

# Sandy Town Council

To: Cllrs J Hewitt, A Lock, R Lock, C Osborne (Chair), M Pettitt, M Scott,  
and P Sharman  
c.c. N Aldis, R Lacey, S Sutton and N Thompson

You are hereby summoned to attend a meeting of the Policy, Finance and Resources Committee of Sandy Town Council to be held in the Council Chamber at 10 Cambridge Road, Sandy, Bedfordshire on Monday 12<sup>th</sup> June 2023 commencing at 7.30pm.



Nicola Sewell  
Town Clerk  
10 Cambridge Road  
Sandy, SG19 1JE  
01767 681491  
7<sup>th</sup> June 2023

## A G E N D A

### 1 Apologies for absence

### 2 Election of Policy, Finance & Resource Committee Deputy Chairman for the Council Year 2023/24

Nominations to be put forward for the position of Deputy Chairman for the Committee.

### 3 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) Disclosable Pecuniary Interests*
- ii) Non-disclosable Interests*
- iii) Dispensations*

# Sandy Town Council

## **4 Minutes of Previous Meeting**

To consider the minutes of the Policy, Finance and Resources Committee held on Monday 3<sup>rd</sup> April 2023 and to approve them as a correct record of proceedings.

## **5 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.

## **6 Financial Reports**

- i) To consider a balance sheet and detailed financial report showing income and expenditure against the revenue budget for 30<sup>th</sup> April 2023. Appendix I
- ii) To receive and note a budget overview report. Appendix II
- iii) To approve schedules of payments made since previous meeting. Appendix III
- iv) The Chair to approve bank reconciliations and statements.

## **7 Grant Applications**

**7.1** To receive and consider a grant application received from Sandy Horticultural Society. Appendix IV

**7.2** To receive and consider a grant application received from Sandy Carnival. Appendix V

## **8 Action Plan**

To review and agree PF&R Action Plan for 2023/24. Appendix VI

## **9 Year End Financial Statements**

To receive and sign off the End of Year Financial Statement (unaudited) for 2022/23. Appendix VII

## **10 Internal Auditors Report**

To receive the Internal Auditors Report and its recommendations. Appendix VIII

## **11 Preliminary AGAR**

To receive preliminary Annual Governance and Accountability Return in advance of its final sign-off at Full Council on 26<sup>th</sup> June 2023. Appendix IX

# Sandy Town Council

## **12 Donation to voluntary groups**

To agree a payment of £50 to be made to the Air Cadets for their support with the Big Lunch Event and to agree the terms of a policy regarding donations to groups supporting Council events going forward. The policy to be signed off at a future meeting.

## **13 Riddy & Pinnacle Wardenship/Maintenance cost increase**

To note that the cost for employing a BRCC part time warden under the Wardenship/Maintenance agreement increased from £5,570.03 for 2021/22 to £5,737.14 for 2022/23 and costs for the supervision and support by Wildlife Trust staff increased from £1,857.35 2021/22 to £1,913.08 for 2022/23. To provision for a 3% cost rise again when budget setting for 2023/24 and the Council determine whether it wishes to review this arrangement.

## **14 Burial Regulations – grave size review**

To receive a report from the Town Clerk regarding burial plot sizes and agree policy on offering double burial plots to allow larger coffin sizes to be accommodated.

Appendix X

## **15 Vehicle replacement/repair**

To receive a report on the current condition of the Council's diesel vehicles with cost options for replacement/repair. To agree action for recommendation to Full Council on 26<sup>th</sup> June 2023.

Appendix XI

## **16 Defibrillator donation**

To receive a report from Cllr Aldis regarding a resident's offer to donate funds to supply the Town with another defibrillator and to agree siting for the equipment.

To come

## **17 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF THE PRESS AND THE PUBLIC**

To resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the Meeting.

## **18 Cemetery Extension Boundary and Land Transfer**

- i) To receive a report from the Town Clerk outlining a resident's complaint regarding the installation of a boundary fence on land West of Potton Road.
- ii) To consider and agree terms and conditions regarding the transfer of a parcel of land to the resident at the

Confidential

# Sandy Town Council

same site.

## **19 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 RE-ADMITTANCE OF THE PRESS AND THE PUBLIC**

To resolve that the confidential business having been concluded, the Press and Public be readmitted to the meeting.

## **20 Chairman's Items**

### **Date of Next Meeting**

Monday 8<sup>th</sup> August 2022.

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**Sandy Town Council Current Year**

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**Detailed Balance Sheet - Excluding Stock Movement****Month 1 Date 30/04/2023**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
102	Accrued Interest	695	
105	VAT Control	4,306	
120	Sundry Debtors	471	
200	Current Bank A/c	28,676	
201	Clerks Imprest A/c	310	
205	Capital a/c Santander	218,871	
206	Barclays Active Saver	403,096	
208	Public Sector Deposit Fund	208,812	
210	Petty Cash	287	
	<b>Total Current Assets</b>		<b>865,524</b>
	<u>Current Liabilities</u>		
501	Creditors Control	21,574	
506	Retentions Payable	3,750	
509	The Need Project	50	
510	Accruals	5,602	
515	PAYE/NI Control AC	5,415	
516	Superannuation Due	6,224	
520	Net Wages Control AC	(10)	
	<b>Total Current Liabilities</b>		<b>42,605</b>
	<b>Net Current Assets</b>		<b>822,919</b>
	<b>Total Assets less Current Liabilities</b>		<b>822,919</b>
	<u>Represented by :-</u>		
300	Current Year Fund	234,793	
310	General Reserve	234,043	
315	Rolling Capital Fund	231,974	
322	EMR Fallowfield	84,217	
324	EMR Elections	15,000	
328	EMR Neighbourhood Plan	17,892	
329	EMR Anglian Water	5,000	
	<b>Total Equity</b>		<b>822,919</b>

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## Summary Income &amp; Expenditure by Budget Heading 30/04/2023

Month No: 1

April 23

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	
<b>Full Council</b>									
401	Staff	Expenditure	28,800	28,800	380,200	351,400	351,400	7.6%	
402	Administration-Office	Income	335	335	800	466		41.8%	
		Expenditure	9,603	9,603	82,980	73,377	73,377	11.6%	
	Movement to/(from) Gen Reserve		<u>(9,268)</u>	<u>(9,268)</u>					
403	Administration-Works	Expenditure	4,209	4,209	38,300	34,091	34,091	11.0%	
405	Footway Lighting	Expenditure	478	478	20,000	19,522	19,522	2.4%	
406	Cemetery & Churchyard	Income	1,538	1,538	34,000	32,462		4.5%	
		Expenditure	0	0	12,500	12,500	12,500	0.0%	
	Movement to/(from) Gen Reserve		<u>1,538</u>	<u>1,538</u>					
408	Town Centre (Including Market)	Income	0	0	500	500		0.0%	
		Expenditure	554	554	16,158	15,604	15,604	3.4%	
	Movement to/(from) Gen Reserve		<u>(554)</u>	<u>(554)</u>					
409	Public Toilets - Car Park	Expenditure	0	0	2,850	2,850	2,850	0.0%	
500	Play Areas and Open Spaces	Income	257	257	2,800	2,543		9.2%	
		Expenditure	100	100	1,250	1,150	1,150	8.0%	
	Movement to/(from) Gen Reserve		<u>157</u>	<u>157</u>					
501	Sunderland Road Rec Ground	Income	0	0	2,020	2,020		0.0%	
		Expenditure	3,264	3,264	34,500	31,236	31,236	9.5%	
	Movement to/(from) Gen Reserve		<u>(3,264)</u>	<u>(3,264)</u>					
502	Nature Reserves	Income	0	0	3,185	3,185		0.0%	
		Expenditure	45	45	14,550	14,505	14,505	0.3%	
	Movement to/(from) Gen Reserve		<u>(45)</u>	<u>(45)</u>					
505	Grass Cutting	Expenditure	0	0	9,000	9,000	9,000	0.0%	
506	Litter Bins, Seats & Shelters	Expenditure	0	0	1,000	1,000	1,000	0.0%	
509	Christmas Lights	Income	0	0	1,000	1,000		0.0%	
		Expenditure	0	0	18,400	18,400	18,400	0.0%	
	Movement to/(from) Gen Reserve		<u>0</u>	<u>0</u>					
601	Precept and Interest	Income	316,730	316,730	638,459	321,730		49.6%	
602	Democratic and Civic Costs	Income	310	310	0	(310)		0.0%	
		Expenditure	2,197	2,197	15,950	13,753	13,753	13.8%	
	Movement to/(from) Gen Reserve		<u>(1,887)</u>	<u>(1,887)</u>					
700	Capital and Projects	Income	19,903	19,903	19,903	0		100.0%	
		Expenditure	55,029	55,029	55,029	0	0	100.0%	
	Movement to/(from) Gen Reserve		<u>(35,126)</u>	<u>(35,126)</u>					
	Full Council Income		<b>339,072</b>	<b>339,072</b>	<b>702,667</b>	<b>363,595</b>		<b>48.3%</b>	
	Expenditure		<b>104,279</b>	<b>104,279</b>	<b>702,667</b>	<b>598,388</b>	<b>0</b>	<b>598,388</b>	<b>14.8%</b>
	Movement to/(from) Gen Reserve		<b>234,793</b>	<b>234,793</b>					

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**Sandy Town Council Current Year**

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**Summary Income & Expenditure by Budget Heading 30/04/2023**

**Month No: 1**

**April 23**

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	<b>339,072</b>	<b>339,072</b>	<b>702,667</b>	<b>363,595</b>			<b>48.3%</b>
Expenditure	<b>104,279</b>	<b>104,279</b>	<b>702,667</b>	<b>598,388</b>	<b>0</b>	<b>598,388</b>	<b>14.8%</b>
Net Income over Expenditure	<u><b>234,793</b></u>	<u><b>234,793</b></u>	<u><b>0</b></u>	<u><b>(234,793)</b></u>			
Movement to/(from) Gen Reserve	<u><b>234,793</b></u>	<u><b>234,793</b></u>					

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## Sandy Town Council Current Year

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## Detailed Income &amp; Expenditure by Budget Heading 30/04/2023

Month No: 1

April 23

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>401 Staff</b>								
4001 Gross Salaries - Admin	9,372	9,372	152,050	142,678		142,678	6.2%	
4002 Gross Salaries - Works	12,571	12,571	129,400	116,829		116,829	9.7%	
4003 Employers NIC	1,805	1,805	26,000	24,195		24,195	6.9%	
4004 Employers Superannuation	5,050	5,050	70,100	65,050		65,050	7.2%	
4006 H&S Costs/Consultancy	0	0	1,300	1,300		1,300	0.0%	
4010 Miscellaneous Staff Costs	2	2	1,000	998		998	0.2%	
4030 Recruitment Advertising	0	0	350	350		350	0.0%	
Staff :- Indirect Expenditure	<b>28,800</b>	<b>28,800</b>	<b>380,200</b>	<b>351,400</b>	<b>0</b>	<b>351,400</b>	<b>7.6%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(28,800)</b>	<b>(28,800)</b>	<b>(380,200)</b>	<b>(351,400)</b>				
<b>402 Administration-Office</b>								
1003 Tourism Income	0	0	500	500			0.0%	
1201 Rent Received Etc	300	300	300	0			100.0%	
1202 Photocopying Income	1	1	0	(1)			0.0%	
1205 Miscellaneous Income	33	33	0	(33)			0.0%	
Administration-Office :- Income	<b>335</b>	<b>335</b>	<b>800</b>	<b>466</b>			<b>41.8%</b>	<b>0</b>
4008 Training	0	0	2,000	2,000		2,000	0.0%	
4009 Travel & Subsistence	0	0	150	150		150	0.0%	
4011 General Rates	0	0	7,450	7,450		7,450	0.0%	
4012 Water Rates	0	0	500	500		500	0.0%	
4014 Electricity	0	0	4,900	4,900		4,900	0.0%	
4015 Gas	0	0	2,350	2,350		2,350	0.0%	
4016 Cleaning Materials etc	19	19	1,250	1,231		1,231	1.5%	
4018 General Data Protection Regs	0	0	500	500		500	0.0%	
4020 Misc Establishment Costs	68	68	1,000	932		932	6.8%	
4021 Telephone & Fax	57	57	3,600	3,543		3,543	1.6%	
4022 Postage	51	51	1,800	1,749		1,749	2.8%	
4023 Printing & Stationery	0	0	700	700		700	0.0%	
4024 Subscriptions	503	503	3,250	2,747		2,747	15.5%	
4025 Insurance (excl vehicles)	4,478	4,478	19,000	14,522		14,522	23.6%	
4026 Photocopy Costs	992	992	5,000	4,008		4,008	19.8%	
4027 IT Costs incl Support	316	316	3,600	3,284		3,284	8.8%	
4028 Service Agreements (Other)	1,632	1,632	5,500	3,868		3,868	29.7%	
4035 Publications	3	3	100	97		97	2.6%	
4036 Property Maintenance/Security	1,268	1,268	4,000	2,732		2,732	31.7%	
4040 Equipment Purchases (Minor)	111	111	2,000	1,889		1,889	5.5%	
4050 Tourism Expenditure	0	0	400	400		400	0.0%	
4051 Bank Charges	39	39	800	761		761	4.9%	

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Detailed Income & Expenditure by Budget Heading 30/04/2023

Month No: 1

April 23

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4056 Legal Expenses	0	0	3,000	3,000		3,000	0.0%	
4057 Audit Fees - External	0	0	1,680	1,680		1,680	0.0%	
4058 Audit Fees - Internal	0	0	900	900		900	0.0%	
4059 Accountancy Fees	53	53	7,350	7,298		7,298	0.7%	
4070 Refreshments	14	14	200	186		186	7.2%	
<b>Administration-Office :- Indirect Expenditure</b>	<b>9,603</b>	<b>9,603</b>	<b>82,980</b>	<b>73,377</b>	<b>0</b>	<b>73,377</b>	<b>11.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(9,268)</b>	<b>(9,268)</b>	<b>(82,180)</b>	<b>(72,912)</b>				
<b>403 Administration-Works</b>								
4005 Protective Clothing	0	0	1,300	1,300		1,300	0.0%	
4008 Training	0	0	1,500	1,500		1,500	0.0%	
4011 General Rates	0	0	2,050	2,050		2,050	0.0%	
4012 Water Rates	0	0	200	200		200	0.0%	
4014 Electricity	0	0	2,000	2,000		2,000	0.0%	
4017 Refuse Disposal	413	413	5,500	5,088		5,088	7.5%	
4036 Property Maintenance/Security	0	0	1,500	1,500		1,500	0.0%	
4038 Consumables/Small Tools	0	0	2,000	2,000		2,000	0.0%	
4039 Planting/Trees/Horticulture	1,257	1,257	6,250	4,994		4,994	20.1%	
4040 Equipment Purchases (Minor)	0	0	2,000	2,000		2,000	0.0%	
4042 Equipment/Vehicle Maintenance	2,027	2,027	4,000	1,973		1,973	50.7%	
4043 Equipment/Vehicle Fuel	193	193	3,000	2,807		2,807	6.4%	
4044 Vehicle Tax & Insurance	320	320	3,000	2,680		2,680	10.7%	
4045 Arboriculture	0	0	4,000	4,000		4,000	0.0%	
<b>Administration-Works :- Indirect Expenditure</b>	<b>4,209</b>	<b>4,209</b>	<b>38,300</b>	<b>34,091</b>	<b>0</b>	<b>34,091</b>	<b>11.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(4,209)</b>	<b>(4,209)</b>	<b>(38,300)</b>	<b>(34,091)</b>				
<b>405 Footway Lighting</b>								
4014 Electricity	78	78	10,000	9,922		9,922	0.8%	
4042 Equipment/Vehicle Maintenance	400	400	10,000	9,600		9,600	4.0%	
<b>Footway Lighting :- Indirect Expenditure</b>	<b>478</b>	<b>478</b>	<b>20,000</b>	<b>19,522</b>	<b>0</b>	<b>19,522</b>	<b>2.4%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(478)</b>	<b>(478)</b>	<b>(20,000)</b>	<b>(19,522)</b>				
<b>406 Cemetery &amp; Churchyard</b>								
1226 Burials/Memorials Income	1,538	1,538	34,000	32,462			4.5%	
<b>Cemetery &amp; Churchyard :- Income</b>	<b>1,538</b>	<b>1,538</b>	<b>34,000</b>	<b>32,462</b>			<b>4.5%</b>	<b>0</b>
4011 General Rates	0	0	4,350	4,350		4,350	0.0%	
4012 Water Rates	0	0	100	100		100	0.0%	

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## Sandy Town Council Current Year

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## Detailed Income &amp; Expenditure by Budget Heading 30/04/2023

Month No: 1

April 23

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4036 Property Maintenance/Security	0	0	1,000	1,000		1,000	0.0%	
4037 Grounds Maintenance	0	0	700	700		700	0.0%	
4039 Planting/Trees/Horticulture	0	0	350	350		350	0.0%	
4101 Grave Digging Costs	0	0	6,000	6,000		6,000	0.0%	
<b>Cemetery &amp; Churchyard :- Indirect Expenditure</b>	<b>0</b>	<b>0</b>	<b>12,500</b>	<b>12,500</b>	<b>0</b>	<b>12,500</b>	<b>0.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>1,538</b>	<b>1,538</b>	<b>21,500</b>	<b>19,962</b>				
<b>408 Town Centre (Including Market)</b>								
1236 Market Fees	0	0	300	300			0.0%	
1238 Other Income Car Park	0	0	200	200			0.0%	
<b>Town Centre (Including Market) :- Income</b>	<b>0</b>	<b>0</b>	<b>500</b>	<b>500</b>			<b>0.0%</b>	<b>0</b>
4011 General Rates	0	0	11,700	11,700		11,700	0.0%	
4029 Lamppost Banners	0	0	850	850		850	0.0%	
4036 Property Maintenance/Security	139	139	1,000	861		861	13.9%	
4053 Loan Interest	0	0	138	138		138	0.0%	
4054 Loan Capital Repaid	0	0	470	470		470	0.0%	
4100 CCTV Fees	415	415	2,000	1,585		1,585	20.8%	
<b>Town Centre (Including Market) :- Indirect Expenditure</b>	<b>554</b>	<b>554</b>	<b>16,158</b>	<b>15,604</b>	<b>0</b>	<b>15,604</b>	<b>3.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(554)</b>	<b>(554)</b>	<b>(15,658)</b>	<b>(15,104)</b>				
<b>409 Public Toilets - Car Park</b>								
4012 Water Rates	0	0	1,500	1,500		1,500	0.0%	
4014 Electricity	0	0	350	350		350	0.0%	
4036 Property Maintenance/Security	0	0	1,000	1,000		1,000	0.0%	
<b>Public Toilets - Car Park :- Indirect Expenditure</b>	<b>0</b>	<b>0</b>	<b>2,850</b>	<b>2,850</b>	<b>0</b>	<b>2,850</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(2,850)</b>	<b>(2,850)</b>				
<b>500 Play Areas and Open Spaces</b>								
1201 Rent Received Etc	257	257	1,550	1,293			16.6%	
1241 Sandy FC Rent	0	0	550	550			0.0%	
1251 Pitch Rental	0	0	700	700			0.0%	
<b>Play Areas and Open Spaces :- Income</b>	<b>257</b>	<b>257</b>	<b>2,800</b>	<b>2,543</b>			<b>9.2%</b>	<b>0</b>
4007 Health & Safety	0	0	300	300		300	0.0%	
4012 Water Rates	100	100	500	400		400	20.0%	
4014 Electricity	0	0	200	200		200	0.0%	
4036 Property Maintenance/Security	0	0	500	500		500	0.0%	

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## Sandy Town Council Current Year

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## Detailed Income &amp; Expenditure by Budget Heading 30/04/2023

Month No: 1

April 23

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4037 Grounds Maintenance	0	0	2,250	2,250		2,250	0.0%	
4042 Equipment/Vehicle Maintenance	0	0	5,000	5,000		5,000	0.0%	
4972 Transfer from EMR Fallowfield	0	0	(7,500)	(7,500)		(7,500)	0.0%	
Play Areas and Open Spaces :- Indirect Expenditure	<b>100</b>	<b>100</b>	<b>1,250</b>	<b>1,150</b>	<b>0</b>	<b>1,150</b>	<b>8.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>157</b>	<b>157</b>	<b>1,550</b>	<b>1,393</b>				
<u>501 Sunderland Road Rec Ground</u>								
1201 Rent Received Etc	0	0	1,000	1,000			0.0%	
1253 Bowls Club Rental	0	0	500	500			0.0%	
1255 Cricket Club Rental	0	0	320	320			0.0%	
1256 Scouts ,ACF and SSLA	0	0	200	200			0.0%	
Sunderland Road Rec Ground :- Income	<b>0</b>	<b>0</b>	<b>2,020</b>	<b>2,020</b>			<b>0.0%</b>	<b>0</b>
4012 Water Rates	395	395	2,000	1,605		1,605	19.7%	
4014 Electricity	0	0	200	200		200	0.0%	
4036 Property Maintenance/Security	0	0	2,000	2,000		2,000	0.0%	
4046 Bowling Green - SBC	1,270	1,270	3,850	2,580		2,580	33.0%	
4047 Equipment Maintenance - SBC	23	23	3,100	3,077		3,077	0.7%	
4048 Cricket Square - SCC	40	40	3,050	3,010		3,010	1.3%	
4049 Equipment Maintenance - SCC	0	0	3,300	3,300		3,300	0.0%	
4060 Other Professional Fees	1,537	1,537	17,000	15,463		15,463	9.0%	
Sunderland Road Rec Ground :- Indirect Expenditure	<b>3,264</b>	<b>3,264</b>	<b>34,500</b>	<b>31,236</b>	<b>0</b>	<b>31,236</b>	<b>9.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(3,264)</b>	<b>(3,264)</b>	<b>(32,480)</b>	<b>(29,216)</b>				
<u>502 Nature Reserves</u>								
1306 Countryside Stewardship Grant	0	0	2,500	2,500			0.0%	
1307 Angling Licence Rent	0	0	685	685			0.0%	
Nature Reserves :- Income	<b>0</b>	<b>0</b>	<b>3,185</b>	<b>3,185</b>			<b>0.0%</b>	<b>0</b>
4037 Grounds Maintenance	45	45	1,500	1,455		1,455	3.0%	
4060 Other Professional Fees	0	0	11,050	11,050		11,050	0.0%	
4703 Sandy Green Wheel	0	0	2,000	2,000		2,000	0.0%	
Nature Reserves :- Indirect Expenditure	<b>45</b>	<b>45</b>	<b>14,550</b>	<b>14,505</b>	<b>0</b>	<b>14,505</b>	<b>0.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(45)</b>	<b>(45)</b>	<b>(11,365)</b>	<b>(11,320)</b>				
<u>505 Grass Cutting</u>								
4102 Grass Cutting	0	0	9,000	9,000		9,000	0.0%	
Grass Cutting :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>9,000</b>	<b>9,000</b>	<b>0</b>	<b>9,000</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(9,000)</b>	<b>(9,000)</b>				

Continued over page

03/05/2023

Sandy Town Council Current Year

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Detailed Income & Expenditure by Budget Heading 30/04/2023

Month No: 1

April 23

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>506 Litter Bins, Seats &amp; Shelters</b>								
4042 Equipment/Vehicle Maintenance	0	0	1,000	1,000		1,000	0.0%	
Litter Bins, Seats & Shelters :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>	<b>1,000</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(1,000)</b>	<b>(1,000)</b>				
<b>509 Christmas Lights</b>								
1365 Christmas Lights	0	0	1,000	1,000			0.0%	
Christmas Lights :- Income	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>1,000</b>			<b>0.0%</b>	<b>0</b>
4401 Christmas Illuminations	0	0	14,400	14,400		14,400	0.0%	
4402 Community Christmas Event	0	0	4,000	4,000		4,000	0.0%	
Christmas Lights :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>18,400</b>	<b>18,400</b>	<b>0</b>	<b>18,400</b>	<b>0.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>0</b>	<b>(17,400)</b>	<b>(17,400)</b>				
<b>601 Precept and Interest</b>								
1101 Precept	316,730	316,730	633,459	316,730			50.0%	
1320 Interest Received - All account	0	0	5,000	5,000			0.0%	
Precept and Interest :- Income	<b>316,730</b>	<b>316,730</b>	<b>638,459</b>	<b>321,730</b>			<b>49.6%</b>	<b>0</b>
<b>Net Income</b>	<b>316,730</b>	<b>316,730</b>	<b>638,459</b>	<b>321,730</b>				
<b>602 Democratic and Civic Costs</b>								
1309 Misc Contributions	310	310	0	(310)			0.0%	
Democratic and Civic Costs :- Income	<b>310</b>	<b>310</b>	<b>0</b>	<b>(310)</b>				<b>0</b>
4020 Misc Establishment Costs	0	0	50	50		50	0.0%	
4042 Equipment/Vehicle Maintenance	0	0	2,000	2,000		2,000	0.0%	
4200 Mayor's Allowance	335	335	2,200	1,865		1,865	15.2%	
4202 Members' Expenses (Conf etc)	0	0	500	500		500	0.0%	
4701 Grants/Donations Paid	35	35	4,000	3,965		3,965	0.9%	
4702 Community Events Support	1,827	1,827	7,000	5,173		5,173	26.1%	
4704 Remembrance Parade	0	0	200	200		200	0.0%	
Democratic and Civic Costs :- Indirect Expenditure	<b>2,197</b>	<b>2,197</b>	<b>15,950</b>	<b>13,753</b>	<b>0</b>	<b>13,753</b>	<b>13.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,887)</b>	<b>(1,887)</b>	<b>(15,950)</b>	<b>(14,063)</b>				
<b>700 Capital and Projects</b>								
1153 Loan Interest Rec'd - INTERNAL	7,903	7,903	7,903	0			100.0%	
1154 Loan Capital Rec'd - INTERNAL	12,000	12,000	12,000	0			100.0%	
Capital and Projects :- Income	<b>19,903</b>	<b>19,903</b>	<b>19,903</b>	<b>0</b>			<b>100.0%</b>	<b>0</b>

03/05/2023

## Sandy Town Council Current Year

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## Detailed Income &amp; Expenditure by Budget Heading 30/04/2023

Month No: 1

April 23

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4153 Loan Interest - INTERNAL	7,903	7,903	7,903	0		0	100.0%	
4154 Loan Capital - INTERNAL	12,000	12,000	12,000	0		0	100.0%	
4834 CAP - Machinery & Equipment	5,580	5,580	0	(5,580)		(5,580)	0.0%	
4915 Transfer to Rolling Capital Fd	23,126	23,126	23,126	0		0	100.0%	
4923 Internal Loan repaid to F'ild	12,000	12,000	12,000	0		0	100.0%	
4965 Funded from Rolling Capital	(5,580)	(5,580)	0	5,580		5,580	0.0%	
Capital and Projects :- Indirect Expenditure	<b>55,029</b>	<b>55,029</b>	<b>55,029</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(35,126)</b>	<b>(35,126)</b>	<b>(35,126)</b>	<b>0</b>				
Grand Totals:- Income	<b>339,072</b>	<b>339,072</b>	<b>702,667</b>	<b>363,595</b>			<b>48.3%</b>	
Expenditure	<b>104,279</b>	<b>104,279</b>	<b>702,667</b>	<b>598,388</b>	<b>0</b>	<b>598,388</b>	<b>14.8%</b>	
<b>Net Income over Expenditure</b>	<b>234,793</b>	<b>234,793</b>	<b>0</b>	<b>(234,793)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>234,793</b>	<b>234,793</b>						

**Sandy Town Council**  
**Report to 30th April 2023**

General Notes

Attached is the summary income & expenditure report for the year 1st April 2023 to 30th April 2023

This report shows a current year surplus of income over expenditure of £234,793.00

The balance sheet shows that total funds available to the Council are £822,919.00

This is made up of the following -

Current Year Fund	£234,793
General Reserve Brought Forward	£234,043
Rolling Capital Fund	£231,974
Fallowfield Reserve	£84,217
Earmarked Elections	£15,000
EMR Neighbourhood Plan	£17,892
EMR Anglian Water	£5,000

Total	£822,919
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The percentage of budget if analysed evenly over the year to date is 8.3% but Members are reminded that income & expenditure rarely follows this pattern over the year.

**Balance Sheet Notes:**Analysis by Cost Centre


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**401      Staff**


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Expenditure is 7.6% of the annual budget.

4002 - is slightly above the predicted spend due to overtime at double time for works team to cover market event

---

**402      Administration**


---

Expenditure is 11.6% of the annual budget.

4024 - Subscriptions paid on an annual basis

4025 - Insurance for vehicles paid on an annual basis

4026 - Photocopying - annual fee for copying equipment

4028 - Service charges include annual fees

4036 - Includes ADT annual charge

**403 - Administrative Works**

Expenditure is 11% of the annual budget.

4039 - large order with Savins for bedding plants £1,256.50

4042 - Annual service charge and parts for the tractor

4044 - Annual Vehicle Tax

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**405      Footway Lighting**


---

Expenditure is 2.4% of the annual budget.

**Sandy Town Council  
Report to 30th April 2023**

Analysis by Cost Centre [Continued]

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**406 Cemetery & Churchyard**

Expenditure is 0.0% of the annual budget.

---

**408 Town Centre**

Expenditure is 3.4% of the annual budget.

4036 - Repairs to car park barrier undertaken as not working to the correct timings

4100 - Annual service and call out to analyze issue with cameras not working at Sunderland Rd

---

**409 Public Toilets - Car Park**

Expenditure is 0.0% of the annual budget.

---

**500 Play Areas and Open Spaces**

Expenditure is 9.2% of the annual budget.

4012 - Water rates

---

**501 Sunderland Road Recreation Ground**

Expenditure is 9.5% of the annual budget.

4012 - Water rates

4046 - Bowling Green £1,132.97 for weedkiller

4060 - CBC Pavilion Maintenance fee

---

**502 Nature Reserves**

Expenditure is 0.3% of the annual budget.

---

**505 Grass Cutting**

Expenditure is 0% of the annual budget.

---

**506 Litter Bins, Seats & Shelters**

Expenditure is 0% of the annual budget.

---

**509 Christmas Lights**

Expenditure is 0% of the annual budget.

**Sandy Town Council**  
**Report to 30th April 2023**

Analysis by Cost Centre [Continued]

Expenditure is 0% of the annual budget.

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**601      Precept and Interest**

---

Income is 49.6% of the annual budget.

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**602      Democratic and Civic Costs**

---

Expenditure is 13.8% of the annual budget.

4200 - Mayor's allowance - costs for Freedom of the Town Scroll

4702 - Costs towards Big Lunch, entertainers, toilet hire and ground matting. Also installation of High Street banners

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**700      Capital and Projects**

---

Expenditure is 100% of the annual budget.

4153 - (Internal) Loan interest

4154 - (Internal) Loan interest

4915 - Transfer to Rolling Capital Funds

4923 - Internal loan repayment



Date: 03/05/2023

## Sandy Town Council Current Year

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## Current Bank A/c

## List of Payments made between 01/04/2023 and 30/04/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/04/2023	Barclays	DDR	39.55		Bank Charges
04/04/2023	Bedfordshire & River Ivel I D	32737	45.26		972-Drainage rates 23/24
04/04/2023	Bedfordshire Rural Communities	32738	10,255.95		975-Cont to BRCC Works Sandy W
04/04/2023	Central Bedfordshire Council	32739	9,765.12		1006-Grass Cutting 22/23
04/04/2023	DCK Accounting Solutions Ltd	32740	1,141.70		977-Accounts Feb 23
04/04/2023	1st Response Fire Protection &	32736	198.00		979-Repair chamber light
04/04/2023	Grounds Management Association	32741	175.00		980-Grands Man Assn Subs 23/24
04/04/2023	Hertfordshire County Council	32742	111.34		982-Cleaning materials
04/04/2023	Tim Miles	32743	600.00		983-Grave digging
04/04/2023	Millenium Security Services	32744	660.00		1010-Key holding 23/24
04/04/2023	NSALG Ltd	32745	67.00		984-NSALG Subs 23/24
04/04/2023	Quality Building Equipment Ltd	32746	44.99		985-Fencing hire
04/04/2023	The Transportation Consultancy	32747	5,011.20		986-Town Centre Imp Strategy
04/04/2023	The Wildlife Trust BCN	32748	9,780.26		988-Riddy fencing materials
05/04/2023	Grenke Leasing Ltd	DDR1	765.54		Purchase Ledger Payment
11/04/2023	Barclays Active Saver	Tfr	158,364.75		
11/04/2023	Barclays Active Saver	Tfr	158,364.75		
11/04/2023	HMRC	FP	5,612.94		PAYE/NI Mar 23
11/04/2023	Beds Pension Fund	FP	5,930.68		Pensions Mar 23
11/04/2023	Purchase Power	FP1	25.79		58-Postage
11/04/2023	4Tune Performance	FP2	79.67		Purchase Ledger Payment
11/04/2023	GT Trax Ltd	FP3	556.80		3-Walkover hire 4-9.5.23
11/04/2023	Yu Energy	DDR2	116.61		7-Depot electricity Mar 23
11/04/2023	Yu Energy	DDR3	515.99		6-Office Electricity Mar 23
11/04/2023	Yu Energy	DDR4	12.05		8-SRRG Electricity Mar 23
11/04/2023	Yu Energy	DDR5	1,129.02		9-S/Lights Electricity Mar 23
11/04/2023	Yu Energy	DDR6	33.72		10-C/Park toilets elec Mar 23
11/04/2023	Yu Energy	DDR7	209.85		5-Office Gas Mar 23
11/04/2023	Yu Energy	DDR8	81.16		Purchase Ledger Payment
11/04/2023	G&H Seamer	FP	111.50		Burial refund
12/04/2023	LSK Hire Ltd	FP4	168.00		64-Toilets hire
13/04/2023	April Salaries	DDR	17,169.11		April Salaries
17/04/2023	UK Fuels Limited DDR	DDR9	3.60		994-Fuel A/C
19/04/2023	Chess Ltd DDR	DDR10	295.46		990-IT Support
24/04/2023	UK Fuels Limited DDR	DDR11	70.64		47-Fuel A/C
26/04/2023	Grenke Leasing Ltd	DDR12	776.04		40-Copier lease 4.4-30.6.23
27/04/2023	Parish UK	FP5	19.00		57-Sandy Bus Directory
27/04/2023	Purchase Power	FP6	25.43		58-Postage
27/04/2023	Chess Ltd DDR	DDR13	304.88		43-Telephone
<b>Total Payments</b>			<b>388,638.35</b>		

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

<b><u>Name of the Organisation/Group</u></b>	
Sandy Horticultural Society	
Are you affiliated to a national organisation? If so, which one?	Royal Horticultural Society National Dahlia Society
Local venue/meeting place	Seddington Nursery Sandy Conservative Club
Are you a registered charity? If so, give your charity number?	No
What are the aims and activities of the organisation?	To Promote the Sandy Show, now rebranded as Sandy Garden and Craft Show
How many members do you have?	Volunteers/Leaders 4 Officers, 8 Committee Members
Members:  22	Junior  N/A
	Senior  N/A
What is your annual subscription?  £10.00	Junior £  N/A
	Senior £  N/A

<b>Project Information</b>	
What would the grant be used for?	To cover hall hire costs of Sandy Conservative Club, from midday Friday 1st September to midday Sunday 3rd September.
In what manner will the residents of Sandy benefit?	All classes open to residents of Sandy and surrounding area.  Free entry to all those who wish to attend.
Approximately how many Sandy residents will benefit from this grant?	
Estimated total cost of project	£2000.00
Please state clearly how much you are applying for from Sandy Town Council.	£500.00
What amount is being met from your own funds?	£1500.00 from funds / sponsorship of show class prize money by members of the Society.

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

Source	Amount	Confirmed/Pending/Unsuccessful
Society committee members currently trying to source sponsorship from local business.		
	1 confirmed donation of £100.00 from Christina Utilini (committee member)	

<b>Financial Details</b>	
Please specify how any income, particularly surplus, is spent.	Any surplus to be added to society funds to ensure the show can be held in future years.
Please attach accounts (audited/independently examined) for the last two years and your budget forecast for the forthcoming/current year.	

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

<b><u>Name of the Organisation/Group</u></b>	
Are you affiliated to a national organisation? If so, which one?	No
Local venue/meeting place	Currently Sandy Conservative Club
Are you a registered charity? If so, give your charity number?	No
What are the aims and activities of the organisation?	To organise and hold an annual carnival with parade and field events for the people of Sandy and surrounding villages
How many members do you have?	7 volunteer committee members
Members:	Junior N/A
	Senior
What is your annual subscription?	Junior £0
	Senior £0

<b>Project Information</b>	
What would the grant be used for?	The grant would be used to pay for the portable toilets, urinal and baby changing facilities required at the venue on Carnival day
In what manner will the residents of Sandy benefit?	Allows people to enjoy the afternoon without needing to pop home when needing to use the facilities
Approximately how many Sandy residents will benefit from this grant?	Approx 1000 over the course of 1 day if they all get caught short
Estimated total cost of project	£570
Please state clearly how much you are applying for from Sandy Town Council	£285
What amount is being met from your own funds?	£285

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

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

N/A

**Financial Details**

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

Surplus income is spent on either entertainment acts or activities during Carnival day to make it more enjoyable for everyone visiting

Please attach accounts (audited/independently examined) for the last two years and your budget forecast for the forthcoming/current year.

<b>Payment Details</b>	
Account Title	Sandy Carnival Association
Account Number	██████████ ██████████████████
Bank/Building Society Name and Address	Barclays Bank
<b>Contact Details</b>	
Please give details of the person with whom this application can be discussed and to whom any cheque should be sent:	Lorna Tucker
Position in organisation	Treasurer
Address	██████████ ██████████ ██████████
Telephone Number	██████████
E-mail address	██████████████████████████████



**Declaration**

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

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

<b>Signed:</b>
<b>Name: Hayley Stewart</b>
<b>Position: Chairman</b>
<b>Date: 17/05/2023</b>

**Please enclose with your application copies of:**

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



**SANDY**  
Town Council

## **SANDY TOWN COUNCIL POLICY, FINANCE & RESOURCES ACTION PLAN 2023/24**

The following Action Plan summarises and prioritises the Council's activities and projects that will continue to be worked on over the 2023/24 financial year. The action plan is mostly project based and does not consider the daily business of the Council, such as routine maintenance and administration, dealing with and carrying out actions resulting from public enquiries, completing training and statutory activities (e.g., internal audit).

<b>POLICY, FINANCE AND RESOURCES COMMITTEE</b>				
<b>Est. Cost</b>	<b>Objective</b>	<b>Actions</b>	<b>Responsibility</b>	<b>Timescale</b>
<b>2023/24 Activities</b>				
<b>Services and Contracts</b>				
£19,000 Budget	Current insurance agreement runs until 2023 but annual review is conducted and agreed with insurer.	<ol style="list-style-type: none"> <li>1) Review of existing policy and drawing up any amendments or additions that are required.</li> <li>2) Meeting with insurers to review and update policy.</li> <li>3) Confirmation of any amendments made and copy of 2023/24 policy documents to be presented to PFR committee.</li> </ol>	<ol style="list-style-type: none"> <li>1) Clerk/Admin Lead</li> <li>2) Clerk/Admin Lead/Insurer</li> <li>3) Clerk/Admin Lead</li> </ol>	Complete  May 2023 July 2023
£550 service contract currently paid	Review keyholder and alarm callout service provision by current provider and consider alternative quotations for 2024/25.	<ol style="list-style-type: none"> <li>1) Review of provision and research into alternative providers.</li> <li>2) Quotes to be obtained by current and alternative providers for consideration.</li> <li>3) Report to PFR with purpose, review, and costs of service provision over the last three years. Quotes and recommendation to be considered.</li> <li>4) New contractor to be started.</li> </ol>	<ol style="list-style-type: none"> <li>1) Admin Lead</li> <li>2) Admin Lead</li> <li>3) Admin Lead/PFR</li> <li>4) PFR/Admin Lead</li> </ol>	October 2023 Nov/Dec 2023  Dec 2023  March 2024

**AGENDA ITEM 8**

**APPENDIX VI**

Current budget of £1,500 retainer	Review and renew HR and health and safety advisor contract.	<ol style="list-style-type: none"> <li>1) Review of existing provision to be conducted.</li> <li>2) Quotations for new contract to be obtained from current and alternative providers.</li> <li>3) Report, with quotes and recommendation to be considered.</li> <li>4) Contractor to be appointed.</li> </ol>	<ol style="list-style-type: none"> <li>1) Clerk/HR Committee</li> <li>2) Clerk/Admin Lead</li> <li>3) Clerk/HR Committee</li> <li>4) Clerk/PFR</li> </ol>	<p>3rd Jul 2023 Jun/Jul 2023</p> <p>25th Sep 2023 16<sup>th</sup> Oct 2023</p>
<b>Budgeting and Accounting</b>				
	Agreement of 2024/25 budget and precept	<ol style="list-style-type: none"> <li>1) Produce Year on Year budget/expenditure report for review</li> <li>2) Review of 2023/24 revenue budget report &amp; 2024/25 recommendation</li> <li>3) Review and amendment of 2024/25 revenue and capital budget</li> <li>4) Review and amendment of 2024/25 budget and precept level</li> <li>5) Recommend of budget and precept to Full Council</li> <li>6) Approval of 2024/25 budget and precept</li> </ol>	<ol style="list-style-type: none"> <li>1) Clerk</li> <li>2) PFR</li> <li>3) PFR</li> <li>4) PFR</li> <li>5) PFR3</li> <li>6) Full Council</li> </ol>	<p>Sep 2023 16<sup>th</sup> Oct 2023 20<sup>th</sup> Nov 2023 8<sup>th</sup> Jan 2024 8<sup>th</sup> Jan 2024 22<sup>nd</sup> Jan 2024</p>
	Agreement of 2024/25 Scale of Charges	<ol style="list-style-type: none"> <li>1) Apply RPI increases to 2024/25 Scale of Charges</li> <li>2) Review and approve 2024/25 Scale of Charges</li> <li>3) Amend 2024/25 budget to reflect Scale of Charges</li> </ol>	<ol style="list-style-type: none"> <li>1) Admin Lead</li> <li>2) PFR</li> <li>3) Admin Lead</li> </ol>	<p>Nov 2023 8<sup>th</sup> Jan 2023 8<sup>th</sup> Jan 2023</p>
<b>Large Capital Equipment Investment (beyond standard equipment covered within revenue budget)</b>				
TBC	Research and develop proposals for the replacement of the older of the Council's works trucks.	<ol style="list-style-type: none"> <li>1) Review of vehicle requirements and understand what form of new vehicle would be appropriate</li> <li>2) Research of vehicles and options available to the Council, along with costings and options such as leasing.</li> <li>3) Report to committee with recommendations of preferred replacement vehicle, costs, and funding options.</li> <li>4) Factor proposed new vehicle costs into the 2024/25 budget.</li> </ol>	<ol style="list-style-type: none"> <li>1) Cllrs/Outdoor Lead</li> <li>2) Cllrs/Outdoor Lead /Deputy Clerk</li> <li>3) Cllrs/Outdoor Lead</li> <li>4) Clerk/PFR</li> </ol>	<p>July-Aug 2023</p> <p>Aug-Oct 2023</p> <p>Oct –Nov 2023</p> <p>Dec 2023</p>
<b>Projects</b>				
	Progress development of	1) Agree cemetery final design with CDS and get costs landscaping.	1) Cem. Wrk Group	July 2023

**AGENDA ITEM 8**

**APPENDIX VI**

TBC	the cemetery burial site landscaping and pathways	<ol style="list-style-type: none"> <li>2) Research quotes for ground levelling works</li> <li>3) Tender document for ground levelling work</li> <li>4) Ground levelling works completed</li> <li>5) Landscaping to start</li> <li>6) Update for burial regulations to incorporate extended area</li> </ol>	<ol style="list-style-type: none"> <li>2) Clerk/Cem. Wrk Grp</li> <li>3) Clerk/Cem Wrk. Grp</li> <li>4) Contractor/Outdoor Team</li> <li>5) Contractor/Cem Wrk Grp</li> <li>6) Admin Team Lead/Cem Wrk Grp/PFR</li> </ol>	<ol style="list-style-type: none"> <li>Jul -August 2023</li> <li>TBD</li> <li>TBD</li> <li>TBD</li> <li>TBD</li> </ol>
£67,000	Archaeological work at the cemetery extension site as per the planning permission granted	<ol style="list-style-type: none"> <li>1) Agree revised cost for work with archaeological contractor following further discussion with CBC.</li> <li>2) Committee to approve expenditure on second stage of post excavation work and instruct archaeologist to commence.</li> <li>3) Archaeologist to complete post excavation analysis stage and report back to the Council.</li> <li>4) Agreement of final reporting stage commencement</li> <li>5) Archaeologist to report back to CBC when reporting stage complete</li> <li>6) Archaeologists to conduct an event to present findings to Members of the public and Historical Society</li> </ol>	<ol style="list-style-type: none"> <li>1) Clerk/Cem Wrk Grp</li> <li>2) PFR</li> <li>3) Contractor</li> <li>4) PFR</li> <li>5) Contractor</li> <li>6) AOC/Community Engagement Officer</li> </ol>	<ol style="list-style-type: none"> <li>Complete</li> <li>Complete</li> <li>Complete</li> <li>Complete 2023</li> <li>Aug/Sept 2023</li> </ol>
	Allotments at Beeston Green (village site)	<ol style="list-style-type: none"> <li>1) Agree terms of lease with CBC</li> <li>2) Organise survey of the land to understand its condition</li> <li>3) Determine design and layout of plots/utilities/parking and storage areas</li> <li>4) Tender document for landscape works</li> <li>5) Landscape works undertaken</li> <li>6) Allotment Policy Updated</li> </ol>	<ol style="list-style-type: none"> <li>1) Beeston WG/PF&amp;R and Clerk</li> <li>2) Deputy Clerk/Beeston WG</li> <li>3) Beeston WG/FC</li> <li>4) PFR/FC</li> <li>5) Contractor</li> <li>6) Admin Team Leader/PF&amp;R/Depu</li> </ol>	<ol style="list-style-type: none"> <li>TBD</li> <li>TBD</li> <li>TBD</li> <li>TBD</li> <li>TBD</li> <li>TBD</li> </ol>

**AGENDA ITEM 8**

**APPENDIX VI**

			ty Clerk	
<b>Policy and Administration</b>				
£2,500 legal costs approved	Complete registration of all Council owned land with the Land registry	<ol style="list-style-type: none"> <li>1) Committee to approve expenditure on appointing a solicitor to undertake land registry work.</li> <li>2) Documents to support registration of land to be catalogued and provided to solicitor.</li> <li>3) Solicitor to undertake and complete registration process (committee to be advised on completion)</li> </ol>	<ol style="list-style-type: none"> <li>1) Clerk/PFR</li> <li>2) Admin</li> <li>3) Solicitor</li> </ol>	<p>Complete</p> <p>Complete</p> <p>Ongoing</p>
£3,000 legal costs approved	Adoption of 'Berwick Way' amenity land from Taylor Wimpey	<ol style="list-style-type: none"> <li>1) Council to agree proposed adoption of parcels of land.</li> <li>2) Clerk to hold site meeting with TW rep and agree exact red line boundaries of each parcel.</li> <li>3) Appointment of solicitor to deal with adoption legal work.</li> <li>4) Obtain costs for cutting of the land to be adopted and budget accordingly.</li> <li>5) Appointed solicitor to work with TW solicitor on completion of land transfer.</li> </ol>	<ol style="list-style-type: none"> <li>1) Full Council</li> <li>2) Clerk</li> <li>3) PFR/Clerk</li> <li>4) Clerk</li> <li>5) Solicitor/Clerk</li> </ol>	<p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Ongoing</p>
TBC	Completion of Army Cadets HQ lease / land matter (Berwick Way)	<ol style="list-style-type: none"> <li>1) Seek agreement from landowner Taylor Wimpey to transfer a small parcel of land at the site of the Cadet HQ to STC and progress accordingly.</li> <li>2) Alternatively, that TW join a lease with STC and the Army Cadets for the HQ building.</li> <li>3) Further actions will be dependent on responses from TW.</li> </ol>	<ol style="list-style-type: none"> <li>1) Clerk/PFR</li> <li>2) Clerk/PFR</li> </ol>	<p>Ongoing</p>
	Beeston Green Working Group to develop proposals to address parking Issues at Beeston Green.	<ol style="list-style-type: none"> <li>1) Clerk to obtain legal advice from NALC related to parking on village greens and actions that can be taken from a legal point of view.</li> <li>2) Consideration of legal advice received, along with advice previously given from the Open Spaces Society in context of parking issues.</li> </ol>	<ol style="list-style-type: none"> <li>1) Clerk</li> <li>2) Beeston Wrk Grp</li> <li>3) Beeston Wrk Grp</li> </ol>	<p>Ongoing</p>

		3) Proposal on recommended action to be developed and presented to the PFR committee for consideration.		
<b>Ongoing Activities</b>				
Business as Usual	Running the Committee	Agendas, minutes, reports, finance, administration		
	Council Administration	Administration		
	Council finances, yearend accounts, payroll, and audit	Administration, monthly account review and monitoring, recommendations for decisions or action to Full Council. Review and consideration of internal audit reports, Council risk assessments and associated documents/actions.		
	Annual Report	Preparation and publication		
	Action Plan	Annual review and publication		
	Council Policies	Ongoing review and administration		
	Burial Regulations	Review and consideration of Burial Regulations.		
Business as Usual	Grants	Administration, finance, and agreement		
	External Contractors	Administration, management, and monitoring		
	Council Website	Continued maintenance and update		
	Procurement	Review, management and scrutiny of quotations and purchase recommendations		
	Civic Matters	Honorary Freeman & Friend of Sandy Award		
	IT & Office Equipment	Administration and supply		
Any other matters within the committee's remit				

**Sandy Town Council**

**Unaudited Financial Statements**

**For the year ended 31 March 2023**

**Sandy Town Council**

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**31 March 2023**

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**Sandy Town Council**

**Council Information**

**31 March 2023**

**( Information current at 12th June 2023 )**

**Mayor**

Cllr J. Hewitt

**Councillors**

Cllr P. Sharman (Deputy Mayor)

Cllr P. N. Aldis

Cllr R. Lacey

Cllr A. Lock

Cllr R. Lock

Cllr C. Osborne MBE JP

Cllr M Pettitt

Cllr M. Scott

Cllr S Sutton

Cllr N. Thompson

**Town Clerk**

Mrs N. Sewell

**Auditors**

Mazars LLP

Salvus House

Aykley Heads

Durham

DH1 5TS

**Internal Auditors**

Haines Watts

Woburn Court

2 Railton Road

Kempston

Bedford

MK42 7PN

**Sandy Town Council**  
**Statement of Accounting Policies**  
**31 March 2023**

**Auditors**

The name and address of the External Auditors is provided for information only.

These Statements are not subject to audit and the External Auditors have no responsibility for them.

**Accounting Convention**

The accounts have been prepared in accordance with the Accounting Guidance Notes for Local Councils (the Guide) issued by The Chartered Institute of Public Finance and Accountancy (CIPFA) as applicable to a medium sized council.

These accounts have been prepared having regard to the fundamental accounting concepts of: Going Concern, Prudence, Accruals, Relevance, Consistency, Reliability, Comparability, Understandability and Materiality.

The accounts have been prepared under the historical cost convention.

**Fixed Assets**

All expenditure on the acquisition, creation or enhancement of fixed assets is reported in the notes to the accounts, provided that the fixed asset yields benefits to the authority and the services it provides for a period of more than one year. Fixed assets are valued on the basis recommended by CIPFA. The year end values are stated on the following basis:

land, operational properties and other operational assets are reported in notes to the accounts cost (where known) or at insurance values current when first reported as approximating to the lower of net replacement cost and net realisable value at that time (previous years at current insurance values).

all other assets are included at historical cost except that certain community assets are the subject of restrictive covenants as to their use and/or future disposal. Such assets are therefore considered to have no appreciable realisable value and are included at a nominal value only.

**Revenue Grants**

Revenue grants are credited to income when conditions attached thereto have been fulfilled and/or equivalent expenditure has been incurred. Grants received in respect of which the conditions have not been fulfilled, or expenditure incurred, are carried forward as deferred revenue grants.

**Debtors and Creditors**

The council reviews the level of its commercial debtors on a regular basis and provisions are made, as required, where the likelihood of amounts proving ultimately collectable is in doubt.

**Value Added Tax**

Income and Expenditure excludes any amounts related to VAT, as all VAT suffered/collected is recoverable from or payable to HM Revenue and Customs. Any amounts not so recoverable are treated as a separate expense.

**External Loan Repayments**

The council is not required by the Guide to incorporate external borrowings in its Balance Sheet. Details are shown at note 12.

**Sandy Town Council**  
**Statement of Accounting Policies**  
**31 March 2023**

**Leases**

The council is not required by the Guide to incorporate Hire Purchase and/or Finance Lease obligations in its Balance Sheet. Details are shown at note 11.

**Reserves**

The council maintains certain reserves to meet general and specific future expenditure. The purpose of the council's reserves is explained in note 13.

**Interest Income**

All interest receipts are credited initially to general funds.

**Pensions**

The pension costs that are charged against precept in the council's accounts, in respect of its employees, are equal to the contributions paid to the funded pension scheme for those employees.

These contributions are determined by the fund's actuary on a triennial basis and are set to meet 100% of the liabilities of the pension fund, in accordance with relevant government regulations.

The next actuarial valuation is due at 31st March 2025 and any change in contribution rates as a result of that valuation will take effect from 1st April 2026.

**Sandy Town Council**  
**Income and Expenditure Account**  
**31 March 2023**

	Notes	2023 £	2022 £
<b>INCOME</b>			
Precept on Principal Authority		628,120	599,356
Capital Grants and Sale of Assets		156,670	20,772
Interest and Investment Income	1	5,004	215
Recreation Grounds and Open Spaces		15,309	6,378
Cemetery		31,990	23,966
Tourist Information		644	338
Car Park and Market		1,125	354
Establishment/General Administration		5,211	815
Civic and Democratic		1,250	1,259
Christmas Lights		2,500	1,172
		847,823	654,625
 <b>EXPENDITURE</b>			
Establishment/General Administration		404,308	375,114
Capital Expenditure	8	251,732	92,539
Loan Interest and Capital Repayments		608	609
Operational Expenditure:			
Recreation Grounds and Open Spaces		55,700	76,545
Cemetery		11,915	9,587
Tourist Information		458	344
Public Toilets		2,826	919
Car Park and Market		13,558	15,602
Lighting and Street Furniture		26,481	35,387
Planning & Development		25,220	-
Civic and Democratic Costs		2,202	2,991
Grants and Donations		13,363	12,483
Christmas Lights		18,541	16,058
CCTV Fees		2,010	1,832
Outside Services		22,887	33,922
		851,809	673,932
 <b>General Fund</b>			
Balance at 01 April 2022		234,042	234,042
Add: Total Income		847,823	654,625
		1,081,865	888,667
Deduct: Total Expenditure		851,809	673,932
		230,056	214,735
Transfer from Earmarked Reserves	13	4,602	19,307
General Reserve Balance at 31 March 2023		234,658	234,042

*The notes on pages 8 to 13 form part of these unaudited statements.*

**Sandy Town Council**

**Balance Sheet**

**31 March 2023**

	Notes	2023 £	2023 £	2022 £
<b>Current Assets</b>				
Debtors and prepayments	9	19,905		29,341
Cash at bank and in hand		<u>600,453</u>		<u>607,496</u>
		620,358		636,837
<b>Current Liabilities</b>				
Creditors and income in advance	10	<u>(61,163)</u>		<u>(73,656)</u>
<b>Net Current Assets</b>			559,195	563,181
<b>Total Assets Less Current Liabilities</b>			559,195	563,181
<b>Total Assets Less Liabilities</b>			<u>559,195</u>	<u>563,181</u>
<b>Capital and Reserves</b>				
Earmarked Reserves	13		324,537	329,139
General Reserve			<u>234,658</u>	<u>234,042</u>
			<u>559,195</u>	<u>563,181</u>

Signed: .....  
Cllr J. Hewitt  
Mayor

.....  
Mrs N. Sewell  
Responsible Financial Officer

Date: .....

.....

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*The notes on pages 8 to 13 form part of these unaudited statements.*

**Sandy Town Council**

**Notes to the Accounts**

**31 March 2023**

**1 Interest and Investment Income**

	2023	2022
	£	£
Interest Income - General Funds	5,004	215
	<u>5,004</u>	<u>215</u>

**2 Agency Work**

During the year the Council undertook no agency work on behalf of other authorities.

During the year the Council commissioned no agency work to be performed by other authorities.

**3 General Power of Competence**

With effect from 13th May 2019 Sandy Town Council acquired the right to exercise the General Power of Competence extended to Town and Parish Councils under the Localism Act 2011 by S.I. 2012 No 965 (The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012). Therefore, with effect from 13th May 2019 the council no longer exercises the powers conveyed by Section 137 of the Local Government Act 1972 (as amended).

**4 Publicity**

Section 5 of the Local Government Act 1986 requires the council to disclose expenditure on publicity. Details are shown under the following broad categories:

	2023	2022
	£	£
Recruitment Advertising	2,256	399
Annual Report & Newsletter	2,178	2,904
	<u>4,434</u>	<u>3,303</u>

**Sandy Town Council**

**Notes to the Accounts**

**31 March 2023**

**5 Tenancies**

During the year the following tenancies were held:

**Council as landlord**

<b>Tenant</b>	<b>Property</b>	<b>Rent p.a. £</b>	<b>Repairing / Non-Repairing</b>
Sandy Sports & Leisure Association	Land For Artificial Pitch – Sunderland Rd Rec	Peppercorn	N/A
Sandy Football Club	Pitch & Pavilion – Bedford Rd Rec. Ground	535	Repairing
Sandy Village Hall Mgmt C'ttee	Land for Sandy Village Hall	5	N/A
Sandy Bowling Club	Bowling Green, Sunderland Road	471	N/A
Sandy Air Cadets 22 Squadron	Land for Army Cadet HQ at Berwick Way	229	N/A
Sandy Cricket Club	Cricket Pitch, Sunderland Road	236	N/A
Biggleswade & Hitchin Angling	Angling Rights	610	N/A
Scout Hut	Scout Hut – Sunderland Rd Rec	Peppercorn	N/A

**Council as tenant**

<b>Landlord</b>	<b>Property</b>	<b>Rent p.a. £</b>	<b>Repairing / Non-Repairing</b>
Everton Estate	Recreation Land	-	Non-Repairing

**6 Pensions**

For the year of account the council's contributions equal 26.80% of employees' pensionable pay.

These contributions will remain at 26.80% in future years, in order to provide adequately for future liabilities.

**Sandy Town Council**

**Notes to the Accounts**

**31 March 2023**

**7 Fixed Assets**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
	<b>Value</b>	<b>Value</b>
At 31 March the following assets were held:		
<b><u>Freehold Land and Buildings</u></b>		
Council Offices	215,000	215,000
Car Park & Market Storage Passageway	325,000	325,000
Public Toilets	150,000	150,000
Bedford Rd Recreation Ground and Buildings	240,500	240,500
Sunderland Rd Recreation Ground and Buildings	742,000	742,000
Cemetery incl Chapel and Shed	176,000	176,000
Cemetery Extension (under development)	334,352	289,387
Cemetery Extension Land	19,000	19,000
Scout Hut and ATC HQ Land	4,500	4,500
The Riddy Nature Reserve	63,000	63,000
Stratford Road Depot & Assos Yard	208,687	208,687
	<hr/> <b>2,478,039</b>	<hr/> <b>2,433,074</b>
	<hr/> <hr/>	<hr/> <hr/>
<b><u>Vehicles and Equipment</u></b>		
John Deere Tractor	18,250	18,250
Rotamec Triple Deck Mower	11,150	11,150
Protea 12 Blade Mower	2,845	2,845
Grounds Maintenance & Depot Equipment	39,912	45,963
Play Equipment	443,219	443,219
Sunderland Rd Skatepark	150,000	-
Furniture and Equipment	138,241	138,241
Display Cabinets	15,000	15,000
Market Stalls (10) Boards & Covers	-	3,500
Market Storage Container	1,600	1,600
Chamber Hearing Loop	1,474	1,474
Gazebos (25)	2,494	2,494
Toyota Van FD07 HGU	8,370	8,370
Toyota Van AK12 WLJ	15,000	15,000
ET Lander Electric Van KX72 DGF	42,784	-
Defibrillator and Cabinet	631	631
Goal Posts	4,605	4,605
Goal Post - Static	4,265	4,265
Roberine Flail Mower	29,500	29,500
War Memorial Plaque	540	540
Bowls Club Irrigation Pump	1,594	1,594
Beeston Green Defibrillator	660	660
Scoreboard	3,809	3,809
Depot CCTV	13,699	13,699
Outdoor Fitness Equipment	17,433	17,433
Ideal Logic Boiler	2,000	2,000
Lampost Banners	2,382	2,382
	<hr/> <b>971,457</b>	<hr/> <b>788,224</b>
	<hr/> <hr/>	<hr/> <hr/>



**Sandy Town Council**

**Notes to the Accounts**

**31 March 2023**

**7 Fixed Assets (cont'd)**

**Infrastructure Assets**

Street Lighting Columns	127,688	127,688
Noticeboards (10)	7,800	8,400
Car Park Barriers	11,500	11,500
Seats and Benches (85)	35,115	32,775
Bins and other street furniture	1,159	1,159
Anti Climb Fence Panels (49)	1,192	1,490
World War I Board	1,215	1,215
Railings	5,002	5,002
Bedford Road Fencing	3,041	3,041
Flagpole	677	677
Litter Bins	4,553	4,553
RBL Memorial Bench	1	1
Easygate Unit	1,650	-
	<u>200,593</u>	<u>197,501</u>

**Community Assets**

Beeston Green	1	1
War Memorial	1	1
Disused Railway Embankment	1	1
Rose Garden	1	1
The Limes play area	1	1
Fallowfield open space and play area	1	1
Civic Regalia	1,000	-
	<u>1,006</u>	<u>6</u>
	<u>3,651,095</u>	<u>3,418,805</u>

The basis of valuation of the above assets is set out in the Statement of Accounting Policies.

**8 Fixed Assets - Additions and Disposals**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
	<b>Cost</b>	<b>Cost</b>
During the year the following assets were purchased:		
Operational Land and Buildings	44,965	54,505
Vehicles and Equipment	202,777	29,552
Infrastructure Assets	3,990	8,482
	<u>251,732</u>	<u>92,539</u>

No assets were disposed of during the year.

**Sandy Town Council**

**Notes to the Accounts**

**31 March 2023**

**9 Debtors**

	2023 £	2022 £
VAT Recoverable	13,028	23,684
Other Debtors	746	-
Prepayments	5,436	5,657
Accrued Interest Income	695	-
	<u>19,905</u>	<u>29,341</u>

**10 Creditors and Accrued Expenses**

	2023 £	2022 £
Trade Creditors	36,529	56,646
Other Creditors	50	-
Superannuation Payable	5,931	6,249
Payroll Taxes and Social Security	5,613	5,692
Accruals	8,853	5,069
Income in Advance	437	-
Capital Creditors	3,750	-
	<u>61,163</u>	<u>73,656</u>

**11 Hire Purchase and Lease Obligations**

At 31 March the following hire purchase agreement(s) and lease(s) were in operation:

<b>Hire/Lessor</b>	<b>Purpose</b>	<b>Annual Lease/Hire Payable £</b>	<b>Year of Expiry</b>
Control Print Solutions	Service/Prints for Photocopier	1,154	2023
Pitney Bowes	Franking Machine	332	Ongoing
Grenke Leasing	Photocopier	2,552	2023

**12 Loans**

At the close of business on 31 March 2023 the following loans to the council were outstanding:

<b>Lender</b>	<b>Loan Period</b>	<b>Amount £</b>	<b>Years Remaining</b>
Public Works Loan Board	Repayable to 27 <sup>th</sup> August 2025	538	2.5
Public Works Loan Board	Repayable to 27 <sup>th</sup> February 2028	1,539	5

**Sandy Town Council**

**Notes to the Accounts**

**31 March 2023**

**13 Earmarked Reserves**

	<b>Balance at 01/04/2022</b>	<b>Contribution to reserve</b>	<b>Contribution from reserve</b>	<b>Balance at 31/03/2023</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Capital Projects Reserves	214,649	91,785	(92,006)	214,428
Other Earmarked Reserves	114,490	39,612	(43,993)	110,109
Total Earmarked Reserves	329,139	131,397	(135,999)	324,537

The Capital Projects Reserves are credited with amounts set aside from revenue to part finance specific projects which are part of the council's capital programme.

The Other Earmarked Reserves are credited with amounts set aside from revenue to fund specific known commitments of the council.

The Other Earmarked Reserves at 31 March 2023 are set out in detail at Appendix A.

**14 Capital Commitments**

The council had no other capital commitments at 31 March 2023 not otherwise provided for in these accounts.

**15 Contingent Liabilities**

The council is not aware of any contingent liabilities at the date of these accounts.

**Sandy Town Council**

**Appendices**

**31 March 2023**

**Appendix A**

	<u>Balance at</u> <u>01/04/2022</u> £	<u>Contribution</u> <u>to reserve</u> £	<u>Contribution</u> <u>from reserve</u> £	<u>Balance at</u> <u>31/03/2023</u> £
<u>Capital Projects Reserves</u>				
Rolling Capital Fund	214,649	91,785	(92,006)	214,428
	<u>214,649</u>	<u>91,785</u>	<u>(92,006)</u>	<u>214,428</u>
<u>Other Earmarked Reserves</u>				
Fallowfield	60,217	12,000		72,217
Cemetery Development Reserve	23,028		(23,028)	0
Skatepark Projects	12,155	4,500	(16,655)	0
Elections	15,000			15,000
Neighbourhood Plan	0	18,112	(220)	17,892
Anglian Water	0	5,000		5,000
S106 Fallowfield	4,090		(4,090)	0
	<u>114,490</u>	<u>39,612</u>	<u>(43,993)</u>	<u>110,109</u>
<b>TOTAL EARMARKED RESERVES</b>	<u>329,139</u>	<u>£131,397</u>	<u>(£135,999)</u>	<u>£324,537</u>



**SANDY TOWN COUNCIL INTERNAL  
FINAL AUDIT REPORT FOR THE  
YEAR ENDED 31 MARCH 2023**  
*Conducted 17<sup>th</sup> May 2023*

**SANDY TOWN COUNCIL INTERNAL  
AUDIT REPORT FOR THE YEAR ENDED  
31 MARCH 2023**

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**SANDY TOWN COUNCIL INTERNAL  
AUDIT REPORT FOR THE YEAR ENDED  
31 MARCH 2023**

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### **Introduction**

The final internal audit was carried out on the 17<sup>th</sup> May 2023. The audit was conducted at the offices of the Council.

### **Summary of Work Completed**

The work completed is identified in the following table below:

<b>AREA OF WORK</b>	<b>WORK COMPLETED</b>
Bank and Cash Reconciliations	<ul style="list-style-type: none"><li>a) Bank reconciliations were reviewed and agreed each month to ensure that controls were working effectively throughout the period.</li><li>b) The reconciliation for the period to 31/03/2023 was verified to the accounting data as entered to Rialtas software.</li><li>c) Cash reconciliations were reviewed to the period up to 31/03/2023</li></ul>
VAT Returns	<ul style="list-style-type: none"><li>a) VAT returns for the year were reviewed and the debtor as at 31/03/2023 was verified to the trial balance as at that date.</li></ul>
Substantive Income and Expenditure Testing	<ul style="list-style-type: none"><li>a) A sample of income and expenditure was confirmed to supporting documentation. Receipts and payments were confirmed to the bank statements respectively.</li><li>b) Internal authorisation procedures were checked for the council's expenditure for the period under review.</li></ul>
Risk Assessments	<ul style="list-style-type: none"><li>a) The council's risk assessments were reviewed to ensure that due consideration has been given to identify the key and significant risks.</li><li>c) To ensure that sufficient safeguards and controls are in place to mitigate identified risks.</li></ul>
Fixed Asset Register	<ul style="list-style-type: none"><li>a) The fixed asset register was reviewed to ensure that assets owned by the council are correctly recorded.</li></ul>
Minutes of Meetings	<ul style="list-style-type: none"><li>a) The minutes of meetings since the last internal audit were reviewed and any relevant information was noted.</li></ul>

**SANDY TOWN COUNCIL INTERNAL  
AUDIT REPORT FOR THE YEAR ENDED  
31 MARCH 2023**

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Review of Trial Balance	a) The trial balance was reviewed for reasonableness b) The trial balance was confirmed to the accounts and annual return respectively to ensure financial results agree to source material.
Insurance	a) A review of insurance policies was conducted to ensure that sufficient cover is in place and is reasonable.
Payroll	a) Payroll was verified to the annual return and calculations for PAYE, National Insurance and Pension contributions were checked.
PWLB Loans	a) PWLB balance was agreed to the annual return and supporting loan statement



**SANDY TOWN COUNCIL INTERNAL  
AUDIT REPORT FOR THE YEAR ENDED  
31 MARCH 2023**

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**Results**

The work completed is identified in the following table below:

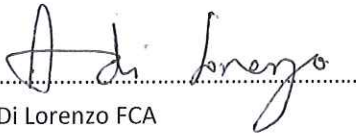
AREA OF WORK	OBSERVATIONS/POINTS
Bank and cash Reconciliations	Bank and reconciliations were reviewed and confirmed to be done on a monthly basis with due care and attention. Bank balances were confirmed to statements as at 31 March 2023.
VAT Returns	The balance as at 31/03/2023 was reconciled to the financial statements. No further observations were made.
Substantive Income and Expenditure Testing	No issues were identified with income and expenditure testing. A sample of transactions were reviewed to supporting evidence and checked to ensure payments cleared the bank and receipts received.  Authorisation procedures were confirmed to be working effectively.  Accounting entries were correctly recorded and posted to the correct nominal code.
Risk Assessments	The Council's risk assessments were confirmed to be reasonable and safeguards are considered to be appropriate and reasonably implemented.
Fixed Asset Register	The fixed asset register looks to be maintained with assets owned by the Council.
Minutes of Meetings	Minutes were reviewed and no pertinent issues were identified for the period under review.
Insurance	Documentation was reviewed and is expected to be sufficient to cover the requirements of the Council.
Other Observations	We were informed that cash was stolen during the financial year. Please ensure that sufficient safeguards are implemented to mitigate risk. For example, having a checking system in place to confirm the value held at the start and end of the day. Also, ensure that updates are made to the financial regulations for any new changes.

**SANDY TOWN COUNCIL INTERNAL  
AUDIT REPORT FOR THE YEAR ENDED  
31 MARCH 2023**

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**Conclusion**

In our opinion the Council is keeping their books and records in order and is following internal control procedures that have been established.



A Di Lorenzo FCA  
Partner

*Haines Watts  
First Floor, Woburn Court  
2 Railton Road  
Woburn Road Industrial Estate  
Kempston  
Bedfordshire  
MK42 7PN*

# Annual Governance and Accountability Return 2022/23 Form 3

## To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
  - **Sections 1 and 2** **must** be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2023**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2023**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2023
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2022/23

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2023 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2022/23**, approved and signed, page 4
- **Section 2 - Accounting Statements 2022/23**, approved and signed, page 5

Not later than 30 September 2023 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2022/23

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide*\* which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2023.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide*\*.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2023**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at <b>31 March 2023</b> been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.		

\**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

# Annual Internal Audit Report 2022/23

ENTER NAME OF AUTHORITY  
Sandy Town Council

www.sandytowncouncil.gov.uk  
ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

17/05/2023 DD/MM/YYYY DD/MM/YYYY

Name of person who carried out the internal audit

Mr Alberto Di Lorenzo ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

*Alberto Di Lorenzo* SIGNATURE REQUIRED

Date

10/06/2023

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

## Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

Sandy Town Council  
ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		'Yes' means that this authority:	
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>	
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.sandytowncouncil.gov.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

## Section 2 – Accounting Statements 2022/23 for

ENTERPRISE ACTIVITY  
Sandy Town Council

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	582,488	563,181	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	599,356	628,120	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	55,269	219,703	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	-227,751	-310,877	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	-608	-608	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	-395,573	-540,324	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	563,181	559,195	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	607,496	600,453	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	3,418,805	3,651,095	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	2,517	2,077	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	✓			The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval**

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

## Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of

Sandy Town Council  
ENTER NAME OF AUTHORITY

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2022/23

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

### 3 External auditor certificate 2022/23

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY



**Policy, Finance and Resources Committee**

---

<b>Date:</b>	<b>12<sup>th</sup> June 2023</b>
<b>Title:</b>	<b>Burial Regulations – Grave Sizes</b>
<b>Contact:</b>	<b>Nicola Sewell, Town Clerk</b>

**Purpose of the Report**

1. To receive a report regarding grave sizes and consider the implications of implementing grave size allowances for single burials.

**Recommendation**

2. To consider the wider implications of restricting the types of coffins accommodated in the cemetery. If a restriction is implemented, should this also include the types of materials allowed (i.e., those that help reduce carbon footprint)

**Background**

3.0 Following two burials in Sandy Cemetery where double plots were purchased to accommodate larger coffins a query was raised by a Member as to whether the burial regulations should include size guides for burials.

3.1 In both cases two plots were purchased although only a single coffin was interred. The coffin being placed in the centre of the double plot area. The visual impact on this is that the double plots are inconsistent with those surrounding them.

3.2 Some styles of coffin such as American Caskets are larger and need more space than our current single plots allow.

3.3 With the types and styles of coffin now available requests for larger plots could increase.

**Proposals/Information**

4.0 If Members were to agree to keeping plot sizes flexible it would offer more choice to bereaved families and as such would be seen as being inclusive.

4.1 If restrictions on the size of coffins and types of burial allowed in the cemetery are introduced on the plus side it would enable the Council to manage burials more tightly and ensure more plots for more people to be buried in the future. The downside, however, would be that restrictions put in place could see the Council accused of discrimination, especially as the larger style coffins are preferred by some cultures and peoples.

4.2 If Members wish to place restrictions on coffin sizes/use of plots, they must specifically set out what falls within and without the agreed parameters.

**Financial Implications**

5.0 If the Council continues to exercise its current stance of plot sales and coffin sizes there will be no financial implications. Those wishing to use larger coffins would be required to purchase two plots to accommodate them.

**Legal Powers**

6.0 The action undertaken is covered by the Localism Act 2011, s.1 the General Power of Competence, for which Sandy Town Council is eligible and is a power of first resort allowing the Council to do anything an individual can do.

**Policy, Finance and Resources Committee**

---

<b>Date:</b>	<b>12<sup>th</sup> June 2023</b>
<b>Title:</b>	<b>Vehicle Equipment Repair Costs (Flatbed Van) replacement</b>
<b>Contact Officer:</b>	<b>Town Clerk</b>

**Purpose of the Report**

1. To provide Members with details regarding repairs required to the Council's Flatbed Diesel Van which are likely to exceed the Clerk's delegated expenditure.

**Recommendation**

2.0 That the committee approve expenditure to a maximum spend to enable the repair of the ignition on the Flatbed Van to take place and consider the cost of hiring a vehicle short term while repairs take place to enable work to continue as normal.

2.1 To consider the future of both diesel vehicles and what options they would like explored in terms of replacement.

**Background**

3.0 On Friday 2<sup>nd</sup> June the ignition on one of the diesel flatbed vans failed, rendering the vehicle unusable. The garage collected the vehicle for assessment on Monday 5<sup>th</sup> June. We are awaiting a confirmed period for the repairs to be completed.

3.1 Later the same day the flatbed on the other diesel vehicle disintegrated making it unsafe to use. This means the outdoor team are left with just one vehicle in operation during one of its busiest periods.

3.2 The Deputy Clerk and Admin Team Leader have been looking into options/costs for the temporary hire of a van to alleviate to requirements on the electric vehicle and enable the team to undertake all the key tasks required at this time of year.

**Proposals/Information**

4.0 Initial research and discussions with other town councils show that there is a shortage of vehicles available at the current time. As such the nearest we have been able to trace a vehicle for hire is from Maughn in Mansfield Nottingham at a cost of £300 a week. This would need to be collected, or there is a charge for drop (£1.50 per mile Sandy to Mansfield approx. 100 miles).

4.1 Some Town Council's currently lease their vehicles, which is another option open to the Council. Costs are currently being sought for this, however based on a quote to lease an Isuzu D-Max Diesel 1.9 Utility Cab 4x4 with CPL Chipper Tipper Body given in 2021 costs were circa £700.00 a month over 36 month period or circa £587.00 over 48 months.

4.2 Town Council's that had a shorter lease term report that they have had to extend the lease as there have been no vehicles available to purchase.

**Financial Implications**

5. The costs for repairs can come from the Council's revenue budget for works equipment/vehicle maintenance. The budget is £5,000.00. There is currently no budget provision for the cost to replace a vehicle so that would need to come from the Rolling Capital Fund.

5.1 Leasing a vehicle would offer short term benefits in terms of costs and could include the cost of servicing, repairs and tyre replacement etc. There is usually an option to purchase the vehicle after it's lease period. Costs for leasing will be provided.

**Policy Implications**

6. Ensuring the Council's equipment is well maintained, efficient and effective helps the Council fulfil its service requirements. Providing the outdoor team with the tools needed to carry out their role is critical to the Council meeting its responsibilities. Repairs to the machinery help the Council meet objectives set out in its recreational spaces plan.

**Legal Powers**

7. The action undertaken is covered by the Localism Act 2011, s.1 the General Power of Competence, for which Sandy Town Council is eligible and is a power of first resort, allowing the Council to do anything an individual can do.