

# Sandy Town Council

To: Cllrs N Aldis, P Blaine, J Hewitt, A M Hill, W Jackson, R Lock, C Osborne (Chair), M Pettitt, M Scott, and P Sharman  
c.c. A Gibson, T Knagg, S Sutton and N Thompson

You are hereby summoned to attend a meeting of the Policy, Finance and Resources Committee of Sandy Town Council to be held in the Council Chamber at 10 Cambridge Road, Sandy, Bedfordshire on Monday 10<sup>th</sup> January 2022 commencing at 7.30pm.



Chris Robson  
Town Clerk  
10 Cambridge Road  
Sandy, SG19 1JE  
01767 681491  
4<sup>th</sup> January 2022

*Following the easing of Covid19 restrictions the government has stated that it is 'expected and recommended' that people should wear face coverings (unless exempt) in crowded public settings. Due to the size of the Council chamber and the potential number of people present, Councillors, officers and members of the public are encouraged to wear face coverings during the meeting.*

## **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*

### **3 Minutes of Previous Meeting**

To consider the minutes of the Policy, Finance and Resources Committee held on Monday 22<sup>nd</sup> November 2021 and to approve them as a correct record of proceedings.

# Sandy Town Council

## 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 31<sup>st</sup> December 2021. Appendix I
- ii) To receive and note a budget overview report. Appendix II
- iii) To approve schedules of payments made since previous meeting. Appendix III
- iv) The Chair to approve bank reconciliations and statements.

## 6 Grant Applications

No grant applications have been received.

## 7 Replacement Work Truck

To note that a demonstration of the proposed new Etesia electric truck has been arranged for 26<sup>th</sup> January 2022.

## 8 Beeston Track Repair

To agree repair work to a track at Beeston Village Green. Appendix IV

## 9 Play Gates Repair Quote

To receive and consider quotations on the replacement of gates for play parks. Appendix V

## 10 Electricity Supplier

To receive and note a report from the Clerk on electricity and gas costs and their impact on the 2022/23 budget. Appendix VI

## 11 2022/23 Draft Budget and Precept

- i) To receive a report on budget increases and decreases within the current draft 2022/23 Budget. Appendix VII
- ii) To receive and consider the 2022/23 draft budget and precept and agree a recommendation to Full Council. Appendix VIII

## 12 Deed of Easement

To receive and approve signing of a deed of easement over Beeston Village Green. Appendix IX

# Sandy Town Council

**13 2022/23 Meeting Calendar**

To receive and consider a 2022/23 meeting calendar.

Appendix X

**14 Health and Safety Procurement Policy**

To review the Council's adopted health and safety procurement policy.

Appendix XI

**15 Employee Handbook**

To note that the Human Resources Committee has completed the review of the policies within the Employee handbook in conjunction with the Council's Human Resources Advisor.

**16 Chairman's Items**

**17 Date of Next Meeting**

Monday 21<sup>st</sup> February 2022

05/01/2022

**Sandy Town Council Current Year**

Page 1

12:16

**Detailed Balance Sheet - Excluding Stock Movement****Month 9 Date 31/12/2021**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
105	VAT Control	11,533	
110	Prepayments	4,613	
200	Current Bank A/c	37,449	
201	Clerks Imprest A/c	445	
205	Capital a/c Santander	218,792	
206	Barclays Active Saver	315,096	
208	Public Sector Deposit Fund	205,462	
210	Petty Cash	250	
	<b>Total Current Assets</b>		<b>793,639</b>
	<u>Current Liabilities</u>		
501	Creditors Control	18,220	
515	PAYE/NI Control AC	4,266	
516	Superannuation Due	5,187	
520	Net Wages Control AC	(0)	
	<b>Total Current Liabilities</b>		<b>27,673</b>
	<b>Net Current Assets</b>		<b>765,966</b>
	<b>Total Assets less Current Liabilities</b>		<b>765,966</b>
	<u>Represented by :-</u>		
300	Current Year Fund	177,934	
310	General Reserve	234,043	
315	Rolling Capital Fund	243,589	
321	Cemetery Development Reserve	23,028	
322	EMR Fallowfield	60,217	
323	EMR Skatepark Project	12,155	
324	EMR Elections	15,000	
	<b>Total Equity</b>		<b>765,966</b>

## Summary Income &amp; Expenditure by Budget Heading 31/12/2021

Month No: 9

December 2021

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
401 Staff	Expenditure	26,230	217,588	308,925	91,337		91,337	70.4%
402 Administration-Office	Income	0	941	250	(691)			376.4%
	Expenditure	2,251	58,478	79,550	21,072		21,072	73.5%
	Movement to/(from) Gen Reserve	<u>(2,251)</u>	<u>(57,538)</u>					
403 Administration-Works	Expenditure	1,870	22,271	41,300	19,029		19,029	53.9%
405 Footway Lighting	Expenditure	6,234	15,201	16,500	1,299		1,299	92.1%
406 Cemetery & Churchyard	Income	1,771	19,323	28,160	8,837			68.6%
	Expenditure	143	8,337	11,900	3,563		3,563	70.1%
	Movement to/(from) Gen Reserve	<u>1,628</u>	<u>10,986</u>					
408 Town Centre (Including Market)	Income	0	0	100	100			0.0%
	Expenditure	0	14,816	19,009	4,193		4,193	77.9%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(14,816)</u>					
409 Public Toilets - Car Park	Expenditure	78	154	2,500	2,346		2,346	6.2%
500 Play Areas and Open Spaces	Income	0	1,564	2,305	741			67.9%
	Expenditure	380	(2,074)	1,750	3,824		3,824	(118.5%)
	Movement to/(from) Gen Reserve	<u>(380)</u>	<u>3,638</u>					
501 Sunderland Road Rec Ground	Income	0	1,331	1,252	(79)			106.3%
	Expenditure	2,455	23,151	32,914	9,763		9,763	70.3%
	Movement to/(from) Gen Reserve	<u>(2,455)</u>	<u>(21,820)</u>					
502 Nature Reserves	Income	2,558	3,236	2,675	(561)			121.0%
	Expenditure	0	2,041	14,060	12,019		12,019	14.5%
	Movement to/(from) Gen Reserve	<u>2,558</u>	<u>1,196</u>					
505 Grass Cutting	Expenditure	0	0	9,000	9,000		9,000	0.0%
506 Litter Bins, Seats & Shelters	Expenditure	37	660	1,000	340		340	66.0%
509 Christmas Lights	Income	0	1,172	500	(672)			234.3%
	Expenditure	4,349	14,748	16,650	1,902		1,902	88.6%
	Movement to/(from) Gen Reserve	<u>(4,349)</u>	<u>(13,577)</u>					
601 Precept and Interest	Income	31	599,448	600,356	908			99.8%
602 Democratic and Civic Costs	Income	0	85	0	(85)			0.0%
	Expenditure	40	10,494	17,240	6,746		6,746	60.9%
	Movement to/(from) Gen Reserve	<u>(40)</u>	<u>(10,409)</u>					
700 Capital and Projects	Income	1,500	35,743	19,903	(15,840)			179.6%
	Expenditure	1,500	99,043	83,203	(15,840)		(15,840)	119.0%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(63,300)</u>					

## Summary Income &amp; Expenditure by Budget Heading 31/12/2021

Month No: 9

December 2021

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	5,860	662,844	655,501	(7,343)			101.1%
Expenditure	45,566	484,909	655,501	170,592	0	170,592	74.0%
Net Income over Expenditure	<u>(39,706)</u>	<u>177,934</u>	<u>0</u>	<u>(177,934)</u>			
Movement to/(from) Gen Reserve	<u>(39,706)</u>	<u>177,934</u>					

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2021

Month No: 9

December 2021

	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	9,794	86,860	122,500	35,640		35,640	70.9%	
4002 Gross Salaries - Works	8,156	65,942	110,000	44,058		44,058	59.9%	
4003 Employers NIC	1,463	12,418	19,350	6,932		6,932	64.2%	
4004 Employers Superannuation	4,178	35,945	55,500	19,555		19,555	64.8%	
4006 H&S Costs/Consultancy	0	150	600	450		450	25.0%	
4010 Miscellaneous Staff Costs	4	686	700	14		14	98.0%	
4019 Agency Staff	2,636	15,587	0	(15,587)		(15,587)	0.0%	
4030 Recruitment Advertising	0	0	275	275		275	0.0%	
Staff :- Indirect Expenditure	<b>26,230</b>	<b>217,588</b>	<b>308,925</b>	<b>91,337</b>	<b>0</b>	<b>91,337</b>	<b>70.4%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(26,230)</b>	<b>(217,588)</b>	<b>(308,925)</b>	<b>(91,337)</b>				
<b>402 Administration-Office</b>								
1003 Tourism Income	0	338	0	(338)			0.0%	
1201 Rent Received Etc	0	422	250	(172)			168.6%	
1205 Miscellaneous Income	0	32	0	(32)			0.0%	
1245 Grants Received	0	150	0	(150)			0.0%	
Administration-Office :- Income	<b>0</b>	<b>941</b>	<b>250</b>	<b>(691)</b>			<b>376.4%</b>	<b>0</b>
4008 Training	75	803	2,000	1,197		1,197	40.2%	
4009 Travel & Subsistence	0	83	200	117		117	41.7%	
4011 General Rates	0	6,737	6,850	114		114	98.3%	
4012 Water Rates	0	123	800	677		677	15.4%	
4014 Electricity	310	1,254	2,300	1,046		1,046	54.5%	
4015 Gas	49	611	1,300	689		689	47.0%	
4016 Cleaning Materials etc	20	965	1,250	285		285	77.2%	
4018 General Data Protection Regs	0	0	500	500		500	0.0%	
4020 Misc Establishment Costs	0	922	2,000	1,078		1,078	46.1%	
4021 Telephone & Fax	249	2,559	2,700	141		141	94.8%	
4022 Postage	72	1,246	1,300	54		54	95.8%	
4023 Printing & Stationery	24	1,999	1,000	(999)		(999)	199.9%	
4024 Subscriptions	0	3,082	3,150	68		68	97.8%	
4025 Insurance (excl vehicles)	0	18,896	20,000	1,104		1,104	94.5%	
4026 Photocopy Costs	0	2,979	5,200	2,221		2,221	57.3%	
4027 IT Costs incl Support	275	2,855	3,500	645		645	81.6%	
4028 Service Agreements (Other)	0	4,703	6,500	1,797		1,797	72.3%	
4035 Publications	4	81	100	19		19	80.8%	
4036 Property Maintenance/Security	71	2,944	4,000	1,056		1,056	73.6%	
4040 Equipment Purchases (Minor)	52	657	2,000	1,343		1,343	32.9%	
4043 Equipment/Vehicle Fuel	2	2	0	(2)		(2)	0.0%	

12:14

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2021

Month No: 9

December 2021

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4050 Tourism Expenditure	0	344	100	(244)		(244)	344.2%	
4051 Bank Charges	40	345	550	205		205	62.8%	
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	992	4,214	7,350	3,136		3,136	57.3%	
4070 Refreshments	15	75	200	125		125	37.3%	
Administration-Office :- Indirect Expenditure	<b>2,251</b>	<b>58,478</b>	<b>79,550</b>	<b>21,072</b>	<b>0</b>	<b>21,072</b>	<b>73.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(2,251)</b>	<b>(57,538)</b>	<b>(79,300)</b>	<b>(21,762)</b>				
<u>403 Administration-Works</u>								
4005 Protective Clothing	10	845	1,300	455		455	65.0%	
4008 Training	0	425	1,950	1,525		1,525	21.8%	
4011 General Rates	0	1,846	1,900	54		54	97.2%	
4012 Water Rates	0	(0)	200	200		200	(0.2%)	
4014 Electricity	141	637	1,200	563		563	53.1%	
4017 Refuse Disposal	413	3,535	4,500	965		965	78.5%	
4036 Property Maintenance/Security	0	115	2,000	1,885		1,885	5.7%	
4038 Consumables/Small Tools	443	1,560	2,500	940		940	62.4%	
4039 Planting/Trees/Horticulture	43	5,096	6,250	1,154		1,154	81.5%	
4040 Equipment Purchases (Minor)	230	1,144	2,000	856		856	57.2%	
4042 Equipment/Vehicle Maintenance	167	1,508	5,000	3,492		3,492	30.2%	
4043 Equipment/Vehicle Fuel	147	2,772	3,500	728		728	79.2%	
4044 Vehicle Tax & Insurance	275	2,963	3,000	37		37	98.8%	
4045 Arboriculture	0	(175)	6,000	6,175		6,175	(2.9%)	
Administration-Works :- Indirect Expenditure	<b>1,870</b>	<b>22,271</b>	<b>41,300</b>	<b>19,029</b>	<b>0</b>	<b>19,029</b>	<b>53.9%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,870)</b>	<b>(22,271)</b>	<b>(41,300)</b>	<b>(19,029)</b>				
<u>405 Footway Lighting</u>								
4014 Electricity	1,224	4,966	6,500	1,534		1,534	76.4%	
4042 Equipment/Vehicle Maintenance	5,010	10,235	10,000	(235)		(235)	102.3%	
Footway Lighting :- Indirect Expenditure	<b>6,234</b>	<b>15,201</b>	<b>16,500</b>	<b>1,299</b>	<b>0</b>	<b>1,299</b>	<b>92.1%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(6,234)</b>	<b>(15,201)</b>	<b>(16,500)</b>	<b>(1,299)</b>				
<u>406 Cemetery &amp; Churchyard</u>								
1226 Burials/Memorials Income	1,771	19,323	27,500	8,177			70.3%	
1227 Chapel Rental	0	0	660	660			0.0%	
Cemetery & Churchyard :- Income	<b>1,771</b>	<b>19,323</b>	<b>28,160</b>	<b>8,837</b>			<b>68.6%</b>	<b>0</b>

Continued over page



## Detailed Income &amp; Expenditure by Budget Heading 31/12/2021

Month No: 9

December 2021

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4011 General Rates	0	3,942	3,500	(442)		(442)	112.6%	
4012 Water Rates	0	21	150	129		129	13.9%	
4036 Property Maintenance/Security	0	446	1,000	554		554	44.6%	
4037 Grounds Maintenance	135	560	900	340		340	62.2%	
4039 Planting/Trees/Horticulture	8	8	350	342		342	2.3%	
4101 Grave Digging Costs	0	3,360	6,000	2,640		2,640	56.0%	
<b>Cemetery &amp; Churchyard :- Indirect Expenditure</b>	<b>143</b>	<b>8,337</b>	<b>11,900</b>	<b>3,563</b>	<b>0</b>	<b>3,563</b>	<b>70.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>1,628</b>	<b>10,986</b>	<b>16,260</b>	<b>5,274</b>				
<b>408 Town Centre (Including Market)</b>								
1238 Other Income Car Park	0	0	100	100			0.0%	
<b>Town Centre (Including Market) :- Income</b>	<b>0</b>	<b>0</b>	<b>100</b>	<b>100</b>			<b>0.0%</b>	<b>0</b>
4011 General Rates	0	12,630	12,900	270		270	97.9%	
4036 Property Maintenance/Security	0	51	1,500	1,449		1,449	3.4%	
4053 Loan Interest	0	102	197	95		95	51.6%	
4054 Loan Capital Repaid	0	202	412	210		210	49.1%	
4100 CCTV Fees	0	1,832	4,000	2,168		2,168	45.8%	
<b>Town Centre (Including Market) :- Indirect Expenditure</b>	<b>0</b>	<b>14,816</b>	<b>19,009</b>	<b>4,193</b>	<b>0</b>	<b>4,193</b>	<b>77.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(14,816)</b>	<b>(18,909)</b>	<b>(4,093)</b>				
<b>409 Public Toilets - Car Park</b>								
4011 General Rates	0	(1,871)	0	1,871		1,871	0.0%	
4012 Water Rates	0	932	1,200	268		268	77.6%	
4014 Electricity	78	308	300	(8)		(8)	102.5%	
4036 Property Maintenance/Security	0	786	1,000	214		214	78.6%	
<b>Public Toilets - Car Park :- Indirect Expenditure</b>	<b>78</b>	<b>154</b>	<b>2,500</b>	<b>2,346</b>	<b>0</b>	<b>2,346</b>	<b>6.2%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(78)</b>	<b>(154)</b>	<b>(2,500)</b>	<b>(2,346)</b>				
<b>500 Play Areas and Open Spaces</b>								
1201 Rent Received Etc	0	1,564	1,200	(364)			130.3%	
1241 Sandy FC Rent	0	0	505	505			0.0%	
1251 Pitch Rental	0	0	600	600			0.0%	
<b>Play Areas and Open Spaces :- Income</b>	<b>0</b>	<b>1,564</b>	<b>2,305</b>	<b>741</b>			<b>67.9%</b>	<b>0</b>
4007 Health & Safety	0	0	550	550		550	0.0%	
4012 Water Rates	0	210	500	290		290	42.0%	
4014 Electricity	0	(86)	200	286		286	(43.1%)	

12:14

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2021

Month No: 9

December 2021

	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	2,819	500	(2,319)		(2,319)	563.9%	
4037 Grounds Maintenance	0	1,490	2,500	1,010		1,010	59.6%	
4042 Equipment/Vehicle Maintenance	380	993	5,000	4,007		4,007	19.9%	
4972 Transfer from EMR Fallowfield	0	(7,500)	(7,500)	0		0	100.0%	
Play Areas and Open Spaces :- Indirect Expenditure	<b>380</b>	<b>(2,074)</b>	<b>1,750</b>	<b>3,824</b>	<b>0</b>	<b>3,824</b>	<b>(118.5%)</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(380)</b>	<b>3,638</b>	<b>555</b>	<b>(3,083)</b>				
<b>501 Sunderland Road Rec Ground</b>								
1201 Rent Received Etc	0	652	500	(152)			130.4%	
1253 Bowls Club Rental	0	450	455	5			98.9%	
1255 Cricket Club Rental	0	224	292	68			76.8%	
1256 Scouts ,ACF and SSLA	0	5	5	0			100.0%	
Sunderland Road Rec Ground :- Income	<b>0</b>	<b>1,331</b>	<b>1,252</b>	<b>(79)</b>			<b>106.3%</b>	<b>0</b>
4012 Water Rates	0	755	2,500	1,745		1,745	30.2%	
4014 Electricity	21	102	200	98		98	50.8%	
4036 Property Maintenance/Security	0	2,386	2,000	(386)		(386)	119.3%	
4046 Bowling Green - SBC	30	2,981	3,329	348		348	89.5%	
4047 Equipment Maintenance - SBC	160	1,660	2,679	1,019		1,019	62.0%	
4048 Cricket Square - SCC	30	1,752	2,645	893		893	66.2%	
4049 Equipment Maintenance - SCC	858	1,310	2,861	1,551		1,551	45.8%	
4060 Other Professional Fees	1,356	12,205	16,700	4,495		4,495	73.1%	
Sunderland Road Rec Ground :- Indirect Expenditure	<b>2,455</b>	<b>23,151</b>	<b>32,914</b>	<b>9,763</b>	<b>0</b>	<b>9,763</b>	<b>70.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(2,455)</b>	<b>(21,820)</b>	<b>(31,662)</b>	<b>(9,842)</b>				
<b>502 Nature Reserves</b>								
1306 Countryside Stewardship Grant	2,558	2,558	2,000	(558)			127.9%	
1307 Angling Licence Rent	0	679	675	(4)			100.5%	
Nature Reserves :- Income	<b>2,558</b>	<b>3,236</b>	<b>2,675</b>	<b>(561)</b>			<b>121.0%</b>	<b>0</b>
4037 Grounds Maintenance	0	41	1,500	1,459		1,459	2.7%	
4060 Other Professional Fees	0	0	10,560	10,560		10,560	0.0%	
4703 Sandy Green Wheel	0	2,000	2,000	0		0	100.0%	
Nature Reserves :- Indirect Expenditure	<b>0</b>	<b>2,041</b>	<b>14,060</b>	<b>12,019</b>	<b>0</b>	<b>12,019</b>	<b>14.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>2,558</b>	<b>1,196</b>	<b>(11,385)</b>	<b>(12,581)</b>				

12:14

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2021

Month No: 9

December 2021

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>505 Grass Cutting</b>								
4102 Grass Cutting	0	0	9,000	9,000		9,000	0.0%	
Grass Cutting :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>9,000</b>	<b>9,000</b>	<b>0</b>	<b>9,000</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(9,000)</b>	<b>(9,000)</b>				
<b>506 Litter Bins, Seats &amp; Shelters</b>								
4042 Equipment/Vehicle Maintenance	37	660	1,000	340		340	66.0%	
Litter Bins, Seats & Shelters :- Indirect Expenditure	<b>37</b>	<b>660</b>	<b>1,000</b>	<b>340</b>	<b>0</b>	<b>340</b>	<b>66.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(37)</b>	<b>(660)</b>	<b>(1,000)</b>	<b>(340)</b>				
<b>509 Christmas Lights</b>								
1365 Christmas Lights	0	1,172	500	(672)			234.3%	
Christmas Lights :- Income	<b>0</b>	<b>1,172</b>	<b>500</b>	<b>(672)</b>			<b>234.3%</b>	<b>0</b>
4401 Christmas Illuminations	3,641	10,940	14,000	3,060		3,060	78.1%	
4402 Community Christmas Event	707	3,808	2,650	(1,158)		(1,158)	143.7%	
Christmas Lights :- Indirect Expenditure	<b>4,349</b>	<b>14,748</b>	<b>16,650</b>	<b>1,902</b>	<b>0</b>	<b>1,902</b>	<b>88.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(4,349)</b>	<b>(13,577)</b>	<b>(16,150)</b>	<b>(2,573)</b>				
<b>601 Precept and Interest</b>								
1101 Precept	0	599,356	599,356	0			100.0%	
1320 Interest Received - All account	31	92	1,000	908			9.2%	
Precept and Interest :- Income	<b>31</b>	<b>599,448</b>	<b>600,356</b>	<b>908</b>			<b>99.8%</b>	<b>0</b>
<b>Net Income</b>	<b>31</b>	<b>599,448</b>	<b>600,356</b>	<b>908</b>				
<b>602 Democratic and Civic Costs</b>								
1245 Grants Received	0	(325)	0	325			0.0%	
1309 Misc Contributions	0	410	0	(410)			0.0%	
Democratic and Civic Costs :- Income	<b>0</b>	<b>85</b>	<b>0</b>	<b>(85)</b>				<b>0</b>
4020 Misc Establishment Costs	0	12	100	88		88	12.3%	
4033 Annual Report & Newsletter	0	2,178	3,000	822		822	72.6%	
4042 Equipment/Vehicle Maintenance	30	1,611	400	(1,211)		(1,211)	402.7%	
4200 Mayor's Allowance	0	30	2,200	2,170		2,170	1.4%	
4202 Members' Expenses (Conf etc)	0	65	500	435		435	13.0%	
4701 Grants/Donations Paid	0	3,755	4,000	245		245	93.9%	
4702 Community Events Support	10	3,863	7,040	3,177		3,177	54.9%	
4921 Transfer to EMR	0	(1,200)	0	1,200		1,200	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2021

Month No: 9

December 2021

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4971 Transfer from EMR	0	180	0	(180)		(180)	0.0%	
<b>Democratic and Civic Costs :- Indirect Expenditure</b>	<b>40</b>	<b>10,494</b>	<b>17,240</b>	<b>6,746</b>	<b>0</b>	<b>6,746</b>	<b>60.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(40)</b>	<b>(10,409)</b>	<b>(17,240)</b>	<b>(6,831)</b>				
<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%	
1245 Grants Received	1,500	6,667	0	(6,667)			0.0%	
1258 Insurance Claims Repayment	0	3,499	0	(3,499)			0.0%	
1309 Misc Contributions	0	5,155	0	(5,155)			0.0%	
1364 S106 Money Received	0	519	0	(519)			0.0%	
<b>Capital and Projects :- Income</b>	<b>1,500</b>	<b>35,743</b>	<b>19,903</b>	<b>(15,840)</b>			<b>179.6%</b>	<b>0</b>
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%	
4802 CAP - Cemetery Extension	0	27,945	0	(27,945)		(27,945)	0.0%	
4821 CAP - Fencing Bedford Rd	0	560	0	(560)		(560)	0.0%	
4828 CAP - Dropped Kerb	0	2,100	0	(2,100)		(2,100)	0.0%	
4829 CAP - Car Park	0	6,465	0	(6,465)		(6,465)	0.0%	
4833 CAP - Village Hall Paving	0	5,500	0	(5,500)		(5,500)	0.0%	
4834 CAP - Machinery & Equipment	0	1,498	0	(1,498)		(1,498)	0.0%	
4836 CAP - Neighbourhood Plan	158	1,371	10,000	8,629		8,629	13.7%	
4838 CAP - Depot	0	2,110	0	(2,110)		(2,110)	0.0%	
4839 CAP - CBC Tree Fund Project	230	9,943	0	(9,943)		(9,943)	0.0%	
4841 CAP - Litter Bins	0	3,789	0	(3,789)		(3,789)	0.0%	
4842 CAP - Bowls Club Fence	0	519	0	(519)		(519)	0.0%	
4843 CAP - Office Boiler	0	2,000	0	(2,000)		(2,000)	0.0%	
4844 CAP - Football Changing Room	0	650	0	(650)		(650)	0.0%	
4845 CAP - Remeberance Banners	0	625	0	(625)		(625)	0.0%	
4915 Transfer to Rolling Capital Fd	1,500	60,299	51,300	(8,999)		(8,999)	117.5%	
4921 Transfer to EMR	0	5,155	0	(5,155)		(5,155)	0.0%	
4923 Internal Loan repaid to F'ild	0	12,000	12,000	0		0	100.0%	
4965 Funded from Rolling Capital	(388)	(63,390)	(10,000)	53,390		53,390	633.9%	
<b>Capital and Projects :- Indirect Expenditure</b>	<b>1,500</b>	<b>99,043</b>	<b>83,203</b>	<b>(15,840)</b>	<b>0</b>	<b>(15,840)</b>	<b>119.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(63,300)</b>	<b>(63,300)</b>	<b>0</b>				
<b>Grand Totals:- Income</b>	<b>5,860</b>	<b>662,844</b>	<b>655,501</b>	<b>(7,343)</b>			<b>101.1%</b>	
<b>Expenditure</b>	<b>45,566</b>	<b>484,909</b>	<b>655,501</b>	<b>170,592</b>	<b>0</b>	<b>170,592</b>	<b>74.0%</b>	
<b>Net Income over Expenditure</b>	<b>(39,706)</b>	<b>177,934</b>	<b>0</b>	<b>(177,934)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>(39,706)</b>	<b>177,934</b>						

**Sandy Town Council**  
**Report to 31st December 2021**

General Notes

Attached is the summary income & expenditure report for the month 1st December to 31st December 2021

This report shows a current year surplus of income over expenditure of £177,934

The balance sheet shows that total funds available to the Council are £840,045

This is made up of the following -

Current Year Fund	£177,934
General Reserve Brought Forward	£234,043
Rolling Capital Fund	£243,589
Fallowfield Reserve	£60,217
Skatepark Project EMR	£12,155
Earmarked Elections	£15,000
Cemetery Development Reserve	£23,028
Total	£765,966

The percentage of budget if analysed evenly over the year to date is 75% 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 December 2021 payroll. Payments made to HMRC & LGPS in first week of January 2022.

Analysis by Cost Centre**401 Staff**

Expenditure is 70.4% of the annual budget.

4010 - Large expenditure at start of financial year due to payment to Harrisons Accountancy for 2021/22 payroll service.

Cost centre underspend due to periods of staff on unpaid leave and awaiting the 2021/22 pay award.

**402 Administration**

Expenditure is 73.5% of the annual budget.

1003 - Income from Saffords bookings.

1201 - Income from Chamber rental for PCC election.

1205 - Waylines income from Council land.

1245 - CBC Ward Cllr Grant for Beeston Library Box.

4011 - Business rates are paid in two 6 monthly installments. Payment for first 6 months made in April 2021.

4012 - Low expenditure due to accrual of £100 for final 2020/21 bill. Actual bill only £69.52.

Very low water bill for February to May of £14.08. Bill of 58.97 for May to August paid.

4016 - High due to bulk order of cleaning materials for caretaker, outdoor team and office. Expenditure expected to remain in budget at year end.

4021 - Includes service charge related to wi-fi service set up. Higher charges resulting from mobile phones added. Budget increased in draft 2022/23 budget proposal. Credit of £233.89 due from Chess Ltd.

4022 - High expenditure due to top up of franking machine. Postage is paid in advance and then used via the franking machine. Higher expenditure over the last year due to regular postage of all Councillors' agendas. Current postage balance expected to be sufficient for rest of financial year.

**Sandy Town Council**  
**Report to 31st December 2021**

Analysis by Cost Centre [Continued]

4023 - Overspend due to payment of £740 for Neighbourhood Plan promotional stationery. To be moved to NDP budget expenditure. £536.75 quarterly copier charge to be moved to copier budget. This will bring budget expenditure to 73%

4024 - The majority of the Council's annual subscriptions are paid at the start of the financial year. Therefore expenditure appears high.

4025 - High due to payment of 12 month insurance premium (July - July) rather than monthly payments.

4027 - High due to costs associated with new Clerk's laptop and associated costs. Will remain in budget at year end.

4050 - Includes funds paid to Saffords which are due for payment taken for trips booked. More trips booked in current financial year than anticipated.

---

**403      Works**

Expenditure is 53.9% of the annual budget.

4011 - Business rates are paid in two 6 monthly installments. Payment for first 6 months made in April 2021.

4012 - Bill of £29.46 received for first quarter. Offset by credit from previous year. Bills lower than anticipated due to use of grey water tank.

4039 - High expenditure due to summer planting costs. No overspend anticipated.

4043 - Increase in fuel costs has impacted Council expenditure. Allowance made in 2022/23 budget for increased costs. Continue to monitor.

4044 - Tax and insurances paid annually for Council vehicles.

---

**405      Footway Lighting**

Expenditure is 92.1% of the annual budget.

Large expenditure in maintenance of streetlights due to a number of lanterns needing replacing with new LED lanterns and work to fix faulty lighting at the Village Hall car park/Sunderland Road. Work included new column.

---

**406      Cemetery & Churchyard**

Expenditure is 68.6% of the annual budget.

1226 - Lower income than had been anticipated based on previous years levels.

4011 - Business rates are paid in two 6 monthly instalments. Payment for first 6 months made in April 2021. Overspend due to higher rate levels than anticipated.

4012 - Accrual of £20 made for final 2020/21 water costs. Actual cost of £12.68 resulted in credit. Further bills awaited.

---

**408      Town Centre**

Expenditure is 70.1% of the annual budget.

4011 - Business rates are paid in two 6 monthly installments. Second payment made in September 2021.

---

**409      Public Toilets - Car Park**

Expenditure is 6.2% of the annual budget.

4014 - Increase allowed for 2022/23. Overspend related to increase in charges from June 2021. Slight reduction in October followed by an increase in December.

4011 - Credit due to refund for previously paid rates for public toilets. Public toilets are now exempt from business rates.

**Sandy Town Council**  
**Report to 31st December 2021**

Analysis by Cost Centre [Continued]

**500 Play Areas and Open Spaces**

---

Expenditure is (118.5%) of the annual budget.

4014 - Accrual of £100 for final 20/21 electricity costs. No invoices to date. To liaise with football club over STC share of Beds Road invoices.

4036 - High costs due to repair work needed on the Bedford Road pavilion and lights at the pavilion.

Overall cost centre credit is due to transfer of £7,500 from Fallowfield EMR towards general maintenance costs.

**501 Sunderland Road Recreation Ground**

---

Expenditure is 70.3% of the annual budget.

1201 - Rent from fair at Sunderland Road

4036 - High expenditure due to inclusion of costs for repair of the Banks Pavilion roof. To be re-allocated to the Rolling Capital Fund prior to year end.

**502 Nature Reserves**

---

Expenditure is 14.5% of the annual budget.

**505 Grass Cutting**

---

Expenditure is 0% of the annual budget. Invoice to be received in March 2022.

**506 Litter Bins, Seats & Shelters**

---

Expenditure is 66% of the annual budget.

4042 - Work on repairs to benches.

**509 Christmas Lights**

---

Expenditure is 88.6% of the annual budget.

4402 - Overspend due to increase in costs related to christmas lights event (road closure, First Aid cover) Increased budget allowed for in 2022/23 draft budget.

**601 Precept and Interest**

---

100% of precept received. Second half received in September 2021.

**602 Democratic and Civic Costs**

---

Expenditure is 60.9% of the annual budget.

1245 - Contributions from CBC, BTC and PTC for three mosaic trail map.

4033 - High expenditure as it includes payment for November Bulletin issues.

4042 - Overspend due to allocation of replacement defibrillator box and pads to budget code. To be reallocated

**700 Capital**

---

4829 - This includes the costs of repairing the car park toilets (£2,810) and replacing the car park barrier (£3,368.21). An insurance payment was received for the work to the car park barrier and is shown as income under 408 - 1258.

Date: 05/01/2022

## Sandy Town Council Current Year

Page 1

Time: 12:41

## Current Bank A/c

## List of Payments made between 01/12/2021 and 31/12/2021

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
06/12/2021	Barclays	DDR	40.25		Bank Charges
06/12/2021	UK Fuels Limited DDR	DDR1	74.71		2709-Motor fuel
08/12/2021	4Tune Performance	32408	58.60		2680-MOT Class 7
08/12/2021	22 Sandy Sqn ATC	32409	50.00		2676-Donation to Air Cadets
08/12/2021	Broxap Ltd	32410	1,768.56		2677-Standard litter bin x 4
08/12/2021	Colin Ross Workwear & Safety	32411	170.20		2678-Staff uniform
08/12/2021	The Community Heartbeat Trust	32412	864.00		2679-Replacement cabinet
08/12/2021	Eclipse Sound & Light Ltd	32413	2,078.55		2438-Xmas lights stage hire
08/12/2021	Churches Fire Security Ltd	32414	84.92		2692-Fire alarm&emergency light
08/12/2021	Hertfordshire County Council	32415	400.68		2681-Stationery& misc items
08/12/2021	Tim Miles	32417	960.00		2682-Grave digging
08/12/2021	Sandy Good Neighbours	32418	100.00		2685-Good Neighbour-Grant
08/12/2021	FD Odell & Sons Ltd	32419	479.70		2730-Monthly skip rental
08/12/2021	Rialtas Business Solutions Ltd	32420	70.80		2684-MTD annual support
08/12/2021	Rosetta Publishing	32421	290.40		2693-Beds bulletin Dec 2021
08/12/2021	Shire Pest Control & Wildlife	32422	155.00		2686-Trapping program-cemetery
08/12/2021	SLCC Enterprises Ltd	32423	90.00		2687-Practitioners' conf. fee
08/12/2021	Steve Dear Tree Services Ltd	32424	672.00		2689-Tree work-Sandy rec gmd
08/12/2021	St. John Ambulance	32425	115.20		2688-First aid cover-Remembran
08/12/2021	Verto (UK) Ltd	32426	1,138.80		2691-Hosting Roman Dec21/22
08/12/2021	M. C. Electronics	32416	120.00		2731-PA Hire
08/12/2021	Mr S Gregory	FP1	1,018.00		2820-Mower service/repairs
08/12/2021	1st Choice Staff Recruitmnet L	FP2	3,317.33		2700-C Oliver w.c. 07.11.21
08/12/2021	HMRC	FP	3,718.82		PAYE/NI Nov 21
08/12/2021	Beds Pension Fund	FP	4,834.69		Pensions Nov 21
13/12/2021	UK Fuels Limited DDR	DDR2	104.80		2711-Motor fuel
13/12/2021	Yu Energy	DDR1	112.84		2795-Depot electricity
13/12/2021	Yu Energy	DDR2	359.43		2799-Office electricity
13/12/2021	Yu Energy	DDR3	6.42		2803-SRRG Electricity
13/12/2021	Yu Energy	DDR4	609.11		2804-S/lights electricity
13/12/2021	Yu Energy	DDR5	48.44		2807-S/Lights Electricity
13/12/2021	Yu Energy	DDR6	8.30		2790-C/Park toilets electric
15/12/2021	Dec Salaries	FP	14,131.24		Dec Salaries
17/12/2021	Chess Ltd DDR	DDR3	315.49		2813-IT Support
20/12/2021	Post Office Ltd	111375	275.00		2779-FD07 HGU RFL
20/12/2021	UK Fuels Limited DDR	DDR4	133.55		2706-Motor fuel
20/12/2021	Purchase Power	DDR5	86.93		2817-F/Mchine lease
22/12/2021	Todd's Nursery Limited	FP3	276.00		2696-Trees
22/12/2021	Yu Energy	DDR7	0.63		Purchase Ledger Payment
22/12/2021	Yu Energy	DDR8	57.14		2791-Car Park toilets electric
24/12/2021	Ampower UK Ltd	DDR6	885.19		2809-S/Lights electricity
30/12/2021	Control Print Solutions Ltd	DDR7	644.10		2707-Copier charge
30/12/2021	Ampower UK Ltd	DDR8	41.90		2810-S/Lights electricity
30/12/2021	Chess Ltd DDR	DDR9	244.00		2814-Telephone
30/12/2021	Chess Ltd DDR	DDR10	798.54		2708-Fujitsu Lifebook laptop
	<b>Total Payments</b>		<b>41,810.26</b>		



**Policy, Finance and Resources Committee**

---

<b>Date:</b>	<b>10<sup>th</sup> January 2022</b>
<b>Title:</b>	<b>Beeston Track Repair</b>
<b>Contact Officer:</b>	<b>Town Clerk</b>

**Purpose of the Report**

1. To receive a cost for the repair of a track across Beeston Village green for which the Council has responsibility.

**Recommendation**

2. That the Committee approve the works required to repair the track at a cost of £3,400 plus VAT.
3. That the Clerk continue to liaise with a property owner seeking a deed of easement to a property across the Green for a contribution towards to the costs of the work.

**Background**

4. The Committee previously received a report and recommendation on two tracks across Beeston Village Green, one of which a resident queried about repair work due to the deteriorating condition of the part of the track. Legal advice indicated that the Council had responsibility for the maintenance of two tracks, which previous authorities had accepted responsibility for in writing. Mid-Beds District Council had also undertaken some repair work to the track previously. Details of legal advice was previously reported to the committee in October 2021.
5. It was reported that a review of historic documentation held shows that in 1959 the Sandy Urban District Council wrote to 21 residents of Beeston Green stating that the Council was prepared to accept responsibility for reasonable maintenance and attention to two crossings over the main Green. At some point an authority undertook tarmac surfacing of both tracks, although STC have never undertaken any work to the tracks themselves.
6. Members noted inherited responsibility for the maintenance of these two tracks and the need to consider how it will manage this. The Clerk was also asked to obtain a recommendation and cost for work needed if it was to be resurfaced or repairs carried out with tarmac.

**Proposals/Information**

7. The Clerk has received a recommendation and quote for repair works needed from a contractor who has undertaken other work for the Council, including resurfacing of the Village Hall entrance road and cemetery dropped kerbing.

Recommendation received;

Clean up, cut out and repair damaged areas and one large section, removing all waste and resurfacing with 6mm SMA tarmac sealing edges with hot tar. Cost of £3,400 plus VAT.

8. The Clerk has struggled to obtain further quotations from suitable contractors. A price obtained from an alternative contractor is estimated to be up to £6,555 based on price per sqm rate.
9. The contractor has undertaken good work for the Council and the cost is reasonable and offers good value. The Clerk would therefore like to arrange to have the work completed by the contractor.

## **AGENDA ITEM: 8**

## **APPENDIX IV**

However, work will need to be undertaken in spring when the weather improves, as such there is time to continue to try and obtain further quotes if the Committee wishes.

10. The Clerk has been liaising with the owner of a property on the western side of the Green (18 The Green) in regards to a contribution they wish to make towards the enhancement of the Green. This follows the granting of planning permission for a new property to be built on the site. Contributions include tree planting and clearance of culverts, but there is also the potential to include contribution towards, or payment of the work required to the track, which will be used by vehicles accessing the new property.

### **Financial Implications**

11. There will be financial implications for the Council's responsibility for maintaining two tracks. The most immediate implication will be required repair work to one of the tracks, although longer term implications will be the ongoing maintenance of both tracks. The cost quoted for repair works can be covered by the Council's current revenue budget. Scope for a contribution to the works would mean the Council could offset the costs.

### **Policy Implications**

12. The management and maintenance of the Village Green is covered by the Beeston Green Management Plan which will need updating to reflect any responsibilities and planned maintenance/upkeep of tracks. The Council will need to consider the fact that the tracks have had tarmac surfacing carried out in the past and how that will be reflected in the Management Plan.
13. Any work undertaken would support the objectives of the Council's recreational spaces improvement document.

### **Legal Powers**

14. Commons Act 2006.
15. The action undertaken is covered by the Localism Act 2011, s.1 the General Power of Competence, for which Sandy Town Council is eligible and is a power of first resort, allowing the Council to do anything an individual can do.

### **Risk Management**

16. Failure to take action to carry out repair work to the track may open the Council up to potential action from residents, if it were to be determined by a court that the Council had a responsibility to maintain the track to a safe standard. The Council's insurers have stated that if the Council are responsible for these tracks, then there would be cover under the Public Liability Section of our Cover. However, the insurer would expect that the tracks are maintained to ensure that there is no damage caused to a third party.

## Policy, Finance and Resources Committee

---

<b>Date:</b>	<b>10<sup>th</sup> January 2022</b>
<b>Title:</b>	<b>Play Park Gate Replacements</b>
<b>Contact Officer:</b>	<b>Town Clerk</b>

### Purpose of the Report

1. To provide Members with costs on the replacement of three self-closing play park gates at Fallowfield.
2. To seek approval for three self-close pedestrian gates.

### Recommendation

3. That the Council approve the purchase of three self-close pedestrian gates from company C, which will fit the gate space in the fencing and provide best value for money.
4. That the costs of the gates come from the Council's Rolling Capital Fund.

### Background

5. The Community, Services and Environment Committee previously received and considered a report on play sites and equipment under the Council's ownership and management. The report highlighted a number of recommendations that arose from the Council's last independently carried out health and safety check of play areas.
6. The independent report highlighted the need to replace faulty gates at play areas which were no longer self-closing. The Committee put forward a recommendation to the Policy, Finance and Resources committee that the faulty gates be replaced and that costs be brought forward.

### Information

7. Initial costs were quoted at £2,350 for provision and installation of a self-close gate. The Clerk and Outdoor Team Leader have looked into the replacement of the gates further and believe that the outdoor team should be able to undertake the removal of the old gates and installation of the new gates in house. This would be more cost effective than having a company provide and install the gates.
8. The below table gives the costs of purchasing three self-close pedestrian gates to replace the existing faulty gates.

	Description	Colour	Unit Cost (£)	Total (£) Inc. Carriage
Company A	1125mm high, 1345mm wide Prosafe hydraulic self-closing gate with hand and slam post	Yellow	887.94	2,813.82
Company B	Single self-close gate 1.2 m high by 1.2m wide	Yellow	1,350.00	4,050.00
Company C	Complete pedestrian self-close gate unit, electro-plated and polyester powder coated. 1.2m high	Yellow	755.90	2,417.70

### Policy Implications

9. Ensuring the Council's equipment is well maintained, efficient and effective helps the Council fulfil its service requirements. The proposed work will support the Council's Recreational Area Improvement

**AGENDA ITEM: 9****APPENDIX V**

Plan, which highlights the Council's ambition to maintain and enhance its play areas. The work will also support the Council's Health and Safety responsibilities.

**Legal Powers**

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

**Risk Management**

11. Failure to carry out the recommended work could result in injury to a user and leave the Council open to reputational damage and potential action related to any injuries sustained.

**Policy, Finance and Resources Committee**

---

<b>Date:</b>	<b>10<sup>th</sup> January 2022</b>
<b>Title:</b>	<b>Electricity and Gas Provision</b>
<b>Contact Officer:</b>	<b>Town Clerk</b>

**Purpose of the Report**

1. To provide Members with up-to-date costs for the Council's Electricity and Gas provision following the closure of the Council's previous provider and assignment to a new provider.

**Recommendation**

2. That the Council note the report and the reduction made to the draft 2022-23 budget as a result of a new tariff agreement.

**Background**

3. The Town Council is in contract with Ampower for its electricity and gas. A utility company has previously been used to help secure the best rates for electricity and gas provision. The agreement with Ampower was due to run until 2023, securing the agreed fixed charges until that time. Ampower has announced that due to the energy crisis in the UK, they find themselves in an unsustainable situation and as a result, has now ceased trading.
4. The Council's accountant recommended that a 150% increase in electricity and gas costs be included in the 2022/23 budget due to uncertainty in the market. Ofgem, the energy regulator, appointed the Council to Yu Energy. The initial rates with Yu Energy were very high, as per the 150% budgeted for.
5. The Clerk and Admin Team Leader then worked with Utility Track, an energy broker used by a number of Councils, to try and obtain the best possible energy deal.

**Proposals/Information**

6. Following a review of suppliers, Yu Energy were able to offer the Council the best rate at this time. Due to the daily changing rates of energy provision, it was not possible to secure prices for more than a couple of days. Therefore, the Clerk spoke with the Chairman of Policy, Finance and Resources and took the advice of the energy broker to enter into a 36-month gas and electric supply agreement with Yu Energy.
7. Due to the market and high energy prices, the increase for the Council is still large and as such impacts significantly on the Council's 2022/23 Budget. However, going with Yu Energy has a number of benefits, including;
  - Yu Energy offered the most competitive rate compared to other providers in the market.
  - Yu Energy was £1,850 cheaper overall than the nearest competitive supplier (SSE)
  - Yu Energy agreed to backdate the new lower rate to all charges applied to the Council from the point it was assigned to the energy provider by Ofgem. This resulted in a £357.82 credit.

- Although the contract is for 36 months, Yu Energy have agreed to review contracts if wholesale market rates drop during the contract. This is not something that was offered by other suppliers.
- Yu Energy is a 'green' energy company, helping the Council meet one of the actions within its Environmental Plan.
- Yu is seen as a 'safe' energy provider by Ofgem, meaning the Council is less likely to be in the position of its energy supplier failing again.

**Financial Implications**

8. The draft 2022/23 budget has been amended to reflect the new rates under Yu energy. This has resulted in a reduction of £2,000 in energy costs in the budget presented to the Council at the meeting of 10<sup>th</sup> January 2022. While there is the chance the market will stabilise and Yu Energy will review and amend their tariffs, the Council need to budget for the rates as they currently are, and it is not possible to reduce these any further than allowed for in the current draft budget.

## Policy, Finance and Resources Committee

<b>Date:</b>	<b>10<sup>th</sup> January 2022</b>
<b>Title:</b>	<b>2022/23 Budget and Precept</b>
<b>Contact Officer:</b>	<b>Town Clerk</b>

**Purpose of the Report**

1. To provide Members with a summary of increase and decreases in key budget areas that contribute to the 2022/23 budget increase.
2. This report accompanies the budget and precept summary and detailed annual budget report.

**Information**

3. The following budget increases are with the current draft budget;

<b>Budget Area</b>	<b>Increase</b>	<b>Comment</b>
Salary Budget (inc NIC, Pension, Tax)	£21,075	Increase per accountants' recommendation
Utilities (Electric, Gas, Water across all sites)	£11,100	Increase based on actual cost of new contract which secured the best rates available at the time. Reduced budget from £15,000 in the last draft received by the committee.
General Rates (All sites)	£850	Anticipated increases across all sites on which rates are paid
Telephone Contracts	£500	Increase based on spend to date and mobile phone contracts added.
Legal Expenses	£1,800	Increase to allow more funds towards potential Jenkins Extension Legal Work
Fuel	£500	Increase made due to increased cost of fuel
RPI Increases on Leases and Agreements	£1,397	Increases in line with all leases and agreements which the Council has in place
Remembrance Parade Expenditure	£200	New expenditure due to increasing role Council has in organising the Remembrance Parade
Christmas Light Event and Tree	£600	Increase cost in tree supply and first aid cover
602 – Equipment Maintenance	£600	Budget increased to cover costs of maintaining Council defibrillators (new pads and allowance for repair work)
Lamppost Banners	£850	New budget to cover installation and take down of lamppost banners during year

4. The Community, Services and Events Working Group approved a proposed Jubilee Event to be held in June 2022. The core costs of the event can be covered by the £7,000 community event support budget set out in the draft budget. The Events Working Group and the CSE committee expressed a desire to also include fireworks in the event. This would require additional funding of up to £3,000 for a 5-minute firework display. If £3,000 was added to the current draft budget it would result in a 4.26% increase in the average Band D precept.

5. The following budget reductions have been made within the current draft budget;

Budget Area	Decrease
Training, travel and subsistence	£700
Property Maintenance/Security (across all sites)	£1,500
Printing, copying and equipment	£1,000
CCTV	£2,000
Grounds Maintenance	£450
Service agreements and contracts	£1,750
Insurance	£400

6. The Council has also increased or decreased the following income budgets;

Budget Area	Increased	Decreased
Tourism Income	£300	
Rent Received for Chamber	£250	
Car Park Passes		£100
Sunderland Road Rent (Event Hire)	£500	
Christmas Light Income (Event Income)	£500	

7. The following has been allowed for capital expenditure. Members should note that a contingency is needed for unanticipated works/purchases that arise during the year which cannot wait until a new year's budgeting process.

Expenditure	Est. Cost (£)
Completion of Archaeological Works for Cemetery as per planning application conditions	£55,000
Cemetery Extension Works	£20,000 (plus £23k in EMR)
Upgrading of remaining Bins	£10,000
Repair of Boundary Fencing at Bedford Road Recreation Ground	£9,000
Repair of Cemetery Fencing	£3,000
New Electric Truck	£50,000
Speed Indicator Sign	£4,000
Fallowfield Play Equipment Replacement	£20,000
New Football Sockets and Goals	£4,300
Garage Demolition (The Limes)	£3,000
Town Entrance Signs	£4,000
Conference/Hybrid Meeting Technology for Chamber	£5,500
Environmental Works/Improvements	£13,000
New Grounds Equipment Allowance	£18,000
Beeston Community Land/Allotments	£20,000
Purchase of new trees allowance	£5,000
*Replacement Notice Boards – <i>report to be brought forward</i>	£3,500
	<b>£247,300</b>
<b>Allocated Rolling Capital Funding Level for 2022/23</b>	<b>£293,547</b>
Estimated Rolling Capital Funding Level for 2022/23 if underspend in 2021/22 revenue budget allocated	£339,984

8. Members are asked to consider this information in conjunction with the 2022/23 budget and precept summary and detailed budget reports.



**Sandy Town Council**

(Prepared 22.12.21)

**Budget Summary**

**Year Ended 31st March 2023**

	<b>2021-22</b>		<b>2022-23</b>	<i>Budget</i>
	<b>Projected</b>	<i>Budgeted</i> (Revised)	<b>Proposed</b>	<i>Incr/Decr</i>
REVENUE EXPENDITURE				
Staffing & Admin	415934	447015	<b>470600</b>	23585
Services	107168	125283	<b>132329</b>	7046
	<u>523102</u>	<u>572298</u>	<u><b>602929</b></u>	<u>30631</u>
INCOME				
Staffing & Admin	1298	1250	<b>2600</b>	1350
Services	32794	34992	<b>36117</b>	1125
	<u>34092</u>	<u>36242</u>	<u><b>38717</b></u>	<u>2475</u>
NET REVENUE EXPENDITURE	<u>489010</u>	<u>536056</u>	<u><b>564212</b></u>	<u><b>28156</b></u>

**Capital Expenditure (Net)**

Rolling Capital Fund Allocation	51300	51300	<b>51300</b>	0
Capital & Projects (net)	0	0	<b>0</b>	0
Loans	609	609	<b>608</b>	
Loan - Internal Repayment	12000	12000	<b>12000</b>	0
	<u>63909</u>	<u>63909</u>	<u><b>63908</b></u>	<u>0</u>
<b>TOTAL NET EXPENDITURE</b>	<u><b>552919</b></u>	<u><b>599965</b></u>	<u><b>628120</b></u>	<u><b>0</b></u>

Financed as follows

Reserves at 1st April	234043	286636	<b>280480</b>	
Reserves at 31st March	<u>280480</u>	<u>286027</u>	<u><b>280480</b></u> **	
Used to Fund Expenditure\ (Incr in Gen Rsv)	(46,437)	609	<b>0</b> ***	

**PRECEPT FUNDING REQUIRED**

	<u>599356</u>	<u>599356</u>	<u><b>628120</b></u>	<u>28764</u>	4.80%
	<u><b>552919</b></u>	<u><b>599965</b></u>	<u><b>628120</b></u>		

**Precept information**

**ADJUSTED BASIS**

Band D Equivalents	<u>4016</u>	<u>4056</u>	(NYA)	1.00%
Precept per Band D Equivalent (£/annum)	<u>£ 149.24</u>	<u>£154.86</u>	£5.62	3.77%
Precept per Band D Equivalent (p/week)	<u>286.21</u>	<u>296.99</u>	10.78 p	

**Note: Recommended <b>minimum</b> reserve equal to 3 months net revenue expenditure	<u>122253</u>	<u>134014</u>	<u>141053</u>
General Reserve <b>Shortfall</b> /Surplus	158227	152013	<b>139427</b> ***

<b>Earmarked Reserve</b>	<u>31/03/2021</u> (Actual)	<u>31/03/2022</u> (Projected)	<u>31/03/2023</u> (Available)
Rolling Capital Fund	246680	243985	<b>295285</b>
Earmarked Reserves	46047	45027	<b>45027</b>
Fallowfield	55717	60217	<b>64717</b>
Fallowfield Internal Loan	238000	226000	<b>214000</b>
TOTAL Earmarked Funds	<u>586444</u>	<u>575229</u>	<u><b>619029</b></u>
General Reserve (see above)	234043	280480	<b>280480</b> B
<b>Total Reserves</b>	<u>820487</u>	<u>855709</u>	<u><b>899509</b></u>

**B Recommend transfer to RCP at 31/3/22 of 2021/22 Final Surplus**

**Sandy Town Council**

(Prepared 22.12.21)

**Budget Summary****Year Ended 31st March 2023**

		<b>2021-22</b>		<b>2022-23</b>	<i>Budget</i>
		<b>Projected</b>	<i>Budgeted</i>	<b>Proposed</b>	<i>Incr/Decr</i>
			(Revised)		
<b>Expenditure Budgets</b>					
<b>Staffing &amp; Admin</b>					
Staff	401	287225	308925	<b>330000</b>	21075
Admin - Office	402	76168	79550	<b>81550</b>	2000
Admin - Works	403	39296	41300	<b>41050</b>	-250
Precept and Interest	601	0	0	<b>0</b>	0
Democratic & Civic	602	13245	17240	<b>18000</b>	760
		<u>415934</u>	<u>447015</u>	<u><b>470600</b></u>	<u>23585</u>
<b>Services</b>					
Footway Lighting	405	10000	16500	<b>23000</b>	6500
Cemetery & Churchyard	406	12292	11900	<b>12300</b>	400
Town Centre (incl Market) (excl Loans)	408	15771	19009	<b>17508</b>	-1501
Public Toilets - Car Park	409	315	2500	<b>2650</b>	150
Play Areas & Open Spaces	500	500	1750 A	<b>1250</b>	-500
Sunderland Rd Rec Ground	501	26980	32914	<b>33821</b>	907
Nature Reserves	502	14060	14060	<b>14550</b>	490
Grass Cutting	505	9000	9000	<b>9000</b>	0
Litter Bins Seats and Shelters	506	1000	1000	<b>1000</b>	0
Christmas Lights	509	17250	16650	<b>17250</b>	600
		<u>107168</u>	<u>125283</u>	<u><b>132329</b></u>	<u>7046</u>
<b>TOTAL EXPENDITURE</b>		<u><b>523102</b></u>	<u><b>572298</b></u>	<u><b>602929</b></u>	<u><b>30631</b></u>

**NOTES**

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

# Sandy Town Council

(Prepared 22.12.21)

## Budget Summary

Year Ended 31st March 2023

	<u>2021-22</u>		<u>2022-23</u>	<i>Budget</i>
	<b>Projected</b>	<i>Budgeted</i>	<b>Proposed</b>	<i>Incr/Decr</i>
		(Revised)		
<b><u>Income Budgets</u></b>				
<b><u>Staffing &amp; Admin</u></b>				
Staff	401	0	0	0
Admin - Office	402	1013	250	1850
Admin - Works	403	0	0	0
Precept and Interest	601	200	1000	-500
Democratic & Civic	602	85	0	0
		<u>1298</u>	<u>1250</u>	<u>1350</u>
<b><u>Services</u></b>				
Footway Lighting	405	0	0	0
Cemetery & Churchyard	406	27720	28160	0
Town Centre (incl Market)	408	0	100	-100
Public Toilets - Car Park	409	0	0	0
Play Areas & Open Spaces	500	0	2305	8
Sunderland Rd Rec Ground	501	1399	1252	707
Nature Reserves	502	2675	2675	10
Grass Cutting	505	0	0	0
Litter Bins Seats and Shelters	506	0	0	0
S.E.G (not is use 14/15)	508	0	0	0
Christmas Lights	509	1000	500	500
		<u>32794</u>	<u>34992</u>	<u>1125</u>
<b><u>TOTAL INCOME</u></b>		<u>34092</u>	<u>36242</u>	<u>2475</u>

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

11:18

**Note: 2022/23 Draft Budget**

		<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>401</b>	<b><u>Staff</u></b>									
4001	Gross Salaries - Admin	121,000	115,830	122,500	77,066	109,000	0	129,250	0	0
4002	Gross Salaries - Works	109,500	95,915	110,000	57,786	91,000	0	115,250	0	0
4003	Employers NIC	19,250	16,594	19,350	10,956	17,200	0	23,000	0	0
4004	Employers Superannuation	53,000	48,192	55,500	31,767	49,400	0	60,750	0	0
4006	H&S Costs/Consultancy	600	500	600	150	600	0	600	0	0
4010	Miscellaneous Staff Costs	1,000	766	700	682	750	0	800	0	0
4019	Agency Staff	0	0	0	13,810	19,000	0	0	0	0
4030	Recruitment Advertising	275	0	275	0	275	0	350	0	0
	<b>Overhead Expenditure</b>	<b>304,625</b>	<b>277,797</b>	<b>308,925</b>	<b>192,217</b>	<b>287,225</b>	<b>0</b>	<b>330,000</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(304,625)</b>	<b>(277,797)</b>	<b>(308,925)</b>	<b>(192,217)</b>	<b>(287,225)</b>		<b>(330,000)</b>		
<b>402</b>	<b><u>Administration-Office</u></b>									
1003	Tourism Income	750	0	0	338	338	0	300	0	0
1201	Rent Received Etc	750	0	250	422	500	0	500	0	0
1202	Photocopying Income	50	1	0	0	0	0	0	0	0
1205	Miscellaneous Income	0	1,158	0	32	25	0	0	0	0
1245	Grants Received	0	0	0	150	150	0	0	0	0
1259	Expenses Recovered	0	0	0	0	0	0	1,300	0	0
	<b>Total Income</b>	<b>1,550</b>	<b>1,159</b>	<b>250</b>	<b>941</b>	<b>1,013</b>	<b>0</b>	<b>2,100</b>	<b>0</b>	<b>0</b>
4008	Training	2,000	725	2,000	803	1,200	0	1,800	0	0
4009	Travel & Subsistence	200	32	200	83	200	0	150	0	0
4010	Miscellaneous Staff Costs	0	100	0	0	0	0	0	0	0

Continued on next page

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

11:18

**Note: 2022/23 Draft Budget**

	<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4011 General Rates	6,770	6,737	6,850	6,737	6,736	0	6,950	0	0
4012 Water Rates	800	773	800	123	800	0	800	0	0
4014 Electricity	2,600	2,264	2,300	986	3,000	0	4,900	0	0
4015 Gas	1,300	817	1,300	611	1,300	0	2,350	0	0
4016 Cleaning Materials etc	1,250	1,122	1,250	945	1,250	0	1,250	0	0
4018 General Data Protection Regs	500	500	500	0	500	0	500	0	0
4020 Misc Establishment Costs	2,000	1,884	2,000	922	2,000	0	2,000	0	0
4021 Telephone & Fax	2,750	3,745	2,700	2,309	3,650	0	3,200	0	0
4022 Postage	1,200	1,219	1,300	1,173	1,300	0	1,300	0	0
4023 Printing & Stationery	1,500	1,454	1,000	1,975	1,000	0	700	0	0
4024 Subscriptions	3,150	2,806	3,150	3,082	3,082	0	3,150	0	0
4025 Insurance (excl vehicles)	19,500	18,858	20,000	18,896	18,900	0	18,600	0	0
4026 Photocopy Costs	4,160	3,939	5,200	2,979	4,700	0	5,000	0	0
4027 IT Costs incl Support	4,000	4,150	3,500	2,592	2,600	0	3,000	0	0
4028 Service Agreements (Other)	6,500	4,631	6,500	4,703	5,000	0	5,500	0	0
4035 Publications	100	65	100	76	100	0	100	0	0
4036 Property Maintenance/Security	4,000	3,273	4,000	2,944	4,000	0	3,600	0	0
4040 Equipment Purchases (Minor)	2,000	281	2,000	605	2,000	0	2,000	0	0
4050 Tourism Expenditure	400	0	100	344	100	0	100	0	0
4051 Bank Charges	550	487	550	306	500	0	550	0	0
4056 Legal Expenses	2,500	3,350	2,500	0	2,500	0	4,300	0	0
4057 Audit Fees - External	1,300	1,600	1,300	0	1,300	0	1,300	0	0
4058 Audit Fees - Internal	900	860	900	0	900	0	900	0	0
4059 Accountancy Fees	7,000	6,224	7,350	3,281	7,350	0	7,350	0	0

Continued on next page

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

11:18

**Note: 2022/23 Draft Budget**

	<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4070 Refreshments	200	58	200	59	200	0	200	0	0
<b>Overhead Expenditure</b>	79,130	71,953	79,550	56,535	76,168	0	81,550	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(77,580)</u>	<u>(70,794)</u>	<u>(79,300)</u>	<u>(55,594)</u>	<u>(75,155)</u>		<u>(79,450)</u>		
<b>403 Administration-Works</b>									
4005 Protective Clothing	1,300	984	1,300	835	1,300	0	1,300	0	0
4008 Training	1,950	806	1,950	425	1,000	0	1,500	0	0
4011 General Rates	1,855	1,858	1,900	1,846	1,846	0	1,900	0	0
4012 Water Rates	250	106	200	0	200	0	200	0	0
4014 Electricity	1,200	2,947	1,200	496	1,200	0	2,000	0	0
4017 Refuse Disposal	5,000	4,058	4,500	3,121	4,500	0	4,500	0	0
4036 Property Maintenance/Security	2,000	1,567	2,000	115	1,500	0	1,400	0	0
4038 Consumables/Small Tools	2,500	1,328	2,500	1,286	2,000	0	2,000	0	0
4039 Planting/Trees/Horticulture	6,250	6,208	6,250	5,054	6,250	0	6,250	0	0
4040 Equipment Purchases (Minor)	2,000	1,834	2,000	1,019	2,000	0	2,000	0	0
4042 Equipment/Vehicle Maintenance	5,000	4,756	5,000	1,341	5,000	0	5,000	0	0
4043 Equipment/Vehicle Fuel	3,500	3,369	3,500	2,624	3,500	0	4,000	0	0
4044 Vehicle Tax & Insurance	3,000	2,785	3,000	2,688	3,000	0	3,000	0	0
4045 Arboriculture	6,000	4,480	6,000	-175	6,000	0	6,000	0	0
<b>Overhead Expenditure</b>	41,805	37,086	41,300	20,675	39,296	0	41,050	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(41,805)</u>	<u>(37,086)</u>	<u>(41,300)</u>	<u>(20,675)</u>	<u>(39,296)</u>		<u>(41,050)</u>		
<b>405 Footway Lighting</b>									
1258 Insurance Claims Repayment	0	1,700	0	0	0	0	0	0	0

Continued on next page

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

11:18

**Note: 2022/23 Draft Budget**

	<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Total Income</b>	0	1,700	0	0	0	0	0	0	0
4014 Electricity	5,750	7,491	6,500	3,742	0	0	13,000	0	0
4042 Equipment/Vehicle Maintenance	10,000	9,675	10,000	5,225	10,000	0	10,000	0	0
<b>Overhead Expenditure</b>	15,750	17,166	16,500	8,967	10,000	0	23,000	0	0
<b>Movement to/(from) Gen Reserve</b>	(15,750)	(15,466)	(16,500)	(8,967)	(10,000)		(23,000)		
<b><u>406 Cemetery &amp; Churchyard</u></b>									
1226 Burials/Memorials Income	25,000	32,334	27,500	17,552	27,500	0	27,500	0	0
1227 Chapel Rental	0	0	660	0	220	0	660	0	0
<b>Total Income</b>	25,000	32,334	28,160	17,552	27,720	0	28,160	0	0
4011 General Rates	3,050	3,471	3,500	3,942	3,942	0	4,100	0	0
4012 Water Rates	200	78	150	21	100	0	150	0	0
4036 Property Maintenance/Security	1,000	3,026	1,000	446	1,000	0	1,000	0	0
4037 Grounds Maintenance	900	718	900	425	900	0	700	0	0
4039 Planting/Trees/Horticulture	350	5	350	0	350	0	350	0	0
4101 Grave Digging Costs	5,500	8,005	6,000	3,360	6,000	0	6,000	0	0
<b>Overhead Expenditure</b>	11,000	15,303	11,900	8,194	12,292	0	12,300	0	0
<b>Movement to/(from) Gen Reserve</b>	14,000	17,031	16,260	9,358	15,428		15,860		
<b><u>408 Town Centre (Including Market)</u></b>									
1238 Other Income Car Park	428	171	100	0	0	0	0	0	0
<b>Total Income</b>	428	171	100	0	0	0	0	0	0

Continued on next page

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

11:18

**Note: 2022/23 Draft Budget**

		<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4011	General Rates	12,410	12,630	12,900	12,630	12,630	0	13,050	0	0
4029	Lamppost Banners	0	0	0	0	0	0	850	0	0
4036	Property Maintenance/Security	1,500	831	1,500	51	1,000	0	1,000	0	0
4053	Loan Interest	223	223	197	102	197	0	168	0	0
4054	Loan Capital Repaid	285	385	412	202	412	0	440	0	0
4100	CCTV Fees	4,000	1,976	4,000	1,832	1,532	0	2,000	0	0
	<b>Overhead Expenditure</b>	<b>18,418</b>	<b>16,045</b>	<b>19,009</b>	<b>14,816</b>	<b>15,771</b>	<b>0</b>	<b>17,508</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(17,990)</b>	<b>(15,874)</b>	<b>(18,909)</b>	<b>(14,816)</b>	<b>(15,771)</b>		<b>(17,508)</b>		
<b>409</b>	<b><u>Public Toilets - Car Park</u></b>									
4011	General Rates	1,880	1,859	0	-1,871	-935	0	0	0	0
4012	Water Rates	1,200	1,232	1,200	932	1,250	0	1,300	0	0
4014	Electricity	300	177	300	229	0	0	350	0	0
4036	Property Maintenance/Security	1,000	458	1,000	786	0	0	1,000	0	0
	<b>Overhead Expenditure</b>	<b>4,380</b>	<b>3,726</b>	<b>2,500</b>	<b>76</b>	<b>315</b>	<b>0</b>	<b>2,650</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(4,380)</b>	<b>(3,726)</b>	<b>(2,500)</b>	<b>(76)</b>	<b>(315)</b>		<b>(2,650)</b>		
<b>500</b>	<b><u>Play Areas and Open Spaces</u></b>									
1201	Rent Received Etc	0	0	1,200	1,564	0	0	1,200	0	0
1241	Sandy FC Rent	500	0	505	0	0	0	513	0	0
1251	Pitch Rental	600	680	600	0	0	0	600	0	0
1364	S106 Money Received	0	647	0	0	0	0	0	0	0
	<b>Total Income</b>	<b>1,100</b>	<b>1,327</b>	<b>2,305</b>	<b>1,564</b>	<b>0</b>	<b>0</b>	<b>2,313</b>	<b>0</b>	<b>0</b>

Continued on next page



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

11:18

**Note: 2022/23 Draft Budget**

		<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4007	Health & Safety	400	520	550	0	0	0	300	0	0
4012	Water Rates	700	672	500	210	0	0	500	0	0
4014	Electricity	200	100	200	-86	500	0	200	0	0
4036	Property Maintenance/Security	500	309	500	2,819	0	0	500	0	0
4037	Grounds Maintenance	2,500	1,206	2,500	1,490	2,500	0	2,250	0	0
4042	Equipment/Vehicle Maintenance	5,000	2,842	5,000	993	5,000	0	5,000	0	0
4971	Transfer from EMR	0	-311	0	0	0	0	0	0	0
4972	Transfer from EMR Fallowfield	-7,500	-7,500	-7,500	-7,500	-7,500	0	-7,500	0	0
<b>Overhead Expenditure</b>		1,800	-2,163	1,750	-2,074	500	0	1,250	0	0
<b>Movement to/(from) Gen Reserve</b>		(700)	3,490	555	3,638	(500)		1,063		
<b>501</b>	<b><u>Sunderland Road Rec Ground</u></b>									
1201	Rent Received Etc	500	1,030	500	652	647	0	1,000	0	0
1253	Bowls Club Rental	447	224	455	450	455	0	462	0	0
1255	Cricket Club Rental	287	111	292	224	292	0	297	0	0
1256	Scouts ,ACF and SSLA	5	456	5	5	5	0	200	0	0
<b>Total Income</b>		1,239	1,821	1,252	1,331	1,399	0	1,959	0	0
4012	Water Rates	1,500	2,981	2,500	755	2,500	0	2,500	0	0
4014	Electricity	200	64	200	83	200	0	200	0	0
4036	Property Maintenance/Security	1,750	1,614	2,000	2,386	2,000	0	2,000	0	0
4046	Bowling Green - SBC	3,248	3,005	3,329	2,966	3,329	0	3,489	0	0
4047	Equipment Maintenance - SBC	2,639	2,119	2,679	1,660	2,679	0	2,808	0	0
4048	Cricket Square - SCC	2,606	2,304	2,645	1,737	0	0	2,772	0	0

Continued on next page

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

11:18

**Note: 2022/23 Draft Budget**

		<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4049	Equipment Maintenance - SCC	2,819	795	2,861	452	0	0	3,000	0	0
4060	Other Professional Fees	15,225	16,244	16,700	10,849	16,272	0	17,052	0	0
	<b>Overhead Expenditure</b>	<b>29,987</b>	<b>29,126</b>	<b>32,914</b>	<b>20,888</b>	<b>26,980</b>	<b>0</b>	<b>33,821</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(28,748)</b>	<b>(27,305)</b>	<b>(31,662)</b>	<b>(19,557)</b>	<b>(25,581)</b>		<b>(31,862)</b>		
<b>502</b>	<b><u>Nature Reserves</u></b>									
1306	Countryside Stewardship Grant	2,000	2,641	2,000	1,598	2,000	0	2,000	0	0
1307	Angling Licence Rent	650	669	675	679	675	0	685	0	0
	<b>Total Income</b>	<b>2,650</b>	<b>3,311</b>	<b>2,675</b>	<b>2,277</b>	<b>2,675</b>	<b>0</b>	<b>2,685</b>	<b>0</b>	<b>0</b>
4037	Grounds Maintenance	1,500	1,744	1,500	41	1,500	0	1,500	0	0
4060	Other Professional Fees	10,400	10,709	10,560	0	10,560	0	11,050	0	0
4703	Sandy Green Wheel	2,000	2,000	2,000	2,000	2,000	0	2,000	0	0
	<b>Overhead Expenditure</b>	<b>13,900</b>	<b>14,452</b>	<b>14,060</b>	<b>2,041</b>	<b>14,060</b>	<b>0</b>	<b>14,550</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(11,250)</b>	<b>(11,142)</b>	<b>(11,385)</b>	<b>236</b>	<b>(11,385)</b>		<b>(11,865)</b>		
<b>505</b>	<b><u>Grass Cutting</u></b>									
4102	Grass Cutting	10,000	7,580	9,000	0	9,000	0	9,000	0	0
	<b>Overhead Expenditure</b>	<b>10,000</b>	<b>7,580</b>	<b>9,000</b>	<b>0</b>	<b>9,000</b>	<b>0</b>	<b>9,000</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(10,000)</b>	<b>(7,580)</b>	<b>(9,000)</b>	<b>0</b>	<b>(9,000)</b>		<b>(9,000)</b>		
<b>506</b>	<b><u>Litter Bins, Seats &amp; Shelters</u></b>									
4042	Equipment/Vehicle Maintenance	1,000	0	1,000	660	1,000	0	1,000	0	0
	<b>Overhead Expenditure</b>	<b>1,000</b>	<b>0</b>	<b>1,000</b>	<b>660</b>	<b>1,000</b>	<b>0</b>	<b>1,000</b>	<b>0</b>	<b>0</b>

Continued on next page

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

11:18

**Note: 2022/23 Draft Budget**

		<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Movement to/(from) Gen Reserve</b>		<u>(1,000)</u>	<u>0</u>	<u>(1,000)</u>	<u>(660)</u>	<u>(1,000)</u>		<u>(1,000)</u>		
<b>509</b>	<b><u>Christmas Lights</u></b>									
1365	Christmas Lights	500	25	500	1,172	500	0	1,000	0	0
	<b>Total Income</b>	<u>500</u>	<u>25</u>	<u>500</u>	<u>1,172</u>	<u>500</u>	<u>0</u>	<u>1,000</u>	<u>0</u>	<u>0</u>
4401	Christmas Illuminations	14,000	13,352	14,000	7,299	14,000	0	14,000	0	0
4402	Community Christmas Event	2,650	821	2,650	3,151	3,250	0	3,250	0	0
	<b>Overhead Expenditure</b>	<u>16,650</u>	<u>14,173</u>	<u>16,650</u>	<u>10,450</u>	<u>17,250</u>	<u>0</u>	<u>17,250</u>	<u>0</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>		<u>(16,150)</u>	<u>(14,148)</u>	<u>(16,150)</u>	<u>(9,278)</u>	<u>(16,750)</u>		<u>(16,250)</u>		
<b>601</b>	<b><u>Precept and Interest</u></b>									
1101	Precept	594,768	594,768	599,356	599,356	599,356	0	627,512	0	0
1320	Interest Received - All account	2,000	1,343	1,000	61	200	0	500	0	0
	<b>Total Income</b>	<u>596,768</u>	<u>596,111</u>	<u>600,356</u>	<u>599,417</u>	<u>599,556</u>	<u>0</u>	<u>628,012</u>	<u>0</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>		<u>596,768</u>	<u>596,111</u>	<u>600,356</u>	<u>599,417</u>	<u>599,556</u>		<u>628,012</u>		
<b>602</b>	<b><u>Democratic and Civic Costs</u></b>									
1245	Grants Received	0	1,200	0	-325	-325	0	0	0	0
1309	Misc Contributions	0	1,504	0	410	410	0	0	0	0
	<b>Total Income</b>	<u>0</u>	<u>2,704</u>	<u>0</u>	<u>85</u>	<u>85</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
4020	Misc Establishment Costs	100	0	100	12	100	0	100	0	0
4033	Annual Report & Newsletter	3,000	1,936	3,000	2,178	2,904	0	3,000	0	0

Continued on next page

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

11:18

**Note: 2022/23 Draft Budget**

		<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4042	Equipment/Vehicle Maintenance	400	0	400	1,581	861	0	1,000	0	0
4200	Mayor's Allowance	2,200	128	2,200	30	2,200	0	2,200	0	0
4202	Members' Expenses (Conf etc)	500	60	500	65	200	0	500	0	0
4210	Election Costs	250	0	0	0	0	0	0	0	0
4701	Grants/Donations Paid	4,000	3,875	4,000	3,755	4,000	0	4,000	0	0
4702	Community Events Support	7,040	1,394	7,040	3,853	4,000	0	7,000	0	0
4704	Remembrance Parade	0	0	0	0	0	0	200	0	0
4921	Transfer to EMR	0	1,200	0	-1,200	-1,200	0	0	0	0
4971	Transfer from EMR	0	-180	0	180	180	0	0	0	0
<b>Overhead Expenditure</b>		<b>17,490</b>	<b>8,413</b>	<b>17,240</b>	<b>10,454</b>	<b>13,245</b>	<b>0</b>	<b>18,000</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>		<b>(17,490)</b>	<b>(5,709)</b>	<b>(17,240)</b>	<b>(10,369)</b>	<b>(13,160)</b>		<b>(18,000)</b>		
<b>700</b>	<b><u>Capital and Projects</u></b>									
1153	Loan Interest Rec'd - INTERNAL	7,903	7,903	7,903	7,903	7,903	0	7,903	0	0
1154	Loan Capital Rec'd - INTERNAL	12,000	12,000	12,000	12,000	12,000	0	12,000	0	0
1245	Grants Received	0	3,000	0	5,167	5,167	0	0	0	0
1258	Insurance Claims Repayment	0	0	0	3,499	3,499	0	0	0	0
1309	Misc Contributions	0	0	0	5,155	0	0	0	0	0
1364	S106 Money Received	0	31,243	0	519	519	0	0	0	0
<b>Total Income</b>		<b>19,903</b>	<b>54,146</b>	<b>19,903</b>	<b>34,243</b>	<b>29,088</b>	<b>0</b>	<b>19,903</b>	<b>0</b>	<b>0</b>
4153	Loan Interest - INTERNAL	7,903	7,903	7,903	7,903	7,903	0	7,903	0	0
4154	Loan Capital - INTERNAL	12,000	12,000	12,000	12,000	12,000	0	12,000	0	0
4802	CAP - Cemetery Extension	0	0	0	27,945	27,945	0	0	0	0

Continued on next page

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

11:18

**Note: 2022/23 Draft Budget**

	<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4814 CAP - IT Equipment	0	1,989	0	0	0	0	0	0	0
4818 CAP - Fallowfield	0	415	0	0	0	0	0	0	0
4821 CAP - Fencing Bedford Rd	0	0	0	560	560	0	0	0	0
4824 CAP - Play Equipment (Bedford)	0	3,001	0	0	0	0	0	0	0
4826 CAP - Play Equipment (S'land)	0	10,153	0	0	0	0	0	0	0
4828 CAP - Dropped Kerb	0	0	0	2,100	2,100	0	0	0	0
4829 CAP - Car Park	0	0	0	6,465	6,465	0	0	0	0
4833 CAP - Village Hall Paving	0	0	0	5,500	5,500	0	0	0	0
4834 CAP - Machinery & Equipment	0	911	0	1,498	1,498	0	0	0	0
4835 CAP - CCTV	0	12,233	0	0	0	0	0	0	0
4836 CAP - Neighbourhood Plan	0	0	10,000	1,213	1,804	0	0	0	0
4837 CAP - Outdoor Fitness Equipmen	0	17,433	0	0	0	0	0	0	0
4838 CAP - Depot	0	1,130	0	2,110	2,110	0	0	0	0
4839 CAP - CBC Tree Fund Project	0	0	0	9,943	9,713	0	0	0	0
4841 CAP - Litter Bins	0	0	0	3,789	2,316	0	0	0	0
4842 CAP - Bowls Club Fence	0	0	0	519	519	0	0	0	0
4843 CAP - Office Boiler	0	0	0	2,000	2,000	0	0	0	0
4844 CAP - Football Changing Room	0	0	0	650	650	0	0	0	0
4845 CAP - Remeberance Banners	0	0	0	625	0	0	0	0	0
4915 Transfer to Rolling Capital Fd	51,300	120,710	51,300	58,799	58,799	0	51,300	0	0
4921 Transfer to EMR	0	6,017	0	5,155	0	0	0	0	0
4923 Internal Loan repaid to F'ild	12,000	12,000	12,000	12,000	12,000	0	12,000	0	0
4965 Funded from Rolling Capital	0	-271	-10,000	-63,232	-61,494	0	0	0	0
4969 Transfer from Rolling Capital	0	-15,352	0	0	0	0	0	0	0

Continued on next page

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

11:18

**Note: 2022/23 Draft Budget**

	<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4971 Transfer from EMR	0	-5,706	0	0	0	0	0	0	0
4972 Transfer from EMR Fallowfield	0	-415	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>	83,203	184,150	83,203	97,543	92,388	0	83,203	0	0
<b>Movement to/(from) Gen Reserve</b>	(63,300)	(130,004)	(63,300)	(63,300)	(63,300)		(63,300)		
<b>Total Budget Income</b>	649,138	694,808	655,501	658,582	662,036	0	686,132	0	0
<b>Expenditure</b>	649,138	694,808	655,501	441,442	615,490	0	686,132	0	0
<b>Movement to/(from) Gen Reserve</b>	0	0	0	217,140	46,546		0		

**Policy, Finance and Resources Committee**

---

<b>Date:</b>	<b>10<sup>th</sup> January 2022</b>
<b>Title:</b>	<b>Deed of Easement</b>
<b>Contact Officer:</b>	<b>Town Clerk</b>

**Purpose of the Report**

1. To provide Members with a covering note relating to a proposed deed of easement for a access to a property across Beeston Village Green.

**Recommendation**

2. That the Committee approve the Deed of Easement subject to further discussion and agreement on contributions to be made by the property owner to the enhancement of Beeston Village Green.

**Background**

3. A number of properties which have access to them via tracks across Beeston Village Green have deeds of easement in place for this access. Mid Beds Council went through a process of formalising many of these deeds, including to 18 The Green, Beeston. Previous legal advice received indicated that access to a new property on the site of 18 The Green would exist via the original to for access to the site. However, the owner of 18 The Green, Beeston would like to look at agreeing a deed of easement with the Council to formalise that access which exists to what will be a new property.

**Proposals/Information**

4. The owner of 18 The Green, who has been granted planning permission for an additional property on the site approached the Council with a wish to contribute towards enhancements to the Green as part of the project. This forms part of working with the Council to formalise the access to the new property.
5. The owner of the property wishes to work with the Council to help provide some improvement works that will benefit the Green, its residents and visitors. Any work and enhancement would need to be agreed by the Council, but proposed works include;
  - Planting of native trees in an avenue across the Green marking the route of the Greensdands ridge path. Tree sizes and type to be agreed with the Council.
  - Cutting back and clearing the Greensand Ridge Walk entrance. Removing old metal work and generally tidying the area and over growth up.
  - Clearing ivy, rubbish and cutting back grass from the area.
  - Clearing weeds and growth from the edge of the dyke that runs adjacent to the property and the Green.
  - Clearing the culvert waterway which runs adjacent to the Green. (*Note; the Drainage Board now propose to do this work but a date is still awaiting. Originally stated it would be done in the current winter schedule. Matter chased.*)
6. The Council are also considering maintenance works to a track which crosses the Green and is used by the property 18 The Green. A contribution or payment of the costs for currently needed maintenance could be factored into the agreed work, in light of the culvert clearance now due to be undertaken by the IDB.

**Financial Implications**

7. The costs of the Deed of Easement would be covered by the property owner making the request. The property owner will cover any of the Council's legal costs and administrative costs relating to the agreement of a deed. This will result in zero cost for the work to produce and complete the deed of easement.
8. A contribution to the enhancement of the Green and maintenance of the access track would offset the costs incurred in maintenance and enhancement by the Council.

**Legal Powers**

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



DATED

-----

**Deed of easement**

relating to

Land to the rear of 18 The Green Beeston Sandy SG19 1PF

between

**Central Bedfordshire Council**

and

**Sandy Town Council**

and

**Patricia Miller Wright, Alan Philip Wright, Martin Douglas Wright and Christina Lynne Thrussell**



**Woodfines**  
SOLICITORS

Woodfines LLP  
Silbury Court  
352 Silbury Boulevard  
Milton Keynes  
MK9 2AF  
(Ref: REM/028232-0018)

**CONTENTS**

---

**CLAUSE**

1. Interpretation..... 2

2. Grant..... 4

3. Grantor's covenants ..... 4

4. Grantee's covenants ..... 4

5. HM Land Registry ..... 5

6. Reservation of rights ..... 5

7. Indemnity ..... 5

8. Extent of liability ..... 6

9. Costs ..... 6

10. No transfer of Grantee's Property without Deed of Covenant ..... 6

11. Third party rights ..... 7

12. Governing law ..... 7

13. Jurisdiction ..... 7

**SCHEDULE**

Schedule 1 The Rights..... 8

Schedule 2 Grantee's covenants..... 9

1. Statutory requirements..... 9

2. Damage ..... 9

3. Nuisance..... 9

4. Obstruction or waste ..... 9

5. Repair and maintenance ..... 9

6. Costs in the event of breach ..... 9

Schedule 3 Grantor's covenants ..... 10

1. Interference with Rights ..... 10

Schedule 4 Reserved Rights..... 11

1. Right to enter to carry out obligations..... 11

2. Right to enter to repair the Grantor's Property ..... 11

3. Right to build on the Grantor's Property ..... 11

This deed is dated

**Parties**

- (1) Central Bedfordshire Council** of Priory House, Monks Walk, Chicksands, Shefford, Bedfordshire, SG17 5TQ (**“the Council”**)
- (2) Sandy Town Council** of 10 Cambridge Road, Sandy SG19 1JE (**“The Grantor”**)
- (3) Patricia Miller Wright and Alan Philip Wright** c/o 98 Winbush Road, Hitchin SG5 1PN  
**Martin Douglas Wright** of Mainstream, Southill Road, Broom, Biggleswade, SG18 9LA  
and **Christine Lynne Thrussell** of 66 High Street, Abbotsley, St. Neots PE19 6UE  
(**“The Grantee”**)

**BACKGROUND**

- (A) The Grantor owns the freehold interest in the Grantor’s Property and the Grantee owns the freehold interest in the Grantee's Property.
- (B) The Grantor has agreed to grant the Rights to the Grantee for the benefit of the Grantee's Property on the terms contained in this deed.
- (C) The Council is the freehold owner of the land forming part of Beeston Green which is shown for identification only edged red on Plan 1.
- (D) Beeston Green is registered as a Town or Village Green in the Register of Town or Village Greens maintained by the Council and registered with rights of common.
- (E) On 24 January 1972 the Sandy Urban District Council as predecessor in title to Mid Bedfordshire District Council which later merged with the Council made a scheme for regulation of Beeston Green under the Commons Act 1899 (**“the Scheme”**)
- (F) Paragraph 6 of the Scheme authorise (inter alia) the repair and maintenance of the existing paths and roads on Beeston Green or the construction and maintenance of such new paths and roads on Beeston Green as appear to be necessary or expedient.

**AGREED TERMS**

**1. Interpretation**

The following definitions and rules of interpretation apply in this deed.

**1.1 Definitions:**

**Accessway:** the private roadway and footpath forming part of the Grantor's Property shown hatched brown and in part coloured brown on the Plan 2.

**Deed of Covenant:** a deed of covenant in favour of the Grantor or the owner or owners from time to time of the Grantor's Property or any part of it containing covenants in the same terms as the Grantee's Covenants with such minor modifications as the Grantor may agree.

**Grantee's Covenants:** the covenants set out in Schedule **Schedule 2**.

**Grantee's Property:** the land to the rear of 18 The Green, Beeston, Sandy at shown edged [blue] on Plan 2 and registered at HM Land Registry under title number BD220763.

**Grantor's Covenants:** the covenants set out in Schedule **Schedule 3**.

**Grantor's Property:** the land forming part of Beeston Green, Sandy, Bedfordshire shown edged green on Plan 1.

**Plan 1 :** the plan annexed to this deed.

**Plan 2:** the plan annexed to this deed.

**Reserved Rights:** the rights set out in Schedule **Schedule 4**.

**Rights:** the rights set out in Schedule **Schedule 1**.

**VAT:** value added tax chargeable in the UK.

- 1.2 Any reference to the **Grantor** or **Grantee** shall include that party's personal representatives, successors or permitted assigns.
- 1.3 Clause, Schedule and paragraph headings shall not affect the interpretation of this deed.
- 1.4 Except where a contrary intention appears, references to clauses and Schedules are to the clauses and Schedules of this deed and reference to paragraphs are to paragraphs of the relevant Schedule.
- 1.5 The Schedules form part of this deed and shall have effect as if set out in full in the body of this deed. Any reference to this deed includes the Schedules.
- 1.6 A reference to laws in general is a reference to all local, national and directly applicable supra-national laws as amended, extended or re-enacted from time to time and shall include all subordinate laws made from time to time under them and all orders, notices, codes of practice and guidance made under them.
- 1.7 A reference to a statute or statutory provision is a reference to it as amended, extended or re-enacted from time to time and shall include all subordinate legislation made from time to time under that statute or statutory provision and all orders, notices, codes of practice and guidance made under it.

- 1.8 A **person** includes a natural person, corporate or unincorporated body (whether or not having separate legal personality).
- 1.9 Unless the context otherwise requires, a reference to one gender shall include a reference to the other genders.
- 1.10 Unless the context otherwise requires, words in the singular shall include the plural and in the plural include the singular.
- 1.11 A reference to **writing** or **written** excludes fax and email.
- 1.12 Any obligation in this deed on a party not to do something includes an obligation not to allow that thing to be done.
- 1.13 Any words following the terms **including, include, in particular, for example** or any similar expression shall be construed as illustrative and shall not limit the sense of the words, description, definition, phrase or term preceding those terms.

**2. Grant**

- 2.1 In consideration of the covenant given by the Grantee in clause 4, the Grantor with limited title guarantee grants to the Grantee the Rights in fee simple for the benefit of the Grantee's Property.
- 2.2 The Rights are not granted exclusively to the Grantee and are granted:
  - (a) subject to the Reserved Rights and any other rights of the Grantor in relation to the Grantor's Property whether or not referred to in this deed; and
  - (b) in common with the Grantor and any other persons authorised by the Grantor or lawfully entitled to the Rights or to similar rights in relation to the Grantor's Property.

**3. Grantor's covenants**

The Grantor covenants with the Grantee so as to bind the Grantor's Property and each and every part of it, for the benefit of the Grantee's Property and each and every part of it, that the Grantor and its successors in title shall at all times observe and perform the Grantor's Covenants.

**4. Grantee's covenants**

The Grantee covenants with the Grantor so as to bind the Grantee's Property and each and every part of it, for the benefit of the Grantor's Property and each and every part of

it, that the Grantee, its successors in title and anyone authorised by any of them to use the Rights shall at all times observe and perform the Grantee's Covenants.

**5. HM Land Registry**

5.1 The Grantor consents to:

- (a) the registration of the Rights on the registered title to the Grantor's Property; and
- (b) any restrictive covenants entered into in this deed by the Grantor being noted against the registered title to the Grantor's Property.

5.2 The Grantee consents to the registration of the Rights on the registered title to the Grantee's Property.

5.3 On completion of this deed the Grantee shall:

- (a) apply to HM Land Registry to register the Rights and to enter a notice of any restrictive covenants against the registered title to the Grantor's Property; and
- (b) apply to HM Land Registry to enter a notice of any restrictive covenants made by the Grantee in this deed against the registered title to the Grantee's Property and to enter the Rights in the property register of the Grantee's title as appurtenant rights.

5.4 The Grantee shall promptly give to the Grantor official copies of the registered titles to the Grantor's Property and the Grantee's Property, once the Rights and any restrictive covenants made by the Grantor and/or the Grantee have been properly and correctly entered against the respective titles.

**6. Reservation of rights**

The Grantor reserves the Reserved Rights for itself, its successors in title and all other persons authorised by it to benefit from the same.

**7. Indemnity**

The Grantee shall indemnify the Grantor against all liabilities, costs, expenses, damages and losses suffered or incurred by the Grantor arising out of or in connection with:

- (a) the exercise of the Rights;
- (b) any breach of any of the Grantee's Covenants; or
- (c) any breach of the terms of this deed;

by the Grantee, or by any occupier of the Grantee's Property, or by an employee or invitee of the Grantee, or by any other person who is allowed or permitted by the Grantee to exercise the Rights.

**8. Extent of liability**

8.1 Where the Grantor comprises more than one person, those persons shall be jointly and severally liable for the obligations and liabilities of the Grantor arising under this deed. The Grantee may take action against, or release or compromise the liability of, or grant time or other indulgence to, any one of those persons without affecting the liability of any other of them.

8.2 Where the Grantee comprises more than one person, those persons shall be jointly and severally liable for the obligations and liabilities of the Grantee arising under this deed. The Grantor may take action against, or release or compromise the liability of, or grant time or other indulgence to, any one of those persons without affecting the liability of any other of them.

8.3 Subject to clause 8.4, the Grantor is not liable for:

- (a) the death of, or injury to the Grantee, its employees or invitees; or
- (b) damage to any property of the Grantee or that of the Grantee's employees or invitees; or
- (c) any losses, claims, demands, actions, proceedings, damages, costs or expenses or other liability incurred by the Grantee or the Grantee's employees or invitees in the exercise or purported exercise of the Rights.

8.4 Nothing in clause 8.3 shall limit or exclude the Grantor's liability for:

- (a) death or personal injury or damage to property caused by negligence on the part of the Grantor or its employees or agents; or
- (b) any matter in respect of which it would be unlawful for the Grantor to exclude or restrict liability.

**9. Costs**

9.1 The Grantee shall pay to the Grantor all reasonable legal costs including VAT up to a maximum of £1080 and a maximum of £20 for reasonable disbursements incurred by the Grantor in connection with the negotiation, preparation and execution of this deed.

**10. No transfer of Grantee's Property without Deed of Covenant**

10.1 The Grantee covenants with the Grantor, for the benefit of the Grantor's Property and each and every part of it, not to transfer the whole or any part of the Grantee's Property

without first procuring that the disponee enters into a Deed of Covenant with, and supplies the same to, the owner or owners from time to time of the Grantor's Property or any part of it.

- 10.2 The Grantee consents to the entry of the following restriction against the title to the Grantee's Property at HM Land Registry following the registration of this deed and shall provide the Grantor with all necessary assistance and/or documentation to permit entry of the restriction:

"No transfer of the registered estate by the proprietor of the registered estate is to be registered without a written consent signed by the Grantor or their conveyancer."

- 10.3 The Grantor (meaning for the purposes of this clause 10.3 Sandy Town Council only) covenants with the Grantee that, immediately upon receipt of a Deed of Covenant properly executed by the person to whom a transfer is being made, the Grantor shall provide the consent required by the restriction in clause 10.2.

**11. Third party rights**

This deed does not give rise to any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this deed.

**12. Governing law**

This deed and any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with it or its subject matter or formation shall be governed by and construed in accordance with the law of England.

**13. Jurisdiction**

Each party irrevocably agrees that the courts of England shall have exclusive jurisdiction to settle any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with this deed or its subject matter or formation.

This document has been executed as a deed and is delivered and takes effect on the date stated at the beginning of it.



**Schedule 1 The Rights**

1. The right for the Grantee and its successors in title and those authorised by it or them, in common with the Grantor and other persons having the same or a similar right, to pass with or without vehicles over and along the Accessway at all times for all purposes connected with the use of the Grantee's Property as a private dwelling house.

**Schedule 2 Grantee's covenants**

The Grantee shall:

**1. Statutory requirements**

Comply with all laws governing the exercise of the Rights.

**2. Damage**

Not cause any damage to the Grantor's Property, or to any property of the owners or occupiers of the Grantor's Property and shall immediately make good any damage caused to the Grantor's reasonable satisfaction and pay full compensation to the Grantor in respect of any damage caused that is not made good and any loss caused to the Grantor due to such damage.

**3. Nuisance**

Not cause any nuisance, annoyance or disturbance to the Grantor or occupiers of the Grantor's Property, or of any neighbouring land, or to any other person entitled to the Rights in common with the Grantee.

**4. Obstruction or waste**

Not obstruct the Accessway or deposit any waste, rubbish, soil or other material on any part of the Grantor's Property or in any other way interfere with, or disturb, the exercise of the same Rights or similar rights by any other person authorised by the Grantor.

**5. Repair and maintenance**

Keep the Accessway clean and free from obstruction and maintain the Accessway which shall at all times be no less than 3 metres in width and maintained as a grasscrete crossover.

**6. Costs in the event of breach**

Pay to the Grantor on written demand all costs incurred by the Grantor in complying with any of the Grantee's Covenants if the Grantee has failed to comply with them, provided that the Grantor has first served on the Grantee written notice of the breach and the Grantee has failed to rectify the breach within 10 days of service of that notice.

**Schedule 3 Grantor's covenants**

The Grantor shall:

**1. Interference with Rights**

Subject to the Reserved Rights, not do anything or allow anything to be done on the Grantor's Property that interferes with or obstructs the exercise of the Rights by the Grantee.

**Schedule 4 Reserved Rights**

The Grantor reserves the following Reserved Rights:

**1. Right to enter to carry out obligations**

The right to enter onto the Accessway at any time to carry out any obligation of the Grantor contained in this deed, or any obligation of the Grantee in the event of the Grantee's default, provided that in so doing the Grantor shall cause as little interference as is reasonably practicable to the exercise of the Rights by the Grantee.

**2. Right to enter to repair the Grantor's Property**

The right to enter onto the Accessway at any time to repair, maintain or replace any services, structures or facilities on any part of the Grantor's Property provided that in so doing the Grantor shall cause as little interference as is reasonably practicable to the exercise of the Rights by the Grantee.

**3. Right to build on the Grantor's Property**

Subject to the Grantor's covenant in **Error! Bookmark not defined.Error! Reference source not found.** of Schedule 3, the right to use any part of the Grantor's Property as the Grantor thinks fit, or to build on or develop any part of the Grantor's Property or any neighbouring land.

THE COMMON SEAL of  
**CENTRAL BEDFORDSHIRE COUNCIL**

was hereunto affixed in the  
presence of:

.....

Executed as deed by the authorised officers of  
**SANDY TOWN COUNCIL** by delegated authority

In the presence of:

Signature of Authorised Officer: \_\_\_\_\_

Signature of Authorised Officer: \_\_\_\_\_

Executed as deed by **CHRISTINE LYNNE THRUSSELL**

in the presence of:

.....

.....

[SIGNATURE OF WITNESS]

[NAME, ADDRESS [AND OCCUPATION] OF WITNESS]

Executed as deed by **PATRICIA MILLER WRIGHT** .....

in the presence of:

.....

SIGNATURE OF WITNESS

NAME, ADDRESS OF WITNESS

Executed as deed by **ALAN PHILIP WRIGHT** .....

in the presence of:

.....

SIGNATURE OF WITNESS

NAME, ADDRESS OF WITNESS

Executed as deed by **MARTIN DOUGLAS WRIGHT** .....

in the presence of:

.....

SIGNATURE OF WITNESS

NAME, ADDRESS OF WITNESS

**These are the notes referred to on the following official copy**

The electronic official copy of the title plan follows this message.

Please note that this is the only official copy we will issue. We will not issue a paper official copy.

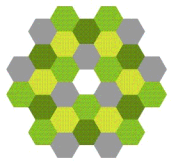
This official copy was delivered electronically and when printed will not be to scale. You can obtain a paper official copy by ordering one from HM Land Registry.

This official copy is issued on 19 October 2021 shows the state of this title plan on 19 October 2021 at 15:48:30. It is admissible in evidence to the same extent as the original (s.67 Land Registration Act 2002). This title plan shows the general position, not the exact line, of the boundaries. It may be subject to distortions in scale. Measurements scaled from this plan may not match measurements between the same points on the ground.

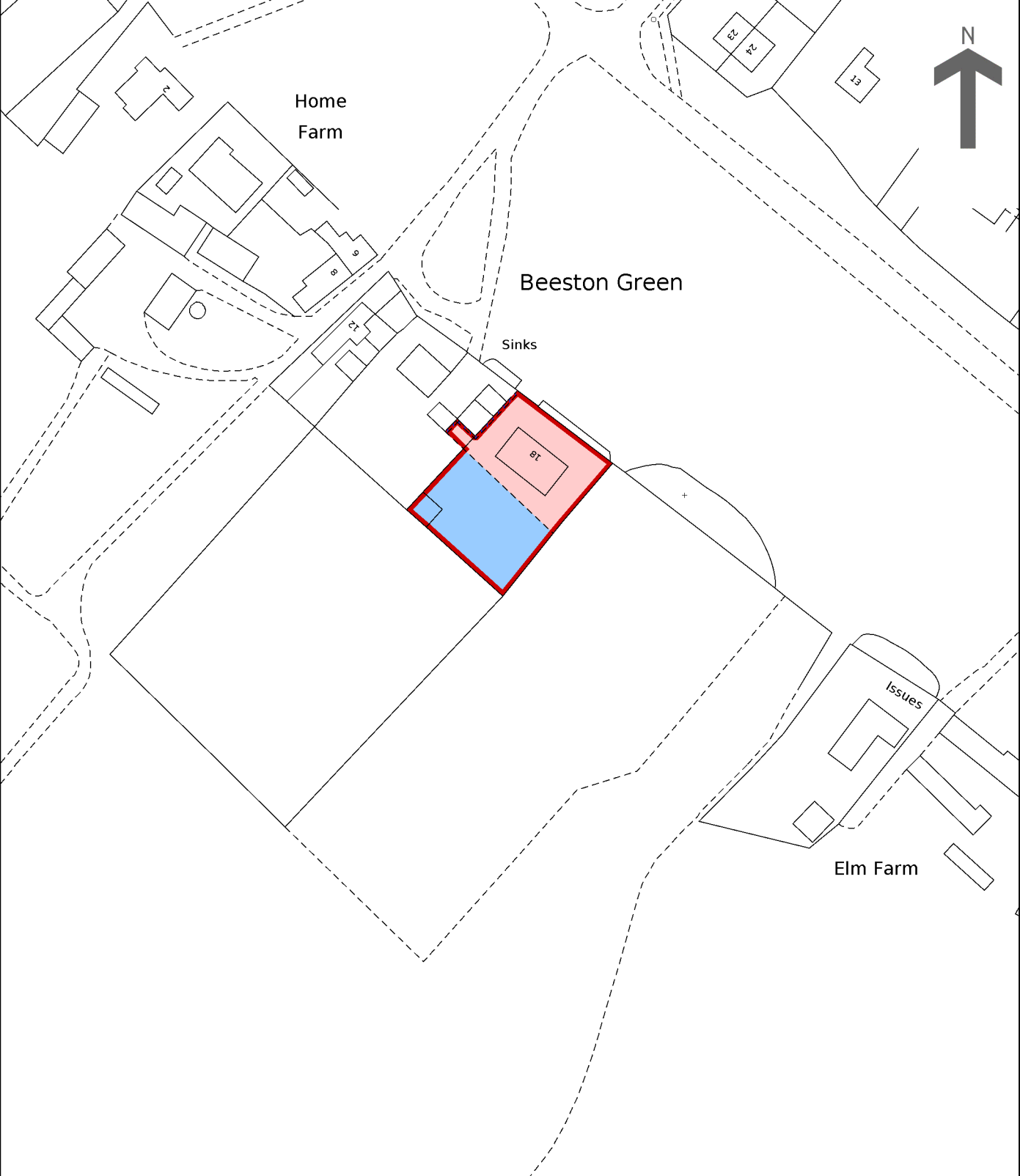
This title is dealt with by the HM Land Registry, Peterborough Office .

# HM Land Registry Official copy of title plan

Title number **BD220763**  
Ordnance Survey map reference **TL1648SE**  
Scale **1:1250 enlarged from 1:2500**  
Administrative area **Central Bedfordshire**



© Crown Copyright. Produced by HM Land Registry. Reproduction in whole or in part is prohibited without the prior written permission of Ordnance Survey. Licence Number 100026316





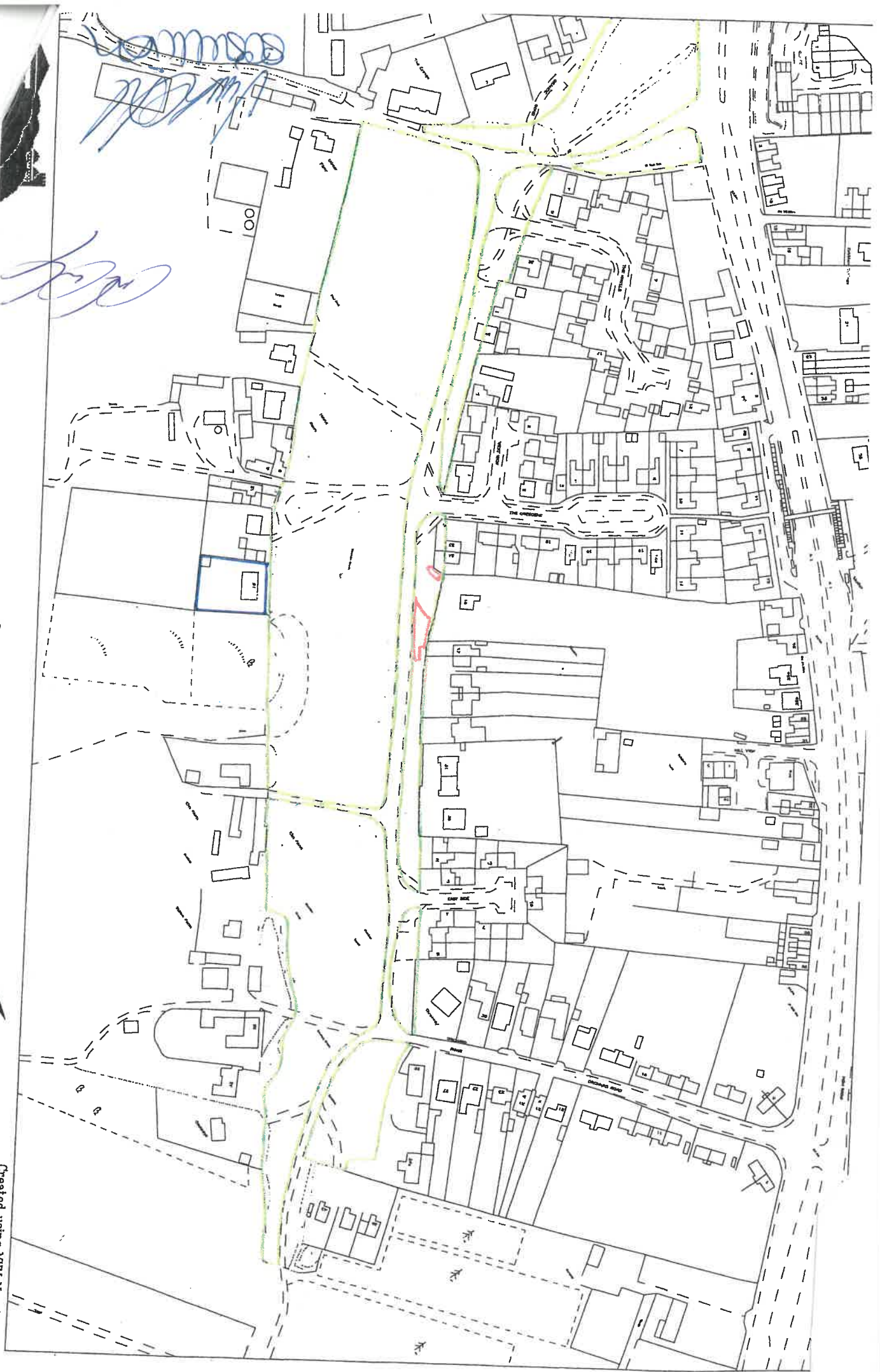
**AGREEMENT** is made the *27<sup>th</sup>* day of *March* 2007  
**BETWEEN MID BEDFORDSHIRE DISTRICT COUNCIL** ("the District Council") of Priory House Monks Walk Chicksands Shefford Bedfordshire SG17 5TQ (1) **SANDY TOWN COUNCIL** ("the Town Council") of Council Offices 10 Cambridge Road Sandy Bedfordshire SG19 1JE (2) **VINCENT WILLIAM MICHAEL O'SULLIVAN** and **SHELLEY O'SULLIVAN** ("the Owners") of 18 The Green Beeston Sandy Bedfordshire SG19 1PG and their successors in title (3)

**WHEREAS :**

1. The Town Council is the freehold owner of the land known as The Green Beeston Bedfordshire ("Beeston Green") which is shown for the purpose of identification only edged green on plan number 1 annexed ("Plan 1")
2. The District Council is the freehold owner of the land forming part of Beeston Green which is shown for the purpose of identification only edged red on Plan 1
3. The Owners are the freehold owners of the land and property known as 18 The Green Beeston Sandy Bedfordshire shown for the purpose of identification only edged blue on Plan 1
4. Beeston Green is registered as a Town or Village Green in the Register of Town or Village Green in the Register of Town or Village Greens maintained by the Bedfordshire County Council and registered with rights of common
5. On 24 January 1972 the Sandy Urban District Council as predecessor in title to the District Council made a scheme for regulation of Beeston Green under the Commons Act 1899 ("the Scheme")
6. Paragraph 6 of the Scheme authorises (inter alia) the repair and maintenance of existing paths and roads on Beeston Green or the construction and maintenance of such new paths and roads on Beeston Green as appear to be necessary or expedient

**IT IS AGREED** between the parties that in consideration of the covenants on the part of the Owners contained in the Schedule hereto the District Council and the Town Council authorise the path and the road in part hatched brown and in part coloured brown on Plan 2 providing access for the benefit of the Owners property at 18 The Green Beeston aforesaid

**IN WITNESS** the District Council has caused its Common Seal to be hereunto affixed and the Town Council and the Owners have signed as a Deed the day and year first before written



*Handwritten signature*

Date: 10/03/2003

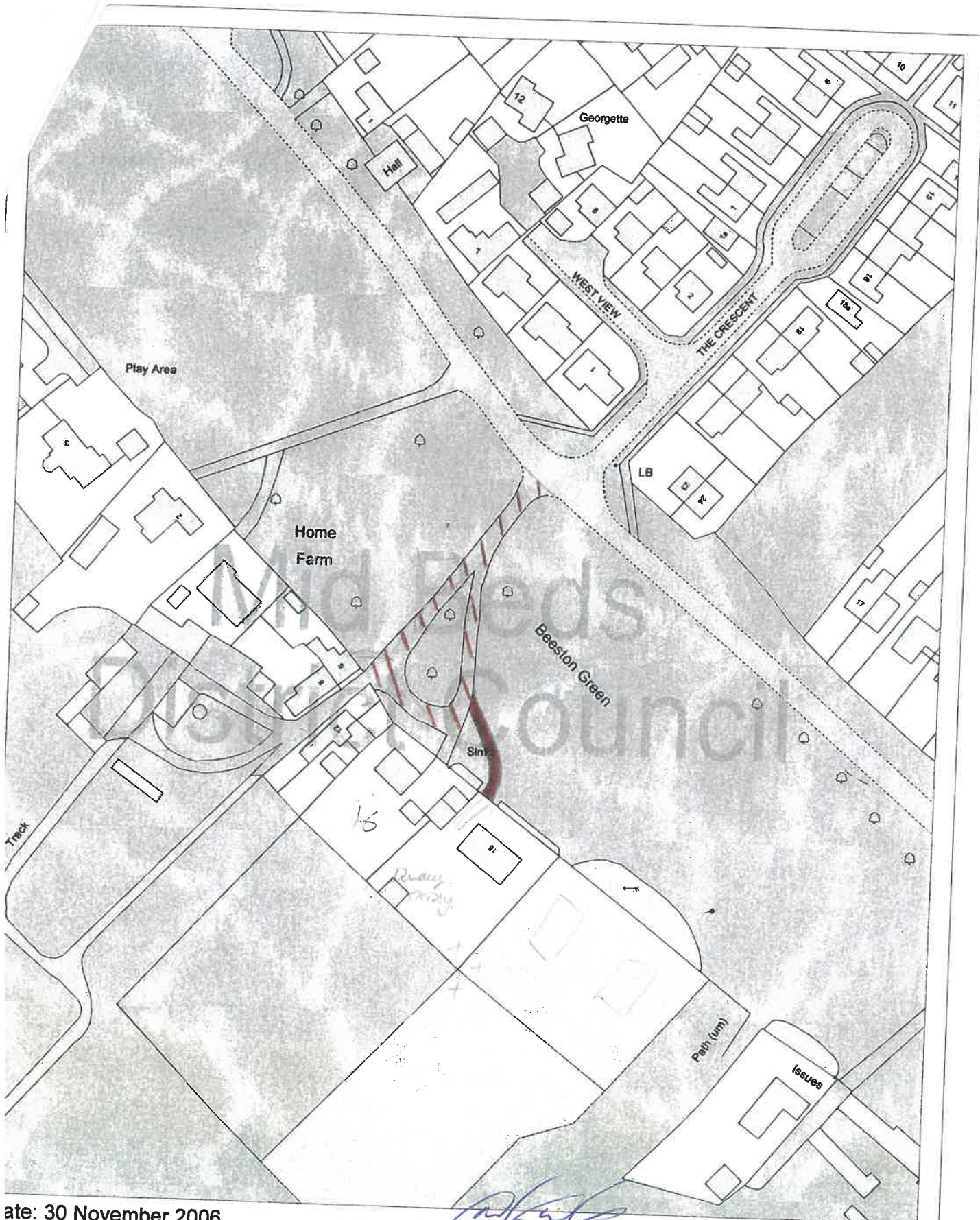
Revised Green, Sandy

PLAN 1



Scale: 1:5000

Created using MVM Map Manager  
 Reproduced from Ordnance Survey mapping  
 with the permission of the Controller of  
 Her Majesty's Stationery Office (c) Crown



Date: 30 November 2006  
 Scale: 1:1250



**18 The Green  
 Beeston**

PLAN 2

*[Handwritten signatures and initials in blue ink]*



Crown Copyright. All rights reserved.  
 Mid Bedfordshire District Council.  
 100019740. 2006.

proper for the proposed...

**THE SCHEDULE**

THE OWNERS COVENANT to maintain the path and road coloured brown on Plan 2 providing access for the benefit of the Owners at 18 The Green Beeston aforesaid which shall at all times remain and be maintained by the Owners as follows:-

1. No less than three metres (3.0) in width
2. Maintained as a grasscrete crossover

THE COMMON SEAL of MID )  
BEDFORDSHIRE DISTRICT )  
COUNCIL was hereunto affixed )  
in the presence of:- )

*[Handwritten signature]*



SIGNED AND DELIVERED BY THE )  
TOWN MAYOR AS A DULY )  
AUTHORISED MEMBER OF SANDY )  
TOWN COUNCIL IN THE PRESENCE )

*[Handwritten signature]*  
D. H. GANE

OF:- *[Handwritten signature]* JARVIS N. STILAGE  
EVERN TO THE COUNCIL  
COUNCIL OFFICES  
10, CAMBRIDGE ROAD,  
SANDY, BEDS, SG19 1SE

SIGNED AS A DEED by the said )  
VINCENT WILLIAM MICHAEL )  
O'SULLIVAN and SHELLEY )  
O'SULLIVAN )

*[Handwritten signature]*  
*[Handwritten signature]*

In the presence of:-

*[Handwritten signature]*  
2 London Road  
Bygoneswade Beds  
Legal Assistant

proper for the purpose of...



MID BEDFORDSHIRE DISTRICT COUNCIL

- and -

SANDY TOWN COUNCIL

- and -

VINCENT WILLIAM MICHAEL O'SULLIVAN and  
SHELLEY O'SULLIVAN

AGREEMENT

relating to 18 Beeston Green  
Beeston Bedfordshire SG19 1PG

Mid Bedfordshire District Council  
Priory House  
Monks Walk  
Chicksands  
Shefford  
Bedfordshire SG17 5TQ

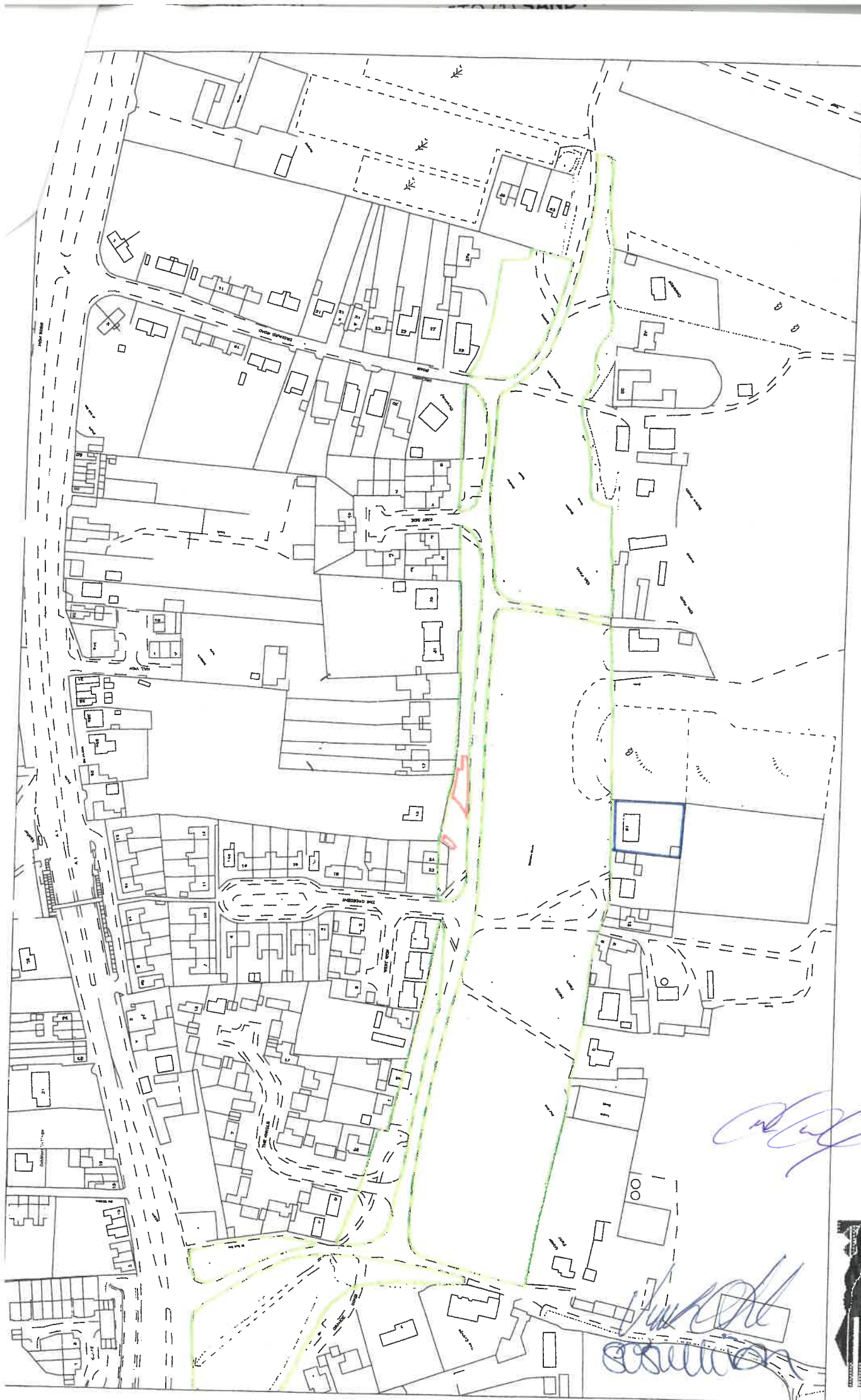
**AGREEMENT** is made the 27<sup>th</sup> day of March 2007  
**BETWEEN MID BEDFORDSHIRE DISTRICT COUNCIL** ("the District Council") of Priory House Monks Walk Chicksands Shefford Bedfordshire SG17 5TQ (1) **SANDY TOWN COUNCIL** ("the Town Council") of Council Offices 10 Cambridge Road Sandy Bedfordshire SG19 1JE (2) **VINCENT WILLIAM MICHAEL O'SULLIVAN** and **SHELLEY O'SULLIVAN** ("the Owners") of 18 The Green Beeston Sandy Bedfordshire SG19 1PG and their successors in title (3)

**WHEREAS:**

1. The Town Council is the freehold owner of the land known as The Green Beeston Bedfordshire ("Beeston Green") which is shown for the purpose of identification only edged green on plan number 1 annexed ("Plan 1")
2. The District Council is the freehold owner of the land forming part of Beeston Green which is shown for the purpose of identification only edged red on Plan 1
3. The Owners are the freehold owners of the land and property known as 18 The Green Beeston Sandy Bedfordshire shown for the purpose of identification only edged blue on Plan 1
4. Beeston Green is registered as a Town or Village Green in the Register of Town or Village Green in the Register of Town or Village Greens maintained by the Bedfordshire County Council and registered with rights of common
5. On 24 January 1972 the Sandy Urban District Council as predecessor in title to the District Council made a scheme for regulation of Beeston Green under the Commons Act 1899 ("the Scheme")
6. Paragraph 6 of the Scheme authorises (inter alia) the repair and maintenance of existing paths and roads on Beeston Green or the construction and maintenance of such new paths and roads on Beeston Green as appear to be necessary or expedient

**IT IS AGREED** between the parties that in consideration of the covenants on the part of the Owners contained in the Schedule hereto the District Council and the Town Council authorise the path and the road in part hatched brown and in part coloured brown on Plan 2 providing access for the benefit of the Owners property at 18 The Green Beeston aforesaid

**IN WITNESS** the District Council has caused its Common Seal to be hereunto affixed and the Town Council and the Owners have signed as a Deed the day and year first before writt



Created using MVK Map Manager

Reproduced from Ordnance Survey mapping with the permission of the Controller of Her Majesty's Stationery Office (c) Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead



Scale: 1:2500

PRESTON GREEN, SANDY

PLAN 1

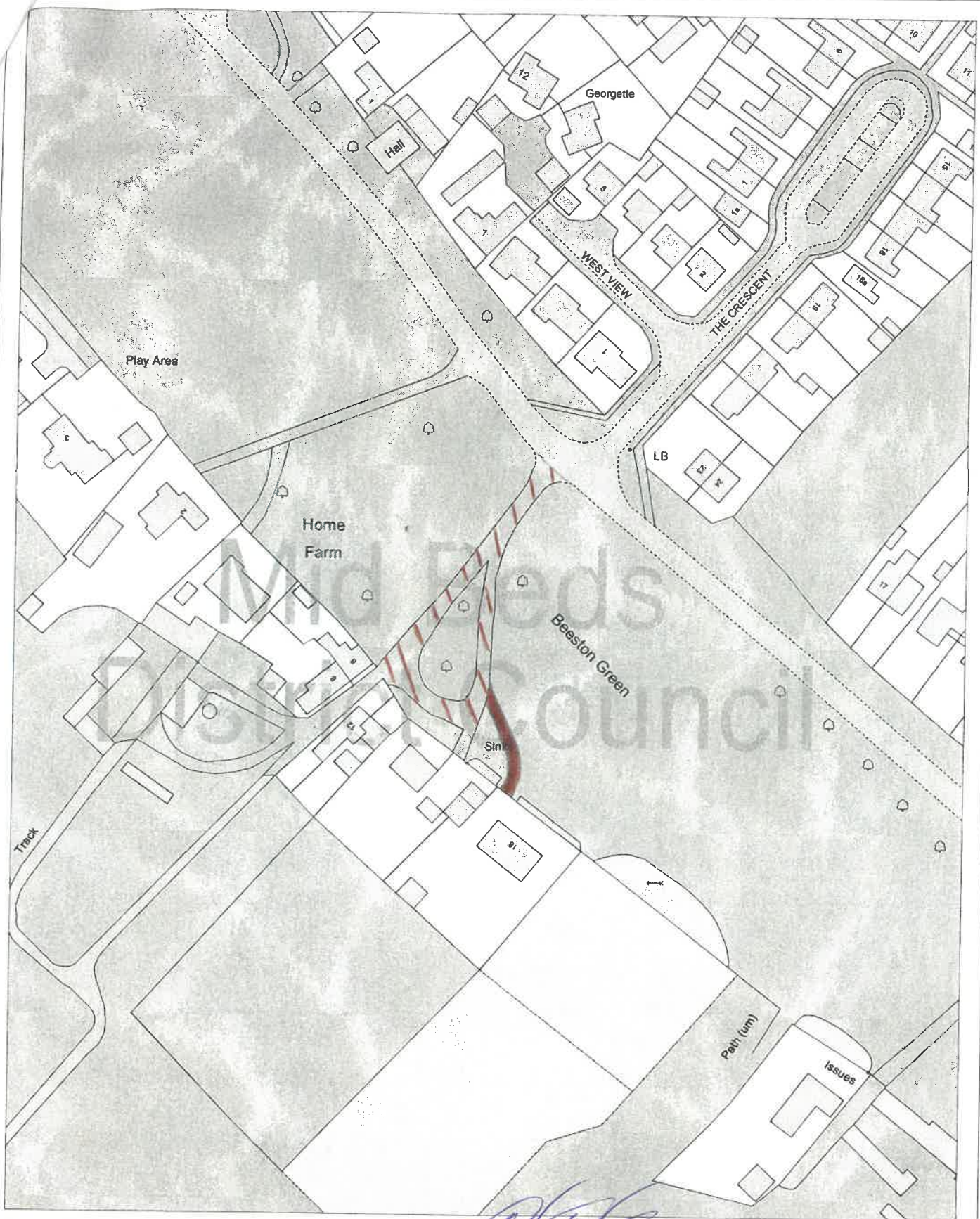
Date: 10/03/2003

*[Handwritten signature]*

*[Handwritten signature]*



**MID BEDS**  
DISTRICT COUNCIL



Date: 30 November 2006  
 Scale: 1:1250

**18 The Green  
 Beeston**



PLAN 2

*[Handwritten signatures]*



Crown Copyright. All rights reserved.  
 Mid Bedfordshire District Council.  
 100019740. 2006.



SANDY URBAN DISTRICT COUNCIL

Commons Act, 1899

Scheme of Regulation for Beeston Green

Description of  
Common and  
Management by  
District  
Council

1. The pieces of land with the ponds, streams, paths and roads thereon commonly known as Beeston Green, situated in the Urban District of Sandy in the County of Bedford and hereinafter referred to as "The Green" as the same is delineated in the plan sealed by, and deposited at the Office of Sandy Urban District Council hereinafter called "the Council" and thereon coloured green, being a "Common" within the meaning of the Commons Act, 1899, shall henceforth be regulated by this Scheme and the management thereof be vested in the Council.
2. The powers of the Council generally as to appointing or employing officers and servants and paying them under the

Appointment  
of Officers

- General acts applicable to the Council shall apply to all such persons as in the judgment of the Council may be necessary and proper for the preservation of order on and the enforcement of provisions with respect to the common and otherwise for the purposes of this Scheme, and the Council may make rules for regulating the duties and conduct of the several officers and servants so appointed and employed and may alter such rules as occasion may require.
3. The Council may execute any necessary works of drainage, raising, levelling or other works for the protection and improvement of the common and may, for the prevention of accidents, fence any quarry, pit, pond, stream or other like place on the common, and shall preserve the turf, shrubs, trees, plants and grass thereon and for this purpose may, for short periods, enclose by fences such portions as may require rest to revive the same, and may plant trees and shrubs for shelter or ornament, and may place seats upon and light the common and otherwise improve the common as a place for exercise and recreation. Save as hereinafter provided, the Council shall do nothing that may otherwise vary or alter the natural features or aspects of the common or interfere with free access to any part thereof, and shall not erect upon the common any shelter, pavilion, drinking fountain, conveniences or other buildings without the consent of the person

Protection and  
Improvement  
of Common

or persons entitled to the soil of the common and of the Secretary of State for the Environment (in this Scheme referred to as the Secretary of State). The Secretary of State, in giving or withholding his consent, shall have regard to the same considerations and shall, if necessary, hold the same enquiries as are directed by the Common Act, 1976, to be taken into consideration and held by the Secretary of State before forming an opinion whether an application under the Inclosure Acts, 1845 to 1882, shall be acceded to or not.

#### Against Encroachment

4. The Council shall maintain the common free from all encroachments and shall not permit any trespass on or within or other enclosure of any part thereof.

5. The inhabitants of the district and neighbourhood shall have a right of free access to every part of the common and a privilege of playing games and of enjoying other species of recreation thereon, subject to any byelaws made by the Council under this Scheme.

#### Maintenance and Construction of Paths and Roads

6. The Council shall have the power to repair and maintain the existing paths and roads on the common, other than highways maintainable at the public expense and to set out, or construct, and maintain or authorise the construction and maintenance of such new paths and roads on the common as appear to the Council to be necessary or expedient, and to take any proceedings necessary for the stopping or diversion of any highway over the common.

#### Games, etc.

7. The Council may set apart for games any portion or portions of the common as they may consider expedient, and may form grounds thereon for cricket, football, tennis, bowls and other similar games, and may allow such grounds to be temporarily enclosed with any open fence, so as to prevent cattle and horses from straying thereon; but such grounds shall not be so numerous or extensive as to affect prejudicially the enjoyment of the common as an open space or the lawful exercise of any right of common, and shall not be so near to any dwelling-house or road as to create nuisance or be an annoyance to the inhabitants of the house or to persons using the road.

#### Parking

8. The Council may, with the consent of the person or persons entitled to the soil of the common and of the Secretary of State, temporarily set apart and fence such portion or portions of the common as they may consider expedient for the parking of motor and other vehicles, and may make such byelaws for the use of such

part as they may deem necessary and reasonable: provided that any area so set apart shall not be so near to any dwelling-house as to create a nuisance or be an annoyance to the inhabitants of the house. The Secretary of State, in giving or withholding his consent, shall have regard to the same considerations and shall, if necessary, hold the same enquiries as are directed by the Commons Act, 1876, to be taken into consideration and held by the Secretary of State before forming an opinion whether an application under the Inclosure Acts, 1845 to 1882, shall be acceded to or not.

#### Byelaws

9. The Council may for the prevention of nuisances and the preservation of order on the common, and subject to the provisions of Section 10 of the Commons Act, 1899, make, revoke and alter byelaws for any of the following purposes, viz:—

- (a) For prohibiting the placing or depositing and leaving on the common without lawful authority of road-sand, materials for repair of roads, wood, glass, china, earthenware, tin, carton, paper or other refuse or litter, so as to affect or tend to affect injuriously the public amenities of the common.
- (b) For prohibiting any person without lawful authority from digging, cutting or taking turf, sods, gravel, sand, clay or other substances on or from the common, and from cutting, felling or injuring any horse, heather, timber or other tree, shrub, brushwood or other plant growing on the common.
- (c) For regulating the place and mode of digging and taking turf, sods, gravel, sand, clay or other substances and cutting, felling and taking trees or underwood on or from the common in exercise of any right of common or other rights over the common.
- (d) For prohibiting the injury, defacement or removal of any works or property maintained by the Council on the common.
- (e) For prohibiting or regulating the posting or painting of bills, placards, advertisements, or notices on trees or fences, erections or notice-boards on the common.

- (f) For prohibiting any person without lawful authority from bird catching, setting traps or nets, or laying snares for birds or other animals, taking birds' eggs or nests, and shooting or chasing game or other animals on the common.
- (g) For prohibiting the drawing, driving or placing upon the common or any part thereof without lawful authority of any carriage, cart, caravan, truck, motor cycle or other vehicle or any aircraft (except in the case of accident or other sufficient cause), or camping or the lighting of any fire thereon.
- (h) For prohibiting or, in the case of a fair lawfully held, for regulating the placing on the common of any show, exhibition, swing, roundabout or other like thing.
- (i) For prohibiting or regulating the firing or discharge of firearms or the throwing or discharge of missiles on the common.
- (j) For regulating games to be played and other means of recreation to be exercised on the common, and assemblies of persons thereon.
- (k) For regulating the use of any portion of the common temporarily enclosed or set apart under this Scheme for any purpose.
- (l) For prohibiting or regulating the driving, exercising, or breaking in of horses without lawful authority on any part of the common.
- (m) For prohibiting any person without lawful authority from turning out or permitting to remain on the common any cattle, sheep or other animals.
- (n) For prohibiting any person from bathing in any pond or stream on the common save in accordance with the byelaws.
- (o) Generally, for prohibiting or regulating any act or thing tending to injury or disfigurement of the common, or to interference with the use thereof by the public for the purposes of exercise and recreation.

(p) For authorising any officer of the Council, after due warning, to remove from the common any vehicle or animal drawn, driven or placed or any structure erected or placed thereon in contravention of this Scheme or of any byelaws made under this Scheme or to remove from the common any person who within his view infringes any such byelaw or any provision of the Vagrancy Acts.

(q) For prohibiting the hindrance or obstruction of an officer of the Council in the exercise of his powers or duties under this Scheme or under any byelaw made thereunder.

Publication of Byelaws on Common

10. All byelaws made under this Scheme shall be published on notice boards placed on such parts of the common (not less than two) as to the Council may appear desirable.

Saving of Rights, etc. in the Soil and Highways

11. Nothing in this Scheme or any byelaw made thereunder shall prejudice or affect any right of the person entitled as Lord of the Manor or otherwise to the soil of the common, or of any person claiming under him which is lawfully exercisable in, over, under, or on the soil or surface of the common in connection with game, or with mines, minerals, or other substructure or otherwise, or prejudice or affect any right of the commoners in or over the common, or the lawful use of any highway or thoroughfare on the common, or affect any power or obligation to repair any such highway or thoroughfare.

Copies of Scheme

12. Printed copies of this Scheme shall at all times be sold at the office of the Council to all persons desiring to buy the same at a price of 2p each.

The Common Seal of the Sandy Urban District Council was hereto affixed pursuant to a Resolution passed on the 24th day of January, 1972 in the presence

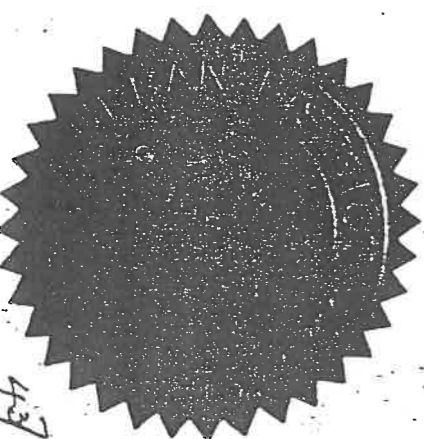
of:-

Chairman

*K. Duvic*

Clerk

*W. S. Duvic*

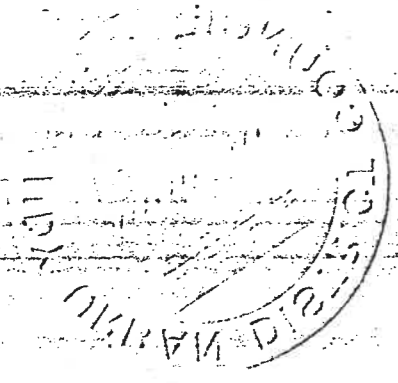


Approved by Order of the Secretary of State  
for the Environment on *26 June* 1972

*H E Roberts*

H E ROBERTS

Authorised by the Secretary of State  
to sign in that behalf.



**THE SCHEDULE**

THE OWNERS COVENANT to maintain the path and road coloured brown on Plan 2 providing access for the benefit of the Owners at 18 The Green Beeston aforesaid which shall at all times remain and be maintained by the Owners as follows:-

1. No less than three metres (3.0) in width
2. Maintained as a grasscrete crossover

THE COMMON SEAL of MID )  
BEDFORDSHIRE DISTRICT )  
COUNCIL was hereunto affixed )  
in the presence of:- )



*[Handwritten signature]*

SIGNED AND DELIVERED BY THE )  
TOWN MAYOR AS A DULY )  
AUTHORISED MEMBER OF SANDY )  
TOWN COUNCIL IN THE PRESENCE )  
OF:- )

*[Handwritten signature]*  
D. H. GANE

*[Handwritten signature]* TOWN MAYOR  
ELECTED TO THE COUNCIL  
COUNCIL OFFICER  
10, CAMBRIDGE ROAD,  
SANDY, BEDS, SG19 1SE

SIGNED AS A DEED by the said )  
VINCENT WILLIAM MICHAEL )  
O'SULLIVAN and SHELLEY )  
O'SULLIVAN )

*[Handwritten signature]*  
*[Handwritten signature]*

In the presence of:-

*[Handwritten signature]*  
2 London Road  
Bygleswade Beds  
Local Assistant

**SANDY TOWN COUNCIL  
CALENDAR OF MEETINGS**

**2022/23**

<b>2022</b>		
23.05.22	Development Scrutiny	Town Council Annual Meeting
30.05.22	Spring Bank Holiday	
06.06.22	Town Council (ensure annual accounts are approved by FC)	
13.06.22	Development Scrutiny	Community, Services & Environment (1)
20.06.22	Policy, Finance and Resources (1)	
27.06.22		
04.07.22	Development Scrutiny	Human Resources
11.07.22	Town Council	
18.07.22		
25.07.22	Development Scrutiny	Community, Services & Environment (2)
01.08.22		
08.08.22	Policy, Finance and Resources (2)	
15.08.22	Development Scrutiny	
22.08.22	Town Council	
29.08.22	Summer Bank Holiday	
05.09.22	Development Scrutiny	Community, Services & Environment (3)
12.09.22		
19.09.22	Policy, Finance and Resources (3)	
26.09.22	Development Scrutiny	Human Resources
03.10.22	Town Council	
10.10.22		
17.10.22	Development Scrutiny	Community, Services & Environment (4)
24.10.22		
31.10.22	Policy, Finance and Resources (4)	
07.11.22	Development Scrutiny	
14.11.22	Town Council	
21.11.22		
28.11.22	Development Scrutiny	Community, Services & Environment (5)
05.12.22	Human Resources	
12.12.22	Policy, Finance and Resources (5)	
19.12.22	Development Scrutiny	Town Council
26.12.22	Boxing Day Holiday	
<b>2023</b>		
02.01.23	Bank Holiday	
09.01.23	Community, Services & Environment (6)	
16.01.23	Development Scrutiny	Policy, Finance and Resources (6)
23.01.23	Town Council	



**AGENDA ITEM 13**

**APPENDIX X**

30.01.23	
06.02.23	Development Scrutiny
13.02.23	Community, Services & Environment (7)
20.02.23	Policy, Finance and Resources (7)
27.02.23	
06.03.23	Development Scrutiny   Town Council
13.03.23	Human Resources
20.03.23	
27.03.23	Development Scrutiny   Community, Services & Environment (8)
03.04.23	Policy, Finance and Resources (8)
10.04.23	Easter Monday
17.04.23	Development Scrutiny
24.04.23	Annual Town Meeting
01.05.23	May Day Holiday
08.05.23	Development Scrutiny   Community, Services & Environment (9)
15.05.23	Policy, Finance and Resources (9)
22.05.23	Annual Council Meeting
29.05.23	Spring Bank Holiday
05.06.23	Town Council

**SANDY TOWN COUNCIL****Health and Safety Procurement Policy****1. Town council**

- 1.1 The Health and Safety at Work Act places a general duty on the Town Council to ensure that plant, articles and substances used at work are safe and without risks to health.
- 1.2 The Management of Health and Safety at Work Regulations require the Town Council to ensure that risks are controlled by careful selection of equipment articles and substances.

**2. Town Clerk**

- 2.1 It is the responsibility of the Town Clerk authorising the purchase to ensure that goods and services are selected which are safe. Risk assessments must be in place and the equipment and substances purchased must comply with the assessment.
- 2.2 The policy outlines the main health and safety requirements which relate to the purchasing of equipment and substances.

**3. Work Equipment**

The Provision and Use of Work Equipment Regulations require the Town Council to select equipment that has been designed and constructed to comply with any EC Essential Safety Requirements relating to that equipment. All equipment purchased must be safe to use and maintain and must be suitable in terms of its initial integrity, the place where it will be used and the purpose for which it will be used. Before new equipment is put into use a risk assessment must be carried out to determine its suitability. When selecting work equipment, the Clerk must take account of ergonomic factors and should select the least hazardous type of equipment that can adequately perform the task. Preference should be given to equipment that reduces health and safety risks to users to as low as is reasonably practicable.

Safety features such as the following should be selected whenever possible:

- Low noise levels
- Low vibration levels
- Low voltage electrical equipment

- Lightweight (reducing manual handling risks)
- Adjustable dimensions such as height – improving ergonomic fit.

Written instructions provided by the supplier must be made available to those using the equipment.

#### **4. Furniture and Furnishings**

The Furniture and Furnishings (Fire) (Safety) Regulations require the Town Council to purchase furniture and furnishings which are flame retardant, comply with the relevant British Standards and are labelled accordingly.

#### **5. Display Screen Equipment**

The Health and Safety (Display Screen Equipment) Regulations require the Town Council to ensure that Display Screen Equipment (DSE) used by operators meets the requirements laid down in the Schedule to the Regulations.

#### **6. Hazardous Substances**

The Control of Substances Hazardous to Health Regulations prohibits the Town Council from carrying out work with hazardous substances unless a suitable assessment of the health risks from exposure to that substance has first been undertaken. Information in the form of material safety data sheets regarding the hazard(s) of the substances proposed to be used must be obtained from the supplier and considered as part of the COSHH assessment. As far as is reasonably practicable the least hazardous substance, or form of the substance, should be selected. The buyer should always consider the disposal of hazardous substances prior to making the purchase.

#### **7. Personal Protective Equipment (PPE)**

The Personal Protective Equipment at Work Regulations require the Town Council to select and provide suitable personal protective equipment (PPE) in accordance with the findings of the risk assessment for the activity in question. Such PPE must be provided to employees free of charge. PPE purchased must comply with the appropriate European Standards (BS EN) and should be CE-marked accordingly.

**8. Supplier Responsibilities**

The Sale of Goods Act require the supplier to supply goods which are fit for their purpose. They must also be of merchantable quality unless defects are specifically drawn to the buyer’s attention before the contract is made, or, if the buyer examines the goods before the contract is made, as regards defects which that examination ought to reveal.

The Health and Safety at Work Act lays a duty on those who design, manufacture, import or supply any article for use at work to ensure, so far as is reasonably practical, that the article is designed, constructed and installed so as to be safe and without risks to health when used. In addition, the person supplied with the article must be provided with adequate information such that it may be used safely and without risks to health.

The Supply of Machinery (Safety) Regulations set out the essential health and safety requirements that must be met by manufacturers and suppliers before new (CE-marked) machinery is placed on the market.

Suppliers of electrical equipment must also ensure that their products comply with the requirements of The Low Voltage Electrical Equipment (Safety) Regulations, The Electronic Compatibility Regulations and The Electrical Equipment (Safety) Regulations.

Adopted: November 2018
------------------------

Review: November 2021
-----------------------