

Sandy Town Council

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

You are hereby summoned to attend a meeting of the Policy, Finance and Resources Committee of Sandy Town Council which will be held in the Council Chamber at 10 Cambridge Road, Sandy, Bedfordshire on Monday 22 August 2016 at 7.30pm for the purpose of transacting the items of business below.

Chris Robson

Chris Robson
Town Clerk
10 Cambridge Road
Sandy SG19 1JE
01767 681491
16 August 2016

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

A G E N D A

Reports

1 Apologies for absence

2 Declarations of interest

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

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

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

3 Public Participation Session

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

Previously
circulated

Sandy Town Council

4 Minutes of previous meeting

To receive the minutes of the Policy, Finance and Resources Committee held on 11 July 2016 and to approve them as a correct record of proceedings.

5 Financial Reports

- i) To consider a balance sheet and detailed financial report showing income and expenditure against the revenue budget for 30 June 2016. Appendix I
- ii) To receive a budget overview report. Appendix II
- iii) To approve a schedule of payments made since previous meeting. Appendix III
- iv) The Chair to approve bank reconciliations and statements.

6 Action List

To receive Action Report and any update. Appendix IV

7 Internal Auditor's Report

To receive and note a copy of the Internal Auditors Report. Appendix V

8 Grant Application

To receive a grant application from the Sandy Twinning Association. Appendix VI

9 Walkers are Welcome

To consider a funding request from the Walkers are Welcome group. Appendix VII

10 Ivel Sprinter, East Beds Community Bus Ltd

To receive further information on the Ivel Sprinter community grant application. Appendix VIII

11 Jenkins Pavilion Management Agreement

To receive and consider a draft agreement between Central Bedfordshire Council and Sandy Town Council for the management of the Jenkins Pavilion. Appendix IX

12 Riddy Fencing Repair Work

To consider a report for repair work required to fencing in The Riddy. Appendix X

13 Section 106 Funding

To receive a report from the Town Clerk on S106 applications. Appendix XI

14 Ear Marked Reserves

To receive a report from the Town Clerk on the Councils Ear Marked Reserves funds. Appendix XII

Sandy Town Council

15 Drone Policy

To receive a report from the Town Clerk on adopting a drone policy.

Appendix
XIII

16 Purchase of an additional council gazebo/marquee

The Council has been offered the opportunity to purchase a 50 person marquee for use at Town Council and community events. Members are asked to consider the purchase of the marquee at a cost of £250 and its potential uses.

17 Chairman's Items

18 Date of Next Meeting: 10 October 2016

AGENDA ITEM 5

Sandy Town Council 2016-17

Time :- 14:57

Detailed Balance Sheet (Excluding Stock Movement)

Month No: 3 30th June 2016

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
100	Debtors Control	3,979	
105	VAT Control	7,207	
200	Current Bank A/c	27,866	
201	Capital A/c	463	
205	Capital a/c Santander	215,503	
206	Barclays Active Saver	269,419	
208	Public Sector Deposit Fund	201,219	
210	Petty Cash	300	
	Total Current Assets		<u>725,955</u>
	<u>Current Liabilities</u>		
501	Creditors Control	19,470	
505	Deposits - Returnable	40	
	Total Current Liabilities		<u>19,510</u>
	Net Current Assets		706,445
	Total Assets less Current Liabilities		<u>706,445</u>
	<u>Represented By :-</u>		
300	Current Year Fund	100,315	
310	General Reserve	127,728	
315	Rolling Capital Fund	44,131	
320	Capital Receipts Reserve	57,712	
321	Earmarked Reserves	29,028	
322	EMR Fallowfied	347,532	
	Total Equity		<u>706,445</u>

Summary Income & Expenditure by Budget Heading 30th June 2016

Month No : 3

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	21,116	59,843	264,650	204,807		204,807	22.6 %
402 Administration-Office	Expenditure	5,143	22,188	80,950	58,762		58,762	27.4 %
	Income	434	1,492	6,500	-5,008			23.0 %
403 Administration-Works	Expenditure	5,013	13,599	28,300	14,701		14,701	48.1 %
405 Footway Lighting	Expenditure	783	1,239	7,800	6,561		6,561	15.9 %
406 Cemetery & Churchyard	Expenditure	1,320	3,064	10,800	7,736		7,736	28.4 %
	Income	4,860	7,840	20,000	-12,160			39.2 %
408 Town Centre (Including Market)	Expenditure	0	16,844	34,958	18,114		18,114	48.2 %
	Income	0	88	2,253	-2,165			3.9 %
409 Public Toilets - Car Park	Expenditure	450	3,055	3,650	595		595	83.7 %
500 Play Areas and Open Spaces	Expenditure	151	1,242	-4,800	-6,042		-6,042	-25.9 %
	Income	955	1,335	1,530	-195			87.3 %
501 Sunderland Road Rec Ground	Expenditure	1,604	6,833	27,493	20,660		20,660	24.9 %
	Income	0	268	400	-132			66.9 %
502 Nature Reserves	Expenditure	39	39	11,000	10,961		10,961	0.4 %
	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	82	82	5,500	-5,418			1.5 %
601 Precept and Interest	Income	84	259,065	521,647	-262,582			49.7 %
602 Democratic and Civic Costs	Expenditure	969	1,910	11,750	9,840		9,840	16.3 %
700 Capital and Projects	Expenditure	1,764	41,764	316,107	274,343		274,343	13.2 %
	Income	1,764	1,764	267,005	-265,241			0.7 %
INCOME - EXPENDITURE TOTALS								
	Expenditure	38,352	171,619	821,158	649,539	0	649,539	20.9 %
	Income	8,179	271,934	828,535	-556,601			32.8 %
	Net Expenditure over Income	30,173	-100,315	-7,377	92,938			

Month No : 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
401 Staff							
4001 Gross Salaries - Admin	8,082	23,774	114,000	90,226		90,226	20.9 %
4002 Gross Salaries - Works	9,632	25,312	97,700	72,388		72,388	25.9 %
4003 Employers NIC	1,237	3,562	22,100	18,538		18,538	16.1 %
4004 Employers Superannuation	2,166	6,372	29,850	23,478		23,478	21.3 %
4010 Miscellaneous Staff Costs	0	824	1,000	176		176	82.4 %
Staff :- Expenditure	21,116	59,843	264,650	204,807	0	204,807	22.6 %
Net Expenditure over Income	21,116	59,843	264,650	204,807			
402 Administration-Office							
4008 Training	170	170	2,500	2,330		2,330	6.8 %
4009 Travel & Subsistence	0	6	250	244		244	2.5 %
4011 General Rates	0	6,171	6,250	79		79	98.7 %
4012 Water Rates	0	10	400	390		390	2.5 %
4014 Electricity	0	1,290	2,500	1,210		1,210	51.6 %
4015 Gas	0	558	1,200	642		642	46.5 %
4016 Cleaning Materials etc	5	225	1,500	1,275		1,275	15.0 %
4020 Misc Establishment Costs	430	430	2,000	1,570		1,570	21.5 %
4021 Telephone & Fax	177	533	2,500	1,967		1,967	21.3 %
4022 Postage	0	41	1,700	1,659		1,659	2.4 %
4023 Printing & Stationery	40	228	3,500	3,272		3,272	6.5 %
4024 Subscriptions	0	2,056	2,700	644		644	76.1 %
4025 Insurance (excl vehicles)	1,715	5,116	22,250	17,134		17,134	23.0 %
4026 Photocopy Costs	0	1,326	3,000	1,674		1,674	44.2 %
4027 IT Costs incl Support	273	655	6,000	5,345		5,345	10.9 %
4028 Service Agreements (Other)	1,366	2,836	5,500	2,664		2,664	51.6 %
4035 Publications	0	7	100	93		93	7.0 %
4036 Property Maintenance/Security	110	1,038	3,000	1,962		1,962	34.6 %
4038 Consumables/Small Tools	0	45	0	-45		-45	0.0 %
4040 Equipment Purchases (Minor)	0	106	2,000	1,894		1,894	5.3 %
4042 Equipment/Vehicle Maintenance	0	86	0	-86		-86	0.0 %
4050 Tourism Expenditure	35	35	2,000	1,966		1,966	1.7 %
4051 Bank Charges	30	30	100	70		70	30.3 %
4056 Legal Expenses	0	0	1,000	1,000		1,000	0.0 %
4057 Audit Fees - External	0	-1,300	1,300	2,600		2,600	-100.0 %
4058 Audit Fees - Internal	375	0	1,000	1,000		1,000	0.0 %
4059 Accountancy Fees	417	475	6,500	6,025		6,025	7.3 %
4070 Refreshments	0	16	200	184		184	8.0 %
Administration-Office :- Expenditure	5,143	22,188	80,950	58,762	0	58,762	27.4 %

Month No : 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1003 Tourism Income	357	687	5,000	-4,313			13.7 %
1201 Rent Received Etc	77	789	1,500	-711			52.6 %
1202 Photocopying Income	0	16	0	16			0.0 %
Administration-Office :- Income	434	1,492	6,500	-5,008			23.0 %
Net Expenditure over Income	4,709	20,695	74,450	53,755			
403 Administration-Works							
4005 Protective Clothing	45	207	1,000	793		793	20.7 %
4008 Training	0	0	500	500		500	0.0 %
4011 General Rates	0	2,009	2,050	41		41	98.0 %
4012 Water Rates	0	0	400	400		400	0.0 %
4014 Electricity	0	0	500	500		500	0.0 %
4016 Cleaning Materials etc	0	0	100	100		100	0.0 %
4017 Refuse Disposal	370	1,177	3,500	2,323		2,323	33.6 %
4036 Property Maintenance/Security	30	1,591	1,000	-591		-591	159.1 %
4038 Consumables/Small Tools	235	303	2,500	2,197		2,197	12.1 %
4039 Planting/Trees/Horticulture	1,791	4,048	5,000	952		952	81.0 %
4040 Equipment Purchases (Minor)	31	31	2,000	1,969		1,969	1.5 %
4042 Equipment/Vehicle Maintenance	650	1,550	5,500	3,950		3,950	28.2 %
4043 Equipment/Vehicle Fuel	201	791	2,000	1,209		1,209	39.6 %
4044 Vehicle Tax & Insurance	1,660	1,890	2,250	360		360	84.0 %
Administration-Works :- Expenditure	5,013	13,599	28,300	14,701	0	14,701	48.1 %
Net Expenditure over Income	5,013	13,599	28,300	14,701			
405 Footway Lighting							
4014 Electricity	413	869	5,500	4,631		4,631	15.8 %
4042 Equipment/Vehicle Maintenance	370	370	2,300	1,930		1,930	16.1 %
Footway Lighting :- Expenditure	783	1,239	7,800	6,561	0	6,561	15.9 %
Net Expenditure over Income	783	1,239	7,800	6,561			
406 Cemetery & Churchyard							
4011 General Rates	0	2,226	2,250	24		24	99.0 %
4012 Water Rates	0	2	100	98		98	2.5 %
4036 Property Maintenance/Security	0	-685	1,000	1,685		1,685	-68.5 %
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	1,320	1,520	6,200	4,680		4,680	24.5 %
Cemetery & Churchyard :- Expenditure	1,320	3,064	10,800	7,736	0	7,736	28.4 %

Month No : 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1226 Burials/Memorials Income	4,860	7,840	20,000	-12,160			39.2 %
Cemetery & Churchyard :- Income	<u>4,860</u>	<u>7,840</u>	<u>20,000</u>	<u>-12,160</u>			<u>39.2 %</u>
Net Expenditure over Income	-3,540	-4,776	-9,200	-4,424			
408 Town Centre (Including Market)							
4011 General Rates	0	15,326	15,500	174		174	98.9 %
4036 Property Maintenance/Security	0	131	850	719		719	15.4 %
4053 Loan Interest	0	0	313	313		313	0.0 %
4054 Loan Capital Repaid	0	0	295	295		295	0.0 %
4100 CCTV Fees	0	1,387	18,000	16,613		16,613	7.7 %
Town Centre (Including Market) :- Expenditure	<u>0</u>	<u>16,844</u>	<u>34,958</u>	<u>18,114</u>	<u>0</u>	<u>18,114</u>	<u>48.2 %</u>
1235 CCTV Monitoring	0	0	833	-833			0.0 %
1236 Friday Market Fees	0	80	1,000	-920			8.0 %
1237 Saturday Market Fees	0	8	300	-292			2.7 %
1238 Other Income Car Park	0	0	120	-120			0.0 %
Town Centre (Including Market) :- Income	<u>0</u>	<u>88</u>	<u>2,253</u>	<u>-2,165</u>			<u>3.9 %</u>
Net Expenditure over Income	0	16,756	32,705	15,949			
409 Public Toilets - Car Park							
4011 General Rates	0	2,372	2,400	28		28	98.8 %
4012 Water Rates	0	14	500	486		486	2.8 %
4014 Electricity	0	39	200	161		161	19.5 %
4036 Property Maintenance/Security	450	630	550	-80		-80	114.5 %
Public Toilets - Car Park :- Expenditure	<u>450</u>	<u>3,055</u>	<u>3,650</u>	<u>595</u>	<u>0</u>	<u>595</u>	<u>83.7 %</u>
Net Expenditure over Income	450	3,055	3,650	595			
500 Play Areas and Open Spaces							
4007 Health & Safety	0	399	400	1		1	99.8 %
4012 Water Rates	0	0	1,600	1,600		1,600	0.0 %
4014 Electricity	39	48	200	152		152	24.0 %
4036 Property Maintenance/Security	0	0	500	500		500	0.0 %
4037 Grounds Maintenance	112	622	2,500	1,878		1,878	24.9 %
4042 Equipment/Vehicle Maintenance	0	173	5,000	4,827		4,827	3.5 %
4972 Transfer from EMR Fallowfield	0	0	-15,000	-15,000		-15,000	0.0 %
Play Areas and Open Spaces :- Expenditure	<u>151</u>	<u>1,242</u>	<u>-4,800</u>	<u>-6,042</u>	<u>0</u>	<u>-6,042</u>	<u>-25.9 %</u>
1201 Rent Received Etc	150	530	0	530			0.0 %
1241 Sandy FC Rent	805	805	600	205			134.2 %

Month No : 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1242 Ice cream rent	0	0	330	-330			0.0 %
1251 Pitch Rental	0	0	600	-600			0.0 %
Play Areas and Open Spaces :- Income	955	1,335	1,530	-195			87.3 %
Net Expenditure over Income	-804	-93	-6,330	-6,237			
501 Sunderland Road Rec Ground							
4012 Water Rates	206	210	800	590		590	26.2 %
4014 Electricity	10	18	100	82		82	18.3 %
4036 Property Maintenance/Security	0	4	1,000	996		996	0.4 %
4046 Bowling Green - SBC	15	1,163	2,894	1,731		1,731	40.2 %
4047 Equipment Maintenance - SBC	51	88	2,352	2,264		2,264	3.7 %
4048 Cricket Square - SCC	15	219	2,328	2,109		2,109	9.4 %
4049 Equipment Maintenance - SCC	39	57	2,519	2,462		2,462	2.3 %
4060 Other Professional Fees	1,269	5,075	15,500	10,425		10,425	32.7 %
Sunderland Road Rec Ground :- Expenditure	1,604	6,833	27,493	20,660	0	20,660	24.9 %
1201 Rent Received Etc	0	5	0	5			0.0 %
1253 Bowls Club Rental	0	0	400	-400			0.0 %
1255 Cricket Club Rental	0	263	0	263			0.0 %
Sunderland Road Rec Ground :- Income	0	268	400	-132			66.9 %
Net Expenditure over Income	1,604	6,566	27,093	20,527			
502 Nature Reserves							
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 %
Nature Reserves :- Expenditure	39	39	11,000	10,961	0	10,961	0.4 %
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	0	0	3,700	-3,700			0.0 %
Net Expenditure over Income	39	39	7,300	7,261			
505 Grass Cutting							
4102 Grass Cutting	0	0	10,000	10,000		10,000	0.0 %
Grass Cutting :- Expenditure	0	0	10,000	10,000	0	10,000	0.0 %
Net Expenditure over Income	0	0	10,000	10,000			

Month No : 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
506 Litter Bins, Seats & Shelters							
4042 Equipment/Vehicle Maintenance	0	0	500	500		500	0.0 %
Litter Bins, Seats & Shelters :- Expenditure	<u>0</u>	<u>0</u>	<u>500</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>0.0 %</u>
Net Expenditure over Income	0	0	500	500			
509 Christmas Lights							
4401 Christmas Illuminations	0	0	11,000	11,000		11,000	0.0 %
4402 Community Christmas Event	0	0	7,000	7,000		7,000	0.0 %
Christmas Lights :- Expenditure	<u>0</u>	<u>0</u>	<u>18,000</u>	<u>18,000</u>	<u>0</u>	<u>18,000</u>	<u>0.0 %</u>
1365 Christmas Lights	82	82	5,500	-5,418			1.5 %
Christmas Lights :- Income	<u>82</u>	<u>82</u>	<u>5,500</u>	<u>-5,418</u>			<u>1.5 %</u>
Net Expenditure over Income	-82	-82	12,500	12,582			
601 Precept and Interest							
1101 Precept	0	258,824	517,647	-258,823			50.0 %
1228 Interest on Investment	84	241	1,000	-759			24.1 %
1320 Interest Received - All account	0	0	3,000	-3,000			0.0 %
Precept and Interest :- Income	<u>84</u>	<u>259,065</u>	<u>521,647</u>	<u>-262,582</u>			<u>49.7 %</u>
Net Expenditure over Income	-84	-259,065	-521,647	-262,582			
602 Democratic and Civic Costs							
4020 Misc Establishment Costs	97	172	100	-72		-72	172.0 %
4033 Annual Report & Newsletter	238	952	3,000	2,048		2,048	31.7 %
4042 Equipment/Vehicle Maintenance	0	5	250	245		245	2.0 %
4200 Mayor's Allowance	204	336	1,900	1,564		1,564	17.7 %
4202 Members' Expenses (Conf etc)	30	45	500	455		455	9.0 %
4210 Election Costs	0	0	3,000	3,000		3,000	0.0 %
4701 Grants/Donations Paid	400	400	3,000	2,600		2,600	13.3 %
Democratic and Civic Costs :- Expenditure	<u>969</u>	<u>1,910</u>	<u>11,750</u>	<u>9,840</u>	<u>0</u>	<u>9,840</u>	<u>16.3 %</u>
Net Expenditure over Income	969	1,910	11,750	9,840			
700 Capital and Projects							
4153 Loan Interest - INTERNAL	0	0	7,903	7,903		7,903	0.0 %
4154 Loan Capital - INTERNAL	0	0	9,102	9,102		9,102	0.0 %
4802 CAP - Cemetery Extension	0	0	295,000	295,000		295,000	0.0 %
4810 CAP - Goal Posts	0	970	0	-970		-970	0.0 %

Month No : 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4915 Transfer to Rolling Capital Fd	1,764	41,764	40,000	-1,764		-1,764	104.4 %
4923 Internal Loan repaid to F'ild	0	0	9,102	9,102		9,102	0.0 %
4965 Funded from Rolling Capital	0	-970	0	970		970	0.0 %
4970 Transfer from C R R	0	0	-45,000	-45,000		-45,000	0.0 %
Capital and Projects :- Expenditure	1,764	41,764	316,107	274,343	0	274,343	13.2 %
1103 Internal Loan from F'ild EMR	0	0	250,000	-250,000			0.0 %
1153 Loan Interest Rec'd - INTERNAL	0	0	7,903	-7,903			0.0 %
1154 Loan Capital Rec'd - INTERNAL	0	0	9,102	-9,102			0.0 %
1364 S106 Money Received	1,764	1,764	0	1,764			0.0 %
Capital and Projects :- Income	1,764	1,764	267,005	-265,241			0.7 %
Net Expenditure over Income	0	40,000	49,102	9,102			

Sandy Town Council
Report to 30th June 2016

General Notes

Attached are the summary income & expenditure report for month 3 to 30th June 2016. This report shows a current year surplus of income over expenditure of £100,315 which includes the first half of the precept (£258,824) which was received on 11th April 2016.

The balance sheet shows that total funds available to the council are £706,445

This is made up of the following -

Current Year Surplus	£100,315
General Reserve Brought Forward	£127,728
Rolling Capital Fund	£44,131
Capital Receipts Reserve	£57,712
Fallowfield Reserve	£347,532
Other Earmarked Reserves	£29,028
Total	<u>£706,445</u>

The percentage of budget if analysed evenly over the year to date is 25% but members are reminded that income & expenditure rarely follows this pattern over the year.

Analysis by Cost Centre

401 Staff

Expenditure is 22.60% of the annual budget.

Salaries are currently underspent by £6k.

No concerns

402 Administration

Expenditure is 27.4% of the annual budget.

Electricity costs are half of the annual budget so likely to be overspent in future.

Photocopy costs are overspent to date by £575

No further concerns.

403 Works

Expenditure is 48.1% of the annual budget.

A large amount of expenditure here is incurred at the start of the year so percentage seems higher than it should be.

No further concerns.

Sandy Town Council
Report to 30th June 2016

Analysis by Cost Centre [Continued]

405 Footway Lighting

Expenditure is 15.9% of the annual budget

No concerns.

406 Cemetery & Churchyard

Expenditure is 28.4% of the annual budget.

No concerns.

408 Town Centre (Incl. Market)

Expenditure is 48.2% of the annual budget

Half of the budget here is for rates which are incurred at the start of the year hence the high percentage.

No concerns.

409 Public Toilets - Car Park

Expenditure is 83.7% of the annual budet.

Two thirds of the budget here is for rates which are incurred at the start of the year hence the high percentage.

No concerns.

500 Play Areas and Open Spaces

Expenditure is 12.1% of the annual budget.

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

No concerns.

501 Sunderland Road Rec.

Expenditure is 24.9% of the annual budget.

No concerns.

502 Nature Reserves

Expenditure is 0.4% of the annual budget.

No concerns.

Sandy Town Council
Report to 30th June 2016

Analysis by Cost Centre [Continued]

505 Grass Cutting

No spend to date.

506 Litter Bins, Seats & Shelters

No Spend to Date

509 Christmas Lights

No Spend to Date

601 Precept and Interest

Half of the precept has now been received and interest is being earned behind budget.

602 Democratic & Civic Costs

Expenditure is 16.3% of the annual budget.

No concerns.

At: 15:05

Current Bank A/c

List of Payments made between 01/06/2016 and 30/06/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/06/2016	Aviva	Std Ord	1,700.20		Annual Insurance Premium
01/06/2016	Aviva Insurance Premium	0.07	0.07		Aviva Insurance Premium
02/06/2016	Bedfordshire Rural Communities	111213	170.00		1441R.Loake Play Area Training
02/06/2016	Petty Cash Imprest	111212	193.17		Petty Cash Imprest
06/06/2016	UK Fuels Limited DDR	DDR	48.97		1405/Fuel Cards
07/06/2016	Bank Charges	CHG	30.27		Bank Charges
07/06/2016	BNP Paribas Leasing Solutions	DDR2	139.50		1385/Photocopy Cover to 06.09
09/06/2016	Central Bedfordshire Council R	DDR3	116.00		1268/Market Rates Apr16-Mar17
16/06/2016	Southern Electric DDR	DDR4	492.91		1435/Elec. 04.05.16-01.06.16
16/06/2016	Bedford Borough Council	DDR5	19,359.40		1419/ERs Superann
23/06/2016	1st Choice Staff Recruitment L	30657	1,489.79		1429/M. Foster 29 May - 04 Jun
23/06/2016	Beds Associat. of Town & Paris	30658	30.00		1418/Chairmanship Training
23/06/2016	Sandy Town Bowling Club	30659	22.38		1415/Fuel for Machines
23/06/2016	Central Bedfordshire Council	30660	1,522.50		1421/Sunderlan Rec Management
23/06/2016	Colin Ross Workwear & Safety	30661	161.96		1402/Boots & Trousers
23/06/2016	Sandy Cricket Club	30662	23.26		1431/Fuel for Machines
23/06/2016	DCK Beavers Ltd	30663	1,166.94		1404/Contract Accounting
23/06/2016	Elements Plumbing & Heating	30664	450.00		1424/Toilet Repairs
23/06/2016	Fire Safety Services (UK) Ltd	30665	78.41		1406/Alarms Maintenance
23/06/2016	Hertfordshire County Council	30666	205.03		1407/Janitorial Supplies
23/06/2016	The Lion Press	30667	6.00		1408/Town Council Print Mount
23/06/2016	Millenium Security Services	30668	720.00		1409/Keyholding Services
23/06/2016	FD Odell & Sons Ltd	30669	479.70		1411/Depot Mixed Waste
23/06/2016	Colin Osborne	30670	203.77		1440/Civic Reception Costs
23/06/2016	Payne's Heating & Service Engi	30671	132.00		1442/Legionnaires Disease Test
23/06/2016	Plantscape	30672	2,574.00		1412/Hanging baskets & Towers
23/06/2016	Playsafety Limited	30673	478.80		1413/Play Area Inspections
23/06/2016	Rialtas Business Solutions Ltd	30674	739.20		1430/Omega Licence & Support
23/06/2016	Rosetta Publishing	30675	285.60		The Bulletin
23/06/2016	A. J. & R. Scambler and Sons L	30676	1,259.32		1416/Repairs to John Deere
23/06/2016	Seddington Garden Nursery	30677	2,129.50		1434/Bottled Gas
23/06/2016	Sandy & District Horticultural	30678	400.00		1432/Sandy Horticultural Soc.
23/06/2016	Travis Perkins Trading Co Ltd	30679	134.98		1417/Topsoil
23/06/2016	Verto (UK) Ltd	30680	900.00		1437/Website 26.06.16-26.12.16
23/06/2016	WPS Insurance Brokers	30681	1,675.11		1438/Motor Policy Renewal
27/06/2016	UK Fuels Limited DDR	DDR6	72.08		1427/Fuel Cards
29/06/2016	British Gas DDR	DDR7	10.08		1420/Elec. 10.05.16-09.06.16
30/06/2016	Chess Ltd	DDR10	300.00		IT Support
30/06/2016	Chess Ltd	DDR8	27.00		IT Telephony Support
30/06/2016	Chess Ltd	DDR9	204.38		1400/Telephone Bills to 31.05.
Total Payments			40,132.28		

AGENDA NUMBER 6

Policy Finance and Resources Committee - Action list

Subject	Action to be taken		Response/ Status
	Minute	Action	
Meeting 22/6/15			
Renewal of Service Agreements	(11-2015/16)	The Town Clerk to review all outside contracts.	Ongoing
Meeting 16/11/15			
War Memorial Restoration Work	(58-15/16)	Town Clerk to get quotes and submit the pre grant application	Ongoing Confirmed that the Council is eligible for up to 75% grant funding. The second stage of the application has been submitted. Outcome expected in August with work in September.
Meeting 18/4/16			
Cemetery Extension	(86-15/16)	Company C is the preferred Archaeological Contract tender and that the tender bid be accepted	The chosen archaeologist has now submitted the required WSI to CBC. Awaiting feedback from CBC Archaeology.



**SANDY TOWN COUNCIL
INTERNAL AUDIT REPORT YEAR ENDING 31/03/2016**

The final internal audit was carried out on 12th May 2016 at the offices of Sandy Town Council.

Work Done

Bank Reconciliations

The year-end bank reconciliations were reviewed and agreed to ensure that they had been prepared correctly. In addition the reconciliation file was reviewed to ensure completeness as per interim internal audit report. Cheque book & pay-in book cut off was confirmed to ensure that all transactions were entered in the correct accounting period.

Trade Debtors & Creditors

Trade debtor and creditor balances were reviewed for reasonableness and to ensure that there were no outstanding balances that require doubtful debt provisions.

Review of VAT returns

VAT returns for the year were reviewed and the closing balance was reconciled to the financial statements.

Stock

Stock balance was reviewed for reasonableness and controls over stock reviewed to ensure adequate.

Accruals

Accruals were reviewed and compared to the previous year to ensure they are reasonable.

Accounting for Income & Expenditure

Sample testing of the council's income and expenditure was carried out during the first internal audit visit. Results of this testing were satisfactory and no further testing of this area was considered necessary during this visit.

Review of Risk Assessment

The council's risk assessment was reviewed to ensure that significant risks have been identified and that adequate arrangements and controls are in place to minimise these risks.

Fixed Asset Register

The fixed asset register was reviewed to ensure that it was complete, accurate and properly maintained.

Insurance

The insurance policies and schedules were reviewed to ensure the cover is sufficient.

Meeting Minutes

Minutes of the council meetings were reviewed to ensure that expenditure is approved and monitored and that decisions regarding the council's finances are documented.

Review of Accounts

A review of the accounts was required to ensure that they had been correctly prepared and to ensure agreement to the underlying accounting records.

Results

Bank Reconciliations

All year-end bank reconciliations were reviewed and appeared to be correctly prepared, with the exception of March 2016 in respect of account number 40818550. Cheque number 30602 dated 30 March 2016 in the sum of £285.60 to Rosetta Publishing did not appear on the outstanding cheques listing but did not clear the bank until 12 April 2016. On further investigation, an additional cheque numbered 111204 dated 7 March 2016 for the same amount to the same supplier cleared the bank on 16 March 2016 but does not appear to have been posted in to the accounts. Cheque number 30602 has therefore been reconciled within the month of March 2016 in error.

The un-presented payments at the year end were agreed to after date bank statements. There was clearance of 95% to date of audit visit, 12th May 2016. Agreed as reasonable and no indication of bad debts.

The Santander Bank account receives interest paid annually in July each year. No interest was accrued for 2015/16, interest of £2,029 was received in July 2015 & is recorded in the 2015/16 accounts in full. No interest has been accrued again this year which is consistent with treatment in prior years.

We can conclude that the amount recorded in the accounts for cash & bank is reasonable and reflects the underlying books & records of the Council.

Trade Debtors & Creditors

The year-end trade debtor balance of £727.80 and trade creditor balance of £13,979.84 is considered reasonable and collectable.

We can conclude that the amounts recorded in the accounts for debtors and creditors are reasonable and reflect the underlying books & records of the Council.

VAT

The closing VAT balance was checked to VAT returns and a VAT control completed. The council receives repayment of VAT as there is only a small amount of taxable supplies made. The majority of the council's supplies are zero rated. There was no VAT visit during the year.

We can conclude that the amount recorded in the accounts as VAT debtor is reasonable and reflects the underlying books & records of the Council.

Stock

Stock in the prior year related to items held in the Visitor Centre, which has been closed during the current year. Therefore no stock is held at the year end.

Accruals

Accruals are reviewed and noted to be by and large comparable with prior year, with the exception of three further accruals for grave digging, pigeon proofing at the cemetery and replacement of the sewage pumps. Accruals reviewed for reasonableness and April invoices reviewed for completeness.

We can conclude that the amount recorded in the accounts as accruals is reasonable and reflects the underlying books & records of the Council.

Risk Assessment

The current risk assessment identifies the individual risks faced by the organisation, the threat levels of these risks and the controls that have been put in place. The risk assessment is produced by a third party, Health and Safety People.

It was noted that the risk assessment has not been reviewed and approved by the council again this year. This has been discussed with the Assistant Town Clerk, who has himself prepared a new risk assessment schedule which was presented for review and approved at the council meeting on 23 May 2016.

We can therefore conclude that the council has assessed the significant risks to achieving its objectives and that adequate control procedures are in place to mitigate these risks.

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Fixed Assets

The council keeps a fixed asset register, but this has not been maintained on a regular basis during the year. This has now been updated for the year end, and as with most councils is maintained at cost price.

Now this has been update we are able to conclude that the amount recorded in the accounts as fixed assets reflects the original cost of assets purchased.

Insurance

Two separate policies are held, one for the fleet (ERS) and one to cover buildings, contents, public liability, employers liability etc (Aviva). The council considers the insurance adequate for their needs.

We conclude that the council has assessed the insurance requirements and adequate controls are in place to ensure the cover is sufficient.

Meeting Minutes

The council meets regularly & follows regular agenda items including Council finance. Council expenditure is approved on a monthly basis and accounts are reviewed and approved by the council. The budget is also reviewed monthly. Meeting notes are numbered using a stamp system and initialled each month.

We can conclude that a complete and accurate record of all the Council meetings is being prepared by the Council.

Review of Accounts & Budgetary Process

The accounts of the council and the figures prepared for disclosure on the Annual Return were agreed to the underlying records. The accounts show a general reserve balance of £127,728, an increase of £47,622 from 2015. This has been agreed to minutes agreeing increase of reserve balance.

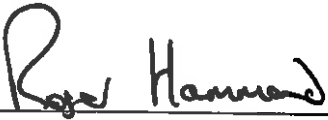
The accounts function has been outsourced to DCK Beavers and the year-end accounts have been prepared by them. The Omega system generates all the annual return and supporting workings, which were agreed to the financial statements that will be made available for viewing by the public.

The council regularly reviews performance during the year and monitors this against the council's budgets.

The budget for 2016/17 has been prepared and agreed by the Council. The precept applied for amounts to £517,647 (2015: £479,098). This is to cover increases in payroll costs due to the removal of contracted out rate of National Insurance and increases insurance premium tax from 6% to 9.5%.

Conclusion

In our opinion, books and records are being kept in order. Appropriate risk assessment procedures and internal controls are in place and these are being adhered to by the council.



Date 14TH JUNE 2016.

R Hammond - Partner
Haines Watts
Chartered Accountants
First Floor, Woburn Court
2 Railton Road
Woburn Road Industrial Estate
Kempston
Bedford
MK42 7PN

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Tel: 01234 841842
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APPLICATION FOR GRANT AID FROM
SANDY TOWN COUNCIL

<u>Name of the Organisation/Group</u>	
SANDY TWINNING ASSOCIATION	
Are you affiliated to a national organisation? If so, which one?	No. International Government Bureau axed by the Coalition. The ever-decreasing numbers of Twinning Associations all run independently.
Local venue/meeting place	Conservative club
Are you a registered charity? If so, give your charity number?	No
What are the aims and activities of the organisation?	To promote and foster friendship and understanding between the people of Sandy and district and those of MALAUNAY in France and SKARSZEWY IN Poland. To encourage visits by individuals and groups to and from linked towns , particularly by children and young people, and the development of personal contacts, and by so doing to broaden the mutual understanding of the cultural, recreational, educational and commercial activities of the linked towns. To organise fund-raising activities to foster the aims of the Association.
How many members do you have?	Volunteers/Leaders A management committee of 10
Members:	Junior 30* * Stratton US students are members when taking part in summer schools and many other young people have taken part in activities over the years
	Senior 70 Plus many others who come and go. There are more than 400 on the database.
What is your annual subscription? **	Nil. We aim to raise funds for specific purposes as and when required. There

	<p>is a social programme of events. Members fund their own visits abroad as well as the hospitality for visiting guests and dignitaries.</p>

<p>Project Information</p>	
<p>What would the grant be used for?</p>	<p>The grant will again have a single focus this year. The grant will be used, as in the past eight years, for expenses incurred in respect of the official visit to Sandy by a small, civic delegation from Skarszewy over the long weekend November 10-14th. An invitation from the Mayor of Sandy to his Polish counterpart was accepted back in 2008 to take part, with French representatives from Malaunay, in the Remembrance Day activities. A delegation of 3-6 persons is expected and we organise a Polish wreath to be laid at the war memorial. This year we have received confirmation that the mayor of Skarszewy, Mr Jeczek Pauli, intends to accompany the delegation. He was due to come last year but had to pull out at the last minute when summoned to Warsaw to meet the new President. Polish mayors have very high standing and wide-ranging responsibilities. The Skarszewy mayor manages a bureaucracy of nearly 200 and a budget which is x10 that of Sandy!</p> <p>Other expenses are expected in connection with the church service (reprographics etc.), a second wreath-laying ceremony at the international Polish war graves in St Neots cemetery, and with the programme of events anticipated for that weekend.</p>
<p>In what manner will the residents of Sandy benefit?</p>	<p>Remembrance day is an important event in the Sandy calendar and the presence of Polish representatives in the formal proceedings is a poignant reminder of the vital role played by Polish allies in the last war, particularly in this area of the country.</p>
<p>Approximately how many Sandy residents will benefit from this grant?</p>	<p>Difficult to calculate. None directly but the visit always generates a considerable amount of goodwill and interest. For the past two years the Sandy service has been followed by a second Remembrance Day event at the town cemetery in St Neots This is organised by the mayor of St. Neots and takes place at the Polish National War graves area. This is an official war graves site and contains around 50 tombstones. Reports and pictures of the Remembrance day ceremonies in both Sandy and St Neots have featured on the front page of the national Polish newspaper for</p>

	<p>Polish residents living in England. It has an amazingly large circulation. We expect over 50 residents will take part in the visit in some way or another, either as hosts/guides etc.</p>
<p>Estimated total cost of project</p>	<p>Difficult to estimate as the Poles are paying for their transport to the UK and members of the Twinning Association will provide accommodation for guests and organise travelling arrangements. Based on the experience of the last few years the cost to the Association is in the region of £600, not counting the goodwill aspect.</p>
<p>Please state clearly how much you are applying for from Sandy Town Council.</p>	<p>£250 See explanation.</p>
<p>What amount is being met from your own funds?</p>	<p>Costs of travel/ cultural visits and accommodation for guests.</p>

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

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

None. The nature of the activity restricts sources of grant application, particularly since the demise of the International Bureau and the fact that District Councils/ Unitary Authorities are no longer receptive to such applications.

Financial Details	
<p>Please specify how any income, particularly surplus, is spent.</p>	<p>The grant would be only a small contribution towards the overall costs and reflect primarily civic involvement in the visit.</p>
<p>Please attach accounts (audited/independently examined) for the last two years and your budget forecast for the forthcoming/current year.</p>	

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Application form submitted by:

**Max Hill
21 The Green
Beeston
Sandy
Beds
SG191PE
01767 681469**

amaxhill@btinternet.com

Payment Details	
Account Title	SANDY TWINNING ASSOCIATION
Account Number **	
Bank/Building Society Name and Address **	
Contact Details	
Please give details of the person with whom this application can be discussed and to whom any cheque should be sent:	Mr Stephen Higgins
Position in organisation	Treasurer
Address	14 Filland Court Sandy SG19 1HW
Telephone Number	01767 223104
E-mail address	stephenhiggins@ntlworld.com

Declaration

Please sign this form to confirm that:

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

Signed:
Name: Mr A MAX HILL
Position: i/c Polish section of Sandy Twinning Association
Date: February 19th 2012

Please enclose with your application copies of:

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

AGENDA ITEM 9

SANDY TOWN COUNCIL

COMMITTEE: Policy, Finance and Resources

DATE: 22 August 2016

AUTHOR: Town Clerk

SUBJECT: Walkers are Welcome

Summary

Members will be aware that Sandy Town Council has supported the set up and running of the Sandy Walkers are Welcome (WaW) committee. Walkers are Welcome is a national scheme which aims to increase walking activity and awareness of local walks, offer local walking opportunities, contribute to tourism and local strategy, promote the health benefits of walking and ensure footpaths and facilities for walkers are maintained.

Information

One of Sandy Walkers are Welcome's main aims is to support and participate in the Bedfordshire Walking Festival, which this year runs from 10th to 18th September 2016. As part of the festival Sandy Town Council will be running a walk and has received publicity via the Bedfordshire Walking Festival programme. The Walking Festival also includes local Health Walks which are supported by the Walkers and Welcome group.

Sandy WaW would like to support the festival and promote both WaW and Sandy Town Council. In past years a business has support the festival with a £60 donation to provide a small number of refreshments to walkers taking part in the festival. The business no longer operates in Sandy and as such Walkers are Welcome is asking the Town Council to consider a donation of £60 to support the festival and Sandy walk via the distribution of refreshment packs. These will be indicated as donated by STC.

Consideration

That the committee is asked to consider a donation of £60 to the Bedfordshire Walking Festival from the Grants and Donations budget.

AGENDA ITEM 10

SANDY TOWN COUNCIL

COMMITTEE: Policy, Finance and Resources

DATE: 22 August 2016

AUTHOR: Town Clerk

SUBJECT: Ivel Sprinter

Summary

At a meeting of the Policy, Finance and resources Committee on 22 July 2016 the Committee received a grant application, and presentation, from Ivel Sprinter Limited. Members requested more information on passenger numbers to assess the benefit for Sandy residents prior to deciding on the grant application.

Additional Information

Ivel Sprinter Ltd has provided the following information, which was surveyed over one week's operation, to support its grant application.

Day	Sandy passenger numbers out	Sandy passenger return	Total Sandy passenger journey	Total passengers carried that day	% of Sandy passengers using bus that day
Tuesday 19 th July (VW)	10	6	16	32	50
Wednesday 20 th July (Iveco)	6	6	12	18	66.6
Thursday 21 st July (VW)	2	2	4	21	19
Friday 22 nd July (VW)	15	15	30	34	88
Average Week	8	8	16	33	48

Dated

of

2016

Agreement between Sandy Town Council (the "Council") and Central Bedfordshire Council ("CBC") for operation and management of the Jenkins Pavilion and booking of associated pitch facilities at Sunderland Road Recreation Ground, Sandy SG19 1TH

- 1 The agreement is for an initial period of 7 years commencing on 1 April 2014. There maybe an option to extend for a further 7 years.
- 2 The Council will pay to CBC an annual management fee of £15,000.00.
- 3 CBC agrees to use the management fee to provide
 - i) Cleaning and maintenance of the Jenkins Pavilion
 - ii) Rates payable on the Jenkins Pavilion
 - iii) H&S legislative checks necessary for the operation of the Jenkins Pavilion
 - iv) Bookings management for the Jenkins Pavilion and the cricket and football pitches at Sunderland Road Recreation Ground
 - v) Utilities
- 4 The Council agrees to retain responsibility for
 - i) Buildings and pitch insurance
 - ii) Maintenance of the cricket wicket and outfield
 - iii) Maintenance of the football pitches
 - iv) Maintenance of all other outdoor facilities at Sunderland Road Recreation Ground for which the Council is responsible.
- 5 The following bookings will remain in place under the Council's previous commitments and will attract a protected bookings fee:

Sandy Cricket Club (terms of lease between the Council and Sandy Cricket Club will apply)

Sandy Colts Football Club (fee agreement between the Council and Sandy Colts Football Club will continue)

Sandy Brownies and Rainbows (protected booking rate will continue)

These fees will be communicated to CBC in writing by the Council

- 6 All other bookings will be made using a standardised pricing for the facilities agreed between the Council and the CBC
- 7 CBC will be responsible for ensuring that all users are aware of their H&S responsibilities and ensuring that appropriate use of the premises is maintained
- 8 The Council will inspect the cricket and football pitches on a regular basis and between Monday and Friday will advise CBC's Leisure Management Contractor in a timely manner if weather or other conditions result in the pitches becoming unplayable at any time
- 9 On weekend days the CBC's Leisure Management Contractor will be responsible for inspecting the pitch and determining whether conditions permit play.
- 10 CBC's Leisure Management Contractor will take responsibility for notifying teams that pitch conditions prohibit play
- 11 CBC's Leisure Management Contractor shall
 - i) Inspect the premises on a daily basis and maintain them to the highest possible standard of cleanliness and security
 - ii) Return the premises to the owner in the same condition in which they took over the premises.

Report to the Council any significant damage to the premises and/or any criminal activity associated with the premises which shall be reported to the police
 - iii) Provide the Council with a monthly usage report and P&L account

- iv) Meet with the Town Clerk (at a minimum) on a quarterly basis to discuss the operation of this agreement
- v) Advertise, market and promote the facilities at Jenkins Pavilion
- vi) Work to increase bookings and usage of the Jenkins Pavilion by developing positive synergies between Sandy Sports Centre and the Jenkins Pavilion for the benefit of local people
- vii) Work to exploit development opportunities with the FA following review of the existing football development plan
- viii) Provide users of the facility with a customer user forum to enable them to express concerns and contribute their views and to take these concerns and views into account in providing appropriate management of the facility

12 The Council undertakes to

- i) Provide CBC with full access to all information it requires pertaining to the premises
- ii) Allow CBC to use the premises in whichever way it deems most appropriate to secure the shared goals of increased community usage and cost effective management of the facility
- iii) Use the bookings system provided by CBC's Leisure Management Contractor.
- iv) Respect all previous bookings accepted by CBC's Leisure Management Contractor if the Council wishes to make use of the premises itself
- v) Comply with all reasonable instructions from CBC in respect of health and safety
- vi) Ensure appropriate and proper supervision of users of the Jenkins Pavilion
- vii) Comply with all laws in connection with health and safety and safeguarding
- viii) Cooperate with CBC in relation to the provision of good management and operation and act in good faith in this regard

13 No alterations to the internal or external physical structure of the premises will be undertaken by either party during the term of this

agreement unless a separate written agreement between parties is reached

- 14 CBC's Leisure Management Contractor will be responsible for providing additional signage at the premises to be funded from the management agreement fee, the location and design of which is to be approved by the Council

Signed on behalf of Central Bedfordshire Council

Authorised Signatory

Signed on behalf of Sandy Town Council

Authorised Signatory

AGENDA ITEM 12

SANDY TOWN COUNCIL

COMMITTEE: Policy, Finance and Resources

DATE: 22 August 2016

AUTHOR: Town Clerk

SUBJECT: Riddy Fencing Repair Work

Summary

The Council is in an agreement with the Wildlife Trust over the Management of the Riddy. The Wildlife Trust, along with BRCC, carries out the management and any work required for the The Riddy Nature Reserve. This includes management of grazing. The Livestock Officer checked the fence lines at the Riddy nature reserve recently, prior to the introduction of cattle and found the some posts need replacing. The main concern is the stretch along the A1, although rotten or loose posts can be found elsewhere around the site.

The Wildlife Trust have asked whether the contingency funds might be available from the Town Council to carryout repairs/replacement in the most vulnerable sections.

Information

The attached map of the Riddy shows the lengths and priority status of three fencing repair jobs which need completing.

If all three jobs were completed it would cost £1 per metre to remove the old fence and £5.60 per metre to replace it. 8 foot long straining posts 6-7 inch thick, with mini box struts would be used, with intermediate posts 5 foot 6 inches tall 4-5 inches thick, spaced 4m apart with HT barbed wire. Chestnut would be used and would have a life expectancy of 15 years.

If only priority 1 and 2 were to be looked at the cost of the above spec would increase to £1.50 per metre to remove the fencing and £6.20 per metre to replace it. The cost of clearing vegetation from the fence lines is included in cost removal.

In an ideal world the Wildlife Trust would recommend completing all three sections at a cost of £3,458.70, therefore being certain all three sections are secure.

However, with the limited budget available the completion of priority 1 and 2 could be completed at a cost of £2,628, which is allowing for a 3m post space rather than a 4m, which will make for a stronger fence line.

There is a maintenance budget of £1,500 under the Council's Nature Reserve budget heading. This is intended for unexpected maintenance work for The Riddy and The Pinnacle. It was not used in the last financial year.

AGENDA ITEM 13

SANDY TOWN COUNCIL

COMMITTEE: Policy, Finance and Resources

DATE: 22 August 2016

AUTHOR: Town Clerk

SUBJECT: Section 106 Funding

Summary

The Town Council has catalogued section 106 (Sc106) funds currently available to the town so as to begin submitting and supporting applications. Central Bedfordshire Council likes to see the applications come from the town council, or with the town council's support, and the Council has been actively working with community groups to start Sc106 funds.

The item will form a standard item on all PF&R agendas going forward so Members will be kept up-to-date, ensure funds continue to be committed and that no spend by dates are missed.

Past Applications

A Sc106 grant of £1,764 for the purchase and installation of new football posts was approved and completed on behalf of the Sandy Football Club. The Council has now received the Sc106 reimbursement from CBC.

On-going Applications

The Village Hall application for 10% of the overall project costs for refurbishing the roof was granted by CBC and the funds have now been paid by STC to allow the project to start. Once the roofing work has been completed STC will receive reimbursement from SC106.

Following Sandy Football Clubs application for SC106 funding, three other sports clubs in the town are also looking for support from the Sc106 outdoor sports funding for required purchases/work.

There is currently £93,542 available in uncommitted sc106 funds for Outdoor Sports contributions.

APPENDIX XI

<p>Sandy Bowls Club The current score boards are in poor condition, with improvised concrete block footings, which are difficult to lift and move.</p> <p>For health and safety reasons the club has been required to gradually block pave the sides of the green. 3 sides have been completed, sc106 funding would allow for the project to be completed.</p>	<p>6 X Horizontal Double Sided Scoreboards</p> <p>Block paving of final side of green (Health and Safety)</p>	<p>377.70</p> <p>3,000 (max est.)</p>
<p>Sandy Colts The purchase of the specified equipment support the clubs growth and help the Under 13's section cater for its increasing numbers and the setup of some additional youth teams.</p>	<p>12 x 6 Match Goal 16 x 7 Match Goal 4 Corner Poles & Flags Respect Barrier 60m Respect Barrier 120m</p>	<p>132.00 154.95 88.00 119.90 298.50</p>
<p>Sandy Cricket Club Replacement of a 40 yr old scoreboard, which is no longer able to stand unsupported. Mainly used by youth team training.</p> <p>Refurbishment of the all-weather pitch used by youth teams, it is in poor condition and has shifted and risen, creating uneven surfaces.</p>	<p>Portascore (including stand)</p> <p>Refurbishment of all-weather pitch</p>	<p>468.20</p> <p>975.00</p>

AGENDA ITEM 14

SANDY TOWN COUNCIL

COMMITTEE: Policy, Finance and Resources

DATE: 22 August 2016

AUTHOR: Town Clerk

SUBJECT: Ear Marked Reserves

Summary

The Town Council has £29,028 in Earmarked Reserves.

Earmarked Reserves is money in savings that is to be used only for certain, specified purposes. Money can be earmarked for whole projects or the purchase items, for example the Council could Earmark some money for the restoration of a War Memorial and all the costs that fall under that project, or earmark funds for the specific purchase of a park bench.

Sandy Town Councils Earmarked Reserves are not specifically related to any project or purchase and the Council may now wish to look at how these funds could be allocated. In future accounts Earmarked Reserves can then be clearly identified under specific purchase or project headings.

Information

At the end of the financial year 31 March 2012 the Council had earmarked reserves of £2,423.

This increased to £44,000 at the end of the financial year 31 March 2013.

The increase was due to an agreement by Council that 5% of the annual precept would be earmarked in the reserves for use on capital projects.

On 13 January 2014 it was agreed to earmark £22,043 to earmarked reserves for capital spend only.

At the end of the financial year 31 March 2014 the earmarked reserves stood at £424,000. This was due to a receipt fund for the Fallowfield Estate. It was agreed that the Fallowfield Revenue would be separated out into its own reserve budget line. This resulted in earmarked reserves dropping to £29,028 with a separate Fallowfield Revenue budget.

The Council has a rolling capital fund budget of £44,131 for the uses of capital spend. Therefore the earmarked reserves of £29,028, previously agreed to be set aside for that purpose, could be transferred to that budget line, added to the Councils general reserve at the end of the year, or earmarked for specific item or project expenditure.

Members are asked to consider the allocation of Earmarked Reserves. The Council can allocate these funds as it requires and Members may wish to consider the following;

- That at the end of the financial year the earmarked reserves amount is rolled into the Council's general reserve
- That the Earmarked Reserves are moved to the rolling capital fund budget to support capital expenditure
- The Earmarked Reserves remain as Earmarked for specific budgets or expenditure

AGENDA ITEM 15**SANDY TOWN COUNCIL****COMMITTEE: Policy, Finance and Resources****DATE: 22 August 2016****AUTHOR: Town Clerk****SUBJECT: Drone Policy****Summary**

At a meeting of the Community Services and Environment Committee on 15 May 2016 a Member raised concerns over use of drones in Council owned spaces, such as play areas. It was agreed that the Town Clerk investigate the possibility of introducing a Bye-Law governing drone usage.

Information

As recreational drones are relatively new, the law regulating their use is still developing. Drones are regulated to some extent by the Civil Aviation Authority (CAA) and national guidance on the responsible use of drones is available.

The Air Navigation Order 2009 makes it an offence without the permission of the CAA to fly a drone for commercial purposes or fly a drone fitted with a camera for any purpose within 50 meters of a vehicle, house or person. If this is the case the matter should be reported to the police, who may decide to initiate a prosecution or invite the CAA to do so.

The matter has been discussed among Town Clerks as private drone usage has become more popular recently. Policies governing drone usage have not been adopted by Town Councils and there are few examples of policies used by Local Authorities. Leicester City Council has adopted a policy outlining its 'Land Owner Stance' on drone usage.

While Byelaws cannot be made to restrict aircraft movement a Town Council in Dorest is currently in the process of placing PSPO on recreational land, which will address drone usage and will be enforced by the district Council.

Public Spaces Protection Orders (PSPO) propose to deal with a particular nuisance in a particular area that is having a detrimental effect on the quality of life for those in the local community. It can prohibit certain things or require specific things to be done. An example of when a PSPO may be issued could be to help keep dogs under control within a public place such as a park. It may require that the dog is kept on a lead at all times and/or the dog is only allowed in certain areas.

When deciding whether an order should be issued, the local authority must consider two things:

Firstly whether the behaviour is having a detrimental effect, or is likely to have this effect. Secondly, whether the effect/likely effect of the activities is of a persistent nature making the behaviour unreasonable and rendering the notice justified.

A PSPO can last no longer than 3 years but can be renewed if necessary. Failure to comply with the order can result in a fine or a fixed penalty notice.

Action

The Council could draw up a Policy outlining the Council's stance on drone usage on its land. Members would need to consider;

- Should there be a zero-tolerance stance on drone usage?
- Should exemptions be granted where usage of a drone device aids risk reduction in the work place?; i.e. working at height
- Would a ban on drone usage apply to all Council owned land, or just specific areas?; i.e. play areas and sports fields
- The specific reasons why a policy is required? i.e Potential risk of accident, close proximity to residential and business properties.
- If person/persons are found using drones on Council land without permission, how will action be enforced?

The Council could also consider looking into creating PSPO's addressing drone usage on specific council land. Prior to any PSPO the local authority must consult with police and any other parties which may be affected by the order. Again, consideration would need to be given as to how it would be managed and enforced.