

Sandy Town Council

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

You are hereby summoned to attend a meeting of the Policy, Finance and Resources Committee of Sandy Town Council which will be held in the Council Chamber at 10 Cambridge Road, Sandy, Bedfordshire on Monday 26 February 2018 at 7.30pm for the purpose of transacting the items of business below.

C J Robson
Chris Robson
Town Clerk
10 Cambridge Road
Sandy SG19 1JE
01767 681491
20th February 2018

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 15 January 2018 and to approve them as a correct record of proceedings.

Sandy Town Council

5 Financial Reports

- i) To consider a balance sheet and detailed financial report showing income and expenditure against the revenue budget for 31 January 2018. 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 Grant Applications

- i) To receive a grant application from The Need Project – Central Bedfordshire Appendix IV
- ii) To receive and consider a grant application from the Shannon Court Surgery Patients Group Appendix V

7 Action List

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

8 The Pinnacle Clean Up

To note a cost of £2,715 payable to Central Bedfordshire Council for work carried out to clear and dispose of waste on The Pinnacle Field following unauthorised access. To approve allocating expenditure to the revenue budget or from earmarked reserves.

9 Hanging Baskets and Planters

To receive and consider a report form the Town Clerk on the renewal of hanging basket and planter provision. Appendix VII

10 Cemetery Regulations

To receive a report from the Administration Team Leader on clarifications/amendments to the Cemetery Regulations. Appendix VIII

11 Unreasonable Behaviours and Vexatious Complaints Policy

To review the Councils adopted unreasonable behaviours & vexatious complaints policy. Appendix IX

12 Chairman's Items

13 Date of Next Meeting: 9 April 2018

Date :- 21/02/2018

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Detailed Balance Sheet (Excluding Stock Movement)

Month No: 10 31st January 2018

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
100	Debtors Control	3,746	
105	VAT Control	4,019	
200	Current Bank A/c	27,491	
201	Clerks Imprest A/c	99	
205	Capital a/c Santander	216,794	
206	Barclays Active Saver	342,418	
208	Public Sector Deposit Fund	202,097	
210	Petty Cash	80	
	Total Current Assets		796,744
	<u>Current Liabilities</u>		
501	Creditors Control	20,337	
	Total Current Liabilities		20,337
	Net Current Assets		776,406
	Total Assets less Current Liabilities		776,406
	<u>Represented By :-</u>		
300	Current Year Fund	132,132	
310	General Reserve	185,664	
315	Rolling Capital Fund	47,549	
320	Capital Receipts Reserve	53,324	
321	Earmarked Reserves	23,028	
322	EMR Fallowfield	312,530	
323	EMR Community Funds	7,000	
324	EMR Elections	12,000	
325	EMR Christmas Activities	3,180	
	Total Equity		776,406

Summary Income & Expenditure by Budget Heading 31/01/2018

Month No : 10

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
401 Staff	Expenditure	19,890	207,628	276,450	68,822		68,822	75.1 %
402 Administration-Office	Expenditure	4,884	61,281	81,455	20,174		20,174	75.2 %
	Income	56	2,206	4,700	-2,494			46.9 %
403 Administration-Works	Expenditure	2,162	30,062	31,429	1,367		1,367	95.7 %
	Income	0	10,540	0	10,540			0.0 %
405 Footway Lighting	Expenditure	395	17,828	9,500	-8,328		-8,328	187.7 %
406 Cemetery & Churchyard	Expenditure	893	6,012	11,129	5,117		5,117	54.0 %
	Income	3,519	16,750	25,000	-8,250			67.0 %
408 Town Centre (Including Market)	Expenditure	1,009	17,273	34,513	17,240		17,240	50.0 %
	Income	2,055	2,055	620	1,435			331.5 %
409 Public Toilets - Car Park	Expenditure	115	3,510	4,131	621		621	85.0 %
500 Play Areas and Open Spaces	Expenditure	2,797	-9,856	-5,700	4,156		4,156	172.9 %
	Income	0	1,003	1,115	-112			90.0 %
501 Sunderland Road Rec Ground	Expenditure	1,867	23,324	27,510	4,186		4,186	84.8 %
	Income	0	787	679	108			115.9 %
502 Nature Reserves	Expenditure	6,599	11,934	13,000	1,066		1,066	91.8 %
	Income	0	3,374	3,700	-326			91.2 %
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	5,624	21,419	18,000	-3,419		-3,419	119.0 %
	Income	100	5,180	2,000	3,180			259.0 %
601 Precept and Interest	Income	56	540,218	542,309	-2,091			99.6 %
602 Democratic and Civic Costs	Expenditure	503	11,403	13,800	2,398		2,398	82.6 %
700 Capital and Projects	Expenditure	0	53,137	321,411	268,274		268,274	16.5 %
	Income	0	4,973	267,005	-262,032			1.9 %
INCOME - EXPENDITURE TOTALS								
	Expenditure	46,737	454,956	847,128	392,172	0	392,172	53.7 %
	Income	5,786	587,088	847,128	-260,040			69.3 %
	Net Expenditure over Income	40,952	-132,132	0	132,132			

Month No : 10

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	8,256	87,174	114,000	26,826		26,826	76.5 %
4002 Gross Salaries - Works	7,572	76,484	97,700	21,216		21,216	78.3 %
4003 Employers NIC	1,137	11,729	22,100	10,371		10,371	53.1 %
4004 Employers Superannuation	2,925	30,674	41,450	10,776		10,776	74.0 %
4010 Miscellaneous Staff Costs	0	1,338	1,000	-338		-338	133.8 %
4030 Recruitment Advertising	0	229	200	-29		-29	114.6 %
Staff :- Expenditure	19,890	207,628	276,450	68,822	0	68,822	75.1 %
Net Expenditure over Income	19,890	207,628	276,450	68,822			
402 Administration-Office							
4008 Training	0	555	2,500	1,945		1,945	22.2 %
4009 Travel & Subsistence	0	13	250	237		237	5.4 %
4010 Miscellaneous Staff Costs	0	85	0	-85		-85	0.0 %
4011 General Rates	0	6,291	6,305	14		14	99.8 %
4012 Water Rates	0	891	400	-491		-491	222.7 %
4014 Electricity	54	1,071	3,500	2,429		2,429	30.6 %
4015 Gas	105	567	1,800	1,233		1,233	31.5 %
4016 Cleaning Materials etc	26	860	1,250	390		390	68.8 %
4020 Misc Establishment Costs	12	1,222	2,000	778		778	61.1 %
4021 Telephone & Fax	1,023	2,197	2,500	303		303	87.9 %
4022 Postage	0	480	1,700	1,220		1,220	28.2 %
4023 Printing & Stationery	90	2,296	3,000	704		704	76.5 %
4024 Subscriptions	168	2,760	2,700	-60		-60	102.2 %
4025 Insurance (excl vehicles)	1,467	17,243	22,250	5,007		5,007	77.5 %
4026 Photocopy Costs	212	3,462	3,500	38		38	98.9 %
4027 IT Costs incl Support	847	4,867	6,000	1,133		1,133	81.1 %
4028 Service Agreements (Other)	0	6,226	6,000	-226		-226	103.8 %
4035 Publications	0	40	100	60		60	39.5 %
4036 Property Maintenance/Security	459	3,198	3,000	-198		-198	106.6 %
4040 Equipment Purchases (Minor)	0	1,675	2,000	325		325	83.8 %
4050 Tourism Expenditure	0	0	750	750		750	0.0 %
4051 Bank Charges	0	16	100	84		84	16.4 %
4056 Legal Expenses	0	403	1,000	597		597	40.3 %
4057 Audit Fees - External	0	0	1,300	1,300		1,300	0.0 %
4058 Audit Fees - Internal	0	400	850	450		450	47.1 %
4059 Accountancy Fees	421	4,353	6,500	2,147		2,147	67.0 %
4070 Refreshments	0	110	200	90		90	54.9 %
Administration-Office :- Expenditure	4,884	61,281	81,455	20,174	0	20,174	75.2 %

Month No : 10

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	4	147	2,000	-1,853			7.3 %
1201 Rent Received Etc	52	984	2,500	-1,516			39.4 %
1202 Photocopying Income	0	80	0	80			0.0 %
1205 Miscellaneous Income	0	13	0	13			0.0 %
1206 Wayleaves	0	24	0	24			0.0 %
1245 Grants Received	0	958	0	958			0.0 %
1360 Ticket Sales Commission	0	0	200	-200			0.0 %
Administration-Office :- Income	56	2,206	4,700	-2,494			46.9 %
Net Expenditure over Income	4,828	59,075	76,755	17,680			
<u>403 Administration-Works</u>							
4005 Protective Clothing	0	1,207	1,000	-207		-207	120.7 %
4008 Training	0	228	500	272		272	45.6 %
4011 General Rates	0	1,724	2,279	555		555	75.7 %
4012 Water Rates	0	117	200	83		83	58.4 %
4014 Electricity	0	-1,116	1,000	2,116		2,116	-111.6 %
4017 Refuse Disposal	370	3,568	3,500	-68		-68	101.9 %
4036 Property Maintenance/Security	75	2,085	2,000	-85		-85	104.2 %
4038 Consumables/Small Tools	806	2,432	2,500	68		68	97.3 %
4039 Planting/Trees/Horticulture	0	4,461	6,500	2,039		2,039	68.6 %
4040 Equipment Purchases (Minor)	32	7,858	2,000	-5,858		-5,858	392.9 %
4042 Equipment/Vehicle Maintenance	675	2,471	5,500	3,029		3,029	44.9 %
4043 Equipment/Vehicle Fuel	204	2,722	2,200	-522		-522	123.7 %
4044 Vehicle Tax & Insurance	0	2,306	2,250	-56		-56	102.5 %
Administration-Works :- Expenditure	2,162	30,062	31,429	1,367	0	1,367	95.7 %
1258 Insurance Claims Repayment	0	10,540	0	10,540			0.0 %
Administration-Works :- Income	0	10,540	0	10,540			
Net Expenditure over Income	2,162	19,522	31,429	11,907			
<u>405 Footway Lighting</u>							
4014 Electricity	480	2,354	5,500	3,146		3,146	42.8 %
4042 Equipment/Vehicle Maintenance	-85	15,474	4,000	-11,474		-11,474	386.9 %
Footway Lighting :- Expenditure	395	17,828	9,500	-8,328	0	-8,328	187.7 %
Net Expenditure over Income	395	17,828	9,500	-8,328			
<u>406 Cemetery & Churchyard</u>							
4011 General Rates	0	2,384	2,579	195		195	92.5 %

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4012 Water Rates	0	30	100	70		70	29.5 %
4036 Property Maintenance/Security	233	505	1,000	495		495	50.5 %
4037 Grounds Maintenance	0	0	900	900		900	0.0 %
4039 Planting/Trees/Horticulture	0	13	350	337		337	3.7 %
4101 Grave Digging Costs	660	3,080	6,200	3,120		3,120	49.7 %
Cemetery & Churchyard :- Expenditure	893	6,012	11,129	5,117	0	5,117	54.0 %
1226 Burials/Memorials Income	3,519	16,750	25,000	-8,250			67.0 %
Cemetery & Churchyard :- Income	3,519	16,750	25,000	-8,250			67.0 %
Net Expenditure over Income	-2,626	-10,738	-13,871	-3,133			
408 Town Centre (Including Market)							
4007 Health & Safety	0	0	150	150		150	0.0 %
4011 General Rates	0	14,229	14,255	26		26	99.8 %
4036 Property Maintenance/Security	1,009	1,320	1,500	180		180	88.0 %
4053 Loan Interest	0	149	293	144		144	50.8 %
4054 Loan Capital Repaid	0	155	315	160		160	49.3 %
4100 CCTV Fees	0	1,420	18,000	16,580		16,580	7.9 %
Town Centre (Including Market) :- Expenditure	1,009	17,273	34,513	17,240	0	17,240	50.0 %
1236 Market Fees	0	0	500	-500			0.0 %
1238 Other Income Car Park	2,055	2,055	120	1,935			1712.5
Town Centre (Including Market) :- Income	2,055	2,055	620	1,435			331.5 %
Net Expenditure over Income	-1,046	15,218	33,893	18,675			
409 Public Toilets - Car Park							
4011 General Rates	0	1,935	1,931	-4		-4	100.2 %
4012 Water Rates	0	495	1,000	505		505	49.5 %
4014 Electricity	40	103	200	97		97	51.6 %
4036 Property Maintenance/Security	74	976	1,000	24		24	97.6 %
Public Toilets - Car Park :- Expenditure	115	3,510	4,131	621	0	621	85.0 %
Net Expenditure over Income	115	3,510	4,131	621			
500 Play Areas and Open Spaces							
4007 Health & Safety	0	399	400	1		1	99.8 %
4012 Water Rates	82	662	700	38		38	94.5 %
4014 Electricity	0	116	200	84		84	58.0 %
4017 Refuse Disposal	2,715	2,715	0	-2,715		-2,715	0.0 %
4036 Property Maintenance/Security	0	19	500	481		481	3.8 %

Month No : 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4037 Grounds Maintenance	0	1,233	2,500	1,267		1,267	49.3 %
4042 Equipment/Vehicle Maintenance	0	0	5,000	5,000		5,000	0.0 %
4972 Transfer from EMR Fallowfield	0	-15,000	-15,000	0		0	100.0 %
Play Areas and Open Spaces :- Expenditure	2,797	-9,856	-5,700	4,156	0	4,156	172.9 %
1201 Rent Received Etc	0	500	0	500			0.0 %
1241 Sandy FC Rent	0	0	565	-565			0.0 %
1251 Pitch Rental	0	503	550	-47			91.5 %
Play Areas and Open Spaces :- Income	0	1,003	1,115	-112			90.0 %
Net Expenditure over Income	2,797	-10,859	-6,815	4,044			
501 Sunderland Road Rec Ground							
4012 Water Rates	229	469	800	331		331	58.6 %
4014 Electricity	0	123	200	77		77	61.6 %
4036 Property Maintenance/Security	0	972	1,000	28		28	97.2 %
4046 Bowling Green - SBC	15	3,396	2,952	-444		-444	115.0 %
4047 Equipment Maintenance - SBC	0	2,035	2,399	364		364	84.8 %
4048 Cricket Square - SCC	15	2,249	2,370	121		121	94.9 %
4049 Equipment Maintenance - SCC	350	1,498	2,564	1,066		1,066	58.4 %
4060 Other Professional Fees	1,258	12,581	15,225	2,644		2,644	82.6 %
Sunderland Road Rec Ground :- Expenditure	1,867	23,324	27,510	4,186	0	4,186	84.8 %
1201 Rent Received Etc	0	380	0	380			0.0 %
1253 Bowls Club Rental	0	407	407	0			100.1 %
1255 Cricket Club Rental	0	0	267	-267			0.0 %
1256 Scouts ,ACF and SSLA	0	0	5	-5			0.0 %
Sunderland Road Rec Ground :- Income	0	787	679	108			115.9 %
Net Expenditure over Income	1,867	22,537	26,831	4,294			
502 Nature Reserves							
4037 Grounds Maintenance	0	39	1,500	1,461		1,461	2.6 %
4060 Other Professional Fees	6,599	9,895	9,500	-395		-395	104.2 %
4703 Sandy Green Wheel	0	2,000	2,000	0		0	100.0 %
Nature Reserves :- Expenditure	6,599	11,934	13,000	1,066	0	1,066	91.8 %
1306 Countryside Stewardship Grant	0	2,865	3,200	-335			89.5 %
1307 Angling Licence Rent	0	509	500	9			101.9 %
Nature Reserves :- Income	0	3,374	3,700	-326			91.2 %
Net Expenditure over Income	6,599	8,559	9,300	741			

Month No : 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
505 <u>Grass Cutting</u>							
4102 Grass Cutting	0	0	10,000	10,000		10,000	0.0 %
Grass Cutting :- Expenditure	<u>0</u>	<u>0</u>	<u>10,000</u>	<u>10,000</u>	<u>0</u>	<u>10,000</u>	<u>0.0 %</u>
Net Expenditure over Income	<u>0</u>	<u>0</u>	<u>10,000</u>	<u>10,000</u>			
506 <u>Litter Bins, Seats & Shelters</u>							
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	<u>0</u>	<u>0</u>	<u>500</u>	<u>500</u>			
509 <u>Christmas Lights</u>							
4401 Christmas Illuminations	2,382	13,943	13,000	-943		-943	107.3 %
4402 Community Christmas Event	62	4,296	5,000	704		704	85.9 %
4921 Transfer to EMR	3,180	3,180	0	-3,180		-3,180	0.0 %
Christmas Lights :- Expenditure	<u>5,624</u>	<u>21,419</u>	<u>18,000</u>	<u>-3,419</u>	<u>0</u>	<u>-3,419</u>	<u>119.0 %</u>
1365 Christmas Lights	100	5,180	2,000	3,180			259.0 %
Christmas Lights :- Income	<u>100</u>	<u>5,180</u>	<u>2,000</u>	<u>3,180</u>			<u>259.0 %</u>
Net Expenditure over Income	<u>5,524</u>	<u>16,239</u>	<u>16,000</u>	<u>-239</u>			
601 <u>Precept and Interest</u>							
1101 Precept	0	538,809	538,809	0			100.0 %
1320 Interest Received - All account	56	1,409	3,500	-2,091			40.3 %
Precept and Interest :- Income	<u>56</u>	<u>540,218</u>	<u>542,309</u>	<u>-2,091</u>			<u>99.6 %</u>
Net Expenditure over Income	<u>-56</u>	<u>-540,218</u>	<u>-542,309</u>	<u>-2,091</u>			
602 <u>Democratic and Civic Costs</u>							
4007 Health & Safety	0	73	0	-73		-73	0.0 %
4020 Misc Establishment Costs	0	0	100	100		100	0.0 %
4033 Annual Report & Newsletter	238	2,619	3,000	381		381	87.3 %
4042 Equipment/Vehicle Maintenance	0	170	250	80		80	67.9 %
4200 Mayor's Allowance	265	1,770	1,950	180		180	90.8 %
4202 Members' Expenses (Conf etc)	0	270	500	230		230	53.9 %
4210 Election Costs	0	0	3,000	3,000		3,000	0.0 %
4701 Grants/Donations Paid	0	2,501	3,000	499		499	83.4 %
4702 Community Events Support	0	1,000	2,000	1,000		1,000	50.0 %
4921 Transfer to EMR	0	3,000	0	-3,000		-3,000	0.0 %
Democratic and Civic Costs :- Expenditure	<u>503</u>	<u>11,403</u>	<u>13,800</u>	<u>2,398</u>	<u>0</u>	<u>2,398</u>	<u>82.6 %</u>
Net Expenditure over Income	<u>503</u>	<u>11,403</u>	<u>13,800</u>	<u>2,398</u>			

Month No : 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
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	4,389	295,000	290,612		290,612	1.5 %
4810 CAP - Goal Posts	0	2,841	0	-2,841		-2,841	0.0 %
4815 CAP - Tree Works	0	2,860	0	-2,860		-2,860	0.0 %
4816 CAP - Benchmarking	0	150	0	-150		-150	0.0 %
4817 CAP - War Memorial	0	3,440	0	-3,440		-3,440	0.0 %
4818 CAP - Fallowfield	0	5,002	0	-5,002		-5,002	0.0 %
4819 CAP - Vehicle	0	29,500	0	-29,500		-29,500	0.0 %
4820 CAP - Bandstand	-3	918	0	-918		-918	0.0 %
4915 Transfer to Rolling Capital Fd	0	48,277	45,304	-2,973		-2,973	106.6 %
4923 Internal Loan repaid to F'fld	0	0	9,102	9,102		9,102	0.0 %
4965 Funded from Rolling Capital	3	-34,849	0	34,849		34,849	0.0 %
4970 Transfer from C R R	0	-4,389	-45,000	-40,612		-40,612	9.8 %
4972 Transfer from EMR Fallowfield	0	-5,002	0	5,002		5,002	0.0 %
Capital and Projects :- Expenditure	0	53,137	321,411	268,274	0	268,274	16.5 %
1103 Internal Loan from F'fld 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 %
1210 Sale of Assets	0	2,000	0	2,000			0.0 %
1364 S106 Money Received	0	2,973	0	2,973			0.0 %
Capital and Projects :- Income	0	4,973	267,005	-262,032			1.9 %
Net Expenditure over Income	0	48,164	54,406	6,242			

Sandy Town Council
Report to 31st January 2018

General Notes

Attached are the summary income & expenditure report for month 10 to 31st January 2018. This report shows a current year surplus of income over expenditure of £132,132 which includes the second half of the precept (£269,404) which was received on 1st September 2017

The balance sheet shows that total funds available to the council are £776,406

This is made up of the following -

Current Year Surplus	£132,132
General Reserve Brought Forward	£185,664
Rolling Capital Fund	£47,549
Capital Receipts Reserve	£53,324
Fallowfield Reserve	£312,530
Earmarked Community Funds	£7,000
Earmarked Elections	£12,000
Earmarked Christmas Activities	£3,180
Other Earmarked Reserves	£23,028
Total	<u>£776,406</u>

The percentage of budget if analysed evenly over the year to date is 83.33% but members are reminded that income & expenditure rarely follows this pattern over the year.

Analysis by Cost Centre

401 Staff

Expenditure is 75.1% of the annual budget.

Expenditure on 4010 is high due to one off annual service fee to Bedford Borough Payroll and occupational health care costs. A new budget has been created in 2018/19 to cover Occupational Health

4030 is over spent due to the higher than anticipated cost of advertising. Budget increased for the 2018/19 financial year

402 Administration

Expenditure is 75.2% of the annual budget.

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

4012 - Water Rates are high due to charge for leak in water pipe.

4024 - Subscriptions are paid at the start of the financial year, so expenditure appears high. Increase in parish Online costs resulted in overspend.

4026 - Printing costs are high but no more invoices expected until 2018/19 financial year (covers February/March/April)

4028 - Website maintenance and hosting of Roman Sandy site have resulted in overspend. Both payments cover services up to September 2018 and accountant to accrue for April - September proportion. This will bring expenditure back within budget.

4036 - Expenditure high due to annual bills for alarm cover, alarm phone line, security call out cover and boiler service. £430.11 for new fire alarm panel resulted in overspend. Fire Inspection requested updating of fire panel as it did not meet requirements.

Sandy Town Council
Report to 31st January 2018

Analysis by Cost Centre [Continued]

403 Works

Expenditure is 95.7% of the annual budget. Centre appears over budget but once insurance claim is factored in expenditure is at 62% for month 10.

4005 - PPE and kit renewed at beginning of year. New kit required for new member of staff Budget increase included in 2018/19 budget.

4017 - Refuse costs remain high, however less frequent collections in September has resulted in less impact on budgets than in previous months. Increase in budget for 2018/19.

4036 - High expenditure due to alarm company annual service costs and numerous call outs. Emptying of septic tank and disconnection of electricity in preparation for demolition increased expenditure. Overspend due to repair of faulty floodlight on mess room exterior.

4038/4040 - Expenditure overspent due to replacement of items stolen from depot. Expenditure offset by insurance refund in budget line 1258

4043 - Fuel costs expected to reduce during winter due to less use of maintenance machinery. To be monitored carefully going forward.

4044 - Expenditure high due to annual insurance cost and road tax for vehicles. Overspend due to insurance/administrations charges related change ride on mowers on policy

405 Footway Lighting

Expenditure is 187.7% of the annual budget.

4014 - Electricity costs for street lighting remains low

4042 is largely overspent due to 11 SOX lanterns failing between September and December. Lanterns replaced with LED lanterns. Council can take overspend from the Rolling Capital Fund or General Reserve to offset impact on revenue budget. Decision to be made before year end.

406 Cemetery & Churchyard

Expenditure is 54.0% of the annual budget.

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

1226 - Unlikely budgeted Burials/Memorial income will be achieved based on previous months

408 Town Centre (Incl. Market)

Expenditure is 50.0% of the annual budget

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

4036 - Slightly high due to painting work on raised concrete barrier in car park in month 10.

409 Public Toilets - Car Park

Expenditure is 85.0% of the annual budget.

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

4036 - High expenditure due to annual charge for car park barrier maintenance contract and installation of new barrier controller following failure.

500 Play Areas and Open Spaces

Expenditure is -172.9% of the annual budget.

Cost centre overspend due to costs of cleaning up Pinnacle Field.

4007 - Expenditure on annual ROSPA inspections

4012 - Water rate being reviewed with supplier. Appears to be higher water usage at public toilets during summer. Risk of going slightly over budget.

4017 - Clean up cost associated with Pinnacle Field following unauthorised encampment.
To be allocated by committee

501 Sunderland Road Rec.

Expenditure is 84.8% of the annual budget.

4012 - Water rate low due to refund earlier in year.

4036 - High expenditure due to adjustment work to scoreboard shutter on Jenkins

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

Overpend against 4048. Total budget spent.

502 Nature Reserves

Expenditure is 91.8% of the annual budget.

4060 - Invoices all received. Increase in RPI's has caused slight overspend.
Allowance made for 2018/19

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

505 Grass Cutting

No spend to date.

Invoice from CBC due in March 2018.

506 Litter Bins, Seats & Shelters

No spend to date.

509 Christmas Lights

Expenditure is 87.7% of the annual budget.

4401/4402 - High due to cost of christmas lights contract and event. Part of the overspend in 4401 to be reallocated to 4402 due to children's designed light related cost.
Overall a £239 overspend due to new brackets required for additional light.

1365 - Income exceeds budget thanks to success of the raffles and tombola organised by Cllrs Leach and Cole. The accountant has had to apply VAT to elements of income as they are classed as 'business activities'.

601 Precept and Interest

The second of the precept has been received.

602 Democratic & Civic Costs

Expenditure is 82.6% of the annual budget.

4033 - High expenditure but only one payment of £238 to hit by end of financial year.

Overall underspend anticipated on 4033.

Sandy Town Council 2017-18

Page No 1

At: 15:24

Current Bank A/c

List of Payments made between 01/01/2018 and 31/01/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/01/2018	Aviva	Std Ord	1,716.57		Annual Insurance Premium
08/01/2018	UK Fuels Limited DDR	DDR	138.30		2418/Fuel Cards
09/01/2018	1st Response Fire Protection &	31208	122.70		2450/Mess Room New Light
09/01/2018	Cemetery Development Services	31209	240.00		2441/Borehole report to EA
09/01/2018	Central Bedfordshire Council	31210	1,509.76		2442/Pavilion Management Jan
09/01/2018	DCK Accounting Solutions Ltd	31211	505.20		2445/Contract Accounting
09/01/2018	Evolve Recruitment (Bedford) L	31212	1,455.68		2447/M. Lisi hrs w/e 09.12.17
09/01/2018	Hertfordshire County Council	31213	46.03		2452/Janitorial Supplies
09/01/2018	Lamps & Tubes Illuminations Lt	31214	4,485.24		2453/Xmas Lighting 75%
09/01/2018	Mr T Munns	31215	320.00		2454/Storage Unit Rental
09/01/2018	FD Odell & Sons Ltd	31216	36.00		2455/Skip Hire Dec
09/01/2018	I. R. Quince Monumental Mason	31217	138.00		2457/Grave Kerb Stone Repairs
09/01/2018	Mayors Charity Fund	31218	74.00		2459/St Neots Masquerade Ball
09/01/2018	J Tribe	31219	405.00		2460/Story Plaques 9-15
09/01/2018	T&J Seymour Electrical Install	31220	7,129.20		2470/Column S9 Replace Light
09/01/2018	Turfcare Leisure Services Ltd	31221	270.12		2461/Autorake Repairs
09/01/2018	Central Bedfordshire Council R	DDR2	95.00		1929/ Market Rates 2017-18
16/01/2018	Bedford Borough Council	DDR2	18,663.49		2486/ERs Superann
17/01/2018	Southern Electric DDR	DDR	572.05		2522/Elec 02.12.17-02.01.18
22/01/2018	Southern Electric DDR	DDR3	12.84		2458/Elec 02.12.17-01.01.18
22/01/2018	Clerks Imprest A/c	TFR	390.22		
24/01/2018	Clerks Imprest A/c	TFR	613.76		
25/01/2018	Gazprom Energy	DDR3	173.21		2505/Gas 30.11.17-31.12.17
25/01/2018	Mayors Charity Dinner	BACS	36.00		Mayors Charity Dinner
26/01/2018	BNP Paribas Leasing Solutions	DDR4	358.80		2440/Copy Hire to 25/04/18
29/01/2018	Chess Ltd	DDR5	74.28		2443/Office 365 subs
29/01/2018	Chess Ltd	DDR6	216.54		2444/IT Support
29/01/2018	UK Fuels Limited DDR	DDR4	54.00		2501/fuel Cards
31/01/2018	Chess Ltd	DDR6	358.48		2493/Chess Phone to 31.12.17
Total Payments			40,210.47		

10117
 0-5 FEB 2010
 DELETED

APPLICATION FOR GRANT AID FROM

SANDY TOWN COUNCIL

<u>Name of the Organisation/Group</u>	
The Need Project Central Bedfordshire	
Are you affiliated to a national organisation? If so, which one?	No
Local venue/meeting place	NA
Are you a registered charity? If so, give your charity number?	1157691
What are the aims and activities of the organisation?	The charity seeks to provide food and other items to those deemed to be in need by statutory agencies.
How many members do you have?	Volunteers 30 Leaders 1 Full time paid
Members:	Junior NA
	Senior NA
What is your annual subscription?	Junior £ NA
	Senior £ NA

Project Information	
What would the grant be used for?	To support the work of running the organisation. We employ a Project Leader and provide him with a van which we are in the process of purchasing. It will also assist us in establishing a new base for our work in Stotfold, which is the central hub for our work.
In what manner will the residents of Sandy benefit?	We have one of our 'hubs' in Sandy Baptist Church which provides food on a regular basis to people in need in Sandy. We also support an organisation called Project 17 which is in Sandy.
Approximately how many Sandy residents will benefit from this grant?	Approximately 13 families each week are provided with food in Sandy. Project 17 in Sandy has capacity for 17 young needy people and they are supported by our charity
Estimated total cost of project	£55,000 PA
Please state clearly how much you are applying for from Sandy Town Council.	£1,000
What amount is being met from your own funds?	Through various awarding bodies, donations from churches, individuals and fund raising events.

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
Co-op	£1,384	Received
Sandy TC	£ 500	Received
Arlesey TC	£ 200	Received
Wixamtree	£3,000	Received
Stotfold TC	£ 500	Received
Eleemosynary	£1,000	Received
The Polehanger T	£10,000	Received
BLCF	£3,000	Unsuccessful
Churches	£6,865	Received
Personal Donations	£17,696	Received
Other Councils being approached		

Financial Details

<p>Please specify how any income, particularly surplus, is spent.</p>	<p>The charity employs a Project Leader and is purchasing a van for his use for the charity. We are currently establishing a new base in what was a shop in Stotfold, this will incur rents and running costs. We do not expect to have a surplus as the charity is ongoing.</p>
<p>Please attach accounts (audited/independently examined) for the last two years and your budget forecast for the forthcoming/current year.</p>	

Payment Details	
Account Title	The Need Project Central Bedfordshire
Account Number	33697452
Bank/Building Society Name and Address	Barclays Bank
Contact Details	
Please give details of the person with whom this application can be discussed and to whom any cheque should be sent:	Mr D H Deards
Position in organisation	Hon. Treasurer/Trustee
Address	18, Castles Close Stotfold Hitchin Herts SG5 4BZ
Telephone Number	07717407831
E-mail address	douglas.deards@talktalk.net

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.

Signed:	<i>D H Deards</i>
Name:	MR D. H. DEARDS
Position:	Hon. Treasurer
Date:	2/2/18

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

THE NEED PROJECT ANNUAL ACCOUNTS UP TO 31/03/2017

	INCOME
	£
Donations from Churches	10565.43
Grants from Trusts	7550.00
Donations from individuals	8080.35
Fund raising income	3070.81
Misc. Donations	2461.48
MyDonate	338.91
TOTAL INCOME	32066.98
	EXPENDITURE
	£
Contract	25726.60
Van	4593.41
Fuel	3233.92
Food	611.41
Insurance	672.40
Miscellaneous items	941.40
TOTAL EXPENDITURE	35779.14
CHANGE IN RESERVES	-3712.16
BALANCE AT END OF YEAR	3866.11

THE NEED PROJECT ANNUAL ACCOUNTS UP TO 31/03/2016

	INCOME
	£
Donations from Business, Schools and Churches	12057.31
Grants from Trusts	8400.00
Donations from individuals	3432.27
Fund raising income	2945.67
TOTAL INCOME	26835.25
	EXPENDITURE
	£
Contract	17280.00
Travel	5360.25
Food	1811.68
Party	0.00
Insurance	3309.78
Capital	1045.00
Miscellaneous items	919.02
TOTAL EXPENDITURE	29725.73
CHANGE IN RESERVES	-2890.48
BALANCE AT END OF YEAR	7578.27

**The Need Project
Budget 2018/9**

Income

Church Donations	10000
Personal donations	20000
Ad Hoc don. Fund raising	4000
Awards	21000
Total	55000

Expenditure

Staff	33000
Van Costs	4000
Travel costs	3000
Overhead costs	500
Capital	0
Insurance	750
Food and events	750
High St. Store	13000
Total	55000

Change in reserves **0**

Change in reserves **0**

APPLICATION FOR GRANT AID FROM
SANDY TOWN COUNCIL

<u>Name of the Organisation/Group</u>	
Shannon Court Surgery, Patient Participation Group (PPG)	
Are you affiliated to a national organisation? If so, which one?	Yes. To NAPP (the National Association for Patient Participation) Annual subscription of £40 paid by Shannon Court Surgery.
Local venue/meeting place	The Patients' Waiting Room Shannon Court Surgery (SCS) High St. Sandy
Are you a registered charity? If so, give your charity number?	No
What are the aims and activities of the organisation? <i>Please see also Appendix 4 - PPG Constitution and Aims</i> Plus <i>Appendix 5 – example of a PPG newsletter, 2016. This informs patients of proposed move from Kings Road Surgery to New Premises in Shannon Court.</i>	To represent SCS patients' opinions and to act as a 'critical friend' in meetings with Surgery staff, in order to maintain good standards of service. To facilitate communication with patients eg PPG Newsletter/ provide informative events/ to represent SCS PPG at Ivel Valley meetings and HealthWatch Central Beds events.
How many members do you have?	Volunteers/Leaders Currently 12 volunteer members, inc. an elected Chair, Secretary and

	Treasurers. We represent the SCS Patient body but are not a fund raising group.
Members:	Junior - None
	Senior – Currently 12 We are open to any SCS patient willing to participate in PPG meetings.
What is your annual subscription?	Junior £ - None
	Senior £- None N/a

Project Information	
<p>What would the grant be used for?</p> <p><i>Please see Appendix 1 for Project details</i></p> <p>Also</p> <p><i>Appendix 2 for Paintings in Hospitals charity Art Loan Scheme</i></p> <p>Also</p> <p><i>Appendix 3 – Photographs of SC Surgery.</i></p>	<p>For the provision of Artwork in public areas of the Surgery, which is currently a newly painted, smart but very stark place.</p> <p>The objective is to enhance the environment, in order to present SC Surgery as a relaxed, pleasant and welcoming place for patients and for staff.</p>
<p>In what manner will the residents of Sandy benefit?</p>	<p>Shannon Court Surgery provides primary healthcare to a large number of Sandy residents.</p> <p>The PPG and Staff feel it is important that the public is able to feel comfortable and take pride in the newly converted Surgery premises, adapted from a shop and first floor offices within the Court.</p>
<p>Approximately how many Sandy residents will benefit from this grant?</p>	<p>Up to 5272 residents ie There are currently 6038 patients on SCS register, of whom 5272 live in Sandy.</p>
<p>Estimated total cost of project</p> <p><i>Please see Appendix 6 – Costings.</i></p>	<p>Total cost - £1,153.49</p>

<p>Please state clearly how much you are applying for from Sandy Town Council.</p>	<p>We are applying for £550 from Sandy Town Council</p>
<p>What amount is being met from your own funds?</p> <p><i>Please see Appendix 7 – Accounts</i></p>	<p><u>£603.49</u></p> <p>(£600 from personal donation And 3.49 from our current bank balance of £38.28)</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.

Source	Amount	Confirmed/Pending/Unsuccessful
--------	--------	--------------------------------

We have contacted Sandy Rotary twice by means of their online Contact form to outline our project and ask for help.

No reply. **Unsuccessful.**

Contact of Bedfordshire CCG (Clinical Commissioning Group) is planned, following advice from NHS England.

Please note that we have been successful in sourcing donated artwork and photographic images from artists resident / formerly resident in Sandy. This is an ongoing initiative.

Financial Details

Please specify how any income, particularly surplus, is spent.

Our PPG has no income. The bank account was opened with a bridging loan from a member. This was repaid when we received a Community Grant from Sandy

	<p>Town Council. This has been used to fund running costs of three community health events in Sandy.</p> <p>Our current bank account stands at £38.</p>
<p>Please attach accounts (audited/independently examined) for the last two years and your budget forecast for the forthcoming/current year</p> <p><i>Please see Appendix 8 Accounts</i></p>	<p>We have no budget forecast.</p>

Payment Details	
Account Title	Kings Road Surgery PPG
Account Number	53623483
Bank/Building Society Name and Address	Barclays Bank St. Neots Branch 41 High Street St. Neots Huntingdon Cambridge PE19 1AS (to be confirmed)
Contact Details	
Please give details of the person with whom this application can be discussed and to whom any cheque should be sent:	This application can be discussed with Stella Jones (SCS PPG Secretary) Any cheque to be sent to SCS PPG Treasurer : Linda Collins (address to be forwarded)
Position in organisation	Stella Jones (as above) Secretary of SCS Patient Participation Group
Address	Stella Jones 37, Church Road, Willington Beds MK44 3QB

Telephone Number	01234 838187
E-mail address	stellaandellis@hotmail.co.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.

Signed: Stella Jones
Name: Stella Jones
Position: Secretary of Shannon Court Surgery PPG (Patient Participation Group)
Date: 15 Feb. 2018

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

APPENDIX 1

Project Information on Provision of Artwork for Shannon Court Surgery, High Street, Sandy.

BACKGROUND:

The former Kings Road Surgery (KRS) was moved to Shannon Court as a consequence of the pending sale of KRS. It took 3 years from start to completion of the 'new' premises (converted from a ground floor shop and first floor offices), during which time Sandy Town Council gave considerable support.

The new Surgery is smart, but not purpose built and is split over 2 floors, with Reception, the Pharmacy and one Consulting Room on the ground floor; the Waiting Room and increased number of Consulting Rooms on the first floor, accessed by stairs or lift. Thus clinical provision is improved but with Reception at ground level,the upstairs "lacks soul"-patient's comment.

(Please see Appendix 3 - Photographs of Surgery)

Dr.J. Graffy GP asked the Patient Partipation Group to research the provision of Artwork,to make the new Surgery a brighter and more uplifting place.

THE PROJECT:

1. Paintings- purchase was too expensive. We decided to borrow from a charity 'Paintings in Hospitals' (PIH) which exists to provide good quality original works of art nationwide to health and social care sites. (Please see Appendix 2 for details).

PIH subsidises the scheme and make minimal loan charges to cover some of their costs. They also insure the works which have acrylic glazing, provide tamper proof fixings and meet required standards for infection control.

We have negotiated a two year loan of 6 paintings, which will enhance areas. Choices were guided by a PIH advisor who visited to assess the bare wall spaces/ areas: 4 for Consulting Rooms, 1 for Waiting Room and 1 for a corridor. Paintings are insured; and size has no bearing on loan costs.

2. We wanted also to include work by people with Sandy connections. We were reluctant at this stage to ask artists to loan work for display, due to insurance/ framing costs. Also we felt it important to aim for a cohesive display.

One Sandy resident is donating from his collection of Art Exhibition Posters and another former Sandy resident,

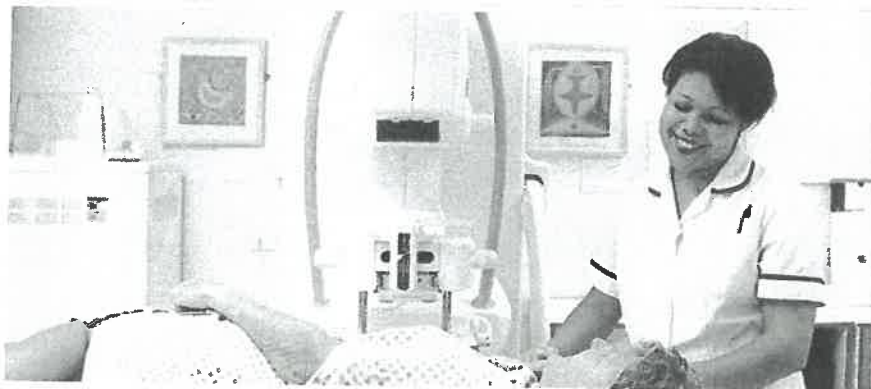
now a professional London based photographer, is providing free of charge a series of 6 photographic images. She commented " As one gets older you realise the importance of your roots. I am happy to give something back to Sandy." She is willing to replace images also, which will provide changes of display in the Waiting Room. Thus we hope to invest in a set of interchangeable frames for these and the Posters. (See Appendix 6 - Costings).

Stark clinical environments can be unwelcoming places and provide little distraction. Visual arts can uplift and calm.

We hope the Grant committee agree that this Project is a worthwhile investment to increase public pride in this Surgery, a vital part of the Town's health provision.

PIH comments:

" Our surroundings have a huge impact on how we feel". This rationale is evident in the civic pride of Sandy floral displays and we recommend our Artwork Project to the Committee in support of Sandy Town Council's clear vision of enhancement of environment.



"our patients wander the wards looking at the artworks; nurses use it as a tool for engaging patients. we chose works to help them reminisce."

Social Agency Area and Wiltshire Mental Health Partnership NHS Trust

How it works

[Loan schemes](#)

[The collection](#)

how it works

We work to make it easy and affordable for health and social care providers throughout the UK to display works of art in their premises for the benefit of patients, service users, visitors and staff.

If you are interested in displaying art in your site, our expert team is here to guide you through the process. **Contact us** to get started.

1. Site Assessment

Your **Regional Coordinator** will meet with you and visit the areas in which you are planning to display art. They will explain how our charity's **loan schemes** work and any costs involved. They may take photographs and measurements to help with the selection process.

2. Artwork Selection

We are keen to work with you, your patients/service-users and your team to help you select artworks that are right for your site. We regularly hold group artwork selection exercises and are more than happy to come to you to do this. Your Regional Coordinator will invite you to view the available collection at your closest regional centre, so you can see the size and scale of the artworks in person. All our artworks are provided framed under glass or acrylic and can comply with infection control guidelines.

3. Contract and Delivery

We will draw up an image shortlist of artworks and compile a quote. Once this has been agreed, we will send you a contract and organise delivery of your artworks.

4. Security and Insurance

Once we have received your signed contract, your chosen artworks will be delivered ready to hang with secure fixings and information labels to help people to engage with the display. For an additional charge, we can also arrange to have the artworks hung. All our artworks are covered by our own insurance.

5. Swapping

Artworks can be exchanged after 6 months at no additional cost, apart from delivery charges.

6. Renewing Your Loan

Approximately three months before your loan is due to end, your Regional Coordinator will contact you to see if you would like to renew your loan with us. The renewal process can be quick and easy as all you will need to do is return your signed contract.

Costings for SC Surgery Artwork

**Loan of 6 Artworks from 'Paintings in Hospitals '
@ £50 each per annum for 2 year loan =£600
(to be paid by personal donation)**

Additional costs on above:

VAT on loan@20% =£120

Carriage (inc 20% VAT)- one off charge = £180

Additional costs for donated artwork

2 frames for donated Exhibition Posters = £81.15

For donated Photographic Images

**6 frames 18"x24" flat black @£29.16 each
(with 20% discount)
= £140.06**

**2 flush mirror mounts@£1.38 per frame
for 6 frames. = £ 8.28**

2 packs of 10 snake eye screws@ £7.38 pack = £16.00

Snake eye drill bit and pack of brass screws = £8.00

Total cost of Project: =£1,153.49

Report on SC Surgery PPG Bank Account

(prepared for Grant Application by PPG Treasurer
Feb 2018)

The bank account was opened on the 17th May 2013, with an opening balance of Nil. However, on the 18th June, a transfer from Hartley JM + CA Bridge Loan was deposited of £200.00. Then on the 28th June, the Community Development Grant was given to the PPG of £392.00. So I am going to put below the payments out and any payments in on the records that I have here. Hope that will help.

Payments	Receipts	Balance
Opening Balance		
18.6.13		
	200.00	
24.6.13	chq. 100002 Hire of hall	
72.00		128.00
28.6.13	Grant deposit	
392.00	520.00	
1.7.13.	Chq 100001 For refreshments	
30.72		489.28
30.7.13	chq 100003 Advertising in Chronicle	
60.00		429.28
23.1.14	chq 100004 Insurance	
56.00		
23.1.14	chq 100005 Loan repayment (JMH)	
200.00		173.28
17.6.14	chq 100006 Hire of hall	
72.00		101.28
7.5.15	chq 100007 Hire of hall	
63.00		38.28
Then stayed the same until		
17.11.17	Deposit from Kings Rd Sug.	
£40.00	78.28	
1.12.17	chq 100008 NAPP Renewal	
40.00		38.28

AGENDA ITEM 7

APPENDIX VI

Policy Finance and Resources Committee - Action list

Subject	Action to be taken		Response/ Status
	Minute	Action	
Meeting 18/4/16			
Cemetery Extension	(86-15/16)	Archaeological Excavation and Depot Build	<p>Cemetery working group meeting fortnightly.</p> <p>Tender documents for depot to be issued on 1st March following approval from working group.</p> <p>Preferred recommendation to go to special meeting of Council. Contractor to be ready for build of depot and yard by beginning of May.</p> <p>Archaeologist confirmed organising required resources (additional fencing, toilets, machinery). Due to start at the beginning of March.</p>
Town Council Meeting 26/6/17			
Jenkins Contract	(39-17/18)	RESOLVED to approve the contract for the management of the Jenkins Pavilion.	Awaiting signing date from CBC. Advised by CBC contract manager that sign off should be end of February '18.
Meeting 15/1/18			
Fallowfield Lighting	(80-17/18)	RESOLVED to progress providing lighting at Fallowfield recreation ground	Site visits carried out with three contractors. Awaiting quotes and drawings.

SANDY TOWN COUNCIL

COMMITTEE: Full Council

DATE: 26 February 2018

OFFICER: Town Clerk

SUBJECT: Hanging Baskets and Planters

1. Summary

1.1 The Town Council outsources provision and planting of summer hanging baskets and planters around the town. The Council’s outdoor team maintain all floral displays once they are provided and set up. Renewed quotes have been sought for the provision of required floral displays.

2. Quotes

2.1 Numerous companies were approached, and two quotes have been received. Both quotes offer three-year contracts with fixed prices over those years. Additional planters/baskets can be added in any year at the original fixed price.

2.2 Both companies have extensive experience in public floral displays and working with local councils and larger authorities.

Company A			
Description	Qty	Price	Total
Barrier Basket 1250mm Green - Planted	4	£74.00	£296.00
Flower Tower 3 Tier Green – Planted	4	£134.00	£536.00
Hanging Basket 410mm Green – Planted	11	£23.00	£253.00
Lamp Post Basket 590mm Green – Planted	44	£22.50	£990.00
Window Box 1250mm Green - Planted	1	£70.00	£70.00
Total Annual Cost		£2,145.00 + VAT	

Company B			
Description	Qty	Price	Total
Barrier Basket 1250mm - Planted	4	£78.00	£312.00
Flower Tower 3 Tier– Planted	4	£325.00	£1,300.00
Hanging Basket 410mm – Planted	11	£32.00	£352.00
Pole Basket 600mm – Planted	44	£28.00	£1,232.00
Window Box 1250mm - Planted	1	£75.00	£75.00
Total Annual Cost		£3,271.00 + VAT	

3. Recommendation

3.1 It is recommended that the Committee approve Company A’s quote, which offers best value. Company A has worked with STC and other local authorities before and has always provided quality displays.

SANDY TOWN COUNCIL

COMMITTEE: Full Council
DATE: 26 February 2018
OFFICER: Town Clerk
SUBJECT: Cemetery Regulations Review

1.1 The Policy, Finance and Resources Committee are required to review the Town Councils Burial Regulations every two years. Slight amendments to the regulations have been suggested in the attached document.

1.2 Members are asked to consider charges for replacement headstones following a recent request and confusion in the pricing structure.

- The Council charge a £145 (£149 from April 2018) fee for the installation of any headstone, vase or tablet permitted under the regulations.
- A fee of £50 is payable for any new inscriptions to an existing memorial. Memorials are removed and replaced once the inscription is complete.
- A recent request was made to replace an existing headstone. The applicant did not wish to pay the £145 fee for the installation of a headstone as they stated they had already paid this when the headstone was initially installed.
- Fees are charged to permit the installation of headstones in the Councils cemetery and cover administration costs and time involved in having an officer onsite during installation/reinstallation. This is to ensure headstones/memorials are placed in the correct position and sited properly so not to affect neighbouring plots.

The Committee is asked to advise the office on what level of fee should be applicable for the installation of a new/replacement headstone.

1.3 Members are asked to review the Council's Burial Regulations;

BURIAL REGULATIONS

The following regulations apply to the current cemetery which has its main entrance off Potton Road, Sandy.

This cemetery is laid to lawn, and the aim of these regulations is to maintain the long term maintenance of the Cemetery for the parishioners of Sandy and the remaining friends and relatives of those buried in the graves.

The Cemetery will be open to the public on:

Weekdays from 7.30am - 8.00pm (April to September)

Weekends from 9.00am - 8.00pm (April to September)

Weekdays from 7.30am - 5.00pm (October to March)

Weekends from 9.00am - 5.00pm (October to March)

A map of the Cemetery is available to view at the Councils offices. Certain sections are designated for children's graves and cremated remains, the remaining areas are for normal interments.

Please note the following:

Any reference to 'Council' means Sandy Town Council.

Interments

1. Notice of interment is to be given to the office between the hours of 9.30am and 3.30pm, Mondays to Fridays (excluding Bank Holidays), giving at least three clear working days notice. If any interment is to take place in a vault or bricked grave then this will be increased to three days.
2. Notice is to be given on the Form of Application provided by the Council.
3. Interments will be between the following hours:
 - a) 10.00am to 2.45pm, Monday to Thursday
 - b) 10.00am to 2.30pm Fridays

Interments required outside these hours will need to be agreed by the Council with additional fees paid by the undertaker.

4. Before a burial can take place the applicant shall give written notice to the Registrar accompanied by the certificate for disposal issued by A Registrar of Births & Deaths or an order for burial issued by a Coroner, and where applicable the grant of exclusive right of burial or satisfactory evidence thereof in respect of a burial in a purchased grave and any other document which may in special circumstances be required by the Council.
5. Unless agreed in writing by Council all graves will be excavated and opened by ~~the Councils employees or~~ a sub-contractor. All graves will be dug nominally eight feet deep.

6. If more than one body is interred in any grave, whether purchased or not, must have the following levels of earth between each coffin:
 - a) Where bricked graves or vaults are not present -- Six inches of soil must be present between each coffin, and four feet of earth between the top of the upper coffin and the ordinary level of the ground.
 - b) In bricked graves six inches of soil must be present between each coffin, and twelve inches of soil must be left between the top of any vault and the ordinary level of the ground.
7. The interment of cremated remains will be permitted in any grave (purchased or not) where the grave has already been used for two normal interments (or one if the plot has only been prepared for a single grave depth). This is subject to a maximum of four interments of cremated remains in the grave space, and payment of the relevant fee.
8. All coffins of wood or approved material may be placed in earthen graves.
9. The bricking of graves is only allowed in existing bricked graves. Re-opening and closing of these bricked graves is carried out at the expense of the person responsible for the interment.
10. All first interments are conditional upon the purchase of Exclusive Right of Burial for the plot concerned.

Exclusive Rights of Burial

11. Any persons wishing to purchase Exclusive Rights of Burial in a grave space, must pay the appropriate fee. The Grant of Exclusive Right of Burial does not confer ownership rights of the land to the purchaser. The Council will confirm purchase by the issue of a certificate entitling the purchaser to the plot for a period of 10 years renewable at no additional fee for a maximum of 50 years. This is to ensure that the records are correct and that the grave space is still required by the purchaser. Purchases can only be made in the names of individuals.
12. Purchasers must obtain the permission of the Council if they wish to bury a non-parishioner in a purchased plot, except where such non-parishioner is a son or daughter of the said purchaser. In all circumstances this interment must be accompanied by the Form of Application.
13. Purchasers of owners of Exclusive Rights of Burial cannot transfer ownership of these rights to any other persons without the written permission of the Council.
14. It is the owner's responsibility to keep the Council informed of any change of address. If after purchase of Exclusive Rights of Burial, the purchaser moves out of the parish, this will not affect these rights.

15. The Council reserves the right to allocate graves for purchase as it sees fit.
16. No persons will be able to hold Exclusive Rights of Burial on more than two graves at any one time.
17. Sufficient evidence of the right to inter in a grave must be produced at the office of the Clerk to the Council at the time of application for the interment.

Memorials

18. Memorials are permitted in sections B, C, D, E, F, G, H, I, J, and L.

A memorial which may be either:

- a) A headstone (without kerbs) not exceeding 900mm in height, 650mm in width and 100mm thickness; or
- b) A flower vase not exceeding 150mm in height

Shall be of any approved material, and erected upon plinths (of suitable material) which shall not exceed 900mm in length, 300mm in width and 150mm in thickness. No other type of memorial will be permitted.

Headstones must be erected using an approved, recognised system of fixing, i.e.: National Association of Monumental Masons ground fixing system, traditional shoe foundation or the burial of 1/3rd of the memorial into the earth. This regulation also applies to memorials removed from the cemetery for additional lettering.

All Memorial Masons must install memorials in accordance with BS8415 of the National Association of Memorial Masons Code of Practices.

A headstone should not be placed on a grave without consultation between groundstaff and the stonemason on the suitability of ground conditions.

19. Before any headstone or vase is placed in the cemetery, a drawing thereof showing the dimensions, type of stone and finish, system of fixing and the inscription must be sent to and approved by the Council.
20. The headstone or vase to be placed at the head of the grave only.
21. A temporary marker may be retained on the grave for a maximum of two years after the interment or until replaced by the headstone or vase, whichever is soonest. No planting or fencing is permitted in sections where the cemetery is laid to lawn.
22. a) During the period of 15 months following interment any item placed on the grave must be within 300mm of the front of the temporary marker if this has not already been replaced with a permanent headstone and should not interfere with routine maintenance.
b) Thereafter any item left on a grave must be securely attached to the memorial plinth at the base of the headstone and should not be left on or

pushed into the ground at the side or edge of the plinth or headstone so as to interfere with or hinder routine maintenance of the cemetery.

c) The Council reserves the right to remove any items not securely attached as described and in addition any item(s) and object(s) which in its opinion are objectionable, unsightly and potentially dangerous including items of pottery, tin or glass, plus bricks, blocks and wire mesh or any item likely to cause offence or distress in a cemetery environment. These items will be stored for 28 days awaiting collection by a representative of the deceased person.

d) Plastic items will be permitted. A single white solar light will be allowed but they must be securely attached as described.

e) Council will routinely dispose of withered, fading and dead flowers and wreaths

23. All monuments, gravestones or other structures and places of burial must be kept in good repair by the owner.

24. The Council will carry out regular checks of monuments, headstones and any other structures ensuring that they are safe. If, in the Council's opinion, a structure has become unsafe, it will give the owner 14 days notice to remove the said structure. If the owner fails to carry out this requirement the Council will carry out the removal itself. Any costs involved shall be recoverable from the owner as a simple contract debt in any court of competent jurisdiction.

25. Any employee of the Council is not permitted to carry out private work in the cemetery or take any gratuity.

26. In Sections G & H (which were children's graves and are now used for cremated remains) the following are permitted:

a) Cremation tablets flush to the ground, not exceeding 610mm x 610mm.

b) Memorials as noted in regulation 18.

27. Section K is reserved for cremated remains only. The following are permitted:

a) Cremation tablets not exceeding 610mm x 610mm.

b) A sloping or shaped tablet will be permitted, subject to a maximum height restriction of 205mm.

c) All designs must be approved as stated in regulation 18.

28. No fee will be charged for the erection of the memorials, or inscriptions on memorials provided by the Imperial War Graves Commission, or for private memorials erected by relatives of personnel serving in H.M. Forces at the time of death.

29. Memorial kerbing is not permitted in the cemetery; however where kerbing is already in place on older memorials like for like restoration or replacement is permitted. *A fee will be charged for restoration or replacement work to existing kerbing. (Clarification as to whether this refers to a fee payable to the Town Council - if so amount to be confirmed)*

General

30. A Register of the Burials will be kept at the Office of the Clerk to the Council, where, during office hours, searches may be made, and certified extracts may be made.
31. No trees or shrubs are to be planted anywhere in the Cemetery except by the Council.
32. All materials, gravestones or monuments must be transported into the Cemetery by hand, or in an approved vehicle with rubber tyres. Any damage in the cemetery, to graves or memorials caused during this visit will be the responsibility of the delivery agent to repair to the satisfaction of the Council.
33. The Council will not be responsible for any damage caused to monuments, gravestones and other structures other than damage caused by its own employees.
34. The Council will regularly inspect the appearance of in the Cemetery. Where, in the opinion of the Council a grave is neglected to such a point as to affect adjoining graves or the aesthetics of the cemetery. The owner, (if known) will be given 3 months notice to bring the grave up to standard. If no action is carried out before the period lapses, then the Council will remove all reference to the grave, level it off and re-turf the area.
35. Any persons found to be damaging any items within the cemetery, such as walls, footpaths, trees/shrubs, or gravestones will be liable to prosecution. This also applies to any persons found wilfully disturbing a funeral.
36. Dogs are not allowed in the cemetery at any time, with the exception of registered Assistance dogs, in which case the dog must be on a lead, supervised and under control at all times.
37. No smoking is allowed in the Cemetery.
38. Any child under the age of 12 is not allowed in the Cemetery unless accompanied by an adult.
39. Skateboards and any other similar recreational equipment are prohibited from being used in the cemetery.
40. The Cemetery Chapel may not be used for mortuary purposes except in special circumstances and by permission of the Town Clerk. In the event of the death of a tenant from Stonecroft Estate, if request is made and the Chapel is available, the Cemetery Chapel shall be used for a place of rest before interment.
41. These regulations will be subject to a review once every 2 years to be carried out in May 2018.

SANDY TOWN COUNCIL**Policy and procedures for dealing with vexatious complaints and unreasonable behaviour****1 Principles and Policy**

- 1.1 Sandy Town Council is committed to dealing with people fairly and to providing a high-quality service to those who use our services or who have cause to complain about them.
- 1.2 The Town Council has policies and procedures in place which explain how it will deal with customers and how complaints and feedback will be handled. These are:
 - Sandy Town Council Community Engagement Strategy
 - Sandy Town Council Complaints Policy
 - Sandy Town Council Customer Care Policy and Service Standards
- 1.3 Where a complainant's behaviour hinders consideration of a complaint Sandy Town Council will act to ensure that the complaint is still dealt with fairly and appropriately.
- 1.4 Each case of unreasonable behaviour or vexatious complaining must be taken on its merit.
- 1.5 To comply with its statutory duty as an employer Sandy Town Council will take steps to protect staff who are subject to abusive or threatening behaviour.

2 Objectives of this procedure

- 2.1 The majority of requests for service and information or the making of complaints will be dealt with through the council's procedures without any difficulty. However this policy describes how the Town Council may deal with circumstances where a customer or complainant **acts unreasonably** or is **unreasonably persistent** in pursuing complaints.

2.2 The objectives of the procedure are:

- To promote problem solving and to avoid apportioning blame
- To find solutions to problems and to resolve complaints
- To satisfy those who complain/give feedback or use our services that they have been dealt with promptly, fairly, openly and honestly
- To ensure staff understand the council's policy and mechanisms for dealing with vexatious complaints and unreasonable behaviour from its customers
- To protect council staff from bullying and harassment
- To ensure that council resources are not disproportionately and inappropriately deployed

3 **The Procedure**

Prior Warning

3.1 When the Town Council considers that a person is acting in an unacceptable way a risk assessment will be completed and a letter will be written to the person to explain why the Council finds the behaviour unreasonable/and or unacceptable and to ask the person to change their behaviour. The letter will also advise that if the behaviour continues the Town Council may take steps to limit the contact with its offices and officers.

Decision to restrict access or terminate contact

3.2 Decisions to restrict access or terminate contact will be taken following a risk assessment. However where there is an immediate risk to staff or officers the Council may make an on the spot decision to restrict access or terminate contact.

3.3 When making decisions on how to manage the vexatious or unreasonable behaviour all relevant factors should be taken into account to ensure that action taken is appropriate and proportionate.

3.4 The Council will also tell the person acting in an unacceptable way how they can challenge the decision to apply the vexatious and unreasonable behaviour policy and procedure.

Restricting access

- 3.5 If the person involved has not responded appropriately to the Prior Warning letter and a decision is made to restrict access a letter will be sent notifying the person of why it is believed his/her behaviour falls into the category of vexatious or unreasonable. He will be notified what action will be taken and the duration of that action.

Terminating contact with a customer/complainant

- 3.6 Where a complainant persists in communicating with the Town Council on a case that is closed the Council may decide to terminate contact with the customer/complainant. In such cases any new correspondence from the complainant will be reviewed for new evidence that affects the decision on the complaint. In the absence of any such evidence the Council will acknowledge it in writing or place it on the file without any acknowledgement.
- 3.7 Where a customer/complainant's behaviour is unreasonable and threatens the safety and/or welfare of staff the Council may decide to terminate contact with the complainant.
- 3.8 Other action may also be taken for example reporting the matter to the police or taking legal action. Where such action is necessary the Council may not give a prior warning.

New Complaints

- 3.9 New complaints from people who have been subject to this policy will be dealt with on their merits. A risk assessment will be carried out based on past and current knowledge of the complainant's behaviour and the likelihood of recurrence of any unacceptable behaviour.

Review

- 3.10 All cases subject to a risk assessment under this policy will be reviewed 6 months after the initial risk assessment and the customer/complainant notified in writing of the outcome.

Staff Guidance

1 **Responding to unreasonable behaviour and/or vexatious complaints**

Staff will follow Sandy Town Council's published customer care policy and complaints policy when dealing with members of the public.

Customer care training will be given to all members of staff who have contact with the public.

The complaints policy will ensure that complainants who are persistent with their complaint will have had the opportunity of rigorous scrutiny of the issues of complaints.

Any decision to apply this policy to an individual must take into account whether the customer care policy and the complaints policy have been fairly applied and every attempt made to communicate and address concerns with the individual.

2 **Who does this policy apply to?**

This policy applies to those individuals who make contact with the Council and through either the frequency and/or the nature of that contact (ie the behaviour of the individual) hinder the work of the council and the service which it is able to provide to others.

Behaviours **may** include:

- Repeated complaints about the same subject (with minor differences) and does not accept the outcomes
- Seeking for unrealistic outcome and persists in attempts to achieve desired outcome
- Persistent contact without substance or evidence beyond what is considered to be reasonable
- Complaints relating to historical and irreversible decisions or incidents
- Contact that is frequent, lengthy and complicated
- Contact that is threatening, aggressive and/or abusive to staff
- Complaints which change part way through investigation
- Contact which results in excessive demands on resources available eg excessive telephoning, lengthy and frequent emails, detailed complex letters etc

- Contacts made to the Council through different routes to raise the same issue (ie scattergun approach)
- Frivolous complaints
- Contact including rudeness, aggression, personal threats, personal insults and criticisms which are undermining to staff and cause stress, alarm or distress

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One or a combination of the example behaviours above may be sufficient to trigger consideration of the policy and procedure. The list is not exhaustive and each case must be considered on its own merit.

3 Before applying the policy

Attempts should be made to maintain effective communication and relationships with customers/complainants. In the case of complaints, before applying the policy the Council should be satisfied that any complaint has been addressed and the complaints procedure fairly applied and the complainant must be notified in writing of potential action the Council may take with reference to this policy if the symptoms persist.

The options available prior to taking action under this policy will depend on the nature of the behaviour and the circumstances of the individual case. All other options should be explored before invoking the policy and a risk assessment will be completed. The decision to take action under the policy will be made by the Town Clerk in consultation with the Town Mayor and Deputy Mayor and the decision will be reported to the next meeting of the Town Council.

Options to be considered prior to application of the policy could include:

- Conciliation meeting with the individual and representative(s) of the council
- Writing to the individual in detail with details of problems
- Escalation of a complaint to the next stage of the complaints procedure including an appeal

4 **Application of Policy**

Where a member of staff dealing with a customer or a complaint is of the view that they are dealing with an unreasonable or vexatious complainant they must refer the matter to the Town Clerk who will undertake a risk assessment.

Due consideration should be given to the individual circumstances to the person involved.

The risk assessment and a recommendation from the Town Clerk will be submitted to the Town Mayor and Deputy Town Mayor who will advise the Town Clerk of their views.

5 **Actions that may be taken under the policy**

5.1 **Restricted access**

Options include

- Restricting contact to a specific form eg letters only
- Contact with the council is limited to named officer or member only
- Face to face visits may only take place with two officers present
- Contact is restricted to specified days, times, duration

The individual must be informed clearly in writing.

5.2 **Termination of contact**

Prior warnings should have been given wherever possible that termination of contact could result from unreasonable and unacceptable behaviour. If the termination of contact is approved the individual must be informed clearly in writing.

5.3 **Written notification**

The complainant will be notified in writing of a decision to restrict or terminate access and this will include:

- Action to be taken
- Duration of action and review date
- What the individual can do to seek a review of the decision
- A copy of the policy
- If the decision is to cease contact the written notification will state that any further correspondence not relating to

significant new matters or new information will not necessarily be acknowledged

6 **New complaints**

Care must be taken when considering new correspondence or information to ensure that any **new** complaint is picked up and addressed and any **significant new** information is considered appropriately.

7 **Recording**

All contacts with the person involved must be recorded in writing and kept on file.

If a member of staff has asked for application of the policy and the decision is made not to apply it the reasons must be recorded and the member of staff informed of the decision.

8 **Review**

All cases will be reviewed after 6 months.

9 **Appeals**

Individuals should be informed about how to appeal against decisions made under this policy.

Appeals will be heard by Sandy Town Council at a meeting of the full council.

RISK ASSESSMENT TOOL	
Section 1: Overview Information	
Complainant/Customer Name):	
Current Stage and Status of any complaint:	
Person requesting assessment	
Brief summary of complaint or unreasonable behaviour	
Section 2: Vexatious and/or Unreasonable Behaviour	
Reasons for request:	Provide evidence why the customer/complainant should be designated as vexatious and/or unreasonable.

<p>What are the risks?</p> <p>Examples of dangers and potential outcomes are provided but this is not intended to be an exhaustive list.</p>	<p>What are the dangers? (e.g. that the complaint will not be addressed, time spent on managing behaviour or the complaint is disproportionate to the issues being raised)</p> <p>Who is at risk?</p> <p>What is the potential outcome from the dangers? (e.g. maladministration – delay, not responding, missing important issues. Impact on staff morale &/or welfare, risks to buildings &/or staff. Damage to reputation)</p>
<p>Likelihood of risk occurring?</p>	<p>Low Medium High</p> <p>Please circle one</p>
<p>What steps have been taken to manage or control the risks?</p>	<p>Please include the complainants response to attempts to manage the difficulties</p>

<p>If a warning letter has not been sent:</p>	<p>If this request relates to a case where no prior warning letter has been sent in line with the vexatious and unreasonable complaints policy provide full details and evidence as to why a warning letter is not a suitable course of action:</p>
<p>Section 3 Decision - To be completed by the person undertaking the risk assessment:</p>	
<p>Assessment completed by</p>	<p>Town Clerk/Deputy Town Clerk</p> <p>Date of completion:</p>
<p>Referred to HR Committee?</p>	<p>Yes/No</p>
<p>Referred to Mayor/Deputy Mayor?</p>	<p>Yes/No</p>
<p>Is action required under the policy</p>	<p>Yes/No</p> <p>Give Reasons for Decision</p>
<p>If Yes – detail the action(s) to be taken in line with the policy</p>	

