

# 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

**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 31 July 2017 at 7.30pm for the purpose of transacting the items of business below.**

Chris Robson  
Town Clerk  
10 Cambridge Road  
Sandy SG19 1JE  
01767 681491  
25 July 2017

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

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

### **Reports**

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

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

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

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

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

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

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

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

To receive the minutes of the Policy, Finance and Resources Committee held on 8 May 2017 and to approve them as a correct record of proceedings.

# Sandy Town Council

## 5 Financial Reports

- i) To consider a balance sheet and detailed financial report showing income and expenditure against the revenue budget for 31 May 2017. Appendix I
- ii) To consider a balance sheet and detailed financial report showing income and expenditure against the revenue budget for 30 June 2017. Appendix II
- iii) To receive a budget overview report. Appendix III
- iv) To approve a schedule of payments made since previous meeting. Appendix IV
- v) The Chair to approve bank reconciliations and statements.

## 6 Action List

To receive Action Report and any update. Appendix V

## 7 Grant Application

To receive and consider a grant application from The Sandy Twinning Association. Appendix VI

## 8 Sandy Fire Work Show

To receive and consider a request for event support from the Sandy Scouts. Appendix VII

## 9 Street Light Work

To receive and consider costs for emergency streetlight repairs. Appendix VIII

## 10 Tree Work

To receive and consider a report from the Town Clerk on tree work required as identified by the recent tree survey. Appendix IX

## 11 Insurance Policy Renewal

To receive and review the Council insurance cover. Appendix X

## 12 Sandy Town Council Standing Orders

To receive and approve an amended copy of the Council's Standing Orders. Appendix XI

## 13 Travel Expenses Policy

To receive and review the Council's Travel Expenses Policy. Appendix XII

## 14 Unreasonable Behaviour Policy

To receive and review the Council's Unreasonable Behaviour Policy. Appendix XIII

# Sandy Town Council

**15 Chairman's Items**

**16 Date of Next Meeting: 11 September 2017**

Date :- 24/07/2017

Sandy Town Council 2017-18

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## Detailed Balance Sheet (Excluding Stock Movement)

Month No: 2      31st May 2017

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>	
<u>Current Assets</u>			
100	Debtors Control	1,411	
105	VAT Control	6,419	
121	Mosaic Heritage Trail	45	
200	Current Bank A/c	11,456	
201	Clerks Imprest A/c	522	
205	Capital a/c Santander	216,456	
206	Barclays Active Saver	405,028	
208	Public Sector Deposit Fund	201,793	
210	Petty Cash	250	
<b>Total Current Assets</b>			<b>843,380</b>
<u>Current Liabilities</u>			
501	Creditors Control	22,504	
505	Deposits - Returnable	25	
<b>Total Current Liabilities</b>			<b>22,529</b>
<b>Net Current Assets</b>			<b>820,851</b>
<b>Total Assets less Current Liabilities</b>			<b>820,851</b>
<u>Represented By :-</u>			
300	Current Year Fund	174,125	
310	General Reserve	185,664	
315	Rolling Capital Fund	31,790	
320	Capital Receipts Reserve	57,712	
321	Earmarked Reserves	23,028	
322	EMR Fallowfied	332,532	
323	EMR Community Funds	7,000	
324	EMR Elections	9,000	
<b>Total Equity</b>			<b>820,851</b>

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## Summary Income &amp; Expenditure by Budget Heading 31/5/2017

Month No : 2

## Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
401 Staff	Expenditure	20,285	40,058	276,450	236,392		236,392	14.5 %
402 Administration-Office	Expenditure	4,763	16,218	81,455	65,237		65,237	19.9 %
	Income	236	769	4,700	-3,931			16.4 %
403 Administration-Works	Expenditure	4,798	8,117	31,429	23,312		23,312	25.8 %
405 Footway Lighting	Expenditure	2	44	9,500	9,456		9,456	0.5 %
406 Cemetery & Churchyard	Expenditure	472	3,271	11,129	7,858		7,858	29.4 %
	Income	1,836	3,290	25,000	-21,710			13.2 %
408 Town Centre (Including Market)	Expenditure	0	15,780	34,513	18,733		18,733	45.7 %
	Income	0	0	620	-620			0.0 %
409 Public Toilets - Car Park	Expenditure	468	2,203	4,131	1,928		1,928	53.3 %
500 Play Areas and Open Spaces	Expenditure	1,096	1,136	-5,700	-6,836		-6,836	-19.9 %
	Income	0	500	1,115	-615			44.8 %
501 Sunderland Road Rec Ground	Expenditure	5,448	6,943	27,510	20,567		20,567	25.2 %
	Income	-200	180	679	-499			26.5 %
502 Nature Reserves	Expenditure	0	2,000	13,000	11,000		11,000	15.4 %
	Income	0	0	3,700	-3,700			0.0 %
505 Grass Cutting	Expenditure	0	0	10,000	10,000		10,000	0.0 %
506 Litter Bins, Seats & Shelters	Expenditure	0	0	500	500		500	0.0 %
509 Christmas Lights	Expenditure	0	0	18,000	18,000		18,000	0.0 %
	Income	0	0	2,000	-2,000			0.0 %
601 Precept and Interest	Income	38	269,486	542,309	-272,823			49.7 %
602 Democratic and Civic Costs	Expenditure	436	4,200	13,800	9,600		9,600	30.4 %
700 Capital and Projects	Expenditure	130	130	321,411	321,281		321,281	0.0 %
	Income	0	0	267,005	-267,005			0.0 %
<b>INCOME - EXPENDITURE TOTALS</b>	Expenditure	<b>37,897</b>	<b>100,100</b>	<b>847,128</b>	<b>747,028</b>	<b>0</b>	<b>747,028</b>	<b>11.8 %</b>
	Income	<b>1,910</b>	<b>274,225</b>	<b>847,128</b>	<b>-572,903</b>			<b>32.4 %</b>
	Net Expenditure over Income	<b>35,987</b>	<b>-174,125</b>	<b>0</b>	<b>174,125</b>			

Month No : 2

## Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>401</b>	<b>Staff</b>							
4001	Gross Salaries - Admin	8,329	17,062	114,000	96,938		96,938	15.0 %
4002	Gross Salaries - Works	7,793	14,247	97,700	83,453		83,453	14.6 %
4003	Employers NIC	1,146	2,162	22,100	19,938		19,938	9.8 %
4004	Employers Superannuation	3,017	5,837	41,450	35,613		35,613	14.1 %
4010	Miscellaneous Staff Costs	0	750	1,000	250		250	75.0 %
4030	Recruitment Advertising	0	0	200	200		200	0.0 %
	Staff :- Expenditure	<b>20,285</b>	<b>40,058</b>	<b>276,450</b>	<b>236,392</b>	<b>0</b>	<b>236,392</b>	<b>14.5 %</b>
	<b>Net Expenditure over Income</b>	<b>20,285</b>	<b>40,058</b>	<b>276,450</b>	<b>236,392</b>			
<b>402</b>	<b>Administration-Office</b>							
4008	Training	0	0	2,500	2,500		2,500	0.0 %
4009	Travel & Subsistence	0	0	250	250		250	0.0 %
4011	General Rates	0	6,291	6,305	14		14	99.8 %
4012	Water Rates	0	-100	400	500		500	-25.0 %
4014	Electricity	0	429	3,500	3,071		3,071	12.3 %
4015	Gas	75	65	1,800	1,735		1,735	3.6 %
4016	Cleaning Materials etc	129	278	1,250	972		972	22.2 %
4020	Misc Establishment Costs	0	0	2,000	2,000		2,000	0.0 %
4021	Telephone & Fax	176	343	2,500	2,157		2,157	13.7 %
4022	Postage	0	42	1,700	1,658		1,658	2.5 %
4023	Printing & Stationery	113	329	3,000	2,671		2,671	11.0 %
4024	Subscriptions	0	2,139	2,700	561		561	79.2 %
4025	Insurance (excl vehicles)	1,710	3,471	22,250	18,779		18,779	15.6 %
4026	Photocopy Costs	439	878	3,500	2,622		2,622	25.1 %
4027	IT Costs incl Support	323	869	6,000	5,131		5,131	14.5 %
4028	Service Agreements (Other)	270	383	6,000	5,617		5,617	6.4 %
4035	Publications	0	2	100	98		98	1.8 %
4036	Property Maintenance/Security	662	1,568	3,000	1,432		1,432	52.3 %
4040	Equipment Purchases (Minor)	70	70	2,000	1,930		1,930	3.5 %
4050	Tourism Expenditure	0	0	750	750		750	0.0 %
4051	Bank Charges	0	0	100	100		100	0.0 %
4056	Legal Expenses	0	0	1,000	1,000		1,000	0.0 %
4057	Audit Fees - External	0	-1,300	1,300	2,600		2,600	-100.0 %
4058	Audit Fees - Internal	375	0	850	850		850	0.0 %
4059	Accountancy Fees	421	458	6,500	6,043		6,043	7.0 %
4070	Refreshments	0	4	200	196		196	2.2 %
	Administration-Office :- Expenditure	<b>4,763</b>	<b>16,218</b>	<b>81,455</b>	<b>65,237</b>	<b>0</b>	<b>65,237</b>	<b>19.9 %</b>
1003	Tourism Income	46	264	2,000	-1,736			13.2 %

Month No : 2

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1201	Rent Received Etc	162	467	2,500	-2,033		18.7 %
1202	Photocopying Income	17	25	0	25		0.0 %
1205	Miscellaneous Income	13	13	0	13		0.0 %
1360	Ticket Sales Commission	0	0	200	-200		0.0 %
	Administration-Office :- Income	<b>236</b>	<b>769</b>	<b>4,700</b>	<b>-3,931</b>		<b>16.4 %</b>
	<b>Net Expenditure over Income</b>	<b>4,526</b>	<b>15,449</b>	<b>76,755</b>	<b>61,306</b>		
<u>403</u>	<u>Administration-Works</u>						
4005	Protective Clothing	622	622	1,000	378	378	62.2 %
4008	Training	228	228	500	272	272	45.6 %
4011	General Rates	0	1,724	2,279	555	555	75.7 %
4012	Water Rates	0	0	200	200	200	0.0 %
4014	Electricity	-364	-1,177	1,000	2,177	2,177	-117.7 %
4017	Refuse Disposal	430	800	3,500	2,701	2,701	22.8 %
4036	Property Maintenance/Security	100	975	2,000	1,025	1,025	48.7 %
4038	Consumables/Small Tools	390	605	2,500	1,895	1,895	24.2 %
4039	Planting/Trees/Horticulture	2,145	2,145	6,500	4,355	4,355	33.0 %
4040	Equipment Purchases (Minor)	0	0	2,000	2,000	2,000	0.0 %
4042	Equipment/Vehicle Maintenance	1,160	1,160	5,500	4,340	4,340	21.1 %
4043	Equipment/Vehicle Fuel	88	806	2,200	1,394	1,394	36.6 %
4044	Vehicle Tax & Insurance	0	230	2,250	2,020	2,020	10.2 %
	Administration-Works :- Expenditure	<b>4,798</b>	<b>8,117</b>	<b>31,429</b>	<b>23,312</b>	<b>0</b>	<b>25.8 %</b>
	<b>Net Expenditure over Income</b>	<b>4,798</b>	<b>8,117</b>	<b>31,429</b>	<b>23,312</b>		
<u>405</u>	<u>Footway Lighting</u>						
4014	Electricity	2	44	5,500	5,456	5,456	0.8 %
4042	Equipment/Vehicle Maintenance	0	0	4,000	4,000	4,000	0.0 %
	Footway Lighting :- Expenditure	<b>2</b>	<b>44</b>	<b>9,500</b>	<b>9,456</b>	<b>0</b>	<b>0.5 %</b>
	<b>Net Expenditure over Income</b>	<b>2</b>	<b>44</b>	<b>9,500</b>	<b>9,456</b>		
<u>406</u>	<u>Cemetery &amp; Churchyard</u>						
4011	General Rates	0	2,384	2,579	195	195	92.5 %
4012	Water Rates	32	7	100	93	93	6.6 %
4036	Property Maintenance/Security	0	0	1,000	1,000	1,000	0.0 %
4037	Grounds Maintenance	0	0	900	900	900	0.0 %
4039	Planting/Trees/Horticulture	0	0	350	350	350	0.0 %
4101	Grave Digging Costs	440	880	6,200	5,320	5,320	14.2 %
	Cemetery & Churchyard :- Expenditure	<b>472</b>	<b>3,271</b>	<b>11,129</b>	<b>7,858</b>	<b>0</b>	<b>29.4 %</b>

Month No : 2

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1226 Burials/Memorials Income	1,836	3,290	25,000	-21,710			13.2 %
Cemetery & Churchyard :- Income	<b>1,836</b>	<b>3,290</b>	<b>25,000</b>	<b>-21,710</b>			<b>13.2 %</b>
<b>Net Expenditure over Income</b>	<b>-1,364</b>	<b>-19</b>	<b>-13,871</b>	<b>-13,852</b>			
<u>408 Town Centre (Including Market)</u>							
4007 Health & Safety	0	0	150	150		150	0.0 %
4011 General Rates	0	14,229	14,255	26		26	99.8 %
4036 Property Maintenance/Security	0	131	1,500	1,369		1,369	8.7 %
4053 Loan Interest	0	0	293	293		293	0.0 %
4054 Loan Capital Repaid	0	0	315	315		315	0.0 %
4100 CCTV Fees	0	1,420	18,000	16,580		16,580	7.9 %
Town Centre (Including Market) :- Expenditure	<b>0</b>	<b>15,780</b>	<b>34,513</b>	<b>18,733</b>	<b>0</b>	<b>18,733</b>	<b>45.7 %</b>
1236 Market Fees	0	0	500	-500			0.0 %
1238 Other Income Car Park	0	0	120	-120			0.0 %
Town Centre (Including Market) :- Income	<b>0</b>	<b>0</b>	<b>620</b>	<b>-620</b>			<b>0.0 %</b>
<b>Net Expenditure over Income</b>	<b>0</b>	<b>15,780</b>	<b>33,893</b>	<b>18,113</b>			
<u>409 Public Toilets - Car Park</u>							
4011 General Rates	0	1,935	1,931	-4		-4	100.2 %
4012 Water Rates	468	218	1,000	782		782	21.8 %
4014 Electricity	0	-40	200	240		240	-20.0 %
4036 Property Maintenance/Security	0	90	1,000	910		910	9.0 %
Public Toilets - Car Park :- Expenditure	<b>468</b>	<b>2,203</b>	<b>4,131</b>	<b>1,928</b>	<b>0</b>	<b>1,928</b>	<b>53.3 %</b>
<b>Net Expenditure over Income</b>	<b>468</b>	<b>2,203</b>	<b>4,131</b>	<b>1,928</b>			
<u>500 Play Areas and Open Spaces</u>							
4007 Health & Safety	399	399	400	1		1	99.8 %
4012 Water Rates	238	98	700	602		602	14.0 %
4014 Electricity	43	43	200	157		157	21.4 %
4036 Property Maintenance/Security	-161	19	500	481		481	3.8 %
4037 Grounds Maintenance	578	578	2,500	1,923		1,923	23.1 %
4042 Equipment/Vehicle Maintenance	0	0	5,000	5,000		5,000	0.0 %
4972 Transfer from EMR Fallowfield	0	0	-15,000	-15,000		-15,000	0.0 %
Play Areas and Open Spaces :- Expenditure	<b>1,096</b>	<b>1,136</b>	<b>-5,700</b>	<b>-6,836</b>	<b>0</b>	<b>-6,836</b>	<b>-19.9 %</b>
1201 Rent Received Etc	0	500	0	500			0.0 %
1241 Sandy FC Rent	0	0	565	-565			0.0 %
1251 Pitch Rental	0	0	550	-550			0.0 %
Play Areas and Open Spaces :- Income	<b>0</b>	<b>500</b>	<b>1,115</b>	<b>-615</b>			<b>44.8 %</b>
<b>Net Expenditure over Income</b>	<b>1,096</b>	<b>636</b>	<b>-6,815</b>	<b>-7,451</b>			



Month No : 2

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>501</b> <u>Sunderland Road Rec Ground</u>							
4012 Water Rates	73	-212	800	1,012		1,012	-26.6 %
4014 Electricity	14	14	200	186		186	7.0 %
4036 Property Maintenance/Security	19	19	1,000	981		981	1.9 %
4046 Bowling Green - SBC	0	911	2,952	2,041		2,041	30.9 %
4047 Equipment Maintenance - SBC	36	430	2,399	1,969		1,969	17.9 %
4048 Cricket Square - SCC	0	473	2,370	1,897		1,897	20.0 %
4049 Equipment Maintenance - SCC	2,791	2,791	2,564	-227		-227	108.9 %
4060 Other Professional Fees	2,516	2,516	15,225	12,709		12,709	16.5 %
<b>Sunderland Road Rec Ground :- Expenditure</b>	<b>5,448</b>	<b>6,943</b>	<b>27,510</b>	<b>20,567</b>	<b>0</b>	<b>20,567</b>	<b>25.2 %</b>
1201 Rent Received Etc	-200	180	0	180			0.0 %
1253 Bowls Club Rental	0	0	407	-407			0.0 %
1255 Cricket Club Rental	0	0	267	-267			0.0 %
1256 Scouts ,ACF and SSLA	0	0	5	-5			0.0 %
<b>Sunderland Road Rec Ground :- Income</b>	<b>-200</b>	<b>180</b>	<b>679</b>	<b>-499</b>			<b>26.5 %</b>
<b>Net Expenditure over Income</b>	<b>5,648</b>	<b>6,763</b>	<b>26,831</b>	<b>20,068</b>			
<b>502</b> <u>Nature Reserves</u>							
4037 Grounds Maintenance	0	0	1,500	1,500		1,500	0.0 %
4060 Other Professional Fees	0	0	9,500	9,500		9,500	0.0 %
4703 Sandy Green Wheel	0	2,000	2,000	0		0	100.0 %
<b>Nature Reserves :- Expenditure</b>	<b>0</b>	<b>2,000</b>	<b>13,000</b>	<b>11,000</b>	<b>0</b>	<b>11,000</b>	<b>15.4 %</b>
1306 Countryside Stewardship Grant	0	0	3,200	-3,200			0.0 %
1307 Angling Licence Rent	0	0	500	-500			0.0 %
<b>Nature Reserves :- Income</b>	<b>0</b>	<b>0</b>	<b>3,700</b>	<b>-3,700</b>			<b>0.0 %</b>
<b>Net Expenditure over Income</b>	<b>0</b>	<b>2,000</b>	<b>9,300</b>	<b>7,300</b>			
<b>505</b> <u>Grass Cutting</u>							
4102 Grass Cutting	0	0	10,000	10,000		10,000	0.0 %
<b>Grass Cutting :- Expenditure</b>	<b>0</b>	<b>0</b>	<b>10,000</b>	<b>10,000</b>	<b>0</b>	<b>10,000</b>	<b>0.0 %</b>
<b>Net Expenditure over Income</b>	<b>0</b>	<b>0</b>	<b>10,000</b>	<b>10,000</b>			
<b>506</b> <u>Litter Bins, Seats &amp; Shelters</u>							
4042 Equipment/Vehicle Maintenance	0	0	500	500		500	0.0 %
<b>Litter Bins, Seats &amp; Shelters :- Expenditure</b>	<b>0</b>	<b>0</b>	<b>500</b>	<b>500</b>	<b>0</b>	<b>500</b>	<b>0.0 %</b>
<b>Net Expenditure over Income</b>	<b>0</b>	<b>0</b>	<b>500</b>	<b>500</b>			

Month No : 2

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>509</b>	<b>Christmas Lights</b>						
4401	0	0	13,000	13,000		13,000	0.0 %
4402	0	0	5,000	5,000		5,000	0.0 %
	<b>0</b>	<b>0</b>	<b>18,000</b>	<b>18,000</b>	<b>0</b>	<b>18,000</b>	<b>0.0 %</b>
1365	0	0	2,000	-2,000			0.0 %
	<b>0</b>	<b>0</b>	<b>2,000</b>	<b>-2,000</b>			<b>0.0 %</b>
	<b>0</b>	<b>0</b>	<b>16,000</b>	<b>16,000</b>			
<b>601</b>	<b>Precept and Interest</b>						
1101	0	269,405	538,809	-269,404			50.0 %
1320	38	81	3,500	-3,419			2.3 %
	<b>38</b>	<b>269,486</b>	<b>542,309</b>	<b>-272,823</b>			<b>49.7 %</b>
	<b>-38</b>	<b>-269,486</b>	<b>-542,309</b>	<b>-272,823</b>			
<b>602</b>	<b>Democratic and Civic Costs</b>						
4007	0	73	0	-73		-73	0.0 %
4020	0	0	100	100		100	0.0 %
4027	0	574	0	-574		-574	0.0 %
4033	238	476	3,000	2,524		2,524	15.9 %
4042	0	170	250	80		80	67.9 %
4200	50	70	1,950	1,880		1,880	3.6 %
4202	148	286	500	214		214	57.2 %
4210	0	0	3,000	3,000		3,000	0.0 %
4701	0	1,551	3,000	1,449		1,449	51.7 %
4702	0	1,000	2,000	1,000		1,000	50.0 %
	<b>436</b>	<b>4,200</b>	<b>13,800</b>	<b>9,600</b>	<b>0</b>	<b>9,600</b>	<b>30.4 %</b>
	<b>436</b>	<b>4,200</b>	<b>13,800</b>	<b>9,600</b>			
<b>700</b>	<b>Capital and Projects</b>						
4153	0	0	7,903	7,903		7,903	0.0 %
4154	0	0	9,102	9,102		9,102	0.0 %
4802	0	0	295,000	295,000		295,000	0.0 %
4810	2,180	2,180	0	-2,180		-2,180	0.0 %
4815	130	130	0	-130		-130	0.0 %
4816	0	150	0	-150		-150	0.0 %
4915	0	0	45,304	45,304		45,304	0.0 %
4923	0	0	9,102	9,102		9,102	0.0 %

Month No : 2

## Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4965	Funded from Rolling Capital	-2,180	-2,330	0	2,330		2,330	0.0 %
4970	Transfer from C R R	0	0	-45,000	-45,000		-45,000	0.0 %
	Capital and Projects :- Expenditure	<b>130</b>	<b>130</b>	<b>321,411</b>	<b>321,281</b>	<b>0</b>	<b>321,281</b>	<b>0.0 %</b>
1103	Internal Loan from F'ild EMR	0	0	250,000	-250,000			0.0 %
1153	Loan Interest Rec'd - INTERNAL	0	0	7,903	-7,903			0.0 %
1154	Loan Capital Rec'd - INTERNAL	0	0	9,102	-9,102			0.0 %
	Capital and Projects :- Income	<b>0</b>	<b>0</b>	<b>267,005</b>	<b>-267,005</b>			<b>0.0 %</b>
	<b>Net Expenditure over Income</b>	<b>130</b>	<b>130</b>	<b>54,406</b>	<b>54,276</b>			

**AGENDA ITEM 5**

Date :- 24/07/2017

**APPENDIX II**

Time :- 10:22

**Sandy Town Council 2017-18****Detailed Balance Sheet (Excluding Stock Movement)**

Month No: 3      30th June 2017

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>	
<i><u>Current Assets</u></i>			
100	Debtors Control	2,053	
105	VAT Control	8,113	
121	Mosaic Heritage Trail	45	
200	Current Bank A/c	9,232	
201	Clerks Imprest A/c	472	
205	Capital a/c Santander	216,456	
206	Barclays Active Saver	369,024	
208	Public Sector Deposit Fund	201,833	
210	Petty Cash	250	
	<b>Total Current Assets</b>		<b>807,477</b>
<i><u>Current Liabilities</u></i>			
501	Creditors Control	17,053	
	<b>Total Current Liabilities</b>		<b>17,053</b>
	<b>Net Current Assets</b>		<b>790,424</b>
	<b>Total Assets less Current Liabilities</b>		<b>790,424</b>
<i><u>Represented By :-</u></i>			
300	Current Year Fund	143,698	
310	General Reserve	185,664	
315	Rolling Capital Fund	31,790	
320	Capital Receipts Reserve	57,712	
321	Earmarked Reserves	23,028	
322	EMR Fallowfied	332,532	
323	EMR Community Funds	7,000	
324	EMR Elections	9,000	
	<b>Total Equity</b>		<b>790,424</b>

## Summary Income &amp; Expenditure by Budget Heading 30/6/2017

Month No : 3

## Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
401 Staff	Expenditure	20,700	60,758	276,450	215,692		215,692	22.0 %
402 Administration-Office	Expenditure	5,917	22,135	81,455	59,320		59,320	27.2 %
	Income	539	1,308	4,700	-3,392			27.8 %
403 Administration-Works	Expenditure	4,227	12,343	31,429	19,086		19,086	39.3 %
405 Footway Lighting	Expenditure	400	444	9,500	9,056		9,056	4.7 %
406 Cemetery & Churchyard	Expenditure	0	3,271	11,129	7,858		7,858	29.4 %
	Income	50	3,340	25,000	-21,660			13.4 %
3 Town Centre (Including Market)	Expenditure	180	15,960	34,513	18,553		18,553	46.2 %
	Income	0	0	620	-620			0.0 %
409 Public Toilets - Car Park	Expenditure	0	2,203	4,131	1,928		1,928	53.3 %
500 Play Areas and Open Spaces	Expenditure	163	1,300	-5,700	-7,000		-7,000	-22.8 %
	Income	503	1,003	1,115	-112			90.0 %
501 Sunderland Road Rec Ground	Expenditure	-242	6,700	27,510	20,810		20,810	24.4 %
	Income	200	380	679	-299			56.0 %
502 Nature Reserves	Expenditure	0	2,000	13,000	11,000		11,000	15.4 %
	Income	0	0	3,700	-3,700			0.0 %
505 Grass Cutting	Expenditure	0	0	10,000	10,000		10,000	0.0 %
506 Litter Bins, Seats & Shelters	Expenditure	0	0	500	500		500	0.0 %
Christmas Lights	Expenditure	0	0	18,000	18,000		18,000	0.0 %
	Income	0	0	2,000	-2,000			0.0 %
601 Precept and Interest	Income	41	269,527	542,309	-272,782			49.7 %
602 Democratic and Civic Costs	Expenditure	416	4,616	13,800	9,184		9,184	33.4 %
700 Capital and Projects	Expenditure	0	130	321,411	321,281		321,281	0.0 %
	Income	0	0	267,005	-267,005			0.0 %
<b>INCOME - EXPENDITURE TOTALS</b>	Expenditure	<b>31,760</b>	<b>131,860</b>	<b>847,128</b>	<b>715,268</b>	<b>0</b>	<b>715,268</b>	<b>15.6 %</b>
	Income	<b>1,333</b>	<b>275,558</b>	<b>847,128</b>	<b>-571,570</b>			<b>32.5 %</b>
	Net Expenditure over Income	<b>30,427</b>	<b>-143,698</b>	<b>0</b>	<b>143,698</b>			

Month No : 3

## Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>401</u>	<u>Staff</u>							
4001	Gross Salaries - Admin	8,605	25,667	114,000	88,333		88,333	22.5 %
4002	Gross Salaries - Works	7,688	21,936	97,700	75,764		75,764	22.5 %
4003	Employers NIC	1,153	3,315	22,100	18,785		18,785	15.0 %
4004	Employers Superannuation	3,253	9,090	41,450	32,360		32,360	21.9 %
4010	Miscellaneous Staff Costs	0	750	1,000	250		250	75.0 %
4030	Recruitment Advertising	0	0	200	200		200	0.0 %
	Staff :- Expenditure	<b>20,700</b>	<b>60,758</b>	<b>276,450</b>	<b>215,692</b>	<b>0</b>	<b>215,692</b>	<b>22.0 %</b>
	<b>Net Expenditure over Income</b>	<b>20,700</b>	<b>60,758</b>	<b>276,450</b>	<b>215,692</b>			
<u>402</u>	<u>Administration-Office</u>							
4008	Training	0	0	2,500	2,500		2,500	0.0 %
4009	Travel & Subsistence	4	4	250	246		246	1.6 %
4011	General Rates	0	6,291	6,305	14		14	99.8 %
4012	Water Rates	0	-100	400	500		500	-25.0 %
4014	Electricity	0	429	3,500	3,071		3,071	12.3 %
4015	Gas	86	151	1,800	1,649		1,649	8.4 %
4016	Cleaning Materials etc	139	417	1,250	833		833	33.4 %
4020	Misc Establishment Costs	0	0	2,000	2,000		2,000	0.0 %
4021	Telephone & Fax	195	538	2,500	1,962		1,962	21.5 %
4022	Postage	1	43	1,700	1,657		1,657	2.5 %
4023	Printing & Stationery	89	418	3,000	2,582		2,582	13.9 %
4024	Subscriptions	0	2,139	2,700	561		561	79.2 %
4025	Insurance (excl vehicles)	1,761	5,231	22,250	17,019		17,019	23.5 %
4026	Photocopy Costs	299	1,177	3,500	2,323		2,323	33.6 %
4027	IT Costs incl Support	344	1,213	6,000	4,787		4,787	20.2 %
4028	Service Agreements (Other)	1,479	1,862	6,000	4,138		4,138	31.0 %
4035	Publications	10	12	100	88		88	11.7 %
4036	Property Maintenance/Security	0	1,568	3,000	1,432		1,432	52.3 %
4040	Equipment Purchases (Minor)	650	720	2,000	1,280		1,280	36.0 %
4050	Tourism Expenditure	0	0	750	750		750	0.0 %
4051	Bank Charges	0	0	100	100		100	0.0 %
4056	Legal Expenses	403	403	1,000	597		597	40.3 %
4057	Audit Fees - External	0	-1,300	1,300	2,600		2,600	-100.0 %
4058	Audit Fees - Internal	0	0	850	850		850	0.0 %
4059	Accountancy Fees	421	879	6,500	5,622		5,622	13.5 %
4070	Refreshments	36	40	200	160		160	20.1 %
	Administration-Office :- Expenditure	<b>5,917</b>	<b>22,135</b>	<b>81,455</b>	<b>59,320</b>	<b>0</b>	<b>59,320</b>	<b>27.2 %</b>
1003	Tourism Income	423	687	2,000	-1,314			34.3 %

Month No : 3

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1201 Rent Received Etc	117	584	2,500	-1,916			23.4 %
1202 Photocopying Income	0	25	0	25			0.0 %
1205 Miscellaneous Income	0	13	0	13			0.0 %
1360 Ticket Sales Commission	0	0	200	-200			0.0 %
<b>Administration-Office :- Income</b>	<b>539</b>	<b>1,308</b>	<b>4,700</b>	<b>-3,392</b>			<b>27.8 %</b>
<b>Net Expenditure over Income</b>	<b>5,378</b>	<b>20,827</b>	<b>76,755</b>	<b>55,928</b>			
<u>403 Administration-Works</u>							
4005 Protective Clothing	132	753	1,000	247		247	75.3 %
4008 Training	0	228	500	272		272	45.6 %
4011 General Rates	0	1,724	2,279	555		555	75.7 %
4012 Water Rates	15	15	200	185		185	7.6 %
4014 Electricity	0	-1,177	1,000	2,177		2,177	-117.7 %
4017 Refuse Disposal	740	1,539	3,500	1,961		1,961	44.0 %
4036 Property Maintenance/Security	0	975	2,000	1,025		1,025	48.7 %
4038 Consumables/Small Tools	47	652	2,500	1,848		1,848	26.1 %
4039 Planting/Trees/Horticulture	1,149	3,294	6,500	3,207		3,207	50.7 %
4040 Equipment Purchases (Minor)	79	79	2,000	1,921		1,921	3.9 %
4042 Equipment/Vehicle Maintenance	0	1,160	5,500	4,340		4,340	21.1 %
4043 Equipment/Vehicle Fuel	294	1,100	2,200	1,100		1,100	50.0 %
4044 Vehicle Tax & Insurance	1,772	2,002	2,250	248		248	89.0 %
<b>Administration-Works :- Expenditure</b>	<b>4,227</b>	<b>12,343</b>	<b>31,429</b>	<b>19,086</b>	<b>0</b>	<b>19,086</b>	<b>39.3 %</b>
<b>Net Expenditure over Income</b>	<b>4,227</b>	<b>12,343</b>	<b>31,429</b>	<b>19,086</b>			
<u>405 Footway Lighting</u>							
4014 Electricity	0	44	5,500	5,456		5,456	0.8 %
4042 Equipment/Vehicle Maintenance	400	400	4,000	3,600		3,600	10.0 %
<b>Footway Lighting :- Expenditure</b>	<b>400</b>	<b>444</b>	<b>9,500</b>	<b>9,056</b>	<b>0</b>	<b>9,056</b>	<b>4.7 %</b>
<b>Net Expenditure over Income</b>	<b>400</b>	<b>444</b>	<b>9,500</b>	<b>9,056</b>			
<u>406 Cemetery &amp; Churchyard</u>							
4011 General Rates	0	2,384	2,579	195		195	92.5 %
4012 Water Rates	0	7	100	93		93	6.6 %
4036 Property Maintenance/Security	0	0	1,000	1,000		1,000	0.0 %
4037 Grounds Maintenance	0	0	900	900		900	0.0 %
4039 Planting/Trees/Horticulture	0	0	350	350		350	0.0 %
4101 Grave Digging Costs	0	880	6,200	5,320		5,320	14.2 %
<b>Cemetery &amp; Churchyard :- Expenditure</b>	<b>0</b>	<b>3,271</b>	<b>11,129</b>	<b>7,858</b>	<b>0</b>	<b>7,858</b>	<b>29.4 %</b>

Month No : 3

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1226 Burials/Memorials Income	50	3,340	25,000	-21,660			13.4 %
Cemetery & Churchyard :- Income	<u>50</u>	<u>3,340</u>	<u>25,000</u>	<u>-21,660</u>			<u>13.4 %</u>
<b>Net Expenditure over Income</b>	<b>-50</b>	<b>-69</b>	<b>-13,871</b>	<b>-13,802</b>			
<u>408 Town Centre (Including Market)</u>							
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	180	311	1,500	1,189		1,189	20.7 %
4053 Loan Interest	0	0	293	293		293	0.0 %
4054 Loan Capital Repaid	0	0	315	315		315	0.0 %
4100 CCTV Fees	0	1,420	18,000	16,580		16,580	7.9 %
Town Centre (Including Market) :- Expenditure	<u>180</u>	<u>15,960</u>	<u>34,513</u>	<u>18,553</u>	<u>0</u>	<u>18,553</u>	<u>46.2 %</u>
1236 Market Fees	0	0	500	-500			0.0 %
1238 Other Income Car Park	0	0	120	-120			0.0 %
Town Centre (Including Market) :- Income	<u>0</u>	<u>0</u>	<u>620</u>	<u>-620</u>			<u>0.0 %</u>
<b>Net Expenditure over Income</b>	<b>180</b>	<b>15,960</b>	<b>33,893</b>	<b>17,933</b>			
<u>409 Public Toilets - Car Park</u>							
4011 General Rates	0	1,935	1,931	-4		-4	100.2 %
4012 Water Rates	0	218	1,000	782		782	21.8 %
4014 Electricity	0	-40	200	240		240	-20.0 %
4036 Property Maintenance/Security	0	90	1,000	910		910	9.0 %
Public Toilets - Car Park :- Expenditure	<u>0</u>	<u>2,203</u>	<u>4,131</u>	<u>1,928</u>	<u>0</u>	<u>1,928</u>	<u>53.3 %</u>
<b>Net Expenditure over Income</b>	<b>0</b>	<b>2,203</b>	<b>4,131</b>	<b>1,928</b>			
<u>500 Play Areas and Open Spaces</u>							
4007 Health & Safety	0	399	400	1		1	99.8 %
4012 Water Rates	163	261	700	439		439	37.3 %
4014 Electricity	0	43	200	157		157	21.4 %
4036 Property Maintenance/Security	0	19	500	481		481	3.8 %
4037 Grounds Maintenance	0	578	2,500	1,923		1,923	23.1 %
4042 Equipment/Vehicle Maintenance	0	0	5,000	5,000		5,000	0.0 %
4972 Transfer from EMR Fallowfield	0	0	-15,000	-15,000		-15,000	0.0 %
Play Areas and Open Spaces :- Expenditure	<u>163</u>	<u>1,300</u>	<u>-5,700</u>	<u>-7,000</u>	<u>0</u>	<u>-7,000</u>	<u>-22.8 %</u>
1201 Rent Received Etc	0	500	0	500			0.0 %
1241 Sandy FC Rent	0	0	565	-565			0.0 %
1251 Pitch Rental	503	503	550	-47			91.5 %
Play Areas and Open Spaces :- Income	<u>503</u>	<u>1,003</u>	<u>1,115</u>	<u>-112</u>			<u>90.0 %</u>
<b>Net Expenditure over Income</b>	<b>-340</b>	<b>296</b>	<b>-6,815</b>	<b>-7,111</b>			



Month No : 3

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>501</b>	<b>Sunderland Road Rec Ground</b>						
4012	Water Rates	0	-212	800	1,012	1,012	-26.6 %
4014	Electricity	14	28	200	172	172	14.0 %
4036	Property Maintenance/Security	0	19	1,000	981	981	1.9 %
4046	Bowling Green - SBC	469	1,380	2,952	1,572	1,572	46.8 %
4047	Equipment Maintenance - SBC	15	445	2,399	1,954	1,954	18.6 %
4048	Cricket Square - SCC	412	886	2,370	1,484	1,484	37.4 %
4049	Equipment Maintenance - SCC	-2,411	380	2,564	2,184	2,184	14.8 %
4060	Other Professional Fees	1,258	3,774	15,225	11,451	11,451	24.8 %
	<b>Sunderland Road Rec Ground :- Expenditure</b>	<b>-242</b>	<b>6,700</b>	<b>27,510</b>	<b>20,810</b>	<b>0</b>	<b>24.4 %</b>
1201	Rent Received Etc	200	380	0	380		0.0 %
1253	Bowls Club Rental	0	0	407	-407		0.0 %
1255	Cricket Club Rental	0	0	267	-267		0.0 %
1256	Scouts ,ACF and SSLA	0	0	5	-5		0.0 %
	<b>Sunderland Road Rec Ground :- Income</b>	<b>200</b>	<b>380</b>	<b>679</b>	<b>-299</b>		<b>56.0 %</b>
	<b>Net Expenditure over Income</b>	<b>-442</b>	<b>6,320</b>	<b>26,831</b>	<b>20,511</b>		
<b>502</b>	<b>Nature Reserves</b>						
4037	Grounds Maintenance	0	0	1,500	1,500	1,500	0.0 %
4060	Other Professional Fees	0	0	9,500	9,500	9,500	0.0 %
4703	Sandy Green Wheel	0	2,000	2,000	0	0	100.0 %
	<b>Nature Reserves :- Expenditure</b>	<b>0</b>	<b>2,000</b>	<b>13,000</b>	<b>11,000</b>	<b>0</b>	<b>15.4 %</b>
1306	Countryside Stewardship Grant	0	0	3,200	-3,200		0.0 %
1307	Angling Licence Rent	0	0	500	-500		0.0 %
	<b>Nature Reserves :- Income</b>	<b>0</b>	<b>0</b>	<b>3,700</b>	<b>-3,700</b>		<b>0.0 %</b>
	<b>Net Expenditure over Income</b>	<b>0</b>	<b>2,000</b>	<b>9,300</b>	<b>7,300</b>		
<b>505</b>	<b>Grass Cutting</b>						
4102	Grass Cutting	0	0	10,000	10,000	10,000	0.0 %
	<b>Grass Cutting :- Expenditure</b>	<b>0</b>	<b>0</b>	<b>10,000</b>	<b>10,000</b>	<b>0</b>	<b>0.0 %</b>
	<b>Net Expenditure over Income</b>	<b>0</b>	<b>0</b>	<b>10,000</b>	<b>10,000</b>		
<b>506</b>	<b>Litter Bins, Seats &amp; Shelters</b>						
4042	Equipment/Vehicle Maintenance	0	0	500	500	500	0.0 %
	<b>Litter Bins, Seats &amp; Shelters :- Expenditure</b>	<b>0</b>	<b>0</b>	<b>500</b>	<b>500</b>	<b>0</b>	<b>0.0 %</b>
	<b>Net Expenditure over Income</b>	<b>0</b>	<b>0</b>	<b>500</b>	<b>500</b>		

Month No : 3

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>509</b> <u>Christmas Lights</u>							
4401 Christmas Illuminations	0	0	13,000	13,000		13,000	0.0 %
4402 Community Christmas Event	0	0	5,000	5,000		5,000	0.0 %
Christmas Lights :- Expenditure	<u>0</u>	<u>0</u>	<u>18,000</u>	<u>18,000</u>	<u>0</u>	<u>18,000</u>	<u>0.0 %</u>
1365 Christmas Lights	0	0	2,000	-2,000			0.0 %
Christmas Lights :- Income	<u>0</u>	<u>0</u>	<u>2,000</u>	<u>-2,000</u>			<u>0.0 %</u>
<b>Net Expenditure over Income</b>	<u>0</u>	<u>0</u>	<u>16,000</u>	<u>16,000</u>			
<b>601</b> <u>Precept and Interest</u>							
1101 Precept	0	269,405	538,809	-269,404			50.0 %
320 Interest Received - All account	41	122	3,500	-3,378			3.5 %
Precept and Interest :- Income	<u>41</u>	<u>269,527</u>	<u>542,309</u>	<u>-272,782</u>			<u>49.7 %</u>
<b>Net Expenditure over Income</b>	<u>-41</u>	<u>-269,527</u>	<u>-542,309</u>	<u>-272,782</u>			
<b>602</b> <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 %
4027 IT Costs incl Support	0	574	0	-574		-574	0.0 %
4033 Annual Report & Newsletter	0	476	3,000	2,524		2,524	15.9 %
4042 Equipment/Vehicle Maintenance	0	170	250	80		80	67.9 %
4200 Mayor's Allowance	413	483	1,950	1,467		1,467	24.8 %
4202 Members' Expenses (Conf etc)	-148	138	500	362		362	27.6 %
4210 Election Costs	0	0	3,000	3,000		3,000	0.0 %
4701 Grants/Donations Paid	150	1,701	3,000	1,299		1,299	56.7 %
4702 Community Events Support	0	1,000	2,000	1,000		1,000	50.0 %
Democratic and Civic Costs :- Expenditure	<u>416</u>	<u>4,616</u>	<u>13,800</u>	<u>9,184</u>	<u>0</u>	<u>9,184</u>	<u>33.4 %</u>
<b>Net Expenditure over Income</b>	<u>416</u>	<u>4,616</u>	<u>13,800</u>	<u>9,184</u>			
<b>700</b> <u>Capital and Projects</u>							
4153 Loan Interest - INTERNAL	0	0	7,903	7,903		7,903	0.0 %
4154 Loan Capital - INTERNAL	0	0	9,102	9,102		9,102	0.0 %
4802 CAP - Cemetery Extension	0	0	295,000	295,000		295,000	0.0 %
4810 CAP - Goal Posts	0	2,180	0	-2,180		-2,180	0.0 %
4815 CAP - Tree Works	0	130	0	-130		-130	0.0 %
4816 CAP - Benchmarking	0	150	0	-150		-150	0.0 %
4915 Transfer to Rolling Capital Fd	0	0	45,304	45,304		45,304	0.0 %
4923 Internal Loan repaid to F'fld	0	0	9,102	9,102		9,102	0.0 %

Month No : 3

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4965 Funded from Rolling Capital	0	-2,330	0	2,330		2,330	0.0 %
4970 Transfer from C R R	0	0	-45,000	-45,000		-45,000	0.0 %
Capital and Projects :- Expenditure	<b>0</b>	<b>130</b>	<b>321,411</b>	<b>321,281</b>	<b>0</b>	<b>321,281</b>	<b>0.0 %</b>
1103 Internal Loan from F'ild EMR	0	0	250,000	-250,000			0.0 %
1153 Loan Interest Rec'd - INTERNAL	0	0	7,903	-7,903			0.0 %
1154 Loan Capital Rec'd - INTERNAL	0	0	9,102	-9,102			0.0 %
Capital and Projects :- Income	<b>0</b>	<b>0</b>	<b>267,005</b>	<b>-267,005</b>			<b>0.0 %</b>
<b>Net Expenditure over Income</b>	<b>0</b>	<b>130</b>	<b>54,406</b>	<b>54,276</b>			

**Sandy Town Council**  
**Report to 30th June 2017**

General Notes

Attached are the summary income & expenditure report for month 3 to 30th June 2017. This report shows a current year surplus of income over expenditure of £143,698 which includes only the first half of the precept (£269,405) which was received on 1st April 2017

The balance sheet shows that total funds available to the council are £790,424

This is made up of the following -

Current Year Surplus	£143,698
General Reserve Brought Forward	£185,664
Rolling Capital Fund	£31,790
Capital Receipts Reserve	£57,712
Fallowfield Reserve	£332,532
Earmarked Community Funds	£7,000
Earmarked Elections	£9,000
Other Earmarked Reserves	£23,028
Total	<u>£790,424</u>

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

Analysis by Cost Centre

**401            Staff**

---

Expenditure is 22% of the annual budget.

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

No concerns

**402            Administration**

---

Expenditure is 27.2% 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 in credit due to refund.

4016 - Expenditure high to bulk purchase of office and public toilet cleaning provisions

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

4026 - Photocopier costs appear high for month 1 due to cancellation charge of former contract. This is refunded by new service provider.

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

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

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

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

**Sandy Town Council**  
**Report to 30th June 2017**

Analysis by Cost Centre [Continued]

**403            Works**

---

Expenditure is 39.3% of the annual budget.

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

4008 - High expenditure due to staff play ground inspection training

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

4017 - Refuse costs high due to time of year. During spring/summer more waste is collected. Additional waste from Pinnacle clearing. Expected to even out in winter months.

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

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

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

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

**405            Footway Lighting**

---

Expenditure is 4.7% of the annual budget.

No concerns.

**406            Cemetery & Churchyard**

---

Expenditure is 29.4% of the annual budget.

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

4012 - Water rate credit due to refund.

No concerns.

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

---

Expenditure is 46.2% of the annual budget

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

4100 - Expenditure is one off annual mobile CCTV cost.

No concerns.

**409            Public Toilets - Car Park**

---

Expenditure is 53.3% of the annual budget.

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

No concerns.

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**500 Play Areas and Open Spaces**

---

Expenditure is 22.8% of the annual budget.

4007 - Expenditure on annual ROSPA inspections

4012 - Water rate credit due to refund.

No concerns.

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**501 Sunderland Road Rec.**

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Expenditure is 24.4% of the annual budget.

4012 - Water rate credit due to refund.

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

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

No concerns.

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**502 Nature Reserves**

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Expenditure is 15.4% of the annual budget.

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

No concerns.

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**505 Grass Cutting**

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No spend to date.

Invoice from CBC due in March 2018.

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**506 Litter Bins, Seats & Shelters**

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No spend to date.

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**509 Christmas Lights**

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No spend to date.

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**601 Precept and Interest**

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

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**602 Democratic & Civic Costs**

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Expenditure is 33.4% of the annual budget.

4007 - Purchase of defibrillator pads - move to misc. establishment costs.

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

4701 - 56.7% of the Councils grant budget has already been award due to high number of applications in April.

No further concerns.

At: 15:23

Current Bank A/c

List of Payments made between 01/05/2017 and 31/05/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/05/2017	Aviva	Std Ord	1,760.47		Annual Insurance Premium
02/05/2017	UK Fuels Limited DDR	DDR	195.81		1938/Fuel Cards
02/05/2017	Gazprom Energy	DDR2	94.80		1967/Gas 28.02.17-31.03.17
09/05/2017	BNP PARibas	Std Ord	526.80		Photocopier Rental
09/05/2017	Central Bedfordshire Council R	DDR3	3,145.00		1930/Office Rates 2017-18
09/05/2017	Central Bedfordshire Council R	DDR4	1,192.47		1933/Cemetery Rates 2017-18
09/05/2017	Central Bedfordshire Council R	DDR5	862.20		1934/Store Rates 2017-18
09/05/2017	Central Bedfordshire Council R	DDR6	6,640.00		1931/Car Park Rates 2017/18
09/05/2017	Central Bedfordshire Council R	DDR7	967.23		1932/Toilet Rates 2017-18
09/05/2017	Central Bedfordshire Council R	DDR8	95.00		1929/ Market Rates 2017-18
12/05/2017	Workflow Imaging Systems Ltd	DDR9	198.00		1987/Copy Usage to 18.04.17
16/05/2017	Bedford Borough Council	DDR10	19,454.71		2075/Wages/Pension
18/05/2017	Southern Electric DDR	DDR11	1,477.98		Purchase Ledger Payment
19/05/2017	Chess Ltd	DDR12	300.00		Purchase Ledger Payment
22/05/2017	UK Fuels Limited DDR	DDR13	78.44		1963/Fuel Cards
22/05/2017	Southern Electric DDR	DDR14	14.72		2012/Elec 02.04.17-01.05.17
23/05/2017	Gazprom Energy	DDR15	78.50		2002/Gas 31.03.17-30.04.17
23/05/2017	Gazprom Energy	DDR15	0.07		Purchase Ledger Payment
24/05/2017	1st Choice Staff Recruitment L	30953	1,513.94		1965/R. Hooper Hrs w/e 15.04
24/05/2017	Anglian Water Business Ltd. (N	30954	237.96		1990/Water 11.01.17-30.04.17
24/05/2017	Anglian Water Business Ltd. (N	30955	31.63		1993/Water 17.01.17-14.05.17
24/05/2017	Anglian Water Business Ltd. (N	30956	72.59		1989/Water 12.01.17-07.05.17
24/05/2017	Axiom B2	30957	36.00		Purchase Ledger Payment
24/05/2017	Bakker & Wilson Plumbing & Hea	30958	72.00		1991/Annual Boiler Service
24/05/2017	Bedford Borough Council	30959	72.00		1992/Recycling 06.03-04.06.17
24/05/2017	Central Bedfordshire Council	30960	3,293.11		1995/Ops Inspection Training
24/05/2017	Chess Ltd	30961	360.00		1960/Office 365 Monthly
24/05/2017	Colin Ross Workwear & Safety	30962	702.71		1997/Clothing, Boots, Wellies
24/05/2017	The Community Heartbeat Trust	30963	30.00		1961/Triangle Wall Sign
24/05/2017	DCK Accounting Solutions Ltd	30964	1,635.00		1962/Year End Accounts
24/05/2017	Fire Safety Services (UK) Ltd	30965	80.76		2020/Alarms Maintenance
24/05/2017	Froods Autoservices	30966	357.90		2001/AK12 WLJ Service
24/05/2017	Bedfordshire Geology Group	30967	200.00		1957/Beds Geology Grant
24/05/2017	Groundcare Machinery Services	30968	449.74		1968/Allett Mower Service
24/05/2017	Hertfordshire County Council	30969	156.87		1969/Janitorial Supplies
24/05/2017	Mr A M Hill	30970	63.20		1971/M. Hill Travel
24/05/2017	Hire or Buy Group Ltd	30971	79.80		1972/Oil and Grease
24/05/2017	Howardson Ltd	30972	396.00		2003/Triangular Tine
24/05/2017	Martin Howlett Trading Company	30973	47.40		1974/Refuse Sacks and Paper
24/05/2017	Majestic Crystal Ltd	30974	110.94		1973/Twinning Glass Bowl
24/05/2017	NALC	30975	90.00		1975/M. Hill NALC Conference
24/05/2017	FD Odell & Sons Ltd	30976	854.70		1976/Refuse Disposal
24/05/2017	Colin Osborne	30977	147.70		2005/C. Osborne Travel
24/05/2017	People & Places Insight Ltd	30978	180.00		1977/Benchmarking Presentation
24/05/2017	Playsafety Limited	30979	478.80		2006/Play Inspections
24/05/2017	Michael Reynold	30980	23.94		Purchase Ledger Payment
24/05/2017	Rosetta Publishing	30981	571.20		1978/Bulletin May17

At : 15:23

## Current Bank A/c

## List of Payments made between 01/05/2017 and 31/05/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
24/05/2017	Seddington Garden Nursery	30982	390.00		2007/Grass Seed, Compost
24/05/2017	Agrovista UK Ltd	30983	1,250.68		2016/Grounds Maint Supplies
24/05/2017	The Soccer Store	30984	2,616.00		2011/Easylift Goalposts
24/05/2017	ABF The Soldiers Charity	30985	50.00		2021/ABF Charity Night
24/05/2017	Steve Dear Tree Services Ltd	30986	156.00		2013/Tree Works
24/05/2017	Travis Perkins Trading Co Ltd	30987	165.85		1984/Fencing & Postcrete
24/05/2017	TTM Consultancy Ltd	30988	157.20		1985/Repairs to Barrier
24/05/2017	UK Amenity Ltd	30989	612.00		2014/Amenity Spraying Fields
24/05/2017	Walkers are Welcome Towns	30990	80.00		1986/Walkers are Welcome Subs
24/05/2017	1st Response Fire Protection	111257	173.78		1956/Power for Defib
30/05/2017	Michael Reynold	111261	23.94		Purchase Ledger Payment
30/05/2017	UK Fuels Limited DDR	DDR16	44.70		1998/Fuel Cards
31/05/2017	Chess Ltd	DDR17	201.07		1959/Telephony Charges Apr17

**Total Payments**      55,349.31



15:02

## Current Bank A/c

## List of Payments made between 01/06/2017 and 30/06/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/06/2017	Selectric DDR Reversal	DDRREV	-1,760.52		Selectric DDR Reversal
01/06/2017	Aviva	Std Ord	1,760.52		Annual Insurance Premium
01/06/2017	Southern Electric DDR	DDR	2.39		2041/Elec 04.04.17-02.05.17
02/06/2017	Chess Ltd	DDR2	27.00		1996/Telephony Support May
05/06/2017	Chess Ltd	DDR3	112.80		2025/Software Licences Monthly
06/06/2017	Rialtas Business Solutions Ltd	111262	756.00		2073/Accounts Software Support
09/06/2017	Central Bedfordshire Council R	DDR4	95.00		1929/ Market Rates 2017-18
09/06/2017	Inview Visual Communications L	111263	2,935.20		2072/Supply & Fit Scoreboard
12/06/2017	UK Fuels Limited DDR	DDR5	60.56		2029/Fuel Cards
12/06/2017	Southern Electric DDR	DDR6	536.73		Purchase Ledger Payment
16/06/2017	Bedford Borough Council	DDR7	19,429.34		2051/ERs Pension
19/06/2017	Southern Electric DDR	DDR8	14.61		2067/Elec 02.05.17-01.06.17
21/06/2017	1st Choice Staff Recruitment L	30991	961.50		2022/R. Hooper Hrs to 20.05.17
21/06/2017	Anglian Water Business Ltd. (N	30992	467.64		2023/Water 12.01.17-14.05.17
21/06/2017	Sandy Town Bowling Club	30993	24.61		2039/Fuel for Machines
21/06/2017	Ben Burgess & Co Ltd	30994	96.84		2024/Replace Roller Bearings
21/06/2017	Central Bedfordshire Council	30995	1,509.76		2052/Pavilion Management Fee
21/06/2017	Colin Ross Workwear & Safety	30996	201.35		2027/Navy Caps
21/06/2017	DCK Accounting Solutions Ltd	30997	505.20		2028/Contract Accounting
21/06/2017	Gilks Fencing Ltd	30998	22.97		2030/Round Top Pales
21/06/2017	Haines Watts Ltd	30999	450.00		2031/Internal Audit 2016-17
21/06/2017	Hertfordshire County Council	31000	374.17		2032/Coolpix Camera
21/06/2017	Martin Howlett Trading Company	31001	16.00		2059/White Paper Towel
21/06/2017	Arthur Ibbett Ltd	31002	2.40		2060/Helicoil Insert
21/06/2017	Magpas	31003	150.00		2071/Magpas Air Ambulance
21/06/2017	The Mayor's Charity Fund	31004	20.00		2068/St Neots Armed Forces Day
21/06/2017	Tim Miles	31005	440.00		2033/Grave Digging 28/4 & 26/5
21/06/2017	Millenium Security Services	31006	870.00		2035/Keyholder to Apr 18
21/06/2017	FD Odell & Sons Ltd	31007	479.70		2036/Skip Hire May
21/06/2017	Colin Osborne	31008	234.21		2062/C. Osborne Travel
21/06/2017	Plantscape	31009	2,574.00		2037/Planting Summer 17
21/06/2017	Michael Reynold	31010	24.18		2064/Fuel for Machinery
21/06/2017	SCH (Supplies) Ltd	31011	906.00		2040/Water Bowser 600ltr
21/06/2017	Sandy Football Club	31012	44.94		2038/Elec 08.03.17-13.06.17
21/06/2017	Sandy Horticultural Society	31013	25.00		2065/Refunded Deposit Inv4138
21/06/2017	J Tribe	31014	45.00		2047/Plaque for Weatherspoons
21/06/2017	HSBC Invoice Finance (UK) Ltd	31015	968.98		2066/Thatch Eater, Tea Kit
21/06/2017	Travis Perkins Trading Co Ltd	31016	103.60		2048/Loam Bulk Bag
21/06/2017	Verto (UK) Ltd	31017	900.00		2069/Website Main to 26.12.17
21/06/2017	WPS Insurance Brokers	31018	1,762.20		2070/Fleet Insurance Renewal
22/06/2017	M. Reynolds Replace Chq 031010	111264	24.18		M. Reynolds Replace Chq 031010
22/06/2017	Sandy Hort Replace chq 031013	111265	25.00		Sandy Hort Replace chq 031013
23/06/2017	Chess Ltd	DDR10	247.20		Purchase Ledger Payment
23/06/2017	Gazprom Energy	DDR9	103.29		2002/Gas 31.03.17-30.04.17
26/06/2017	UK Fuels Limited DDR	DDR11	153.98		2057/Fuel Cards
30/06/2017	Southern Electric DDR	DDR	1,760.52		Purchase Ledger Payment
30/06/2017	Chess Ltd	DDR12	27.00		2054/Telephony Support Jun

At: 15:02

## Current Bank A/c

## List of Payments made between 01/06/2017 and 30/06/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/06/2017	Chess Ltd	DDR13	210.78		2026/Phone/Broadband May
30/06/2017	Verto (UK) Ltd	111266	118.80		2078/Website Renewal
30/06/2017	Cash	111267	194.45		2080/Petty Cash June 17
<b>Total Payments</b>			<b>41,015.08</b>		

## AGENDA NUMBER 6

Policy Finance and Resources Committee - Action list

Subject	Action to be taken		Response/ Status
	Minute	Action	
<b>Meeting 18/4/16</b>			
Cemetery Extension	(86-15/16)	Company C is the preferred Archaeological Contract tender and that the tender bid be accepted	New temporary storage to begin on 1/8/17. Outdoor team clearing site in preparation for demolition.  Cemetery working group reviewing and amending plans for depot building.
<b>Meeting 22/8/16</b>			
Jenkins Contract	(42-16/17)	Working group to review initial contract and suggest changes/areas in need of attention.	Contract agreed by Full Council. Awaiting CBC/SLL feedback and signing date. Meeting with CBC Contracts manager on 1/8/17.
<b>Meeting 13.2.17</b>			
Memorial Policy	(105-16/17)	Clerk to amend proposed policy and bring back to committee for further review	New draft to go to Cemetery working group for advice prior to coming to next meeting of PFR

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

<b><u>Name of the Organisation/Group</u></b>	
SANDY TWINNING ASSOCIATION	
Are you affiliated to a national organisation? If so, which one?	No. International Government Bureau axed by the Coalition. The ever-decreasing numbers of Twinning Associations all run independently.
Local venue/meeting place	Conservative club
Are you a registered charity? If so, give your charity number?	No
What are the aims and activities of the organisation?	<p>To promote and foster friendship and understanding between the people of Sandy and district and those of MALAUNAY in France and SKARSZEWY IN Poland.</p> <p>To encourage visits by individuals and groups to and from linked towns , particularly by children and young people, and the development of personal contacts, and by so doing to broaden the mutual understanding of the cultural, recreational, educational and commercial activities of the linked towns.</p> <p>To organise fund-raising activities to foster the aims of the Association.</p>
How many members do you have?	Volunteers/Leaders
Members:	<p>A management committee of 8</p> <p>Junior 30*</p> <p>* Stratton US students are members when taking part in summer schools and many other young people have taken part in activities over the years</p>

	<p>Senior 70</p> <p>Plus many others who come and go. There are more than 400 on the database.</p>
<p>What is your annual subscription?</p>	<p>Nil. We aim to raise funds for specific purposes as and when required. There is a social programme of events. Members fund their own visits abroad as well as the hospitality for visiting guests and dignitaries.</p>

**Project Information**

<p>What would the grant be used for?</p>	<p>The grant will again have a single focus this year.** The grant will be used, as in the past eight years, for expenses incurred in respect of the official visit to Sandy by a small, civic delegation from Skarszewy over the long weekend November 10-13<sup>th</sup>. An invitation from the Mayor of Sandy to his Polish counterpart was accepted back in 2008 to take part, with French representatives from Malaunay, in the Remembrance Day activities. A delegation of 3-6 persons is expected and we organise a Polish wreath to be laid at the war memorial. We are led to believe that the mayor of Skarszewy, Mr Jeczek Pauli, intends to accompany the delegation again as he did last year. Other expenses are expected in connection with the church service (reprographics etc.), a second wreath-laying ceremony at the international Polish war graves in St Neots cemetery, and with the programme of events anticipated for that weekend.</p>
<p>In what manner will the residents of Sandy benefit?</p>	<p>Remembrance day is an important event in the Sandy calendar and the presence of Polish representatives in the formal proceedings is a poignant reminder of the vital role played by Polish allies in the last war, particularly in this area of the country. Polish residents are visible supportive of the events in both sandy and St Neots.</p>

<p>Approximately how many Sandy residents will benefit from this grant?</p>	<p>Difficult to calculate. None directly but the visit always generates a considerable amount of goodwill and interest. For the past three years the Sandy service has been followed by a second Remembrance Day event at the town cemetery in St Neots This is organised by the mayor of St. Neots and takes place at the Polish National War graves area. This is an official war graves site and contains around 50 tombstones. Reports and pictures of the Remembrance day ceremonies in both Sandy and St Neots have featured on the front page of the national Polish newspaper for Polish residents living in England. It has an amazingly large circulation. We expect over 50 residents will take part in the visit in some way or another, either as hosts/guides etc.</p>
<p>Estimated total cost of project</p>	<p>Difficult to estimate as we tend not to know who is coming until the last minute. The members of the Twinning Association have tended to provide provide accommodation for guests and organise travelling arrangements. Based on the experience of the last few years the cost to the Association is in the region of £600, not counting the goodwill aspect and not including any hotel accommodation . **</p>
<p>Please state clearly how much you are applying for from Sandy Town Council.</p>	<p>£250 See explanation and discussion paper below. **</p>
<p>What amount is being met from your own funds?</p>	<p>Costs of travel/ cultural visits and accommodation for guests.</p>

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

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

\*\* The Sandy- Skarszewy link has gone through a number of phases during the past 22 years largely reflecting the changes of political regime. We have worked with 5 different mayors all with very different agendas.

The current mayor is clearly supportive of international links but does see them as a means to an end. He is much more entrepreneurial than his predecessors and is prepared to spend largesse in promoting his town as a commercial and tourist centre. He would also like more links at council level and this is something this Council needs to discuss. It would appear that the civic invitation to attend their annual Sobotki is now an annual one. Sandy Council members who have attended over the past three years have been accommodated in relative luxury and hosted regally over a three-day visit. Our invitation in November has not been on quite the same scale but do we want to try and reciprocate and/or extend the invitations currently on offer? The only other annual feature of the Sandy-Skarszewy link is the hugely successful English summer school, now into its 21<sup>st</sup> year. Other activities such as the Kings Arms AC exchange happen periodically. If the Sandy Council does wish to increase its level of involvement with the town council in Skarszewy, this will need to be handled very sensitively and could involve significant financial commitments if we try to provide accommodation at a similar level here to what happens in Poland. No formal request has been received from Skarszewy, but in the light of developments over the past couple of years it would be helpful to have a consensus from the Council on the following:

- Would Council members favour closer ties with their counterparts in Skarszewy?
- Should we try to provide hotel accommodation here for formal visits such as over Remembrance weekend? This could easily be as much as £800 for B and B and a delegation of 4.
- How might we increase the scope of the link from a Council perspective given that commerce and tourism are their main priorities.

In considering our options we need to remember that local government in Poland is organised very differently from what it is here and reflects what is the normal set-up on the continent. The Skarszewy council has infinitely greater responsibilities than we do and has a huge budget as compared to what we are managing. They manage primary education, local business and planning and have their own police and fire services. The Skarszewy Town Council employs around 140 people as opposed to our 9!! The concept of volunteering for public office is unknown in Poland!

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

**Application form submitted by:**

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

**amaxhill@btinternet.com**



<b>Payment Details</b>	
Account Title	SANDY TWINNING ASSOCIATION
Account Number **	
Bank/Building Society Name and Address **	
<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:	Mr Stephen Higgins
Position in organisation	Treasurer
Address	14 Filland Court Sandy SG19 1HW
Telephone Number	01767 223104
E-mail address	stephenhiggins@ntlworld.com

**Declaration**

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

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

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

**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

# Sandy Twinning Association

Accounts for period 1st January 2016 to 31st December 2016

## Income & Expenditure

Balance at 31st December 2015 £ 1,472.49

### INCOME

Deposit Account Interest	£	0.12
Sandy Town Council Grant	£	250.00
BBQ Proceeds	£	48.00
Poland summer school deposits	£	138.00
Quiz Night Tickets & Raffle	£	153.00

**Total Income** £ 589.12

### EXPENDITURE

Insurance Premium	£	211.63
Welcome Snacks & Drinks - Jackie	£	61.75
French Visit net expenses - Martin	£	366.10
Moggerhanger Village Hall - French Visit	£	60.00
Polish Visit Expenses - Max	£	419.20
Quiz Night Prizes	£	24.93
Quiz Night Room Rent	£	60.00

**Total Expenditure** £ 1,203.61

**INCOME OVER EXPENDITURE** -£ 614.49

**TOTAL CARRIED FORWARD** £ 858.00

### Represented by:

Cash in hand	£	246.53
Balance at Lloyds Bank Current Account	£	283.75
Balance at Lloyds Bank Deposit Account	£	<u>327.72</u>
	£	<u>858.00</u>

Prepared by Stephen Higgins 10th January 2017

**To the Executive Committee – Sandy Twinning Association**

**Auditors Report on accounts to 31<sup>st</sup> December 2016**

I have examined the cash, bank and other relevant records of the above organisation and confirm that they are correct and that the Income and Expenditure Statement prepared is a true and fair record of its affairs as at 31<sup>st</sup> December 2016.

A handwritten signature in black ink, appearing to be 'D.J. Rowntree', written over a horizontal line.

Signed: D.J. Rowntree (ACMA, CGMA) – Honorary Auditor

Dated: 26th June 2017

**AGENDA ITEM 8**

**SANDY TOWN COUNCIL**

**COMMITTEE:** Policy, Finance and Resources

**DATE:** 31 July 2017

**AUTHOR:** Town Clerk

**SUBJECT:** Firework Event 2017

**1. Summary**

- 1.1 The Scouts have approached the Council with a request for assistance in funding the 2017 Fireworks event. The Scouts are asking that the Council consider repeating the same arrangement as in 2016.
- 1.2 In July 2016, the Council agreed to a recommendation by the Policy, Finance and Resources Committee that the Town Council would support the Scouts by funding the firework event up to the cost of £4,000 and that this money is reimbursed from ticket sales, with all event profit above and beyond going to the Scouts.
- 1.3 The financial risk the event poses to the Scouts in the event it had to be cancelled makes it unpractical for them to run the event if they are unable to get financial support.
- 1.4 Council appointed Cllr T Cole as a representative to sit on the fireworks organising body last year.

**2. Information**

- 2.1 The request to the Council has come later than in previous years as the Scouts were unsure whether they were going to be able to run the event and over concerns about the state of the site following an unauthorised encampment.
- 2.2 The event is organised by a few dedicated volunteers who have run the event since its incorporation, rather than an established organising body.
- 2.3 In 2016 the actual amount paid out by the Council was £3,224 to cover the purchase of the fireworks. This was refunded to the Council in full.

- 2.4 The Scouts made a profit from the 2016 event which was used to pay for re-wiring works to the Scout Hut. The Scouts carry out a range of fundraising throughout the year to support the costs of new equipment, trips and maintaining/improving the Scout Hut.
- 2.5 The fireworks event requires a high output in costs and volunteers for a comparatively low return compared to other fundraising events. However, it is an important event in the Sandy calendar and does allow the Scouts to raise money to keep the group running. The Scouts of course help support a variety of other events throughout the year, including the Christmas Light Switch On and beacon lightings.
- 2.6 If granted the request would remove the financial risk for the Scouts, who otherwise do not believe they will be able to run the event.
- 2.7 It is anticipated that the cost of the Council's funding would be recuperated from pre-event ticket sales. No refunds are offered should the event be cancelled due to weather.
- 2.8 The approximate cost of running the event is summarised below:

Fireworks	£3,177
Marketing/Advertising	£161
St Johns	£161
Light Towers	£140
Sundries	£110

**AGENDA ITEM 9**

**SANDY TOWN COUNCIL**

**COMMITTEE:** Policy, Finance and Resources

**DATE:** 31 July 2017

**AUTHOR:** Town Clerk

**SUBJECT:** Street Light Repairs

**1. Summary**

- 1.1 Following recent street light inspections by the Council's contracted engineer two street lights have been reported damaged and are in need of replacement. The damage appears to have been caused by a collision, however there is no evidence of when this occurred and nothing has been reported to the Council.
- 1.2 The Council increased its streetlight maintenance budget for the current financial year to cover the potential replacement of damaged columns. At a meeting of the Policy, Finance and Resources committee held on 8 May 2017 Members agreed to street light works costing £1,850.

**2. Information**

- 2.1 The quotation for the repair of each of the street lights is attached to this report. Images of the damaged columns are included with the quotes for Members reference.
- 2.2 The 2017/18 Street Light maintenance budget is £4,000.
- 2.2 £1,600 of the budget is committed to the annual cost of routine maintenance. £1,850 of the budget has been committed to works previously agreed for which the council is awaiting invoice. £550 remains available in the 2017/18 budget.
- 2.4 The total cost of repairing both street lights damaged is £3,400

**3. Recommendation**

- 3.1 It is recommended that the Committee approve the required repair works to both street lights and that the funds be taken from the streetlight maintenance budget with the remaining balance of £2,850 to come from the Rolling Capital Fund.
- 3.2 It is recommended that the Council consider increasing the annual maintenance budget during 2018/19 budget deliberations.

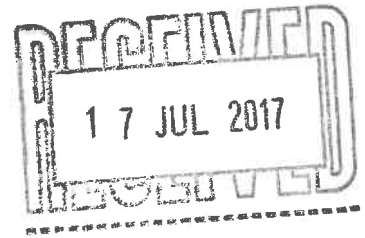
# TERRY C. SEYMOUR

## ELECTRICAL INSTALLATIONS

20 Chaffinch Green, Lower Stondon, Henlow, Beds SG16 6FT

TEL: 01462 236559 MOBILE: 07860327437

EMAIL: tcselectricals@hotmail.co.uk



**Domestic  
Industrial  
Commercial Electrician**

Sandy Town Council

EST TCS/JS237

13/07/17

To Val,

Following on from our recent works to column S2 in New Road where we had to get UK Power Networks on site to disconnect the column which was dangerous and sparking after some vehicle collision damage ( see photo's) We estimate that to supply a new 5mtr galvanised tubular steel column complete with a new 32watt Urbis LED lantern, column wiring with isolation equipment, coupled with the necessary excavation/reinstatement works including UK Power Networks column connection charges, the total unit cost will be

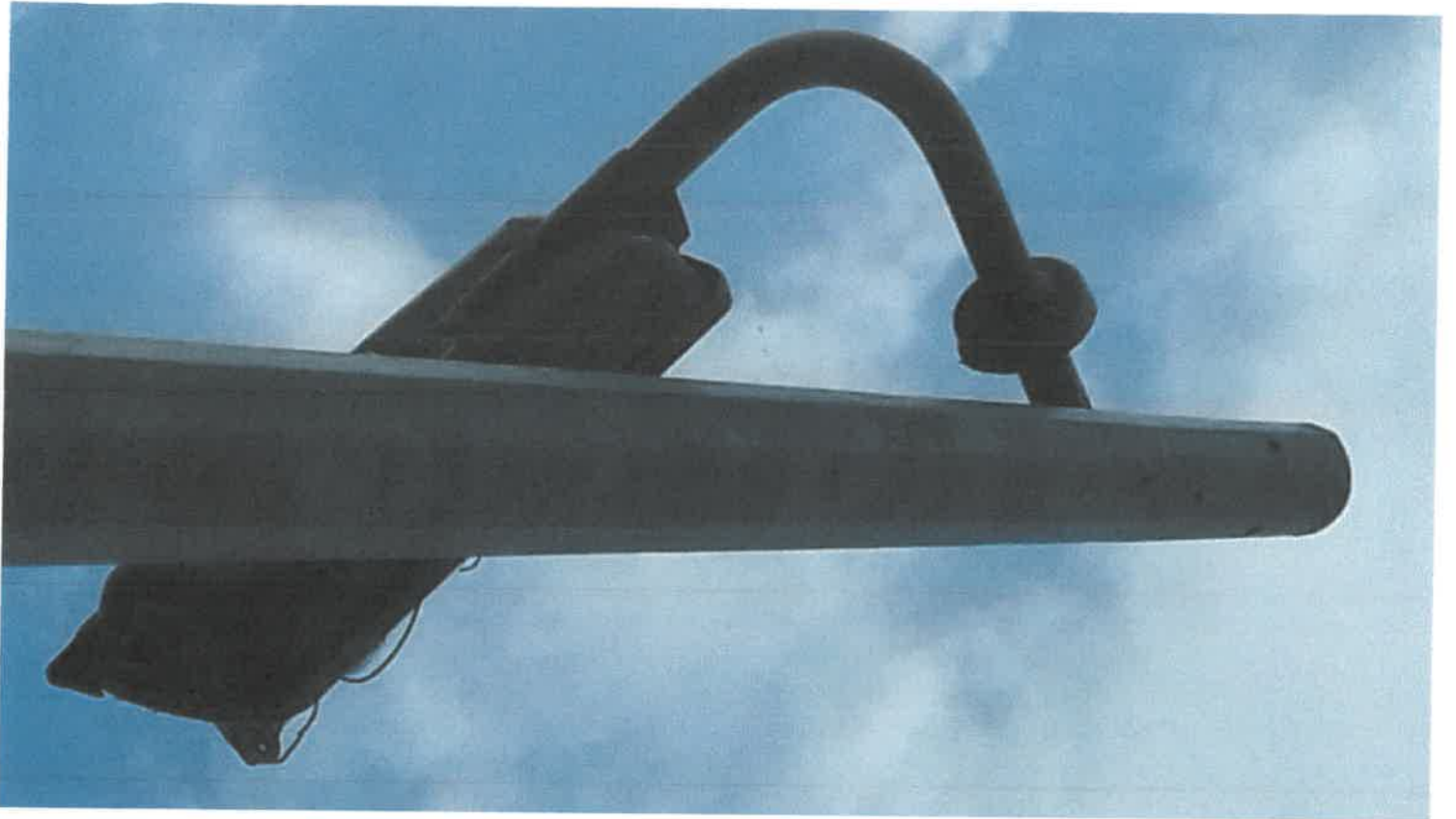
£1700.00 + VAT, leaving the light in full working order.

I look forward to hearing from you.

Regards

Terry Seymour





Coumn  
52  
New Rd.





CORVON 52  
NEW RD.



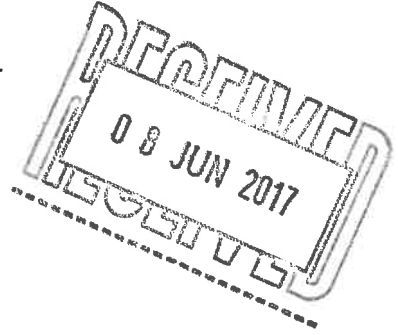
# TERRY C. SEYMOUR

## ELECTRICAL INSTALLATIONS

20 Chaffinch Green, Lower Stondon, Henlow, Beds SG16 6FT

TEL: 01462 236559 MOBILE: 07860327437

EMAIL: tcselectricals@hotmail.co.uk



**Domestic  
Industrial  
Commercial Electrician**

Sandy Town Council.

Ref Damaged column S7 Mill Lane Sandy.

EST TCS/JS226

02/06/17

Carol, during our recent inspection of the street lighting in Beeston and Sandy it was noted that column S7 in Mill Lane has suffered vehicle damage (see photo) causing the column to buckle out of shape so that the door does not sit on the column correctly leaving a hole for small fingers.

This column should therefore be replaced. The cost of disconnecting and removing the existing column and then to supply, wire and fit a new 5mtr tubular galvanised steel column complete with all the necessary internal switching and fusing device's and a new 15watt LED lantern would be £1700.00 + VAT. Leaving the column in full working order.

I look forward to hearing from you.

Regards

Terry Seymour



DAMAGED COLUMN  
S7 MILL LANE  
SANDY.



COLUMBIA ST BENT TOWARDS THE ROAD.

**AGENDA ITEM 10**

**SANDY TOWN COUNCIL**

**COMMITTEE:** Policy, Finance and Resources

**DATE:** 31 July 2017

**AUTHOR:** Town Clerk

**SUBJECT:** Tree Works

**1. Summary**

- 1.1 In January 2017 the Council's appointed tree contractor carried out a survey of Town Council owned trees in Bedford Road recreation ground, The Church Yard, the Cemetery and Beeston Green. At a meeting of Full Council on 13th February 2017 it was agreed to immediately carry out tree works with a priority level 1,2 or 3. This work has been completed.
- 1.2 At a meeting of the Community Services and Environment Committee held on 24 April 2017 it was agreed that lower priority work to the trees in Bedford Road recreation ground, which was identified by the tree survey, be scheduled to commence in Autumn 2017. It was agreed that costs for this work be established.
- 1.3 The following report provides a quoted cost by the Council's tree contractor for required work to each tree in Bedford Road Recreation Ground for Members' consideration.
- 1.4 The report provides quoted costs for work to each tree on Beeston Green for Members' consideration.

**2. Information**

- 2.1 High priority tree work was carried out in the 2016/17 financial year at a cost of £2,055.
- 2.2 The Council increased its horticulture budget (403 – 4039) by £1,500 for the current financial year to cover the expected cost of some tree works. At this point the Council had not received the report and quote for required tree work.
- 2.3 The horticultural budget for the current financial year is £6,500. £5,000 of this budget is for the provision of flowers and hanging baskets. This includes purchases of topsoil, seed, bedding and flowers.
- 2.4 Work to one high priority tree in St Swithuns Church yard was carried out in the current financial year at a cost of £130.

- 2.5 £1,370 is available within the horticultural budget for tree work. The total cost of work required in Bedford Road recreation ground is £2,600.
- 2.6 The Council has received complaints about the cherry trees in St Swithuns Church yard which reach over the pavement. There is concern about the number of cherries which fall on to the pavement and cause a hazard to pedestrians. Some minimal work has been carried out by the maintenance team, however any further works would need to be completed by the tree contractor.

### 3. Recommendation

- 3.1 That the tree contractor carryout required work to Bedford Road recreation ground trees within the current financial year and that funds for the work are taken from the horticultural budget with the remaining balance of £1,230 coming from the Council's Rolling Capital Fund.
- 3.2 That work to cut back the cherry tree in St Swithun's church yard which overhangs the footpath is costed and carried out this financial year. That the costs of the work are taken from 406 4039, the 'Cemetery and Church Yard Horticulture' Budget.
- 3.3 That the Council consider that work required to Beeston Village Green trees is funded out of the Rolling Capital Fund or is budgeted for in the next financial year when the 2018/19 budget is reviewed.

### 4. Bedford Road Recreation Ground

*\*Cost includes removing all arisings from site*

*\*\*Prices are exclusive of VAT*

#### Priority Works (Close to residences)

Tree	Type	Work Required	£
526	Hornbeam	Ganoderma at base and at 2.5M – As per RGS Decay detection survey & inspection report dated 7 <sup>th</sup> March 2017 Page 5 - No. 4 no works recommended at this time although recommend reinspection & testing in 3 years	N/A
527	Sycamore	Reduce lateral spread over road and play area by 2M	520.00
528	Ash	N/A	N/A
529	Sycamore	Remove deadwood	65.00
530	Lime	Remove dead and hanging branches	65.00
531	Sycamore	Bark damage at base – No work recommended at this time	N/A
532	Lime	Remove minor deadwood	65.00
533	Sycamore	Remove minor deadwood	65.00
534	Lime	Remove minor deadwood	65.00
535	Sycamore	Remove minor deadwood	65.00
536	Lime	Remove minor deadwood	65.00
537	Sycamore	Remove minor deadwood	65.00

## APPENDIX IX

538	Lime	Remove dead and hanging branches	130.00
539	Sycamore	Remove dead limbs in crown, reduce overhang to properties by 3M	390.00
540	Lime	Remove minor deadwood	65.00
541	Sycamore	Remove deadwood and prune to reduce overhang by 3M	390.00
542	Lime	Large diameter deadwood in crown	65.00
543	Sycamore	Remove minor deadwood	65.00
544	Lime	Remove major deadwood	65.00
545	Sycamore	Remove deadwood and branch stubs	65.00
546	Maple	Remove deadwood in crown	65.00
547	Maple	Remove deadwood in crown	65.00
548	Maple	N/A	N/A
549	Maple	Remove minor deadwood	65.00
550	Maple	Remove minor deadwood	65.00
551	Oak	Remove minor deadwood	65.00
<b>TOTAL</b>			<b>£2,600</b>

### 5. Beeston Village Green

5.1 It is anticipated additional trees will be added to the list of works as trees on the verging at the entrance to Beeston have not been included in the below survey. A map of Beeston Green trees is attached to this report.

Tree	Type	Work Required	£
465	Oak	Co-dominate leader with weak fork	N/A
466	Oak	Low limbs, bark damage at base	N/A
467	Red Oak	Main branch union at 2M, wide open form, low limbs, deadwood	98.00
468	Lime	N/A	N/A
469	Field Maple	Minor deadwood	15.00
470	Beech	Included main branch union, deadwood in crown, low limbs over road	65.00
471	Beech	Minor deadwood, low limbs over road	33.00
472	Maple	Unbalanced crown with decay on northern side, reduce crown by 3M	390.00
473	Field Maple	Low limbs over road	33.00
474	Maple	Deadwood in crown, low limbs over road	65.00
475	Lime	Dead and hanging limbs in crown, low limbs, crown clean	260.00
476	Horse Chestnut	Reduce over extended heavy laterals by 3M	260.00
477	Maple	Remove deadwood and shorten laterals over road by 1M	130.00
479	Oak	Minor deadwood/low branches	33.00
480	Maple	Remove deadwood and raise to 3.5M	65.00

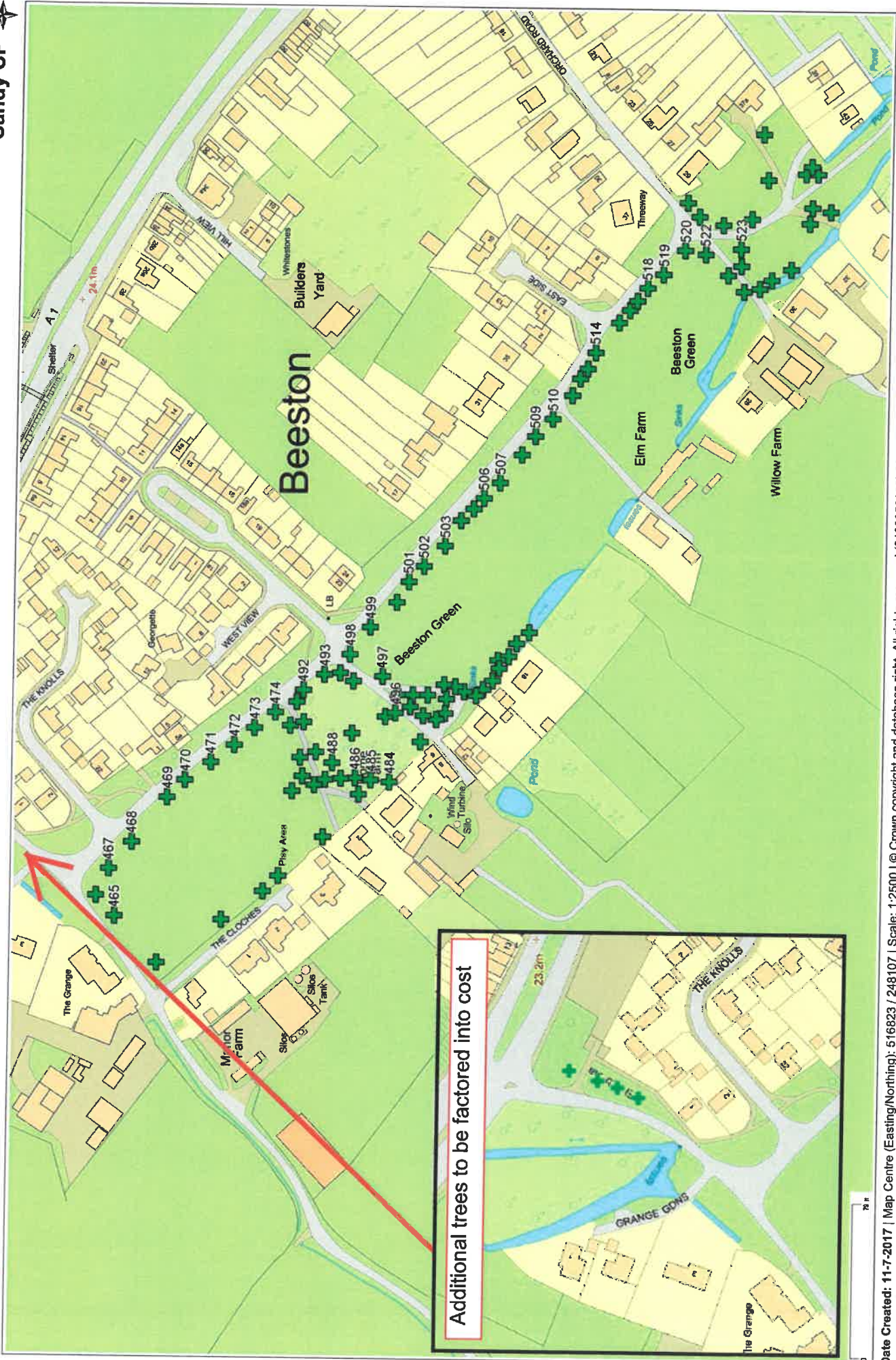


**APPENDIX IX**

481	Horse Chestnut	Minor deadwood and crossing branches	130.00
482	Hawthorn	Remove suckers and sever Ivy	15.00
483	Silver Birch	Low branches	15.00
484	Silver Birch	Low branches	15.00
485	Silver Birch	Low branches	15.00
486	Oak	N/A	N/A
487	Oak	Raise crown to 3.5M	33.00
488	Lime	Dense crown with deadwood	260.00
489	Oak	Unbalanced crown, minor deadwood, low limbs	33.00
490	Oak	Minor deadwood	20.00
491	Lime	Dead hanging branches, dense crown, crown clean	260.00
492	Sycamore	Deadwood in crown	65.00
493	Ash	Thin crown, lift to 5M over road, deadwood	130.00
494	Sycamore	Remove deadwood	65.00
495	Lime	Crown clean to remove epicormic growth and deadwood	390.00
496	Sorbus	Dense crown with deadwood	33.00
497	Beech	Prolific sucker growth within crown, crown clean and selectively reduce lower laterals by 1.5/2M	260.00
498	Beech	Raise crown to 5M over road	65.00
499	Beech	Multi stemmed from 1M, raise crown over road	33.00
500	Silver Maple	Raise crown to 5M over road and remove hanging limb	33.00
501	Sycamore	Minor deadwood , low limb over road	33.00
502	Maple	Minor deadwood, low limbs over road	33.00
503	Sycamore	Deadwood in crown, reduce weight on limb over road by 2M	65.00
504	Hawthorn	Selectively prune to clear road	65.00
506	Hawthorn	N/A	N/A
507	Maple	Minor deadwood, low limb over road	65.00
508	Maple	Lightly prune to clear road	33.00
509	Maple	Lightly prune to clear road	33.00
510	Maple	Remove deadwood and reduce lateral spread by 2M	195.00
511	Oak	N/A	N/A
512	Maple	In decline, remove deadwood and prune to re-form crown	260.00
513	Beech	Remove deadwood and raise to 5M over road	65.00
514	Maple	N/A	N/A
515	Ash	Raise to 5M, thin by 25%, deadwood and reduce low lateral by 2M	195.00
516	Maple	Remove deadwood	65.00
517	Sycamore	Minor deadwood, low limbs over road	33.00
518	Ash	Remove deadwood and reduce lateral spread by 2/3M	260.00

**APPENDIX IX**

519	Maple	Raise to 5M over road	33.00
520	Lime	Thin and deadwood	195.00
521	Lime	Thin and deadwood	195.00
522	Hawthorn	N/A	N/A
523	Field Maple	N/A	N/A
524	Beech	Minor deadwood	65.00
525	Beech	Minor deadwood	65.00
<b>TOTAL</b>			<b>£5,270</b>



Additional trees to be factored into cost

**AGENDA ITEM 11**

**SANDY TOWN COUNCIL**

**COMMITTEE:** Policy, Finance and Resources

**DATE:** 31 July 2017

**AUTHOR:** Town Clerk

**SUBJECT:** Insurance Renewal

**1. Summary**

- 1.1 Sandy Town Council has a long-term insurance policy with WPS which is due to end in July 2018. The Council's insurance has been renewed for a further 12 months under this long-term agreement.
- 1.2 The premium for this year based on the current 3-year Long Term Agreement will be £21,950.34 inclusive of Insurance Premium Tax. There is also an administration fee of £15. This compares to a premium of £21,140.70 for the previous financial year. A hard copy of the insurance policy is available in the office or on request.
- 1.3 The Council has the option to renew the three-year Long-Term Agreement early from this year. If renewed early the premium would reduce to £20,852.81 inclusive of Insurance Premium Tax and exclusive of the £15 administration fee. This would represent a saving of £1,097.53.
- 1.4 In addition to the premium saving a free Property Valuation Service would be applicable to all Council properties. Once the valuations are completed the Sums Insured under the policy would have to be amended accordingly.

**2. Information**

- 2.1 Attached to this report is the renewal review for the year, which notes the following amendments to the previous year;
  - Ground staff office and mess room contents reduced to £10,000
  - Public Liability – Total income increased to £540,000
  - Business Interruption – rent received reduced to £8,000 over 24 months
  - Renaming of 'New pavilion' to 'Jenkins Pavilion'
  - Bona Fide Sub-contractors – payments increased to £25,000

All Risks

- Lawnmowers/garden machinery increased by £2,400
- Laptops increased to £1,500
- Total number of defibrillators increased to 3.

2.2 The Council has previously indicated that it wished to review all buildings values to ensure values are realistic. Such an evaluation would be included if the Council were to renew its insurance policy early. Alternatively, the Council could commission a Property Valuation on the Council's property which would cost approximately £2,500, covering 5-8 buildings.

**3. Recommendations**

3.1 That the Council agree to renew the Long-Term Agreement early, for another three years at a premium of £20,852.81 (plus £15 administration fee) and have a full review of property values included within the renewal.

Or

3.2 That the Council waits to renew its insurance contract until the expiry date in July 2018 and commissions a Property Valuation ahead of July 2018 in preparation.

# Sandy Town Council



# Standing Orders

Re-adopted May 2017

## List of standing orders

1. Rules of debate at meetings
2. Disorderly conduct at meetings
3. Meetings generally
4. Committees and sub-committees
5. Ordinary council meetings
6. Extraordinary meetings of the council and committees and sub-committees
7. Previous resolutions
8. Voting on appointments
9. Motions for a meeting that require written notice to be given to the Proper Officer
10. Motions at a meeting that do not require written notice
11. Handling confidential or sensitive information
12. Draft minutes
13. Code of conduct and dispensations
14. Code of conduct complaints
15. Proper Officer
16. Responsible Financial Officer
17. Accounts and accounting statements
18. Financial controls and procurement
19. Handling staff matters
20. Requests for information
21. Relations with the press/media
22. Execution and sealing of legal deeds
23. Communicating with District and County or Unitary councillors
24. Restrictions on councillor activities
25. Standing orders generally

## 1. Rules of debate at meetings

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman.
- j Subject to standing order 1(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has a right of reply at the end of debate on it not exceeding 3 minutes.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately



before it is put to the vote.

- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
  - i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since ~~he the councillor~~ last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. in exercise of a right of reply.
  
- p During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which ~~he they~~ considers has been breached or specify the other irregularity in the proceedings of the meeting ~~he is they are~~ concerned by.

A point of order shall be decided by the chairman of the meeting and ~~his this~~ decision shall be final.

- q When a motion is under debate, no other motion shall be moved except:
  - i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.
  
- r Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived ~~his-their~~ right of reply.
  
- s Excluding motions moved under order 1(r) above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chairman of the meeting.

## 2. Disorderly conduct at meetings

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) above is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.






## 3. Meetings generally

- Full Council meetings
- Committee meetings
- Sub-committee meetings

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice** OR [The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].
- ■ d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**

- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) above shall not exceed 15 minutes unless directed by the chairman of the meeting.
- g Subject to standing order 3(f) above, a member of the public shall not speak for more than 3 minutes.
- h In accordance with standing order 3(e) above, a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i [A person shall raise ~~his~~ their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct ~~his~~ their comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- l **Oral reporting or oral commenting on a council meeting as it takes place by a person present at the meeting is not permitted but otherwise persons present at meeting may:**
  - i) **Film, photograph or make an audio recording of a meeting**
  - ii) **Use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later**
  - iii) **Report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.**
- m **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- n **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Mayor may in ~~his~~ their absence be done by, to or before the Deputy Mayor (if any).**
- o **The Mayor, if present, shall preside at a meeting. If the Mayor is absent from a meeting, the Deputy Mayor, if present, shall preside. If both the**

Mayor and the Deputy Mayor are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.

-  p **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or councillors with voting rights present and voting.**
-  q **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not ~~he~~ they gave an original vote.**  
*See standing orders 5(i) and (j) below for the different rules that apply in the election of the Mayor at the annual meeting of the council.*
- r **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave ~~his~~ their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- s The minutes of a meeting shall include an accurate record of the following:
  - i. the time and place of the meeting;
  - ii. the names of councillors present and absent;
  - iii. interests that have been declared by councillors and non-councillors with voting rights;
  - iv. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
  - v. if there was a public participation session; and
  - vi. the resolutions made.
-  t **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on ~~his~~ their right to participate and vote on that matter.**
-  u **No business may be transacted at a meeting unless at least one-third of the whole number of members of the council are present and in no case shall the quorum of a meeting be less than three.**  
*See standing order 4d(viii) below for the quorum of a committee or sub-committee meeting.*
-  v **If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.**
- w A meeting shall not exceed a period of two and a half hours.

## 4. Committees and sub-committees

- a **Unless the council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.**
- c **Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The council may appoint standing committees or other committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of full council;
  - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv. shall, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of members of such a committee;
  - v. may not appoint substitute members of committees or sub-committees whose role is to replace the ordinary members at a meeting of a committee;
  - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
  - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
  - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which shall be no less than three;
  - ix. shall determine if the public may participate at a meeting of a committee;
  - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
  - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
  - xii. may dissolve a committee.

## 5. Ordinary council meetings

- a **In an election year, the annual meeting of the council shall be held on or within 14 days following the day on which the new councillors elected take office.**

- b In a year which is not an election year, the annual meeting of a council shall be held on such day in May as the council may direct.
- c If no other time is fixed, the annual meeting of the council shall take place at 6pm.
- d In addition to the annual meeting of the council, at least three other ordinary meetings shall be held in each year on such dates and times as the council directs.
- e The first business conducted at the annual meeting of the council shall be the election of the Mayor and Deputy Mayor (if any) of the Council.
- f The Mayor, unless ~~he has resigned~~ they have resigned or ~~becomes~~ become disqualified, shall continue in office and preside at the annual meeting until ~~his~~ a successor is elected at the next annual meeting of the council.
- g The Deputy Mayor of the Council, if any, unless ~~he resigns~~ they resign or ~~becomes~~ become disqualified, shall hold office until immediately after the election of Mayor at the next annual meeting of the council.
- h In an election year, if the current Mayor has not been re-elected as a member of the council, ~~he~~ they will ~~shall~~ preside at the meeting until a successor Mayor has been elected. The current Mayor shall not have an original vote in respect of the election of the new Town Mayor but must give a casting vote in the case of an equality of votes.
- i In an election year, if the current Town Mayor has been re-elected as a member of the council, ~~he~~ they will ~~shall~~ preside at the meeting until a new Town Mayor has been elected. ~~He~~ The former Mayor may exercise an original vote in respect of the election of the new Town Mayor and must give a casting vote in the case of an equality of votes.
- j Following the election of the Town Mayor and Deputy Town Mayor (if any) at the annual meeting of the council, the business of the annual meeting shall include:
- i. In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the council resolves for this to be done at a later date;
  - ii. Confirmation of the accuracy of the minutes of the last meeting of the council;
  - iii. Receipt of the minutes of the last meeting of a committee;
  - iv. Consideration of the recommendations made by a committee;
  - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;

- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4 above;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insured risks;
- xv. Review of the council's and/or staff subscriptions to other bodies;
- xvi. Review of the council's complaints procedure;
- xvii. Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998;
- xviii. Review of the council's policy for dealing with the press/media; and
- xix. Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.

## **6. Extraordinary meetings of the council and committees and sub-committees**

- a **The Town Mayor may convene an extraordinary meeting of the council at any time.**
- b **If the Town Mayor does not or refuses to call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.**
- c The chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chairman of a committee [or a sub-committee] does not or refuses to call an extraordinary meeting within 7 days of having been requested by to do so by 2 members of the committee [or the sub-committee], any 2 members of the committee [and the sub-committee] may convene an extraordinary meeting of a committee [and a sub-committee].

## **7. Previous resolutions**

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9 below, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) above has been disposed of, no similar motion may be moved within a further six months.

## **8. Voting on appointments**

- a Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting. The voting will be by paper ballot.

## **9. Motions for a meeting that require written notice to be given to the Proper Officer**

- a A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the council's statutory functions, powers and obligations or an issue which specifically affects the council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 12 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b) above, correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be



understood at least 10 clear days before the meeting.

- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f Subject to standing order 9(e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded in a book for that purpose and numbered in the order that they are received.
- h Motions rejected shall be recorded in a book for that purpose with an explanation by the Proper Officer for their rejection.

## **10. Motions at a meeting that do not require written notice**

- a The following motions may be moved at a meeting without written notice to the Proper Officer;
  - i. to correct an inaccuracy in the draft minutes of a meeting;
  - ii. to move to a vote;
  - iii. to defer consideration of a motion;
  - iv. to refer a motion to a particular committee or sub-committee;
  - v. to appoint a person to preside at a meeting;
  - vi. to change the order of business on the agenda;
  - vii. to proceed to the next business on the agenda;
  - viii. to require a written report;
  - ix. to appoint a committee or sub-committee and their members;
  - x. to extend the time limits for speaking;
  - xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
  - xii. to not hear further from a councillor or a member of the public;
  - xiii. to exclude a councillor or member of the public for disorderly conduct;
  - xiv. to temporarily suspend the meeting;
  - xv. to suspend a particular standing order (unless it reflects mandatory statutory requirements);
  - xvi. to adjourn the meeting; or
  - xvii. to close a meeting.

## 11. Handling confidential or sensitive information

- a The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest.
- b Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.

## 12. Draft minutes

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i) above.
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, ~~he~~ they shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chairman of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but ~~his~~ this view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

## 13. Code of conduct and dispensations

*See also standing order 3(t) above.*

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council.
- b Unless ~~he has been granted~~ a dispensation ~~has been granted~~, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which ~~he has~~ ~~they have~~ a disclosable pecuniary interest. ~~He the councillor~~ may return to the meeting after it has considered the matter in which ~~he~~ ~~they~~ had the interest.
- c Unless ~~he has been granted~~ a dispensation ~~has been granted~~, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which ~~he has~~ ~~they have~~ another interest if so required by the council's code of conduct. ~~He The councillor~~ may return to the meeting after it has considered the matter in which ~~he~~ ~~they~~ had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- f A dispensation request shall confirm:
  - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f) above, dispensations requests shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) above if having regard to all relevant circumstances the following applies:**

- i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or**
- ii. **granting the dispensation is in the interests of persons living in the council's area or**
- iii. **it is otherwise appropriate to grant a dispensation.**

## 14. Code of conduct complaints

- a Upon notification by the Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the council's code of conduct, the Proper Officer shall, subject to standing order 11 above, report this to the council.
- b Where the notification in standing order 14(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the council has agreed what action, if any, to take in accordance with standing order 14(d) below.
- c The council may:
  - i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
  - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the Unitary Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against ~~him~~ the Councillor. Such action excludes disqualification or suspension from office.**

## 15. Proper Officer

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
  - i. **at least three clear days before a meeting of the council, a committee and a sub-committee serve on councillors, by delivery or post at their residences, a signed summons confirming the time, place and the agenda**  
OR

at least three clear days before a meeting of the council, a committee and a sub-committee serve on councillors a summons, by email, confirming the time, place and the agenda provided any such email contains the electronic signature and title of the Proper Officer.

*See standing order 3(b) above for the meaning of clear days for a meeting of a full council and standing order 3 (c) above for a meeting of a committee.*

- ii. **give public notice of the time, place and agenda at least three clear days before a meeting of the council or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the council convened by councillors is signed by them);**  
*See standing order 3(b) above for the meaning of clear days for a meeting of a full council and standing order 3(c) above for a meeting of a committee.*
- iii. subject to standing order 9 above, include on the agenda all motions in the order received unless a councillor has given written notice at least 10 days before the meeting confirming his withdrawal of it;
- iv. **convene a meeting of full council for the election of a new Town Mayor occasioned by a casual vacancy in his office;**
- v. facilitate inspection of the minute book by local government electors;
- vi. **receive and retain copies of byelaws made by other local authorities;**
- vii. retain acceptance of office forms from councillors;
- viii. retain a copy of every councillor's register of interests;
- ix. assist with responding to requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the council's policies and procedures relating to the same;
- x. receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;
- xi. manage the organisation, storage of, access to and destruction of information held by the council in paper and electronic form;
- xii. arrange for legal deeds to be executed;  
*See also standing order 22 below.*
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations;
- xiv. record every planning application notified to the council and the council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the council to the Chairman or in his absence the Vice-Chairman of the Development Scrutiny Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Development Scrutiny Committee;
- xvi. manage access to information about the council via the publication scheme  
*See also standing order 22 below.*

## 16. Responsible Financial Officer

- a The council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

## 17. Accounts and accounting statements

- a “Proper practices” in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners’ Guide (England)
- b All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council’s financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
  - i. the council’s receipts and payments for each quarter;
  - ii. the council’s aggregate receipts and payments for the year to date;
  - iii. the balances held at the end of the quarter being reported

and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
  - i. each councillor with a statement summarising the council’s receipts and payments for the last quarter and the year to date for information; and
  - ii. to the full council the accounting statements for the year in the form of Section 1 of the annual return, as required by proper practices, for consideration and approval.
- e The year end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the council (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft annual return shall be presented to each councillor before the end of the following month of May. The annual return of the council, which is subject to external audit, including the annual governance statement, shall be presented to council for consideration and formal approval before 30 June.

## 18. Financial controls and procurement

- a The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the council's accounts and/or orders of payments; and
  - v. procurement policies (subject to standing order 18(c) below) including the setting of values for different procedures where a contract has an estimated value of less than £80,000.
  
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
  
- c **Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £60,000 shall be procured on the basis of a formal tender as summarised in standing order 18(d) below.**
  
- d Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
  - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
  - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - vi. tenders are to be reported to and considered by the appropriate meeting of the council or a committee or sub-committee with delegated responsibility.
  
- e Neither the council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

- f **Where the value of a contract is likely to exceed £138,893 (or other threshold specified by the Office of Government Commerce from time to time) the council must consider whether the Public Contracts Regulations 2006 (SI No. 5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the council must comply with EU procurement rules.**

## **19. Handling staff matters**

- a A matter personal to a member of staff that is being considered by a meeting of council or a committee or a sub-committee is subject to standing order 11 above.
- b Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- c The council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.
- d Only persons with line management responsibilities shall have access to staff records referred to in standing orders 19(b) and (c) above if so justified.
- e Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 19(b) and (c) above shall be provided only to (post holder) and/or the Town Mayor or the Chairman of the Human Resources Committee or the Chairman of the Human Resources sub-committee.

## **20. Requests for information**

- a Requests for information held by the council shall be handled in accordance with the council's policy in respect of handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998.
- b Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the chairman of the Town Mayor. The council shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.



## 21. Relations with the press/media

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

## 22. Execution and sealing of legal deeds

*See also standing orders 15(b)(xii) and (xvi) above.*

- a A legal deed shall not be executed on behalf of the council unless authorised by a resolution.
- b **Subject to standing order 22(a) above, any two councillors may sign, on behalf of the council, any deed required by law and the Proper Officer shall witness their signatures.**

*The above is applicable to a council without a common seal.*

## 23. Communicating with District and County or Unitary councillors

- a An invitation to attend a meeting of the council shall be sent, together with the agenda, to the ward councillor(s) of Central Bedfordshire Council.

## 24. Restrictions on councillor activities

- a. Unless authorised by a resolution, no councillor shall:
  - i. inspect any land and/or premises which the council has a right or duty to inspect;
  - or
  - ii. issue orders, instructions or directions.

## 25. Standing orders generally

- a All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least 2 councillors to be given to the Proper

Officer in accordance with standing order 9 above.

- c The Proper Officer shall provide a copy of the council's standing orders to a councillor as soon as possible after ~~he has~~ they have delivered ~~his~~ their acceptance of office form.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

<b>SANDY TOWN COUNCIL</b>
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<b>Travelling Expenses Policy</b>
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- 1 All employees and members of council are entitled to claim for out of pocket expenses such as travel costs in the course of carrying out their responsibilities and duties.
- 2 Expense claims should be completed in writing using the appropriate forms and submitted to the Town Clerk for payment.
- 3 Employees and members are entitled to claim the same travelling allowances but the mechanisms for claiming are different.
- 4 Sandy Town Council will participate in the Government's cycle to work scheme at the request of any employee. The scheme is not available to those who are not directly employed by the Council.

**Employees**

- 1 Employees' expense claims will be authorised by the Town Clerk or in the case of the Town Clerk by the Town Mayor.
- 2 Employees will use the most economic form of travel in terms of cost and time, taking into account the different modes of travel, traffic and fares available.
- 3 Employees may claim direct reimbursement for 2<sup>nd</sup> class train fares, bus fares, taxi fares and car parking. Receipts should be provided whenever possible.
- 4 Employees whose terms and conditions of employment are those negotiated by the NALC/SLCC National Agreement may claim reimbursement for car, van, motor cycle or bicycle journeys using the current National Joint Council (NJC) recommended casual users expense table. Reimbursement will be made via salary payments and will be subject to income tax. Mileage rates will be determined by vehicle engine size (in the case of cars, vans and motor cycles) in accordance with the NJC scheme.
- 5 Employees whose terms and conditions of employment are not those negotiated by the NALC/SLCC National Agreement **or** who choose not to claim travelling expense under the NJC expense table may claim mileage up to the maximum permitted under the HMRC Fixed Profit Car Scheme. Travelling allowances for mileage incurred for business purposes will not be subject to income tax and will be reimbursed by cheque. The mileage rates will apply where personal cars are used for council purposes irrespective of

engine size. The rate for cars, vans, motor cycles and bicycles will be that set by the HMRC.

- 6 When undertaking Council business employees are required to adhere to traffic regulations.
- 7 Any parking penalties or other liabilities that arise from the way the vehicle is used, particularly breaches of the Road Traffic acts, the Traffic Management Act and Motor Vehicles (Construction and Use) Regulations are the responsibility of the individual employee and must not be claimed as an expense to be reimbursed. This includes excess charges incurred (eg compound charges) by not buying such items as congestion charge tickets, car parking tickets, etc. Employees insured by the Council and required to hold a driving licence as a condition of their employment are required to notify the employer of any driving penalties imposed by the police or courts including fixed penalties and parking tickets in accordance with the policy laid out in the staff handbook.

### **Members**

- 1 Members' expense claims will be authorised by Council through the usual procedure for approving all payments.
- 2 Reimbursable Mayoral and Member travel will be restricted to the Central Bedfordshire, Luton and Bedford Borough areas also St Neots, Godmanchester and other locations very close to the Bedfordshire county border. Travel to any other locations will be by Council approval only.
- 3 Members will use the most economic form of travel in terms of cost and time, taking into account the different modes of travel, traffic and fares available.
- 4 Members may claim direct reimbursement for 2<sup>nd</sup> class train fares, bus fares, taxi fares and car parking. Receipts should be provided whenever possible.
- 5 Members may claim reimbursement for use of personal cars or motor cycles for council purposes either using the using the current National Joint Council (NJC) recommended casual users expense table. Reimbursement will be made by cheque and will be subject to income tax. Mileage rates will be determined by vehicle engine size in accordance with the NJC scheme.

The Town Council will supply information to HMRC on the expense claims made under this scheme if requested however it is the responsibility of individual members to declare such income to HMRC themselves.

- 6 Alternatively Members may claim mileage up to the maximum permitted under the HMRC Fixed Profit Car Scheme. Travelling allowances for mileage incurred for business purposes will not be subject to income tax and will be reimbursed by cheque. The mileage rates will apply where personal cars

are used for council purposes irrespective of engine size. The rate for cars, motor cycles and bicycles will be that set by HMRC.

- 7 Any parking penalties or other liabilities that arise from the way the vehicle is used, particularly breaches of the Road Traffic acts, the Traffic Management Act and Motor Vehicles (Construction and Use) Regulations are the responsibility of the individual member or employee and must not be claimed as an expense to be reimbursed. This includes excess charges incurred (eg compound charges) by not buying such items as congestion charge tickets, car parking tickets, etc.



**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 Sandy Town Council will take steps to protect staff who are subject to abusive or threatening behaviour as is its statutory responsibility as an employer.

**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

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.

<b>RISK ASSESSMENT TOOL</b>	
<b>Section 1: Overview Information</b>	
Complainant/Customer Name):	
Current Stage and Status of any complaint:	
Person requesting assessment	
Brief summary of complaint or unreasonable behaviour	
<b>Section 2: Vexatious and/or Unreasonable Behaviour</b>	
Reasons for request:	<b>Provide evidence why the customer/complainant should be designated as vexatious and/or unreasonable.</b>
What are the risks?  Examples of dangers and potential outcomes are provided but this is not intended to be an exhaustive list.	<b>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)</b>  <b>Who is at risk?</b>  <b>What is the potential outcome from the dangers? (e.g. maladministration – delay, not responding, missing important issues. Impact on staff morale &amp;/or welfare, risks to buildings &amp;/or staff. Damage to reputation)</b>
Likelihood of risk occurring?	<b>Low                      Medium                      High</b> Please circle one

<p>What steps have been taken to manage or control the risks?</p>	<p><b>Please include the complainants response to attempts to manage the difficulties</b></p>
<p>If a warning letter has not been sent:</p>	<p><b>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:</b></p>
<p><b>Section 3 Decision - To be completed by the person undertaking the risk assessment:</b></p>	
<p>Assessment completed by</p>	<p>Town Clerk/Deputy Town Clerk  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  <b>Give Reasons for Decision</b></p>
<p>If Yes – detail the action(s) to be taken in line with the policy</p>	
<p>Who will be informed of the decision</p>	<p><b>Detail who will be notified of the decision, by whom and by when.</b>  Due regard must be given to confidentiality issues when deciding who needs to know about the case and decision.</p>
<p>Inform the complainant of the decision and actions</p>	<p><b>Send a letter to the complainant with the decision to apply the policy including:</b></p> <ul style="list-style-type: none"> <li>• <b>Reasons for the decision</b></li> <li>• <b>Actions that will be taken</b></li> <li>• <b>How to appeal the decision</b></li> <li>• <b>Review date when the application of the policy will be re-considered.</b></li> </ul>

	<ul style="list-style-type: none"> <li>• Possible further consequences of not cooperating with the actions e.g. restricted access</li> </ul> <p>Confirm how the plan will be communicated to the complainant</p> <p><b>By whom</b></p> <p><b>By when</b></p>
Date reported to Town Council	
Action approved by Town Council	Yes/No

