

# 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. S Doyle, A Gibson, T Knagg, 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 3<sup>rd</sup> August 2020 commencing at 7.30pm.



Chris Robson  
Town Clerk  
10 Cambridge Road  
Sandy, SG19 1JE  
01767 681491  
28<sup>th</sup> July 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) Any Member of the public wishing to join the meeting is asked to contact the Clerk beforehand at **clerk@sandytowncouncil.gov.uk** to ascertain the Meeting ID and Password. Members of the public wishing to address the Council during the public participation part of the formal meeting must make the Chairman 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 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

## 3 Minutes of Previous Meeting

To consider the minutes of the Policy, Finance and Resources Committee held on Monday 23<sup>rd</sup> March 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 June 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 Beeston Library Box

To consider a request as to whether the Council would match fund a community library box at Beeston Green.

Appendix IV

## 7 Sandy Bowls Club

To consider correspondence from Sandy Bowls Club on a grant to help ensure safety of the ground.

Appendix V

## 8 Play Equipment Replacement

To receive and consider quotes for the replacement of swings at Bedford Road recreation ground.

Appendix VI

## 9 Tree Works

To receive and note works to be carried out to some council owned trees, with funds to come from the arboriculture budget.

Appendix VII

## 10 Section 106 Update

To receive and consider a report on Section 106 funds generated from development in Sandy to which the Town Council can submit funding applications.

Appendix VIII

## 11 Annual Report

To receive and consider the Council 2019/20 Annual Report and whether this can be recommended to Council for adoption.

Appendix IX

# Sandy Town Council

## **12 Unreasonable Behaviour and Vexatious Complaints Policy**

To review the Council's adopted policy and confirm that no changes are required.

Appendix X

## **13 Internal Audit**

i) To review the Council's internal audit plan.

Appendix XI

ii) To review the Council's internal audit terms of reference.

Appendix XII

iii) To review the internal audit effectiveness plan.

Appendix XIII

## **14 Data Protection Policy**

To review the Council's Data Protection Policy.

Appendix XIV

## **15 Chairman's Items**

## **16 Date of Next Meeting**

Monday 14<sup>th</sup> September 2020

09/07/2020

## Sandy Town Council Current Year

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## Detailed Balance Sheet - Excluding Stock Movement

Month 3 Date 30/06/2020

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
105	VAT Control	6,144	
200	Current Bank A/c	43,656	
201	Clerks Imprest A/c	470	
205	Capital a/c Santander	218,034	
206	Barclays Active Saver	219,250	
208	Public Sector Deposit Fund	205,245	
210	Petty Cash	350	
	<b>Total Current Assets</b>		<b>693,149</b>
	<u>Current Liabilities</u>		
501	Creditors Control	17,760	
510	Accruals	1,865	
515	PAYE/NI Control AC	3,514	
516	Superannuation Due	4,424	
	<b>Total Current Liabilities</b>		<b>27,563</b>
	<b>Net Current Assets</b>		<b>665,586</b>
	<b>Total Assets less Current Liabilities</b>		<b>665,586</b>
	<u>Represented by :-</u>		
300	Current Year Fund	125,953	
310	General Reserve	234,043	
315	Rolling Capital Fund	192,893	
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	
331	S106 FField	2,706	
332	S106 B	311	
	<b>Total Equity</b>		<b>665,586</b>

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2020

Month No: 3

## 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
<b>401 Staff</b>								
4001 Gross Salaries - Admin	9,323	27,969	121,000	93,031		93,031	23.1%	
4002 Gross Salaries - Works	6,559	20,100	109,500	89,400		89,400	18.4%	
4003 Employers NIC	1,241	3,723	19,250	15,527		15,527	19.3%	
4004 Employers Superannuation	3,617	10,851	53,000	42,149		42,149	20.5%	
4006 H&S Costs/Consultancy	0	0	600	600		600	0.0%	
4010 Miscellaneous Staff Costs	0	489	1,000	511		511	48.9%	
4030 Recruitment Advertising	0	0	275	275		275	0.0%	
Staff :- Indirect Expenditure	<b>20,740</b>	<b>63,132</b>	<b>304,625</b>	<b>241,493</b>	<b>0</b>	<b>241,493</b>	<b>20.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(20,740)</b>	<b>(63,132)</b>	<b>(304,625)</b>	<b>(241,493)</b>				
<b>402 Administration-Office</b>								
1003 Tourism Income	0	0	750	750			0.0%	
1201 Rent Received Etc	0	0	750	750			0.0%	
1202 Photocopying Income	0	0	50	50			0.0%	
1205 Miscellaneous Income	0	250	0	(250)			0.0%	
Administration-Office :- Income	<b>0</b>	<b>250</b>	<b>1,550</b>	<b>1,300</b>			<b>16.1%</b>	<b>0</b>
4008 Training	225	225	2,000	1,775		1,775	11.3%	
4009 Travel & Subsistence	0	0	200	200		200	0.0%	
4011 General Rates	0	3,369	6,770	3,402		3,402	49.8%	
4012 Water Rates	87	87	800	713		713	10.8%	
4014 Electricity	225	332	2,600	2,268		2,268	12.8%	
4015 Gas	38	(34)	1,300	1,334		1,334	(2.6%)	
4016 Cleaning Materials etc	76	238	1,250	1,012		1,012	19.0%	
4018 General Data Protection Regs	0	500	500	0		0	100.0%	
4020 Misc Establishment Costs	130	383	2,000	1,617		1,617	19.1%	
4021 Telephone & Fax	282	893	2,750	1,857		1,857	32.5%	
4022 Postage	585	585	1,200	615		615	48.8%	
4023 Printing & Stationery	63	107	1,500	1,393		1,393	7.2%	
4024 Subscriptions	0	2,340	3,150	810		810	74.3%	
4025 Insurance (excl vehicles)	1,589	4,766	19,500	14,734		14,734	24.4%	
4026 Photocopy Costs	299	1,040	4,160	3,120		3,120	25.0%	
4027 IT Costs incl Support	252	1,136	4,000	2,864		2,864	28.4%	
4028 Service Agreements (Other)	673	1,915	6,500	4,585		4,585	29.5%	
4035 Publications	34	42	100	58		58	42.3%	
4036 Property Maintenance/Security	0	1,440	4,000	2,560		2,560	36.0%	
4040 Equipment Purchases (Minor)	0	53	2,000	1,947		1,947	2.6%	
4050 Tourism Expenditure	0	0	400	400		400	0.0%	
4051 Bank Charges	37	122	550	428		428	22.2%	

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2020

Month No: 3

## 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
4056 Legal Expenses	0	0	2,500	2,500		2,500	0.0%	
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	895	696	7,000	6,305		6,305	9.9%	
4070 Refreshments	0	19	200	181		181	9.5%	
<b>Administration-Office :- Indirect Expenditure</b>	<b>5,489</b>	<b>20,255</b>	<b>79,130</b>	<b>58,875</b>	<b>0</b>	<b>58,875</b>	<b>25.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(5,489)</b>	<b>(20,005)</b>	<b>(77,580)</b>	<b>(57,575)</b>				
<b>403 Administration-Works</b>								
4005 Protective Clothing	18	305	1,300	995		995	23.4%	
4008 Training	0	0	1,950	1,950		1,950	0.0%	
4011 General Rates	0	935	1,855	920		920	50.4%	
4012 Water Rates	0	15	250	235		235	5.8%	
4014 Electricity	71	1,047	1,200	154		154	87.2%	
4017 Refuse Disposal	370	740	5,000	4,261		4,261	14.8%	
4036 Property Maintenance/Security	124	251	2,000	1,749		1,749	12.6%	
4038 Consumables/Small Tools	0	89	2,500	2,411		2,411	3.6%	
4039 Planting/Trees/Horticulture	693	3,277	6,250	2,973		2,973	52.4%	
4040 Equipment Purchases (Minor)	0	0	2,000	2,000		2,000	0.0%	
4042 Equipment/Vehicle Maintenance	155	301	5,000	4,699		4,699	6.0%	
4043 Equipment/Vehicle Fuel	352	1,007	3,500	2,493		2,493	28.8%	
4044 Vehicle Tax & Insurance	2,260	2,520	3,000	480		480	84.0%	
4045 Arboriculture	0	0	6,000	6,000		6,000	0.0%	
<b>Administration-Works :- Indirect Expenditure</b>	<b>4,043</b>	<b>10,485</b>	<b>41,805</b>	<b>31,320</b>	<b>0</b>	<b>31,320</b>	<b>25.1%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(4,043)</b>	<b>(10,485)</b>	<b>(41,805)</b>	<b>(31,320)</b>				
<b>405 Footway Lighting</b>								
4014 Electricity	606	1,289	5,750	4,461		4,461	22.4%	
4042 Equipment/Vehicle Maintenance	0	0	10,000	10,000		10,000	0.0%	
<b>Footway Lighting :- Indirect Expenditure</b>	<b>606</b>	<b>1,289</b>	<b>15,750</b>	<b>14,461</b>	<b>0</b>	<b>14,461</b>	<b>8.2%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(606)</b>	<b>(1,289)</b>	<b>(15,750)</b>	<b>(14,461)</b>				
<b>406 Cemetery &amp; Churchyard</b>								
1226 Burials/Memorials Income	3,081	6,099	25,000	18,901			24.4%	
<b>Cemetery &amp; Churchyard :- Income</b>	<b>3,081</b>	<b>6,099</b>	<b>25,000</b>	<b>18,901</b>			<b>24.4%</b>	<b>0</b>
4011 General Rates	0	1,735	3,050	1,315		1,315	56.9%	
4012 Water Rates	31	31	200	169		169	15.7%	

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2020

Month No: 3

## 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
4036 Property Maintenance/Security	0	0	1,000	1,000		1,000	0.0%	
4037 Grounds Maintenance	0	0	900	900		900	0.0%	
4039 Planting/Trees/Horticulture	0	0	350	350		350	0.0%	
4101 Grave Digging Costs	960	1,440	5,500	4,060		4,060	26.2%	
Cemetery & Churchyard :- Indirect Expenditure	<b>991</b>	<b>3,207</b>	<b>11,000</b>	<b>7,793</b>	<b>0</b>	<b>7,793</b>	<b>29.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>2,090</b>	<b>2,892</b>	<b>14,000</b>	<b>11,108</b>				
<b>408 Town Centre (Including Market)</b>								
1238 Other Income Car Park	0	0	428	428			0.0%	
Town Centre (Including Market) :- Income	<b>0</b>	<b>0</b>	<b>428</b>	<b>428</b>			<b>0.0%</b>	<b>0</b>
4011 General Rates	0	6,315	12,410	6,095		6,095	50.9%	
4036 Property Maintenance/Security	0	0	1,500	1,500		1,500	0.0%	
4053 Loan Interest	0	0	223	223		223	0.0%	
4054 Loan Capital Repaid	0	0	285	285		285	0.0%	
4100 CCTV Fees	0	0	4,000	4,000		4,000	0.0%	
Town Centre (Including Market) :- Indirect Expenditure	<b>0</b>	<b>6,315</b>	<b>18,418</b>	<b>12,103</b>	<b>0</b>	<b>12,103</b>	<b>34.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(6,315)</b>	<b>(17,990)</b>	<b>(11,675)</b>				
<b>409 Public Toilets - Car Park</b>								
4011 General Rates	0	923	1,880	957		957	49.1%	
4012 Water Rates	476	456	1,200	744		744	38.0%	
4014 Electricity	19	27	300	273		273	9.1%	
4036 Property Maintenance/Security	0	0	1,000	1,000		1,000	0.0%	
Public Toilets - Car Park :- Indirect Expenditure	<b>495</b>	<b>1,406</b>	<b>4,380</b>	<b>2,974</b>	<b>0</b>	<b>2,974</b>	<b>32.1%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(495)</b>	<b>(1,406)</b>	<b>(4,380)</b>	<b>(2,974)</b>				
<b>500 Play Areas and Open Spaces</b>								
1241 Sandy FC Rent	0	0	500	500			0.0%	
1251 Pitch Rental	0	0	600	600			0.0%	
Play Areas and Open Spaces :- Income	<b>0</b>	<b>0</b>	<b>1,100</b>	<b>1,100</b>			<b>0.0%</b>	<b>0</b>
4007 Health & Safety	520	520	400	(120)		(120)	129.9%	
4012 Water Rates	0	0	700	700		700	0.0%	
4014 Electricity	0	0	200	200		200	0.0%	
4036 Property Maintenance/Security	0	0	500	500		500	0.0%	
4037 Grounds Maintenance	0	0	2,500	2,500		2,500	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>520</b>	<b>520</b>	<b>1,800</b>	<b>1,281</b>	<b>0</b>	<b>1,281</b>	<b>28.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(520)</b>	<b>(520)</b>	<b>(700)</b>	<b>(181)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2020

Month No: 3

## 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
<b>501 Sunderland Road Rec Ground</b>								
1201 Rent Received Etc	0	0	500	500			0.0%	
1253 Bowls Club Rental	0	0	447	447			0.0%	
1255 Cricket Club Rental	0	0	287	287			0.0%	
1256 Scouts ,ACF and SSLA	0	0	5	5			0.0%	
<b>Sunderland Road Rec Ground :- Income</b>	<b>0</b>	<b>0</b>	<b>1,239</b>	<b>1,239</b>			<b>0.0%</b>	<b>0</b>
4012 Water Rates	154	398	1,500	1,102		1,102	26.6%	
4014 Electricity	18	32	200	168		168	16.1%	
4036 Property Maintenance/Security	0	0	1,750	1,750		1,750	0.0%	
4046 Bowling Green - SBC	525	1,289	3,248	1,959		1,959	39.7%	
4047 Equipment Maintenance - SBC	176	193	2,639	2,446		2,446	7.3%	
4048 Cricket Square - SCC	171	536	2,606	2,070		2,070	20.6%	
4049 Equipment Maintenance - SCC	0	15	2,819	2,804		2,804	0.5%	
4060 Other Professional Fees	4,061	4,061	15,225	11,164		11,164	26.7%	
<b>Sunderland Road Rec Ground :- Indirect Expenditure</b>	<b>5,105</b>	<b>6,525</b>	<b>29,987</b>	<b>23,462</b>	<b>0</b>	<b>23,462</b>	<b>21.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(5,105)</b>	<b>(6,525)</b>	<b>(28,748)</b>	<b>(22,223)</b>				
<b>502 Nature Reserves</b>								
1306 Countryside Stewardship Grant	0	0	2,000	2,000			0.0%	
1307 Angling Licence Rent	0	0	650	650			0.0%	
<b>Nature Reserves :- Income</b>	<b>0</b>	<b>0</b>	<b>2,650</b>	<b>2,650</b>			<b>0.0%</b>	<b>0</b>
4037 Grounds Maintenance	30	30	1,500	1,470		1,470	2.0%	
4060 Other Professional Fees	0	0	10,400	10,400		10,400	0.0%	
4703 Sandy Green Wheel	0	0	2,000	2,000		2,000	0.0%	
<b>Nature Reserves :- Indirect Expenditure</b>	<b>30</b>	<b>30</b>	<b>13,900</b>	<b>13,870</b>	<b>0</b>	<b>13,870</b>	<b>0.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(30)</b>	<b>(30)</b>	<b>(11,250)</b>	<b>(11,220)</b>				
<b>505 Grass Cutting</b>								
4102 Grass Cutting	0	0	10,000	10,000		10,000	0.0%	
<b>Grass Cutting :- Indirect Expenditure</b>	<b>0</b>	<b>0</b>	<b>10,000</b>	<b>10,000</b>	<b>0</b>	<b>10,000</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(10,000)</b>	<b>(10,000)</b>				
<b>506 Litter Bins, Seats &amp; Shelters</b>								
4042 Equipment/Vehicle Maintenance	0	0	1,000	1,000		1,000	0.0%	
<b>Litter Bins, Seats &amp; Shelters :- Indirect Expenditure</b>	<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>				



## Detailed Income &amp; Expenditure by Budget Heading 30/06/2020

Month No: 3

## 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
<b>509 Christmas Lights</b>								
1365 Christmas Lights	0	0	500	500			0.0%	
Christmas Lights :- Income	<u>0</u>	<u>0</u>	<u>500</u>	<u>500</u>			<u>0.0%</u>	<u>0</u>
4401 Christmas Illuminations	0	0	14,000	14,000		14,000	0.0%	
4402 Community Christmas Event	0	0	2,650	2,650		2,650	0.0%	
Christmas Lights :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>16,650</u>	<u>16,650</u>	<u>0</u>	<u>16,650</u>	<u>0.0%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>0</u>	<u>0</u>	<u>(16,150)</u>	<u>(16,150)</u>				
<b>601 Precept and Interest</b>								
1101 Precept	0	297,384	594,768	297,384			50.0%	
1320 Interest Received - All account	59	246	2,000	1,754			12.3%	
Precept and Interest :- Income	<u>59</u>	<u>297,630</u>	<u>596,768</u>	<u>299,138</u>			<u>49.9%</u>	<u>0</u>
<b>Net Income</b>	<u>59</u>	<u>297,630</u>	<u>596,768</u>	<u>299,138</u>				
<b>602 Democratic and Civic Costs</b>								
1245 Grants Received	0	1,200	0	(1,200)			0.0%	
1309 Misc Contributions	127	227	0	(227)			0.0%	
Democratic and Civic Costs :- Income	<u>127</u>	<u>1,427</u>	<u>0</u>	<u>(1,427)</u>				<u>0</u>
4020 Misc Establishment Costs	0	0	100	100		100	0.0%	
4033 Annual Report & Newsletter	242	242	3,000	2,758		2,758	8.1%	
4042 Equipment/Vehicle Maintenance	0	0	400	400		400	0.0%	
4200 Mayor's Allowance	0	50	2,200	2,150		2,150	2.3%	
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	1,000	1,600	4,000	2,400		2,400	40.0%	
4702 Community Events Support	0	77	7,040	6,963		6,963	1.1%	
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	<u>1,242</u>	<u>2,989</u>	<u>17,490</u>	<u>14,501</u>	<u>0</u>	<u>14,501</u>	<u>17.1%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(1,115)</u>	<u>(1,562)</u>	<u>(17,490)</u>	<u>(15,928)</u>				
<b>700 Capital and Projects</b>								
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%	
1364 S106 Money Received	0	3,017	0	(3,017)			0.0%	
Capital and Projects :- Income	<u>0</u>	<u>22,920</u>	<u>19,903</u>	<u>(3,017)</u>			<u>115.2%</u>	<u>0</u>

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2020

Month No: 3

## 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
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%	
4915 Transfer to Rolling Capital Fd	0	51,300	51,300	0		0	100.0%	
4921 Transfer to EMR	0	3,017	0	(3,017)		(3,017)	0.0%	
4923 Internal Loan repaid to F'fild	0	12,000	12,000	0		0	100.0%	
Capital and Projects :- Indirect Expenditure	<u>0</u>	<u>86,220</u>	<u>83,203</u>	<u>(3,017)</u>	<u>0</u>	<u>(3,017)</u>	<u>103.6%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>0</u>	<u>(63,300)</u>	<u>(63,300)</u>	<u>0</u>				
Grand Totals:- Income	3,267	328,326	649,138	320,812			50.6%	
Expenditure	39,262	202,373	649,138	446,765	0	446,765	31.2%	
<b>Net Income over Expenditure</b>	<u>(35,995)</u>	<u>125,953</u>	<u>0</u>	<u>(125,953)</u>				
<b>Movement to/(from) Gen Reserve</b>	<u>(35,995)</u>	<u>125,953</u>						

## Summary Income &amp; Expenditure by Budget Heading 30/06/2020

Month No: 3

## Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
401	Staff	Expenditure	20,740	63,132	304,625	241,493	241,493	20.7%
402	Administration-Office	Income	0	250	1,550	1,300		16.1%
		Expenditure	5,489	20,255	79,130	58,875	58,875	25.6%
	Movement to/(from) Gen Reserve	<u>(5,489)</u>	<u>(20,005)</u>					
403	Administration-Works	Expenditure	4,043	10,485	41,805	31,320	31,320	25.1%
405	Footway Lighting	Expenditure	606	1,289	15,750	14,461	14,461	8.2%
406	Cemetery & Churchyard	Income	3,081	6,099	25,000	18,901		24.4%
		Expenditure	991	3,207	11,000	7,793	7,793	29.2%
	Movement to/(from) Gen Reserve	<u>2,090</u>	<u>2,892</u>					
408	Town Centre (Including Market)	Income	0	0	428	428		0.0%
		Expenditure	0	6,315	18,418	12,103	12,103	34.3%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(6,315)</u>					
409	Public Toilets - Car Park	Expenditure	495	1,406	4,380	2,974	2,974	32.1%
500	Play Areas and Open Spaces	Income	0	0	1,100	1,100		0.0%
		Expenditure	520	520	1,800	1,281	1,281	28.9%
	Movement to/(from) Gen Reserve	<u>(520)</u>	<u>(520)</u>					
501	Sunderland Road Rec Ground	Income	0	0	1,239	1,239		0.0%
		Expenditure	5,105	6,525	29,987	23,462	23,462	21.8%
	Movement to/(from) Gen Reserve	<u>(5,105)</u>	<u>(6,525)</u>					
502	Nature Reserves	Income	0	0	2,650	2,650		0.0%
		Expenditure	30	30	13,900	13,870	13,870	0.2%
	Movement to/(from) Gen Reserve	<u>(30)</u>	<u>(30)</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	0	0	16,650	16,650	16,650	0.0%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					
601	Precept and Interest	Income	59	297,630	596,768	299,138		49.9%
602	Democratic and Civic Costs	Income	127	1,427	0	(1,427)		0.0%
		Expenditure	1,242	2,989	17,490	14,501	14,501	17.1%
	Movement to/(from) Gen Reserve	<u>(1,115)</u>	<u>(1,562)</u>					
700	Capital and Projects	Income	0	22,920	19,903	(3,017)		115.2%
		Expenditure	0	86,220	83,203	(3,017)	(3,017)	103.6%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(63,300)</u>					

## Summary Income &amp; Expenditure by Budget Heading 30/06/2020

Month No: 3

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	3,267	328,326	649,138	320,812			50.6%
Expenditure	39,262	202,373	649,138	446,765	0	446,765	31.2%
Net Income over Expenditure	<u>(35,995)</u>	<u>125,953</u>	<u>0</u>	<u>(125,953)</u>			
Movement to/(from) Gen Reserve	<u>(35,995)</u>	<u>125,953</u>					

**Sandy Town Council**  
**Report to 30 June 2020**

General Notes

Attached are the summary income & expenditure report for month 1 to 30th June 2020.

This report shows a current year surplus of income over expenditure of £125,953 at year end.

The balance sheet shows that total funds available to the council are £665,586.

This is made up of the following -

Current Year Fund	£125,953	
General Reserve Brought Forward	£234,043	
Rolling Capital Fund	£192,893	
Fallowfield Reserve	£63,632	
Earmarked Community Funds	£7,000	
Earmarked Elections	£15,000	
Earmarked Mayors Donation to SAIT	£1,020	
SC106 Funds for Fallowfield Play Equip	£2,706	Funds Spent. Reallocated to RCF
SC106 Funds for Beeston signage	£311	Funds Spent. Reallocated to RCF
Cemetery Development Reserve	£23,028	
Total	£752,433	

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

**Balance Sheet Notes:**

1) PAYE and Pension contributions outstanding refer to March salary. Payments made to HMRC and LGPS in first week of June 2020.

Analysis by Cost Centre

**401      Staff**

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Expenditure is 20.7% of the annual budget.

4002 - Lower due to one member of staff on unpaid leave.

4010 - Expenditure is high due to payroll support contract payment for 2020/21.

Cost centre is underspent as 2020/21 pay increases have still not been agreed by NALC and the Government. Increase anticipated at future date to be backdated to April 2020.

**402      Administration**

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Expenditure is 25.6% of the annual budget.

1205 - Income from previously agreed sale of old market stands.

4011 - High due to payment of 50% of the annual general rates bill. Second half to be paid in September 2020.

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

4018 - Full expenditure due to payment 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 to be negotiated for October 2020. Savings anticipated based on quotes received

4022 - High due expenditure balance top up of £513. Lease expenditure of £72 to date.

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

**Sandy Town Council**  
**Report to 30 June 2020**

Analysis by Cost Centre [Continued]

4027- High due to additional expenditure and support at start of COVID19 and during home working.

4028 - High due to one off annual payments including; website hosting (£199), Parish Online (£180) Omega accounts package and maintenance (£673)

4035 - Purchase of £30 planning guidance publication by Clerk.

4036 - High due to one off payment for annual alarm servicing and maintenance contract and Millennium Security keyholding.

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**403 Works**

Expenditure is 25.1% of the annual budget.

4011 - High due to payment of 50% of the annual general rates bill. Second half to be paid in September 2020.

4014 - Refers to charges up until 30 March 2020 (Underspend in 2019) Invoice not received until after March 30th. Meter readings submitted. 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. Discussion ongoing.

4039 - High due to payment to plantscape for summer planting baskets and planters. Remaining budget to cover autumn planting.

4044 - Payment of annual fleet insurance cover.

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**405 Footway Lighting**

Expenditure is 8.2% of the annual budget.

No Concerns

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**406 Cemetery & Churchyard**

Expenditure is 29.2% of the annual budget.

4011 - High due to payment of 50% of the annual general rates bill. Second half to be paid in September 2020.

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

Expenditure is 34.3% of the annual budget

4011 - High due to payment of 50% of the annual general rates bill. Second half to be paid in September 2020.

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**409 Public Toilets - Car Park**

Expenditure is 32.1%

4011 - High due to payment of 50% of the annual general rates bill. Second half to be paid in September 2020.

4012 - Meter readings provided. Charge based on estimate. Lower charge anticipated due to toilet closure.

Analysis by Cost Centre [Continued]

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**500          Play Areas and Open Spaces**

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Expenditure is 28.9% of the annual budget.

4007 - Spend incurred for annual ROSPA inspection of play parks. Cost for inspection has increased. Need to increase budget at 2021/22 budget setting.

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**501          Sunderland Road Rec.**

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Expenditure is 21.8% of the annual budget.

4046 - High due to expenditure on seasonal works.

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**502          Nature Reserves**

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Expenditure is 0.2% of the annual budget.

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**505          Grass Cutting**

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Expenditure is 0.0% of annual budget.

4102 - Large credit due to accrual of £7,580 for confirmed amount due to CBC for grass cutting contact. Invoice not received by March 30th 2020, payment made in June 2020.

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**506          Litter Bins, Seats & Shelters**

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Expenditure is 0.0% of the annual budget.

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**509          Christmas Lights**

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Expenditure is 0.0% of the annual budget.

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**601          Precept and Interest**

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The first half of the precept £297,384 was received at the beginning of April 2020.

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**602          Democratic & Civic Costs**

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Expenditure is 17.1% 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.

4702 - £315 expenditure to be allocated to the budget from Scarecrow and Best Kept Gardens Competitions

4921 - Transfer of Mayors £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.

## List of Payments made between 01/06/2020 and 30/06/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
01/06/2020	Premium Credit	DDR	1,588.81	Insurance Premium Payment
02/06/2020	BNP Paribas Leasing Solutions	Refund	-406.80	Photocopier Refund (overpayment)
05/06/2020	1st Response Fire Protection	31998	38.04	Fire Extinguisher Maintenance
05/06/2020	Anglian Water Business Ltd	31999	203.04	Sunderland Road Bowling Green
05/06/2020	Sandy Town Bowls Club	32001	20.53	Bowls Club Mower Fuel Claim
05/06/2020	Central Bedfordshire Council	32002	1,624.38	Jenkins Management Fee
05/06/2020	Control Print Solutions Ltd	32003	483.00	Photocopier and Printing Lease
05/06/2020	DCK Accounting Solutions Ltd	32004	900.60	Contract Accounting Support
05/06/2020	Hertfordshire County Council	32005	159.05	Stationary and Cleaning Supplies
05/06/2020	Lamps & Tubes Illuminations Ltd	32006	60.00	NHS Thank You Flag
05/06/2020	Tim Miles	32007	480.00	Grave Digging
05/06/2020	GeoXphere Ltd	32008	216.00	Parish Online Annual Bill
05/06/2020	Plantscape	32009	2,574.00	Annual Summer Planing Displays
05/06/2020	Rialtas Business Solutions Ltd	32010	807.60	Annual Accounting Package Bill
05/06/2020	Verto (UK) Ltd	32012	900.00	Website Hosting and Maintenance
05/06/2020	Buchanan, Clark & Wells	32000	567.60	Village Green Signs
05/06/2020	Anglian Water Business Ltd	32018	475.88	Public Toilets Water
05/06/2020	Anglian Water Business Ltd	32017	86.66	10 Cambridge Road Water
05/06/2020	Anglian Water Business Ltd	32016	31.47	Cemetery Water
05/06/2020	Anglian Water Business Ltd	32015	153.54	Banks Pav. Sunderland Road
05/06/2020	Central Bedfordshire Council	32014	3,248.76	Jenkins Management (x2)
05/06/2020	Barclays	DDR	39.75	Bank Charges (Cheques etc)
08/06/2020	UK Fuels Ltd DDR	DDR	52.24	Fuel for vehicles
09/06/2020	Clerks Imprest A/c	Tfr	435.17	Transfer to Debit Card (Top up)
10/06/2020	Ampower UK Ltd	DDR1	19.93	Car Park Toilets Electricity
10/06/2020	Ampower UK Ltd	DDR2	74.94	Depot Electricity
10/06/2020	Ampower UK Ltd	DDR3	270.37	10 Cambridge Road Electricity
11/06/2020	HMRC	FP	3,523.83	Tax and NI Contributions
11/06/2020	Beds Pension Fund	FP	4,610.06	Pension Fund Contributiouons
15/06/2020	Control Print Solutions Ltd	DDR4	483.00	Photocopier & Printer Lease
15/06/2020	Gazprom Energy DDR	DDR5	40.15	Gas for 10 Cambridge Road
15/06/2020	June Salaries	FP	12,708.62	June Salary Payments



## Current Bank A/c

## List of Payments made between 01/06/2020 and 30/06/2020

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15/06/2020	Savin Nurseries	FP	442.25	Summer Bedding Plants
17/06/2020	Ampower UK Ltd	DDR6	18.70	Banks Pavilion Electricity
17/06/2020	Ampower UK Ltd	DDR7	34.18	Beeston Streetlights Electricity
17/06/2020	Ampower UK Ltd	DDR8	688.57	Sandy Streetlights Electricity
18/06/2020	Purchase Power	DDR9	86.93	Franking Machine Lease
26/06/2020	Chess Ltd DDR	DDR10	216.54	IT Contract, licences and Support
29/06/2020	UK Fuels Ltd DDR	DDR11	127.52	Fuel for vehicles
29/06/2020	Chess Ltd DDR	DDR12	71.33	Office 365 User Licences
29/06/2020	Chess Ltd DDR	DDR13	338.60	Telephone contract and support
30/06/2020	Barclays Active Saver	Tfr	150,178.81	Transfer from Current to Saver Acc.
<b>Total Payments</b>			<b>188,673.65</b>	

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## SANDY TOWN COUNCIL

COMMITTEE: Policy, Finance and Resources

DATE: 3<sup>rd</sup> August 2020

AUTHOR: Town Clerk

SUBJECT: Beeston Green Library Box

## 1. Summary

- 1.1 Central Bedfordshire Ward Councillor Tracey Stock has approached the Clerk in relation to a request from residents of Beeston to have a community library box at Beeston Green. Cllr Stock has some funding for the box and has enquired as to whether the Council would be able to provide match funding.

## 2. Community Library Boxes

- 2.1 Community library boxes are locations where residents can pick up, leave, or swap books for free as part of a community scheme. In some areas old phone boxes have been utilised as small community libraries, while in other places purpose-built boxes have been installed. These smaller boxes are sometimes referred to as 'Little Free Libraries'.



## 3. Costs

- 3.1 Small pre-made boxes which would require installation and could be decorated cost from £150. Larger boxes such as those in the two later pictures above range from £300 upwards online. There is potential that a local company could make a bespoke box and Councillor Stock will investigate suppliers.

**Members are asked whether they wish to provide any match funding of up to £150 towards the Library box project. If Members wish to provide funding, they could consider using either the Council's Community Grants budget (602 4701) or the Community Event Support budget (602 4702) which has an underspend due to the postponement of planned events.**



# Sandy Town Bowling Club



AFFILIATED TO BOWLS ENGLAND AND BOWLS BEDFORDSHIRE

Off Medusa Way, Engayne Avenue, Sandy, SG19 1BN

[www.sandytownbowlingclub.org.uk](http://www.sandytownbowlingclub.org.uk)

tel: 01767 680892

Members of Sandy Town Council

On behalf of Sandy Town Bowling Club I would like to request that the council consider an application for a grant to cover the cost of materials to erect a barrier between the Bowls club green and the Village hall.

The Sandy Town Bowling club committee reviewed the proposals of the Village hall to open during the Covid-19 pandemic with Government recommendations to use outside facilities when possible, this would encourage people to make more use of the patio area at the back of the Village hall adjacent to the bowls green. The committee consider this to have an increased health risk as the likelihood of a member of the public falling down the ditch at the edge of the green is increased with no barrier in place and could lead to litigation against either the club, or the council who own the green. In the past a small link chain fence was in place but the chain was stolen and so a more permanent solution is required.

The proposal is to erect a 3 feet fence along the boundary between the two parties with gates for access. The cost of materials for the project will be approximately £600 and the receipts will be kept and can be presented on completion. The work will be carried out by Bowling Club members free of charge to keep the cost down. We believe that this is the best way to protect the green from incursions from the public who have gone to the Village hall to socialise, while reducing the risks of accidents and possible litigation in the future while still maintaining an open plan of the area.

Yours Sincerely,

Kevin Hurry

**Clerks Note:** This request would be eligible for a Section 106 application under health and safety grounds so long as the fence is permanent. The bowls club have confirmed that it would be a permanent fence.

Honorary Secretary:-

Mr Kevin Hurry, 2 Fieldfare, Sandy, Bedfordshire, SG19 2UZ

Tel: 01767692567 mobile: 07919216899

E-mail [kevin.hurristbc@gmail.com](mailto:kevin.hurristbc@gmail.com)

SANDY TOWN COUNCIL

COMMITTEE: Policy, Finance and Resources

DATE: 3 August 2020

AUTHOR: Town Clerk

SUBJECT: Bedford Road Play Equipment

1. Summary


- 1.1 A set of flat seat swings in Bedford Road park needs replacement. The swings are safe to use and were RoSPA inspected in June 2020. However, they date back to 1982 and have reached an age where the frame is becoming weaker and a complete new set of swings needs to be installed.
- 1.2 A children’s springer/rocker, which was also installed in the 1980’s was removed due to safety concerns and a replacement is required.
- 1.3 The following report provides quotations for Members’ consideration.


2. Quotation

2.1 The following quotations have been received;

<b>Company A – Note:</b> <i>Company did not attend the site to carry out a site visit.</i>	
Removal of current swing set, supply and installation of new swing set	£4,702.00
Site Setup – fencing, welfare	Unknown - Not included in quote
Surfacing – Wet pour (patching)	£372.00
<b>Total</b>	<b>£5,074.00</b>
Supply and installation of new springer	£2,240.00
Safety Matting (Safety Grass)	£216.00
Carriage	£272.60
<b>Total</b>	<b>£2,726.60</b>
<b>Overall Total</b>	<b>£9,621.20</b>



<b>Company B</b>	
Removal of current swing set, supply and installation of new swing set	£4,719.93
Site Setup – fencing, welfare, ancillaries, finishing	£1,175.05
Surfacing – complete new wetpour	£4,511.73
<b>Total</b>	<b>£10,406.71</b>
Supply and installation of new springer	£1,259.59
Surfacing and set up works	£118.76
<b>Total</b>	<b>£1,378.35</b>
<b>Overall Total</b>	<b>£11,785.06</b>
	

<b>Company C</b>	
Removal of current swing set, supply and installation of new swing set	£6,847.57
Site Setup – fencing, welfare, ancillaries, finishing	£1,291.20
Surfacing – Patching at base only	£386.76
<b>Total</b>	<b>£8,525.53</b>
Supply and installation of new springer	No quote given. Stated that springers are available from £750.
	

### 3. Funding

- 3.1 There remains some funding available in Children's Play Equipment section 106 funding generated in Sandy (£53,253). Members may wish to consider making an application to the fund for the costs of the new equipment.
- 3.2 Alternatively the costs for the works would need to be funded from the Council's Rolling Capital Fund.

### 4. Additional Swing Set and Springer

- 4.1 As well as the bank of flat seat swings which require replacing, the Council also has a set of cradle swings. Although the frame of these swings is in better condition, they were installed at the same time as the flat seat swings and Company B has suggested Members may therefore wish to also consider their replacement. The RoSPA report does not highlight the replacement as needed at this point. In addition, there is also one old springer currently still in use. Company B has suggested that this could be replaced at the same time as the removed springer.

The cost of replacing this swing set and additional springer would add **£8,135.64** to Company B's quote.

### 5. Recommendation

- 5.1 The Outdoor Team leader has indicated that the renewal of the wet pour would be preferable to patching sections. The surface is the same age as the swings and shows a high level of wear and tear, including shrinkage and thinning. It is therefore recommended that;
- That the Council approve the quotation from Company B for the installation of new swings and a rocker.
  - That the Council make an application to Section 106 for funding to cover the costs of the new equipment.
  - That work be carried out after the school summer holidays.

## SANDY TOWN COUNCIL

COMMITTEE: Policy, Finance and Resources

DATE: 3<sup>rd</sup> August 2020

AUTHOR: Town Clerk

SUBJECT: Tree Works

## 1. Summary

- 1.1 The Council has an agriculture budget to help cover the cost of tree maintenance through the year. The budget line was created in 2016 to allow for regular tree inspections and recommended work to be undertaken.
- 1.2 Members are asked to note works which are to be undertaken following recent inspections by the tree contractor. Expenditure will be taken from budget 403 4045 which has an available budget of £6,000.

Further inspections are ongoing, and more work may come forward during the autumn.

## 2. Recommended Tree Work

<b>Bedford Road Recreation Ground</b>		
<b>Tree Type</b>	<b>Work Required</b>	<b>Cost (£)</b>
Lime Tree	Raise crown to 5m & prune overhang to fence line	
Lime Tree	Raise crown to 5m & prune overhang to fence line	
Lime Tree	Raise crown to 5m & prune overhang to fence line	
Sycamore	Remove deadwood & reduce overhang by 4m	
Lime Tree	Raise crown to 5m & prune overhang to fence line	
Sycamore	Remove deadwood & reduce overhang by 4m	
	Remove all arisings from site	
<b>Note:</b> Trees are in conservation area and application has been made for approval of works. Contractors anticipated date for works to take place is first week of October.		

<b>Willow Island</b>		
<b>Tree Type</b>	<b>Work Required</b>	<b>Cost (£)</b>
Willow	Coppice willow leaning towards property	
Willow	Sever ivy on largest willows	
	Remove all arisings from site	
<b>Note:</b> Contractor to carry out work in August 2020.		<b>£280 + VAT</b>
<b>Note:</b> Highways England are assessing a dead willow tree adjacent to the A1 to see if this can be programmed into further tree cutting works along the A1 corridor.		

<b>St Swithuns Church Yard</b>		
<b>Tree Type</b>	<b>Work Required</b>	<b>Cost (£)</b>
Cherry Tree	Contractor inspecting trees on 29 <sup>th</sup> July 2020.	
Cherry Tree	Clerk to report recommended work and cost at meeting on 3 <sup>rd</sup> August 2020.	
Cherry Tree		
		<b>£TBC</b>

**NOTE:** As detailed earlier in this report further inspections are ongoing, and more tree work is likely to be required. The Clerk will report further works to the committee at its next meeting.



**SANDY TOWN COUNCIL**

**COMMITTEE:** Policy, Finance and Resources

**DATE:** 3<sup>rd</sup> August 2020

**AUTHOR:** Town Clerk

**SUBJECT:** Section 106 Update

**1. Summary**

1.1 Sandy Town Council has recently applied for Section 106 outdoor sports funding for money towards a number of projects, including the outdoor gym equipment and a new Cricket Club mower. The Clerk has been made aware by Central Bedfordshire Council that there was an error in the spend by date for a contribution entry and as a result there are available funds for which the Council should apply to ensure these are committed to Sandy and not reclaimed by a developer.

1.2 The following is a brief report for members' information on possible projects for which an application could be made to commit funds. The Council should look to make an application before December 2020. Funds can then be spent at a later date when additional funds are obtained, or the Council is ready to progress with a project.

**2. Section 106 funds available**

2.1 There is a total of £82,976.38 available in Section 106 Outdoor Sport Funding.

2.2 There is an amount of £49,468.80 which should be committed to a project this calendar year. £910.56 has now been committed to a new mower to maintain the cricket square and £14,433 has been committed to an outdoor gym at Sunderland Road recreation ground. This leaves £34,125.24 the Council may wish to consider committing to projects.

**3. Potential Projects**

3.1 The following suggestions are based on projects the Council has previously discussed which may be eligible for funding. Members are asked to consider if they wish the Clerk to carry out further research on any project and applying to commit funds to it. Members may have other projects they wish to suggest.

*Please turn over*

<b>Project</b>	<b>Comment</b>
Refurbished skate park	The total funds required to fund a new skate park would be well in excess of the section 106 available. However, committing funds to such a project demonstrates a commitment and begins the fundraising process. Partnership funding or grant funding is often easier to achieve if some funds are already committed.
Outdoor Gym Equipment	The Council have considered locating outdoor gym equipment in other recreation grounds to create greater opportunities for residents to access the equipment and create a trim trail at points across the town.
Partnership Body Funding - SSLA	The SSLA will require a new tractor to maintain the all-weather pitch as the current tractor will reach the end of its life within the next couple of years. The Council could consider supporting an application by the SSLA for funds towards a tractor.

#### **4. Section 106 Monitoring**

- 4.1 Parish section 106 reports are available on Central Bedfordshire Council's website. The Clerk uses the excel version to monitor Section 106 amounts and identify funds available for applications. As these are only updated at certain points through the year it means that the reports may not be 100% accurate at the time of viewing. The Clerk is in discussion with officers at CBC as to how the process could be made clearer to allow the Council to understand exactly what is available and plan how it could be used.

# Sandy Town Council

2019/20

## Annual Report



## Mayor's Report



As Mayor of Sandy it is my pleasure to introduce the 2019/20 Annual Report. The Mayor's role is to be the Chair of the Council in a neutral capacity and to represent the town. The Mayor also traditionally raises money for good causes during their term.

This last year has been my second term as Mayor, and while I have enjoyed it as much as the first, it has presented some unique challenges in what has become a difficult time for many in our community.

As a country, a community, as families and as individuals we have faced an extraordinarily difficult time and made some tough decisions as a result of the COVID-19 pandemic. It is no surprise that Sandy has responded to the challenges we face in the same way it always does, by coming together to support its community. It has been a privilege to witness so many volunteers and organisations generously give their time to help the vulnerable in our town.

At the start of the government's announced lockdown, residents joined with representatives from Sandy Town Council, Central Bedfordshire Council, St Swithun's Church and the Sandy Baptist Church to form the community response group, Sandy - All In Together (SAIT). This wonderful group of volunteers have provided a lifeline of support for many of our residents who have been isolating and I was pleased to be able to provide the group with a donation from the Mayor's Charity fund of £1,200 to help facilitate their work.

Other groups and individuals in our town have also stepped forward to support our community. This includes individuals raising funds for the NHS, the Sandy Good Neighbours, who have continued to offer the invaluable service they also provide to hundreds of residents, and Sandy Fire Station, who have supported the most vulnerable residents through the delivery of food parcels.

I was pleased to approve the flying of a flag from Fayne's Corner in recognition of the hard working NHS employees and keyworkers across our town and I would like to take this opportunity to thank every keyworker in Sandy for all they have done over the last two months.

During the year I was invited to many special occasions at which I could represent Sandy, from enjoying wonderful local events such as the Sandy Carnival, Beeston Open Gardens and Sandy Cricket Club fun day, to representing the town at Armed Forces Days and civic ceremonies across our county. I would like to express my sincere thanks to all those who welcomed and showed such warmth and hospitality to my wife and I during the year. A particular highlight was Bedfordshire Games where I was honoured to present medals and witness such wonderful achievements and happiness.



Towards the end of my year as Mayor I joined with representatives of the Sandy Fire Service, St Swithun's Church, the Sandy Baptist Church and other Town Councillors to quietly mark the 75th anniversary of VE Day by observing the national two minutes silence in St Swithun's church yard. The Town Council's plans to commemorate VE Day were postponed due to the pandemic, but it was a poignant moment to join with others in our town and recognise sacrifice that was made by so few for so many.

As Mayor it has also been my responsibility to chair the Sandy Sports and Leisure Association, of which the Council is sole trustee. The charity has made strong progress in its plans to refurbish the all-weather pitch at Sunderland Road. Unfortunately, the process has been delayed due to COVID-19, but preparation continues so the refurbishment can take place in the summer of 2021. This exciting upgrade of the facilities will ensure that Sandy continues to benefit from this facility for another 20 years.

Finally, I would like to thank my fellow Councillors for all their support, work and time volunteered over the last year.

There are still issues of concern to Sandy, such as the loss of visitor accommodation, the need to improve the town's sports and leisure offer and the future of Sandye Place. In the coming year we will continue to push for resolutions to these matters. As we continue to move forward, there will undoubtedly be more challenges and tough decisions ahead; we must meet these by continuing to work together as a community and across organisations to achieve the very best for our town.

Councillor Michael Scott  
Mayor of Sandy Town Council (2020-2021)

*Representatives from the Fire Service, St Swithun's Church, Sandy Baptist Church and Sandy Town Council gather to observe a two minute silence on the anniversary of VE Day*



## The Council

Sandy Town Council exists to serve and represent the interests of the whole community of Sandy and to work for provision of services for its residents. Sandy Town Council will work with organisations or people willing to improve the well-being and prospects of the community.

The Council held a number of Full Council and committee meetings during the year, the following meetings were held up until the 23<sup>rd</sup> March when the decision was made to suspend meetings in light of the Covid-19 pandemic:

**10 Full Council Meetings**

**15 Development Scrutiny Committee Meetings**

**8 Policy, Finance and Resources Committee Meetings**

**8 Community Services and Environment Committee Meetings**

**3 Human Resources Committee Meetings**

The Council also has an active Events Working group which has met on numerous occasions during the year.

These meetings were the forum for detailed discussion and strategic decision making. Members of the public attended many meetings and this is always welcome and leads to much more informed decisions being taken.

Members have acted as representatives on a number of outside bodies:

***Talk of the Town Transport Committee***

***Black Cat to Caxton Gibbet Improvements Group***

***Sandy Village Hall Management Committee***

***Sandy Carnival Committee***

***Sandy Twinning Association***

***Friends of Sandy Christmas Lights***

***Sandy Sports and Leisure Association***

***Sandy Town Centre Group***

***22 Squadron Air Training Corps Civilian Committee***

***SG19 Road Safety Group***

***Sandy Charities***

***Sandy Green Wheel Group***

***Sandy Community Children's Centre***



## Highlights from the 2019-2020 Council Year



The Council has been working to bring more specialised markets to Sandy. During 2019/20 we saw the introduction of the monthly street food market and an autumn French market. Both markets are to return in 2020 and the Council is working with other market organisers to bring further seasonal markets to our town.



In June 2019 the Council held an opening event at the Sandy Community Stand with numerous local musicians taking part to provide a sunny morning of town centre entertainment in our High Street.

The Mayor Cllr M Scott and the Bedfordshire High Sheriff, Mrs C M Dolling officially cut the ribbon to open the stand which was funded via Central Bedfordshire Council's Market Town Regeneration Fund.



In September 2019, approximately 45 residents joined councillors to walk the Sandy Green Wheel on the anniversary of its opening. The walk started and ended in the town centre, with a trip to the pub for some of the walkers. The purpose of the walk was to raise awareness of the full route of the Green Wheel and encourage residents and villages to enjoy our local green space.



The Town Council continued to support the Sandy Show in 2019 by giving a community grant towards the Show's running costs. Town Councillors attended the show to speak with residents about matters important to them and promote initiatives such as the Sandy Green Wheel, specialist markets and Sandy Green Wheel.



The Mayor of Sandy, Councillor Michael Scott funded the installation of another community defibrillator, this time located in Beeston. This is the fourth defibrillator across Sandy and Beeston which has been funded by a Mayor of Sandy. A community event was put organised to provide valuable public training on use of defibrillators.



In 2019 Sandy Town Council took over as official organiser of the town's November Remembrance Parade. The Sandy Royal British Legion Branch remain the facilitators of the parade and the two organisations work closely together. This year the Council was able to improve the sound system for the event, meaning all those in the crowd could hear and be a part of the poignant service.



The Council continued to support the Friends of Sandy Christmas Lights in the organising and running of the light switch on event. The event continues to be a great success with 2019's event seeing even more stalls and entertainment. The Council funds and organises the road closure and staging.



Once again Sandy Town Council joined with local community groups and business in submitting an entry into the 2019 St Swithun's Church Christmas Tree Festival. The festival, which takes place on the weekend of the Christmas Lights Switch on was a massive success with over 3000 people entering to see it. The Council's tree focused on the Sandy Green Wheel and our other green spaces.



During 2019/20 the Council entered a new three-year Christmas lights agreement. This resulted in a completely new and enhanced lighting scheme for the town centre. By working with contractors, the council was able to introduce new features, such as lights in the Market Square's living trees, while avoiding an increase in the existing budget.



Sandy Town Council has made a commitment to carry out greater engagement with young people in Sandy. In January 2020 the Council received a presentation from students on their ideas for improving our town. Some of the ideas presented are now been taken forward for action by the Council.



Work has continued on the Council's new depot site. Although some finishing work is still required the outdoor team are now able to operate from the new premises at Stratford Road. The site includes CCTV and a public toilet which will ultimately be opened for visitors to the cemetery, along with new car parking provision.



At the start of the COVID19 pandemic the Council worked with and supported a number of community groups to act as first responders to the unprecedented challenges which arose. The work of volunteers in our community has been amazing and the Council will continue to support and work towards helping organisations and residents in our town meet the challenges which we are all facing.



## Policy, Finance and Resources Committee

Chaired by Councillor C Osborne



The Town Council's Policy, Finance and Resources Committee is authorised by the Full Council to take responsibility for the preparation of the Council's annual budget and precept, ensuring the Council has sufficiently budgeted for its operations, the implementation of an annual grants system, review of the longer term financial strategy of the Council, the review and approval of Council policy and procedures, and monitoring and scrutinising of the budget.

## Policy, Finance and Resources Chairman's Report

### Budget and Precept

At a meeting of Sandy Town Council on 20 January 2020 the council agreed its budget and precept for the year ending 31 March 2021. The budget and precept were both unanimously voted through by those Members in attendance.

I am pleased to report that the committee's work in reviewing all cost centres and seeking best value meant the council was able to set a budget that resulted in just a 2.3% increase on the Sandy council tax charge. The agreed 2020/21 budget and precept request resulted in an increase of £3.42 a year, or 6.56 pence a week for the average Band D tax payer in Sandy. Residents will pay £148.43 in 2020-21 for all the services Sandy Town Council provides.

The budget setting process takes place over a number of committee meetings with involvement by all Councillors. As with other financial years all aspects of the budget were scrutinised and evaluated to reduce costs and make efficiency savings where possible while ensuring that core functions are adequately resourced. This included re-negotiating service contracts and looking at new suppliers to achieve savings. In total the Council made approximately £16,800 in budget reductions and £6,100 in increased income set against required budget increases of approximately £36,600.

The areas that account for a growth in the budget include increased costs for business rates, staffing, contracts, leases, and agreements to which the Council is obligated. The budgets for community grants and community event support have also been increased so the Council can continue to support events in Sandy and look at holding new ones. More funds are also available for the planting of trees to help fulfil the Council's commitment as a member of the tree charter.

The Town Council recognises the importance of providing a best value service and keeping costs down. As such, service providers and contracts are continually reviewed to ensure best value and the Council actively applies for additional support funding wherever possible to help alleviate the burden on the Precept.

### Grants and Donations

The Council has maintained its community grants budget and allowed for a 33% increase in 2020/21 so the council can continue to support important local charities and causes.

During the 2019/20 financial year the Committee approved grants totalling £2,675 to a variety of worthwhile organisations and community groups, all of which carry out valuable and important work within and around Sandy. A list of those bodies who received grants or donations can be found on page 16 of the Annual Report. As well as awarding a series of grants, the committee worked with the Friends of Sandy Christmas Lights to help financially support and set up the Christmas Lights Switch-on Event. In 2019/20 the Council entered a new Christmas lights contract, which resulted in a new enhanced lighting scheme at no additional cost.

### Cost Savings

The Council has continued to review its service contracts and renegotiate contracts where appropriate to ensure best value, while seeking reduced costs where possible. During the last financial year, the Council significantly reduced its ongoing CCTV revenue budget by agreeing to invest in new cameras across its sites.

Further revenue reductions were achieved following negotiations with suppliers or the establishment of new contractors, this included a 25% reduction in printing costs, 9.3% reduction in insurance premiums, 11% in IT provision and 9.9% in refuse disposal.

### Section 106

Each year the Council continues to ensure Section 106 funds are invested back into Sandy and its community. Section 106 (S106) is a planning obligation, a legal agreement between the planning authority, the developer, and other interested parties. During the 2019/20 financial year £10,775.13 in funds were secured for new signage at Beeston Green, new items of play equipment at the Fallowfield recreation ground, a new electronic score board at the Jenkins Pavilion and a new sprinkler system for the Sandy Bowls Club. Further funds were also secured from Central Bedfordshire Council for the refreshing of the town centre car park line marking.

### Policies and Procedures

The Committee has continued to review its policies and procedures to ensure they are effective and up to date. This year the Council adopted new policies governing flag flying, death in service and the management of CCTV as part of its move to bring CCTV cameras at its recreation grounds in house.

The Council's policies are available to view on the Town Council website.

## Community Services and Environment Committee

Chaired by Councillor S Sutton



The Community Services and Environment Committee has a wide remit to discuss issues related to open spaces, allotments, and the cemetery. The committee also reviews work required to footpaths, pavements, cycle-ways, roads, waterways, horticultural and arboriculture works, street furniture (seats, planters, waste bins), play areas, and play equipment. The Events Working Group reports to CS&E.

## Community Services and Environment Chairman's Report

### Annual Action Plan

At the beginning of the year the committee prepared and agreed an Action Plan which detailed our aims and objectives for 2019/20. This report is available on the website and shows the results in meeting those objectives. Unfortunately, despite good progress being made some projects have unavoidably been postponed or cancelled due to COVID19.

### Town Centre:

- The Community Stand was officially opened in 2019 and is being used on a regular basis by the community for entertainment, charity fundraising and information sharing by organisations such as the Community Police Team. The stand is free to use and can be booked via the STC website or contacting the office team.
- We agreed preliminary designs and costs with the aim of having new town entrance signs installed in spring 2020/21. We are still committed to completing this project in 2020.
- Developed a programme of specialised markets. A series of Street Food markets were held during the summer months and these were to continue in 2020. A French market was held in October and was viewed as a success by the organiser who has asked to come back in 2020. We had agreed dates with another market organiser but these had to be withdrawn for 2020. We will continue to look at bringing more specialised markets to the town.
- Considered the CBC commissioned Benchmarking report and worked with Sandy Centre Group to hold a Benchmarking Forum. Hosted a follow up survey on our website to better understand residents' responses to the survey and what they wanted to see in Sandy.
- Looked at ways to continue to enhance planting in the town and agreed for additional barrier baskets to be included in the 2020 display.



*Residents gather for the winter Green Wheel*



**Sport, leisure and wellbeing:**

- The committee agreed Heads of Terms for Beeston Community Land. Although no further progress as we wait for CBC legal team for the draft lease.
- Replaced a play item at Fallowfield recreation ground with a new 'Hang Tough' item. This is part of our ongoing review of play equipment and ensuring it is up to standard.

**Environment:**

- Continued Support for Sandy Green Wheel the committee for which reports back to CSE. During 2019/20 we celebrated the one-year anniversary of the launch of SGW. There was a lot more focus around promoting the Wheel, including Council led walks.
- Continued to support community groups in litter picking areas of the town. Scheme of loaning litter pickers and collecting waste bags agreed.

**Public Safety:**

- Agreed new CCTV system which will see new, higher quality cameras replace our existing cameras at Bedford Road Recreation Ground, Sunderland Road Recreation ground and the town centre Car Park.
- Concerns were raised by residents in a number of streets and Councillors carried out parking surveys. Results were considered, shared with residents and a summary passed to CBC who are considering their own parking strategy.

**Engaging with young people**

- Heard from Sandy Secondary School pupils on their thoughts about our town. Actively looking at matters raised in their presentation, including outdoor gym equipment which has now been approved in principle for installation in 2020/21.
- Developed and agreed a youth engagement action plan. Unfortunately, this was not able to progress due to COVID19 and we are now re-thinking how we could adapt the plan.
- Supported Youth Voice Sandy by giving free use of the Chamber and a direct line for them to engage with the Council.

**Public engagement/events**

- Regular Councillor surgeries were held, and actions reported back to CSE. We are hoping to re-establish these as soon as possible.
- The Events Working Group worked with the Sandy Branch of the royal British Legion to stage the annual Remembrance Day parade and service. Once again, we had a record attendance on the street and a packed church. We supported the Annual Air Cadets Parade due to be held in February as it was the turn of 22<sup>nd</sup> Sandy Air Cadets to host. Unfortunately, due to storm Dennis the parade had to be cancelled and visiting cadet corps were advised not to travel.

## Development Scrutiny Committee

Chaired by Councillor P Sharman



This committee has three key roles: it reviews every planning application, considers tree applications, and takes part in various district and regional consultations where they may impact on Sandy. The Town Council is a statutory consultee and reviews all planning applications and advises CBC should they not meet local requirements and aspirations. However, it should be noted that Central Bedfordshire Council makes the final decision on all planning applications and does not always agree with the Town Council's comments.

## Development Scrutiny Committee Report

### Sandy Town Council Planning Process

Sandy Town Council (STC) is not a planning authority and has no direct powers to control the development of the town. Planning applications in Sandy are decided by Central Bedfordshire Council (CBC) which is the local authority empowered by law to exercise statutory town planning functions as well as the Local Development Framework and the key local planning policy documents which affect Sandy.

STC is entitled to see almost all planning applications received by CBC which pertain to Sandy Parish and to make comments on them which CBC should take into consideration when deciding whether to grant planning permission. There are a very few exceptions to this including for example applications which relate to agricultural buildings. This role is the responsibility of the Development Scrutiny (DS) Committee which consists of 10 members appointed annually at the Sandy Town Council Annual Meeting held each May and which has met on 15 occasions in the past year to respond to and comment upon around 70 planning applications. To effectively fulfil their role, to assist their understanding of particular applications and to aid decision making, members have also attended site visits on occasions during the year.

Members of the public with an interest in a particular application are encouraged to contact the Town Council to make their views known either in writing or to attend the DS Committee meeting when the matter is on the agenda to express them in person. In advance of any meeting of the DS Committee, both members and interested members of the public can and should try to make use of the wealth of information which can be accessed on the Planning section of the CBC website starting at [www.centralbedfordshire.gov.uk](http://www.centralbedfordshire.gov.uk) and then following the links.

The members of DS also rely to a considerable extent on the background work undertaken by the administration team at STC in advance of each meeting of the committee for which they are always extremely grateful.



### **Working with other agencies**

On other occasions during the year and along with the Town Clerk, members of DS have met with agents and representatives of developers and applicants themselves, in advance of, and following formal meetings with a view to clarifying and seeking resolution to other outstanding issues. We continue to work with other organisations, local councils and the Local Planning Authority where we can understand and influence planning decisions in our area. In January 2020 we supported Biggleswade Town Council in objecting to a large development to the north of Biggleswade. The impact that development would have on the A1 and the reduction in the separation between settlements would heavily impact on Sandy and its residents.

### **Applications of Significance**

In my last report I detailed the Council's objection to the application from Pigeon Management for a large residential development north of Fallowfield. While the Council recognises the value new developments and the financial contributions (S106) that result from them can bring to the town, we maintain that it is important that developments are well planned, correctly located and contribute to an overall sustainable and well-planned future for the town. Central Bedfordshire Council also had significant concerns and the application was rejected. The applicant appealed to the Secretary of State and during the last year an appeal hearing was held by the Planning Inspectorate. In February 2020, the Inspector concluded that the appeal should be dismissed and Central Bedfordshire Council's rejection of the application upheld. The inspector stated that the benefits the development could bring would not outweigh the harm that could be caused. Of particular concern to the inspector was loss of agricultural land, the sites location beyond the settlement limit and the harm that would be caused to the countryside as a result of development.

The Council also objected to a residential development referred to as 'The Sidings'. Central Bedfordshire Council supported the objection and a new application to create a car park was submitted and supported by the Town Council, subject to some reservations over access.

### **Strategic Development**

There continue to be several important and significant broader strategic issues which members of the DS Committee and the Council have continued to consider during the past year. At times, the lack of progress by organisations involved in wider strategic issues, such as Central Bedfordshire Council's Local Plan and the future of the A1 can be frustrating. However, there was news this year on the future of the East West Rail line which has now clarified the chosen corridor for the line. While Sandy will not be as directly impacted from the chosen route as it may have been, the Council will continue to engage with the East West Rail Company to understand potential for impact on Sandy or benefits that could be brought to our area.

*The Pinnacle Field*



## Human Resources Committee

**Chaired by Councillor M Hill**



The Human Resources committee, which meets about four times a year, has the responsibility of ensuring the smooth and effective running of the Council through its paid staff, who operate as the office and outdoor teams. The committee is responsible for performance management, staff welfare, team-building and training as well as opening hours and work schedules. In addition, the committee covers support, guidance and training for Councillors.

### Human Resources Committee Report

The past twelve months have had some real highs and lows with the latter stages dominated by the extraordinary events resulting from the Covid-19 pandemic. The office staff have by and large enjoyed a stable and successful year. The big plus has been the performance of Katie Barker, who took up post as administrative assistant in early 2019 and who has proved an excellent appointment who has fitted in well to the Council team.

The outdoor team has also seen new staffing appointments. The first half of the year saw Gavin Elliott-Turner settle into the role of groundsman, bringing a number of new skills and knowledge to the team. In the summer of 2019, we saw the departure of one of our groundsman, who moved on to a new opportunity. Following a positive recruitment process, which saw an encouraging number of applicants, the Council appointed Chris Dainton as the newest member of the grounds team in February 2020. Chris has settled in well and is a great team player. Finally, the Council also recently took on Sam Coburn in the role of cleaner. Sam has proved a diligent and committed addition to the team.

The Coronavirus pandemic has presented a unique set of challenges for the Council, including the required self-isolation of staff. These challenges have of course placed pressure on the teams and limited the scale of operation. However, the administration team have been able to adapt and work from home while maintaining access to the Council computer and phone systems so residents should see as minimal a difference in service as possible. The outdoor team have been able to concentrate on priority work, especially with ground care as a result of sports teams not playing.

All staff have received training on a number of subjects during the year and IT equipment has been updated to best support them in carrying out their role. In addition, a number of Councillors have attended training courses and seminars throughout the year, improving our knowledge and experience as a body of councillors.

We continue to be grateful and impressed by the Town Clerks work, level of professionalism and prodigious work ethic. Part of the committee's role is to ensure the employees have a healthy work life balance and that workloads are manageable.

## Sandy Information Point



The Council's Reception and Information Point continued to provide information regarding local attractions, local walks, travel information, and also assistance and information about the locality to local residents.

The Council remains agents for Safford's Coaches, thus allowing local people to book day excursions within the office. A 'What's On' section is kept up to date on the Town Council webpage and posters are displayed in the Centre.

The Centre holds a supply of Central Bedfordshire Council's green garden bags, orange recycling bags, food bins and food waste bags for household waste, thus allowing residents to collect these locally. Recent figures show that this is once again our most popular enquiry at the Information Point.

The Town Council hosted visits from local schools to the Roman Sandy exhibition in the council offices as well as welcoming individual visitors to view the exhibits on display.

## Town Council Services

Cemetery Management

Church Yard Maintenance

Jenkins Pavilion & Sports Pitches

Floral Displays

War Memorial

Beeston Green

Some Street Lighting and Furniture

Christmas Lights

CCTV

Town Centre Car Park

Town Centre & Bedford Road Public Conveniences

The Riddy Nature Reserve

The Pinnacle Hill & Field

Local Information Point

Roman Sandy Exhibition

Public Open Spaces

Play Areas, including Fallowfield, Bedford Road, Sunderland Road, Beeston and the Limes

*Residents gather for the Christmas lights switch on*





## Community Grants and Donations

Every year the Town Council provides some funding for community groups and projects in the town. The Council has adopted a set of criteria which successful applications must meet and aims to support sustainable local projects that improve the quality of life for the residents of Sandy. The Council also makes donations to groups where appropriate.

In the financial year 2019/20 Sandy Town Council awarded grants or donations to:

The Need Project	£500.00
Autism Bedfordshire	£300.00
Sandy Secondary School	£25.00
Biggles FM	£300.00
Keech Hospice	£200.00
Mid Bedfordshire CAB	£750.00
Total	<b>£2,075.00</b>
<b><i>Contributions to local events</i></b>	
Sandy & District Horticultural Association	£600.00
Total	<b>£2,675.00</b>

**If you are a community organisation or charity looking for support in providing activities or services in Sandy, you can find a community grant application form on our website;**

***[www.sandytowncouncil.gov.uk](http://www.sandytowncouncil.gov.uk)***

*Some of the bodies that received grants from Sandy Town Council*



## Financial Statements

*Financial Summary 31 March 2020*

<b>31 March 2019</b>	<b>Income Summary</b>	<b>31 March 2020</b>
562,607	Precept on Principal Authority	580,198
90,433	Capital Grants and Sale of Assets	62,656
3,260	Interest and Investment Income	2,654
5,074	Recreation Grounds and Open Spaces	5,883
27,672	Cemetery	28,172
980	Tourist Information Centre	1,099
380	Car Park and Market	1,234
1,723	Establishment/General Administration	2,025
1,026	Civic and Democratic	310
1,236	Christmas Lights	1,151
737	Outside Services	-
<b>695,128</b>	<b>Total Income</b>	<b>685,382</b>
-----		
	<b>Expenditure</b>	
322,596	Establishment/General Administration	337,306
-	Election Expenses	3,708
1,775	S137 Expenditure	-
220,558	Capital Expenditure	343,947
608	Loan Interest and Capital Repayments	608
	Operational Expenditure:	
54,677	Recreation Grounds and Open Spaces	57,937
9,847	Cemetery	12,957
415	Tourist Information	949
3,430	Public Toilets	3,689
11,683	Car Park and Market	17,726
21,988	Lighting and Street Furniture	19,381
5,670	Civic and Democratic Costs	2,490
2,216	Grants and Donations	5,177
19,811	Christmas Lights	16,665
14,293	CCTV Fees	14,293
34,960	Outside Services	32,541
<b>724,527</b>	<b>Total Expenditure</b>	<b>869,374</b>



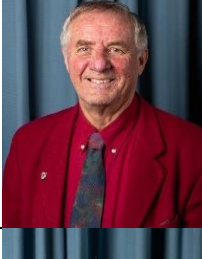



## Financial Statements

Financial Summary 31 March 2020  
31 March 2019




31 March 2020




<b>General Fund</b>		
227,396	Balance at 01 April 2019	284,043
<u>695,128</u>	Add: Total Income	<u>685,382</u>
<b><u>922,524</u></b>		<b><u>969,425</u></b>
<u>724,527</u>	Deduct: Total Expenditure	<u>869,374</u>
<b>197,997</b>		<b>100,051</b>
(2,320)	Transfer (to)/from Capital Receipts Reserve	55,324
	Transfer from/(to) Earmarked Reserves	78,667
88,366		
<b><u>284,043</u></b>	General Reserve Balance at 31 March 2020	<b><u>234,042</u></b>
<b>Current Assets</b>		
22,355	Debtors and prepayments	21,413
<u>660,653</u>	Cash at bank and in hand	<u>509,046</u>
<b>683,008</b>		<b>530,459</b>
<b>Current Liabilities</b>		
(26,720)	Creditors and income in advance	(58,163)
656,288	<b>Net Current Assets</b>	472,296
<u>656,288</u>	<b>Total Assets Less Current Liabilities</b>	472,296
<u>656,288</u>	<b>Total Assets Less Liabilities</b>	<u>472,296</u>
<b>Capital and Reserves</b>		
55,324	Usable Capital Receipts Reserve	-
316,921	Earmarked Reserves	238,254
<u>284,043</u>	General Reserve	<u>234,042</u>
<b>656,288</b>		<b>472,296</b>



## Sandy Town Councillors

<b>Beeston Ward</b>		
<p>Cllr M P Scott            "The Gowans"            Seddington Nursery            Great North Road            Seddington            Sandy            SG19 1NZ</p>	<p>Home 01767 681457  <a href="mailto:scott729@btinternet.com">scott729@btinternet.com</a></p>	
<b>Ivel Ward</b>		
<p>Cllr P Blaine            19 Poplar Close            Sandy            SG19 1HH</p>	<p>01767 692619  <a href="mailto:peterblaine.blaine@gmail.com">peterblaine.blaine@gmail.com</a></p>	
<p>Cllr M Hill            21 The Green            Beeston            SG19 1PE</p>	<p>01767 681469  <a href="mailto:amaxhill@outlook.com">amaxhill@outlook.com</a></p>	
<p>Cllr W Jackson            14 Westfield Gardens            Sandy            SG19 1HF</p>	<p>01767 682549  <a href="mailto:will.jackson662@btinternet.com">will.jackson662@btinternet.com</a></p>	
<p>Cllr M J Pettitt            42 Swansholme Gardens            Sandy            SG19 1HL</p>	<p>01767 680082  <a href="mailto:martin.pettitt@virginmedia.com">martin.pettitt@virginmedia.com</a></p>	
<p>Cllr S J Sutton            33 Bedford Road            Sandy            SG19 1EP</p>	<p>01767 227589  <a href="mailto:admin@sandytowncouncil.gov.uk">admin@sandytowncouncil.gov.uk</a></p>	

## Sandy Town Councillors

Fallowfield Ward		
Cllr S E Doyle 37 Ivel Road Sandy SG19 1BA	07790 391074 <a href="mailto:thesarahdoyle@gmail.com">thesarahdoyle@gmail.com</a>	
Cllr P Sharman 3 Swallow Crest Sandy SG19 2SN	07889 599556 <a href="mailto:admin@sandytowncouncil.gov.uk">admin@sandytowncouncil.gov.uk</a>	
Cllr Dr N Thompson 46 Kestrel Way Sandy SG19 2TE	01767 683137 <a href="mailto:admin@sandytowncouncil.gov.uk">admin@sandytowncouncil.gov.uk</a>	

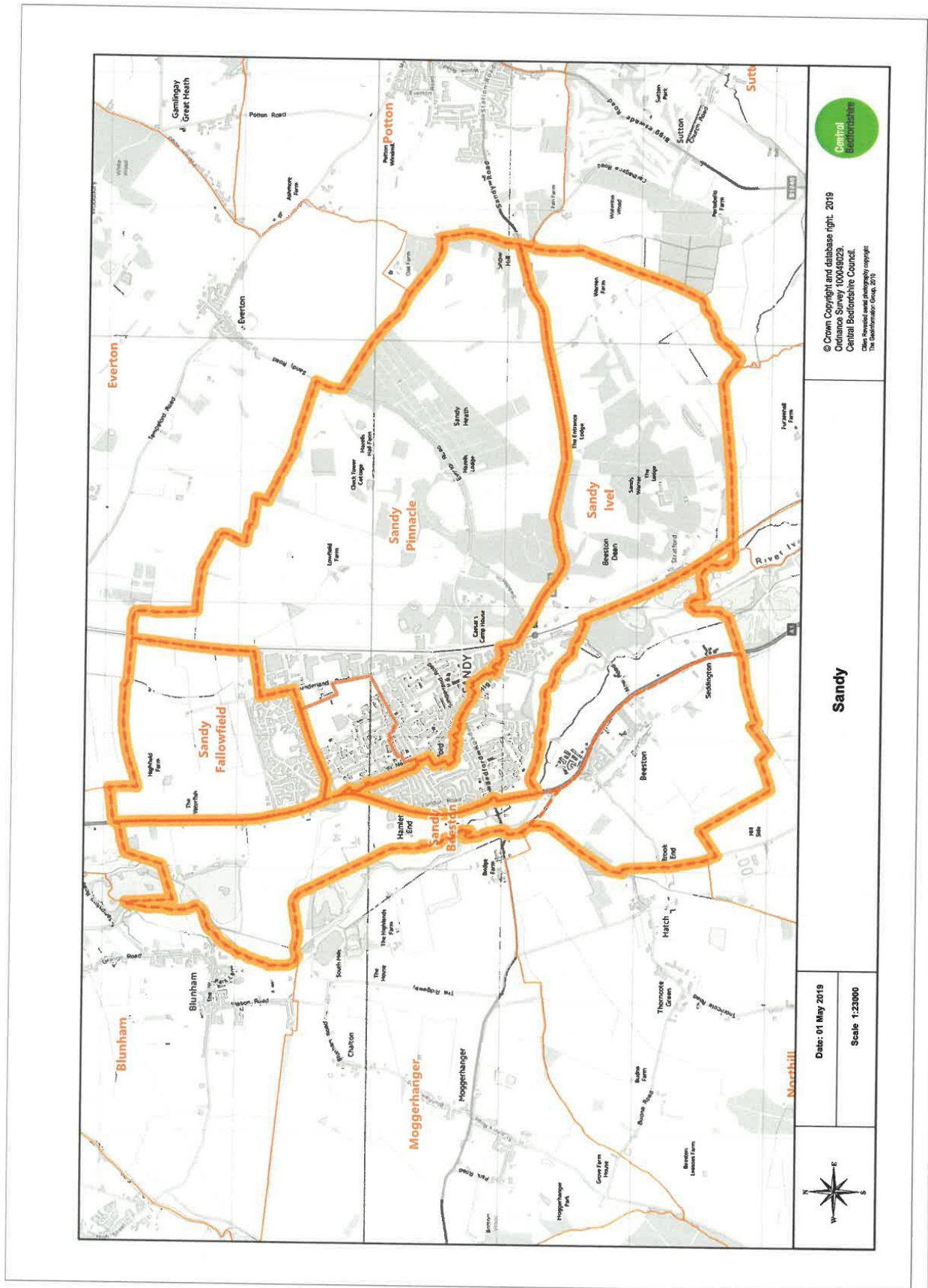
Pinnacle Ward		
Cllr P N Aldis 7 Mayfield Court Sandy SG19 1NF	01767 691333 <a href="mailto:nigel.aldis1@gmail.com">nigel.aldis1@gmail.com</a>	
Cllr A Gibson 1 Allhallows Sandy SG19 1HS	01767 699517 <a href="mailto:amandafage@hotmail.com">amandafage@hotmail.com</a>	
Cllr J Hewitt Clock Tower Cottage Everton Road Sandy SG19 2DD	01767 512002 <a href="mailto:admin@sandytowncouncil.gov.uk">admin@sandytowncouncil.gov.uk</a>	

<p>Cllr T Knagg 3 Jubilee Close Sandy SG19 1RR</p>	<p>01767 223165 <a href="mailto:b.knagg@outlook.com">b.knagg@outlook.com</a></p>	
<p>Cllr R Lock 2 Havelock Close Sandy SG19 1TE</p>	<p>01767 681491 <a href="mailto:r.lock8259@gmail.com">r.lock8259@gmail.com</a></p>	
<p>Cllr C Osborne Summercourt 2 Leeds Smith Drive Sandy SG19 1LU</p>	<p>01767 682032 <a href="mailto:admin@sandytowncouncil.gov.uk">admin@sandytowncouncil.gov.uk</a></p>	

*The Mill, The Riddy Nature Reserve*



# Electoral Wards



## Members Meeting Attendance 2019/20<sup>1</sup>

Town Council			
Councillor	Total No. Attended	Total No. of Meetings	% Attendance
Cllr Aldis	10	10	100%
Cllr Blaine	9	10	90%
Cllr Doyle <sup>2</sup>	9	9	100%
Cllr Gibson	10	10	100%
Cllr Hewitt <sup>3</sup>	7	9	77%
Cllr Hill	8	10	80%
Cllr Jackson	8	10	80%
Cllr Knagg	7	10	70%
Cllr Lock <sup>4</sup>	9	9	100%
Cllr Osborne	7	10	70%
Cllr Pettitt	10	10	100%
Cllr Scott	8	10	80%
Cllr Sharman	10	10	100%
Cllr Sutton	9	10	90%
Cllr Thompson	1	10	10%
Development Scrutiny Committee			
Councillor	Total No. Attended	Total No. of Meetings	% Attendance
Cllr Doyle <sup>5</sup>	5	13	38%
Cllr Gibson	15	15	100%
Cllr Hewitt <sup>6</sup>	10	13	76%
Cllr Jackson	12	15	80%
Cllr Knagg	10	15	66%
Cllr Lock <sup>7</sup>	11	13	84%
Cllr Pettitt	13	15	86%
Cllr Sharman	15	15	100%
Cllr Sutton	13	15	86%
Cllr Thompson	3	15	20%

<sup>1</sup> From 13 May 2019 – 23 March 2020 Meetings after that suspended due to Covid-19

<sup>2</sup> Co-opted 24.06.19

<sup>3</sup> Co-opted 24.06.19

<sup>4</sup> Co-opted 24.06.19

<sup>5</sup> Co-opted 24.06.19

<sup>6</sup> Co-opted 24.06.19

<sup>7</sup> Co-opted 24.06.19



## Members Meeting Attendance 2019/20<sup>8</sup>

Policy, Finance & Resources Committee			
Councillor	Total No. Attended	Total No. of Meetings	% Attendance
Cllr Aldis	8	8	100%
Cllr Blaine	7	8	87%
Cllr Hewitt <sup>9</sup>	6	7	85%
Cllr Hill	7	8	87%
Cllr Jackson	7	8	87%
Cllr Lock <sup>10</sup>	5	7	71%
Cllr Osborne	8	8	100%
Cllr Pettitt	7	8	87%
Cllr Scott	8	8	100%
Cllr Sharman	8	8	100%
Community Services & Environment Committee			
Councillor	Total No. Attended	Total No. of Meetings	% Attendance
Cllr Aldis	8	8	100%
Cllr Blaine	7	8	87%
Cllr Doyle <sup>11</sup>	4	7	57%
Cllr Gibson	8	8	100%
Cllr Hill	8	8	100%
Cllr Knagg	6	8	75%
Cllr Osborne	7	8	87%
Cllr Scott	6	8	75%
Cllr Sutton	7	8	87%
Cllr Thompson	1	8	12%
Human Resources Committee			
Councillor	Total No. Attended	Total No. of Meetings	% Attendance
Cllr Aldis	3	3	100%
Cllr Blaine	3	3	100%
Cllr Hill	3	3	100%
Cllr Jackson	2	3	66%
Cllr Osborne	3	3	100%
Cllr Pettitt	3	3	100%
Cllr Sutton	3	3	100%

<sup>8</sup> From 13 May 2019 – 23 March 2020 Meetings after that suspended due to Covid-19

<sup>9</sup> Co-opted 24.06.19

<sup>10</sup> Co-opted 24.06.19

<sup>11</sup> Co-opted 24.06.19

## Council Contact Details and Addresses

### Town Council and Information Office

10 Cambridge Road, Sandy SG19 1JE

Tel: 01767 681491

General Email: [admin@sandytowncouncil.gov.uk](mailto:admin@sandytowncouncil.gov.uk)

### Town Council Staff:

#### Town Clerk

Chris Robson

#### Administration Team

Carol Baker-Smith – Administration Team Leader

Katie Barker – Administrator

Anne Elliott-Flockhart - Administrator

Brian Leonard - Caretaker

Val McFarlane - Administrator

Sam Coburn – Office Cleaner

#### Grounds Team

Richard Gilbert – Grounds Team Leader

Chris Dainton - Groundsman

Colin Eaton - Groundsman

Gavin Elliott-Turner – Groundsman

#### Stratford Road Depot

Stratford Road, Sandy SG19 2DH

#### Cemetery and Former Allotment Site

Potton Road, Sandy SG19 2DH

Sandy Churchyard, High Street, Sandy, SG19 1AQ

#### Play Areas

Bedford Road Recreation Ground, Bedford Road, Sandy SG19 1EY

Beeston Green, The Green, Beeston, Sandy SG19 1PY

Sunderland Road Recreation Ground, Sunderland Road, Sandy SG19 1RQ

The Limes, Elder Close, Beeston, Sandy SG19 1GF

Merlin Drive, Fallowfield, Sandy SG19 2UN

#### Jenkins Pavilion

Sunderland Road Recreation Ground, Off Medusa Way, Sandy SG19 1BN

#### Public Conveniences

Bedford Road Recreation Ground, Bedford Road, Sandy SG19 1EY

Town Centre Car Park, High Street, Sandy SG19 1AG

#### Open Spaces

The Riddy, Mill Lane, Sandy, SG19 1NL

The Pinnacle, Sand Lane, Sandy, SG19 2AD

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

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

**2 Objectives of this procedure**

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

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

- 

### 3 **The Procedure**

#### **Prior Warning**

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

#### **Decision to restrict access or terminate contact**

- 3.2 Decisions to restrict access or terminate contact will be taken following a risk assessment. However, where there is an immediate risk to staff or officers the Council may make an on the spot decision to restrict access or terminate contact.
- 3.3 When making decisions on how to manage the vexatious or unreasonable behaviour all relevant factors should be taken into account to ensure that action taken is appropriate and proportionate.
- 3.4 The Council will also tell the person acting in an unacceptable way how they can challenge the decision to apply the vexatious and unreasonable behaviour policy and procedure.

**Restricting access**

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

**Terminating contact with a customer/complainant**

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

**New Complaints**

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

**Review**

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

## Staff Guidance

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

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

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

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

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

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

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

Behaviours **may** include:

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

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

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

### **3 Before applying the policy**

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

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

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

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

#### 4 **Application of Policy**

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

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

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

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

##### 5.1 **Restricted access**

Options include

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

The individual must be informed clearly in writing.

##### 5.2 **Termination of contact**

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

##### 5.3 **Written notification**

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

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



significant new matters or new information will not necessarily be acknowledged

6 **New complaints**

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

7 **Recording**

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

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

8 **Review**

All cases will be reviewed after 6 months.

9 **Appeals**

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

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

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

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

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

<p>Who will be informed of the decision</p>	<p><b>Detail who will be notified of the decision, by whom and by when.</b></p> <p>Due regard must be given to confidentiality issues when deciding who needs to know about the case and decision.</p>
<p>Inform the complainant of the decision and actions</p>	<p><b>Send a letter to the complainant with the decision to apply the policy including:</b></p> <ul style="list-style-type: none"> <li>• <b>Reasons for the decision</b></li> <li>• <b>Actions that will be taken</b></li> <li>• <b>How to appeal the decision</b></li> <li>• <b>Review date when the application of the policy will be re-considered.</b></li> <li>• <b>Possible further consequences of not cooperating with the actions e.g. restricted access</b></li> </ul> <p><b>Confirm how the plan will be communicated to the complainant</b></p> <p><b>By whom</b></p> <p><b>By when</b></p>
<p>Date reported to Town Council</p>	
<p>Action approved by Town Council</p>	<p>Yes/No</p>

Adopted: March 2014  
 Reviewed: March 2016  
 Reviewed: February 2018  
 Reviewed:

**SANDY TOWN COUNCIL**

**COMMITTEE:** Policy, Finance and Resources

**DATE:** 3 August 2020

**AUTHOR:** Town Clerk

**SUBJECT:** Internal Audit Plan

**The maintenance of an adequate and effective system of Internal Audit**

- a) Parish and Town Councils have a duty under the Account & Audit Regulations 2011 as amended to maintain an adequate and effective system of Internal Audit of their accounting records and of their systems of internal control in accordance with the proper practices in relation to internal control.
- b) The purpose of Internal Audit is to review whether the systems of financial and other controls are effective.
- c) Parish and Town Councils set out the control objectives usually in the form of standing orders and financial regulations.
- d) Councils determine the scope and extent of their Internal Audits and appoint an Internal Auditor who;
  - Must not have any involvement in the decision-making management or control of the Council thereby satisfying the principle of independence
  - Understands basic accounting processes, the role of Internal Audit in reviewing systems rather than undertaking detailed checks (the responsibility of management), accounting requirements of the legal framework and powers of local councils and has an awareness of risk issues thereby satisfying the principle of competence.
- e) The role of the internal auditor is to provide independent review and appraisal of the Council's internal control.

**The Plan**

- a) The Town Council appoints an internal auditor to carry out two inspections during each financial year. The internal auditor must satisfy the principle of independence and competence.
- b) The Council will require the Internal Auditor to conduct the annual audit exercise as soon as possible after the year end by agreement. The Internal Auditor will have all the

documents he/she requires and access to officers to undertake an effective audit on each occasion.

- c) The Council will provide the Internal Auditor with Terms of Reference for the annual audit.
- d) The Terms of Reference will ensure that;
  - The Internal Auditor has access to the evidence that will enable them to complete Section 4 of the Annual Return
  - The Council will have an independent opinion of its system of internal control that will underpin its Annual Governance Statement (Section 2 of the Annual Return)

Should the Internal Auditor be unable to complete any of the boxes in Section 4, he/she will provide an explanation.

- e) The Council will conduct a review once during the financial year of the effectiveness of its system of Internal Audit.
- f) The Council shall consider at an appropriate time, the findings of the review and incorporate them in its Statement of Internal Control.
- g) The Audit Plan timetable is attached.

#### **Review of effectiveness of the System of Internal Audit**

- a) The review will take place each financial year.
- b) The review will be undertaken by the Town Clerk and Policy, Finance and Resources Committee, which will report to Council.
- c) The review will have two components;
  - Whether the Internal Auditor met the Council's expected standards, eg. the scope of the Internal Auditor's work (does it for example enable the Auditor to complete Section 4 of the Annual Return, giving the Council the assurance that it needs to complete Section 2 of the Annual Return? A review of competency and independence)
  - Consideration of not just how valuable and useful the Internal Audit has been but how to incorporate new guidance and changes to the Council's own activities.
- d) The report considered by the Policy, Finance and Resources Committee will result in a recommendation from the committee to the Full Council as to whether the Internal Audit has been considered effective and will incorporate the outcome of the review in its Annual, Statement of Internal Control.

## Sandy Town Council

### Internal Audit Service – Terms of Reference

Revision 1/20

#### 1. Mission

- 1.1 To assist the Town Council and improve internal control in accordance with proper practice as set out in the Accounts and Audit Regulations.

#### 2. Internal Audit Objectives and Responsibilities

- 2.1 The primary objective of Internal Audit is to review, appraise and report upon the adequacy of internal control systems operating throughout the council, and to achieve this will adopt a predominantly systems-based approach to audit.

- 2.2 The Council's internal control system comprises the whole network of systems established within the council to provide reasonable assurance that the council's objectives will be achieved, with particular reference to:

- The effectiveness of operations
- The economic and efficient use of resources
- Compliance with applicable policies, procedures, laws and regulation
- The safeguarding of assets and interests from losses of all kinds, including those arising from fraud, irregularity and corruption
- The integrity and reliability of information, accounts and data

- 2.3 Accordingly, in the conduct of planned audits Internal Audit may:

- Carry out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year in order to be able to complete Section 4 (annual internal audit report) of the Annual Return.
- Review the reliability and integrity of financial information and the means used to identify, measure, classify and report such information.
- Review the means of safeguarding assets and, as appropriate, verify the existence of such assets.
- Appraise the economy and efficiency of which resources are employed, identify opportunities to improve performance and recommend solutions to problems
- Review the established systems to ensure compliance with the policies, procedures, laws and regulations which could have a significant impact on operations and determine whether the council is in compliance.
- Review operations and activities to ascertain whether results are consistent with objectives and whether they are being carried out as planned.

#### 3. Scope of Internal Audit Activity

- 3.1 There are no limitations on Internal Audit's scope of activities. The scope of Internal Audit allows for unrestricted coverage of the council's activities, including both financial and non-financial systems of internal control.



**4. Independence**

4.1 The main determinant of the effectiveness of Internal Audit is that it is seen to be independent in its planning and operation. To ensure this, Internal Audit will operate within a framework that allows:

- Unrestricted access to the officers of the council
- Reporting in its own name
- Segregation from the day to day operations of the council

4.2 Every effort will be made to preserve objectivity by ensuring that all Internal Auditors are free from any conflicts of interest and do not undertake any non-audit duties on behalf of the council.

**5. Rights of Access**

5.1 There are no limitations on Internal Audit's access to records. Internal Auditors have the authority to:

- access council premises at reasonable times agreed in advance
- access all assets, records, documents, correspondence and control systems
- receive any information and explanation considered necessary concerning any matter under consideration
- require any employee of the council to account for cash, stores or any other council asset under his/her control
- access records belonging to third parties, such as contractors when required

**6. The Council's Responsibilities**

6.1 The Responsible Financial Officer and Proper Officer have clearly defined responsibilities for Risk Management, Internal Control, Internal Audit and preventing Fraud and Corruption.

6.2 The existence of Internal Audit does not diminish the responsibility of the council to establish systems of internal control to ensure that activities are conducted in a secure and well-ordered manner.

**7. Reporting**

7.1 The Internal Auditor will formally report the results of audits and the recommendations made to council and will follow up at subsequent Internal Audits to make sure that corrective actions are taken.

## REVIEW OF EFFECTIVNESS OF INTERNAL CONTROL

## Review Checklist – meeting standards

Expected Standard	Evidence of Achievement in Place	Yes or No	Areas for Development
Section 151 Officer	Clerk designated as Responsible Financial Officer as part of employment contract. RFO authority delegated to Clerk by Council on 18/16 – Min 87-2015/16	YES	
Review of risk management arrangements	Risk register showing actions taken to reduce risks is reviewed by the Policy, Finance and Resources committee on an annual basis.	YES	
Regular maintenance arrangements for physical assets	Regular inspections carried out on condition of physical assets including building survey, last carried out in in July 2018 as part of insurance renewal. Annual budgets in place for routine maintenance of physical assets.	YES	Ensure inspection of all buildings carried out once in the life cycle of each Council. Must be carried out within next two years.
Insurance arrangement checked	Insurance is reviewed with the provider and renewed on a yearly basis. Review of insurance arrangements carried out in July 2020 following that year's renewal. Review and renewal of cover takes place each June/July as part of an ongoing agreement with WPS Insurance until 2023	YES	
Asset Register	Financial asset register updated annually and reviewed by internal auditor on an annual basis. Internal auditor reconciles asset register with accounts and carries out appropriate checks.	YES	
External Auditors – appropriate action taken on all matters raised	There were no issues raised by External Auditors Mazars, for the year ended 31 March 2019, report reviewed and accepted by Council on 16 09 19.	YES	

Internal Auditors – Appropriate action taken on all matters raised	There were no issues arising from the 2019/20 internal audits. Recommendation made that monthly creditor and debtor reports are printed and held by office as part of monthly account reports. This has been actioned. Internal audit agreement on a yearly basis.	YES	
Scope of Internal Audit	Internal audit work takes into account both the Council's risk register and wider internal control arrangements.	YES	
Independence	Internal auditor has direct access to those charged with governance. Reports are made in auditors own name to management/ council. Internal auditor does not have any other role within the Council	YES	
Competence	There is no evidence of a failure to carry out internal audit work ethically, with integrity and objectivity.	YES	
Relationships	Respective responsibilities for officers and members are defined in the Councils Standing Orders and Financial Regulations in relation to risk management, fraud and corruption matters. Training is carried out as necessary.	YES	

Expected Standard	Evidence of Achievement in Place	Yes or No	Areas for Development
Internal audit work is planned	Planned internal audit is based on Council's risk assessment and meets its needs.	YES	Further development could be achieved via development of an adopted audit plan
Be seen as a catalyst for change	Internal audit supports the Council's work in delivering improved services for the community by ensure financial and risk management is in order.	YES	
Adds value and assist the organisation in achieving its objectives	The Council makes positive responses to internal audit's recommendations (if any are made) and follows up with action where it is called for.	YES	
Be forward looking	Internal audit maintains awareness of new developments in the services, risk management and corporate governance.	YES	
Be challenging	Internal audit focuses on the risks facing council. Internal audit encourages managers/members to develop their own responses to risks, rather than relying solely on audit recommendations.	YES	
Ensure the right resources are available	Adequate resource is made available for internal audit to complete its work. Internal audit understands the Council and the legal and corporate framework in which it operates.	YES	

**SANDY TOWN COUNCIL****INFORMATION & DATA PROTECTION POLICY****Introduction**

In order to conduct its business, services and duties, Sandy Town Council processes a wide range of data, relating to its own operations and some which it handles on behalf of partners. In broad terms, this data can be classified as:

- Data shared in the public arena about the services it offers, its mode of operations and other information it is required to make available to the public.
- Confidential information and data not yet in the public arena such as ideas or policies that are being worked on.
- Confidential information about other organisations because of commercial sensitivity.
- Personal data concerning its current, past and potential employees, Councillors, and volunteers.
- Personal data concerning individuals who contact us for information, to access services or facilities or to make a complaint.

Sandy Town Council will adopt procedures and manage responsibly, all data which it handles and will respect the confidentiality of both its own data and that belonging to partner organisations it works with and members of the public. In some cases, it will have contractual obligations towards confidential data, but in addition will have specific legal responsibilities for personal and sensitive information under data protection legislation.

The Town Council will periodically review and revise this policy in the light of experience, comments from data subjects and guidance from the Information Commissioners Office.

The Council will be as transparent as possible about its operations and will work closely with public, community and voluntary organisations. Therefore, in the case of all information which is not personal or confidential, it will be prepared to make it available to partners and members of the Town's communities. Details of information which is routinely available is contained in the Council's Publication Scheme which is based on the statutory model publication scheme for local councils.

**Protecting Confidential or Sensitive Information**

Sandy Town Council recognises it must at times, keep and process sensitive and personal information about both employees and the public, it has therefore adopted this policy not only to meet its legal obligations but to ensure high standards.

The General Data Protection Regulation (GDPR) which became law on 25<sup>th</sup> May 2018 and will like the the Data Protection Act 1998 before them, seek to strike a balance between the rights of individuals and the sometimes, competing interests of those such as the Town Council with legitimate reasons for using personal information. The policy is based on the premise that Personal Data must be:

- Processed fairly, lawfully and in a transparent manner in relation to the data subject.
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
- Accurate and, where necessary, kept up to date.
- Kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.
- Processed in a manner that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

### **Data Protection Terminology**

Data subject means the person whose personal data is being processed.

That may be an employee, prospective employee, associate or prospective associate of STC or someone transacting with it in some way, or an employee, Member or volunteer with one of our clients, or persons transacting or contracting with one of our clients when we process data for them.

Personal data means any information relating to a natural person or data subject that can be used directly or indirectly to identify the person.

It can be anything from a name, a photo, address, date of birth, an email address, bank details, posts on social networking sites or a computer IP address.

Sensitive personal data includes information about racial or ethnic origin, political opinions, religious or other beliefs, trade union membership, medical information, sexual orientation, genetic and biometric data or information related to offences or alleged offences where it is used to uniquely identify an individual.

Data controller means a person who (either alone or jointly or in common with other persons) (e.g. Town Council, employer, council) determines the purposes for which and the manner in which any personal data is to be processed.

Data processor, in relation to personal data, means any person (other than an employee of the data controller) who processes the data on behalf of the data controller.

Processing information or data means obtaining, recording or holding the information or data or carrying out any operation or set of operations on the information or data, including:

- organising, adapting or altering it
- retrieving, consulting or using the information or data
- disclosing the information or data by transmission, dissemination or otherwise making it available
- aligning, combining, blocking, erasing or destroying the information or data. regardless of the Technology used.

Sandy Town Council processes **personal data** in order to:

- fulfil its duties as an employer by complying with the terms of contracts of employment, safeguarding the employee and maintaining information required by law.
- pursue the legitimate interests of its business and its duties as a public body, by fulfilling contractual terms with other organisations, and maintaining information required by law.
- monitor its activities including the equality and diversity of its activities
- fulfil its duties in operating the business premises including security
- assist regulatory and law enforcement agencies
- process information including the recording and updating details about its Councillors, employees, partners and volunteers.
- process information including the recording and updating details about individuals who contact it for information, or to access a service, or make a complaint.
- undertake surveys, censuses and questionnaires to fulfil the objectives and purposes of the Council.
- undertake research, audit and quality improvement work to fulfil its objects and purposes.
- carry out Council administration.

Where appropriate and governed by necessary safeguards we will carry out the above processing jointly with other appropriate bodies from time to time.

The Council will ensure that at least one of the following conditions is met for personal information to be considered fairly processed:

- The individual has consented to the processing
- Processing is necessary for the performance of a contract or agreement with the individual
- Processing is required under a legal obligation
- Processing is necessary to protect the vital interests of the individual
- Processing is necessary to carry out public functions
- Processing is necessary in order to pursue the legitimate interests of the data controller or third parties.

Particular attention is paid to the processing of any **sensitive personal information** and the Town Council will ensure that at least one of the following conditions is met:

- Explicit consent of the individual

- Required by law to process the data for employment purposes
- A requirement in order to protect the vital interests of the individual or another person

**Who is responsible for protecting a person's personal data?**

The Town Council as a corporate body has ultimate responsibility for ensuring compliance with the Data Protection legislation. The Council has delegated this responsibility day to day to the Town Clerk.

- Email: [clerk@sandytowncouncil.gov.uk](mailto:clerk@sandytowncouncil.gov.uk)
- Phone: 01767 681491
- Correspondence: The Town Clerk, Sandy Town Council, 10 Cambridge Road, Sandy, SG19 1JE

The Town Council has also appointed an external Data Protection Officer to ensure compliance with

Data Protection legislation who may be contacted at: [ceo@lcpas.co.uk](mailto:ceo@lcpas.co.uk)

Diversity Monitoring

Sandy Town Council monitors the diversity of its employees, and Councillors, in order to ensure that there is no inappropriate or unlawful discrimination in the way it conducts its activities. It undertakes similar data handling in respect of prospective employees. This data will always be treated as confidential. It will only be accessed by authorised individuals within the Council and will not be disclosed to any other bodies or individuals. Diversity information will never be used as selection criteria and will not be made available to others involved in the recruitment process. Anonymised data derived from diversity monitoring will be used for monitoring purposes and may be published and passed to other bodies.

The Council will always give guidance on personnel data to employees, councillors, partners and volunteers through a Privacy Notice and ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

Appropriate technical and organisational measures will be taken against Unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data. Personal data shall not be transferred to a country or territory outside the European Economic Areas unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

Information provided to us

The information provided (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible for us to



contact, respond to or conduct the transaction requested by the individual. By transacting with Sandy Town Council, individuals are deemed to be giving consent for their personal data provided to be used and transferred in accordance with this policy, however wherever possible specific written consent will be sought. It is the responsibility of those individuals to ensure that the Town Council is able to keep their personal data accurate and up to date. The personal information will be not shared or provided to any other third party or be used for any purpose other than that for which it was provided.

#### The Councils Right to Process Information

General Data Protection Regulations (and Data Protection Act) Article 6 (1) (a) (b) and (e)

Processing is with consent of the data subject, or

Processing is necessary for compliance with a legal obligation.

Processing is necessary for the legitimate interests of the Council.

#### Information Security

The Town Council cares to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies.

We will only keep your data for the purpose it was collected for and only for as long as is necessary. after which it will be deleted.

#### Children

We will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned.

### **Rights of a Data Subject**

Access to Information: an individual has the right to request access to the information we have on them. They can do this by contacting our Town Clerk or Data Protection Officer:

Information Correction: If they believe that the information we have about them is incorrect, they may contact us so that we can update it and keep their data accurate. Please contact: Town Clerk.

Information Deletion: If the individual wishes the Town Council to delete the information about them, they can do so by contacting the Town Clerk.

Right to Object: If an individual believes their data is not being processed for the purpose it has been collected for, they may object by contacting the Town Clerk or Data Protection Officer.

The Town Council does not use automated decision making or profiling of individual personal data.

Complaints: If an individual has a complaint regarding the way their personal data has been processed, they may make a complaint to the Town Clerk, Data Protection Officer or the Information Commissioners Office [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113.

The Council will always give guidance on personnel data to employees through the Employee handbook.

The Council will ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

### **Making Information Available**

The Publication Scheme is a means by which the Council can make a significant amount of information available routinely, without waiting for someone to specifically request it. The scheme is intended to encourage local people to take an interest in the work of the Council and its role within the community.

In accordance with the provisions of the Freedom of Information Act 2000, this Scheme specifies the classes of information which the Council publishes or intends to publish. It is supplemented with an Information Guide which will give greater detail of what the Council will make available and hopefully make it easier for people to access it.

All formal meetings of Council and its committees are subject to statutory notice being given on notice boards, the Website and sent to the local media. All formal meetings are open to the public and press and reports to those meetings and relevant background papers are available for the public to see. The Council welcomes public participation and has a public participation session on each Council and committee meeting. Details can be seen in the Council's Standing Orders, which are available on its Website or at its Offices.

Occasionally, Council or committees may need to consider matters in private. Examples of this are matters involving personal details of staff, or a particular member of the public, or where details of commercial/contractual sensitivity are to be discussed. This will only happen after a formal resolution has been passed to exclude the press and public and reasons for the decision are stated. Minutes from all formal meetings are public documents.

The Openness of Local Government Bodies Regulations 2014 requires written records to be made of certain decisions taken by officers under delegated powers. These are not routine operational and administrative decisions such as giving instructions to the workforce or paying an invoice approved by Council but would

include urgent action taken after consultation with the Chairman, such as responding to a planning application in advance of Council. In other words, decisions which would have been made by Council or committee had the delegation not been in place.

The 2014 Regulations also amend the Public Bodies (Admission to Meetings) Act 1960 to allow the public or press to film, photograph or make an audio recording of council and committee meetings normally open to the public. The Council will where possible facilitate such recording unless it is being disruptive. It will also take steps to ensure that children, the vulnerable and members of the public who object to being filmed are protected without undermining the broader purpose of the meeting.

The Council will be pleased to make special arrangements on request for persons who do not have English as their first language or those with hearing or sight difficulties.

### **Disclosure Information**

The Council will as necessary undertake checks on both staff and Members with the the Disclosure and Barring Service and will comply with their Code of Conduct relating to the secure storage, handling, use, retention and disposal of Disclosures and Disclosure Information. It will include an appropriate operating procedure in its integrated quality management system.

### **Data Transparency**

The Council has resolved to act in accordance with the Code of Recommended Practice for Local Authorities on Data Transparency (September 2011). This sets out the key principles for local authorities in creating greater transparency through the publication of public data and is intended to help them meet obligations of the legislative framework concerning information.

“Public data” means the objective, factual data on which policy decisions are based and on which public services are assessed, or which is collected or generated in the course of public service delivery.

The Code will therefore underpin the Council’s decisions on the release of public data and ensure it is proactive in pursuing higher standards and responding to best practice as it develops.

The principles of the Code are:

Demand led: new technologies and publication of data should support transparency and accountability

Open: the provision of public data will be integral to the Council's engagement with residents so that it drives accountability to them.

Timely: data will be published as soon as possible following production.

Government has also issued a further Code of Recommended Practice on Transparency, compliance of which is compulsory for parish councils with turnover (gross income or gross expenditure) not exceeding £25,000 per annum. These councils will be exempt from the requirement to have an external audit from April 2017. Sandy Town Council exceeds this turnover but will nevertheless ensure the following information is published on its Website for ease of access:

- All transactions above £100.
- End of year accounts
- Annual Governance Statements
- Internal Audit Reports
- List of Councillors or Member responsibilities
- Draft minutes of Council and committees within one month
- Agendas and associated papers no later than three clear days before the meeting.

Adopted: 25.06.18

Reviewed: