

Sandy Town Council

To: Cllrs N Aldis, P Blaine, J Hewitt, A M Hill, W Jackson, R Lock, C Osborne (Chair), M Pettitt, M Scott, and P Sharman
c.c. A Gibson, T Knagg, S Paterson, 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 online on Monday 4th January 2021 commencing at 7.30pm.



Chris Robson
Town Clerk
10 Cambridge Road
Sandy, SG19 1JE
01767 681491
30th December 2020

Notes:

(1) Due to the current Covid-19 Coronavirus situation, the Town Council will meet virtually via Zoom (<https://zoom.us/>) as permitted in The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("the 2020 Regulations").

(2) Meeting ID: 848 2471 4770

Press and public are cordially invited to attend. Those wishing to join the meeting should contact the clerk on clerk@sandytowncouncil.gov.uk in advance for the meeting password.

(3) Members of the public wishing to address the Council during the public participation part of the formal meeting must make the Clerk aware of their intention before the meeting starts.

A G E N D A

1 Apologies for absence

2 Declarations of interest

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

*This item is included on the agenda to enable members to declare new DPIs and also **those who wish to do so** may draw attention to their stated DPIs*

Sandy Town Council

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*

3 Minutes of Previous Meeting

To consider the minutes of the Policy, Finance and Resources Committee held on Monday 7th December 2020 and to approve them as a correct record of proceedings.

4 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.

5 Financial Reports

- i) To consider a balance sheet and detailed financial report showing income and expenditure against the revenue budget for November 2020. Appendix I
- ii) To receive and note a budget overview report. Appendix II
- iii) To approve a schedule of payments made since previous meeting. Appendix III
- iv) The Chair to approve bank reconciliations and statements.

6 Chapel Roof

To receive and consider quotations on repair work required for a part of flat roofing on the Cemetery Chapel. Appendix IV

7 Energy Audit

To receive and consider a report on carrying out an energy audit for 10 Cambridge Road. Appendix V

8 Riddy Fencing

To consider a report on repairs needed to knee rail fencing in The Riddy. Appendix VI

9 Circus 2021

To receive and consider a recommendation from the Community, Services and Environment committee that the agreed May 2021 circus be charged a flat fee of £200 for use of Sunderland Road Recreation Ground.

Sandy Town Council

10 2021/22 Precept and Budget

To receive the current 2021/22 budget and precept report and consider any changes.

Appendix VII

11 Calendar of Meetings 2021/22

To consider a draft calendar of meetings for the financial year 2021/22.

Appendix VIII

12 Information Security Incident Policy

To review the Council's adopted Information Security Incident Policy.

Appendix IX

13 Chairman's Items

14 Date of Next Meeting

Monday 15th February 2021

30/12/2020

Sandy Town Council Current Year

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Detailed Balance Sheet - Excluding Stock MovementMonth 8 Date 30th November 2020

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
105	VAT Control	9,624	
200	Current Bank A/c	9,970	
201	Clerks Imprest A/c	399	
205	Capital a/c Santander	218,770	
206	Barclays Active Saver	333,776	
208	Public Sector Deposit Fund	205,391	
210	Petty Cash	350	
	Total Current Assets		778,278
	<u>Current Liabilities</u>		
501	Creditors Control	8,406	
503	Income in Advance	150	
510	Accruals	1,420	
515	PAYE/NI Control AC	4,151	
516	Superannuation Due	5,240	
	Total Current Liabilities		19,367
	Net Current Assets		758,911
	Total Assets less Current Liabilities		758,911
	<u>Represented by :-</u>		
300	Current Year Fund	236,517	
310	General Reserve	234,043	
315	Rolling Capital Fund	178,672	
321	Cemetery Development Reserve	23,028	
322	EMR Fallowfield	63,632	
323	EMR Community Funds	7,000	
324	EMR Elections	15,000	
326	EMR SAIT	1,020	
	Total Equity		758,911

Summary Income & Expenditure by Budget Heading 30th November 2020

Month No: 8

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
401 Staff	Expenditure	24,385	180,501	304,625	124,124		124,124	59.3%
402 Administration-Office	Income	(204)	1,159	1,550	391			74.8%
	Expenditure	5,760	49,891	79,130	29,239		29,239	63.0%
	Movement to/(from) Gen Reserve	<u>(5,964)</u>	<u>(48,732)</u>					
403 Administration-Works	Expenditure	3,514	22,512	41,805	19,293		19,293	53.9%
405 Footway Lighting	Income	1,450	1,450	0	(1,450)			0.0%
	Expenditure	636	7,470	15,750	8,280		8,280	47.4%
	Movement to/(from) Gen Reserve	<u>814</u>	<u>(6,020)</u>					
406 Cemetery & Churchyard	Income	2,167	22,765	25,000	2,235			91.1%
	Expenditure	913	9,987	11,000	1,013		1,013	90.8%
	Movement to/(from) Gen Reserve	<u>1,253</u>	<u>12,778</u>					
408 Town Centre (Including Market)	Income	171	171	428	257			40.0%
	Expenditure	380	15,580	18,418	2,838		2,838	84.6%
	Movement to/(from) Gen Reserve	<u>(209)</u>	<u>(15,409)</u>					
409 Public Toilets - Car Park	Expenditure	492	3,163	4,380	1,217		1,217	72.2%
500 Play Areas and Open Spaces	Income	0	647	1,100	453			58.8%
	Expenditure	509	1,633	1,800	167		167	90.7%
	Movement to/(from) Gen Reserve	<u>(509)</u>	<u>(986)</u>					
501 Sunderland Road Rec Ground	Income	540	1,575	1,239	(336)			127.1%
	Expenditure	2,945	22,027	29,987	7,960		7,960	73.5%
	Movement to/(from) Gen Reserve	<u>(2,405)</u>	<u>(20,452)</u>					
502 Nature Reserves	Income	0	669	2,650	1,981			25.3%
	Expenditure	0	2,270	13,900	11,630		11,630	16.3%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(1,600)</u>					
505 Grass Cutting	Expenditure	0	0	10,000	10,000		10,000	0.0%
506 Litter Bins, Seats & Shelters	Expenditure	0	0	1,000	1,000		1,000	0.0%
509 Christmas Lights	Income	0	0	500	500			0.0%
	Expenditure	821	8,970	16,650	7,681		7,681	53.9%
	Movement to/(from) Gen Reserve	<u>(821)</u>	<u>(8,970)</u>					
601 Precept and Interest	Income	26	595,923	596,768	845			99.9%
602 Democratic and Civic Costs	Income	0	2,704	0	(2,704)			0.0%
	Expenditure	195	5,947	17,490	11,543		11,543	34.0%
	Movement to/(from) Gen Reserve	<u>(195)</u>	<u>(3,244)</u>					
700 Capital and Projects	Income	0	41,263	19,903	(21,360)			207.3%
	Expenditure	0	101,858	83,203	(18,655)		(18,655)	122.4%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(60,594)</u>					

Summary Income & Expenditure by Budget Heading 30th November 2020

Month No: 8

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	4,150	668,326	649,138	(19,188)			103.0%
Expenditure	40,551	431,809	649,138	217,329	0	217,329	66.5%
Net Income over Expenditure	<u>(36,401)</u>	<u>236,517</u>	<u>0</u>	<u>(236,517)</u>			
Movement to/(from) Gen Reserve	<u>(36,401)</u>	<u>236,517</u>					

Detailed Income & Expenditure by Budget Heading 30th November 2020

Month No: 8

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
401 Staff								
4001 Gross Salaries - Admin	9,579	76,507	121,000	44,493		44,493	63.2%	
4002 Gross Salaries - Works	9,138	61,075	109,500	48,425		48,425	55.8%	
4003 Employers NIC	1,466	11,072	19,250	8,178		8,178	57.5%	
4004 Employers Superannuation	4,202	31,267	53,000	21,733		21,733	59.0%	
4006 H&S Costs/Consultancy	0	0	600	600		600	0.0%	
4010 Miscellaneous Staff Costs	0	581	1,000	419		419	58.1%	
4030 Recruitment Advertising	0	0	275	275		275	0.0%	
Staff :- Indirect Expenditure	24,385	180,501	304,625	124,124	0	124,124	59.3%	0
Net Expenditure	(24,385)	(180,501)	(304,625)	(124,124)				
402 Administration-Office								
1003 Tourism Income	0	0	750	750			0.0%	
1201 Rent Received Etc	(205)	0	750	750			0.0%	
1202 Photocopying Income	1	1	50	49			2.2%	
1205 Miscellaneous Income	0	1,158	0	(1,158)			0.0%	
Administration-Office :- Income	(204)	1,159	1,550	391			74.8%	0
4004 Employers Superannuation	9	9	0	(9)		(9)	0.0%	
4008 Training	0	620	2,000	1,380		1,380	31.0%	
4009 Travel & Subsistence	0	25	200	175		175	12.3%	
4010 Miscellaneous Staff Costs	0	100	0	(100)		(100)	0.0%	
4011 General Rates	0	6,737	6,770	34		34	99.5%	
4012 Water Rates	82	191	800	609		609	23.9%	
4014 Electricity	158	964	2,600	1,636		1,636	37.1%	
4015 Gas	115	150	1,300	1,150		1,150	11.5%	
4016 Cleaning Materials etc	39	877	1,250	373		373	70.2%	
4018 General Data Protection Regs	0	500	500	0		0	100.0%	
4020 Misc Establishment Costs	23	452	2,000	1,548		1,548	22.6%	
4021 Telephone & Fax	620	2,691	2,750	59		59	97.9%	
4022 Postage	0	600	1,200	600		600	50.0%	
4023 Printing & Stationery	514	1,164	1,500	336		336	77.6%	
4024 Subscriptions	0	2,806	3,150	344		344	89.1%	
4025 Insurance (excl vehicles)	1,654	13,039	19,500	6,461		6,461	66.9%	
4026 Photocopy Costs	0	2,809	4,160	1,351		1,351	67.5%	
4027 IT Costs incl Support	263	2,410	4,000	1,590		1,590	60.3%	
4028 Service Agreements (Other)	199	3,623	6,500	2,877		2,877	55.7%	
4035 Publications	0	59	100	41		41	58.8%	
4036 Property Maintenance/Security	25	2,328	4,000	1,672		1,672	58.2%	
4040 Equipment Purchases (Minor)	0	281	2,000	1,719		1,719	14.1%	

Detailed Income & Expenditure by Budget Heading 30th November 2020

Month No: 8

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4050 Tourism Expenditure	0	0	400	400		400	0.0%	
4051 Bank Charges	50	326	550	224		224	59.3%	
4056 Legal Expenses	1,548	3,350	2,500	(850)		(850)	134.0%	
4057 Audit Fees - External	0	0	1,300	1,300		1,300	0.0%	
4058 Audit Fees - Internal	0	0	900	900		900	0.0%	
4059 Accountancy Fees	461	3,735	7,000	3,265		3,265	53.4%	
4070 Refreshments	0	45	200	155		155	22.7%	
Administration-Office :- Indirect Expenditure	5,760	49,891	79,130	29,239	0	29,239	63.0%	0
Net Income over Expenditure	(5,964)	(48,732)	(77,580)	(28,848)				
<u>403 Administration-Works</u>								
4005 Protective Clothing	0	667	1,300	633		633	51.3%	
4008 Training	806	806	1,950	1,144		1,144	41.3%	
4011 General Rates	0	1,858	1,855	(3)		(3)	100.2%	
4012 Water Rates	18	68	250	182		182	27.1%	
4014 Electricity	613	1,943	1,200	(743)		(743)	161.9%	
4017 Refuse Disposal	90	2,768	5,000	2,232		2,232	55.4%	
4036 Property Maintenance/Security	952	1,477	2,000	523		523	73.8%	
4038 Consumables/Small Tools	12	708	2,500	1,792		1,792	28.3%	
4039 Planting/Trees/Horticulture	560	5,721	6,250	529		529	91.5%	
4040 Equipment Purchases (Minor)	0	14	2,000	1,987		1,987	0.7%	
4042 Equipment/Vehicle Maintenance	361	1,679	5,000	3,321		3,321	33.6%	
4043 Equipment/Vehicle Fuel	103	2,283	3,500	1,217		1,217	65.2%	
4044 Vehicle Tax & Insurance	0	2,520	3,000	480		480	84.0%	
4045 Arboriculture	0	0	6,000	6,000		6,000	0.0%	
Administration-Works :- Indirect Expenditure	3,514	22,512	41,805	19,293	0	19,293	53.9%	0
Net Expenditure	(3,514)	(22,512)	(41,805)	(19,293)				
<u>405 Footway Lighting</u>								
1258 Insurance Claims Repayment	1,450	1,450	0	(1,450)			0.0%	
Footway Lighting :- Income	1,450	1,450	0	(1,450)				0
4014 Electricity	636	4,395	5,750	1,355		1,355	76.4%	
4042 Equipment/Vehicle Maintenance	0	3,075	10,000	6,925		6,925	30.8%	
Footway Lighting :- Indirect Expenditure	636	7,470	15,750	8,280	0	8,280	47.4%	0
Net Income over Expenditure	814	(6,020)	(15,750)	(9,730)				

Detailed Income & Expenditure by Budget Heading 30th November 2020

Month No: 8

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
406 Cemetery & Churchyard								
1226 Burials/Memorials Income	2,167	22,765	25,000	2,235			91.1%	
Cemetery & Churchyard :- Income	2,167	22,765	25,000	2,235			91.1%	0
4011 General Rates	0	3,471	3,050	(421)		(421)	113.8%	
4012 Water Rates	13	44	200	156		156	22.1%	
4036 Property Maintenance/Security	180	983	1,000	17		17	98.3%	
4037 Grounds Maintenance	0	583	900	317		317	64.8%	
4039 Planting/Trees/Horticulture	0	0	350	350		350	0.0%	
4101 Grave Digging Costs	720	4,905	5,500	595		595	89.2%	
Cemetery & Churchyard :- Indirect Expenditure	913	9,987	11,000	1,013	0	1,013	90.8%	0
Net Income over Expenditure	1,253	12,778	14,000	1,222				
408 Town Centre (Including Market)								
1238 Other Income Car Park	171	171	428	257			40.0%	
Town Centre (Including Market) :- Income	171	171	428	257			40.0%	0
4011 General Rates	0	12,630	12,410	(220)		(220)	101.8%	
4036 Property Maintenance/Security	95	700	1,500	800		800	46.7%	
4053 Loan Interest	0	115	223	108		108	51.4%	
4054 Loan Capital Repaid	0	189	285	96		96	66.5%	
4100 CCTV Fees	285	1,946	4,000	2,054		2,054	48.7%	
Town Centre (Including Market) :- Indirect Expenditure	380	15,580	18,418	2,838	0	2,838	84.6%	0
Net Income over Expenditure	(209)	(15,409)	(17,990)	(2,581)				
409 Public Toilets - Car Park								
4011 General Rates	0	1,859	1,880	21		21	98.9%	
4012 Water Rates	475	1,032	1,200	168		168	86.0%	
4014 Electricity	18	103	300	197		197	34.3%	
4036 Property Maintenance/Security	0	168	1,000	832		832	16.8%	
Public Toilets - Car Park :- Indirect Expenditure	492	3,163	4,380	1,217	0	1,217	72.2%	0
Net Expenditure	(492)	(3,163)	(4,380)	(1,217)				
500 Play Areas and Open Spaces								
1241 Sandy FC Rent	0	0	500	500			0.0%	
1251 Pitch Rental	0	0	600	600			0.0%	
1364 S106 Money Received	0	647	0	(647)			0.0%	
Play Areas and Open Spaces :- Income	0	647	1,100	453			58.8%	0

Detailed Income & Expenditure by Budget Heading 30th November 2020

Month No: 8

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4007 Health & Safety	0	520	400	(120)		(120)	129.9%	
4012 Water Rates	0	196	700	504		504	27.9%	
4014 Electricity	0	0	200	200		200	0.0%	
4036 Property Maintenance/Security	0	203	500	297		297	40.6%	
4037 Grounds Maintenance	509	1,026	2,500	1,474		1,474	41.0%	
4042 Equipment/Vehicle Maintenance	0	0	5,000	5,000		5,000	0.0%	
4971 Transfer from EMR	0	(311)	0	311		311	0.0%	
4972 Transfer from EMR Fallowfield	0	0	(7,500)	(7,500)		(7,500)	0.0%	
Play Areas and Open Spaces :- Indirect Expenditure	509	1,633	1,800	167	0	167	90.7%	0
Net Income over Expenditure	(509)	(986)	(700)	286				
501 Sunderland Road Rec Ground								
1201 Rent Received Etc	0	1,030	500	(530)			206.0%	
1253 Bowls Club Rental	224	224	447	223			50.1%	
1255 Cricket Club Rental	111	111	287	176			38.8%	
1256 Scouts ,ACF and SSLA	205	210	5	(205)			4200.0%	
Sunderland Road Rec Ground :- Income	540	1,575	1,239	(336)			127.1%	0
4012 Water Rates	537	2,876	1,500	(1,376)		(1,376)	191.7%	
4014 Electricity	13	86	200	114		114	42.9%	
4036 Property Maintenance/Security	970	1,487	1,750	263		263	85.0%	
4046 Bowling Green - SBC	15	2,842	3,248	406		406	87.5%	
4047 Equipment Maintenance - SBC	41	1,646	2,639	993		993	62.4%	
4048 Cricket Square - SCC	15	1,469	2,606	1,137		1,137	56.4%	
4049 Equipment Maintenance - SCC	0	793	2,819	2,026		2,026	28.1%	
4060 Other Professional Fees	1,354	10,829	15,225	4,396		4,396	71.1%	
Sunderland Road Rec Ground :- Indirect Expenditure	2,945	22,027	29,987	7,960	0	7,960	73.5%	0
Net Income over Expenditure	(2,405)	(20,452)	(28,748)	(8,296)				
502 Nature Reserves								
1306 Countryside Stewardship Grant	0	0	2,000	2,000			0.0%	
1307 Angling Licence Rent	0	669	650	(19)			103.0%	
Nature Reserves :- Income	0	669	2,650	1,981			25.3%	0
4037 Grounds Maintenance	0	270	1,500	1,230		1,230	18.0%	
4060 Other Professional Fees	0	0	10,400	10,400		10,400	0.0%	
4703 Sandy Green Wheel	0	2,000	2,000	0		0	100.0%	
Nature Reserves :- Indirect Expenditure	0	2,270	13,900	11,630	0	11,630	16.3%	0
Net Income over Expenditure	0	(1,600)	(11,250)	(9,650)				

Detailed Income & Expenditure by Budget Heading 30th November 2020

Month No: 8

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
505 Grass Cutting								
4102 Grass Cutting	0	0	10,000	10,000		10,000	0.0%	
Grass Cutting :- Indirect Expenditure	0	0	10,000	10,000	0	10,000	0.0%	0
Net Expenditure	0	0	(10,000)	(10,000)				
506 Litter Bins, Seats & Shelters								
4042 Equipment/Vehicle Maintenance	0	0	1,000	1,000		1,000	0.0%	
Litter Bins, Seats & Shelters :- Indirect Expenditure	0	0	1,000	1,000	0	1,000	0.0%	0
Net Expenditure	0	0	(1,000)	(1,000)				
509 Christmas Lights								
1365 Christmas Lights	0	0	500	500			0.0%	
Christmas Lights :- Income	0	0	500	500			0.0%	0
4401 Christmas Illuminations	0	8,149	14,000	5,852		5,852	58.2%	
4402 Community Christmas Event	821	821	2,650	1,829		1,829	31.0%	
Christmas Lights :- Indirect Expenditure	821	8,970	16,650	7,681	0	7,681	53.9%	0
Net Income over Expenditure	(821)	(8,970)	(16,150)	(7,181)				
601 Precept and Interest								
1101 Precept	0	594,768	594,768	0			100.0%	
1320 Interest Received - All account	26	1,155	2,000	845			57.8%	
Precept and Interest :- Income	26	595,923	596,768	845			99.9%	0
Net Income	26	595,923	596,768	845				
602 Democratic and Civic Costs								
1245 Grants Received	0	1,200	0	(1,200)			0.0%	
1309 Misc Contributions	0	1,504	0	(1,504)			0.0%	
Democratic and Civic Costs :- Income	0	2,704	0	(2,704)				0
4020 Misc Establishment Costs	0	0	100	100		100	0.0%	
4033 Annual Report & Newsletter	0	1,210	3,000	1,790		1,790	40.3%	
4042 Equipment/Vehicle Maintenance	0	0	400	400		400	0.0%	
4200 Mayor's Allowance	62	138	2,200	2,062		2,062	6.3%	
4202 Members' Expenses (Conf etc)	0	0	500	500		500	0.0%	
4210 Election Costs	0	0	250	250		250	0.0%	
4701 Grants/Donations Paid	0	2,725	4,000	1,275		1,275	68.1%	
4702 Community Events Support	133	855	7,040	6,185		6,185	12.1%	

Detailed Income & Expenditure by Budget Heading 30th November 2020

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Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4921 Transfer to EMR	0	1,200	0	(1,200)		(1,200)	0.0%	
4971 Transfer from EMR	0	(180)	0	180		180	0.0%	
Democratic and Civic Costs :- Indirect Expenditure	195	5,947	17,490	11,543	0	11,543	34.0%	0
Net Income over Expenditure	(195)	(3,244)	(17,490)	(14,246)				
700 Capital and Projects								
1153 Loan Interest Rec'd - INTERNAL	0	7,903	7,903	0			100.0%	
1154 Loan Capital Rec'd - INTERNAL	0	12,000	12,000	0			100.0%	
1245 Grants Received	0	3,000	0	(3,000)			0.0%	
1364 S106 Money Received	0	18,360	0	(18,360)			0.0%	
Capital and Projects :- Income	0	41,263	19,903	(21,360)			207.3%	0
4153 Loan Interest - INTERNAL	0	7,903	7,903	0		0	100.0%	
4154 Loan Capital - INTERNAL	0	12,000	12,000	0		0	100.0%	
4814 CAP - IT Equipment	0	1,989	0	(1,989)		(1,989)	0.0%	
4834 CAP - Machinery & Equipment	0	911	0	(911)		(911)	0.0%	
4835 CAP - CCTV	0	12,233	0	(12,233)		(12,233)	0.0%	
4837 CAP - Outdoor Fitness Equipmen	0	17,433	0	(17,433)		(17,433)	0.0%	
4915 Transfer to Rolling Capital Fd	0	51,300	51,300	0		0	100.0%	
4921 Transfer to EMR	0	6,017	0	(6,017)		(6,017)	0.0%	
4923 Internal Loan repaid to F'ild	0	12,000	12,000	0		0	100.0%	
4969 Transfer from Rolling Capital	0	(14,222)	0	14,222		14,222	0.0%	
4971 Transfer from EMR	0	(5,706)	0	5,706		5,706	0.0%	
Capital and Projects :- Indirect Expenditure	0	101,858	83,203	(18,655)	0	(18,655)	122.4%	0
Net Income over Expenditure	0	(60,594)	(63,300)	(2,706)				
Grand Totals:- Income	4,150	668,326	649,138	(19,188)			103.0%	
Expenditure	40,551	431,809	649,138	217,329	0	217,329	66.5%	
Net Income over Expenditure	(36,401)	236,517	0	(236,517)				
Movement to/(from) Gen Reserve	(36,401)	236,517						

Sandy Town Council
Report to 30 November 2020

General Notes

Attached is the summary income & expenditure report for month 1 to 30th November 2020

This report shows a current year surplus of income over expenditure of £236,517

The balance sheet shows that total funds available to the council are £758,911

This is made up of the following -

Current Year Fund	£236,517
General Reserve Brought Forward	£234,043
Rolling Capital Fund	£178,672
Fallowfield Reserve	£63,632
Earmarked Community Funds	£7,000
Earmarked Elections	£15,000
Earmarked Mayors Donation to SAIT	£1,020
Cemetery Development Reserve	£23,028
Total	£758,911

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

Balance Sheet Notes:

- 1) Income in advance refers to a grant of £150 received from the CBC Ward Cllr Fund for the purchase and installation of a community library box on Beeston Green.
- 2) The accrual of £1,420 is for external audit fees for which an invoice is awaited.
- 3) PAYE and Pension contributions outstanding refer to November. Payments made to HMRC and LGPS in first week of December 2020.

Analysis by Cost Centre

401 Staff

Expenditure is 59.3% of the annual budget.

4001 - Low due to lower than anticipated NALC salary increases (2.75% agreed by NALC and applied)

4002 - Low due to one member of staff on unpaid leave for four months.

Overall cost centre underspend of approx. £26,500 at year end anticipated due to lower than anticipated National Joint Council cost of living increase, an employee on unpaid leave for four months and an employee on reduced pay due to longterm sick leave.

402 Administration

Expenditure is 63.0% of the annual budget.

1205 - Income from previously agreed sale of old market stands and payment from SSLA towards legal fees for lease.

4011 - High expenditure due to second installment of general rates for 10 Cambridge Road.

4015 - Credit from Gazprom for April 2020 has resulted in underspend to date.

4016 - High expenditure due to additional cleaning resources needed for COVID19 precautions.

4018 - Full expenditure due to payment of annual Data Protection Officer contract for 2020/21.

4021 - High expenditure is high for start of year due to additional technical support needed in setting up homeworking phone system as a result of COVID-19 homeworking guidance. New contract entered into in November 2020. Lower costs from contract will help reduce pressure on budget.

4024 - Subscription expenditure always appears high at the start of the year as annual suscriptions are paid in advance for the remainder of the 2020/21 financial year.

Sandy Town Council
Report to 30 November 2020

Analysis by Cost Centre [Continued]

4026 - High expenditure due to third payment of annual lease charge. Further £1,040.45 due in current financial year.

4056 - High due to legal expenses incurred for renewal of SSLA lease and the ATC HQ lease. Budget offset again £xxx contribution from the SSLA for their share of legal costs (402-1205) Potential overspend due to work on Beeston Community Land lease.

403 Works

Expenditure is 53.9% of the annual budget.

4011 - High due to second installment of general rates bill.

4014 - Refers to charges up until 30 March 2020 (Underspend in 2019) Invoice not received until after March 30th. Meter readings submitted. Actual 2020/21 costs are £514.39 (42.86% of budget). Accountants asked for advice on amending to reflect actual 2020/21 charge. Accountants have said it should be left in budget line and highlight at budget setting process.

4036 - Increased maintenance costs due to costs associated with outdoor team kitting out new depot building.

4039 - High due to payment to Plantscape for summer planting baskets and planters. Remaining budget to cover autumn planting invoices. Slight underspend anticipated.

4044 - Payment of annual fleet insurance cover. Further payment of £360 due.

4045 - Awaiting invoices for tree works at Beeston, Bedford Road and St Swithuns. Further work at 'Willow Island' to be carried out in January 2020. Full expenditure of budget anticipated.

405 Footway Lighting

Expenditure is 47.4% of the annual budget.

4014 - Increase in electricity costs, overspend likely. Lighting engineer chased for technical information required by UKPN for a reduction based on level of LED lights the Council now has.

406 Cemetery & Churchyard

Expenditure is 90.8% of the annual budget.

4011 - Overspend as higher than anticipated charge for general rates for cemetery and chapel.

4036 - High expenditure due to repair work on chapel door lock.

4101 - Higher than anticipated burial costs during the year. Offset by income generated from burials (406 - 1226)

408 Town Centre (Incl. Market)

Expenditure is 84.6% of the annual budget

4011 - High due to second installment of general rates, lower than anticipated increase overall.

409 Public Toilets - Car Park

Expenditure is 72.2%

4011 - High due to second installment of general rates, higher than anticipated increase overall.

4012 - High charges for third quarter. Readings submitted, potential high spend due to leak in ladies toilets. Outdoor team addressed and repair work to wash unit to carried out.

Sandy Town Council
Report to 30 November 2020

Analysis by Cost Centre [Continued]

500 Play Areas and Open Spaces

Expenditure is 90.7% of the annual budget.

High cost centre level of expenditure as Fallowfield contribution still to be transferred to revenue from EMR.

1364 - Section 106 received for Beeston No Parking Signs.

4007 - Spend incurred for annual ROSPA inspection of play parks. Cost for inspection has increased. Budget for 2021/22 increased.

501 Sunderland Road Rec.

Expenditure is 73.5% of the annual budget.

4012 - Exceptional water bill received for Sunderland Road. New Hunter wired rain stat to be fitted which will help save water. New pump and increased water pressure may have resulted in may more water use. Alternative water supplier has suggested additional £300 saving could be acheived. Possible increased usage may have contributed - Under review

4046 - High due to expenditure on seasonal works.

4047 - High due to expenditure on seasonal works.

502 Nature Reserves

1309 - Receipts to be received in January/February 2021.

4703 - Annual payment to BRCC for Sandy Green Wheel contribution.

Expenditure is 16.3% of the annual budget.

505 Grass Cutting

Expenditure is 0.0% of annual budget. Invoice usually received in February/ March for year.

506 Litter Bins, Seats & Shelters

Expenditure is 0.0% of the annual budget.

509 Christmas Lights

Expenditure is 53.9% of the annual budget.

Due to COVID 19 the Council has not incurred the anticipated expenditure for the Christmas lights event. Underspend in budget event budget line (4402).

4401 - Expenditure on Christmas light installation, testing and switch on. Final payment to be made in January following removal and storing of lights.

601 Precept and Interest

The second half of the precept was received on 3rd September 2020.

602 Democratic & Civic Costs

Expenditure is 34.0% of the annual budget.

1245 - £1,200 from Mayor's charity to be donated to SAIT. 4921 shows transfer to SAIT EMR.

1309 - Donations from Sandy Guild & CBC Cllr Stock for the purchase of litter picks for Sandy Wombles and community events. Litter pickers and litter hoops have been purchased.

4702 - Due to COVID19, planned events have not happened and as a result a large underspend is anticipated. Further £400 expenditure to hit budget line in January 2021. This is from the virtual Christmas light competition.

4921 - Transfer of Mayor's £1,200 donation to SAIT to EMR (See balance sheet)

4971 - £180 transferred from grants to SAIT EMR representing withdrawals made at that point. Additional £120 to be transferred.

Date: 18/12/2020

Sandy Town Council Current Year

Page 1

Time: 09:11

Current Bank A/c

List of Payments made between 01/11/2020 and 30/11/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/11/2020	Bank charge payable	CHRG	42.20		Bank charge payable
02/11/2020	Premium Credit Ltd	DD	1,654.43		Premium Credit Ltd
02/11/2020	UK Fuels Limited DDR	DD01	57.05		1617-Fuel A/C
03/11/2020	Carol Baker Smith	BACS	20.48		Carol-reimburse phone tripod
06/11/2020	PAYE/NI Due Sept 20	BACS	1,249.06		PAYE/NI Due Sept 20
06/11/2020	PAYE/NI Due Oct2020	BACS	3,964.07		PAYE/NI Due Oct2020
06/11/2020	Pension due Oct 2020	BACS	5,162.86		Pension due Oct 2020
09/11/2020	UK Fuels Limited DDR	DD02	68.78		1618-Fuel A/C
10/11/2020	Ampower UK Ltd	DD03	34.18		1609-Lighting electricity
10/11/2020	Ampower UK Ltd	DD04	723.89		1608-Lighting electricity
11/11/2020	1st Response Fire Protection &	32119	51.30		1648-Depot fire equipment
11/11/2020	ADT Fire & Security Plc	32120	342.48		1645-CCTV Maint 20/21
11/11/2020	Biggles FM	32121	600.00		1620-Biggles FM Grant
11/11/2020	Bedford Leadwork Limited	32122	1,164.00		1646-Roofing Repairs SRRG
11/11/2020	Central Bedfordshire Council	32123	1,624.38		1647-Pavilion Man Fee Nov 20
11/11/2020	DCK Accounting Solutions Ltd	32124	1,559.73		1624-Accounts May 20
11/11/2020	Mrs A Elliott-Flockhart	32125	50.00		1625-AEF Glasses
11/11/2020	Hertfordshire County Council	32126	366.12		1627-Stationery
11/11/2020	Mid-Beds Locksmiths Ltd	32127	438.00		1628-Chapel lock repairs
11/11/2020	Tim Miles	32128	70.00		1649-Grave digging
11/11/2020	N D Broadwith	32129	500.00		1629-Bowling Green work
11/11/2020	FD Odell & Sons Ltd	32130	479.70		1631-Skip hire
11/11/2020	PHS Group	32131	132.47		1637-Sanitary disposal
11/11/2020	Rosetta Publishing	32132	290.40		1638-Beds Bulletin advert
11/11/2020	RS Sheet Metal	32133	450.00		1639-Spring tensioners
11/11/2020	G & H Seamer	32134	275.00		1626-Grave digging
11/11/2020	Agrovista UK Ltd	32135	158.40		1619-Top Dressing
11/11/2020	Sportsafe UK Ltd	32136	20,919.60		1641-Outdoor Fitness Equipment
11/11/2020	Steve Dear Tree Services Ltd	32137	504.00		1642-Tree Works churchyard
11/11/2020	T&J Seymour Electrical Install	32138	480.00		1460-Streel light maint
11/11/2020	Time Assured Limited	32139	180.00		1643-Churck clock service
11/11/2020	Verto (UK) Ltd	32140	118.80		1644-Domain name renewal
11/11/2020	Tim Miles	CNXL032128	-70.00		1649-Grave digging
11/11/2020	Tim Miles	111368	720.00		1649-Grave digging
12/11/2020	Ampower UK Ltd	DD05	18.60		1610-Public toilets electricit
12/11/2020	Ampower UK Ltd	DD06	124.19		P/Ledger Electronic Payment
13/11/2020	Staff salaries Nov 2020	BACS	14,993.39		Staff salaries Nov 2020
16/11/2020	Ampower UK Ltd	DD07	13.73		P/Ledger Electronic Payment
16/11/2020	Ampower UK Ltd	DD08	120.92		1715-Gas Sept20
16/11/2020	Chess Ltd DDR	DD09	315.49		1616-IT Support
18/11/2020	A Jakins & Sons Christmas Tree	111369	960.00		1727- Xmas tree, Delivery, Installation
20/11/2020	Anglian Water Business Ltd. (N	DD10	20.27		1612-SRRG Water
23/11/2020	Anglian Water Business Ltd. (N	DD11	82.05		1720-Water 05.08.20-04.11.20
23/11/2020	Anglian Water Business Ltd. (N	DD12	12.77		1719-Water 05.08.20-04.11.20
24/11/2020	Anglian Water Business Ltd. (N	DD13	474.56		1613-Public Toilets water
25/11/2020	Anglian Water Business Ltd. (N	DD14	21.05		1721-Water 09.08.20-08.11.20
27/11/2020	Ampower UK Ltd	DD15	424.67		1714-Elec Oct 20

Continued on Page 2

Current Bank A/c

List of Payments made between 01/11/2020 and 30/11/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
27/11/2020	Chess Ltd DDR	DD16	291.14		1717-Monthly phone charge
30/11/2020	UK Fuels Limited DDR	DD17	62.51		1691-Motor fuel
30/11/2020	Chess Ltd DDR	DD18	2,386.80		1615- 3 x New Pc's
Total Payments			<u>64,703.52</u>		

SANDY TOWN COUNCIL

COMMITTEE: Policy, Finance and Resources

DATE: 4th January 2021

AUTHOR: Town Clerk

SUBJECT: Chapel Roof Repair

1. Summary

1.1 The Council's cemetery chapel requires repair work to the flat rooves above the two side store cupboards in the building. Following inspections by several roofing companies it was established both flat rooves required work. As Members are aware, some refurbishment work has been undertaken in the chapel to allow for its re-use. The required work does not present a health and safety issue but should be carried out to make sure the rooves are secure and do not leak.

1.2 Members are asked to consider the quotes and advise accordingly.

2. Quotations

Company A	
Works	Cost (£)
Labour	3,450.00
Fixings	
Single ply flat roof (trocal system)	Ex. of VAT
150mm lead flashing to abutments	
Strip existing roof	
Remove all waste	

Company B	
Works	Cost (£)
Cut new chase to brickwork, as required	£690.00
Strip off defective roofing felt and remove from site	
Inspect roof decking*	Ex. of VAT
Lay new layer built up felt roofing system comprising of High Performance Polyester fibre felt, leaving a charcoal grey mineral finish and giving 15 year guarantee.	
Code 4 150mm lead cover flashing to wall abutment	
Provide all plant and equipment necessary and clear away rubbish.	
*should decking require replacement after stripping this will be charged at an additional cost of £65.00 plus V.A.T per 8 x 4' sheet.	
No allowance has been made for any further works other than specified above.	

Company C	
Works	Cost (£)
<ul style="list-style-type: none"> Erect scaffolding in accordance with health & safety standards Roof areas Strip out existing flat roofing felt Re-board decking with new OSB sterling board Weld new lead chute into outlet with code 4 lead Re-line roof area with EPDM single ply rubber with all glue and fittings Put new lead capping around parapet walls and point with sand & cement <p>Fascia & guttering</p> <ul style="list-style-type: none"> Strip out at least 3 courses of roof tiles and put aside for re-use Remove old guttering and rotten fascia board Fit new torus style planed fascia to match existing Paint fascia with primer, undercoat and black external gloss paint Fit new black deep flow, half-round guttering Fit new eaves felt into guttering Re-fit roof tiles and replace any broken with matching reclaim tiles Dismantle scaffolding and clear all rubbish from site 	Ex. of VAT
To carry out work on both roofs at the same time, including fascia and guttering with all materials and labour, the options are as follows:	
EPDM roof with fleece back lining	£1,360.00
EPDM roof without fleece back lining	£1,180.00
<i>To convert to a warm roof, a vapour barrier and solid insulation would be required at an additional cost of £200.</i>	

Company D	
Works	Cost (£)
<ul style="list-style-type: none"> Strip off remainder of felt roof coverings and dispose of Inspect roof decking* Supply and install new angle fillet as required Cut new chase to wall abutment Clean, prime and prepare area for new felt roof coverings Re-felt using the following high-performance polyester felt system, giving a 15-year guarantee Tape board joints using Taping Strip First Layer – Apply a layer of Perforated 0.8kg vented Second Layer – Apply a layer of Bikuplan 3mm underlay, torch applied and including all flashings. 	

<ul style="list-style-type: none"> • Surface layer & Detail work – To be carried out using Bikuplan 4.5mm mineral surfaced felt, torch applied. Including code 4 150mm lead cover flashing to wall abutment. 	<p>£650.00</p> <p>Ex. of VAT</p>
<p>*Should roof decking require replacement due to unforeseen damage after stripping, this will be charges at an extra cost of £60.00 plus V.A.T per 8' X 4' exterior grade plywood sheet.</p>	

3. Recommendation

- 3.1 It is recommended that the Council approve the quotation from Company C for fleece back lining. Although company C's overall quote is higher, it does include additional work to the fascia and guttering which was identified by the contractor during his inspection. The Grounds Team Leader agreed that the work was required.

- 3.2 It is recommended that the funds for the work come from the Cemetery property maintenance budget. This will result in a budget overspend but can be managed due to underspend in other cost centres.

COMMITTEE: Policy Finance & Resources
AUTHOR: Administrator - Anne Elliott-Flockhart
DATE: 4 January 2021
SUBJECT: Energy Audits

1. Summary

- 1.1 Sandy Town Council has created an Environmental Plan to establish ambitions and intended actions, working towards the protection and improvement of the environment in and around Sandy for the long-term health and benefit of the town, its environment and its community.
- 1.2 One of the aims of the Environmental Plan is to conserve natural resources with the action being to conduct energy audits.
- 1.3 Energy audits are a specialised service which will assess the Council’s current energy use and recommend ways to improve energy consumption.
- 1.4 Quotes were sought from companies that provide these services so that the process can be budgeted for the financial year 2021/22.

2. Energy Quotes

Quote 1	
<ul style="list-style-type: none"> • Survey the offices with a view on energy mitigation • Inspect the current heating system and carry out a general health check. • Investigate the heating performance and the control system to ensure that it is working in line with building usage requirements. Consider improvements which will include use of renewable technologies if deemed suitable. • Look into the electrical usage of the building and consider methods of improvements and will look into the possibility of installing Photo Voltaic panels. • Inspect the thermal aspects of the fabric of the building and consider improvements where practically possible. • A report will be issued covering the building status and highlighting details of energy improvements with the merits and drawbacks. • The report can be used as a basis for future works. 	
Total Cost	£ 1,347.00 + VAT

Quote 2	
To attend and carry out a survey to issue a for an Energy Performance Certificate.	
Total Cost	£395.00 + VAT

Quote 3	
To attend and carry out a survey to issue a for an Energy Performance Certificate.	
Total Cost	£550.00 + VAT

3. Recommendation

- 3.1 Quotes 2 and 3 will provide the Council with a basic energy performance review, but will not give a resulting report and recommendations for improving energy usage. If the Council wishes to obtain information that will allow it to make practical changes to save energy use at 10 Cambridge Road, quote 1 would be the preferred option and would meet one of the Environmental Plan's action points.
- 3.2 The costs for completing an energy audit are not currently included within the 2021/22 budget and precept calculations.
- 3.3 The survey could be funded from the current year's revenue budget, using the available £1,548 funding in 402 2020 (10 Cambridge Road Misc. Establishment Costs)

COMMITTEE: Policy Finance & Resources
AUTHOR: Administrator - Anne Elliott-Flockhart
DATE: 4 January 2021
SUBJECT: Riddy – Knee Rail Fencing

1. Summary

- 1.1 The Town Council is the owner and operator of The Riddy Nature Reserve. It discharges part of its duty to maintain and manage the reserve via the Bedfordshire Rural Communities Charity (BRCC). The Council is responsible for the maintenance of fencing at the Riddy and holds an annual budget of £1,500 to meet any maintenance costs.
- 1.2 A section of knee rail fencing which runs between a walkway and the river is damaged and has fallen. The following report outlines the costs of repairing the fencing.

2. Work required and cost

- 2.1 The section of knee rail fencing acts as a barrier/warning between the designated walkway through The Riddy Nature Reserve and the river. A section of the fencing has been damaged for some time and needs repairing.
- 2.2 BRCC would usually be able to undertake the work of installing/repairing fencing if STC provide or fund the material. This work would be undertaken by organised volunteers working on behalf of BRCC. Unfortunately, due to the pandemic this has not been an option, as BRCC staff levels have been lower due to furlough and it is not possible to arrange for volunteers to undertake the work due to the pandemic restrictions.
- 2.3 A fencing company has inspected the fencing and provided the recommendation and costs below.

Riddy Fence Repair		
To take down existing 450mm high knee rail and replace with matching This includes 0.9m long 100 x 100mm v-notched top posts set in concrete, 1.8m long 100 x 100mm rails and 5 bend galvansied metal posts strap.		
1	7 Bays (7 posts and 7 rails) <i>Fencing immediately damaged.</i>	£447.02
2	21 bays (21 posts and 21 rails) Recommendation for additional fencing which is becoming damaged and risks falling.	£1,341.06
3	Complete fence line (67 bays)	£4,023.18
<i>Upgrade – Postsaver Sleeves added to posts which give a 20-year guarantee against ground rot. Installed at an extra £6.05 per post.</i>		

3. Recommendation

- 3.1 That work to take down and replace a section of 21 bays of knee rail fencing be undertaken. This will ensure that both the fallen fencing and an additional section of weak fencing which risks falling is repaired
- 3.2 That Postsaver sleeves are included in the repair work at an additional cost of £127.05
- 3.3 That the total cost of £1,468.11 be taken from budget code 502 4037 (Nature Reserve Grounds Maintenance). This will result in a budget overspend of £238.11, which can be managed due to underspend elsewhere in the overall 2020/21 budget.

Sandy Town Council

(Prepared 18.12.20)

Budget Summary

Year Ended 31st March 2022

	2020-21		2021-22	<i>Budget</i>
	Projected	<i>Budgeted</i> (Revised)	Proposed	<i>Incr/Decr</i>
REVENUE EXPENDITURE				
Staffing & Admin	410611	443050	447015	3965
Services	113827	122277	124674	2397
	<u>524438</u>	<u>565327</u>	<u>571689</u>	<u>6362</u>
INCOME				
Staffing & Admin	5696	3550	1250	-2300
Services	35520	30917	34992	4075
	<u>41216</u>	<u>34467</u>	<u>36242</u>	<u>1775</u>
NET REVENUE EXPENDITURE	<u>483222</u>	<u>530860</u>	<u>535447</u>	<u>4587</u>
Capital Expenditure (Net)				
Rolling Capital Fund Allocation	51300	51300	51300	0
Capital & Projects (net)	-2705	0	0	0
Loans	608	608	609	
Loan - Internal Repayment	12000	12000	12000	0
	<u>61203</u>	<u>63908</u>	<u>63909</u>	<u>0</u>
TOTAL NET EXPENDITURE	<u>544425</u>	<u>594768</u>	<u>599356</u>	<u>0</u>
Financed as follows				
Reserves at 1st April	234043	246129	284386	
Reserves at 31st March	<u>284386</u>	<u>246129</u>	<u>284386</u> **	
Used to Fund Expenditure\ (Incr in Gen Rsv)	(50,343)	0	0 ***	
PRECEPT FUNDING REQUIRED	<u>594768</u>	<u>594768</u>	<u>599356</u>	<u>4588</u> 0.77%
	<u>544425</u>	<u>594768</u>	<u>599356</u>	

Precept information

ADJUSTED BASIS

Band D Equivalents		<u>4007</u>	<u>4016</u>	(NYA)	<u>0.22%</u>
Precept per Band D Equivalent (£/annum)		<u>£ 148.43</u>	<u>£149.24</u>	£0.81	<u>0.55%</u>
Precept per Band D Equivalent (p/week)		<u>284.66</u>	<u>286.21</u>	1.55 p	

**Note: Recommended minimum reserve equal to 3 months net revenue expenditure	120806	132715	133862
General Reserve Shortfall /Surplus	163580	113414	150524

Earmarked Reserve	<u>31/03/2020</u> (Actual)	<u>31/03/2021</u> (Projected)	<u>31/03/2022</u> (Available)
Rolling Capital Fund	141593	107843	159143
Earmarked Reserves	45027	49047	49047
Fallowfield	51632	56132	60632
Fallowfield Internal Loan	238000	226000	214000
TOTAL Earmarked Funds	<u>476252</u>	<u>439022</u>	<u>482822</u>
General Reserve (see above)	234043	284386	284386 B
Total Reserves	<u>710295</u>	<u>723408</u>	<u>767208</u>

Sandy Town Council

(Prepared 18.12.20)

Budget Summary**Year Ended 31st March 2022**

		<u>2020-21</u>		<u>2021-22</u>	<i>Budget</i>
		Projected	<i>Budgeted</i> (Revised)	Proposed	<i>Incr/Decr</i>
<u>Expenditure Budgets</u>					
<u>Staffing & Admin</u>					
Staff	401	285050	304625	308925	4300
Admin - Office	402	75851	79130	79550	420
Admin - Works	403	40170	41805	41300	-505
Precept and Interest	601	0	0	0	0
Democratic & Civic	602	9540	17490	17240	-250
		<u>410611</u>	<u>443050</u>	<u>447015</u>	<u>3965</u>
<u>Services</u>					
Footway Lighting	405	16300	15750	16500	750
Cemetery & Churchyard	406	12320	11000	11900	900
Town Centre (incl Market) (excl Loans)	408	16730	17810	18400	590
Public Toilets - Car Park	409	2500	4380	2500	-1880
Play Areas & Open Spaces	500	-1591	1800 A	1750	-50
Sunderland Rd Rec Ground	501	30443	29987	32914	2927
Nature Reserves	502	13945	13900	14060	160
Grass Cutting	505	7580	10000	9000	-1000
Litter Bins Seats and Shelters	506	600	1000	1000	0
Christmas Lights	509	15000	16650	16650	0
		<u>113827</u>	<u>122277</u>	<u>124674</u>	<u>2397</u>
<u>TOTAL EXPENDITURE</u>		<u>524438</u>	<u>565327</u>	<u>571689</u>	<u>6362</u>

NOTES

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

Sandy Town Council

(Prepared 18.12.20)

Budget Summary

Year Ended 31st March 2022

	<u>2020-21</u>		<u>2021-22</u>	<i>Budget</i>
	Projected	<i>Budgeted</i>	Proposed	<i>Incr/Decr</i>
		(Revised)		
<u>Income Budgets</u>				
<u>Staffing & Admin</u>				
Staff	401	0	0	0
Admin - Office	402	1492	1550	-1300
Admin - Works	403	0	0	0
Precept and Interest	601	1500	2000	-1000
Democratic & Civic	602	2704	0	0
		<u>5696</u>	<u>1250</u>	<u>-2300</u>
		<u>3550</u>		
<u>Services</u>				
Footway Lighting	405	0	0	0
Cemetery & Churchyard	406	30000	25000	3160
Town Centre (incl Market)	408	0	428	-328
Public Toilets - Car Park	409	0	0	0
Play Areas & Open Spaces	500	1612	1100	1205
Sunderland Rd Rec Ground	501	1239	1239	13
Nature Reserves	502	2669	2650	25
Grass Cutting	505	0	0	0
Litter Bins Seats and Shelters	506	0	0	0
S.E.G (not is use 14/15)	508	0	0	0
Christmas Lights	509	0	500	0
		<u>35520</u>	<u>34992</u>	<u>4075</u>
		<u>30917</u>		
<u>TOTAL INCOME</u>		<u>41216</u>	<u>36242</u>	<u>1775</u>

**Sandy Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 9)**

12:13

Note: 2020/21 Proposed Budget

	<u>2019/20</u>		<u>2020/21</u>				<u>2021/22</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>401 Staff</u>									
4001 Gross Salaries - Admin	113,000	111,631	121,000	76,507	115,000	0	122,500	0	0
4002 Gross Salaries - Works	102,500	91,917	109,500	61,075	99,000	0	110,000	0	0
4003 Employers NIC	17,300	16,106	19,250	11,072	17,000	0	19,350	0	0
4004 Employers Superannuation	47,500	44,278	53,000	31,267	50,500	0	55,500	0	0
4006 H&S Costs/Consultancy	500	589	600	0	600	0	600	0	0
4010 Miscellaneous Staff Costs	1,000	642	1,000	581	700	0	700	0	0
4030 Recruitment Advertising	275	0	275	0	0	0	275	0	0
Overhead Expenditure	282,075	265,162	304,625	180,501	282,800	0	308,925	0	0
Movement to/(from) Gen Reserve	(282,075)	(265,162)	(304,625)	(180,501)	(282,800)		(308,925)		
<u>402 Administration-Office</u>									
1003 Tourism Income	500	1,099	750	0	0	0	0	0	0
1201 Rent Received Etc	750	603	750	0	205	0	250	0	0
1202 Photocopying Income	50	60	50	1	0	0	0	0	0
1205 Miscellaneous Income	0	1,362	0	1,158	1,287	0	0	0	0
Total Income	1,300	3,123	1,550	1,159	1,492	0	250	0	0
4004 Employers Superannuation	0	0	0	9	0	0	0	0	0
4008 Training	2,000	804	2,000	620	2,000	0	2,000	0	0
4009 Travel & Subsistence	200	97	200	25	25	0	200	0	0
4010 Miscellaneous Staff Costs	0	0	0	100	100	0	0	0	0
4011 General Rates	6,700	6,629	6,770	6,737	6,770	0	6,850	0	0
4012 Water Rates	600	701	800	191	500	0	800	0	0

Continued on next page

**Sandy Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 9)**

12:13

Note: 2020/21 Proposed Budget

		<u>2019/20</u>		<u>2020/21</u>				<u>2021/22</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4014	Electricity	2,500	2,084	2,600	964	2,300	0	2,300	0	0
4015	Gas	1,500	-610	1,300	150	1,300	0	1,300	0	0
4016	Cleaning Materials etc	1,250	1,116	1,250	877	1,250	0	1,250	0	0
4018	General Data Protection Regs	1,000	0	500	500	500	0	500	0	0
4020	Misc Establishment Costs	2,000	1,250	2,000	452	1,000	0	2,000	0	0
4021	Telephone & Fax	2,500	3,123	2,750	2,691	3,000	0	2,700	0	0
4022	Postage	1,200	971	1,200	600	1,200	0	1,300	0	0
4023	Printing & Stationery	2,000	1,883	1,500	1,164	1,500	0	1,000	0	0
4024	Subscriptions	2,850	2,829	3,150	2,806	2,806	0	3,150	0	0
4025	Insurance (excl vehicles)	21,500	20,490	19,500	13,039	19,500	0	20,000	0	0
4026	Photocopy Costs	3,500	2,657	4,160	2,809	5,200	0	5,200	0	0
4027	IT Costs incl Support	4,500	3,744	4,000	2,410	4,000	0	3,500	0	0
4028	Service Agreements (Other)	6,500	5,582	6,500	4,432	6,500	0	6,500	0	0
4035	Publications	100	94	100	59	100	0	100	0	0
4036	Property Maintenance/Security	4,000	4,553	4,000	2,328	4,000	0	4,000	0	0
4040	Equipment Purchases (Minor)	2,000	663	2,000	281	1,000	0	2,000	0	0
4050	Tourism Expenditure	250	949	400	0	0	0	100	0	0
4051	Bank Charges	500	556	550	326	500	0	550	0	0
4056	Legal Expenses	2,500	1,543	2,500	3,350	2,500	0	2,500	0	0
4057	Audit Fees - External	1,300	1,300	1,300	0	1,300	0	1,300	0	0
4058	Audit Fees - Internal	750	830	900	0	900	0	900	0	0
4059	Accountancy Fees	7,000	6,485	7,000	3,735	6,000	0	7,350	0	0
4070	Refreshments	200	142	200	45	100	0	200	0	0
Overhead Expenditure		80,900	70,463	79,130	50,700	75,851	0	79,550	0	0

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**Sandy Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 9)**

12:13

Note: 2020/21 Proposed Budget

	<u>2019/20</u>		<u>2020/21</u>				<u>2021/22</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve	<u>(79,600)</u>	<u>(67,339)</u>	<u>(77,580)</u>	<u>(49,541)</u>	<u>(74,359)</u>		<u>(79,300)</u>		
403 Administration-Works									
4005 Protective Clothing	1,300	793	1,300	667	1,300	0	1,300	0	0
4008 Training	1,000	170	1,950	806	950	0	1,950	0	0
4011 General Rates	1,850	1,817	1,855	1,858	1,870	0	1,900	0	0
4012 Water Rates	200	20	250	68	200	0	200	0	0
4014 Electricity	1,000	697	1,200	1,943	2,100	0	1,200	0	0
4017 Refuse Disposal	5,500	3,703	5,000	2,768	4,500	0	4,500	0	0
4036 Property Maintenance/Security	2,000	2,532	2,000	1,477	1,500	0	2,000	0	0
4038 Consumables/Small Tools	2,500	1,924	2,500	708	2,000	0	2,500	0	0
4039 Planting/Trees/Horticulture	6,250	6,035	6,250	5,721	6,250	0	6,250	0	0
4040 Equipment Purchases (Minor)	2,000	1,693	2,000	14	2,000	0	2,000	0	0
4042 Equipment/Vehicle Maintenance	5,000	5,270	5,000	1,679	5,000	0	5,000	0	0
4043 Equipment/Vehicle Fuel	3,500	3,824	3,500	2,283	3,500	0	3,500	0	0
4044 Vehicle Tax & Insurance	3,000	2,880	3,000	2,785	3,000	0	3,000	0	0
4045 Arboriculture	6,000	1,060	6,000	0	6,000	0	6,000	0	0
Overhead Expenditure	<u>41,100</u>	<u>32,417</u>	<u>41,805</u>	<u>22,777</u>	<u>40,170</u>	<u>0</u>	<u>41,300</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(41,100)</u>	<u>(32,417)</u>	<u>(41,805)</u>	<u>(22,777)</u>	<u>(40,170)</u>		<u>(41,300)</u>		
405 Footway Lighting									
1258 Insurance Claims Repayment	0	0	0	1,450	0	0	0	0	0
Total Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,450</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

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**Sandy Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 9)**

12:13

Note: 2020/21 Proposed Budget

		<u>2019/20</u>		<u>2020/21</u>				<u>2021/22</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4014	Electricity	5,750	7,206	5,750	4,395	6,300	0	6,500	0	0
4042	Equipment/Vehicle Maintenance	10,000	9,675	10,000	3,075	10,000	0	10,000	0	0
Overhead Expenditure		15,750	16,881	15,750	7,470	16,300	0	16,500	0	0
Movement to/(from) Gen Reserve		(15,750)	(16,881)	(15,750)	(6,020)	(16,300)		(16,500)		
406	<u>Cemetery & Churchyard</u>									
1226	Burials/Memorials Income	20,450	28,172	25,000	22,765	30,000	0	27,500	0	0
1227	Chapel Rental	0	0	0	0	0	0	550	0	0
Total Income		20,450	28,172	25,000	22,765	30,000	0	28,050	0	0
4011	General Rates	2,750	2,971	3,050	3,471	3,470	0	3,500	0	0
4012	Water Rates	100	135	200	44	100	0	150	0	0
4036	Property Maintenance/Security	1,000	-208	1,000	983	1,000	0	1,000	0	0
4037	Grounds Maintenance	900	254	900	583	900	0	900	0	0
4039	Planting/Trees/Horticulture	350	120	350	0	350	0	350	0	0
4101	Grave Digging Costs	5,000	5,040	5,500	5,385	6,500	0	6,000	0	0
Overhead Expenditure		10,100	8,313	11,000	10,467	12,320	0	11,900	0	0
Movement to/(from) Gen Reserve		10,350	19,859	14,000	12,298	17,680		16,150		
408	<u>Town Centre (Including Market)</u>									
1238	Other Income Car Park	300	1,234	428	171	0	0	100	0	0
Total Income		300	1,234	428	171	0	0	100	0	0
4011	General Rates	12,227	12,607	12,410	12,630	12,730	0	12,900	0	0

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**Sandy Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 9)**

12:13

Note: 2020/21 Proposed Budget

	<u>2019/20</u>		<u>2020/21</u>				<u>2021/22</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4036 Property Maintenance/Security	1,500	894	1,500	700	1,500	0	1,500	0	0
4053 Loan Interest	253	248	223	115	223	0	197	0	0
4054 Loan Capital Repaid	355	360	285	189	385	0	412	0	0
4100 CCTV Fees	19,100	14,293	4,000	1,946	2,500	0	4,000	0	0
Overhead Expenditure	33,435	28,402	18,418	15,580	17,338	0	19,009	0	0
Movement to/(from) Gen Reserve	(33,135)	(27,168)	(17,990)	(15,409)	(17,338)		(18,909)		
409 Public Toilets - Car Park									
4011 General Rates	1,850	1,841	1,880	1,859	0	0	0	0	0
4012 Water Rates	1,000	1,529	1,200	1,032	1,200	0	1,200	0	0
4014 Electricity	300	217	300	103	300	0	300	0	0
4036 Property Maintenance/Security	1,000	102	1,000	168	1,000	0	1,000	0	0
Overhead Expenditure	4,150	3,690	4,380	3,163	2,500	0	2,500	0	0
Movement to/(from) Gen Reserve	(4,150)	(3,690)	(4,380)	(3,163)	(2,500)		(2,500)		
500 Play Areas and Open Spaces									
1201 Rent Received Etc	500	0	0	0	0	0	1,000	0	0
1241 Sandy FC Rent	500	495	500	0	500	0	505	0	0
1251 Pitch Rental	550	690	600	0	465	0	600	0	0
1364 S106 Money Received	0	0	0	647	647	0	0	0	0
Total Income	1,550	1,185	1,100	647	1,612	0	2,105	0	0
4007 Health & Safety	400	343	400	520	520	0	550	0	0
4012 Water Rates	700	385	700	196	500	0	500	0	0

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Sandy Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 9)
Note: 2020/21 Proposed Budget

12:13

		<u>2019/20</u>		<u>2020/21</u>				<u>2021/22</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4014	Electricity	200	173	200	0	200	0	200	0	0
4036	Property Maintenance/Security	500	561	500	203	500	0	500	0	0
4037	Grounds Maintenance	2,500	450	2,500	1,026	2,500	0	2,500	0	0
4042	Equipment/Vehicle Maintenance	5,000	2,756	5,000	0	2,000	0	5,000	0	0
4971	Transfer from EMR	0	0	0	-311	-311	0	0	0	0
4972	Transfer from EMR Fallowfield	-15,000	-15,000	-7,500	0	-7,500	0	-7,500	0	0
Overhead Expenditure		-5,700	-10,334	1,800	1,633	-1,591	0	1,750	0	0
Movement to/(from) Gen Reserve		7,250	11,519	(700)	(986)	3,203		355		
501	<u>Sunderland Road Rec Ground</u>									
1201	Rent Received Etc	0	514	500	1,030	500	0	500	0	0
1253	Bowls Club Rental	435	437	447	224	447	0	455	0	0
1255	Cricket Club Rental	280	217	287	111	287	0	292	0	0
1256	Scouts ,ACF and SSLA	5	0	5	210	5	0	5	0	0
Total Income		720	1,168	1,239	1,575	1,239	0	1,252	0	0
4012	Water Rates	800	2,134	1,500	2,876	2,500	0	2,500	0	0
4014	Electricity	200	166	200	86	200	0	200	0	0
4036	Property Maintenance/Security	1,750	3,025	1,750	1,487	2,000	0	2,000	0	0
4046	Bowling Green - SBC	3,165	3,041	3,248	2,792	3,248	0	3,329	0	0
4047	Equipment Maintenance - SBC	2,572	2,623	2,639	1,646	2,639	0	2,679	0	0
4048	Cricket Square - SCC	2,540	2,476	2,606	1,469	2,606	0	2,645	0	0
4049	Equipment Maintenance - SCC	2,748	535	2,819	793	1,000	0	2,861	0	0
4060	Other Professional Fees	15,225	16,061	15,225	12,183	16,250	0	16,700	0	0

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**Sandy Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 9)**

12:13

Note: 2020/21 Proposed Budget

		<u>2019/20</u>		<u>2020/21</u>				<u>2021/22</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	Overhead Expenditure	29,000	30,062	29,987	23,331	30,443	0	32,914	0	0
	Movement to/(from) Gen Reserve	(28,280)	(28,894)	(28,748)	(21,756)	(29,204)		(31,662)		
502	<u>Nature Reserves</u>									
1306	Countryside Stewardship Grant	2,000	2,879	2,000	0	2,000	0	2,000	0	0
1307	Angling Licence Rent	550	652	650	669	669	0	675	0	0
	Total Income	2,550	3,531	2,650	669	2,669	0	2,675	0	0
4037	Grounds Maintenance	1,500	163	1,500	270	1,500	0	1,500	0	0
4060	Other Professional Fees	10,000	10,447	10,400	0	10,400	0	10,560	0	0
4703	Sandy Green Wheel	2,000	2,000	2,000	2,000	2,045	0	2,000	0	0
	Overhead Expenditure	13,500	12,610	13,900	2,270	13,945	0	14,060	0	0
	Movement to/(from) Gen Reserve	(10,950)	(9,079)	(11,250)	(1,600)	(11,276)		(11,385)		
505	<u>Grass Cutting</u>									
4102	Grass Cutting	10,000	7,580	10,000	0	7,580	0	9,000	0	0
	Overhead Expenditure	10,000	7,580	10,000	0	7,580	0	9,000	0	0
	Movement to/(from) Gen Reserve	(10,000)	(7,580)	(10,000)	0	(7,580)		(9,000)		
506	<u>Litter Bins, Seats & Shelters</u>									
4042	Equipment/Vehicle Maintenance	650	0	1,000	0	600	0	1,000	0	0
	Overhead Expenditure	650	0	1,000	0	600	0	1,000	0	0
	Movement to/(from) Gen Reserve	(650)	0	(1,000)	0	(600)		(1,000)		

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Sandy Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 9)
Note: 2020/21 Proposed Budget

12:13

		<u>2019/20</u>		<u>2020/21</u>				<u>2021/22</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
509	<u>Christmas Lights</u>									
1365	Christmas Lights	500	1,151	500	0	0	0	500	0	0
	Total Income	500	1,151	500	0	0	0	500	0	0
4401	Christmas Illuminations	14,000	13,683	14,000	11,977	14,000	0	14,000	0	0
4402	Community Christmas Event	2,500	2,982	2,650	821	1,000	0	2,650	0	0
	Overhead Expenditure	16,500	16,665	16,650	12,798	15,000	0	16,650	0	0
	Movement to/(from) Gen Reserve	(16,000)	(15,514)	(16,150)	(12,798)	(15,000)		(16,150)		
601	<u>Precept and Interest</u>									
1101	Precept	580,198	580,198	594,768	594,768	594,768	0	600,616	0	0
1320	Interest Received - All account	1,000	2,654	2,000	1,155	1,500	0	1,000	0	0
	Total Income	581,198	582,852	596,768	595,923	596,268	0	601,616	0	0
	Movement to/(from) Gen Reserve	581,198	582,852	596,768	595,923	596,268		601,616		
602	<u>Democratic and Civic Costs</u>									
1245	Grants Received	0	0	0	1,200	1,200	0	0	0	0
1309	Misc Contributions	0	335	0	1,504	1,504	0	0	0	0
	Total Income	0	335	0	2,704	2,704	0	0	0	0
4020	Misc Establishment Costs	100	68	100	0	100	0	100	0	0
4033	Annual Report & Newsletter	3,000	2,630	3,000	1,210	2,420	0	3,000	0	0
4042	Equipment/Vehicle Maintenance	400	210	400	0	400	0	400	0	0
4200	Mayor's Allowance	2,200	1,858	2,200	128	500	0	2,200	0	0

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**Sandy Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 9)**

Note: 2020/21 Proposed Budget

	<u>2019/20</u>		<u>2020/21</u>				<u>2021/22</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4202 Members' Expenses (Conf etc)	500	354	500	0	0	0	500	0	0
4210 Election Costs	3,000	3,708	250	0	0	0	0	0	0
4701 Grants/Donations Paid	3,000	3,130	4,000	2,875	4,000	0	4,000	0	0
4702 Community Events Support	3,000	2,047	7,040	920	1,100	0	7,040	0	0
4921 Transfer to EMR	0	0	0	1,200	1,200	0	0	0	0
4971 Transfer from EMR	0	0	0	-180	-180	0	0	0	0
Overhead Expenditure	15,200	14,005	17,490	6,152	9,540	0	17,240	0	0
Movement to/(from) Gen Reserve	(15,200)	(13,670)	(17,490)	(3,449)	(6,836)		(17,240)		
700 Capital and Projects									
1103 Internal Loan from F'ild EMR	0	123,287	0	0	0	0	0	0	0
1153 Loan Interest Rec'd - INTERNAL	7,903	7,903	7,903	7,903	7,903	0	7,903	0	0
1154 Loan Capital Rec'd - INTERNAL	10,000	10,000	12,000	12,000	12,000	0	12,000	0	0
1245 Grants Received	0	0	0	3,000	3,000	0	0	0	0
1364 S106 Money Received	0	62,631	0	18,360	3,927	0	0	0	0
Total Income	17,903	203,821	19,903	41,263	26,830	0	19,903	0	0
4153 Loan Interest - INTERNAL	7,903	7,903	7,903	7,903	7,903	0	7,903	0	0
4154 Loan Capital - INTERNAL	10,000	10,000	12,000	12,000	12,000	0	12,000	0	0
4734 CAP - Play Equipment	0	2,706	0	0	0	0	0	0	0
4802 CAP - Cemetery Extension	0	117,236	0	0	0	0	0	0	0
4813 CAP - Cricket Equipment	0	3,809	0	0	0	0	0	0	0
4814 CAP - IT Equipment	0	1,208	0	1,989	0	0	0	0	0
4818 CAP - Fallowfield	0	149,832	0	0	0	0	0	0	0

Continued on next page

**Sandy Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 9)**

12:13

Note: 2020/21 Proposed Budget

	<u>2019/20</u>		<u>2020/21</u>				<u>2021/22</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4826 CAP - Play Equipment (S'land)	0	56,020	0	0	0	0	0	0	0
4828 CAP - Dropped Kerb	0	2,500	0	0	0	0	0	0	0
4829 CAP - Car Park	0	4,225	0	0	0	0	0	0	0
4830 CAP - St Swithun's Church	0	1,765	0	0	0	0	0	0	0
4831 CAP - Land west of Sandy Cem.	0	14,550	0	0	0	0	0	0	0
4832 CAP - Depot CCTV	0	1,466	0	0	0	0	0	0	0
4833 CAP - Village Hall Paving	0	3,141	0	0	0	0	0	0	0
4834 CAP - Machinery & Equipment	0	0	0	911	911	0	0	0	0
4835 CAP - CCTV	0	0	0	12,233	12,233	0	0	0	0
4836 CAP - Neighbourhood Plan	0	0	0	0	0	0	10,000	0	0
4837 CAP - Outdoor Fitness Equipmen	0	0	0	17,433	0	0	0	0	0
4915 Transfer to Rolling Capital Fd	51,300	162,522	51,300	51,300	51,300	0	51,300	0	0
4921 Transfer to EMR	0	0	0	6,017	6,017	0	0	0	0
4923 Internal Loan repaid to F'ild	10,000	10,000	12,000	12,000	12,000	0	12,000	0	0
4965 Funded from Rolling Capital	0	-86,397	0	0	0	0	0	0	0
4969 Transfer from Rolling Capital	0	0	0	-14,222	-12,233	0	-10,000	0	0
4970 Transfer from C R R	0	-55,324	0	0	0	0	0	0	0
4971 Transfer from EMR	0	-26,505	0	-5,706	-2,706	0	0	0	0
Overhead Expenditure	79,203	380,657	83,203	101,858	87,425	0	83,203	0	0
Movement to/(from) Gen Reserve	(61,300)	(176,835)	(63,300)	(60,594)	(60,595)		(63,300)		

Continued on next page

Sandy Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 9)
Note: 2020/21 Proposed Budget

	<u>2019/20</u>		<u>2020/21</u>				<u>2021/22</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Budget Income	626,471	826,572	649,138	668,326	662,814	0	656,451	0	0
Expenditure	625,863	876,572	649,138	438,700	610,221	0	655,501	0	0
Movement to/(from) Gen Reserve	608	(50,000)	0	229,626	52,593		950		

**SANDY TOWN COUNCIL
CALENDAR OF MEETINGS
2021/2022**

2021	
24.05.21	Town Council Annual Meeting
31.05.21	Spring Bank Holiday
07.06.21	Development Scrutiny Community Services & Environment (1)
14.06.21	Human Resources (1)
21.06.21	
28.06.21	Development Scrutiny Policy Finance and Resources (1)
05.07.21	
12.07.21	Town Council (1)
19.07.21	Development Scrutiny Community Services & Environment (2)
26.07.21	
02.08.21	
09.08.21	Development Scrutiny Policy Finance and Resources (2)
16.08.21	
23.08.21	Town Council (2)
30.08.21	Bank Holiday
06.09.21	Development Scrutiny Community Services & Environment (3)
13.09.21	Human Resources (2)
20.09.21	Policy Finance and Resources (3)
27.09.21	Development Scrutiny
04.10.21	Town Council (3)
11.10.21	
18.10.21	Development Scrutiny Community Services & Environment (4)
25.10.21	
01.11.21	Policy Finance and Resources (4)
08.11.21	Development Scrutiny
15.11.21	Town Council (4)
22.11.21	Community Services & Environment (5)
29.11.21	Human Resources (3) – (<i>Chamber may need to store Xmas lights event equipment</i>)
06.12.21	Development Scrutiny Policy Finance and Resources (5)
13.12.21	
20.12.21	Town Council (5)
27.12.21	Bank Holiday
2022	
03.01.22	Bank Holiday
10.01.22	Development Scrutiny Community Services & Environment (6)
17.01.22	Policy Finance and Resources (6)
24.01.22	

AGENDA ITEM 11**APPENDIX VIII**

31.01.22	Development Scrutiny	
07.02.22	Town Council (6)	
14.02.22		
21.02.22	Development Scrutiny	Community Services & Environment (7)
28.02.22	Policy Finance and Resources (7)	
01.03.22		
07.03.22	Development Scrutiny	Human Resources (4)
14.03.22	Town Council (7)	
21.03.22	Annual Town Meeting	
28.03.22	Development Scrutiny	Community Services & Environment (8)
04.04.22	Policy Finance and Resources (8)	
11.04.22		
18.04.22	Easter Monday	
25.04.22	Town Council (8)	
02.05.22	May Day Holiday	
09.05.22	Development Scrutiny	Community Services & Environment (9)
16.05.22	Policy Finance and Resources (9)	
23.05.22	Town Council Annual Meeting	
30.05.22	Spring Bank Holiday	

SANDY TOWN COUNCIL

Information Security Incident Policy

Contents

- 1 Purpose
- 2 Scope
- 3 Definition
- 4 An Information Security Incident includes:
- 5 When to report
- 6 Action on becoming aware of the incident
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- 9.2 Malicious Incident
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- 9.6 Theft / loss Incident
- 9.7 Accidental Incident
- 9.8 Miskeying
- 10 Escalation

1 Purpose

- 1.1 This document defines an Information Security Incident and the procedure to report an incident

2 Scope

- 2.1 This document applies to all Councillors, committees, employees of the Council, contractual third parties and agents of the Council who have access to information systems or information used for Sandy Town Council purposes.

3 Definition

- 3.1 An information security incident occurs when data or information is transferred or is at risk of being transferred to somebody who is not entitled to receive it, or data is at risk from corruption.

4 An Information Security Incident includes:

- The loss or theft of data or information
- The transfer of data or information to those who are not entitled to receive that information
- Attempts (either failed or successful) to gain unauthorised access to data or information storage or a computer system
- Changes to information or data or system hardware, firmware, or software characteristics without the council's knowledge, instruction, or consent
- Unwanted disruption or denial of service to a system
- The unauthorised use of a system for the processing or storage of data by any person.

5 When to report

- 5.1 All events that result in the actual or potential loss of data, breaches of confidentiality, unauthorised access or changes to systems should be reported as soon as they happen.

6 Action on becoming aware of the incident

- 6.1 Immediately upon becoming aware of a possible security incident the matter should be reported to the Town Clerk for further review and action.

7 How to report

- 7.1 The Town Clerk must be contacted by email or telephone. They will log the incident, review it and report to the Data Protection Officer (PNC - Mrs C. Rance).
- 7.2 The Town Clerk will require you to supply further information, the nature of which will depend upon the nature of the incident. However, the following information must be supplied:
- Contact name and number of person reporting the incident
 - The type of data or information involved
 - Whether the loss of the data puts any person or other data at risk
 - Location of the incident
 - Inventory numbers of any equipment affected (ie loss of a Council laptop)
 - Date and time the security incident occurred
 - Location of data or equipment affected
 - Type and circumstances of the incident.
- 7.3 The Town Clerk will investigate and confirm that the details represent a valid security incident as defined above. The outcomes of these actions are to be reported to the Data Protection Officer for their investigation.

8 What to Report

- 8.1 All information security incidents must be reported.

9 Examples of Information Security / Misuse Incident Protocols

- 9.1 Information security incidents are not limited to the following lists, which contain examples of some of the most common incidents.
- 9.2 Malicious Incident
- Computer infected by a virus or other malware, (for example spyware)
 - An unauthorised person changing data
 - Receiving and forwarding chain letters – including virus warnings, scam warnings and other emails which encourage the recipient to forward onto others.
 - Social engineering - unknown people asking for information which could gain them access to council data (eg. a password or details of a third party).
 - Unauthorised disclosure of information electronically, in paper form or verbally.
 - Falsification of records, inappropriate destruction of records

- Damage or interruption to Sandy Town Council's equipment or services caused deliberately eg. computer vandalism
- Connecting non-council equipment to the council network
- Unauthorised information access or use
- Giving information to someone who should not have access to it - verbally, in writing or electronically
- Printing or copying confidential information and not storing it correctly or confidentially.

9.3 Access Violation

- Disclosure of logins to unauthorised people
- Disclosure of passwords to unauthorised people eg. writing down your password and leaving it on display
- Accessing systems using someone else's authorisation eg. someone else's user id and password
- Inappropriately sharing security devices such as access tokens
- Other compromise of user identity eg. access to network or specific system by unauthorised person
- Allowing unauthorised physical access to secure premises e.g. server room, scanning facility, dept area.

9.4 Environmental

- Loss of integrity of the data within systems and transferred between systems
- Damage caused by natural disasters eg. fire, burst pipes, lighting etc
- Deterioration of paper records
- Deterioration of back-up tapes
- Introduction of unauthorised or untested software
- Information leakage due to software errors.

9.5 Inappropriate use

- Accessing inappropriate material on the internet
- Sending inappropriate emails
- Personal use of services and equipment in work time
- Using unlicensed software
- Misuse of facilities, eg. phoning premium line numbers.

9.6 Theft / loss Incident

- Theft/loss of data – written or electronically held
- Theft/loss of any Sandy Town Council equipment including computers, monitors, mobile phones, memory sticks, CDs.

9.7 Accidental Incident

- Sending an email containing sensitive information to 'all staff' by mistake
- Receiving unsolicited mail of an offensive nature, e.g. containing pornographic, obscene, racist, sexist, grossly offensive or violent material
- Receiving unsolicited mail which requires you to enter personal data.

9.8 Miskeying

- Receiving unauthorised information
- Sending information to wrong recipient.

10 Escalation

- 10.1 Serious incidents will be escalated via the national WARP scheme by the Data Protection Officer if determined to be of national value.

Adopted: January 2019 Review Due: January 2021
