

# Sandy Town Council

To: Cllrs P N Aldis, P Blaine, T Cole, A M Hill, W Jackson, C Osborne, M Pettitt, M Scott (Chair), D Sharman and P Sharman  
c.c. Cllr J Ali, 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 9 January 2017 at 7.30pm for the purpose of transacting the items of business below.

Chris Robson

Chris Robson  
Town Clerk  
10 Cambridge Road  
Sandy SG19 1JE  
01767 681491  
3 January 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.

Previously  
circulated

# Sandy Town Council

## 4 Minutes of previous meeting

To receive the minutes of the Policy, Finance and Resources Committee held on 21 November 2016 and to approve them as a correct record of proceedings.

## 5 Financial Reports

- i) To consider a balance sheet and detailed financial report showing income and expenditure against the revenue budget for 31 October 2016. Appendix I
- ii) To consider a balance sheet and detailed financial report showing income and expenditure against the revenue budget for 30 November 2016. 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 Events Budget

To receive a report from the Town Clerk on the proposed new budget line to cover events. Appendix VI

## 8 2017/18 Draft Budget

- i) To receive a report from the Town Clerk Appendix VII
- ii) To receive and review a draft budget for the financial year 2017/18. Appendix VIII

## 9 Cricket Green Mower

To receive a report and quotations from the Town Clerk on the replacement of a Council owned mower. Appendix IX

## 10 Computer Resources

To receive a report and quotation from the Town Clerk for the purchase of a new laptop. Appendix X

## 11 Council Risk Assessment

- i) To receive a proposed Town Council Risk Management Strategy. Appendix XI
- ii) To receive a Town Council Risk Assessment. Appendix XII

# Sandy Town Council

**12 Chairman's Items**

**13 Date of Next Meeting: 13 February 2017**

Date :- 24/11/2016

Sandy Town Council 2016-17

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## Detailed Balance Sheet (Excluding Stock Movement)

Month No: 7 31st October 2016

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>	
	<b><u>Current Assets</u></b>		
100	Debtors Control	3,211	
105	VAT Control	3,302	
120	Sundry Debtors	3,224	
200	Current Bank A/c	22,319	
201	Capital A/c	215	
205	Capital a/c Santander	216,456	
206	Barclays Active Saver	393,175	
208	Public Sector Deposit Fund	201,433	
210	Petty Cash	300	
	<b>Total Current Assets</b>		<b>843,636</b>
	<b><u>Current Liabilities</u></b>		
501	Creditors Control	13,593	
505	Deposits - Returnable	40	
	<b>Total Current Liabilities</b>		<b>13,633</b>
	<b>Net Current Assets</b>		<b>830,003</b>
	<b>Total Assets less Current Liabilities</b>		<b>830,003</b>
	<b><u>Represented By :-</u></b>		
300	Current Year Fund	225,520	
310	General Reserve	127,728	
315	Rolling Capital Fund	42,484	
320	Capital Receipts Reserve	57,712	
321	Earmarked Reserves	29,028	
322	EMR Fallowfied	347,532	
	<b>Total Equity</b>		<b>830,003</b>

## Summary Income &amp; Expenditure by Budget Heading 31st October 2016

Month No : 7

## Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
401 Staff	Expenditure	19,346	141,411	264,650	123,239		123,239	53.4 %
402 Administration-Office	Expenditure	3,714	42,543	80,950	38,407		38,407	52.6 %
	Income	331	2,702	6,500	-3,798			41.6 %
403 Administration-Works	Expenditure	2,754	19,056	28,300	9,244		9,244	67.3 %
	Income	0	794	0	794			0.0 %
405 Footway Lighting	Expenditure	944	4,102	7,800	3,698		3,698	52.6 %
406 Cemetery & Churchyard	Expenditure	18	5,318	10,800	5,482		5,482	49.2 %
	Income	520	15,345	20,000	-4,655			76.7 %
408 Town Centre (Including Market)	Expenditure	0	18,868	34,958	16,090		16,090	54.0 %
	Income	0	971	2,253	-1,282			43.1 %
409 Public Toilets - Car Park	Expenditure	149	3,494	3,650	156		156	95.7 %
500 Play Areas and Open Spaces	Expenditure	266	2,569	-4,800	-7,369		-7,369	-53.5 %
	Income	0	1,195	1,530	-335			78.1 %
501 Sunderland Road Rec Ground	Expenditure	2,891	15,941	27,493	11,552		11,552	58.0 %
	Income	1,024	1,691	400	1,291			422.8 %
502 Nature Reserves	Expenditure	0	39	11,000	10,961		10,961	0.4 %
	Income	480	976	3,700	-2,724			26.4 %
505 Grass Cutting	Expenditure	0	0	10,000	10,000		10,000	0.0 %
506 Litter Bins, Seats & Shelters	Expenditure	30	150	500	350		350	30.0 %
509 Christmas Lights	Expenditure	8,126	10,072	18,000	7,928		7,928	56.0 %
	Income	900	982	5,500	-4,518			17.9 %
601 Precept and Interest	Income	60	519,116	521,647	-2,531			99.5 %
602 Democratic and Civic Costs	Expenditure	884	6,035	11,750	5,715		5,715	51.4 %
700 Capital and Projects	Expenditure	0	50,420	316,107	265,687		265,687	16.0 %
	Income	0	1,764	267,005	-265,241			0.7 %
<b>INCOME - EXPENDITURE TOTALS</b>								
	Expenditure	39,123	320,017	821,158	501,141	0	501,141	39.0 %
	Income	3,316	545,537	828,535	-282,998			65.8 %
	Net Expenditure over Income	35,807	-225,520	-7,377	218,143			

		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	8,622	56,169	114,000	57,831		57,831	49.3 %
4002	Gross Salaries - Works	6,970	60,311	97,700	37,389		37,389	61.7 %
4003	Employers NIC	1,090	8,089	22,100	14,011		14,011	36.6 %
4004	Employers Superannuation	2,664	15,947	29,850	13,903		13,903	53.4 %
4010	Miscellaneous Staff Costs	0	894	1,000	106		106	89.4 %
	<b>Staff :- Expenditure</b>	<b>19,346</b>	<b>141,411</b>	<b>264,650</b>	<b>123,239</b>	<b>0</b>	<b>123,239</b>	<b>53.4 %</b>
	<b>Net Expenditure over Income</b>	<b>19,346</b>	<b>141,411</b>	<b>264,650</b>	<b>123,239</b>			
<b>402</b>	<b>Administration-Office</b>							
.008	Training	0	381	2,500	2,119		2,119	15.3 %
4009	Travel & Subsistence	16	39	250	211		211	15.7 %
4011	General Rates	0	6,171	6,250	79		79	98.7 %
4012	Water Rates	85	183	400	217		217	45.8 %
4014	Electricity	0	1,352	2,500	1,148		1,148	54.1 %
4015	Gas	0	684	1,200	516		516	57.0 %
4016	Cleaning Materials etc	75	696	1,500	804		804	46.4 %
4020	Misc Establishment Costs	11	486	2,000	1,514		1,514	24.3 %
4021	Telephone & Fax	165	1,244	2,500	1,256		1,256	49.8 %
4022	Postage	151	913	1,700	787		787	53.7 %
4023	Printing & Stationery	71	1,459	3,500	2,041		2,041	41.7 %
4024	Subscriptions	0	2,351	2,700	349		349	87.1 %
4025	Insurance (excl vehicles)	1,760	12,158	22,250	10,092		10,092	54.6 %
4026	Photocopy Costs	0	1,762	3,000	1,238		1,238	58.7 %
4027	IT Costs incl Support	397	1,963	6,000	4,037		4,037	32.7 %
4028	Service Agreements (Other)	0	5,681	5,500	-181		-181	103.3 %
035	Publications	3	24	100	76		76	24.3 %
4036	Property Maintenance/Security	42	1,917	3,000	1,083		1,083	63.9 %
4040	Equipment Purchases (Minor)	0	294	2,000	1,706		1,706	14.7 %
4050	Tourism Expenditure	0	35	2,000	1,966		1,966	1.7 %
4051	Bank Charges	0	30	100	70		70	30.3 %
4056	Legal Expenses	0	0	1,000	1,000		1,000	0.0 %
4057	Audit Fees - External	0	0	1,300	1,300		1,300	0.0 %
4058	Audit Fees - Internal	0	0	1,000	1,000		1,000	0.0 %
4059	Accountancy Fees	919	2,646	6,500	3,854		3,854	40.7 %
4070	Refreshments	19	73	200	127		127	36.4 %
	<b>Administration-Office :- Expenditure</b>	<b>3,714</b>	<b>42,543</b>	<b>80,950</b>	<b>38,407</b>	<b>0</b>	<b>38,407</b>	<b>52.6 %</b>
1003	Tourism Income	236	1,090	5,000	-3,910			21.8 %
1201	Rent Received Etc	87	1,491	1,500	-9			99.4 %

Month No : 7

## Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1202	Photocopying Income	9	25	0	25			0.0 %
1360	Ticket Sales Commission	0	97	0	97			0.0 %
	<b>Administration-Office :- Income</b>	<b>331</b>	<b>2,702</b>	<b>6,500</b>	<b>-3,798</b>			<b>41.6 %</b>
	<b>Net Expenditure over Income</b>	<b>3,383</b>	<b>39,841</b>	<b>74,450</b>	<b>34,609</b>			
<u>403</u>	<u>Administration-Works</u>							
4005	Protective Clothing	0	207	1,000	793		793	20.7 %
4008	Training	0	170	500	330		330	34.0 %
4011	General Rates	0	2,009	2,050	41		41	98.0 %
4012	Water Rates	0	0	400	400		400	0.0 %
4014	Electricity	845	1,210	500	-710		-710	241.9 %
4016	Cleaning Materials etc	0	0	100	100		100	0.0 %
4017	Refuse Disposal	370	2,376	3,500	1,124		1,124	67.9 %
4036	Property Maintenance/Security	0	991	1,000	9		9	99.1 %
4038	Consumables/Small Tools	65	854	2,500	1,646		1,646	34.2 %
4039	Planting/Trees/Horticulture	1,163	5,211	5,000	-211		-211	104.2 %
4040	Equipment Purchases (Minor)	0	206	2,000	1,794		1,794	10.3 %
4042	Equipment/Vehicle Maintenance	143	2,393	5,500	3,107		3,107	43.5 %
4043	Equipment/Vehicle Fuel	169	1,538	2,000	462		462	76.9 %
4044	Vehicle Tax & Insurance	0	1,890	2,250	360		360	84.0 %
	<b>Administration-Works :- Expenditure</b>	<b>2,754</b>	<b>19,056</b>	<b>28,300</b>	<b>9,244</b>	<b>0</b>	<b>9,244</b>	<b>67.3 %</b>
1212	Miscellaneous Works Income	0	794	0	794			0.0 %
	<b>Administration-Works :- Income</b>	<b>0</b>	<b>794</b>	<b>0</b>	<b>794</b>			
	<b>Net Expenditure over Income</b>	<b>2,754</b>	<b>18,262</b>	<b>28,300</b>	<b>10,038</b>			
<u>405</u>	<u>Footway Lighting</u>							
4014	Electricity	944	2,682	5,500	2,818		2,818	48.8 %
4042	Equipment/Vehicle Maintenance	0	1,420	2,300	880		880	61.7 %
	<b>Footway Lighting :- Expenditure</b>	<b>944</b>	<b>4,102</b>	<b>7,800</b>	<b>3,698</b>	<b>0</b>	<b>3,698</b>	<b>52.6 %</b>
	<b>Net Expenditure over Income</b>	<b>944</b>	<b>4,102</b>	<b>7,800</b>	<b>3,698</b>			
<u>406</u>	<u>Cemetery &amp; Churchyard</u>							
4011	General Rates	0	2,226	2,250	24		24	99.0 %
4012	Water Rates	18	32	100	68		68	31.8 %
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 %

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4101 Grave Digging Costs	0	3,060	6,200	3,140		3,140	49.4 %
Cemetery & Churchyard :- Expenditure	18	5,318	10,800	5,482	0	5,482	49.2 %
1226 Burials/Memorials Income	520	15,345	20,000	-4,655			76.7 %
Cemetery & Churchyard :- Income	520	15,345	20,000	-4,655			76.7 %
<b>Net Expenditure over Income</b>	<b>-502</b>	<b>-10,027</b>	<b>-9,200</b>	<b>827</b>			
<b>408 Town Centre (Including Market)</b>							
4011 General Rates	0	15,326	15,500	174		174	98.9 %
4036 Property Maintenance/Security	0	1,851	850	-1,001		-1,001	217.7 %
4053 Loan Interest	0	159	313	154		154	50.8 %
4054 Loan Capital Repaid	0	145	295	150		150	49.2 %
4100 CCTV Fees	0	1,387	18,000	16,613		16,613	7.7 %
Town Centre (Including Market) :- Expenditure	0	18,868	34,958	16,090	0	16,090	54.0 %
1235 CCTV Monitoring	0	833	833	0			100.0 %
1236 Market Fees	0	80	1,000	-920			8.0 %
1237 Saturday Market Fees	0	8	300	-292			2.7 %
1238 Other Income Car Park	0	50	120	-70			41.7 %
Town Centre (Including Market) :- Income	0	971	2,253	-1,282			43.1 %
<b>Net Expenditure over Income</b>	<b>0</b>	<b>17,897</b>	<b>32,705</b>	<b>14,808</b>			
<b>409 Public Toilets - Car Park</b>							
4011 General Rates	0	2,372	2,400	28		28	98.8 %
4012 Water Rates	149	415	500	85		85	83.1 %
4014 Electricity	0	77	200	123		123	38.4 %
4036 Property Maintenance/Security	0	630	550	-80		-80	114.5 %
Public Toilets - Car Park :- Expenditure	149	3,494	3,650	156	0	156	95.7 %
<b>Net Expenditure over Income</b>	<b>149</b>	<b>3,494</b>	<b>3,650</b>	<b>156</b>			
<b>500 Play Areas and Open Spaces</b>							
4007 Health & Safety	0	399	400	1		1	99.8 %
4012 Water Rates	168	24	1,600	1,576		1,576	1.5 %
4014 Electricity	0	87	200	113		113	43.7 %
4036 Property Maintenance/Security	0	111	500	389		389	22.2 %
4037 Grounds Maintenance	0	669	2,500	1,831		1,831	26.8 %
4042 Equipment/Vehicle Maintenance	97	1,278	5,000	3,722		3,722	25.6 %
4972 Transfer from EMR Fallowfield	0	0	-15,000	-15,000		-15,000	0.0 %
Play Areas and Open Spaces :- Expenditure	266	2,569	-4,800	-7,369	0	-7,369	-53.5 %



	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1201 Rent Received Etc	0	554	0	554			0.0 %
1241 Sandy FC Rent	0	100	600	-500			16.7 %
1242 Ice cream rent	0	0	330	-330			0.0 %
1251 Pitch Rental	0	541	600	-60			90.1 %
<b>Play Areas and Open Spaces :- Income</b>	<b>0</b>	<b>1,195</b>	<b>1,530</b>	<b>-335</b>			<b>78.1 %</b>
<b>Net Expenditure over Income</b>	<b>266</b>	<b>1,374</b>	<b>-6,330</b>	<b>-7,704</b>			
<b>501 Sunderland Road Rec Ground</b>							
4012 Water Rates	285	578	800	222		222	72.3 %
4014 Electricity	0	92	100	8		8	92.4 %
'036 Property Maintenance/Security	0	33	1,000	967		967	3.3 %
4046 Bowling Green - SBC	922	2,600	2,894	294		294	89.9 %
4047 Equipment Maintenance - SBC	0	217	2,352	2,135		2,135	9.2 %
4048 Cricket Square - SCC	415	2,011	2,328	317		317	86.4 %
4049 Equipment Maintenance - SCC	0	259	2,519	2,260		2,260	10.3 %
4060 Other Professional Fees	1,269	10,150	15,500	5,350		5,350	65.5 %
<b>Sunderland Road Rec Ground :- Expenditure</b>	<b>2,891</b>	<b>15,941</b>	<b>27,493</b>	<b>11,552</b>	<b>0</b>	<b>11,552</b>	<b>58.0 %</b>
1250 Grants Recieved - Bowls Club	465	465	0	465			0.0 %
1253 Bowls Club Rental	0	399	400	-1			99.8 %
1254 Grants Received - Cricket Club	560	560	0	560			0.0 %
1255 Cricket Club Rental	0	263	0	263			0.0 %
1256 Scouts ,ACF and SSLA	0	5	0	5			0.0 %
<b>Sunderland Road Rec Ground :- Income</b>	<b>1,024</b>	<b>1,691</b>	<b>400</b>	<b>1,291</b>			<b>422.8 %</b>
<b>Net Expenditure over Income</b>	<b>1,866</b>	<b>14,250</b>	<b>27,093</b>	<b>12,843</b>			
<b>502 Nature Reserves</b>							
4037 Grounds Maintenance	0	39	1,500	1,461		1,461	2.6 %
4060 Other Professional Fees	0	0	9,500	9,500		9,500	0.0 %
<b>Nature Reserves :- Expenditure</b>	<b>0</b>	<b>39</b>	<b>11,000</b>	<b>10,961</b>	<b>0</b>	<b>10,961</b>	<b>0.4 %</b>
1306 Countryside Stewardship Grant	480	480	3,200	-2,720			15.0 %
1307 Angling Licence Rent	0	496	500	-4			99.3 %
<b>Nature Reserves :- Income</b>	<b>480</b>	<b>976</b>	<b>3,700</b>	<b>-2,724</b>			<b>26.4 %</b>
<b>Net Expenditure over Income</b>	<b>-480</b>	<b>-938</b>	<b>7,300</b>	<b>8,238</b>			
<b>505 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>10,000</b>	<b>0.0 %</b>
<b>Net Expenditure over Income</b>	<b>0</b>	<b>0</b>	<b>10,000</b>	<b>10,000</b>			

Month No : 7

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>506</b> <u>Litter Bins, Seats &amp; Shelters</u>							
4042 Equipment/Vehicle Maintenance	30	150	500	350		350	30.0 %
Litter Bins, Seats & Shelters :- Expenditure	<b>30</b>	<b>150</b>	<b>500</b>	<b>350</b>	<b>0</b>	<b>350</b>	<b>30.0 %</b>
<b>Net Expenditure over Income</b>	<b>30</b>	<b>150</b>	<b>500</b>	<b>350</b>			
<b>509</b> <u>Christmas Lights</u>							
4401 Christmas Illuminations	8,021	8,021	11,000	2,979		2,979	72.9 %
4402 Community Christmas Event	105	2,051	7,000	4,949		4,949	29.3 %
Christmas Lights :- Expenditure	<b>8,126</b>	<b>10,072</b>	<b>18,000</b>	<b>7,928</b>	<b>0</b>	<b>7,928</b>	<b>56.0 %</b>
'365 Christmas Lights	900	982	5,500	-4,518			17.9 %
Christmas Lights :- Income	<b>900</b>	<b>982</b>	<b>5,500</b>	<b>-4,518</b>			<b>17.9 %</b>
<b>Net Expenditure over Income</b>	<b>7,226</b>	<b>9,090</b>	<b>12,500</b>	<b>3,410</b>			
<b>601</b> <u>Precept and Interest</u>							
1101 Precept	0	517,647	517,647	0			100.0 %
1201 Rent Received Etc	60	60	0	60			0.0 %
1228 Interest on Investment	0	455	1,000	-545			45.5 %
1320 Interest Received - All account	0	953	3,000	-2,047			31.8 %
Precept and Interest :- Income	<b>60</b>	<b>519,116</b>	<b>521,647</b>	<b>-2,531</b>			<b>99.5 %</b>
<b>Net Expenditure over Income</b>	<b>-60</b>	<b>-519,116</b>	<b>-521,647</b>	<b>-2,531</b>			
<b>602</b> <u>Democratic and Civic Costs</u>							
4020 Misc Establishment Costs	0	215	100	-115		-115	215.4 %
'033 Annual Report & Newsletter	238	1,666	3,000	1,334		1,334	55.5 %
4042 Equipment/Vehicle Maintenance	0	5	250	245		245	2.0 %
4200 Mayor's Allowance	566	1,293	1,900	607		607	68.0 %
4202 Members' Expenses (Conf etc)	0	66	500	434		434	13.2 %
4210 Election Costs	0	0	3,000	3,000		3,000	0.0 %
4701 Grants/Donations Paid	80	2,790	3,000	210		210	93.0 %
Democratic and Civic Costs :- Expenditure	<b>884</b>	<b>6,035</b>	<b>11,750</b>	<b>5,715</b>	<b>0</b>	<b>5,715</b>	<b>51.4 %</b>
<b>Net Expenditure over Income</b>	<b>884</b>	<b>6,035</b>	<b>11,750</b>	<b>5,715</b>			
<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 %

Month No : 7

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4810 CAP - Goal Posts	0	1,764	0	-1,764		-1,764	0.0 %
4811 CAP - Village Hall Roof	0	8,656	0	-8,656		-8,656	0.0 %
4812 CAP - Bowls Equipment	387	387	0	-387		-387	0.0 %
4813 CAP - Cricket Equipment	466	466	0	-466		-466	0.0 %
4915 Transfer to Rolling Capital Fd	0	41,764	40,000	-1,764		-1,764	104.4 %
4923 Internal Loan repaid to F'ild	0	0	9,102	9,102		9,102	0.0 %
4965 Funded from Rolling Capital	-854	-2,618	0	2,618		2,618	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>50,420</b>	<b>316,107</b>	<b>265,687</b>	<b>0</b>	<b>265,687</b>	<b>16.0 %</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 %
.154 Loan Capital Rec'd - INTERNAL	0	0	9,102	-9,102			0.0 %
1364 S106 Money Received	0	1,764	0	1,764			0.0 %
Capital and Projects :- Income	<b>0</b>	<b>1,764</b>	<b>267,005</b>	<b>-265,241</b>			<b>0.7 %</b>
<b>Net Expenditure over Income</b>	<b>0</b>	<b>48,656</b>	<b>49,102</b>	<b>446</b>			

Date :- 21/12/2016

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## Detailed Balance Sheet (Excluding Stock Movement)

Month No: 8 30th November 2016

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>	
	<b><u>Current Assets</u></b>		
100	Debtors Control	1,984	
105	VAT Control	5,672	
200	Current Bank A/c	15,376	
201	Capital A/c	58	
205	Capital a/c Santander	216,456	
206	Barclays Active Saver	364,073	
208	Public Sector Deposit Fund	201,534	
210	Petty Cash	148	
	<b>Total Current Assets</b>		<b>805,300</b>
	<b><u>Current Liabilities</u></b>		
501	Creditors Control	6,360	
505	Deposits - Returnable	40	
	<b>Total Current Liabilities</b>		<b>6,400</b>
	<b>Net Current Assets</b>		<b>798,900</b>
	<b>Total Assets less Current Liabilities</b>		<b>798,900</b>
	<b><u>Represented By :-</u></b>		
300	Current Year Fund	203,072	
310	General Reserve	127,728	
315	Rolling Capital Fund	33,828	
320	Capital Receipts Reserve	57,712	
321	Earmarked Reserves	29,028	
322	EMR Fallowfied	347,532	
	<b>Total Equity</b>		<b>798,900</b>

## Summary Income &amp; Expenditure by Budget Heading 30th November 2016

Month No : 8

## 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	20,049	161,459	264,650	103,191		103,191	61.0 %
402 Administration-Office	Expenditure	5,624	48,217	80,950	32,733		32,733	59.6 %
	Income	450	3,152	6,500	-3,348			48.5 %
403 Administration-Works	Expenditure	2,388	21,444	28,300	6,856		6,856	75.8 %
	Income	0	794	0	794			0.0 %
405 Footway Lighting	Expenditure	435	4,537	7,800	3,263		3,263	58.2 %
406 Cemetery & Churchyard	Expenditure	665	5,983	10,800	4,817		4,817	55.4 %
	Income	1,775	17,120	20,000	-2,880			85.6 %
408 Town Centre (Including Market)	Expenditure	0	18,868	34,958	16,090		16,090	54.0 %
	Income	-833	138	2,253	-2,115			6.1 %
409 Public Toilets - Car Park	Expenditure	73	3,566	3,650	84		84	97.7 %
500 Play Areas and Open Spaces	Expenditure	0	2,569	-4,800	-7,369		-7,369	-53.5 %
	Income	0	1,195	1,530	-335			78.1 %
501 Sunderland Road Rec Ground	Expenditure	1,269	17,210	27,493	10,283		10,283	62.6 %
	Income	0	1,691	400	1,291			422.8 %
502 Nature Reserves	Expenditure	0	39	11,000	10,961		10,961	0.4 %
	Income	0	976	3,700	-2,724			26.4 %
505 Grass Cutting	Expenditure	0	0	10,000	10,000		10,000	0.0 %
506 Litter Bins, Seats & Shelters	Expenditure	0	150	500	350		350	30.0 %
509 Christmas Lights	Expenditure	1,457	11,529	18,000	6,471		6,471	64.1 %
	Income	101	1,083	5,500	-4,417			19.7 %
601 Precept and Interest	Income	50	519,216	521,647	-2,431			99.5 %
602 Democratic and Civic Costs	Expenditure	688	6,723	11,750	5,027		5,027	57.2 %
700 Capital and Projects	Expenditure	0	41,764	316,107	274,343		274,343	13.2 %
	Income	0	1,764	267,005	-265,241			0.7 %
<b>INCOME - EXPENDITURE TOTALS</b>								
	Expenditure	32,647	344,058	821,158	477,100	0	477,100	41.9 %
	Income	1,543	547,130	828,535	-281,405			66.0 %
	Net Expenditure over Income	31,104	-203,072	-7,377	195,695			

Month No : 8

## 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	9,091	65,261	114,000	48,739		48,739	57.2 %
4002	Gross Salaries - Works	7,021	67,331	97,700	30,369		30,369	68.9 %
4003	Employers NIC	1,072	9,161	22,100	12,939		12,939	41.5 %
4004	Employers Superannuation	2,664	18,612	29,850	11,238		11,238	62.4 %
4010	Miscellaneous Staff Costs	200	1,094	1,000	-94		-94	109.4 %
	<b>Staff :- Expenditure</b>	<b>20,049</b>	<b>161,459</b>	<b>264,650</b>	<b>103,191</b>	<b>0</b>	<b>103,191</b>	<b>61.0 %</b>
	<b>Net Expenditure over Income</b>	<b>20,049</b>	<b>161,459</b>	<b>264,650</b>	<b>103,191</b>			
<b>402</b>	<b>Administration-Office</b>							
4008	Training	264	645	2,500	1,855		1,855	25.8 %
4009	Travel & Subsistence	0	39	250	211		211	15.7 %
4011	General Rates	0	6,171	6,250	79		79	98.7 %
4012	Water Rates	0	183	400	217		217	45.8 %
4014	Electricity	656	2,008	2,500	492		492	80.3 %
4015	Gas	125	809	1,200	391		391	67.5 %
4016	Cleaning Materials etc	62	758	1,500	742		742	50.5 %
4020	Misc Establishment Costs	78	615	2,000	1,385		1,385	30.7 %
4021	Telephone & Fax	10	1,254	2,500	1,246		1,246	50.2 %
4022	Postage	0	913	1,700	787		787	53.7 %
4023	Printing & Stationery	102	1,561	3,500	1,939		1,939	44.6 %
4024	Subscriptions	0	2,351	2,700	349		349	87.1 %
4025	Insurance (excl vehicles)	1,237	13,395	22,250	8,855		8,855	60.2 %
4026	Photocopy Costs	1,036	2,799	3,000	201		201	93.3 %
4027	IT Costs incl Support	250	2,213	6,000	3,787		3,787	36.9 %
4028	Service Agreements (Other)	1,048	6,729	5,500	-1,229		-1,229	122.4 %
4035	Publications	6	30	100	70		70	30.3 %
4036	Property Maintenance/Security	135	2,052	3,000	948		948	68.4 %
4040	Equipment Purchases (Minor)	0	294	2,000	1,706		1,706	14.7 %
4050	Tourism Expenditure	0	35	2,000	1,966		1,966	1.7 %
4051	Bank Charges	0	30	100	70		70	30.3 %
4056	Legal Expenses	0	0	1,000	1,000		1,000	0.0 %
4057	Audit Fees - External	0	0	1,300	1,300		1,300	0.0 %
4058	Audit Fees - Internal	0	0	1,000	1,000		1,000	0.0 %
4059	Accountancy Fees	603	3,249	6,500	3,251		3,251	50.0 %
4070	Refreshments	11	84	200	116		116	42.0 %
	<b>Administration-Office :- Expenditure</b>	<b>5,624</b>	<b>48,217</b>	<b>80,950</b>	<b>32,733</b>	<b>0</b>	<b>32,733</b>	<b>59.6 %</b>
1003	Tourism Income	399	1,489	5,000	-3,511			29.8 %
1201	Rent Received Etc	32	1,522	1,500	22			101.5 %

Month No : 8

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1202 Photocopying Income	0	25	0	25			0.0 %
1205 Miscellaneous Income	19	19	0	19			0.0 %
1360 Ticket Sales Commission	0	97	0	97			0.0 %
<b>Administration-Office :- Income</b>	<b>450</b>	<b>3,152</b>	<b>6,500</b>	<b>-3,348</b>			<b>48.5 %</b>
<b>Net Expenditure over Income</b>	<b>5,174</b>	<b>45,064</b>	<b>74,450</b>	<b>29,386</b>			
<b>403 Administration-Works</b>							
4005 Protective Clothing	475	682	1,000	318		318	68.2 %
4008 Training	0	170	500	330		330	34.0 %
4011 General Rates	0	2,009	2,050	41		41	98.0 %
4012 Water Rates	0	0	400	400		400	0.0 %
4014 Electricity	0	1,210	500	-710		-710	241.9 %
4016 Cleaning Materials etc	0	0	100	100		100	0.0 %
4017 Refuse Disposal	30	2,406	3,500	1,094		1,094	68.7 %
4036 Property Maintenance/Security	219	1,210	1,000	-210		-210	121.0 %
4038 Consumables/Small Tools	109	963	2,500	1,537		1,537	38.5 %
4039 Planting/Trees/Horticulture	0	5,211	5,000	-211		-211	104.2 %
4040 Equipment Purchases (Minor)	1,012	1,217	2,000	783		783	60.9 %
4042 Equipment/Vehicle Maintenance	329	2,722	5,500	2,778		2,778	49.5 %
4043 Equipment/Vehicle Fuel	215	1,753	2,000	247		247	87.6 %
4044 Vehicle Tax & Insurance	0	1,890	2,250	360		360	84.0 %
<b>Administration-Works :- Expenditure</b>	<b>2,388</b>	<b>21,444</b>	<b>28,300</b>	<b>6,856</b>	<b>0</b>	<b>6,856</b>	<b>75.8 %</b>
1212 Miscellaneous Works Income	0	794	0	794			0.0 %
<b>Administration-Works :- Income</b>	<b>0</b>	<b>794</b>	<b>0</b>	<b>794</b>			
<b>Net Expenditure over Income</b>	<b>2,388</b>	<b>20,650</b>	<b>28,300</b>	<b>7,650</b>			
<b>405 Footway Lighting</b>							
4014 Electricity	435	3,117	5,500	2,383		2,383	56.7 %
4042 Equipment/Vehicle Maintenance	0	1,420	2,300	880		880	61.7 %
<b>Footway Lighting :- Expenditure</b>	<b>435</b>	<b>4,537</b>	<b>7,800</b>	<b>3,263</b>	<b>0</b>	<b>3,263</b>	<b>58.2 %</b>
<b>Net Expenditure over Income</b>	<b>435</b>	<b>4,537</b>	<b>7,800</b>	<b>3,263</b>			
<b>406 Cemetery &amp; Churchyard</b>							
4011 General Rates	0	2,226	2,250	24		24	99.0 %
4012 Water Rates	0	32	100	68		68	31.8 %
4036 Property Maintenance/Security	0	0	1,000	1,000		1,000	0.0 %
4037 Grounds Maintenance	0	0	900	900		900	0.0 %

Month No : 8

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4039 Planting/Trees/Horticulture	5	5	350	345		345	1.4 %
4101 Grave Digging Costs	660	3,720	6,200	2,480		2,480	60.0 %
Cemetery & Churchyard :- Expenditure	<b>665</b>	<b>5,983</b>	<b>10,800</b>	<b>4,817</b>	<b>0</b>	<b>4,817</b>	<b>55.4 %</b>
1226 Burials/Memorials Income	1,775	17,120	20,000	-2,880			85.6 %
Cemetery & Churchyard :- Income	<b>1,775</b>	<b>17,120</b>	<b>20,000</b>	<b>-2,880</b>			<b>85.6 %</b>
<b>Net Expenditure over Income</b>	<b>-1,110</b>	<b>-11,137</b>	<b>-9,200</b>	<b>1,937</b>			
<b>408 Town Centre (Including Market)</b>							
4011 General Rates	0	15,326	15,500	174		174	98.9 %
4036 Property Maintenance/Security	0	1,851	850	-1,001		-1,001	217.7 %
4053 Loan Interest	0	159	313	154		154	50.8 %
4054 Loan Capital Repaid	0	145	295	150		150	49.2 %
4100 CCTV Fees	0	1,387	18,000	16,613		16,613	7.7 %
Town Centre (Including Market) :- Expenditure	<b>0</b>	<b>18,868</b>	<b>34,958</b>	<b>16,090</b>	<b>0</b>	<b>16,090</b>	<b>54.0 %</b>
1235 CCTV Monitoring	-833	0	833	-833			0.0 %
1236 Market Fees	0	80	1,000	-920			8.0 %
1237 Saturday Market Fees	0	8	300	-292			2.7 %
1238 Other Income Car Park	0	50	120	-70			41.7 %
Town Centre (Including Market) :- Income	<b>-833</b>	<b>138</b>	<b>2,253</b>	<b>-2,115</b>			<b>6.1 %</b>
<b>Net Expenditure over Income</b>	<b>833</b>	<b>18,730</b>	<b>32,705</b>	<b>13,975</b>			
<b>409 Public Toilets - Car Park</b>							
4011 General Rates	0	2,372	2,400	28		28	98.8 %
4012 Water Rates	0	415	500	85		85	83.1 %
4014 Electricity	73	150	200	50		50	74.8 %
4036 Property Maintenance/Security	0	630	550	-80		-80	114.5 %
Public Toilets - Car Park :- Expenditure	<b>73</b>	<b>3,566</b>	<b>3,650</b>	<b>84</b>	<b>0</b>	<b>84</b>	<b>97.7 %</b>
<b>Net Expenditure over Income</b>	<b>73</b>	<b>3,566</b>	<b>3,650</b>	<b>84</b>			
<b>500 Play Areas and Open Spaces</b>							
4007 Health & Safety	0	399	400	1		1	99.8 %
4012 Water Rates	0	24	1,600	1,576		1,576	1.5 %
4014 Electricity	0	87	200	113		113	43.7 %
4036 Property Maintenance/Security	0	111	500	389		389	22.2 %
4037 Grounds Maintenance	0	669	2,500	1,831		1,831	26.8 %
4042 Equipment/Vehicle Maintenance	0	1,278	5,000	3,722		3,722	25.6 %
4972 Transfer from EMR Fallowfield	0	0	-15,000	-15,000		-15,000	0.0 %
Play Areas and Open Spaces :- Expenditure	<b>0</b>	<b>2,569</b>	<b>-4,800</b>	<b>-7,369</b>	<b>0</b>	<b>-7,369</b>	<b>-53.5 %</b>



	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1201 Rent Received Etc	0	554	0	554			
1241 Sandy FC Rent	0	100	600	-500			0.0 %
1242 Ice cream rent	0	0	330	-330			16.7 %
1251 Pitch Rental	0	541	600	-60			0.0 %
<b>Play Areas and Open Spaces :- Income</b>	<b>0</b>	<b>1,195</b>	<b>1,530</b>	<b>-335</b>			<b>78.1 %</b>
<b>Net Expenditure over Income</b>	<b>0</b>	<b>1,374</b>	<b>-6,330</b>	<b>-7,704</b>			
<b>501 Sunderland Road Rec Ground</b>							
4012 Water Rates	0	578	800	222		222	72.3 %
4014 Electricity	0	92	100	8		8	92.4 %
4036 Property Maintenance/Security	0	33	1,000	967		967	3.3 %
4046 Bowling Green - SBC	0	2,600	2,894	294		294	89.9 %
4047 Equipment Maintenance - SBC	0	217	2,352	2,135		2,135	9.2 %
4048 Cricket Square - SCC	0	2,011	2,328	317		317	86.4 %
4049 Equipment Maintenance - SCC	0	259	2,519	2,260		2,260	10.3 %
4060 Other Professional Fees	1,269	11,419	15,500	4,081		4,081	73.7 %
<b>Sunderland Road Rec Ground :- Expenditure</b>	<b>1,269</b>	<b>17,210</b>	<b>27,493</b>	<b>10,283</b>	<b>0</b>	<b>10,283</b>	<b>62.6 %</b>
1250 Grants Recieved - Bowls Club	0	465	0	465			0.0 %
1253 Bowls Club Rental	0	399	400	-1			99.8 %
1254 Grants Received - Cricket Club	0	560	0	560			0.0 %
1255 Cricket Club Rental	0	263	0	263			0.0 %
1256 Scouts ,ACF and SSLA	0	5	0	5			0.0 %
<b>Sunderland Road Rec Ground :- Income</b>	<b>0</b>	<b>1,691</b>	<b>400</b>	<b>1,291</b>			<b>422.8 %</b>
<b>Net Expenditure over Income</b>	<b>1,269</b>	<b>15,518</b>	<b>27,093</b>	<b>11,575</b>			
<b>502 Nature Reserves</b>							
4037 Grounds Maintenance	0	39	1,500	1,461		1,461	2.6 %
4060 Other Professional Fees	0	0	9,500	9,500		9,500	0.0 %
<b>Nature Reserves :- Expenditure</b>	<b>0</b>	<b>39</b>	<b>11,000</b>	<b>10,961</b>	<b>0</b>	<b>10,961</b>	<b>0.4 %</b>
1306 Countryside Stewardship Grant	0	480	3,200	-2,720			15.0 %
1307 Angling Licence Rent	0	496	500	-4			99.3 %
<b>Nature Reserves :- Income</b>	<b>0</b>	<b>976</b>	<b>3,700</b>	<b>-2,724</b>			<b>26.4 %</b>
<b>Net Expenditure over Income</b>	<b>0</b>	<b>-938</b>	<b>7,300</b>	<b>8,238</b>			
<b>505 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>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>			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>506 Litter Bins, Seats &amp; Shelters</b>							
4042 Equipment/Vehicle Maintenance	0	150	500	350		350	30.0 %
Litter Bins, Seats & Shelters :- Expenditure	<u>0</u>	<u>150</u>	<u>500</u>	<u>350</u>	<u>0</u>	<u>350</u>	<u>30.0 %</u>
<b>Net Expenditure over Income</b>	<u>0</u>	<u>150</u>	<u>500</u>	<u>350</u>			
<b>509 Christmas Lights</b>							
4401 Christmas Illuminations	0	8,021	11,000	2,979		2,979	72.9 %
4402 Community Christmas Event	1,457	3,508	7,000	3,492		3,492	50.1 %
Christmas Lights :- Expenditure	<u>1,457</u>	<u>11,529</u>	<u>18,000</u>	<u>6,471</u>	<u>0</u>	<u>6,471</u>	<u>64.1 %</u>
1365 Christmas Lights	101	1,083	5,500	-4,417			19.7 %
Christmas Lights :- Income	<u>101</u>	<u>1,083</u>	<u>5,500</u>	<u>-4,417</u>			<u>19.7 %</u>
<b>Net Expenditure over Income</b>	<u>1,356</u>	<u>10,446</u>	<u>12,500</u>	<u>2,054</u>			
<b>601 Precept and Interest</b>							
1101 Precept	0	517,647	517,647	0			100.0 %
1201 Rent Received Etc	0	60	0	60			0.0 %
1228 Interest on Investment	50	556	1,000	-444			55.6 %
1320 Interest Received - All account	0	953	3,000	-2,047			31.8 %
Precept and Interest :- Income	<u>50</u>	<u>519,216</u>	<u>521,647</u>	<u>-2,431</u>			<u>99.5 %</u>
<b>Net Expenditure over Income</b>	<u>-50</u>	<u>-519,216</u>	<u>-521,647</u>	<u>-2,431</u>			
<b>602 Democratic and Civic Costs</b>							
4020 Misc Establishment Costs	0	215	100	-115		-115	215.4 %
4033 Annual Report & Newsletter	476	2,142	3,000	858		858	71.4 %
4042 Equipment/Vehicle Maintenance	0	5	250	245		245	2.0 %
4200 Mayor's Allowance	213	1,506	1,900	394		394	79.3 %
4202 Members' Expenses (Conf etc)	-21	45	500	455		455	9.0 %
4210 Election Costs	0	0	3,000	3,000		3,000	0.0 %
4701 Grants/Donations Paid	19	2,809	3,000	191		191	93.6 %
Democratic and Civic Costs :- Expenditure	<u>688</u>	<u>6,723</u>	<u>11,750</u>	<u>5,027</u>	<u>0</u>	<u>5,027</u>	<u>57.2 %</u>
<b>Net Expenditure over Income</b>	<u>688</u>	<u>6,723</u>	<u>11,750</u>	<u>5,027</u>			
<b>700 Capital and Projects</b>							
4153 Loan Interest - INTERNAL	0	0	7,903	7,903		7,903	0.0 %
4154 Loan Capital - INTERNAL	0	0	9,102	9,102		9,102	0.0 %
4802 CAP - Cemetery Extension	0	0	295,000	295,000		295,000	0.0 %

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4810 CAP - Goal Posts	0	1,764	0	-1,764		-1,764	0.0 %
4811 CAP - Village Hall Roof	0	8,656	0	-8,656		-8,656	0.0 %
4812 CAP - Bowls Equipment	0	387	0	-387		-387	0.0 %
4813 CAP - Cricket Equipment	0	466	0	-466		-466	0.0 %
4915 Transfer to Rolling Capital Fd	0	41,764	40,000	-1,764		-1,764	104.4 %
4923 Internal Loan repaid to F'ild	0	0	9,102	9,102		9,102	0.0 %
4965 Funded from Rolling Capital	0	-11,273	0	11,273		11,273	0.0 %
4970 Transfer from C R R	0	0	-45,000	-45,000		-45,000	0.0 %
<b>Capital and Projects :- Expenditure</b>	<b>0</b>	<b>41,764</b>	<b>316,107</b>	<b>274,343</b>	<b>0</b>	<b>274,343</b>	<b>13.2 %</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 %
1364 S106 Money Received	0	1,764	0	1,764			0.0 %
<b>Capital and Projects :- Income</b>	<b>0</b>	<b>1,764</b>	<b>267,005</b>	<b>-265,241</b>			<b>0.7 %</b>
<b>Net Expenditure over Income</b>	<b>0</b>	<b>40,000</b>	<b>49,102</b>	<b>9,102</b>			

**Sandy Town Council**  
**Report to 30th November 2016**

**General Notes**

Attached are the summary income & expenditure report for month 8 to 30th November 2016. This report shows a current year surplus of income over expenditure of £203,072 which includes the second half of the precept (£258,823) which was received on 8 September 2015.

The balance sheet shows that total funds available to the council are £798,900

This is made up of the following -

Current Year Surplus	£203,072
General Reserve Brought Forward	£127,728
Rolling Capital Fund	£33,828
Capital Receipts Reserve	£57,712
Fallowfield Reserve	£347,532
Other Earmarked Reserves	£29,028
Total	<u>£798,900</u>

The percentage of budget if analysed evenly over the year to date is 66.66% but members are reminded that income & expenditure rarely follows this pattern over the year.

**Analysis by Cost Centre****401 Staff**

Expenditure is 61% of the annual budget.

No concerns

**402 Administration**

Expenditure is 59.6% of the annual budget.

Photocopy Costs and Service level Agreements are both overspent to date. New copier agreement due to be quoted for in April 2017. Expected savings. Service level agreement budget increased for 2017/18.

No further concerns.

**403 Works**

Expenditure is 75.8% of the annual budget.

There is a high spend on Property Maintenance due to annual contracts.

Planting, Trees & Horticultural budget is now spent.

There is a large overspend on Electricity and small overspends on Refuse Disposal and Vehicle Fuel.

No further concerns.

**405 Footway Lighting**

Expenditure is 58.2% of the annual budget. Upcoming work expected to incur overspend in budget.

No further concerns.

**406 Cemetery & Churchyard**

---

Expenditure is 55.4% of the annual budget.

No concerns.

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

---

Expenditure is 54.0% of the annual budget

Property Maintenance is overspent due to repairs to the car park barrier.

No further concerns.

**409 Public Toilets - Car Park**

---

Expenditure is 97.7% of the annual budet.

Further repairs to the car park barrier have pushed this cost centre over budget.

No further concerns.

**500 Play Areas and Open Spaces**

---

Expenditure is 25.18% of the annual budget.

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

No concerns.

**501 Sunderland Road Rec.**

---

Expenditure is 62.6% of the annual budget.

Electricity budget is spent already.

Bowling & Cricket Club budgets appear to be almost exhausted but both have received S106 grants from Central Beds. Reimbursement has been requested from CBC.

No concerns.

**502 Nature Reserves**

---

Expenditure is 0.4% of the annual budget. Awaiting invoice from Wildlife trust for fencing work. Will bring expenditure to 100%

No further concerns.

**505 Grass Cutting**

---

No spend to date.

Invoice from CBC due in March 2017.

**506 Litter Bins, Seats & Shelters**

---

£150 spent of £500 budget, no concerns

**Sandy Town Council**  
**Report to 30th November 2016**

**Analysis by Cost Centre [Continued]**

**509 Christmas Lights**

Expenditure is 64.1% of the annual budget. More expenditure is to hit budget line in December accounts.

No concerns

**601 Precept and Interest**

All of the precept has now been received and interest is being earned behind budget at 37.72%

**602 Democratic & Civic Costs**

Expenditure is 57.2% of the annual budget.

There is £191 remaining in the grants/donations budget.

No concerns.

Printed on : 24/11/2016

## Sandy Town Council 2016-17

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At : 15:49

Current Bank A/c

## List of Payments made between 01/10/2016 and 31/10/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/10/2016	Aviva	Std Ord	1,760.47		Annual Insurance Premium
05/10/2016	K A Nichols	111222	800.00		1633/Cricket Club Maintenance
10/10/2016	Central Bedfordshire Council R	DDR	3,086.00		1350/Offices - Non Dom Rates
10/10/2016	Central Bedfordshire Council R	DDR2	1,113.00		1353/Cem Non Dom Rates
10/10/2016	Central Bedfordshire Council R	DDR3	1,004.00		1354/Allotment Non Dom Rates
10/10/2016	Central Bedfordshire Council R	DDR4	7,082.00		1351/Car Park Non Dom Rates
10/10/2016	Central Bedfordshire Council R	DDR5	1,186.00		1352/Adj to 29 Non Dom Rates
10/10/2016	Central Bedfordshire Council R	DDR6	116.00		1268/Market Rates Apr16-Mar17
17/10/2016	UK Fuels Limited DDR	DDR7	54.24		1590/Fuel Cards
17/10/2016	Bedford Borough Council	DDR8	18,648.75		1613/ERs
18/10/2016	Southern Electric DDR	DDR9	1,585.15		1656/Elec. 02.08.16-01.09.16
20/10/2016	1st Choice Staff Recruitment L	30764	618.05		1591/K. Green Hrs w/e 17.09.16
20/10/2016	1st Response Fire Protection	30765	183.00		1592/Hand Dryer for Toilets
20/10/2016	Anglian Water	30766	217.82		1612/Water 29.06.16-03.10.16
20/10/2016	Anglian Water	30767	23.80		1584/Water 31.03.16-04.07.16
20/10/2016	Anglian Water	30768	67.58		1611/Water 08.07.16-10.10.16
20/10/2016	Axiom B2	30769	36.00		1609/Panel Re-fitted
20/10/2016	BDO LLP	30770	1,560.00		1585/External Audit 2015-16
20/10/2016	Biggles FM	30771	500.00		1586/Biggles FM Grant
20/10/2016	Central Bedfordshire Council	30772	1,522.50		1614/Pavilion management fee
20/10/2016	DCK Beavers Ltd	30773	500.94		1588/Contract Accounting
20/10/2016	Duke Bowls	30774	464.74		1617/Bowls Score Boards
20/10/2016	Dunstable Town Council	30775	20.00		1589/Dunstable Pudding Night
20/10/2016	Mrs A Elliott-Flockheart	30776	15.93		1618/A. Elliott Travle
20/10/2016	Froods Autoservices	30777	85.73		1621/AK12 WLJ replace tyre
20/10/2016	Hertfordshire County Council	30778	158.91		1593/Janitorial Supplies
20/10/2016	Houghton Regis Town Council	30779	10.00		1622/H.Regis Circus Night
20/10/2016	Martin Howlett Trading Company	30780	35.10		1624/Refuse Sacks
20/10/2016	John O'Gaunt Golf Club	30781	91.94		1594/Mower Repairs
20/10/2016	Town Mayor's Charity Fund	30782	6.00		1623/Leighton Carol Concert
20/10/2016	Tim Miles	30783	660.00		1595/Grave Digging
20/10/2016	FD Odell & Sons Ltd	30784	447.00		1597/Refuse Disposal
20/10/2016	Colin Osborne	30785	148.60		1625/C. Osborne Travel
20/10/2016	Rosetta Publishing	30786	285.60		1598/The Bulletin Oct
20/10/2016	Sandy Upper School	30787	25.00		1626/A.Boothby Grant
20/10/2016	Seddington Garden Nursery	30788	1,163.00		1627/Planting, Topsoil, Seed
20/10/2016	Agrovista UK Ltd	30789	561.87		1582/Greens Seed 20Kg
20/10/2016	K A Nichols	30790	187.00		1601/Allen Sprayer Service
20/10/2016	Sporty-Co	30791	559.74		1631/Cricket Portascore
20/10/2016	Mayors Charity Fund	30792	20.00		1602/St Neots Race Night
20/10/2016	T&J Seymour Electrical Install	30793	852.00		1600/Quarterly Light Maint.
20/10/2016	Travis Perkins Trading Co Ltd	30794	35.23		1603/Postcrete
20/10/2016	TTM Consultancy Ltd	30795	1,044.12		1605/Works to Barrier
20/10/2016	Verto (UK) Ltd	30796	118.80		1607/Roman-Sandy Domain Renew
24/10/2016	Anglian Water	111224	85.40		1634/Water 16.07.16-19.10.16
24/10/2016	Anglian Water	111224(2)	18.23		1635/Water 14.07.16-19.10.16
26/10/2016	Petty Cash Imprest	111225	189.34		Petty Cash Imprest

Continued on Page 2

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Current Bank A/c

**List of Payments made between 01/10/2016 and 31/10/2016**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
26/10/2016	Mayors Charity Dinner	111226	350.00		Mayors Charity Dinner
26/10/2016	Anglian Water	111227	149.08		1636/Water 16.07.16-20.10.16
26/10/2016	Pitney Bowes Postage Rent	DDR	50.22		Pitney Bowes Postage Rent
31/10/2016	UK Fuels Limited DDR	DDR14	123.15		1619/Fuel Cards
31/10/2016	Chess Ltd	DDR15	27.00		1616/Telephony Support
31/10/2016	Chess Ltd	DDR16	198.30		1587/Telephone Bills
31/10/2016	Chess Ltd	DDR17	300.00		1615/IT SupportContract
<b>Total Payments</b>			<b>50,152.33</b>		



At : 16:01

## Current Bank A/c

## List of Payments made between 01/11/2016 and 30/11/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/11/2016	Aviva	Std Ord	1,760.47		Annual Insurance Premium
01/11/2016	CF Corporate Finance	Std Ord	523.67		Photocopier Rental
07/11/2016	1st Sandy Scout Group	111228	195.00		1661/Scout Fireworks Tickets
09/11/2016	Central Bedfordshire Council R	DDR	116.00		1268/Market Rates Apr16-Mar17
14/11/2016	Gunns Bakery	111229	70.00		1663/Gunns bakery Catering
16/11/2016	Southern Electric DDR	DDR2	450.13		Purchase Ledger Payment
16/11/2016	Bedford Borough Council	DDR3	18,681.93		1668/ERs
21/11/2016	UK Fuels Limited DDR	DDR4	79.48		1650/Fuel Cards
24/11/2016	1st Choice Staff Recruitment L	30797	1,850.58		1648/R. Hooper W/e 15.10.16
24/11/2016	Central Bedfordshire Council	30798	1,522.50		1669/Pavillion Management Fee
24/11/2016	DCK Beavers Ltd	30799	1,325.34		1637/Contract Accounting
24/11/2016	Froods Autoservices	30800	85.73		1649/Replace Tyre AK12 WLJ
24/11/2016	Hertfordshire County Council	30801	123.58		1651/Stationery Supplies
24/11/2016	Houghton Regis Town Council	30802	8.00		1675/Houghton Regis Xmas Night
24/11/2016	Martin Howlett Trading Company	30803	16.00		1677/White Paper Towel
24/11/2016	A Jakins & Sons Christmas Tree	30804	720.00		1666/25ft Christmas Tree
24/11/2016	Lamps & Tubes Illuminations Lt	30805	9,625.20		1653/Xmas Lights Rental
24/11/2016	FD Odell & Sons Ltd	30806	479.70		1644/Refuse Disposal Oct
24/11/2016	Colin Osborne	30807	115.40		1678/C. Osborne Travel
24/11/2016	People & Places Insight Ltd	30808	360.00		1679/Research Training
24/11/2016	The Poppy Appeal	30809	74.00		1658/RBL Poppy Wreath
24/11/2016	Rosetta Publishing	30810	285.60		1654/The Bulletin Nov
24/11/2016	A. J. & R. Scambler and Sons L	30811	395.06		1665/Mower Blades
24/11/2016	1st Sandy Scout Group	30812	40.00		1662/Scout Fireworks Tickets
24/11/2016	Agrovista UK Ltd	30813	1,136.06		1640/Fungicide, Moss Killer
24/11/2016	St Ives Town Council	30814	20.00		1676/St Ives Carol Concert
24/11/2016	The Health & Safety People Ltd	30815	240.00		1684/Health Review
24/11/2016	Travis Perkins Trading Co Ltd	30816	116.88		1657/Macadam Repair
24/11/2016	Verto (UK) Ltd	30817	357.60		1671/Roman-Sandy Domain Renew
24/11/2016	Walters Ltd	30818	719.92		1688/Photocopy Charges
24/11/2016	Clerks Imprest A/c	111230	11.00		Refund - Talk
24/11/2016	Clerks Imprest A/c	111231	70.00		Refund - Saffords
24/11/2016	Clerks Imprest A/c	111232	70.00		Refunds - Saffords
28/11/2016	Clerks Imprest A/c	111233	80.00		Floats - Xmas light switch on
28/11/2016	UK Fuels Limited DDR	DDR5	57.90		1672/Fuel Cards
30/11/2016	Chess Ltd	DDR6	198.04		1642/Telephone Bills to 31/10
30/11/2016	Chess Ltd	DDR7	300.00		1670/IT Support
30/11/2016	Chess Ltd	DDR8	27.00		Purchase Ledger Payment

**Total Payments**      42,307.77

## AGENDA NUMBER 6

Policy Finance and Resources Committee - Action list

Subject	Action to be taken		Response/ Status
	Minute	Action	
<b>Meeting 22/6/15</b>			
Renewal of Service Agreements	(11-2015/16)	The Town Clerk to review all outside contracts.	On going
<b>Meeting 16/11/15</b>			
War Memorial Restoration Work	(58-15/16)	Town Clerk to get quotes and submit the pre grant application	On going.  Following further site visits by WMT and additional information from quote providers the WMT are reviewing the Sandy application and anticipate a final decision by the end of February 2017.
<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	21/10/16 CBC response to Archaeological WSI stating required amendments/ clarifications. Once revised WSI received, submission to Planning Authority to have first part of conditions approved.
<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.	The working group has reviewed and fed back to Full Council. Comments submitted to CBC legal.

			<p>21/12/16 response from legal team stating more information will be provided shortly.</p> <p>Clerk to meet with CBC contracts Leisure Contracts Manager in early February to discuss contract and issues with service provider.</p>
Drone Policy	(46-16/17)	To continue to investigate a drone policy and how effective it may be. To liaise with CBC to see how they may be able to assist.	On going

**AGENDA ITEM 7**

**SANDY TOWN COUNCIL**

**COMMITTEE:** Policy, Finance and Resources

**DATE:** 9 January 2017

**AUTHOR:** Town Clerk

**SUBJECT:** Proposed Events Budget

**Summary**

At a previous meeting of the Policy, Finance and Resources Committee it was agreed to recommend a separate budget line for event support in the next financial year. The Council had a history of supporting events in Sandy and a separate events support budget in the next financial year would mitigate the impact on the community grants budget.

The Council has agreed to award the Sandy Carnival Committee £500 in the next financial year from the proposed events budget.

Members wanted more consideration on how the budget would be used and what would fall under appropriate expenditure under the budget line.

**Information**

The purpose of the events budget was to support those Sandy based events which the Council regularly provides some contribution towards via its grant applications. Establishing a specific events budget line allows for the Council to continue to support community events while alleviating the effect on the grants budget, which is used for a variety of community applications.

There are two large community events that the Council has supported via awarding grants in the past. These are the Sandy Show and the Sandy Carnival. A review of the grants budget shows that grant awards of between £350 - £500 have been made in past years to support community events, however not every year. In the 2015/16 financial year only one grant of £30 was made in support of a community event.

The Council also supports the Sandy Fireworks display, however this is via a loan rather than a grant and does not come out of the current grants budget.

The proposed level of the event budget for the next financial year is £2,000.

Members should consider the extent to which the budget can cover events and what should be classed as appropriate expenditure.

That the events budget should;

- Be available to the Town Council to support any set up costs of Town Council events. Current proposed events are specialised markets and the Sandy dog

show. An allowance of £500 should be set aside out of the budget to cover potential costs.

- Be available for the Town Council to award to Sandy community organisations for the purpose of directly holding an event which will benefit a large proportion of the community.
- Donations/Grants for community organised events should only be made following an application via the usual grants forms.
- Donations/Grants should be limited to a maximum amount of £500 and the benefits of the event for the community should be clearly outlined within the application.

Members are asked to consider the proposed events budget and its implications.

**AGENDA ITEM 8****SANDY TOWN COUNCIL****COMMITTEE:** Policy, Finance and Resources**DATE:** 9 January 2017**AUTHOR:** Town Clerk**SUBJECT:** 2017/18 Budget**Summary**

At a meeting of the Policy, Finance and Resources meeting on 21 November 2016 Members received and reviewed an initial budget for the next financial year. Following that review the Clerk has amended the budget in line with Members comments.

Members will need to agree the budget and precept request at the meeting of the Full Town Council on 16 January 2017.

**Information**

The budget presented and reviewed by the Policy, Finance and Resources Committee on 21 November 2016 was based upon a precept request of £536,922 and allowed for all budget codes to be met with an increase to the Capital Rolling Projects Fund of £11,250 on last year's budget. This resulted in a proposed Capital Projects budget of £51,250 for the next financial year.

The budget reviewed on 21 November 2016 proposed;

**Tax Base; 3,949 Council Tax; £135.96 Precept Income; £536,922**

A Council Tax of £135.96 represents an increase of 3.72% (£4.88) on the 2016/17 council tax rate.

The budget presented tonight for Members review incorporates the below changes;

CC	AC	Budget	21/11/16 (£)	9/1/17 (£)	-/+	Comment
403	4039	Horticultural Works	5,500	6,500	+1,000	Increased to allow for tree works following tree surveys. £1,500 of this budget is intended for tree works. The remaining is for planting.
405	4042	Street Lighting	2,500	4,000	+1,500	£3,020 anticipated

## APPENDIX VII

						streetlight repair/maintenance costs in 2016/17 financial year. Results in est. £800 an over spend. Increase to allow contingency for possible street light replacement in 2017/18. £1,600 is average cost of a new light installation.  May wish to consider replacing future streetlights with LED lights. The Clerk will get cost information.
408	1235	CCTV Income	833	0	- 833	Aragon no longer contributing to cost of mobile CCTV
500	4042	Equipment Maintenance	2,500	5,000	+2,500	Reinstated to same as this year's budget.
502	4703	Sandy Green Wheel	0	2,000	+2,000	Agreed contribution to the Sandy Green Wheel
601	1101	Precept Income	536,922	538,809	+1,887	Amended to reflect increased tax base, as confirmed by CBC (3949 to 3963)
700	4915	Rolling Capital Projects	51,250	45,304		Decreased due to increase in other budget lines

The budget now presented to Members incorporates the above changes while leaving the Council tax increase at 3.72%.

To incorporate the above increased budgets the Rolling Capital Project Fund has had to be decreased from £51,250 to £45,304 for the next financial year. If Members wished to keep the Rolling Capital Project Fund at the same level as previously proposed a Council tax increase of 5% would be required.

A 5% increase would represent a yearly increased Council Tax of £6.55. This would generate a precept of £545,443, allowing for an additional £6,634 to be added to the budget. If applied to the Rolling Capital Project Fund this would result in a budget of £51,938.

*Members are asked to review the proposed budget and consider whether any individual budgets require increasing or decreasing ahead of recommending a budget and precept request to Full Council.*

AGENDA ITEM 8

APPENDIX VIII

**Sandy Town Council**

**Budget Summary**

**Year Ended 31st March 2016**

	<b>2016-17</b>		<b>2017-18</b>	<b>Budget</b>	
	<b>Projected</b>	<b>Budgeted (Revised)</b>	<b>Proposed</b>	<b>Incr/Decr</b>	
<b>REVENUE EXPENDITURE</b>					
Staffing & Admin	353530	385650	403134	17484	
Services	117292	118793	122583	3790	
	<u>470822</u>	<u>504443</u>	<u>525717</u>	<u>21274</u>	
<b>INCOME</b>					
Staffing & Admin	8524	10500	8200	-2300	
Services	37061	33383	33114	-269	
	<u>45585</u>	<u>43883</u>	<u>41314</u>	<u>-2569</u>	
<b>NET REVENUE EXPENDITURE</b>	<u>425237</u>	<u>460560</u>	<u>484403</u>	<u>23843</u>	
<b>Capital Expenditure (Net)</b>					
Rolling Capital Fund Allocation	40000	40000	45304	5304	
Capital & Projects (net)	0	0	0	0	
Capital Receipts	0	0	0	0	
Loans	608	608	0		
Loan - Internal Repayment	0	9102	9102	0	
	<u>40608</u>	<u>49710</u>	<u>54406</u>	<u>5304</u>	
<b>TOTAL NET EXPENDITURE</b>	<u>465845</u>	<u>510270</u>	<u>538809</u>	<u>-5304</u>	
Financed as follows					
Reserves at 1st April	127728	107763	179530		
Reserves at 31st March	179530	115140	179530	**	
Used to Fund Expenditure	-51802	-7377	0	***	
<b>PRECEPT FUNDING REQUIRED</b>	<u>517647</u>	<u>517647</u>	<u>538809</u>	<u>21162</u>	4.09%
	<u>465845</u>	<u>510270</u>	<u>538809</u>		

**Precept information**

**ADJUSTED BASIS**

Band D Equivalents	<u>3949</u>	<u>3963</u>		0.35%
Precept per Band D Equivalent (£/annum)	<u>£ 131.08</u>	<u>£135.96</u>	<u>£4.88</u>	3.72%
Precept per Band D Equivalent (p/week)	<u>251.39</u>	<u>260.74</u>	<u>9.35 p</u>	

<b>**Note:</b> Recommended <u>minimum</u> reserve equal to			
3 months net revenue expenditure	<u>106309</u>	<u>115140</u>	<u>121101</u>
General Reserve <b>Shortfall</b> /Surplus	73221	0	58429

**\*\*\*Note** To correct reserve shortfall within three years

<b>Earmarked Reserve</b>	<b>31/03/2016 (Actual)</b>	<b>01/04/2017 (Projected)</b>	<b>02/04/2018 (Available)</b>
Rolling Capital Fund	42483	82483	127787
Earmarked Reserves	29028	32028	35028
Fallowfield	362532	347532	91634
Fallowfield Internal Loan			240898
Revenue Earmarked Funds	434043	462043	495347
Capital Receipts Reserve	57712	12712	-32288
<b>TOTAL Earmarked Funds</b>	<u>491755</u>	<u>474755</u>	<u>463059</u>
General Reserve (see above)	127728	179530	179530
<b>Total Reserves</b>	<u>619483</u>	<u>654285</u>	<u>642589</u>



**Sandy Town Council****Budget Summary****Year Ended 31st March 2018**

<b>Expenditure Budgets</b>	<b>2016-17</b>			<b>2017-18</b>	<b>2017-18</b>	<i>Budget Incr/Decr</i>
	<b>Projecte</b>	<b>Budgeted</b>		<b>Proposed</b>		
		<b>(Revised)</b>				
<b>Staffing &amp; Admin</b>						
Staff	401	234600	264650 A	<b>276450</b>		11800
Admin - Office	402	78271	80950	<b>81455</b>		505
Admin - Works	403	28759	28300	<b>31429</b>		3129
Precept and Interest	601	0	0	<b>0</b>		0
Democratic & Civic	602	11900	11750	<b>13800</b>		2050
		<u>353530</u>	<u>385650</u>	<u><b>403134</b></u>		<u>17484</u>
<b>Services</b>						
Allotments	404	0	0	<b>0</b>		0
Footway Lighting	405	8000	7800	<b>9500</b>		1700
Cemetery & Churchyard	406	10776	10800	<b>11129</b>		329
Town Centre (incl Market) (excl Loan:	408	35826	34350	<b>34513</b>		163
Public Toilets - Car Park	409	4572	3650	<b>4131</b>		481
Play Areas & Open Spaces	500	-8200	-4800 A	<b>-5700</b>		-900
Sunderland Rd Rec Ground	501	26818	27493	<b>27510</b>		17
Nature Reserves	502	11000	11000	<b>13000</b>		2000
Grass Cutting	505	10000	10000	<b>10000</b>		0
Litter Bins Seats and Shelters	506	500	500	<b>500</b>		0
Christmas Lights	509	18000	18000	<b>18000</b>		0
		<u>117292</u>	<u>118793</u>	<u><b>122583</b></u>		<u>3790</u>
<b>TOTAL EXPENDITURE</b>		<u>470822</u>	<u>504443</u>	<u><b>525717</b></u>		<u>21274</u>

**NOTES**

A Funding from Fallowfield EMR £15k p.a

**Sandy Town Council****Budget Summary****Year Ended 31st March 2016**

	<b><u>2016-17</u></b>		<b><u>2017-18</u></b>	<b><u>2017-18</u></b>	<i>Budget</i>
	<i>Projecte</i>	<i>Budgeted</i>	<b>Proposed</b>		<i>Incr/Decr</i>
		(Revised)			
<b><u>Income Budgets</u></b>					
<b><u>Staffing &amp; Admin</u></b>					
Staff	401	0	0	0	0
Admin - Office	402	4230	6500	4700	-1800
Admin - Works	403	794	0	0	0
Precept and Interest	601	3500	4000	3500	-500
Democratic & Civic	602	0	0	0	0
		<u>8524</u>	<u>10500</u>	<u>8200</u>	<u>-2300</u>
<b><u>Services</u></b>					
Allotments	404	0	0	0	0
Footway Lighting	405	0	0	0	0
Cemetery & Churchyard	406	28000	20000	25000	5000
Town Centre (incl Market	408	1041	2253	620	-1633
Public Toilets - Car Park	409	0	0	0	0
Play Areas & Open Spaces	500	1657	1530	1115	-415
Sunderland Rd Rec Ground	501	667	400	679	279
Nature Reserves	502	3696	3700	3700	0
Grass Cutting	505	0	0	0	0
Litter Bins Seats and Shelters	506	0	0	0	0
S.E.G (not is use 14/15)	508	0	0	0	0
Christmas Lights	509	2000	5500	2000	-3500
		<u>37061</u>	<u>33383</u>	<u>33114</u>	<u>-269</u>
<b><u>TOTAL INCOME</u></b>		<u>45585</u>	<u>43883</u>	<u>41314</u>	<u>-2569</u>

**Sandy Town Council 2016-17  
Budget Summary - By Centre**

Note: (-) Net Expenditure means Income is greater than Expenditure

**Note : Sandy Town Council Budget 2017/18**

	2015/16		2016/17			2017/18
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget Actual YTD	Projected Actual
<b>401 Staff</b>						
<b>OverHead Expenditure</b>	243,350	236,522	264,650	0	180,993	234,600
<b>401 Net Expenditure</b>	243,350	236,522	264,650	0	180,993	234,600
<b>402 Administration-Office</b>						
<b>OverHead Expenditure</b>	82,700	73,406	80,950	0	49,088	78,271
<b>Total Income</b>	6,000	4,159	6,500	0	3,152	4,230
<b>402 Net Expenditure</b>	76,700	69,247	74,450	0	45,936	74,041
<b>403 Administration-Works</b>						
<b>OverHead Expenditure</b>	28,900	27,873	28,300	0	21,931	28,759
<b>Total Income</b>	0	1,586	0	0	794	794
<b>403 Net Expenditure</b>	28,900	26,287	28,300	0	21,137	27,965
<b>405 Footway Lighting</b>						
<b>OverHead Expenditure</b>	7,800	11,951	7,800	0	4,537	8,000
<b>405 Net Expenditure</b>	7,800	11,951	7,800	0	4,537	8,000
<b>406 Cemetary &amp; Churchyard</b>						
<b>OverHead Expenditure</b>	10,750	6,992	10,800	0	6,203	10,776
<b>Total Income</b>	25,052	18,535	20,000	0	17,120	28,000
<b>406 Net Expenditure</b>	-14,302	-11,543	-9,200	0	-10,917	-17,224

**Sandy Town Council 2016-17  
Budget Summary - By Centre**

Note: (-) Net Expenditure means Income is greater than Expenditure

**Note : Sandy Town Council Budget 2017/18**

	2015/16		2016/17			2017/18
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget Actual YTD	Projected Actual
<b>408</b> <u>Town Centre (Including Market)</u>						
OverHead Expenditure	31,608	33,066	34,958	0	34,958	36,434
<b>Total Income</b>	600	2,294	2,253	0	2,253	1,041
<b>408 Net Expenditure</b>	31,008	30,772	32,705	0	32,705	35,393
<b>409</b> <u>Public Toilets - Car Park</u>						
OverHead Expenditure	3,800	2,638	3,650	0	3,650	4,572
<b>409 Net Expenditure</b>	3,800	2,638	3,650	0	3,650	4,572
<b>500</b> <u>Play Areas and Open Spaces</u>						
OverHead Expenditure	-2,825	3,840	-4,800	0	-4,800	-8,200
<b>Total Income</b>	1,380	1,121	1,530	0	1,530	1,657
<b>500 Net Expenditure</b>	-4,205	2,719	-6,330	0	-6,330	-9,857
<b>501</b> <u>Sunderland Road Rec Ground</u>						
OverHead Expenditure	26,390	26,010	27,493	0	27,493	26,818
<b>Total Income</b>	820	396	400	0	400	667
<b>501 Net Expenditure</b>	25,570	25,614	27,093	0	27,093	26,151
<b>502</b> <u>Nature Reserves</u>						
OverHead Expenditure	10,925	15,648	11,000	0	11,000	11,000
					39	13,000

**Sandy Town Council 2016-17  
Budget Summary - By Centre**

Note: (-) Net Expenditure means Income is greater than Expenditure

**Note : Sandy Town Council Budget 2017/18**

	2015/16		2016/17		2017/18
	Budget	Actual	Revised Budget	Actual YTD	
<b>505</b>					
<u>Grass Cutting</u>					
<b>Total Income</b>	2,500	2,759	0	976	3,700
<b>Net Expenditure</b>	8,425	12,889	0	-938	9,300
<b>OverHead Expenditure</b>	12,000	7,580	0	0	10,000
<b>505</b>	12,000	7,580	0	0	10,000
<u>Litter Bins, Seats &amp; Shelters</u>					
<b>OverHead Expenditure</b>	500	0	0	150	500
<b>506</b>	500	0	0	150	500
<u>Christmas Lights</u>					
<b>OverHead Expenditure</b>	18,000	13,748	0	15,739	18,000
<b>Total Income</b>	4,000	2,099	0	1,068	2,000
<b>Net Expenditure</b>	14,000	11,650	0	14,671	16,000
<b>509</b>					
<u>Precept and Interest</u>					
<b>Total Income</b>	484,598	482,657	0	519,216	542,309
<b>Net Expenditure</b>	-484,598	-482,657	0	-519,216	-542,309
<b>601</b>					
<u>Democratic and Civic Costs</u>					
<b>OverHead Expenditure</b>	10,750	6,847	0	6,903	13,800

**Sandy Town Council 2016-17  
Budget Summary - By Centre**

Note: (-) Net Expenditure means Income is greater than Expenditure

**Note : Sandy Town Council Budget 2017/18**

	<u>2015/16</u>		<u>2016/17</u>			<u>2017/18</u>		
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
<b>Total Income</b>	0	50	0	0	0	0	0	0
<b>602 Net Expenditure</b>	10,750	6,797	11,750	0	11,750	6,903	11,900	13,800
<b>700 Capital and Projects</b>								
<b>OverHead Expenditure</b>	300,307	19,167	316,107	0	316,107	41,764	50,420	321,411
<b>Total Income</b>	267,005	4,061	267,005	0	267,005	1,764	10,420	267,005
<b>700 Net Expenditure</b>	33,302	15,106	49,102	0	49,102	40,000	40,000	54,406
<b>Total Budget Expenditure</b>	784,955	485,289	821,158	0	821,158	372,853	521,850	847,128
<b>Income</b>	791,955	519,716	828,535	0	828,535	547,115	573,652	847,128
<b>Net Expenditure</b>	-7,000	-34,428	-7,377	0	-7,377	-174,262	-51,802	0

Note : Sandy Town Council Budget 2017/18

	2015/16		2016/17			2017/18
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget Actual YTD	
<b>401 Staff</b>						
4001 Gross Salaries - Admin	116,000	90,910	114,000	0	114,000	114,000
4002 Gross Salaries - Works	83,000	91,592	97,700	0	97,700	97,700
4003 Employers NIC	14,100	10,191	22,100	0	22,100	22,100
4004 Employers Superannuation	29,750	22,919	29,850	0	29,850	29,300
4010 Miscellaneous Staff Costs	500	20,645	1,000	0	1,094	1,000
4030 Recruitment Advertising	0	265	0	0	0	200
<b>OverHead Expenditure</b>	<b>243,350</b>	<b>236,522</b>	<b>264,650</b>	<b>0</b>	<b>264,650</b>	<b>276,450</b>
<b>401 Net Expenditure</b>	<b>243,350</b>	<b>236,522</b>	<b>264,650</b>	<b>0</b>	<b>264,650</b>	<b>276,450</b>
<b>402 Administration-Office</b>						
4008 Training	3,500	2,216	2,500	0	2,500	2,500
4009 Travel & Subsistence	250	150	250	0	250	250
4011 General Rates	6,150	6,120	6,250	0	6,171	6,305
4012 Water Rates	400	324	400	0	183	400
4014 Electricity	2,500	3,125	2,500	0	2,008	3,500
4015 Gas	1,800	432	1,200	0	843	1,800
4016 Cleaning Materials etc	1,500	1,037	1,500	0	782	1,250
4020 Misc Establishment Costs	2,000	1,235	2,000	0	615	2,000
4021 Telephone & Fax	2,500	2,405	2,500	0	1,421	2,500

Note : Sandy Town Council Budget 2017/18

	2015/16		2016/17			2017/18		
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
4022 Postage	1,700	1,986	1,700	0	1,700	913	1,700	1,700
4023 Printing & Stationery	5,000	1,188	3,500	0	3,500	1,561	3,000	3,000
4024 Subscriptions	2,600	2,513	2,700	0	2,700	2,351	2,700	2,700
4025 Insurance (excl vehicles)	22,250	19,399	22,250	0	22,250	13,395	21,000	22,250
4026 Photocopy Costs	4,000	3,573	3,000	0	3,000	2,799	3,500	3,500
4027 IT Costs incl Support	6,000	4,627	6,000	0	6,000	2,485	5,000	6,000
4028 Service Agreements (Other)	5,000	5,901	5,500	0	5,500	6,729	5,700	6,000
4035 Publications	200	41	100	0	100	30	100	100
4036 Property Maintenance/Security	3,000	2,607	3,000	0	3,000	2,052	3,000	3,000
4040 Equipment Purchases (Minor)	0	0	2,000	0	2,000	294	2,000	2,000
4050 Tourism Expenditure	2,000	4,247	2,000	0	2,000	35	750	750
4051 Bank Charges	100	66	100	0	100	30	100	100
4056 Legal Expenses	2,000	350	1,000	0	1,000	0	1,000	1,000
4057 Audit Fees - External	1,300	1,335	1,300	0	1,300	0	1,300	1,300
4058 Audit Fees - Internal	750	830	1,000	0	1,000	375	850	850
4059 Accountancy Fees	6,000	7,535	6,500	0	6,500	3,249	6,000	6,500
4070 Refreshments	200	166	200	0	200	84	200	200
<b>OverHead Expenditure</b>	<b>82,700</b>	<b>73,406</b>	<b>80,950</b>	<b>0</b>	<b>80,950</b>	<b>49,088</b>	<b>78,271</b>	<b>81,455</b>
1003 Tourism Income	3,000	2,181	5,000	0	5,000	1,489	1,500	2,000
1201 Rent Received Etc	3,000	1,738	1,500	0	1,500	1,522	2,500	2,500



Note : Sandy Town Council Budget 2017/18

	2015/16		2016/17		2017/18		
	Budget	Actual	Agreed Budget	Net Virement Revised Budget Actual YTD		Projected Actual	Next Year Budget
1202 Photocopying Income	0	50	0	0	25	30	0
1205 Miscellaneous Income	0	190	0	0	19	0	0
1360 Ticket Sales Commission	0	0	0	0	97	200	200
<b>Total Income</b>	<b>6,000</b>	<b>4,159</b>	<b>6,500</b>	<b>6,500</b>	<b>3,152</b>	<b>4,230</b>	<b>4,700</b>
<b>402 Net Expenditure</b>	<b>76,700</b>	<b>69,247</b>	<b>74,450</b>	<b>74,450</b>	<b>45,936</b>	<b>74,041</b>	<b>76,755</b>
<b>403 Administration-Works</b>							
4005 Protective Clothing	1,000	736	1,000	1,000	769	1,000	1,000
4008 Training	0	0	500	500	170	500	500
4011 General Rates	2,000	1,992	2,050	2,050	2,009	2,009	2,279
4012 Water Rates	700	-102	400	400	0	200	200
4014 Electricity	500	1,170	500	500	1,210	1,000	1,000
4016 Cleaning Materials etc	0	0	100	100	0	0	0
4017 Refuse Disposal	3,500	4,082	3,500	3,500	2,406	3,500	3,500
4036 Property Maintenance/Security	1,000	2,643	1,000	1,000	1,210	2,000	2,000
4038 Consumables/Small Tools	2,500	1,768	2,500	2,500	963	2,500	2,500
4039 Planting/Trees/Horticulture	5,700	4,825	5,000	5,000	5,211	4,100	6,500
4040 Equipment Purchases (Minor)	2,000	2,678	2,000	2,000	1,217	2,000	2,000
4042 Equipment/Vehicle Maintenance	5,500	4,044	5,500	5,500	3,013	5,500	5,500
4043 Equipment/Vehicle Fuel	2,000	2,088	2,000	2,000	1,863	2,200	2,200

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Sandy Town Council Budget 2017/18

	2015/16		2016/17		2017/18		
	Budget	Actual	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
4044 Vehicle Tax & Insurance	2,500	1,950	0	2,250	1,890	2,250	2,250
<b>OverHead Expenditure</b>	<b>28,900</b>	<b>27,873</b>	<b>0</b>	<b>28,300</b>	<b>21,931</b>	<b>28,759</b>	<b>31,429</b>
1212 Miscellaneous Works Income	0	0	0	0	794	794	0
1258 Insurance Claims Repayment	0	1,586	0	0	0	0	0
<b>Total Income</b>	<b>0</b>	<b>1,586</b>	<b>0</b>	<b>0</b>	<b>794</b>	<b>794</b>	<b>0</b>
<b>403 Net Expenditure</b>	<b>28,900</b>	<b>26,287</b>	<b>0</b>	<b>28,300</b>	<b>21,137</b>	<b>27,965</b>	<b>31,429</b>
<b>405 Footway Lighting</b>							
4014 Electricity	5,500	5,404	0	5,500	3,117	5,500	5,500
4042 Equipment/Vehicle Maintenance	2,300	6,547	0	2,300	1,420	2,500	4,000
<b>OverHead Expenditure</b>	<b>7,800</b>	<b>11,951</b>	<b>0</b>	<b>7,800</b>	<b>4,537</b>	<b>8,000</b>	<b>9,500</b>
<b>405 Net Expenditure</b>	<b>7,800</b>	<b>11,951</b>	<b>0</b>	<b>7,800</b>	<b>4,537</b>	<b>8,000</b>	<b>9,500</b>
<b>406 Cemetary &amp; Churchyard</b>							
4011 General Rates	2,200	2,208	0	2,250	2,226	2,226	2,579
4012 Water Rates	100	83	0	100	32	100	100
4036 Property Maintenance/Security	1,000	685	0	1,000	0	1,000	1,000
4037 Grounds Maintenance	900	66	0	900	0	900	900
4039 Planting/Trees/Horticulture	350	180	0	350	5	350	350

## Sandy Town Council 2016-17

## Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

## Note : Sandy Town Council Budget 2017/18

	2015/16		2016/17			2017/18
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget Actual YTD	Projected Actual
4101 Grave Digging Costs	6,200	3,770	6,200	0	6,200	6,200
<b>OverHead Expenditure</b>	10,750	6,992	10,800	0	10,800	11,129
1226 Burials/Memorials Income	25,000	18,535	20,000	0	20,000	25,000
1228 Interest on Investment	52	0	0	0	0	0
<b>Total Income</b>	25,052	18,535	20,000	0	17,120	25,000
<b>406 Net Expenditure</b>	-14,302	-11,543	-9,200	0	-10,917	-13,871
<b>408 Town Centre (Including Market)</b>						
4007 Health & Safety	0	0	0	0	0	150
4011 General Rates	15,150	15,203	15,500	0	15,500	14,255
4036 Property Maintenance/Security	850	0	850	0	850	1,500
4053 Loan Interest	349	332	313	0	313	293
4054 Loan Capital Repaid	259	276	295	0	295	315
4100 CCTV Fees	15,000	17,255	18,000	0	18,000	18,000
<b>OverHead Expenditure</b>	31,608	33,066	34,958	0	34,958	36,434
1235 CCTV Monitoring	0	833	833	0	833	0
1236 Market Fees	0	1,032	1,000	0	1,000	500
1237 Saturday Market Fees	300	190	300	0	300	0
1238 Other Income Car Park	300	238	120	0	120	120
<b>Total Income</b>	600	2,294	2,253	0	2,253	620
<b>408 Net Expenditure</b>	31,008	30,772	32,705	0	32,705	33,893

Continued on Page 6

**Sandy Town Council 2016-17  
Budget Detail - By Centre**

Note: (-) Net Expenditure means Income is greater than Expenditure

**Note : Sandy Town Council Budget 2017/18**

	2015/16		2016/17			2017/18		
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
<b>409 Public Toilets - Car Park</b>								
4011 General Rates	2,350	2,352	2,400	0	2,400	2,372	2,372	1,931
4012 Water Rates	500	519	500	0	500	415	1,000	1,000
4014 Electricity	400	-439	200	0	200	150	200	200
4036 Property Maintenance/Security	550	206	550	0	550	630	1,000	1,000
<b>OverHead Expenditure</b>	<b>3,800</b>	<b>2,638</b>	<b>3,650</b>	<b>0</b>	<b>3,650</b>	<b>3,566</b>	<b>4,572</b>	<b>4,131</b>
<b>409 Net Expenditure</b>	<b>3,800</b>	<b>2,638</b>	<b>3,650</b>	<b>0</b>	<b>3,650</b>	<b>3,566</b>	<b>4,572</b>	<b>4,131</b>
<b>500 Play Areas and Open Spaces</b>								
4007 Health & Safety	400	0	400	0	400	399	400	400
4012 Water Rates	800	1,282	1,600	0	1,600	24	700	700
4014 Electricity	150	264	200	0	200	126	200	200
4036 Property Maintenance/Security	1,125	171	500	0	500	111	500	500
4037 Grounds Maintenance	2,500	1,076	2,500	0	2,500	1,173	2,500	2,500
4042 Equipment/Vehicle Maintenance	7,200	1,047	5,000	0	5,000	1,278	2,500	5,000
4972 Transfer from EMR Fallowfield	-15,000	0	-15,000	0	-15,000	0	-15,000	-15,000
<b>OverHead Expenditure</b>	<b>-2,825</b>	<b>3,840</b>	<b>-4,800</b>	<b>0</b>	<b>-4,800</b>	<b>3,112</b>	<b>-8,200</b>	<b>-5,700</b>
1201 Rent Received Etc	0	0	0	0	0	554	554	0
1241 Sandy FC Rent	450	453	600	0	600	100	562	565

## Sandy Town Council 2016-17

## Budget Detail - By Centre

## Note : Sandy Town Council Budget 2017/18

Note: (-) Net Expenditure means Income is greater than Expenditure

	2015/16		2016/17			2017/18		
	Budget	Actual	Agreed Budget	Net Viirement	Revised Budget		Actual YTD	Projected Actual
1242 Ice cream rent	330	0	330	0	330	0	0	0
1244 Miscellaneous income	0	85	0	0	0	0	0	0
1251 Pitch Rental	600	583	600	0	600	541	541	550
<b>Total Income</b>	<b>1,380</b>	<b>1,121</b>	<b>1,530</b>	<b>0</b>	<b>1,530</b>	<b>1,195</b>	<b>1,657</b>	<b>1,115</b>
<b>500 Net Expenditure</b>	<b>-4,205</b>	<b>2,719</b>	<b>-6,330</b>	<b>0</b>	<b>-6,330</b>	<b>1,917</b>	<b>-9,857</b>	<b>-6,815</b>
<b>501 Sunderland Road Rec Ground</b>								
4012 Water Rates	600	1,119	800	0	800	578	800	800
4014 Electricity	0	0	100	0	100	92	200	200
4036 Property Maintenance/Security	1,000	3,629	1,000	0	1,000	33	500	1,000
4046 Bowling Green - SBC	2,748	2,822	2,894	0	2,894	3,566	2,894	2,952
4047 Equipment Maintenance - SBC	2,232	1,237	2,352	0	2,352	567	2,352	2,399
4048 Cricket Square - SCC	2,310	1,938	2,328	0	2,328	2,011	2,328	2,370
4049 Equipment Maintenance - SCC	2,500	1,307	2,519	0	2,519	424	2,519	2,564
4060 Other Professional Fees	15,000	13,956	15,500	0	15,500	12,688	15,225	15,225
<b>OverHead Expenditure</b>	<b>26,390</b>	<b>26,010</b>	<b>27,493</b>	<b>0</b>	<b>27,493</b>	<b>19,960</b>	<b>26,818</b>	<b>27,510</b>
1250 Grants Recieved - Bowls Club	0	0	0	0	0	465	0	0
1253 Bowls Club Rental	390	396	400	0	400	399	399	407
1254 Grants Received - Cricket Club	0	0	0	0	0	560	0	0
1255 Cricket Club Rental	260	0	0	0	0	263	263	267

Note : Sandy Town Council Budget 2017/18

	2015/16		2016/17			2017/18		
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget		Actual YTD	Projected Actual
1256 Scouts ,ACF and SSLA	170	0	0	0	0	5	5	5
<b>Total Income</b>	820	396	400	0	400	1,691	667	679
<b>501 Net Expenditure</b>	25,570	25,614	27,093	0	27,093	18,269	26,151	26,831
<b>502 Nature Reserves</b>								
4037 Grounds Maintenance	1,500	150	1,500	0	1,500	39	1,500	1,500
4060 Other Professional Fees	9,425	15,498	9,500	0	9,500	0	9,500	9,500
4703 Sandy Green Whell	0	0	0	0	0	0	0	2,000
<b>OverHead Expenditure</b>	10,925	15,648	11,000	0	11,000	39	11,000	13,000
1306 Countryside Stewardship Grant	2,000	2,268	3,200	0	3,200	480	3,200	3,200
1307 Angling Licence Rent	500	491	500	0	500	496	496	500
<b>Total Income</b>	2,500	2,759	3,700	0	3,700	976	3,696	3,700
<b>502 Net Expenditure</b>	8,425	12,889	7,300	0	7,300	-938	7,304	9,300
<b>505 Grass Cutting</b>								
4102 Grass Cutting	12,000	7,580	10,000	0	10,000	0	10,000	10,000
<b>OverHead Expenditure</b>	12,000	7,580	10,000	0	10,000	0	10,000	10,000
<b>505 Net Expenditure</b>	12,000	7,580	10,000	0	10,000	0	10,000	10,000

Note : Sandy Town Council Budget 2017/18

	2015/16		2016/17		2017/18
	Budget	Actual	Net Virement	Revised Budget Actual YTD	
<b>506</b> <u>Litter Bins, Seats &amp; Shelters</u>					
4042 Equipment/Vehicle Maintenance	500	0	0	500 150	500
<b>OverHead Expenditure</b>	500	0	0	500 150	500
<b>506</b> <b>Net Expenditure</b>	500	0	0	500 150	500
<b>509</b> <u>Christmas Lights</u>					
4401 Christmas Illuminations	11,000	9,481	0	11,000 8,021	13,000
4402 Community Christmas Event	7,000	4,267	0	7,000 7,718	5,000
<b>OverHead Expenditure</b>	18,000	13,748	0	18,000 15,739	18,000
1365 Christmas Lights	4,000	2,099	0	5,500 1,068	2,000
<b>Total Income</b>	4,000	2,099	0	5,500 1,068	2,000
<b>509</b> <b>Net Expenditure</b>	14,000	11,650	0	12,500 14,671	16,000
<b>601</b> <u>Precept and Interest</u>					
1101 Precept	479,098	479,098	0	517,647 517,647	538,809
1201 Rent Received Etc	0	0	0	0 60	0
1228 Interest on Investment	0	910	0	1,000 556	1,000
1320 Interest Received - All account	5,500	2,649	0	3,000 953	2,500
<b>Total Income</b>	484,598	482,657	0	521,647 519,216	542,309
<b>601</b> <b>Net Expenditure</b>	-484,598	-482,657	0	-521,647 -519,216	-542,309

**Sandy Town Council 2016-17  
Budget Detail - By Centre**

Note: (-) Net Expenditure means Income is greater than Expenditure

**Note : Sandy Town Council Budget 2017/18**

	2015/16		2016/17			2017/18		
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget		Actual YTD	Projected Actual
<b>602 Democratic and Civic Costs</b>								
4020 Misc Establishment Costs	100	0	100	0	100	215	250	100
4033 Annual Report & Newsletter	3,500	2,618	3,000	0	3,000	2,142	3,000	3,000
4042 Equipment/Vehicle Maintenance	250	0	250	0	250	5	250	250
4200 Mayor's Allowance	1,900	1,956	1,900	0	1,900	1,687	1,900	1,950
4202 Members' Expenses (Conf etc)	500	295	500	0	500	45	500	500
4210 Election Costs	7,000	421	3,000	0	3,000	0	3,000	3,000
4701 Grants/Donations Paid	1,500	1,556	3,000	0	3,000	2,809	3,000	3,000
4702 Community Events Support	0	0	0	0	0	0	0	2,000
4971 Transfer from EMR	-4,000	0	0	0	0	0	0	0
<b>OverHead Expenditure</b>	<b>10,750</b>	<b>6,847</b>	<b>11,750</b>	<b>0</b>	<b>11,750</b>	<b>6,903</b>	<b>11,900</b>	<b>13,800</b>
1309 Misc Contributions	0	50	0	0	0	0	0	0
<b>Total Income</b>	<b>0</b>	<b>50</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>602 Net Expenditure</b>	<b>10,750</b>	<b>6,797</b>	<b>11,750</b>	<b>0</b>	<b>11,750</b>	<b>6,903</b>	<b>11,900</b>	<b>13,800</b>
<b>700 Capital and Projects</b>								
4153 Loan Interest - INTERNAL	7,903	0	7,903	0	7,903	0	0	7,903
4154 Loan Capital - INTERNAL	9,102	0	9,102	0	9,102	0	0	9,102
4802 CAP - Cemetary Extension	320,000	19,250	295,000	0	295,000	0	0	295,000



Note : Sandy Town Council Budget 2017/18

	2015/16		2016/17		2017/18
	Budget	Actual	Net Virement	Revised Budget Actual YTD	
4804 CAP - Street Light Replacement	3,200	0	0	0	0
4805 CAP - Toyota Van	6,000	0	0	0	0
4807 CAP - Allotments	0	813	0	0	0
4808 CAP - Cambridge Rd Alterations	0	10,519	0	0	0
4809 CAP - Defibrillator	0	631	0	0	0
4810 CAP - Goal Posts	0	0	0	1,764	0
4811 CAP - Village Hall Roof	0	0	0	8,656	1,764
4812 CAP - Bowls Equipment	0	0	0	387	8,656
4813 CAP - Cricket Equipment	0	0	0	466	0
4915 Transfer to Rolling Capital Fd	15,000	15,000	0	41,764	0
4920 Transfer to C R R	0	4,167	0	0	45,304
4923 Internal Loan repaid to F'fld	9,102	0	0	9,102	0
4965 Funded from Rolling Capital	0	-11,963	0	-11,273	9,102
4970 Transfer from C R R	-70,000	-19,250	0	-45,000	0
<b>OverHead Expenditure</b>	<b>300,307</b>	<b>19,167</b>	<b>0</b>	<b>41,764</b>	<b>-45,000</b>
1103 Internal Loan from F'fld EMR	250,000	0	0	250,000	321,411
1153 Loan Interest Rec'd - INTERNAL	7,903	0	0	7,903	250,000
1154 Loan Capital Rec'd - INTERNAL	9,102	0	0	9,102	7,903
1210 Sale of Assets	0	4,167	0	0	9,102
1364 S106 Money Received	0	-106	0	1,764	0
<b>Total Income</b>	<b>267,005</b>	<b>4,061</b>	<b>0</b>	<b>1,764</b>	<b>267,005</b>
<b>700 Net Expenditure</b>	<b>33,302</b>	<b>15,106</b>	<b>0</b>	<b>40,000</b>	<b>54,406</b>

Sandy Town Council 2016-17

Budget Detail - By Centre

Note : Sandy Town Council Budget 2017/18

Note: (-) Net Expenditure means Income is greater than Expenditure

	<u>2015/16</u>		<u>2016/17</u>			<u>2017/18</u>		
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
<b>Total Budget Expenditure</b>	784,955	485,289	821,158	0	821,158	372,853	521,850	847,128
<b>Income</b>	791,955	519,716	828,535	0	828,535	547,115	573,652	847,128
<b>Net Expenditure</b>	-7,000	-34,428	-7,377	0	-7,377	-174,262	-51,802	0

**AGENDA ITEM 9**

**SANDY TOWN COUNCIL**

**COMMITTEE:** Policy, Finance and Resources

**DATE:** 9 January 2017

**AUTHOR:** Town Clerk

**SUBJECT:** Grass Cutting Mower

**Summary**

The Council owns a mower which is used by the cricket club and is stored in the Banks pavilion. The mower has recently been serviced along with other equipment. The service provider has identified that the mower is in need of repairs which will cost approx. £750. The budget is available for the repairs. However, due to the age of the mower it is likely further repairs will be required in future financial years and Members are asked to consider the option of purchasing a new mower with less on-going maintenance costs.

**Information**

The Ransom Super Bowl Mower is in need of urgent repair works, part of this is the cutting cylinder, which is quoted at a cost of approx. £600.

As an alternative to repairing the existing, old mower, a new mower could be purchased, with the current mower sold or traded in to offset the cost. This would result in lower equipment maintenance costs in the coming years.

The cost of a replacement mower could be taken from the cost centre 501, Sunderland Road. There was an underspend in the 501 cricket budget in the last financial (2015/16) year of £1,564.34 and an underspend in the bowls budget of £920. It is anticipated that there will be a similar underspend in the current financial year. At present it is anticipated that cost centre 501 will be underspent by £2,985. This underspend could be used to finance the cost of the replacement mower.

If a replacement mower is purchased the current Ransom mower can be traded in or sold to offset the cost of the new mower.

Attached are quotes for a replacement mower.

The preferred mower is the **Protea 510G MK 2 20" 12-blade greensmower**. This is due to both cost and specifications.



**QUOTATION**

**DATE:** 30<sup>th</sup> November 2016

**We have pleasure in quoting for your requirements as follows:**

<b>Description</b>	<b>Units</b>	<b>Total</b>
<b>Protea 510G Mk 2 20" 12-blade greensmower, equipped with "click" type height adjusters, wiehle front roller, transport cradle and Subaru Robin EX13 motor</b>	<b>1</b>	<b>£2,845.00</b>
<b>VAT</b>	<b>20%</b>	<b>£569.00</b>
<b>Total payable</b>		<b>£3,414.00</b>

**Total price includes palletised delivery, grassbox, operator manuals and comprehensive 2-year parts and labour warranty.**

**Availability: currently out of stock. Available from 31st January 2017**

**Payment terms: payment prior to delivery**

**Quotation valid until 30th. June 2017.**

**Signed for and on behalf of Rivendell Projects Limited:**

**Director, Rivendell Projects Limited  
Exclusive European distributors of Protea Turf Machinery**

Rivendell Projects Limited, Registered in England No.4348827  
Astons Barn • North Green Road • Pulham St Mary • IP21 4YF  
Tel: +44(0) 1949 851 420 • Mobile: +44(0) 7931 79 44 55 •  
E:mail: sales@rivendell-projects.co.uk



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T. 01844 299037 F. 01844 299102 E. [into@rtmachinery.co.uk](mailto:into@rtmachinery.co.uk)

Further to your request, I am pleased to submit our formal proposal and to list below our net discounted price to supply new Dennis equipment as discussed.

**Dennis Razor – D139T-1**

22" cutting width, Honda GX series petrol engine, T bar handle configuration, wheel kit and kick stand included, 11 bladed relief ground cutting cylinder, single click height of cut adjusters.

RRP: £4,800

Net price to pay: £4,296 + VAT

Lead time is approximately 4 weeks from confirmation of order, to date of delivery and installation.

Manufacturer's Warranty – 24 months from Installation commissioning date.

Delivery & Installation with on-site operator training – included in above price.

Prices are offered and valid for a period of 30 days or as long as manufacturer's prices remain unchanged.

All prices are net and will be subject to the addition of vat.

I hope this will be to your approval please do not hesitate to contact me for further information.

Yours Sincerely

Scott Reynolds

Sales Manager

**LINKING VALUE WITH SERVICE**



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No 5003780

Registered Office:

**AGENDA ITEM 10****SANDY TOWN COUNCIL****COMMITTEE: Policy, Finance and Resources****DATE: 9 January 2017****AUTHOR: Town Clerk****SUBJECT: Replacement Laptop****Summary**

The Council has one laptop which is over 5 years old. The laptop no longer functions to a level required for administration use and a replacement is required.

**Information**

The Council's lap top is a Dell XPS M1530 which functions poorly and does not have the capacity to support the required software and programmes.

The laptop is needed for use by the Clerk, administration team and Council for the purpose of presentations, group seminars, off site working (e.g. conferences, Chicksands) and as an additional workstation for the administration team. The laptop is also the only way to collect and run data from the Council owned parking barrier.

On days when the Council's Information Point is closed to the public all administration staff are expected to work from the back office. As such the laptop linked to the network is required to provide an additional workstation. Providing an additional workstation alongside the other administrators is particularly important for the inclusion, learning and development of the admin position based within the Information Point, especially as this is currently carried out by a temporary member of staff.

There is a designated budget for IT support which the Clerk can authorise payment from. In this case the cost of the laptop, the associated software and setup exceeds the £500 designated expenditure approval and the Committee will need to approve the purchase.

Laptop recommended by the Council's IT Services Providers;

**Lenovo - £498.99**

Intel i5	4Gb Memory	500Gb Hard Drive
DVD Drive	15.6" screen	Ethernet Adaptor and Wifi
Windows 8.12 Pro downgrade to windows 7 Pro		1 Year manufacture warranty

**Microsoft Office - £179.99**

Members are asked to approve the purchase of the lap top.

**AGENDA ITEM 11**

**SANDY TOWN COUNCIL**

**COMMITTEE:** Policy, Finance and Resources

**DATE:** 9 January 2017

**AUTHOR:** Town Clerk

**SUBJECT:** Risk Management Strategy

*The following document is a proposed Risk Management Strategy to be adopted by the Town Council to support its Risk Assessment/Register.*

---

**1. INTRODUCTION**

1.1 This document forms the Council's Risk Management Strategy. It sets out:

- What is meant by risk management
- Why the Council needs a risk management strategy
- What is the Council's philosophy on risk management
- What is the risk management process
- Roles and responsibilities
- A summary of future monitoring and reporting lines for risk management

1.2 The objectives of this strategy are to:

- Further develop risk management and raise its profile across the Council
- Integrate risk management into the culture of the organisation
- Embed risk management through the ownership and management of risk as part of all decision making processes
- Manage risk in accordance with best practice

**2. WHAT IS RISK MANAGEMENT?**

2.1 *Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements. Audit Commission, Worth the Risk: Improving Risk Management in Local Government, (2001: 5).*

- 2.2 Risk management is an essential feature of good governance. An organisation that manages risk well is more likely to achieve its objectives. It is vital to recognise that risk management is not simply about health and safety, but applies to all aspects of the Council's work.
- 2.3 Risks can be classified into various types but it is important to recognise that for all categories the direct financial losses may have less impact than the indirect costs such as disruption of normal working. The examples below are not exhaustive:

**Strategic Risk** - long-term adverse impacts from poor decision-making or poor implementation. Risks damage to the reputation of the Council and loss of public confidence.

**Compliance Risk** - failure to comply with legislation, laid down procedures or the lack of documentation to prove compliance. Risks exposed to prosecution, judicial review, employment tribunals and the inability to enforce contracts.

**Financial Risk** - fraud and corruption, waste, excess demand for services, bad debts. Risk of additional audit investigation, objection to accounts, reduced service delivery, dramatically increased Council tax levels/impact on Council reserves.

**Operating Risk** - failure to deliver services effectively, malfunctioning equipment, hazards to service users, the general public or staff, damage to property. Risk of insurance claims, higher insurance premiums, lengthy recovery processes.

- 2.4 Not all these risks are insurable and for some the premiums may not be cost effective. Even where insurance is available, a monetary consideration might not be an adequate recompense. The emphasis should always be on eliminating or reducing risk before costly steps to transfer risk to another party are considered.
- 2.5 Risk is not restricted to potential threats but can be connected with opportunities. Good risk management can facilitate proactive, rather than merely defensive responses. Measures to manage adverse risks are likely to help with managing positive ones.

### 3. WHY DOES THE COUNCIL NEED A RISK MANAGEMENT STRATEGY?

- 3.1 Risk management will strengthen the ability of the Council to achieve its objectives and enhance the value of services provided.
- 3.2 The Risk Management Strategy will help to ensure that the Council has an understanding of risk and that the Council adopts a uniform approach to identifying and prioritising risks. This should in turn lead to conscious choices as to the most appropriate method of dealing with each risk, be it elimination, reduction, transfer or acceptance.



- 3.3 Strategic risk management is also an integral part of the audit process and as such is an important element in demonstrating continuous service improvement.
- 3.4 There is a requirement under the Accounts and Audit Regulations 2003 (SI2003/533) to establish and maintain a systematic strategy, framework and process for managing risk. Risks and their control will be collated in a Risk Register.

#### 4. WHAT IS THE COUNCIL'S PHILOSOPHY ON RISK MANAGEMENT?

- 4.1 Sandy Town Council recognises that it has a responsibility to manage risks effectively in order to protect its employees, assets, liabilities and community against potential losses, to minimise uncertainty in achieving its goals and objectives and to maximise the opportunities to achieve its vision.
- 4.2 The Council is aware that some risks can never be eliminated fully and it has in place a strategy that provides a structured, systematic and focussed approach to managing risk.
- 4.3 Risk management is an integral part of the Council's management processes.

#### 5. WHAT IS THE RISK MANAGEMENT PROCESS?

- 5.1 Implementing the Strategy involves identifying, analysing/prioritising, managing and monitoring risks.

**Risk Identification** – Identifying and understanding the hazards and risks facing the Council is crucial if informed decisions are to be made about policies or service delivery methods. The risks associated with these decisions can then be effectively managed. All risks are identified and recorded in the Council's Risk Register.

**Risk Analysis** – Once risks have been identified they need to be systematically and accurately assessed using proven techniques. Analysis should make full use of any available data on the potential frequency of events and their consequences. If a risk is seen to be unacceptable, then steps need to be taken to control or respond to the risk.

**Risk Prioritisation** - An assessment should be undertaken of the impact and likelihood of risks occurring, with impact and likelihood being scored using a matrix. This will require a numeric value to be given to both the likelihood of the risk happening and the severity of the impact if it did, based upon the following scoring:

Low      Medium      High

## 5.2 Risk Control

Risk control is the process of taking action to minimise the likelihood of the risk event occurring and/or reducing the severity of the consequences should it occur. Typically, risk control requires the identification and implementation of revised operating procedures, but in exceptional cases more drastic action will be required to reduce the risk to an acceptable level.

Options for control include:

- **Elimination** – the circumstances from which the risk arises are removed so that the risk no longer exists
- **Reduction** – loss control measures are implemented to reduce the impact/likelihood of the risk occurring
- **Transfer** – the financial impact is passed to others e.g. by revising contractual terms
- **Sharing** - the risk is shared with another party
- **Insuring** - insure against some or all of the risk to mitigate financial impact; and
- **Acceptance** – documenting a conscious decision after assessment of areas where the Council accepts or tolerates risk.

## 5.3 Risk Monitoring

The risk management process does not finish with putting any risk control procedures in place. Their effectiveness in controlling risk must be monitored and reviewed. It is also important to assess whether the nature of any risk has changed over time.

The information generated from applying the risk management process will help to ensure that risks can be avoided or minimised in the future. It will also inform judgments on the nature and extent of insurance cover and the balance to be reached between self-insurance and external protection.

## 6. HOW WILL RISK MANAGEMENT FEED INTO THE COUNCIL'S EXISTING POLICIES?

- 6.1 The initial identification of risks has been achieved by compiling a list of the risks which will be integrated into a comprehensive corporate Risk Register/Assessment.
- 6.2 Partnership Working – the Council will continue to enter into a number of partnerships with organisations from the public, private, voluntary and community sectors where necessary. Part of the process of setting up future partnerships will be to ensure that all relevant risks are identified and that appropriate control mechanisms are built into the management arrangements for the partnership.

## 7. ROLES AND RESPONSIBILITIES

7.1 It is important that risk management becomes embedded into the everyday culture and performance management process of the Council. The roles and responsibilities set out below, are designed to ensure that risk is managed effectively right across the Council and its operations, and responsibility for risk is located in the right place.

Those who best know the risks to a particular service are those responsible for it. The process must be driven from the top but must also involve Council staff.

7.2 **Elected Members** – risk management is seen as a key part of the Elected Member's role and there is an expectation that Elected Members will lead and monitor the approach adopted, including;

- Approval of the Risk Management Strategy
- Analysis of key risks in reports on major projects, ensuring that all future projects and services undertaken are adequately risk managed
- Consideration, and if appropriate, endorsement of the annual Governance Statement

7.3 **Employees** – will undertake their duties within risk management guidelines ensuring that their skills and knowledge are used effectively. All employees will maintain an awareness of the impact and costs of risks and how to feed data into the formal process. They will work to control risks or threats within their jobs, monitor progress and report on job related risks.

Employees will undertake their job within risk management guidelines ensuring that the skills and knowledge passed to them are used effectively. All employees will maintain an awareness of the impact and costs of risks and how to feed data into the formal process. They will work to control risks or threats within their jobs, monitor progress and report on job related risks to their line manager.

7.4 **Town Clerk** – will act as the Lead Officer on Risk Management and be responsible for overseeing the implementation Risk Management.

The Town Clerk will:

- provide advice as to the legality of policy and service delivery choices
- provide advice on the implications for service areas of the Council's aims and objectives
- update the Council on the implications of new or revised legislation
- assist in handling any litigation claims
- provide advice on any human resource issues relating to strategic policy options or the risks associated with operational decisions and assist in handling cases of work related illness or injury
- advise on any health and safety implications of the chosen or proposed arrangements for service delivery

**7.5 Responsible Finance Officer – as the Council's RFO the Town Clerk will:**

- assess and implement the Council's insurance requirements
- assess the financial implications of strategic policy options
- provide assistance and advice on budgetary planning and control
- ensure that the financial information system allows effective budgetary control
- effectively manage the Council's investment and loans

**7.6 Role of Internal Audit –** Internal Audit provides an important scrutiny role by carrying out audits to provide independent assurance to the Council that the necessary risk management systems are in place and all significant business risks are being managed effectively.

Internal Audit assists the Council in identifying both its financial and operational risks and seeks to assist the Council in developing and implementing proper arrangements to manage them, including adequate and effective systems of internal control to reduce or eliminate the likelihood of errors or fraud.

Internal Audit reports, and any recommendations contained within, will help to shape the annual Statement of Internal Control.

**7.7 Policy, Finance & Resources Committee –** Review and future development of the Risk Management Policy and Strategy and review of the Risk Register will be overseen by the Policy, Finance & Resources Committee.

**7.8 Training –** Where possible Risk Management training will be provided to Members and staff through a variety of mediums. The aim will be to ensure that both Members and staff have the skills necessary to identify, evaluate and control the risks associated with the services they provide.

**7.9 Reporting -** In addition to the roles and responsibilities set out above, the Council is keen to promote an environment within which individuals/groups are encouraged to report adverse incidents promptly and openly.

**8. FUTURE MONITORING**

**8.1 Review of Risk Management Strategy -** This Strategy will be reviewed on a regular basis as part of the Council's continuing review of its Policy Documents, Standing Orders and Financial Regulations. Recommendations for change will be reported to the Council.

**8.2 The Risk Register/Assessment must be regularly reviewed and updated.** New risks will emerge and need to be controlled. Feedback from Internal and External Audit can identify areas for improvement, as can the sharing of best practice via professional bodies, the National Association of Local Councils and relevant local council forums.

**9. CONCLUSION**

The adoption of a sound risk management approach should achieve many benefits for the Council. It will assist in demonstrating that the Council is committed to continuous service improvement and demonstrating effective corporate governance.

**10. FREEDOM OF INFORMATION**

In accordance with the Freedom of Information Act 2000, this Document will be posted on the Council's Website [www.sandytowncouncil.gov.uk](http://www.sandytowncouncil.gov.uk) and copies of this document and the Risk Register/Assessment will be available for inspection from the Council Office.

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AGENDA ITEM 11

SANDY TOWN COUNCIL

COMMITTEE: Policy, Finance and Resources

DATE: 9 January 2017

AUTHOR: Town Clerk

Subject: Risk Assessment

Area	Subject	Risk(s) identified	H/M/L score	Management/control of risk	Review/Assess/Revise	Verified by
Finance	Precept	Adequacy of precept in order for the Council to carry out its Statutory duties	L	To determine the precept amount required, the Council regularly receives budget update information at every PFR Committee meeting. At the Town Council meeting to discuss agree Precept and at the PFR committees ahead of that meeting that Council receives a budget report, including actual position and projected position to the end of year and indicative figures and costings obtained by the Clerk. With this information the Council considers individual budget codes and projects to ensure each is adequately budgeted for.	Existing procedure adequate	Council RFO/Clerk Accountant
	Bank and Banking	Inadequate checks Banks mistakes Loss Charges	L	The Council has Financial Regulations which set out banking requirements. Monthly reconciliation of accounts is carried when statements arrive by the accountant.	Existing procedure adequate. Review financial regulations when necessary. Review bank signatories as necessary. Monitor bank statements monthly.	RFO/Clerk External Auditor Internal Auditor

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Financial controls and Records	Inadequate records Financial irregularities	L	The Council has financial regulations in place which set out requirements. Financial transactions are recorded by the accountant monthly. An independent audit checks the records on an annual basis to ensure the Council is compliant. Yearend accounts submitted with annual return.	Existing procedure adequate. Review financial regulations when necessary.	RFO/Clerk External Auditor Internal Auditor
Reporting and auditing	Information Communication	L	Financial information is reported to every Policy, Finance and Resources Committee meeting every six weeks.	Existing procedure adequate	Council RFO/Clerk External Auditor Internal Auditor
Direct Costs	Goods not supplied but billed Incorrect invoicing Cheque incorrect	L	The Council has financial regulations in place which set out requirements.  A list of payments for each monthly is reviewed by Council at P, F&R. Two Member's signatures required for all cheques.  The Council has minimal stock, which is regularly checked by the Clerk and maintenance team.	Existing procedures adequate. Monitored by Council.	RFO/Clerk Accountant
Best Value	Work awarded incorrectly. Overspend on services.	L/M	Financial Regulations set out contract levels and tendering process. If problems are encountered with a contract the Clerk will investigate and report to the Council.	Existing procedure is adequate and included in financial regulations. Monitored by Town Clerk  <i>Contract schedule to be set up</i>	Councillors RFO/Clerk
Salaries and associated costs	Salary paid incorrectly. Unpaid Tax to Inland Revenue	L	Payroll contracted out to Bedfordshire Borough Council. Payroll checked by admin team leader and payroll on a monthly basis.	Adequate. Contract with Bed Borough Council to be monitored by Clerk.	RFO/Clerk Accountant

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	Employees	Fraud by staff Loss of key personnel Health and Safety	L	Requirements of Fidelity Guarantee insurance adhered to with regards to fraud. All employees provided with adequate direction and safety equipment needed to undertake their roles. Appraisals carried out annually	Adequate. Monitored by Clerk and Human Resources Committee.	Councillors Clerk
Town Clerk	Improper conduct	L	Clerk's performance and appraisal overseen by Human Resources Committee and Clerks Management Committee. Clerk to be provided with relevant training, reference books, access to professional and legal advice required to undertake the role.	Monitored by Human Resources Committee	Councillors	
Election Costs	Risk of election cost	L/M	Risk is higher in an election year. When an election is due the Clerk will obtain an estimate of costs from Central Bedfordshire Council for a full election and an uncontested election. There are no measures which can be adopted to minimise the risk of having a contested election as this is a democratic process and should not be stifled. An annual budget is set aside with this in mind.	Existing procedure is adequate	Councillors Clerk/RFO	
VAT	Re-claiming /charging	L	The Council has Financial Regulations that set out the requirements. The accountant regularly checks and claims all VAT owed.	Existing procedure is adequate	Clerk/RFO Accountant	
Annual Return	Submit within time limits	L	Annual Return is completed and signed by the Council, submitted to the internal auditor for completion and signing then sent to the external auditor within time limit.	Existing procedure is adequate	Clerk/RFO Accountant	
Legal Powers	Illegal activity	L	All activity and payments within the powers of Town Council to be resolved and minuted at PFR or Town Council meetings.	Existing procedure is adequate	Clerk Councillors	
Insurance	Adequacy Cost Compliance	L/M	An annual review is undertaken (before the time of policy renewal) of all insurance agreements in place.	Existing procedure is adequate. Review insurance provision	Clerk Councillors	



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<b>Employer Liability</b>	Complying with Employment law	Failure to comply with law	L	Membership of various national bodies and contract with Human Resources provider. Town Clerk is a member of SLCC and the Council is a member of BATPC	annually, Review of compliance. Existing procedure is adequate.	Clerk Human Resources Committee
	Safety of staff and visitors	Injury	M	Employees are provided with adequate health and safety training and direction in equipment needed to undertake their roles. Health and safety policy in place. Secured doors to personnel area. Panic button in reception. Lone work policy in place.	Existing procedure is adequate.	Clerk Human Resources Committee
	Pension requirement	Comply with statutory duties	L	Payroll and pension contributions managed by Bedford Borough Council. Adequate budget allowed for employer contributions is reviewed annually.	Existing procedure is adequate.	Clerk Human Resources Committee
<b>Legal Liability</b>	Acting within legal powers	Failure to ensure activities are within the legal powers of a council	L	All activity and payments within the powers of Town Council to be resolved and minuted at PFR or Town Council meetings.	Existing procedure is adequate	Clerk Auditors
	Proper reporting of Minutes/Agendas/Notices/Statutory Documents	Failure to meet requirement	M	Minutes and agendas are produced in the prescribed manner by the Clerk or administration team leader and adhere to the legal requirements. Minutes are approved and signed at the next Council/Committee meetings. Agendas are displayed according to legal requirements.	Existing procedure is adequate	Clerk Auditors

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	Computers	Loss of Council data	L	Regular back up of important data. Virus protection renewed. IT management contract in place. All computers are included on insurance policy with adequate cover.	Existing procedure is adequate	Clerk
<b>Cllrs</b>	Legal Documents	Loss or damage	M	Leases and legal documents kept in safe at Council officers	Existing procedure is adequate	Clerk Auditor
	Declaration of Interests	Interest not declared	M	Code of conduct sets down declaration of interest guidelines. Clerk to advise a Councillor when there is uncertainty. Declarations are included in each agenda before the discussion items.	Existing procedure is adequate	Clerk Chairman Cllrs
<b>Assets</b>	Protection of Physical Assets	Damage to property	M	Buildings insured and reviewed annually. Increase in line with RPI. Annual Health and Safety inspection of all property by outside company. (THSP)	Existing procedure is adequate	Clerk Councillors
	Maintain buildings	Lack of upkeep	M	Buildings maintained on adhoc basis.	Reviewed by Grounds team leader and recommendations made to Clerk for action if required.	Clerk Grounds Team
	Security of buildings, equipment	Theft, damage	H	Regular checks by staff and reports from public investigated. Alarm system at Council offices and depot. CCTV at Sunderland Road and Bedford Road Recreation Grounds. Annual fire safety testing. Weekly fire alarm and sensor checks.	Existing procedure adequate.	Clerk Councillors