

# Sandy Town Council

To: Cllrs N Aldis, P Blaine, J Hewitt, A M Hill, W Jackson, R Lock, C Osborne (Chair), M Pettitt, M Scott, and P Sharman  
c.c. S Doyle, A Gibson, T Knagg, S Sutton and 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 25 November 2019 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  
18 November 2019

**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 14 October 2019 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 October 2019. Appendix I
- ii) To receive and note 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 Grant Applications

To consider a grant application from Keech Hospice Care Appendix IV

## 7 Action List

To receive and note copy of the action list. Appendix V

## 8 Electric Car Charging Points

To receive and consider a proposal for the installation of car charging points in the Town Council Car Park. To Follow

## 9 Photocopier Contract

To receive and consider a report and recommendation on changing photocopier service contracts. Appendix VII

## 10 10 Cambridge Road Clock

To receive and consider report on the public clock at 10 Cambridge Road. Appendix VIII

## 11 Rural Services Network

To receive and consider correspondence from the Rural Services Network. Appendix IX

## 12 Scale of Charges

To consider the 2020/21 Scale of Charges. Appendix X

## 13 2020/21 Precept and Budget

- i) To receive and consider the latest 2020/21 budget report from the Town Clerk. Appendix XI
- ii) To receive and consider a report on the 2020/21 capital budget. Appendix XII

## 14 Chairman's Items

## 15 Date of next meeting: 6 January 2020

07/11/2019

Sandy Town Council 2019/20

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## Detailed Balance Sheet - Excluding Stock Movement

Month 7 Date 31/10/2019

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<i>Current Assets</i>		
105	VAT Control	4,421
119	Staff Loans	(301)
122	Scout Firework Loan	3,183
200	Current Bank A/c	48,619
201	Clerks Imprest A/c	333
205	Capital a/c Santander	218,034
206	Barclays Active Saver	260,464
208	Public Sector Deposit Fund	204,287
210	Petty Cash	350
<b>Total Current Assets</b>		<b>739,390</b>
<i>Current Liabilities</i>		
501	Creditors Control	24,911
515	PAYE/NI Control AC	3,852
516	Superannuation Due	4,382
<b>Total Current Liabilities</b>		<b>33,144</b>
<b>Net Current Assets</b>		<b>706,245</b>
<b>Total Assets less Current Liabilities</b>		<b>706,245</b>
<i>Represented by :-</i>		
300	Current Year Fund	255,730
310	General Reserve	284,043
315	Rolling Capital Fund	58,223
321	Cemetery Development Reserve	23,028
322	EMR Fallowfield	66,632
323	EMR Community Funds	7,000
324	EMR Elections	11,589
<b>Total Equity</b>		<b>706,245</b>

## Summary Income &amp; Expenditure by Budget Heading 31/10/2019

Month No: 7

## Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
401 Staff	Expenditure	20,910	159,392	282,075	122,683		122,683	56.5%
402 Administration-Office	Income	469	2,408	1,300	(1,108)			185.3%
	Expenditure	6,763	42,953	80,900	37,947		37,947	53.1%
	Movement to/(from) Gen Reserve	<u>(6,294)</u>	<u>(40,545)</u>					
403 Administration-Works	Expenditure	5,533	21,575	41,100	19,525		19,525	52.5%
405 Footway Lighting	Expenditure	1,042	5,294	15,750	10,456		10,456	33.6%
406 Cemetery & Churchyard	Income	133	17,641	20,450	2,810			86.3%
	Expenditure	1,486	6,662	10,100	3,438		3,438	66.0%
	Movement to/(from) Gen Reserve	<u>(1,353)</u>	<u>10,978</u>					
408 Town Centre (Including Market)	Income	0	949	300	(649)			316.3%
	Expenditure	6,908	13,674	33,435	19,761		19,761	40.9%
	Movement to/(from) Gen Reserve	<u>(6,908)</u>	<u>(12,725)</u>					
409 Public Toilets - Car Park	Expenditure	940	2,485	4,150	1,665		1,665	59.9%
500 Play Areas and Open Spaces	Income	0	1,185	1,550	365			76.5%
	Expenditure	595	2,304	(5,700)	(8,004)		(8,004)	(40.4%)
	Movement to/(from) Gen Reserve	<u>(595)</u>	<u>(1,119)</u>					
501 Sunderland Road Rec Ground	Income	0	951	720	(231)			132.1%
	Expenditure	2,242	15,956	29,000	13,044		13,044	55.0%
	Movement to/(from) Gen Reserve	<u>(2,242)</u>	<u>(15,005)</u>					
502 Nature Reserves	Income	0	892	2,550	1,658			35.0%
	Expenditure	0	39	13,500	13,461		13,461	0.3%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>852</u>					
505 Grass Cutting	Expenditure	0	0	10,000	10,000		10,000	0.0%
506 Litter Bins, Seats & Shelters	Expenditure	0	0	650	650		650	0.0%
509 Christmas Lights	Income	0	0	500	500			0.0%
	Expenditure	9,400	10,095	16,500	6,406		6,406	61.2%
	Movement to/(from) Gen Reserve	<u>(9,400)</u>	<u>(10,095)</u>					
601 Precept and Interest	Income	16	581,289	581,198	(91)			100.0%
602 Democratic and Civic Costs	Income	275	335	0	(335)			0.0%
	Expenditure	752	5,741	15,200	9,459		9,459	37.8%
	Movement to/(from) Gen Reserve	<u>(477)</u>	<u>(5,406)</u>					
700 Capital and Projects	Income	0	196,871	17,903	(178,968)			1099.7%
	Expenditure	1,170	260,621	79,203	(181,418)		(181,418)	329.1%
	Movement to/(from) Gen Reserve	<u>(1,170)</u>	<u>(63,750)</u>					

## Summary Income &amp; Expenditure by Budget Heading 31/10/2019

Month No: 7

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	893	802,520	626,471	(176,049)			128.1%
Expenditure	57,740	546,790	625,863	79,073	0	79,073	87.4%
Net Income over Expenditure	<u>(56,847)</u>	<u>255,730</u>	<u>608</u>	<u>(255,122)</u>			
Movement to/(from) Gen Reserve	<u>(56,847)</u>	<u>255,730</u>					

## Detailed Income &amp; Expenditure by Budget Heading 31/10/2019

Month No: 7

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>401 Staff</b>								
4001 Gross Salaries - Admin	9,291	65,037	113,000	47,963		47,963	57.6%	
4002 Gross Salaries - Works	6,868	57,174	102,500	45,326		45,326	55.8%	
4003 Employers NIC	1,279	9,615	17,300	7,685		7,685	55.6%	
4004 Employers Superannuation	3,471	26,472	47,500	21,028		21,028	55.7%	
4006 H&S Costs/Consultancy	0	525	500	(25)		(25)	105.0%	
4010 Miscellaneous Staff Costs	0	569	1,000	431		431	56.9%	
4030 Recruitment Advertising	0	0	275	275		275	0.0%	
Staff :- Indirect Expenditure	<b>20,910</b>	<b>159,392</b>	<b>282,075</b>	<b>122,683</b>	<b>0</b>	<b>122,683</b>	<b>56.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(20,910)</b>	<b>(159,392)</b>	<b>(282,075)</b>	<b>(122,683)</b>				
<b>402 Administration-Office</b>								
1003 Tourism Income	151	888	500	(388)			177.6%	
1201 Rent Received Etc	43	283	750	467			37.8%	
1202 Photocopying Income	2	30	50	20			59.2%	
1205 Miscellaneous Income	273	1,208	0	(1,208)			0.0%	
Administration-Office :- Income	<b>469</b>	<b>2,408</b>	<b>1,300</b>	<b>(1,108)</b>			<b>185.3%</b>	<b>0</b>
4008 Training	375	415	2,000	1,585		1,585	20.8%	
4009 Travel & Subsistence	57	72	200	128		128	36.0%	
4011 General Rates	3,314	6,629	6,700	72		72	98.9%	
4012 Water Rates	0	1,157	600	(557)		(557)	192.9%	
4014 Electricity	(62)	689	2,500	1,811		1,811	27.6%	
4015 Gas	(1,694)	(1,475)	1,500	2,975		2,975	(98.3%)	
4016 Cleaning Materials etc	44	564	1,250	686		686	45.1%	
4018 General Data Protection Regs	0	0	1,000	1,000		1,000	0.0%	
4020 Misc Establishment Costs	7	179	2,000	1,821		1,821	8.9%	
1021 Telephone & Fax	273	1,818	2,500	682		682	72.7%	
4022 Postage	0	733	1,200	467		467	61.1%	
4023 Printing & Stationery	871	1,795	2,000	205		205	89.7%	
4024 Subscriptions	0	2,829	2,850	21		21	99.3%	
4025 Insurance (excl vehicles)	1,589	11,900	21,500	9,600		9,600	55.3%	
4026 Photocopy Costs	0	1,027	3,500	2,473		2,473	29.3%	
4027 IT Costs incl Support	237	2,331	4,500	2,169		2,169	51.8%	
4028 Service Agreements (Other)	150	3,434	6,500	3,066		3,066	52.8%	
4035 Publications	48	75	100	25		25	74.7%	
4036 Property Maintenance/Security	63	2,027	4,000	1,973		1,973	50.7%	
4040 Equipment Purchases (Minor)	0	584	2,000	1,416		1,416	29.2%	
4050 Tourism Expenditure	438	922	250	(672)		(672)	368.8%	
4051 Bank Charges	53	341	500	159		159	68.3%	

## Detailed Income &amp; Expenditure by Budget Heading 31/10/2019

Month No: 7

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4056 Legal Expenses	0	1,543	2,500	958		958	61.7%	
4057 Audit Fees - External	0	0	1,300	1,300		1,300	0.0%	
4058 Audit Fees - Internal	0	0	750	750		750	0.0%	
4059 Accountancy Fees	1,002	3,292	7,000	3,708		3,708	47.0%	
4070 Refreshments	0	75	200	126		126	37.3%	
Administration-Office :- Indirect Expenditure	<b>6,763</b>	<b>42,953</b>	<b>80,900</b>	<b>37,947</b>	<b>0</b>	<b>37,947</b>	<b>53.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(6,294)</b>	<b>(40,545)</b>	<b>(79,600)</b>	<b>(39,055)</b>				
<b>403 Administration-Works</b>								
4005 Protective Clothing	156	400	1,300	900		900	30.8%	
4008 Training	0	0	1,000	1,000		1,000	0.0%	
4011 General Rates	908	1,817	1,850	33		33	98.2%	
4012 Water Rates	0	89	200	111		111	44.5%	
4014 Electricity	0	0	1,000	1,000		1,000	0.0%	
4017 Refuse Disposal	430	2,504	5,500	2,997		2,997	45.5%	
4036 Property Maintenance/Security	1,718	1,813	2,000	187		187	90.7%	
4038 Consumables/Small Tools	0	902	2,500	1,598		1,598	36.1%	
4039 Planting/Trees/Horticulture	1,312	5,447	6,250	803		803	87.2%	
4040 Equipment Purchases (Minor)	600	941	2,000	1,059		1,059	47.0%	
4042 Equipment/Vehicle Maintenance	113	2,355	5,000	2,645		2,645	47.1%	
4043 Equipment/Vehicle Fuel	296	2,688	3,500	812		812	76.8%	
4044 Vehicle Tax & Insurance	0	2,620	3,000	380		380	87.3%	
4045 Arboriculture	0	0	6,000	6,000		6,000	0.0%	
Administration-Works :- Indirect Expenditure	<b>5,533</b>	<b>21,575</b>	<b>41,100</b>	<b>19,525</b>	<b>0</b>	<b>19,525</b>	<b>52.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(5,533)</b>	<b>(21,575)</b>	<b>(41,100)</b>	<b>(19,525)</b>				
<b>405 Footway Lighting</b>								
4014 Electricity	642	3,244	5,750	2,506		2,506	56.4%	
4042 Equipment/Vehicle Maintenance	400	2,050	10,000	7,950		7,950	20.5%	
Footway Lighting :- Indirect Expenditure	<b>1,042</b>	<b>5,294</b>	<b>15,750</b>	<b>10,456</b>	<b>0</b>	<b>10,456</b>	<b>33.6%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,042)</b>	<b>(5,294)</b>	<b>(15,750)</b>	<b>(10,456)</b>				
<b>406 Cemetery &amp; Churchyard</b>								
1226 Burials/Memorials Income	133	17,641	20,450	2,810			86.3%	
Cemetery & Churchyard :- Income	<b>133</b>	<b>17,641</b>	<b>20,450</b>	<b>2,810</b>			<b>86.3%</b>	<b>0</b>
4011 General Rates	1,486	2,971	2,750	(221)		(221)	108.0%	
4012 Water Rates	0	82	100	18		18	81.5%	

## Detailed Income &amp; Expenditure by Budget Heading 31/10/2019

Month No: 7

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4036 Property Maintenance/Security	0	0	1,000	1,000		1,000	0.0%	
4037 Grounds Maintenance	0	10	900	891		891	1.1%	
4039 Planting/Trees/Horticulture	0	0	350	350		350	0.0%	
4101 Grave Digging Costs	0	3,600	5,000	1,400		1,400	72.0%	
Cemetery & Churchyard :- Indirect Expenditure	<b>1,486</b>	<b>6,662</b>	<b>10,100</b>	<b>3,438</b>	<b>0</b>	<b>3,438</b>	<b>66.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,353)</b>	<b>10,978</b>	<b>10,350</b>	<b>(628)</b>				
<b>408 Town Centre (Including Market)</b>								
1238 Other Income Car Park	0	949	300	(649)			316.3%	
Town Centre (Including Market) :- Income	<b>0</b>	<b>949</b>	<b>300</b>	<b>(649)</b>			<b>316.3%</b>	<b>0</b>
4011 General Rates	6,303	12,607	12,227	(380)		(380)	103.1%	
4036 Property Maintenance/Security	605	763	1,500	737		737	50.9%	
4053 Loan Interest	0	127	253	126		126	50.2%	
4054 Loan Capital Repaid	0	177	355	178		178	49.9%	
4100 CCTV Fees	0	0	19,100	19,100		19,100	0.0%	
Town Centre (Including Market) :- Indirect Expenditure	<b>6,908</b>	<b>13,674</b>	<b>33,435</b>	<b>19,761</b>	<b>0</b>	<b>19,761</b>	<b>40.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(6,908)</b>	<b>(12,725)</b>	<b>(33,135)</b>	<b>(20,410)</b>				
<b>409 Public Toilets - Car Park</b>								
4011 General Rates	921	1,841	1,850	9		9	99.5%	
4012 Water Rates	0	490	1,000	510		510	49.0%	
4014 Electricity	19	104	300	196		196	34.6%	
4036 Property Maintenance/Security	0	50	1,000	950		950	5.0%	
Public Toilets - Car Park :- Indirect Expenditure	<b>940</b>	<b>2,485</b>	<b>4,150</b>	<b>1,665</b>	<b>0</b>	<b>1,665</b>	<b>59.9%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(940)</b>	<b>(2,485)</b>	<b>(4,150)</b>	<b>(1,665)</b>				
<b>500 Play Areas and Open Spaces</b>								
1201 Rent Received Etc	0	0	500	500			0.0%	
1241 Sandy FC Rent	0	495	500	5			99.0%	
1251 Pitch Rental	0	690	550	(140)			125.5%	
Play Areas and Open Spaces :- Income	<b>0</b>	<b>1,185</b>	<b>1,550</b>	<b>365</b>			<b>76.5%</b>	<b>0</b>
4007 Health & Safety	0	343	400	58		58	85.6%	
4012 Water Rates	125	243	700	457		457	34.7%	
4014 Electricity	0	53	200	147		147	26.5%	
4036 Property Maintenance/Security	53	53	500	448		448	10.5%	
4037 Grounds Maintenance	0	16	2,500	2,484		2,484	0.6%	
4042 Equipment/Vehicle Maintenance	418	1,597	5,000	3,403		3,403	31.9%	



## Detailed Income &amp; Expenditure by Budget Heading 31/10/2019

Month No: 7

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4972 Transfer from EMR Fallowfield	0	0	(15,000)	(15,000)		(15,000)	0.0%	
Play Areas and Open Spaces :- Indirect Expenditure	<b>595</b>	<b>2,304</b>	<b>(5,700)</b>	<b>(8,004)</b>	<b>0</b>	<b>(8,004)</b>	<b>(40.4%)</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(595)</b>	<b>(1,119)</b>	<b>7,250</b>	<b>8,369</b>				
<b>501 Sunderland Road Rec Ground</b>								
1201 Rent Received Etc	0	514	0	(514)			0.0%	
1253 Bowls Club Rental	0	437	435	(2)			100.5%	
1255 Cricket Club Rental	0	0	280	280			0.0%	
1256 Scouts ,ACF and SSLA	0	0	5	5			0.0%	
Sunderland Road Rec Ground :- Income	<b>0</b>	<b>951</b>	<b>720</b>	<b>(231)</b>			<b>132.1%</b>	<b>0</b>
4012 Water Rates	0	1,158	800	(358)		(358)	144.7%	
4014 Electricity	12	55	200	145		145	27.7%	
4036 Property Maintenance/Security	0	1,057	1,750	693		693	60.4%	
4046 Bowling Green - SBC	1,666	2,981	3,165	184		184	94.2%	
4047 Equipment Maintenance - SBC	549	2,623	2,572	(51)		(51)	102.0%	
4048 Cricket Square - SCC	15	1,388	2,540	1,152		1,152	54.7%	
4049 Equipment Maintenance - SCC	0	0	2,748	2,748		2,748	0.0%	
4060 Other Professional Fees	0	6,692	15,225	8,533		8,533	44.0%	
Sunderland Road Rec Ground :- Indirect Expenditure	<b>2,242</b>	<b>15,956</b>	<b>29,000</b>	<b>13,044</b>	<b>0</b>	<b>13,044</b>	<b>55.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(2,242)</b>	<b>(15,005)</b>	<b>(28,280)</b>	<b>(13,275)</b>				
<b>502 Nature Reserves</b>								
1306 Countryside Stewardship Grant	0	240	2,000	1,760			12.0%	
1307 Angling Licence Rent	0	652	550	(102)			118.5%	
Nature Reserves :- Income	<b>0</b>	<b>892</b>	<b>2,550</b>	<b>1,658</b>			<b>35.0%</b>	<b>0</b>
4037 Grounds Maintenance	0	39	1,500	1,461		1,461	2.6%	
4060 Other Professional Fees	0	0	10,000	10,000		10,000	0.0%	
4703 Sandy Green Wheel	0	0	2,000	2,000		2,000	0.0%	
Nature Reserves :- Indirect Expenditure	<b>0</b>	<b>39</b>	<b>13,500</b>	<b>13,461</b>	<b>0</b>	<b>13,461</b>	<b>0.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>852</b>	<b>(10,950)</b>	<b>(11,802)</b>				
<b>505 Grass Cutting</b>								
4102 Grass Cutting	0	0	10,000	10,000		10,000	0.0%	
Grass Cutting :- Indirect 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>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(10,000)</b>	<b>(10,000)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/10/2019

Month No: 7

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>506 Litter Bins, Seats &amp; Shelters</b>								
4042 Equipment/Vehicle Maintenance	0	0	650	650		650	0.0%	
Litter Bins, Seats & Shelters :- Indirect Expenditure	0	0	650	650	0	650	0.0%	0
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(650)</b>	<b>(650)</b>				
<b>509 Christmas Lights</b>								
1365 Christmas Lights	0	0	500	500			0.0%	
Christmas Lights :- Income	0	0	500	500			0.0%	0
4401 Christmas Illuminations	8,149	8,149	14,000	5,852		5,852	58.2%	
4402 Community Christmas Event	1,251	1,946	2,500	554		554	77.8%	
Christmas Lights :- Indirect Expenditure	9,400	10,095	16,500	6,406	0	6,406	61.2%	0
<b>Net Income over Expenditure</b>	<b>(9,400)</b>	<b>(10,095)</b>	<b>(16,000)</b>	<b>(5,906)</b>				
<b>601 Precept and Interest</b>								
1101 Precept	0	580,198	580,198	0			100.0%	
1320 Interest Received - All account	16	1,091	1,000	(91)			109.1%	
Precept and Interest :- Income	16	581,289	581,198	(91)			100.0%	0
<b>Net Income</b>	<b>16</b>	<b>581,289</b>	<b>581,198</b>	<b>(91)</b>				
<b>602 Democratic and Civic Costs</b>								
1245 Grants Received	25	25	0	(25)			0.0%	
1309 Misc Contributions	250	310	0	(310)			0.0%	
Democratic and Civic Costs :- Income	275	335	0	(335)				0
4020 Misc Establishment Costs	0	6	100	94		94	5.8%	
4033 Annual Report & Newsletter	238	1,666	3,000	1,334		1,334	55.5%	
4042 Equipment/Vehicle Maintenance	0	120	400	280		280	30.0%	
4200 Mayor's Allowance	110	1,102	2,200	1,098		1,098	50.1%	
4202 Members' Expenses (Conf etc)	0	305	500	195		195	61.0%	
4210 Election Costs	3,411	3,708	3,000	(708)		(708)	123.6%	
4701 Grants/Donations Paid	380	1,180	3,000	1,820		1,820	39.3%	
4702 Community Events Support	24	1,065	3,000	1,935		1,935	35.5%	
4971 Transfer from EMR	(3,411)	(3,411)	0	3,411		3,411	0.0%	
Democratic and Civic Costs :- Indirect Expenditure	752	5,741	15,200	9,459	0	9,459	37.8%	0
<b>Net Income over Expenditure</b>	<b>(477)</b>	<b>(5,406)</b>	<b>(15,200)</b>	<b>(9,794)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/10/2019

Month No: 7

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>700 Capital and Projects</b>								
1103 Internal Loan from F'fld EMR	0	123,287	0	(123,287)			0.0%	
1153 Loan Interest Rec'd - INTERNAL	0	7,903	7,903	0			100.0%	
1154 Loan Capital Rec'd - INTERNAL	0	10,000	10,000	0			100.0%	
1364 S106 Money Received	0	55,681	0	(55,681)			0.0%	
Capital and Projects :- Income	<b>0</b>	<b>196,871</b>	<b>17,903</b>	<b>(178,968)</b>			<b>1099.7%</b>	<b>0</b>
4153 Loan Interest - INTERNAL	0	7,903	7,903	0		0	100.0%	
4154 Loan Capital - INTERNAL	0	10,000	10,000	0		0	100.0%	
4802 CAP - Cemetery Extension	320	89,091	0	(89,091)		(89,091)	0.0%	
4813 CAP - Cricket Equipment	3,809	3,809	0	(3,809)		(3,809)	0.0%	
4818 CAP - Fallowfield	0	149,832	0	(149,832)		(149,832)	0.0%	
4826 CAP - Play Equipment (S'land)	0	56,020	0	(56,020)		(56,020)	0.0%	
4828 CAP - Dropped Kerb	0	2,500	0	(2,500)		(2,500)	0.0%	
4829 CAP - Car Park	0	4,225	0	(4,225)		(4,225)	0.0%	
4830 CAP - St Swithun's Church	850	1,765	0	(1,765)		(1,765)	0.0%	
4831 CAP - Land west of Sandy Cem.	0	14,550	0	(14,550)		(14,550)	0.0%	
4915 Transfer to Rolling Capital Fd	0	51,300	51,300	0		0	100.0%	
4923 Internal Loan repaid to F'fld	0	10,000	10,000	0		0	100.0%	
4965 Funded from Rolling Capital	(3,809)	(85,050)	0	85,050		85,050	0.0%	
4970 Transfer from C R R	0	(55,324)	0	55,324		55,324	0.0%	
Capital and Projects :- Indirect Expenditure	<b>1,170</b>	<b>260,621</b>	<b>79,203</b>	<b>(181,418)</b>	<b>0</b>	<b>(181,418)</b>	<b>329.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,170)</b>	<b>(63,750)</b>	<b>(61,300)</b>	<b>2,450</b>				
<b>Grand Totals:- Income</b>	<b>893</b>	<b>802,520</b>	<b>626,471</b>	<b>(176,049)</b>			<b>128.1%</b>	
<b>Expenditure</b>	<b>57,740</b>	<b>546,790</b>	<b>625,863</b>	<b>79,073</b>	<b>0</b>	<b>79,073</b>	<b>87.4%</b>	
<b>Net Income over Expenditure</b>	<b>(56,847)</b>	<b>255,730</b>	<b>608</b>	<b>(255,122)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>(56,847)</b>	<b>255,730</b>						

**Sandy Town Council**  
**Report to 31 October 2019**

General Notes

Attached are the summary income & expenditure report for month 7 to 31st October 2019.  
This report shows a current year surplus of income over expenditure of £255,730

The balance sheet shows that total funds available to the council are £706,245

This is made up of the following -

Current Year Surplus	£255,730
General Reserve Brought Forward	£284,043
Rolling Capital Fund	£58,223
Fallowfield Reserve	£66,632
Earmarked Community Funds	£7,000
Earmarked Elections	£11,589
Cemetery Development Reserve	£23,028
Total	£706,245

The percentage of budget if analysed evenly over the year to date is 58.33% but members are reminded that income & expenditure rarely follows this pattern over the year.

**Balance Sheet Notes:**

- 1) Staff Loans Credit refers to costs taken back from a former employee for holiday days owed upon completion of employment from STC. To be moved to cost centre 401.
- 2) PAYE and Pension contributions outstanding refer to October Salary. Payments made to HMRC and LGPS in first week of November 2019.
- 3) EMR Elections has reduced due to transfer to revenue to cover May 2019 election costs. This will increase by £3,000 at the end of the financial year following the transfer of £3,000 from the revenue budget

Analysis by Cost Centre

**401            Staff**

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Expenditure is 56.5 % of the annual budget.

Expenditure on 4006 - High due to OH costs required for former employees ill health retirement.

**402            Administration**

---

Expenditure is 53.1% of the annual budget.

4011 - Final rates bill received and paid. £72 less than anticipated.

4012 - Ongoing investigation on all water rates due to exceptionally high rates  
Some water budgets lines have now been brought back within budget.

4015 - Rebate of £1,694 received from Gas Supplier due to error on their part resulting in STC been placed on the wrong tariff.

4021 - Includes payment for period from 2018/19 financial year (March 2019)

4022 - Franking machine topped up by £513 on 10th May 2019. Balance of £199.98 remaining.

**Sandy Town Council**  
**Report to 31 October 2019**

Analysis by Cost Centre [Continued]

4023 - Service provider has been bought out by a new company. Large invoice received in October which included charges for scanning. Scanning was free in the initial contract which the should be honoured. Refund requested.

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

4035 - Purchase of new edition Clerks Handbook from SLCC

4050 - Tourism Expenditure high due to Saffords bookings. Offset against £888 income in budget line 1003.

4051 - Charges for the account fee, funds paid in at post office, cheque payments, electronic payments

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**403                  Works**

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Expenditure is 52.5% of the annual budget.

4011 - Final general rates bill received. £33 less than anticipated.

4036 - High expenditure due to purchase of new CCTV system for the depot building.

4039 - High expenditure due to summer and winter planting costs.  
Additional expenditure on grass seed for play parks and shrubs for cemetery.

4043 - Recent purchase of red diesel barrel has resulted in high expenditure. Expenditure is more during summer months due to increased grass cutting activity. Continue to monitor.  
Lower costs anticipated once depot is in use due to larger bulk purchase of fuel.

4044 - Vehicle tax and insurance is paid in full at the start of the financial year. This results in high expenditure during the first three months. Unspend anticipated.

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**405                  Footway Lighting**

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Expenditure is 33.6% of the annual budget.

No concerns

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**406                  Cemetery & Churchyard**

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Expenditure is 66% of the annual budget.

4011 - Final rates bill received. High rates than anticipated at time of setting budget. 2020/21 budget to be amended to reflect rates bill.

4012 - Ongoing investigation on all water rates due to exceptionally high rates  
Some water budgets lines have now been brought back within budget.

4101 - High costs due to more burials than anticipated. This is offset by income line 1226.

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

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Expenditure is 40.9% of the annual budget

4011 - Final rates bill received. High rates than anticipated at time of setting budget. 2020/21 budget to be amended to reflect rates bill.

**Sandy Town Council**  
**Report to 31st October 2019**

Analysis by Cost Centre [Continued]

**409            Public Toilets - Car Park**

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Expenditure is 59.9% of the annual budget.

4011 - Final general rates bill received. £9 less than anticipated.

**500            Play Areas and Open Spaces**

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Expenditure is -40.4% of the annual budget.

4007 - High expenditure due to annual ROSPA checks.

**501            Sunderland Road Rec.**

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Expenditure is 55% of the annual budget.

4012 - Water rates across all Council properties are under investigation due to exceptionally high rates from the last bills received. Usage (readings) continue to be monitored. Use may be linked to the Jenkins.

4046/4047 - High due seasonal works costs.

**502            Nature Reserves**

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Expenditure is 0.3% of the annual budget.

No concerns.

**505            Grass Cutting**

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No spend to date.

Invoice from CBC due in March 2020.

**506            Litter Bins, Seats & Shelters**

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Expenditure is 0.0% of the annual budget.

No concerns

**509            Christmas Lights**

---

Expenditure is 61.2% of the annual budget.

4402 - High expenditure due to stage payment and deposits for tree, barriers and St Johns ambulance.

**601            Precept and Interest**

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The entire precept has now been received.

**602            Democratic & Civic Costs**

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Expenditure is 37.8% of the annual budget.

4202 - High expenditure due to NALC conference costs and new Councillor training

4210 - High expenditure due to May 2019 contested election.

4971 - Transfer from EMR to cover the revenue costs of the May 2019 election.

**List of Payments made between 01/10/2019 and 31/10/2019**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/10/2019	Aviva Insurance	DD	1,588.81		Aviva Insurance
04/10/2019	Mazars LLP	BACS01	1,560.00		P/Ledger Electronic Payment
07/10/2019	Bank charge payable	CHRG	45.05		Bank charge payable
09/10/2019	Central Bedfordshire Council	Std Ord	1,486.00		Non Dom Rates - Cemetery
09/10/2019	Central Bedfordshire Council	Std Ord	3,314.00		Non Don Rates - Council Office
09/10/2019	Central Bedfordshire Council	Std Ord	921.00		Non Dom Rates - Toilets
09/10/2019	Central Bedfordshire Council	Std Ord	227.00		Non dom Rates - Market
09/10/2019	Central Bedfordshire Council	Std Ord	6,076.00		Non Dom Rates - Car Park
09/10/2019	Central Bedfordshire Council	Std Ord	908.00		Non Domestic Rates - Store
11/10/2019	Amphill Mayor's Charity Accou	31802	60.00		480-Charity ticketsx2
11/10/2019	Binder Loams Ltd	31803	746.89		482-Ongar Loam
11/10/2019	Sandy Town Bowls Club	31804	22.41		510-Fuel claim 22.09.19
11/10/2019	CHRISTOPHER ROBSON	31805	57.15		506-Staff mileage claim
11/10/2019	Colin Ross Workwear & Safety	31806	187.10		523-Staff uniform
11/10/2019	DCK Accounting Solutions Ltd	31807	528.30		487-Contract visit
11/10/2019	DHE Productions Ltd	31808	1,501.50		488-Sandy Xmas light switch
11/10/2019	Durant Cricket LTD	31809	4,571.26		524-Custom Scoreboard
11/10/2019	Froods Autoservices	31810	20.40		494-Puncture repair
11/10/2019	Groundcare Machinery Services	31811	90.00		496-Cricket club-Rake adjt+tes
11/10/2019	Hertfordshire County Council	31812	342.67		497-Misc items
11/10/2019	Martin Howlett Trading Company	31813	40.00		499-Misc cleaning materials
11/10/2019	Arthur Ibbett Ltd	31814	51.50		481-Misc Maintennace Items
11/10/2019	Tim Miles	31815	1,440.00		500-STC burial
11/10/2019	Mrs R Munns	31816	640.00		P/Ledger Electronic Payment
11/10/2019	National Association of Local	31817	253.79		P/Ledger Electronic Payment
11/10/2019	FD Odell & Sons Ltd	31818	926.70		503-Waste mixed disposal
11/10/2019	PNC HR LTD	31819	180.00		505-HR meeting with Nick
11/10/2019	Rosetta Publishing	31820	285.60		507-Bulletin october
11/10/2019	Mayor's Charity Account	31821	50.00		508-Italian Night Ticketsx2
11/10/2019	S.J.S. Irrigation	31822	567.06		513-Irrigation Repairs-Bowls C
11/10/2019	Sandy Secondary School	31823	25.00		509-Audrey Bothby Award
11/10/2019	Steve Dear Tree Services Ltd	31824	336.00		514-Treework-Beeston Green
11/10/2019	T&J Seymour Electrical Install	31825	1,020.00		512-Faulty Column S4 Cambr Rd
11/10/2019	Travis Perkins Trading Co Ltd	31826	241.97		516-Blue circle postcrete
11/10/2019	TTM Consultancy Services Ltd	31827	189.60		517-Car Pk barrier-hit
11/10/2019	Turfcare Leisure Services Ltd	31828	640.34		518-Tournament 24 Mower repair
11/10/2019	TurfMaster	31829	1,616.00		519-Bowls Green waste+seeds
11/10/2019	Viking	31830	266.34		520-4 Draw filing cabinet
11/10/2019	Wicksteed Leisure Ltd	31831	484.70		521-Wetpour ket
14/10/2019	UK Fuels Limited DDR	DD01	96.24		491-Motor fuel
15/10/2019	Staff salaries Oct 2019	BACS	12,676.21		Staff salaries Oct 2019
24/10/2019	Chess Ltd DDR	DD02	216.54		485-36 mnth active support
28/10/2019	UK Fuels Limited DDR	DD03	58.82		578-Motor Fuel
28/10/2019	Ampower UK Ltd	DD04	13.05		581-Elec bil September
28/10/2019	Ampower UK Ltd	DD05	19.71		584-Elec september
28/10/2019	Ampower UK Ltd	DD06	36.38		583-Elec September
28/10/2019	Ampower UK Ltd	DD07	637.38		582-Elec September

## Current Bank A/c

## List of Payments made between 01/10/2019 and 31/10/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
28/10/2019	BNP Paribas Leasing Solutions	DD08	358.80		483-Copier rental Oct-Jan
28/10/2019	Chess Ltd DDR	DD09	12.00		531-Carriage
28/10/2019	Chess Ltd DDR	DD10	677.64		530-1st Line Technician
28/10/2019	Chess Ltd DDR	DD11	327.40		590-Monthly phone charge
29/10/2019	Gazprom refund	BACS	-1,691.60		Gazprom refund
29/10/2019	Gazprom-refund	BACS	1,691.60		Gazprom-refund
29/10/2019	Gazprom Energy DDR	REFUND	-1,691.60		P/Ledger Electronic Payment
31/10/2019	Chess Ltd DDR	DD12	67.68		486-Office 365
<b>Total Payments</b>			<b>47,014.39</b>		



**APPLICATION FOR GRANT AID FROM**  
**SANDY TOWN COUNCIL**

<b><u>Name of the Organisation/Group</u></b>	
Keech Hospice Care	
Are you affiliated to a national organisation? If so, which one?	No
Local venue/meeting place	We provide specialist care services both at the hospice in Luton and in the local communities of our wide catchment area of Bedfordshire, Hertfordshire and Milton Keynes.
Are you a registered charity? If so, give your charity number?	1035089
What are the aims and activities of the organisation?	Keech Hospice Care is the children's hospice for Bedfordshire, Hertfordshire and Milton Keynes, and adult hospice for Luton and south Bedfordshire. We care for children with life-limiting conditions through our in-patient unit, community nursing team, day support and supportive care teams. Our teams are there both at times of crisis and when our specialist care is needed day to day. It is our vision to make the difference when it matters the most.
How many members do you have?	<b>Volunteers/Leaders</b> We currently have 264 members of staff, 1,474 dedicated volunteers and 10 members of our management committee.
Members:	<b>Junior</b> 374 child patients
	<b>Senior</b> 1,262 adult patients
What is your annual subscription?	<b>Junior £0</b> All of our services are provided free of charge to patients and their relatives
	<b>Senior £0</b> All of our services are provided free of charge to patient and their relatives.

<b>Project Information</b>	
What would the grant be used for?	We would like to ask Sandy Town Council to consider supporting Keech Hospice Care with a grant towards music and art therapy - a vital service which provides pre- and post-bereavement support. Music and art are very powerful mediums that can affect us all in very different ways. Music can resonate with our feelings, enabling us to express ourselves and to communicate with others whilst art allows us to use our imagination creatively to portray our thoughts and feelings. Music and art therapy use these qualities to provide high levels of emotional and psychological support. Sessions can take place at the hospice, in the family home or at the child's school.
In what manner will the residents of Sandy benefit?	Music and art therapy are offered to all child patients and their relatives, including families we are supporting from Sandy. Using music and art as a mode of expression and communication, it can help to explore an individual's thoughts, feelings and experiences. This can include coming to terms with a death; fears over their own diagnosis or that of a loved one; provide a different way of communicating issues that may feel difficult, confusing or overwhelming; be creative; and help express physical and emotional pain.
Approximately how many Sandy residents will benefit from this grant?	In 2018/19 we provided a total of 420 music and art therapy sessions to 78 child patients and their relatives. We supported 3 children and their families from Sandy across all of our services, including music and art therapy.
Estimated total cost of project	Music and art therapy is an on-going service at Keech Hospice Care. To provide this service to child patients and their relatives it costs approximately £54,499 a year.
Please state clearly how much you are applying for from Sandy Town Council.	£200 - the cost of approximately 5 music and art therapy sessions.
What amount is being met from your own funds?	As a charity, we are reliant on the generosity of the local community and our supporters for 70% of our funding. The limited statutory funding we receive from the NHS is simply not enough to continue our work and does not include funding towards this service. Voluntary income is generated through our weekly lottery, retail trading, grants, individual giving, and legacies.

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

Source	Amount	Confirmed/Pending/Unsuccessful
Kensworth Parish Council	£150	April 2019
Arts Society Harpenden Evening	£600	April 2019
Fairfield Parish Council	£250	June 2019
Northill Parish Council	£300	August 2019
James Wise Charitable Trust	£250	August 2019
Angus Brewer Community Fund	£5,000	Pledged - December 2019
BBC Children in Need	£20,477	Pledged - March 2020
Clophill Parish Council	£240	Decision pending
Stotfold Parish Council	£500	Decision pending
Arlesey Town Council	£215	Decision pending

We are also awaiting decisions on a further 10 applications to grant making organisations for a total of £13,250 in further funding towards music and art therapy.

### Financial Details


<p>Please specify how any income, particularly surplus, is spent.</p>	<p>Keech Hospice Care's income is mainly spent on charitable activities including the adult in-patient unit, Palliative Care Centre, children services, community team, supportive care and education and training. There are also costs for generating funds, governance and support costs.</p> <p>Any surplus funds at the end of the financial year are transferred into our general reserves which currently stand at 4.9 months operating costs. The Trustee's policy is to have 6 months.</p>
<p>Please attach accounts (audited/independently examined) for the last two years and your budget forecast for the forthcoming/current year.</p>	<p>Please find attached Keech Hospice Care's statutory accounts for year's 2017/18 and 2018/19.</p>

<b>Payment Details</b>	
Account Title	Keech Hospice Care
Account Number	50476084 60-07-08
Bank/Building Society Name and Address	Natwest 4 Hight Street North Dunstable LU6 1JU
<b>Contact Details</b>	
Please give details of the person with whom this application can be discussed and to whom any cheque should be sent:	Meg Davies  Cheque's to be made payable to 'Keech Hospice Care'
Position in organisation	Trusts and Grants Manager
Address	Great Bramingham Lane Streatley Luton LU3 3NT
Telephone Number	01582 497861
E-mail address	meg.davies@keech.org.uk

## **Declaration**

**Please sign this form to confirm that:**

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

<b>Signed:</b> 
<b>Name:</b> Meg Davies
<b>Position:</b> Trusts and Grants Manager
<b>Date:</b> 11/11/2019

**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

## Keech Hospice Care – Budget Forecast

	<b>2018/19</b> <b>(£)</b>	<b>2019/20</b> <b>(£)</b>
<b>Income</b>	10,150,000	10,886,000
<b>Expenditure</b>	10,767,000	11,122,000
<b>Surplus/(Deficit)</b>	(617,000)	(236,000)
<b>General reserves</b>	2,844,000	2,715,000
<b>Designated funds</b>	8,141,000	8,171,000
<b>Restricted funds</b>	781,000	644,000

**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)	Archaeological Excavation and Depot Build	<p>Further information is to be provided by the contractor and brought to Council for discussion. Some costs were received from the contractor on 4/10/19 but did not include an option which had been spoken about at a joint meeting of the working group, contractor and CBC. The Clerk, supported by CBC, has responded requesting this final option so the working group can consider all options open to the Council and report back to Full Council.</p> <p>Working group has raised issues with the cladding of the depot which contractors are looking at. Other snagging areas have been addressed. New doors have been installed along with fire extinguishers. Contractor has suggested equipment can now begin to be moved in.</p>
<b>Meeting 9/4/18</b>			
Fallowfield Lighting and CCTV	(110-17/18)	RESOLVED that the Clerk include mobile and static CCTV options within the Fallowfield lighting scheme to be brought forward to a future meeting of the Policy, Finance and Resources committee.	Agreed that work to the lighting scheme be allowed for in 2019/20 from Fallowfield reserves. Council has agreed to the working group's recommendation for alternative CCTV to be progressed. Appointed company looking at options for CCTV on Fallowfield.

**SANDY TOWN COUNCIL****COMMITTEE: Policy, Finance and Resources****DATE: 25 November 2019****AUTHOR: Town Clerk****SUBJECT: Photocopier Contract****1. Summary**

- 1.1 The Council previously entered into a photocopier contract which saw it make savings of over 30% on its previous service contract. The Council is now part way through its current service contract, however the service provider has been bought out by a new company. The Administration Team Leader has suggested savings could be made by changing to a new service provider.

**2. Information**

- 2.1 Following the purchase of the current service provider's company, the new provider should honour the contract agreed with the original provider, however the administration team are experiencing issues - including additional charges added to the quarterly bills for scanning as well as copying/printing. The Clerk is disputing the charges, which were not stipulated in the original service agreement. In addition, after three years with the service provider, a charge of £1,995 could be added for new/spare parts should the machine require them.
- 2.2 The Administration Team Leader has approached an alternative company, which is used by three other Town Councils in the area, to obtain costs for changing the Council's photocopier provider.
- 2.3 Costs are provided in section 3 of this report for an alternative contract. Overall the costings show a likely saving of £416 per annum. A new contract would also protect against annual 10% increases in copy charges and costs of spare parts which the current provider would introduce after three years into the service agreement. If the Council entered into a service agreement with the new provider, they would cover all costs related to leaving the current contract early.

**3. Recommendation**

- 3.1 That the Council exit its current service contract early to enter a new contract with an alternative company which provides savings and covers any costs associated with leaving the current contract.



4. Costs

4.1 Contract costs are detailed in the tables below;

<b>Current Contract Costs – Company A</b>		
	<b>Quarterly Charge</b>	<b>Annual Cost</b>
Copier Rental Cost	£299.00 per qtr	£1,196
Network Support	£90.00 per qtr	£360.00
Waste Toner	£40.00	£160.00
Minimum Colour Copy Charge	£18.00	£72.00
Minimum Mono Copy Charge	£181.00	£724.00
Average Mono Copies Charge	£133.00	£532.00
Average Colour Copies Charge	£383.00	£1,532.00
	<b>£1,144.00</b>	<b>£4,576.00</b>
<p><i>3.68p per excess colour copy and 0.368p per mono copy.                      Subject to a 10% uplift on the copy cost per annum and the parts being chargeable on the account after 3 years @ £1,995 plus vat per annum.                      Costs per scan are been included in charges.</i></p>		

<b>Proposed Contract Costs – Company B</b>		
	<b>Quarterly Charge</b>	<b>Annual Cost</b>
Copier Rental Cost	£1,040.00	£4,160.00
Network Support	Included in rental cost	
Waste Toner	Included in rental cost	
10k Colour Copy Charge allowance	Included in rental cost	
15k Mono Copy Charge allowance	Included in rental cost	
Average Excess Mono Copies Charge	3.65p for colour and 0.365p for mono Based on yearly usage extra copy charges now anticipated.	
Average Excess Colour Copies Charge		
	<b>£1,040.00</b>	<b>£4,160.00</b>
<p><i>Includes full settlement of existing Corona agreements.                      No charge for scans                      Copy cost fixed for 36 months                      Parts included for duration of contract                      Copy volume adjustable if required at no penalty which could drive down cost further</i></p>		

4.2 The copier provider by the proposed contract would be a newer version of the current copier with all the same specifications.

**SANDY TOWN COUNCIL**

**COMMITTEE: Policy, Finance and Resources**

**DATE: 25 November 2019**

**AUTHOR: Town Clerk**

**SUBJECT: 10 Cambridge Road, Public Clock**

**1. Summary**

- 1.1 The Council's premises at 10 Cambridge Road has an external public clock which is positioned in the turret on the roof of the chamber. The clock has stopped working and a specialist contractor has provided some initial advice and costs for repair work to the clock.
- 1.2 The following report is based on the advice and quotes of only two contractors and is to provide Members with information for their consideration on whether they wish to carry out repair work to the clock. If repair work is to be carried out, a further quotation will be obtained. This has provided difficulty as there is no easy access to the clock's mechanism, which is needed to obtain a quote.

**2. Information**

- 2.1 A GRP clock turret is sited on the roof above the council chamber. The clock is visible from the car park and neighbouring pub. It has recently become more visible following work to eucalyptus trees in the pub's car park.
- 2.2 There is normally access directly into the inside of the turret from below which allows for repair work to be assessed and carried out. However, in this case, the ceiling directly below where the turret is fixed, is completely planed over and there is no direct access into the turret from below.
- 2.3 The control system for the clock appears to have failed.
- 2.4 The only apparent way to gain access to the inside of the turret is to approach the dial of the turret from the outside by removing the dial. Sometimes the clock movement is fitted directly into the dial and if this is the case, the whole dial assembly could be brought to ground level for proper inspection and repair.
- 2.5 The contractor has advised that if the dial and movement are removed this way, it would be prudent to future-proof the clock by fitting a new clock movement and clock controller.
- 2.6 Work would need to be carried out by two clockmakers and a roof lander, due to the limited space for getting access via a cherry picker.

**3. Costs of Work**

3.1 As the contractor has not been able to access the clock to make a full assessment, the following quote is based on what information they have been able to establish. It is assumed that the wiring connecting the controller and clock movement is in good condition. A cost for re-wiring the system through to the roof is not included.

3.2 Quotation;

Arrive with two clock makers  
Isolate the mains power to the clock  
Approach the clock turret using a roof ladder  
Remove the clock dial and movement to ground level  
Remove hands and movement  
Supply and fit new hand bosses onto the hands  
Supply and fit a new clock movement  
Supply and fit a new clock controller, in place of the old one.  
Refit the dial complete with the new movement  
Set up and leave in good working order

Cost: £2,200.00 plus vat

**4. Considerations**

4.1 Members are asked to consider the potential costs of the clock and its need and advise whether they wish to pursue repair work and obtain more quotes.



Dear Clerk and Councillors

**Rural Services Network (RSN)** is seeking to establish a Rural/Market Towns Grouping to sit within its network. The towns approached we feel all serve as the centre or market place for the rural area surrounding them. We are approaching over 200 centres in seemingly diverse rural locations across England with the intention of setting up both a more comprehensive national rural network and a separate grouping.

All councils approached we hope are acting as key service and employment centres for their surrounding rural hinterland. The town (or large village in some cases) will have a population itself of between 3,000 and 30,000. *(The vagaries of whether or not the Councils approached have adopted s245 of the Local Government Act and put the name Town in their Council's title or whether they remain under the title 'Parish' is not important from our perspective.)* If you are one of the 200 rural centres we have selected we very much wish to work with you.

RSN is an organisation seeking to establish and present the rural view as well as evidencing and sharing best practice. We are concerned that, whilst treating other home countries differently, Government is often tempted to consider English issues through an urban looking glass and too frequently consider urban facing situations without giving any particular consideration to rural areas. We would like to change that and we think the right operational networks, such as the one proposed here, will very much assist. We attach diagrams showing how the new group would work as part of our extensive and growing network.

We feel at a time of material change, there needs to be some special consideration of rural matters and therefore our current call on Government is for a Rural Strategy

<https://www.rsnonline.org.uk/time-for-a-rural-strategy>

We also feel that Government needs to return to giving special attention to rural/ market towns as shopping habits change. It is absolutely vital to the national economy that 'market' towns remain buoyant and lively places and support their wider rural hinterlands.

We wish therefore to establish as part of our development as a Network, and as part of our current Call for a Rural Strategy from Government, a Rural/Market Towns Grouping that is representative of rural and towns and markets across the many rural areas of England. These are of course spread across very many diverse areas and are also spread across 200 Local Authorities. That statistic of 200 authorities has given us our starting point for this search so that a local council representing a town or large village in each of those authorities rural area is being approached. To establish successfully a Rural/Towns Group involving a rurally based centre serving each of those 200 differing hinterlands would constitute a really forceful message that rural areas are working together at a difficult time. This is why we are sending out this invitation at this time.

As you are acting as a council at the centre of one of those 200 rural areas we have selected, we wish to work with you. We hope to progress to an even wider ring of Rural/Market Towns over time however you are getting the first opportunity to be an inaugural member..... It is time for the local councils serving as centres of rural hinterlands to once again be properly acknowledged by government for the role they play nationally.

We have to charge a small fee as that is the only way we can operate as a Network but we hope this is low enough for it not to be too much of an issue. The fee will reflect your population size.



Towns with over 10,000 population - £150 per annum



Towns with over 5,000 population but less than 10,000 - £ 130 per annum



Towns with less than 5,000 population - £110 per annum

*(All subs incur VAT)*

The important question is can you make a difference by joining? We think that you can. Collectively we are sure we can get rural centres across England and their challenges given considerably more recognition.

At a time of material change we think it is vital that rural areas in England are provided with a national profile. As said we are calling on the Government to undertake and fund a Rural Strategy. There has been no exercise focusing on the rural aspects of England for many decades and given the current situation relating to rural areas it is really important a strategic approach is taken. We think the establishment of this Rural /Market Towns grouping is an important element in this national call. We attach our initial report in relation to this 'Call', 'Time for a Rural Strategy' which sets out why we think Government should develop a Rural Strategy which we hope your members will find helpful.

It is intended there will be 2 Meetings of the Group each year but we also seek to work remotely so attendance is not necessary to successful inputting. As we move forward it will be for the member local councils to set the agenda and the direction. The rural agenda and emphasis here is a very different one to other membership groups currently covering town and parish matters.

We need to know where we stand by the end of November on the approaches being made. Please could you let us know whether it's a yes or a no by responding to us before that date? To assist we will send this invitation by e mail and through the post.

We very much look forward to hearing from you.

Kindest Regards

David

David Inman  
Director  
Rural Services Network  
[www.rsnonline.org.uk](http://www.rsnonline.org.uk)  
01822 851370

## SANDY TOWN COUNCIL

COMMITTEE: Policy, Finance and Resources

DATE: 25 November 2019

OFFICER: Town Clerk

SUBJECT: Scale of Charges for Financial Year 2020/21

The table below details the 2019/20 scale of charges for Council functions and services. The table proposes some increases in charges for the financial year 2020/21. The increases are either based on the last available RPI figure of 2.1% (October 2019) or a rounded set amount where 2.1% is unpractical.

<b>Sports Charges</b>			
<b>Football</b>			
<i>Bedford Road Recreation Ground – Sandy Football Club</i>	<b>2019/20 £</b>	<b>2020/21 £</b>	<b>VAT</b>
Pitch and Pavilion	Lease		
Line Marking of football pitch per marking	25.50	26.00	+ VAT
<i>Sunderland Road Recreation Ground</i>			
Seasonal hire of junior pitch	69.50	71.00	
Casual use of senior pitch	35.75	36.50	+ VAT
Casual use of junior pitch	13.00	13.50	+ VAT
Seasonal use of mini pitches	56.00	57.00	
Casual use of mini pitches	10.00	10.50	+ VAT
<i>Seasonal use of football pitch and 2 changing rooms:</i>			
Sandy Colts and other junior teams	179.50	183.00	
Sandy Colts senior teams	204.00	208.00	
Adult teams	439.50	449.00	
<b>Cricket</b>			
	Lease		
Sandy Cricket Club (2 changing rooms and education room)	279.20	285.00	SLL
Sandy Cricket Club (pitch) -	216.90	221.50	
Casual use of cricket pitch (income to club)	Set by SCC		
Other clubs (seasonal use of 2 changing rooms)	230.00	235.00	
Casual use of 2 changing rooms	21.50	22.00	
<b>Bowls</b>			
Sandy Town Bowls Club	Lease		
Rink Fees (bowling green per person per rink per hour)	4.20	4.30	+ VAT

<b>Premises, Leases etc</b>			
<b>Jenkins Pavilion</b>			
<b>Non profit making youth groups:</b>	<b>2019/20</b>	<b>2020/21</b>	<b>VAT</b>
	<b>£</b>	<b>£</b>	
Seasonal or termly use of education room (weekly meetings)	Set By SLL		
Casual use of education room (per hour)	Set By SLL		
<b>Non profit making adult groups:</b>			
Yearly use of education room (monthly meetings)	Set By SLL		
Commercial or business groups:	Set By SLL		
Casual use of education room (per hour)	Set By SLL		

<b>Premises, Leases etc continued</b>			
<b>10 Cambridge Road</b>			
<b>Day Time</b>	<b>2019/20</b>	<b>2020/21</b>	<b>VAT</b>
	<b>£</b>	<b>£</b>	
Hire of Council Chamber per session (4 hours)	36.00	36.75	+ VAT
Hire of council chamber per session day rate	62.00	63.30	+ VAT
Hire of Chamber per hour	10.50	11.00	+ VAT
<b>Evening</b>			
Hire of Chamber per Hour	12.50	12.75	+ VAT
Hire of Chamber for (4 hours)	41.00	42.00	+ VAT

*Note: Bookings for the Chamber were very low during 2018/19 and rates left static for 2019/20 in a hope this might help encourage more bookings.*

<b>Other Charges</b>			
<b>Sale of Council Papers</b>	<b>2019/20</b>	<b>2020/21</b>	<b>VAT</b>
	<b>£</b>	<b>£</b>	
Agenda, Minutes and supporting papers per year	210.00		
<b>Photocopying Charges</b>			
Black and White A4	0.10	0.10	Inc VAT
Black and White A3	0.20	0.20	Inc VAT
Black and White A4 card	0.20	0.20	Inc VAT
Colour A4	0.50	0.50	Inc VAT
Colour A3	0.80	0.80	Inc VAT
Laminating A4	0.80	0.80	Inc VAT
Laminating A3	1.30	1.30	Inc VAT
Administration costs if applicable (time spent on fulfilling request exceeds 1 hour)	11.00	11.25	
<b>Town Centre Car Park</b>			
Pass (non-refundable)	142.50	145.50	+ VAT
Replacement pass	52.00	54.00	

<b>Burials and Memorials</b>		
<b>Exclusive rights to Burial</b>	<b>2019/20 £</b>	<b>2020/21 £</b>
Burial in all sections 7 ft x 3 ft	196.00 (all sections)	200.00
Burial in all sections 7 ft x 6 ft	393.50 (all sections)	401.00
Fee for transfer of rights of burial document	63.00	64.00
<b><i>Treble fees for non-parishioners</i></b>		

<b>Burials and Memorials</b>		
<b>Exclusive rights to Burial of cremated remains</b>	<b>2019/20 £</b>	<b>2020/21 £</b>
Cremated remains in earthen grave 2 ft x 2 ft	100.00 (all sections)	100.00
Cremated remains in earthen grave 4 ft x 2 ft	200.00 (all sections)	200.00
<b><i>Tablets are the only memorials permitted</i></b>		
<b><i>Treble fees for non-parishioners</i></b>		
<b>Interment Fees</b>	<b>2019/20 £</b>	<b>2020/21 £</b>
Interment of a body of a non-viable foetus or a child whose age at the time of death did not exceed 12 months	30.00	30.00
Interment of a body of a child whose age at the time of death exceeded 12 months but did not exceed 12 years	60.00	60.00
Interment of a body of a person whose age at the time of death exceeded 12 years	452.00	461.50
Cremated remains	133.00	136.00
Scattering of cremated remains	26.50	27.00
<i>Fees above include the digging of the grave and apply only where the interment is made between the hours of 10 am and 4 pm Monday to Friday or on the certificate of a coroner or registered medical practitioner that immediate interment is necessary. In any other case an additional fee is payable available on application at the time of the interment</i>		
Extra charge per ft for excavations deeper than 7 ft	78.50	80.00
<b><i>Treble fees for non-parishioners</i></b>		



<b>Burials and Memorials continued</b>		
<b>Memorial Fees</b>	<b>2019/20 £</b>	<b>2020/21 £</b>
Any headstone, vase or tablet permitted under the regulations	152.00	155.00
Subsequent inscriptions	52.00	53.00
<b><i>Treble fees for non-parishioners</i></b>		
<b>Maintenance Fees</b>		
Maintenance of graves (per single grave not planted per annum)	58.00	59.00
Maintenance of graves (per single grave planted x 2 per annum)	126.00	128.50
New requests for maintenance of planted grave	157.00	160.00
Maintenance in perpetuity	2,472.00	2,524.00
<b>Exhumation Fees</b>		
Administration costs and personnel attendance at exhumation.	To be considered on individual basis.	
<b>Transfer of Ownership</b>	-	£30.00

**Sandy Town Council**

(Prepared 17.10.19)

**Budget Summary**

**Year Ended 31st March 2021**

	<b>2019-20</b>		<b>2020-21</b>	<i>Budget</i>	
	<b>Projected</b>	<i>Budgeted</i> (Revised)	<b>Proposed</b>	<i>Incr/Decr</i>	
<b>REVENUE EXPENDITURE</b>					
Staffing & Admin	392523	419275	439883	20608	
Services	114212	126777	122277	-4500	
	<u>506735</u>	<u>546052</u>	<u>562160</u>	<u>16108</u>	
<b>INCOME</b>					
Staffing & Admin	4965	2300	3550	1250	
Services	33952	26070	30917	4847	
	<u>38917</u>	<u>28370</u>	<u>34467</u>	<u>6097</u>	
<b>NET REVENUE EXPENDITURE</b>	<u>467818</u>	<u>517682</u>	<u>527693</u>	<u>10011</u>	
<b>Capital Expenditure (Net)</b>					
Rolling Capital Fund Allocation	51300	51300	51300	0	
Capital & Projects (net)	1600	0	0	0	
Loans	608	608	608		
Loan - Internal Repayment	10000	10000	10000	0	
	<u>63508</u>	<u>61908</u>	<u>61908</u>	<u>0</u>	
<b>TOTAL NET EXPENDITURE</b>	<u>531326</u>	<u>579590</u>	<u>589601</u>	<u>0</u>	
Financed as follows					
Reserves at 1st April	284043	246129	332915		
Reserves at 31st March	<u>332915</u>	<u>246737</u>	<u>332915</u> **		
Used to Fund Expenditure	-48872	-608	0 ***		
<b>PRECEPT FUNDING REQUIRED</b>	<u>580198</u>	<u>580198</u>	<u>589601</u>	<u>9403</u>	1.62%
	<u>531326</u>	<u>579590</u>	<u>589601</u>		
<b>Precept information</b>					
<b>ADJUSTED BASIS</b>					
Band D Equivalents		<u>4001</u>	<u>4001</u>	(NYA)	0.00%
Precept per Band D Equivalent (£/annum)		<u>£ 145.01</u>	<u>£147.36</u>	£2.35	1.62%
Precept per Band D Equivalent (p/week)		<u>278.10</u>	<u>282.61</u>	4.51 p	

<b>**Note:</b> Recommended <b>minimum</b> reserve equal to			
3 months net revenue expenditure	116955	129421	131923
General Reserve Shortfall/Surplus	215960	117316	200992 ***

<b>Earmarked Reserve</b>	<b>31/03/2019</b>	<b>31/03/2020</b>	<b>31/03/2021</b>
	<i>(Actual)</i>	<i>(Projected)</i>	<i>(Available)</i>
Rolling Capital Fund	91974	58224	109524
Earmarked Reserves	45027	48027	48277
Fallowfield	173919	168919	171419
Fallowfield Internal Loan	126713	240000	230000
Revenue Earmarked Funds	437633	515170	559220
Capital Receipts Reserve	55324	0	0
<b>TOTAL Earmarked Funds</b>	<u>492957</u>	<u>515170</u>	<u>559220</u>
General Reserve (see above)	284043	332915	332915 B
<b>Total Reserves</b>	<u>777000</u>	<u>848085</u>	<u>892135</u>

**B Recommend transfer to RCP at 31/3/20 of £50,000 plus 2019/20 Final Surplus**

**Sandy Town Council**

(Prepared 17.10.19)

**Budget Summary****Year Ended 31st March 2021**

<b>Expenditure Budgets</b>	<b>2019-20</b>		<b>2020-21 Proposed</b>	<b>Budget Incr/Decr</b>	
	<b>Projected</b>	<b>Budgeted (Revised)</b>			
<b>Staffing &amp; Admin</b>					
Staff	401	269350	282075	304625	22550
Admin - Office	402	72700	80900	78720	-2180
Admin - Works	403	35817	41100	41805	705
Precept and Interest	601	0	0	0	0
Democratic & Civic	602	14656	15200	14733	-467
		<u>392523</u>	<u>419275</u>	<u>439883</u>	<u>20608</u>
<b>Services</b>					
Footway Lighting	405	10090	15750	15750	0
Cemetery & Churchyard	406	10146	10100	11000	900
Town Centre (incl Market) (excl Loans)	408	32472	32827	17810	-15017
Public Toilets - Car Park	409	4070	4150	4380	230
Play Areas & Open Spaces	500	-8753	-5700 A	1800	7500
Sunderland Rd Rec Ground	501	28954	29000	29987	987
Nature Reserves	502	13050	13500	13900	400
Grass Cutting	505	7580	10000	10000	0
Litter Bins Seats and Shelters	506	700	650	1000	350
Christmas Lights	509	15903	16500	16650	150
		<u>114212</u>	<u>126777</u>	<u>122277</u>	<u>-4500</u>
<b>TOTAL EXPENDITURE</b>		<u>506735</u>	<u>546052</u>	<u>562160</u>	<u>16108</u>

**NOTES**

- A Funding from Fallowfield EMR £15K p.a. to 2019/20. Thereafter £7.5K p.a.

**Sandy Town Council**

(Prepared 17.10.19)

**Budget Summary****Year Ended 31st March 2021**

	<b><u>2019-20</u></b>		<b><u>2020-21</u></b>	<i>Budget</i>
<b><u>Income Budgets</u></b>	<b>Projected</b>	<b>Budgeted</b>	<b>Proposed</b>	<b>Incr/Decr</b>
		<b>(Revised)</b>		
<b><u>Staffing &amp; Admin</u></b>				
Staff	401	0	0	0
Admin - Office	402	2405	1300	250
Admin - Works	403	0	0	0
Precept and Interest	601	2500	1000	1000
Democratic & Civic	602	60	0	0
		<u>4965</u>	<u>2300</u>	<u>1250</u>
<b><u>Services</u></b>				
Footway Lighting	405	0	0	0
Cemetery & Churchyard	406	27000	20450	4550
Town Centre (incl Market)	408	1229	300	128
Public Toilets - Car Park	409	0	0	0
Play Areas & Open Spaces	500	1185	1550	-450
Sunderland Rd Rec Ground	501	1236	720	519
Nature Reserves	502	2652	2550	100
Grass Cutting	505	0	0	0
Litter Bins Seats and Shelters	506	0	0	0
S.E.G (not is use 14/15)	508	0	0	0
Christmas Lights	509	650	500	0
		<u>33952</u>	<u>26070</u>	<u>4847</u>
<b><u>TOTAL INCOME</u></b>		<u>38917</u>	<u>28370</u>	<u>6097</u>

**Sandy Town Council 2019/20  
Annual Budget - By Centre**

**Note: Preliminary 2020/21 Budget Proposals**

	<u>2018/19</u>		<u>2019/20</u>				<u>2020/21 Proposed</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>401 Staff</b>									
1245 Grants Received	0	190	0	0	0	0	0	0	0
<b>Total Income</b>	0	190	0	0	0	0	0	0	0
4001 Gross Salaries - Admin	114,000	104,594	113,000	65,037	111,492	0	121,000	0	0
4002 Gross Salaries - Works	97,250	90,885	102,500	57,174	95,362	0	109,500	0	0
4003 Employers NIC	16,900	15,074	17,300	9,615	16,256	0	19,250	0	0
4004 Employers Superannuation	44,350	40,102	47,500	26,472	44,840	0	53,000	0	0
4006 H&S Costs/Consultancy	500	169	500	525	525	0	600	0	0
4010 Miscellaneous Staff Costs	1,000	876	1,000	569	600	0	1,000	0	0
4030 Recruitment Advertising	250	366	275	0	275	0	275	0	0
<b>Overhead Expenditure</b>	274,250	252,068	282,075	159,392	269,350	0	304,625	0	0
<b>Movement to/(from) Gen Reserve</b>	(274,250)	(251,878)	(282,075)	(159,392)	(269,350)		(304,625)		
<b>402 Administration-Office</b>									
1003 Tourism Income	200	979	500	888	800	0	750	0	0
1201 Rent Received Etc	1,500	630	750	283	620	0	750	0	0
1202 Photocopying Income	50	71	50	30	50	0	50	0	0
1205 Miscellaneous Income	0	832	0	1,208	935	0	0	0	0
1360 Ticket Sales Commission	0	1	0	0	0	0	0	0	0
<b>Total Income</b>	1,750	2,512	1,300	2,408	2,405	0	1,550	0	0
4008 Training	2,000	1,970	2,000	415	1,260	0	2,000	0	0
4009 Travel & Subsistence	50	206	200	72	200	0	200	0	0

Continued on next page

**Sandy Town Council 2019/20  
Annual Budget - By Centre  
Note: Preliminary 2020/21 Budget Proposals**

	<u>2018/19</u>		<u>2019/20</u>				<u>2020/21 Proposed</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4011 General Rates	6,500	6,480	6,700	6,629	6,630	0	6,770	0	0
4012 Water Rates	600	-9	600	1,157	600	0	800	0	0
4014 Electricity	2,500	2,429	2,500	689	2,438	0	2,600	0	0
4015 Gas	1,500	1,867	1,500	-1,475	780	0	1,300	0	0
4016 Cleaning Materials etc	1,250	1,047	1,250	580	1,100	0	1,250	0	0
4018 General Data Protection Regs	2,000	900	1,000	0	350	0	500	0	0
4020 Misc Establishment Costs	2,000	301	2,000	179	1,350	0	2,000	0	0
4021 Telephone & Fax	2,500	2,746	2,500	1,818	3,081	0	2,750	0	0
4022 Postage	1,200	809	1,200	733	1,000	0	1,200	0	0
4023 Printing & Stationery	3,000	1,304	2,000	1,795	1,973	0	2,000	0	0
4024 Subscriptions	2,700	2,514	2,850	2,829	2,829	0	2,900	0	0
4025 Insurance (excl vehicles)	21,500	21,808	21,500	11,900	19,845	0	19,500	0	0
4026 Photocopy Costs	3,500	2,479	3,500	1,027	2,568	0	3,500	0	0
4027 IT Costs incl Support	6,000	4,445	4,500	2,331	3,656	0	4,000	0	0
4028 Service Agreements (Other)	6,500	3,984	6,500	3,834	4,384	0	6,500	0	0
4035 Publications	100	166	100	75	50	0	100	0	0
4036 Property Maintenance/Security	3,000	3,452	4,000	2,027	3,600	0	4,000	0	0
4038 Consumables/Small Tools	0	-163	0	0	0	0	0	0	0
4040 Equipment Purchases (Minor)	2,000	2,229	2,000	584	1,320	0	2,000	0	0
4050 Tourism Expenditure	250	415	250	922	800	0	400	0	0
4051 Bank Charges	100	213	500	341	544	0	550	0	0
4056 Legal Expenses	1,500	1,415	2,500	1,543	3,200	0	2,500	0	0
4057 Audit Fees - External	1,300	1,300	1,300	0	1,300	0	1,300	0	0
4058 Audit Fees - Internal	750	800	750	0	800	0	900	0	0

Continued on next page

Sandy Town Council 2019/20

Annual Budget - By Centre

Note: Preliminary 2020/21 Budget Proposals

	2018/19		2019/20			2020/21 Proposed				
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward	
4059	Accountancy Fees	6,500	6,328	7,000	3,292	6,900	0	7,000	0	0
4070	Refreshments	200	165	200	75	142	0	200	0	0
	<b>Overhead Expenditure</b>									
	<b>Movement to/(from) Gen Reserve</b>	81,000	71,602	80,900	43,369	72,700	0	78,720	0	0
		(79,250)	(69,089)	(79,600)	(40,961)	(70,295)		(77,170)		
<b>403</b>	<b>Administration-Works</b>									
1212	Miscellaneous Works Income	0	60	0	0	0	0	0	0	0
1245	Grants Received	0	677	0	0	0	0	0	0	0
	<b>Total Income</b>	0	737	0	0	0	0	0	0	0
4005	Protective Clothing	1,150	1,476	1,300	400	1,250	0	1,300	0	0
4008	Training	1,000	1,411	1,000	0	800	0	1,950	0	0
4011	General Rates	1,800	1,776	1,850	1,817	1,817	0	1,855	0	0
4012	Water Rates	200	160	200	89	214	0	250	0	0
4014	Electricity	1,000	0	1,000	0	500	0	1,200	0	0
4016	Cleaning Materials etc	0	0	0	0	24	0	0	0	0
4017	Refuse Disposal	5,500	3,258	5,500	2,504	4,017	0	0	0	0
4036	Property Maintenance/Security	2,000	850	2,000	1,813	2,000	0	5,000	0	0
4038	Consumables/Small Tools	2,500	2,598	2,500	902	2,500	0	2,000	0	0
4039	Planting/Trees/Horticulture	6,250	4,955	6,250	5,447	5,200	0	2,500	0	0
4040	Equipment Purchases (Minor)	2,000	1,390	2,000	941	1,740	0	6,250	0	0
4042	Equipment/Vehicle Maintenance	5,000	5,326	5,000	2,355	5,000	0	2,000	0	0
4043	Equipment/Vehicle Fuel	3,000	3,701	3,500	2,741	3,800	0	5,000	0	0
4044	Vehicle Tax & Insurance	2,500	2,071	3,000	2,620	2,955	0	3,500	0	0

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**Sandy Town Council 2019/20  
Annual Budget - By Centre  
Note: Preliminary 2020/21 Budget Proposals**

	2018/19		2019/20			2020/21 Proposed			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4045 Arboriculture	6,068	6,665	6,000	0	4,000	0	6,000	0	0
<b>Overhead Expenditure</b>									
<b>Movement to/(from) Gen Reserve</b>	39,968	35,636	41,100	21,628	35,817	0	41,805	0	0
<b>405 Footway Lighting</b>	(39,968)	(34,899)	(41,100)	(21,628)	(35,817)	0	(41,805)	0	0
4014 Electricity	5,500	6,113	5,750	3,244	5,690	0	5,750	0	0
4042 Equipment/Vehicle Maintenance	7,800	15,380	10,000	2,050	4,400	0	10,000	0	0
<b>Overhead Expenditure</b>									
<b>Movement to/(from) Gen Reserve</b>	13,300	21,493	15,750	5,294	10,090	0	15,750	0	0
<b>406 Cemetery &amp; Churchyard</b>	(13,300)	(21,493)	(15,750)	(5,294)	(10,090)	0	(15,750)	0	0
1226 Burials/Memorials Income	20,000	27,672	20,450	17,641	27,000	0	25,000	0	0
<b>Total Income</b>	20,000	27,672	20,450	17,641	27,000	0	25,000	0	0
4011 General Rates	2,460	2,640	2,750	2,971	2,971	0	3,050	0	0
4012 Water Rates	100	66	100	82	195	0	200	0	0
4036 Property Maintenance/Security	1,000	782	1,000	0	850	0	1,000	0	0
4037 Grounds Maintenance	900	314	900	10	600	0	900	0	0
4039 Planting/Trees/Horticulture	350	5	350	0	340	0	350	0	0
4101 Grave Digging Costs	5,000	6,040	5,000	3,600	5,190	0	5,500	0	0
<b>Overhead Expenditure</b>									
<b>Movement to/(from) Gen Reserve</b>	9,810	9,847	10,100	6,662	10,146	0	11,000	0	0
<b>408 Town Centre (Including Market)</b>	10,190	17,825	10,350	10,978	16,854	0	14,000	0	0



**Sandy Town Council 2019/20  
Annual Budget - By Centre**

**Note: Preliminary 2020/21 Budget Proposals**

	<u>2018/19</u>		<u>2019/20</u>			<u>2020/21 Proposed</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1238 Other Income Car Park	135	380	300	949	1,229	0	428	0	0
<b>Total Income</b>									
4007 Health & Safety	150	0	0	0	0	0	0	0	0
4011 General Rates	14,660	10,816	12,227	12,607	12,152	0	12,410	0	0
4036 Property Maintenance/Security	1,500	867	1,500	763	1,220	0	1,500	0	0
4053 Loan Interest	273	271	253	127	248	0	223	0	0
4054 Loan Capital Repaid	335	337	355	177	360	0	285	0	0
4100 CCTV Fees	16,000	14,293	19,100	0	19,100	0	4,000	0	0
<b>Overhead Expenditure</b>									
32,918	26,584	33,435	13,674	33,080	0	18,418	0	0	
<b>Movement to/(from) Gen Reserve</b>	<b>(32,783)</b>	<b>(26,204)</b>	<b>(33,135)</b>	<b>(12,725)</b>	<b>(31,851)</b>		<b>(17,990)</b>		
<b>409 Public Toilets - Car Park</b>									
4011 General Rates	2,000	1,800	1,850	1,841	1,842	0	1,880	0	0
4012 Water Rates	1,000	968	1,000	490	1,076	0	1,200	0	0
4014 Electricity	200	269	300	104	262	0	300	0	0
4036 Property Maintenance/Security	1,000	393	1,000	50	890	0	1,000	0	0
<b>Overhead Expenditure</b>									
4,200	3,431	4,150	2,485	4,070	0	4,380	0	0	
<b>Movement to/(from) Gen Reserve</b>	<b>(4,200)</b>	<b>(3,431)</b>	<b>(4,150)</b>	<b>(2,485)</b>	<b>(4,070)</b>		<b>(4,380)</b>		
<b>500 Play Areas and Open Spaces</b>									
1201 Rent Received Etc	500	0	500	0	0	0	0	0	0
1241 Sandy FC Rent	500	479	500	495	495	0	500	0	0
1251 Pitch Rental	550	610	550	690	690	0	600	0	0

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**Sandy Town Council 2019/20  
Annual Budget - By Centre**

**Note: Preliminary 2020/21 Budget Proposals**

	2018/19		2019/20			2020/21 Proposed			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Total Income</b>									
4007 Health & Safety	1,550	1,089	1,550	1,185	1,185	0	1,100	0	0
4012 Water Rates	400	399	400	343	399	0	400	0	0
4014 Electricity	700	629	700	243	650	0	700	0	0
4036 Property Maintenance/Security	200	122	200	53	128	0	200	0	0
4037 Grounds Maintenance	500	1,429	500	53	200	0	500	0	0
4042 Equipment/Vehicle Maintenance	2,500	2,092	2,500	16	1,875	0	2,500	0	0
4972 Transfer from EMR Fallowfield	5,000	1,172	5,000	1,597	2,995	0	5,000	0	0
	-15,000	-15,000	-15,000	0	-15,000	0	-7,500	0	0
<b>Overhead Expenditure</b>									
	-5,700	-9,157	-5,700	2,304	-8,753	0	1,800	0	0
<b>Movement to/(from) Gen Reserve</b>									
	7,250	10,246	7,250	(1,119)	9,938		(700)		
<b>501 Sunderland Road Rec Ground</b>									
1201 Rent Received Etc	0	0	0	514	514	0	500	0	0
1253 Bowls Club Rental	410	423	435	437	437	0	447	0	0
1255 Cricket Club Rental	270	212	280	0	280	0	287	0	0
1256 Scouts ,ACF and SSLA	5	190	5	0	5	0	5	0	0
<b>Total Income</b>	685	825	720	951	1,236	0	1,239	0	0
4012 Water Rates	800	1,463	800	1,158	1,491	0	1,500	0	0
4014 Electricity	200	201	200	55	156	0	200	0	0
4036 Property Maintenance/Security	1,250	2,469	1,750	1,387	1,057	0	1,750	0	0
4046 Bowling Green - SBC	3,058	3,107	3,165	2,981	3,165	0	3,248	0	0
4047 Equipment Maintenance - SBC	2,485	2,404	2,572	2,623	2,572	0	2,639	0	0
4048 Cricket Square - SCC	2,455	2,484	2,540	1,388	2,540	0	2,606	0	0

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**Sandy Town Council 2019/20  
Annual Budget - By Centre  
Note: Preliminary 2020/21 Budget Proposals**

	2018/19		2019/20			2020/21 Proposed			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4049 Equipment Maintenance - SCC	2,656	1,799	2,748	0	2,748	0	2,819	0	0
4060 Other Professional Fees	15,225	15,096	15,225	8,031	15,225	0	15,225	0	0
Overhead Expenditure									
Movement to/(from) Gen Reserve	28,129	29,023	29,000	17,624	28,954	0	29,987	0	0
<b>502 Nature Reserves</b>	<b>(27,444)</b>	<b>(28,198)</b>	<b>(28,280)</b>	<b>(16,673)</b>	<b>(27,718)</b>		<b>(28,748)</b>		
1306 Countryside Stewardship Grant	2,000	2,630	2,000	240	2,000	0	2,000	0	0
1307 Angling Licence Rent	500	530	550	652	652	0	650	0	0
Total Income	2,500	3,160	2,550	892	2,652	0	2,650	0	0
4037 Grounds Maintenance	1,500	39	1,500	39	800	0	1,500	0	0
4060 Other Professional Fees	9,850	10,192	10,000	0	10,250	0	10,400	0	0
4703 Sandy Green Wheel	2,000	2,000	2,000	0	2,000	0	2,000	0	0
Overhead Expenditure	13,350	12,231	13,500	39	13,050	0	13,900	0	0
Movement to/(from) Gen Reserve	<b>(10,850)</b>	<b>(9,070)</b>	<b>(10,950)</b>	<b>852</b>	<b>(10,398)</b>		<b>(11,250)</b>		
<b>505 Grass Cutting</b>									
4102 Grass Cutting	10,000	7,580	10,000	0	7,580	0	10,000	0	0
Overhead Expenditure	10,000	7,580	10,000	0	7,580	0	10,000	0	0
Movement to/(from) Gen Reserve	<b>(10,000)</b>	<b>(7,580)</b>	<b>(10,000)</b>	<b>0</b>	<b>(7,580)</b>		<b>(10,000)</b>		
<b>506 Litter Bins, Seats &amp; Shelters</b>									
4042 Equipment/Vehicle Maintenance	650	495	650	0	700	0	1,000	0	0
Overhead Expenditure	650	495	650	0	700	0	1,000	0	0

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**Sandy Town Council 2019/20  
Annual Budget - By Centre  
Note: Preliminary 2020/21 Budget Proposals**

	2018/19		2019/20			2020/21 Proposed			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Movement to/(from) Gen Reserve</b>									
<b>509 Christmas Lights</b>	(650)	(495)	(650)	0	(700)		(1,000)		
1365 Christmas Lights	2,500	1,236	500	0	650	0	500	0	0
<b>Total Income</b>	2,500	1,236	500	0	650	0	500	0	0
4401 Christmas Illuminations	14,000	12,757	14,000	8,149	13,253	0	500	0	0
4402 Community Christmas Event	5,000	5,603	2,500	2,636	2,650	0	14,000	0	0
4701 Grants/Donations Paid	0	1,451	0	0	0	0	2,650	0	0
4971 Transfer from EMR	0	-3,180	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>									
<b>Movement to/(from) Gen Reserve</b>	19,000	16,631	16,500	10,785	15,903	0	16,650	0	0
<b>601 Precept and Interest</b>	(16,500)	(15,395)	(16,000)	(10,784)	(15,253)		(16,150)		
1101 Precept	562,607	562,607	580,198	580,198	580,198	0	589,601	0	0
1320 Interest Received - All account	800	3,260	1,000	1,091	2,500	0	2,000	0	0
<b>Total Income</b>	563,407	565,867	581,198	581,289	582,698	0	591,601	0	0
<b>Movement to/(from) Gen Reserve</b>	563,407	565,867	581,198	581,289	582,698		591,601		
<b>602 Democratic and Civic Costs</b>									
1245 Grants Received	0	0	0	25	0	0	0	0	0
1309 Misc Contributions	0	1,026	0	310	60	0	0	0	0
<b>Total Income</b>	0	1,026	0	335	60	0	0	0	0

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**Sandy Town Council 2019/20  
Annual Budget - By Centre  
Note: Preliminary 2020/21 Budget Proposals**

	2018/19		2019/20			2020/21 Proposed			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4020 Misc Establishment Costs	100	59	100	6	100	0	100	0	0
4033 Annual Report & Newsletter	3,000	2,856	3,000	1,666	2,856	0	3,000	0	0
4042 Equipment/Vehicle Maintenance	250	638	400	120	400	0	400	0	0
4200 Mayor's Allowance	2,200	1,967	2,200	1,102	2,200	0	2,200	0	0
4202 Members' Expenses (Conf etc)	500	150	500	305	500	0	500	0	0
4210 Election Costs	3,000	0	3,000	3,708	3,000	0	250	0	0
4701 Grants/Donations Paid	3,000	2,025	3,000	1,180	3,000	0	3,000	0	0
4702 Community Events Support	2,000	1,966	3,000	1,065	2,600	0	5,283	0	0
4921 Transfer to EMR	0	3,000	0	0	0	0	0	0	0
4971 Transfer from EMR	0	0	0	-3,411	0	0	0	0	0
<b>Overhead Expenditure</b>									
<b>Movement to/(from) Gen Reserve</b>	14,050	12,662	15,200	5,741	14,656	0	14,733	0	0
	(14,050)	(11,636)	(15,200)	(5,406)	(14,596)		(14,733)		
<b>700 Capital and Projects</b>									
1103 Internal Loan from F'ild EMR	250,000	126,713	0	123,287	123,287	0	0	0	0
1153 Loan Interest Rec'd - INTERNAL	7,903	7,903	7,903	7,903	7,903	0	7,903	0	0
1154 Loan Capital Rec'd - INTERNAL	9,102	9,102	10,000	10,000	10,000	0	10,000	0	0
1210 Sale of Assets	0	2,000	0	0	0	0	0	0	0
1364 S106 Money Received	0	88,433	0	55,681	55,681	0	0	0	0
<b>Total Income</b>	267,005	234,151	17,903	196,871	196,871	0	17,903	0	0
4153 Loan Interest - INTERNAL	7,903	7,903	7,903	7,903	7,903	0	7,903	0	0
4154 Loan Capital - INTERNAL	9,102	9,102	10,000	10,000	10,000	0	10,000	0	0
4802 CAP - Cemetery Extension	293,220	69,968	0	89,411	89,091	0	0	0	0

## Sandy Town Council 2019/20

## Annual Budget - By Centre

## Note: Preliminary 2020/21 Budget Proposals

	2018/19		2019/20			2020/21 Proposed			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4813 CAP - Cricket Equipment	0	0	0	3,809	3,809	0	0	0	0
4818 CAP - Fallowfield	0	56,745	0	149,832	149,832	0	0	0	0
4821 CAP - Fencing Bedford Rd	0	2,481	0	0	0	0	0	0	0
4822 CAP - Play Equipment (Limes)	0	3,833	0	0	0	0	0	0	0
4823 CAP - Play Equipment (Beeston)	0	8,554	0	0	0	0	0	0	0
4824 CAP - Play Equipment (Bedford)	0	53,703	0	0	0	0	0	0	0
4825 CAP - Play Equipment (F/Field)	0	15,479	0	0	0	0	0	0	0
4826 CAP - Play Equipment (S'land)	0	6,864	0	56,020	56,020	0	0	0	0
4827 CAP - Bowls Club Irrig Pump	0	1,594	0	0	0	0	0	0	0
4828 CAP - Dropped Kerb	0	0	0	2,500	2,500	0	0	0	0
4829 CAP - Car Park	0	0	0	4,225	4,225	0	0	0	0
4830 CAP - St Swithun's Church	0	0	0	1,765	915	0	0	0	0
4831 CAP - Land west of Sandy Cem.	0	0	0	14,550	14,550	0	0	0	0
4915 Transfer to Rolling Capital Fd	48,500	48,500	51,300	51,300	51,300	0	51,300	0	0
4920 Transfer to C R R	0	2,320	0	0	0	0	0	0	0
4923 Internal Loan repaid to F'fld	9,102	9,102	10,000	10,000	10,000	0	10,000	0	0
4965 Funded from Rolling Capital	0	-4,076	0	-86,970	-85,050	0	0	0	0
4970 Transfer from C R R	-43,220	0	0	-55,324	-55,324	0	0	0	0
<b>Overhead Expenditure</b>			79,203	259,021	259,771	0	79,203	0	0
<b>Movement to/(from) Gen Reserve</b>	<b>324,607</b>	<b>292,073</b>	<b>(61,300)</b>	<b>(62,150)</b>	<b>(62,900)</b>	<b>0</b>	<b>(61,300)</b>	<b>0</b>	<b>0</b>

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**SANDY TOWN COUNCIL****COMMITTEE: Policy, Finance and Resources****DATE: 25 November 2019****AUTHOR: Town Clerk****SUBJECT: Capital Budget****1. Summary**

- 1.1 Each financial year the Council sets a revenue and capital budget for the following year. The revenue budget is set to cover the Council's day-to-day expenditure and is based on the amount of money the Council requires to provide its services during the year. (*e.g. salaries, building maintenances, running of vehicles*). It is a legal requirement of the Council to set a balanced budget. This report is a start of the process in establishing a capital budget level for 2020/21.

Capital expenditure is usually spending of a "one-off" nature and results in the construction, purchase or improvement of an asset, such as installation of new fencing, play equipment or the purchase of a vehicle.

- 1.2 Sandy Town Council allocates a budget to its rolling capital fund each year. This is important as it allows the Council to invest in new capital purchases, pursue projects or improve assets. For example, even when sc106 funds have been awarded for new capital expenditure on play equipment, the Council had to first spend that money from capital funding before it was then reimbursed by Central Bedfordshire Council.
- 1.3 The capital budget is rolling and at the end of each financial year any unspent funds in the rolling capital budget are added to the new financial year's rolling capital allocation. This allows the Council to continue to gradually build up capital funds for projects and capital expenditure purposes.
- 1.4 In previous financial years, any underspend in the revenue budget has been allocated to the Council's General Reserve to help build the reserve up to the recommended level. The Council has done well to rebuild the reserve and as previously reported, the recommended level has now been reached.
- 1.5 The Council's accountant is therefore recommending that any revenue underspend for the current financial year and the current excess General Reserve of £50,000 be allocated to the 2020/21 capital budget. If this is to be done, a resolution will need to be passed to that effect.

**2. Capital Expenditure 2019/20**

- 2.1 The Council began the 2019/20 financial year with a rolling capital fund of £143,274.



2.2 Details of capital expenditure are included in the monthly PF&R budget reports. During the current financial year, the Council has spent capital expenditure on developing the Council’s depot, maintenance works to the car park, dropped kerb contributions, the church clock and play equipment. Further funds of £12,933 are to be spent from the current year’s fund for the installation of CCTV cameras in recreation grounds.

**3. Capital Fund for 2020/21 Financial Year**

3.1 The following estimate is based on the current 2020/21 capital budget allocation of £51,300 and the current estimated current financial year underspend.

Current level of rolling capital fund: £58,223

Estimated rolling capital fund at end of financial year: £45,290  
*(This follows expenditure of £12,933 anticipated from 2019/20 capital budget)*

Estimated rolling capital fund for 2020/21 with the £51,300 capital funding allocation: £96,590

Estimated rolling capital fund for 2020/21 with addition of 2019/20 underspend: £145,462

Estimated rolling capital fund for 2020/21 with addition of excess General Reserve: £195,462

Estimated available rolling capital fund for 2020/21 based on the current budget is **£195,462**

**4. Planned Expenditure**

4.1 During the next financial year, the Council will need to spend capital funds on the completion of the archaeological conditions attached to the new depot building. Members have also previously agreed some other minor items for consideration for capital expenditure in 2020/21.

4.2

Cemetery and Depot site Archaeological Analysis and Reports	The working group are currently awaiting further information from contractors on options for completion of work which may provide different costs. This includes potential payment plans to spread the cost over a number of financial years.	£86,435.00
Two new PCs	Replace old reception and groundsman PCs.	£1,156.00
New Town Entrance Signage	Refresh of town entrance signs.	£1,850.00

Cemetery Site	<p>Land continuing to settle prior to use as a cemetery while interment space remains in the existing site. Will require landscaping work and laying of paths, marking of Roman Wall (information board), cemetery notice boards. Possible cost for making easier disabled access from car park.</p> <p><i>Expenditure such as planting at the site can be covered from the relevant revenue budget funds.</i></p>	£23,000.00 in EMR
Allotment and Community Orchard	<p>CBC have now appointed solicitors to draw up the lease of allotment land at Beeston.</p> <p>The cost implications for the Council are unknown until it is established by CBC what contributions might be brought forward as part of the lease and the affordable housing development at the front of the site.</p> <p>Originally the clearance of the site, water supply, boundary fencing, gateway and car park were up for inclusion in works to be done as part of the work.</p>	Allowance of £15,000.00 for site up works.

4.3 Other projects which would require some capital expenditure have also been discussed, although as yet there have been no resolutions passed as to whether the Council would pursue them.

Neighbourhood Plan	<p>Previously stated that STC is minded to bring forward a Neighbourhood Plan dependant on wider decisions. Further discussions, planning and a decision on a Neighbourhood Plan would be required before any expenditure was incurred. However, Members may wish to bear this in mind when considering next years capital spend.</p>	<p>£20-86k based on DCLG estimates. Grant support funding available.</p> <p>The process can take two years and funding could be spread across years.</p>
Conversion of Streetlights and adoption by CBC	<p>The Council are awaiting estimated costs from CBC on how much it would cost to upgrade streetlights to a standard where CBC would adopt them from STC.</p>	<p>Neighbouring town spent approx. £100,000 for similar number of lights.</p>

4.4 *Members are asked to consider whether they wish to amend the 2020/21 which currently allocates a rolling capital budget of £51,300.*