streetlights were damaged in the first 4 months of the financial year. This has resulted in £6,800 of expenditure on replacing street lights (£1,700 claimed back via insurance). £4,550 was allocated from the rolling capital fund as the revenue budget was not sufficient.							
A replacement/new street light costs £1,700. Installation of a light shield costs £50.							
Breakdown of 2017/18 expenditure to date;							
Maintenance Contract: £1,600							
Repair/alteration works: £150							
New/Replacement Streetlights: £5,100							
£6,850 (£4,000 Revenue / £2,850 capital)							
Calculation of 2018/19 recommendation;							
Maintenance Contract: £1,600							
Repair/alteration works: ... £400							
Replacement of requested removed Western Way light: . £1,700							
Removal of redundant Sunderland Road Rec columns: ... £600							
Allowance for New/Replacement Streetlights: . £3,400							
. £7,800							

2016/17 Actual	£8,322	2017/18 Estimate	£9,400
2017/18 Budget	£9,500	2018/19 Officer Rec	£13,300

Difference in 2017/18 Budget and Officer Recommendation is an increase of £3,800 or 40%

**Cemetery & Churchyard**

Cost Centre	Account Code	General Rates	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
406	4011		£2,208	£2,226	£2,384	£2,579	£2,579
General rates for Sandy Cemetery Chapel							

Cost Centre	Account Code	Water Rates	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
406	4012		£83	£89	£95	£100	£100
Water rates for Sandy Cemetery							

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Cost Centre	Account Code	Property Maintenance/ Security	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
406	4036		£685	£1,210	£600	£1,000	£1,000
Property maintenance and security for the Cemetery Chapel. Includes service and repair costs for St Swithun's Church Clock. In 2016/17 this came to £370. Suggested a separate is budget is created.							

Cost Centre	Account Code	New Code Church Clock Maintenance	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
406			£0	£0	£0	£0	£380
Service and repair costs for St Swithun's Church Clock. In 2016/17 this came to £370.							

Cost Centre	Account Code	Grounds Maintenance	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
406	4037		£66	£0	£500	£900	£900
Any works incurred in Sandy Cemetery or Churchyard.							

Cost Centre	Account Code	Planting/Trees/Horticulture	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
406	4039		£180	£5	£300	£350	£350
Any planting, trees or horticulture for Sandy Cemetery or Churchyard. Work to cherry trees in 2017/18 to cut back from public footway.							

Cost Centre	Account Code	Grave Digging Costs	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
406	4101		£3,770	£4,875	£3,850	£6,200	£5,500
For the cost of outsourcing grave digging at the Cemetery. Less burials in 2017/18 suggest a lower than usual expenditure. Based on past few years there is scope for a budget reduction.							

2016/17 Actual	£8,405	2017/18 Estimate	£7,729
2017/18 Budget	£11,129	2018/19 Officer Rec	£10,809

Difference in 2017/18 Budget and Officer Recommendation is a decrease of £320 or 2.88%

**Income**

Cost Centre	Account Code	Burials/Memorials Income	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
406	1226		£18,535	£27,236	£17,500	£25,000	£25,000
Income generated for burials and memorials. Fewer burials during 2017/18 has resulted in lower than anticipated income.							

**Town Centre**

Cost Centre	Account Code	Health and Safety	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
408	4007		NA	NA	£73	£150	£150
To cover the defibrillator checks/testing.							

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Cost Centre	Account Code	General Rates	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
408	4011		£15,203	£15,326	£14,229	£14,255	£14,255
General rates for the car park							

Cost Centre	Account Code	Property Maintenance/Security	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
408	4036		£0	£4,057	£930	£1,500	£1,500
To cover anything in the Town Centre car park including the barrier, toilets and line marking. High in 2016/17 due to repair works to the barrier and ladies' toilets.							

Cost Centre	Account Code	Loan Interest	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
408	4053		£332	£313	£320	£293	£320
Public works loan for purchase of car park. Increase in budget recommended.							

Cost Centre	Account Code	Loan Capital Repaid	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
408	4054		£276	£295	£300	£315	£315
Public works loan for purchase of car park.							

Cost Centre	Account Code	CCTV Fees	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
408	4100		£17,255	£15,680	£16,000	£18,000	£17,000
To cover the cost of 5 CCTV cameras monitoring. Fees reduced due to number of CCTV cameras reduced by CBC.							

**Income**

Cost Centre	Account Code	Market Fees	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
408	1236		£1,032	£80	£0	£500	£0
Income generated from Friday Market (redundant)							

Cost Centre	Account Code	Saturday Market Fees	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
408	1237		£190	£8	£0	£0	£0
Income generated from Saturday Market (redundant)							

Cost Centre	Account Code	Other Income Car Park	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
408	1238		£238	£230	£0	£120	£120
Income from Barrier Pass cards							

2016/17 Actual	£35,353	2017/18 Estimate	£31,852
2017/18 Budget	£33,893	2018/19 Officer Rec	£33,420

Difference in 2017/18 Budget and Officer Recommendation is a decrease of £473 or 1.4%

**Public Toilets – Car Park**

Cost Centre	Account Code	General Rates	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
409	4011		£2,352	£2,372	£1,935	£1,931	£1,950
General rates for the car park public toilets							

Cost Centre	Account Code	Water Rates	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
409	4012		£519	£1,198	£1,046	£1,000	£1,100
Water rates for the car park public toilets. Currently working at £260 per quarter.							

Cost Centre	Account Code	Electricity	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
409	4014		£-439	£228	£158	£200	£250
Electricity for the car park toilets. 2015/16 credit due to refunds for previous year. Credit of £40 received in 2017/18 against 2016/17 bills.							

Cost Centre	Account Code	Property Maintenance/Security	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
409	4036		£206	£761	£400	£1,000	£1,000
Property maintenance and security for the car park toilets including barrier.							

2016/17 Actual	£4,559	2017/18 Estimate	£3,539
2017/18 Budget	£4,131	2018/19 Officer Rec	£4,300

Difference in 2017/18 Budget and Officer Recommendation is an increase of £169 or 4.09%

**Play areas and Open spaces**

Cost Centre	Account Code	Health & Safety	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
500	4007		£0	£399	£399	£400	£400
Health and safety for all play areas – annual ROSPA checks and reports							

Cost Centre	Account Code	Water Rates	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
500	4012		£1,282	£301	£738	£700	£750
Water rates for all play areas – Bedford Road toilets. An over charge in 2015/16 was refunded in 2016/17. This resulted in an overspend in 15/16 and underspend in 16/17.							

Cost Centre	Account Code	Electricity	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
500	4014		£264	£160	£129	£200	£200
Electricity for all play areas – Bedford Road toilets (contribution paid by Bedford Road Football Club)							



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Cost Centre	Account Code	Property Maintenance/Security	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
500	4036		£171	£492	£220	£500	£500
Property maintenance and security for all play areas and all buildings including the football pavilion							

Cost Centre	Account Code	Grounds Maintenance	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
500	4037		£1,076	£1,352	£1,300	£2,500	£2,500
Grounds maintenance for all football pitches. Contingency for unexpected work allowed for.							

Cost Centre	Account Code	Equipment/Vehicle Maintenance	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
500	4042		£1,047	£2,211	£3,000	£5,000	£5,000
For all play equipment in all play areas in Sandy Town Council's ownership							

Cost Centre	Account Code	Fallowfield Fencing	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
500			£0	£0	£6,002	£0	£0
Installation of fencing around Fallowfield in 2017/18 financial year.							

Cost Centre	Account Code	Transfer from EMR Fallowfield	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
500	4972		£0	-£15,000	-£15,000	-£15,000	-£15,000
Transfer from Fallowfield reserve funds to revenue budget to cover maintenance costs associated with Fallowfield.							

**INCOME**

Cost Centre	Account Code	Rent Received Etc	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
500	1201		£0	£570	£500	£0	£0
Fees for activities on Council owned open spaces (Fun Fair, Circus etc)							

Cost Centre	Account Code	Sandy FC Rent	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
500	1241		£453	£480.89	£500	£565	£565
Rent Sandy Football Club for the use of the ground and pavilion.							

Cost Centre	Account Code	Pitch Rental	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
500	1251		£583	£541	£503	£550	£550
Lime marking and goal mouth charges from Sandy Football Club for Bedford Road.							

2015/16 Actual	-£8,548	2016/17 Estimate	-£4,715
2016/17 Budget	-£6,815	2017/18 Officer Rec	-£6,765

Difference in 2017/18 Budget and Officer Recommendation is a decrease of £50 or 0.7%

**Sunderland Road Rec Ground**

Cost Centre	Account Code	Water Rates	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
501	4012		£1,119	£1,119	£400	£800	£800
Water rates for Banks Pavillion. Current financial year £150 for two quarters.							

Cost Centre	Account Code	Electricity	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
501	4014		£150.	£200	£130	£200	£200
Electricity for Banks Pavillion.							

Cost Centre	Account Code	Property Maintenance/Security	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
501	4036		£3,629	£1,226	£600	£1,000	£1,250
For property maintenance and security for Jenkins and Banks Pavillion. 2015/16 expenditure was high due to a new boiler. £2016/17 expenditure high due to a new sewage pump. Anticipated lighting costs in 2017/18.							

Cost Centre	Account Code	Bowling Green - SBC	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
501	4046		£2,822	£6,129	£2,800	£2,952	£2,982
Maintenance of bowling green as per lease agreement. Expenditure for 2016/17 appears high due to health and safety work carried out to the greens surrounding paving. This was funded via sc106 and offset by a receipt from CBC. The Council received £3,155 funding back from CBC. Actual spend of £2,974. 2018/19 allowance for 1.5% RPI increase. Actual RPI will be calculated per the lease when figures are available							

Cost Centre	Account Code	Equipment Maintenance – SBC	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
501	4047		£1,237	£567	£465	£2,399	£2,435
Maintenance of bowling green equipment as per lease agreement. Spend varies dependant on work required to machines following servicing. 2018/19 allowance for 1.5% RPI increase. Actual RPI will be calculated per the lease when figures are available.							

Cost Centre	Account Code	Cricket Square – SCC	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
501	4048		£1,938	£3,639	£2,000	£2,370	£2,406
Maintenance of cricket pitch as per lease agreement. 2016/17 expenditure appears high due to pitch refurbishment and portable scoreboard which were funded via sc106. The Council received £1,730 funding back from CBC. Actual spend of £1,909. 2018/19 allowance for 1.5% RPI increase. Actual RPI will be calculated per the lease when figures are available.							

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Cost Centre	Account Code	Equipment Maintenance - SCC	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
501	4049		£1,307	£1,155	£444	£2,564	£2,602
Maintenance of cricket pitch equipment as per lease agreement. 2018/19 allowance for 1.5% RPI increase. Actual RPI will be calculated per the lease when figures are available.							

Cost Centre	Account Code	Other Professional Fees	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
501	4060		£13,956	£15,225	£15,225	£15,225	£15,225
For payment to Stevenage Leisure Ltd for the Management of Jenkins.							

**INCOME**

Cost Centre	Account Code	Bowls Club Rental	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
501	1253		£396	£399	£407	£407	£413
Rental income from the Bowls Club. RPI increase of 1.5% allowed for.							

Cost Centre	Account Code	Cricket Club Rental	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
501	1255		£0	£263	£267	£267	£271
Rental income from the Cricket Club for pitch. RPI increase of 1.5% allowed for.							

Cost Centre	Account Code	Scouts, ACF & SSLA	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
501	1256		£0	£5	£5	£5	£5
Rental income for the Scout Hut and from the SSLA.							

2016/17 Actual	£28,593	2017/18 Estimate	£21,385
2017/18 Budget	£26,831	2018/19 Officer Rec	£27,211

Difference in 2017/18 Budget and Officer Recommendation is an increase of £380 or 1.42%

**Nature Reserves – Riddy & Pinnacle**

Cost Centre	Account Code	Grounds Maintenance	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
502	4037		£150	£2,921	£400	£1,500	£1,500
For any unexpected maintenance. High in 2016/17 due to fencing work by Wildlife Trust.							

Cost Centre	Account Code	Other Professional Fees	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
502	4060		£15,498	£9,607	£9,600	£9,500	£9,650
Management fee to the Wildlife Trust and BRCC. High in 2015/16 due to missed payment in 2014/15							

**AGENDA ITEM: 9**  
**INCOME**

**APPENDIX VIII**

Cost Centre	Account Code	Countryside Stewardship Grant	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
502	1306			£2,268	£2,034	£2,100	£3,200
Grant income to support the management of The Riddy and The Pinnacle. Grant has not achieved the budget figure for the last two years and it is recommended this is lowered.							

Cost Centre	Account Code	Angling Licence Rent	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
502	1307			£491	£496	£500	£500
Income received from fishing licences							

2016/17 Actual	£9,998	2017/18 Estimate	£9,400
2017/18 Budget	£9,300	2018/19 Officer Rec	£10,450

Difference in 2017/18 Budget and Officer Recommendation is an increase of £1,050 or 14.19%

**Grass Cutting**

Cost Centre	Account Code	Grass Cutting	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
505	4102			£7,580	£7,580	£7,580	£10,000
Contract payments to Central Bedfordshire Council for cutting of grass in Sandy. A possible switch from spraying to strimming could lead to increased costs, therefore recommended budget remains.							

2015/16 Actual	£7,580	2016/17 Estimate	£7,580
2016/17 Budget	£7,580	2017/18 Officer Rec	£10,000

No difference in 2017/18 Budget and Officer Recommendation

**Litter Bins, Seats & Shelters**

Cost Centre	Account Code	Equipment/Vehicle Maintenance	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
506	4042			£0	£150	£200	£500
Maintenance and replacement of Town Council litter bins and bus shelters. Although expenditure has been low the budget would not cover the cost of a standard bench with a disabled space. Increase recommended to cover cost of one bench.							

2015/16 Actual	£0	2016/17 Estimate	£200
2016/17 Budget	£500	2017/18 Officer Rec	£650

Difference in 2017/18 Budget and Officer Recommendation is an increase of £150 or 30%

**Christmas Lights**

Cost Centre	Account Code	Christmas Illuminations	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
509	4401			£9,481	£13,569	£13,000	£13,000
Cost of Christmas Lights rental with Lamps & Tubes.							

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Cost Centre	Account Code	Community Christmas Event	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
509	4402		£4,267	£4,938	£5,000	£5,000	£5,000
Cost of holding the Community Christmas Lights Switch on Event, Christmas tree and children's light design competition.							

**INCOME**

Cost Centre	Account Code	Christmas Lights	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
509	1365		£2,099	£2,354	£2,000	£2,000	£2,000
Any income generated by the Friends of Sandy Christmas Lights							

2016/17 Actual	£16,153	2016/17 Estimate	£16,000
2017/18 Budget	£16,000	2017/18 Officer Rec	£16,000

No difference in 2017/18 Budget and Officer Recommendation

**Democratic and Civic Costs**

Cost Centre	Account Code	Misc Establishment Costs	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
602	4020		£0	£215	£0	£100	£100
Previous years expenditure was on repair works to the Mayors Chain of office.							

Cost Centre	Account Code	Annual Report & Annual Report & Newsletter	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
602	4033		£2,618	£2,856	£2,900	£3,000	£3,000
Cost of a page in the bulletin.							

Cost Centre	Account Code	Equipment/Vehicle Maintenance	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
602	4042		£0	£5	£170	£250	£250
2017/18 expenditure relates to defibrillator installation and checks.							

Cost Centre	Account Code	Mayor's Allowance	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
602	4200		£1,956	£1,921	£1,950	£1,950	£2,200
Annual allowance for the Mayor.							

Cost Centre	Account Code	Members' Expenses (Conf etc)	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
602	4202		£295	£66	£138	£500	£500
To cover any expenses incurred by Members on Council business.							

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Cost Centre	Account Code	Election Costs	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
602	4210		£421	£0	£0	£3,000	£3,000
To cover cost of holding an election in case of an unexpected councillor vacancy or in an election year. Actual costs for a full election would be approximately £12,000. To offset the impact on the budget in an election year the council sets aside £3,000 each year to build a fund for elections.							

Cost Centre	Account Code	Grants/Donations Paid	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
602	4701		£1,556	£3,000	£3,000	£3,000	£3,000
For community grants. Members may wish to consider increasing the budget given the number of grant applications received over previous years.							

Cost Centre	Account Code	Community Event Support	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
602	4702		NA	NA	£1,000	£2,000	£2,000
Newly created (2017/18) grants budget to support community events							

Cost Centre	Account Code	Transfer to EMR	2015/16 Actual	2016/17 Actual	2017/18 Est.	2017/18 Budget	2018/19 Officer Rec
602	4971		0	£3,000	£3,000	£0	£0
Unspent election costs transferred to earmarked reserves.							

2016/17 Actual	£11,063	2017/18 Estimate	£12,208
2017/18 Budget	£13,800	2018/19 Officer Rec	£14,050

Difference in 2017/18 Budget and Officer Recommendation is an increase of £250 or 1.8%

2017/18 Revenue Budget =	£484,403
2018/19 Recommendation =	£486,130
2018/19 Revenue budget increase of £1,727 or 0.37%	

**SANDY TOWN COUNCIL**

**COMMITTEE: POLICY FINANCE AND RESOURCES**

**DATE: 11 SEPTEMBER 2017**

**REPORT BY: TOWN CLERK**

**SUBJECT: MEMORIAL BENCH POLICY**

**1. Summary**

- 1.1 Sandy Town Council has in the past dealt with requests to place memorial benches in Sandy Cemetery and matters around the continued maintenance of memorial benches. The Council does not currently hold a formalised position and policy on memorial benches.
- 1.2 Members previously reviewed a draft agenda and asked that amendments be made to indicate who would purchase the bench, which benches would be acceptable, and who would own the bench.
- 1.3 Members are asked to review and consider the draft policy.

**2. Background**

- 2.1 Historically Sandy Town Council has granted permission for families to install memorial benches in the Sandy cemetery. There has been no formal policy or written agreements in place to accompany these memorial benches. Some benches are maintained by the family members at their request, while other benches are maintained by Sandy Town Council as part of its general maintenance schedule.
- 2.2 There are currently 12 benches in Sandy Cemetery, 8 of these are memorial benches. The cemetery has reached maximum capacity for benches at present.
- 2.3 All applications are currently considered and processed by the administration team on a case-by-case basis.
- 2.4 The council should adopt a policy to provide clear guidance for the office and applicants on the purchase, maintenance and responsibility for benches.
- 2.5 Due to risk of vandalism and the costs of repair involved the Grounds Team Leader has recommended any benches in areas other than the cemetery should be vandal proof recycled plastic. This would also reduce maintenance and treatment costs.

# DRAFT MEMORIAL POLICY

## 1. INTRODUCTION

- 1.1 Sandy Town Council understands and respects the wishes of its residents to remember loved ones through memorial seats and benches.
- 1.2 With a number of existing memorials throughout the town, it has become necessary for Sandy Town Council to put in place this policy as a guideline for new applicants to understand locations available for memorial benches, and the styles/types of memorials permitted.
- 1.3 This policy is intended to provide a guideline for applications for memorials in Sandy Town Council owned locations. It is not exhaustive and is subject to change.
- 1.4 The content of this policy will be revised as necessary to meet changing circumstances. The policy will be reviewed on a regular basis by the Town Clerk and proposed amendments will be submitted to the Policy, Finance and Resources Committee for approval.
- 1.5 The Town Council reserves the right to refuse any application which it deems unsuitable. The decision of the Town Council will be final.

## 2. LOCATIONS

- 2.1 This policy covers areas of land owned or managed by Sandy Town Council which may be appropriate for a memorial bench. This include;  
  
The Sandy Cemetery, Potton Road  
Beeston Village Green, Beeston  
The Limes amenity area, Beeston  
Sunderland Road recreation ground  
Bedford Road recreation ground  
The Riddy nature reserve  
The Pinnacle (Subject to agreement from the lessor)
- 2.2 Memorial benches will be allowed at sites while there continues to be space for them and the Town Council will try to accommodate the preferences of families as to the location.
- 2.3 Requests for memorial benches on other areas within the town will require the permissions of the relevant landowner and will involve the Town Council in either permissions or any maintenance.

## 3. POLICY – Terms & Conditions

- 3.1 All applications for memorial benches should be completed on the official request form and be signed by the applicant.
- 3.2 All memorial benches and installation arrangements and costs should be paid for by the applicant. A maintenance fee of £100 per 10-year period is due to the Town Council prior to installation.
- 3.3 The purchase of each bench seat and/or plaque and their installation will be carried out by the Council. Following approval all memorials must be paid for in full by the applicant.





- 3.4 Once installed, the bench seat and plaque will become the property of the Council. It will be insured and maintained for an initial period of ten years.
- 3.5 New bench seats will be of a type, design and colour approved by the Council to ensure some consistency with existing ones in place throughout the town.
- 3.6 Memorial plaques fitted to benches to be a maximum size of 175mm wide x 75mm high or shall fit in the centre of the upper most lath of the back of the bench, or whichever is the greater. The precise wording of any plaques or inscription must be approved by the Town Clerk. Further guidance can be given as to what may be acceptable.
- 3.7 The Town Council will limit the number of memorial benches in particular areas.
- 3.8 It is expected that any memorial seat will have a serviceable life of 10 years. After a period of 10 years the Town Council will contact the donors of the seat to ascertain the future of the bench.
  - a) Removal and the return of any plaque to the donor or their family
  - b) Renewal of the seat. Subject to the applicant purchasing a new bench and plaque (if required).
  - c) Retain the positioning of the seat whilst it remains in a serviceable condition and the maintenance fees are paid.


If the donor cannot be contacted for any reason, the Council may in its discretion remove the bench if it has deteriorated and become unserviceable.

- 3.9 The Town Council will notify the applicant in the event that the memorial bench is damaged and advise on what action the Council will be taking.
- 3.10 No additional mementoes e.g. vases, statues, flowers, wreaths, balloons or other ornamentation etc., shall be permitted on or around the bench.

#### 4. PERMITTED MEMORIAL BENCHES

##### 4.1 Memorial seats permitted by the Council;

	Seat Style	Notes
Cemetery Beeston Village Green		<b>Iroko Timber Hardwood</b> standard weight Length: 1500mm Width: 650mm Height: 900mm Weight: 23kg
Recreation Grounds Amenity Areas		<b>Recycled Material Seat</b> Environmentally friendly Weather resistant Vandal resistant Low maintenance Length: 1790mm. Depth: 574mm. Seat Height: 428mm. Overall Height: 702mm. Weight: 79kg

		<p><b>Recycled Material Seat Timber effect</b>  Environmentally friendly  Weather resistant  Vandal resistant  Low maintenance</p> <p>Length: 1985mm.  Overall Depth: 675mm.  Seat Height: 470mm.  Overall Height: 915mm.  Weight: 85kg (ground fixed)  165kg (Ballasted)</p>
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## 5. MAINTENANCE AND REPAIR

### Seats and benches

- 5.1 All seats and benches will be maintained by Sandy Town Council for a period of up to 10 years (from the date of installation), after which the council will contact the donor to agree options on the bench. See 3.8.
- 5.2 If a seat or bench reaches a state of disrepair due to wear and tear before a period of 10 years, the Council will attempt to contact the owner and ask if they would like to cover the cost of replacement, or whether the memorial should be removed.
- 5.3 Please note: it will be the responsibility of the memorial owner to ensure that the Council is kept informed of any changes to contact details. If the Council is unable to make contact with a memorial owner should a seat/bench reach a state of disrepair before a period of 10 years is reached, the Council reserves the right to remove the memorial.

### Application process

1. Applicants must complete the Sandy Town Council memorials application form, to be returned to: [admin@sandytowncouncil.gov.uk](mailto:admin@sandytowncouncil.gov.uk) or in person/by post to Sandy Town Council, 10 Cambridge Road, Sandy, SG19 1JE.
2. Sandy Town Council will contact the applicant if further information is required.

Please note that it is the responsibility of the owner to inform Sandy Town Council of any change in contact details once a memorial has been approved and put in place.

# SANDY TOWN COUNCIL

## APPLICATION REQUEST FOR A MEMORIAL BENCH

**Full Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Postcode:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

Please notify us of any change of name or address so we can contact you if we need to.

**Name of person for dedication:** \_\_\_\_\_

**Style of bench:**

**Preferred location of bench:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Please return to

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

TOWN COUNCIL USE ONLY	
Date of Installation	
Location	
Dedicated to	

<b>SANDY TOWN COUNCIL</b>
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<b>COMMUNITY ENGAGEMENT STRATEGY</b>
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## **1. INTRODUCTION**

- 1.1 Sandy Town Council wants to work closely with the public – residents, communities, businesses and voluntary organisations. Our aim is to engage with residents and encourage their participation in the local democratic process; creating a more active and informed community that is involved in decision making and securing better services.
- 1.2 This document forms the Town Council's Community Engagement Strategy. It sets out:
- The role of community engagement and its importance;
  - How Sandy Town Council engages with the wider community and identifies the needs and aspirations of the community;
  - How the Town Council can improve community engagement.
- 1.3 The objectives of the strategy are to:
- Encourage effective local community engagement;
  - Ensure that embedded throughout the Council there is a clear understanding of the need to engage with communities about decisions which affect them;
  - Enable the aspirations/comments/suggestions etc obtained from community engagement to have an impact on decision making and the way in which services are being delivered;
  - Identify how the Council can enhance its profile by improving engagement with the wider community (with specific reference to hard to reach groups).

## **2. COMMUNITY ENGAGEMENT**

- 2.1 Community engagement means the involvement of local people in decisions which affect them and their community. This can include individuals and community groups as well as businesses and other public bodies. It provides an opportunity for local people to communicate with the Council about their community and neighbourhoods needs and/or aspirations.
- 2.2 Community engagement provides the Council with an opportunity to consult and inform the public about its services and projects.
- 2.3 'Hard to reach' groups within the community can be those who experience social exclusion and can be perceived as being disempowered. An example may be young people, elderly people or those with a disability.

- 2.4 The key aspects of community engagement includes;
- Development of a network of relationships between the Council, individuals and groups;
  - Clear and open communication to ensure that information is made accessible to all groups;
  - Listening to and understanding a range of people to identify aspirations, needs and problems
- 2.5 The benefits of community engagement include;
- Problems and needs within communities are identified so they can be addressed;
  - Those participating feel more empowered by being involved in decision making and a sense of ownership over new facilities/initiatives can be developed;
  - May result in a renewed respect for the Council; enhanced leadership and greater interest in elections or standing for Council.

### 3. AIMS

Sandy Town Council strives to undertake the following:

#### 3.1 To enable an involved, empowered and active citizenship through:

- (i) All meetings of the Town Council and its committees will be open to the public and press and there is a period set aside for residents to speak. *Residents can access agendas for Council meetings via the Council's website, Council office, Library and Council notice boards.*
- (ii) involving residents in community issues and informing local people of the Council's services and actions taken
- (iii) details of how to contact the Council are displayed on notice boards, website, Facebook and in the monthly Bulletin page
- (iv) engaging proactively with all sections of the community
- (v) considering consultations and surveys where necessary and appropriate and making results available

#### 3.2 To communicate information to our community clearly, factually and appropriately through:

- (i) a website detailing all council services and activities
- (ii) regular press releases and advertisements in local publications
- (iii) use of social media via the Town Council Facebook page (in line with the Council Social Media Policy)
- (iv) an annual report
- (v) display of information on public noticeboards
- (vi) use of plain English

**3.3 To improve our communication with our partners and stakeholders and co-ordinate our community engagement efforts through:**

- (i) supporting the work of statutory agencies in Sandy
- (ii) supporting the work of non-statutory organisations in Sandy
- (iii) maintaining positive working relationships with local organisations
- (iv) identifying and embracing opportunities to work with other local community groups, as and when the need arises
- (v) receptive to requests from residents and will attempt to be flexible in order to ensure their opinions are known not only to the Town Council but other organisations
- (vi) ensure local people and communities are referred to the correct department/officer/council and that they are aware of the ways that they can use relevant systems to make their views known

**3.4 To raise the image and reputation of the Council through:**

- (i) inviting residents to be actively involved in meetings via the public forum
- (ii) publicising the Annual Town Meeting
- (iii) inviting residents/community groups to provide information for Council publications, website or Facebook
- (iv) issuing press releases covering activities of the Council
- (v) encouraging the Mayor to represent the Council and the community
- (vi) when dealing with 'controversial' issues that affect a particular community consideration will be given to holding a public meeting
- (vii) publishing positive results achieved from working relationships between the council and other community groups/bodies

**3.5 To enable every councillor to maximise their role as elected representatives and community leaders through:**

- (i) the supply of a New Members Pack
- (ii) encouraging Councillors to attend appropriate training as set out in the Council Training Statement of Intent
- (iii) encouraging Councillors to attend meetings of community organisations and residents associations in their respective wards
- (iv) encouraging Councillors to take up places on community groups and organisations
- (v) holding Councillor surgeries

**3.6 To ensure every member of staff understands the council's role and priorities through:**

- (i) development of a customer care programme
- (ii) the staff appraisal scheme
- (iii) encouraging staff to provide input into the decision making process
- (iv) encouraging staff to represent the Council at community events
- (v) provision of regular staff training, continuous professional development and briefings