

Sandy Town Council

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

You are hereby summoned to attend a meeting of the Policy, Finance and Resources Committee of Sandy Town Council which will be held in the Council Chamber at 10 Cambridge Road, Sandy, Bedfordshire on Monday 14 October 2019 at 7.30pm for the purpose of transacting the items of business below.



Chris Robson
Town Clerk
10 Cambridge Road
Sandy SG19 1JE
01767 681491
8 October 2019

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND THIS MEETING

A G E N D A

Reports

1 Apologies for absence

2 Declarations of interest

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

*This item is included on the agenda to enable members to declare new DPIs and also **those who wish to do so** may draw attention to their stated DPIs and also any non-declarable personal interests which they have declared under Sandy Town Council's adopted Code of Conduct and which may be relevant to items on the agenda.*

- i) Declarable pecuniary interests*
- ii) Non pecuniary interests*

3 Public Participation Session

Members of the public may ask questions or make representations to the committee about items of business which are on the agenda.

4 Minutes of previous meeting

To receive the minutes of the Policy, Finance and Resources Committee held on 2 September 2019 and to approve them as a correct record of proceedings.

Sandy Town Council

5 Financial Reports

- i) To consider a balance sheet and detailed financial report showing income and expenditure against the revenue budget for August 2019. Appendix I
- ii) To receive a budget overview report. Appendix II
- iii) To approve a schedule of payments made since previous meeting. Appendix III
- iv) The Chair to approve bank reconciliations and statements.

6 Grant Applications

To consider a grant application from Biggles FM. Appendix IV

7 Action List

To receive and note copy of the action list. Appendix V

8 Alternative CCTV Provision

To receive and consider quotes on the provision of new CCTV cameras. Appendix VI

9 Central Bedfordshire Council Street Lighting Review

To receive and consider updated costs on putting Town Council owned streetlighting up for adoption by Central Bedfordshire Council. Appendix VII

10 2020/21 Revenue Budget Report

To receive and consider a report from the Town Clerk on the 2020/21 revenue budget. Appendix VIII

11 St Swithun's Clock Repairs

To receive and consider a report on further repair works required for the St Swithun's Clock. Appendix IX

12 Fallowfield Play Equipment

To receive and consider further quotes on the replacement of play equipment at Fallowfield Recreation Ground. Appendix X

13 Privacy Notice

- i) To review the Council's Privacy Notice. Appendix XI
- ii) To review the Council's Data Protection Policy. Appendix XII

14 Freedom of Information and Model Publication Scheme

- i) To receive and review a Freedom of Information Policy. Appendix XIII
- ii) To receive and review the Council's Model Publication scheme. Appendix XIV

Sandy Town Council

15 Independent Review into Local Government Audit Call for Evidence

To receive and consider correspondence from NALC on a review to assess arrangements in place to support the transparency and quality of Local Authority financial reporting and external audit.

Appendix XV

16 Sandye Place

To receive any updates available from the Town Clerk or Community Plan Working Group.

17 Chairman's Items

18 Date of next meeting: 25 November 2019

17:09

Detailed Balance Sheet - Excluding Stock Movement

Month 5 Date 31/08/2019

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<i><u>Current Assets</u></i>			
105	VAT Control	16,210	
119	Staff Loans	150	
122	Scout Firework Loan	3,183	
123	S106 Debtor	9,790	
200	Current Bank A/c	69,817	
201	Clerks Imprest A/c	328	
205	Capital a/c Santander	218,034	
206	Barclays Active Saver	351,157	
208	Public Sector Deposit Fund	204,029	
210	Petty Cash	350	
Total Current Assets			873,049
<i><u>Current Liabilities</u></i>			
501	Creditors Control	5,339	
510	Accruals	1,300	
Total Current Liabilities			6,639
Net Current Assets			866,409
Total Assets less Current Liabilities			866,409
<i><u>Represented by :-</u></i>			
300	Current Year Fund	263,053	
310	General Reserve	284,043	
315	Rolling Capital Fund	135,109	
321	Cemetery Development Reserve	23,028	
322	EMR Fallowfield	76,632	
323	EMR Community Funds	7,000	
324	EMR Elections	15,000	
330	S106 S'Land Road	62,545	
Total Equity			866,409

Summary Income & Expenditure by Budget Heading 31/08/2019

Month No: 5

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
401	Staff Expenditure	114,929	282,075	167,146		167,146	40.7%
402	Administration-Office Income	2,708	1,300	(1,408)			208.3%
	Expenditure	30,247	80,900	50,653		50,653	37.4%
	Movement to/(from) Gen Reserve	<u>(27,539)</u>					
403	Administration-Works Expenditure	14,393	41,100	26,707		26,707	35.0%
405	Footway Lighting Expenditure	2,895	15,750	12,855		12,855	18.4%
406	Cemetery & Churchyard Income	12,791	20,450	7,659			62.5%
	Expenditure	3,736	10,100	6,364		6,364	37.0%
	Movement to/(from) Gen Reserve	<u>9,055</u>					
408	Town Centre (Including Market) Income	0	300	300			0.0%
	Expenditure	6,608	33,435	26,827		26,827	19.8%
	Movement to/(from) Gen Reserve	<u>(6,608)</u>					
409	Public Toilets - Car Park Expenditure	1,527	4,150	2,623		2,623	36.8%
500	Play Areas and Open Spaces Income	1,185	1,550	365			76.5%
	Expenditure	1,279	(5,700)	(6,979)		(6,979)	(22.4%)
	Movement to/(from) Gen Reserve	<u>(94)</u>					
501	Sunderland Road Rec Ground Income	514	720	206			71.4%
	Expenditure	12,094	29,000	16,906		16,906	41.7%
	Movement to/(from) Gen Reserve	<u>(11,580)</u>					
502	Nature Reserves Income	240	2,550	2,310			9.4%
	Expenditure	39	13,500	13,461		13,461	0.3%
	Movement to/(from) Gen Reserve	<u>201</u>					
505	Grass Cutting Expenditure	0	10,000	10,000		10,000	0.0%
506	Litter Bins, Seats & Shelters Expenditure	0	650	650		650	0.0%
509	Christmas Lights Income	0	500	500			0.0%
	Expenditure	695	16,500	15,805		15,805	4.2%
	Movement to/(from) Gen Reserve	<u>(695)</u>					
601	Precept and Interest Income	581,000	581,198	198			100.0%
602	Democratic and Civic Costs Income	60	0	(60)			0.0%
	Expenditure	4,477	15,200	10,723		10,723	29.5%
	Movement to/(from) Gen Reserve	<u>(4,417)</u>					
700	Capital and Projects Income	83,374	17,903	(65,471)			465.7%
	Expenditure	225,899	79,203	(146,696)		(146,696)	285.2%
	Movement to/(from) Gen Reserve	<u>(142,525)</u>					

Summary Income & Expenditure by Budget Heading 31/08/2019

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	681,871	626,471	(55,400)			108.8%
Expenditure	418,818	625,863	207,045	0	207,045	66.9%
Net Income over Expenditure	<u>263,053</u>	<u>608</u>	<u>(262,445)</u>			
Movement to/(from) Gen Reserve	<u>263,053</u>					

Detailed Income & Expenditure by Budget Heading 31/08/2019

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
401 Staff							
4001 Gross Salaries - Admin	46,455	113,000	66,545		66,545	41.1%	
4002 Gross Salaries - Works	41,772	102,500	60,728		60,728	40.8%	
4003 Employers NIC	6,967	17,300	10,333		10,333	40.3%	
4004 Employers Superannuation	19,204	47,500	28,296		28,296	40.4%	
4006 H&S Costs/Consultancy	525	500	(25)		(25)	105.0%	
4010 Miscellaneous Staff Costs	530	1,000	470		470	53.0%	
4030 Recruitment Advertising	0	275	275		275	0.0%	
4965 Funded from Rolling Capital	(525)	0	525		525	0.0%	
Staff :- Indirect Expenditure	114,929	282,075	167,146	0	167,146	40.7%	0
Movement to/(from) Gen Reserve	(114,929)						
402 Administration-Office							
1003 Tourism Income	576	500	(76)			115.2%	
1201 Rent Received Etc	240	750	510			32.0%	
1202 Photocopying Income	22	50	28			44.4%	
1205 Miscellaneous Income	1,870	0	(1,870)			0.0%	
Administration-Office :- Income	2,708	1,300	(1,408)			208.3%	0
4008 Training	40	2,000	1,960		1,960	2.0%	
4009 Travel & Subsistence	15	200	185		185	7.4%	
4011 General Rates	3,315	6,700	3,386		3,386	49.5%	
4012 Water Rates	1,157	600	(557)		(557)	192.9%	
4014 Electricity	512	2,500	1,988		1,988	20.5%	
4015 Gas	200	1,500	1,300		1,300	13.3%	
4016 Cleaning Materials etc	422	1,250	828		828	33.7%	
4018 General Data Protection Regs	0	1,000	1,000		1,000	0.0%	
4020 Misc Establishment Costs	170	2,000	1,830		1,830	8.5%	
4021 Telephone & Fax	1,284	2,500	1,216		1,216	51.3%	
4022 Postage	661	1,200	539		539	55.1%	
4023 Printing & Stationery	822	2,000	1,178		1,178	41.1%	
4024 Subscriptions	2,556	2,850	294		294	89.7%	
4025 Insurance (excl vehicles)	8,722	21,500	12,778		12,778	40.6%	
4026 Photocopy Costs	728	3,500	2,772		2,772	20.8%	
4027 IT Costs incl Support	1,282	4,500	3,218		3,218	28.5%	
4028 Service Agreements (Other)	2,084	6,500	4,416		4,416	32.1%	
4035 Publications	22	100	78		78	21.9%	
4036 Property Maintenance/Security	1,828	4,000	2,172		2,172	45.7%	
4040 Equipment Purchases (Minor)	362	2,000	1,638		1,638	18.1%	
4050 Tourism Expenditure	484	250	(234)		(234)	193.4%	

Detailed Income & Expenditure by Budget Heading 31/08/2019

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4051 Bank Charges	235	500	265		265	47.0%	
4056 Legal Expenses	1,438	2,500	1,063		1,063	57.5%	
4057 Audit Fees - External	0	1,300	1,300		1,300	0.0%	
4058 Audit Fees - Internal	0	750	750		750	0.0%	
4059 Accountancy Fees	1,850	7,000	5,150		5,150	26.4%	
4070 Refreshments	59	200	141		141	29.7%	
Administration-Office :- Indirect Expenditure	30,247	80,900	50,653	0	50,653	37.4%	0
Movement to/(from) Gen Reserve	(27,539)						
403 Administration-Works							
4005 Protective Clothing	220	1,300	1,080		1,080	16.9%	
4008 Training	0	1,000	1,000		1,000	0.0%	
4011 General Rates	909	1,850	941		941	49.1%	
4012 Water Rates	89	200	111		111	44.5%	
4014 Electricity	0	1,000	1,000		1,000	0.0%	
4017 Refuse Disposal	1,674	5,500	3,826		3,826	30.4%	
4036 Property Maintenance/Security	95	2,000	1,905		1,905	4.7%	
4038 Consumables/Small Tools	646	2,500	1,854		1,854	25.9%	
4039 Planting/Trees/Horticulture	3,790	6,250	2,460		2,460	60.6%	
4040 Equipment Purchases (Minor)	341	2,000	1,659		1,659	17.0%	
4042 Equipment/Vehicle Maintenance	1,839	5,000	3,161		3,161	36.8%	
4043 Equipment/Vehicle Fuel	2,171	3,500	1,329		1,329	62.0%	
4044 Vehicle Tax & Insurance	2,620	3,000	380		380	87.3%	
4045 Arboriculture	0	6,000	6,000		6,000	0.0%	
Administration-Works :- Indirect Expenditure	14,393	41,100	26,707	0	26,707	35.0%	0
Movement to/(from) Gen Reserve	(14,393)						
405 Footway Lighting							
4014 Electricity	2,095	5,750	3,655		3,655	36.4%	
4042 Equipment/Vehicle Maintenance	800	10,000	9,200		9,200	8.0%	
Footway Lighting :- Indirect Expenditure	2,895	15,750	12,855	0	12,855	18.4%	0
Movement to/(from) Gen Reserve	(2,895)						
406 Cemetery & Churchyard							
1226 Burials/Memorials Income	12,791	20,450	7,659			62.5%	
Cemetery & Churchyard :- Income	12,791	20,450	7,659			62.5%	0
4011 General Rates	1,485	2,750	1,265		1,265	54.0%	
4012 Water Rates	82	100	18		18	81.5%	

Detailed Income & Expenditure by Budget Heading 31/08/2019

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4036 Property Maintenance/Security	0	1,000	1,000		1,000	0.0%	
4037 Grounds Maintenance	10	900	891		891	1.1%	
4039 Planting/Trees/Horticulture	0	350	350		350	0.0%	
4101 Grave Digging Costs	2,160	5,000	2,840		2,840	43.2%	
Cemetery & Churchyard :- Indirect Expenditure	3,736	10,100	6,364	0	6,364	37.0%	0
Movement to/(from) Gen Reserve	9,055						
408 Town Centre (Including Market)							
1238 Other Income Car Park	0	300	300			0.0%	
Town Centre (Including Market) :- Income	0	300	300			0.0%	0
4011 General Rates	6,304	12,227	5,923		5,923	51.6%	
4036 Property Maintenance/Security	0	1,500	1,500		1,500	0.0%	
4053 Loan Interest	127	253	126		126	50.2%	
4054 Loan Capital Repaid	177	355	178		178	49.9%	
4100 CCTV Fees	0	19,100	19,100		19,100	0.0%	
Town Centre (Including Market) :- Indirect Expenditure	6,608	33,435	26,827	0	26,827	19.8%	0
Movement to/(from) Gen Reserve	(6,608)						
409 Public Toilets - Car Park							
4011 General Rates	920	1,850	930		930	49.7%	
4012 Water Rates	490	1,000	510		510	49.0%	
4014 Electricity	68	300	232		232	22.6%	
4036 Property Maintenance/Security	50	1,000	950		950	5.0%	
Public Toilets - Car Park :- Indirect Expenditure	1,527	4,150	2,623	0	2,623	36.8%	0
Movement to/(from) Gen Reserve	(1,527)						
500 Play Areas and Open Spaces							
1201 Rent Received Etc	0	500	500			0.0%	
1241 Sandy FC Rent	495	500	5			99.0%	
1251 Pitch Rental	690	550	(140)			125.5%	
Play Areas and Open Spaces :- Income	1,185	1,550	365			76.5%	0
4007 Health & Safety	343	400	58		58	85.6%	
4012 Water Rates	118	700	582		582	16.9%	
4014 Electricity	53	200	147		147	26.5%	
4036 Property Maintenance/Security	0	500	500		500	0.0%	
4037 Grounds Maintenance	0	2,500	2,500		2,500	0.0%	
4042 Equipment/Vehicle Maintenance	765	5,000	4,235		4,235	15.3%	
4972 Transfer from EMR Fallowfield	0	(15,000)	(15,000)		(15,000)	0.0%	
Play Areas and Open Spaces :- Indirect Expenditure	1,279	(5,700)	(6,979)	0	(6,979)	(22.4%)	0
Movement to/(from) Gen Reserve	(94)						

Detailed Income & Expenditure by Budget Heading 31/08/2019

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
501 Sunderland Road Rec Ground							
1201 Rent Received Etc	514	0	(514)			0.0%	
1253 Bowls Club Rental	0	435	435			0.0%	
1255 Cricket Club Rental	0	280	280			0.0%	
1256 Scouts ,ACF and SSLA	0	5	5			0.0%	
Sunderland Road Rec Ground :- Income	514	720	206			71.4%	0
4012 Water Rates	1,158	800	(358)		(358)	144.7%	
4014 Electricity	34	200	166		166	17.1%	
4036 Property Maintenance/Security	585	1,750	1,165		1,165	33.4%	
4046 Bowling Green - SBC	1,129	3,165	2,036		2,036	35.7%	
4047 Equipment Maintenance - SBC	1,962	2,572	610		610	76.3%	
4048 Cricket Square - SCC	535	2,540	2,005		2,005	21.1%	
4049 Equipment Maintenance - SCC	0	2,748	2,748		2,748	0.0%	
4060 Other Professional Fees	6,692	15,225	8,533		8,533	44.0%	
Sunderland Road Rec Ground :- Indirect Expenditure	12,094	29,000	16,906	0	16,906	41.7%	0
Movement to/(from) Gen Reserve	(11,580)						
502 Nature Reserves							
1306 Countryside Stewardship Grant	240	2,000	1,760			12.0%	
1307 Angling Licence Rent	0	550	550			0.0%	
Nature Reserves :- Income	240	2,550	2,310			9.4%	0
4037 Grounds Maintenance	39	1,500	1,461		1,461	2.6%	
4060 Other Professional Fees	0	10,000	10,000		10,000	0.0%	
4703 Sandy Green Wheel	0	2,000	2,000		2,000	0.0%	
Nature Reserves :- Indirect Expenditure	39	13,500	13,461	0	13,461	0.3%	0
Movement to/(from) Gen Reserve	201						
505 Grass Cutting							
4102 Grass Cutting	0	10,000	10,000		10,000	0.0%	
Grass Cutting :- Indirect Expenditure	0	10,000	10,000	0	10,000	0.0%	0
Movement to/(from) Gen Reserve	0						
506 Litter Bins, Seats & Shelters							
4042 Equipment/Vehicle Maintenance	0	650	650		650	0.0%	
Litter Bins, Seats & Shelters :- Indirect Expenditure	0	650	650	0	650	0.0%	0
Movement to/(from) Gen Reserve	0						

Detailed Income & Expenditure by Budget Heading 31/08/2019

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
509 Christmas Lights							
1365 Christmas Lights	0	500	500			0.0%	
Christmas Lights :- Income	<u>0</u>	<u>500</u>	<u>500</u>			<u>0.0%</u>	<u>0</u>
4401 Christmas Illuminations	0	14,000	14,000		14,000	0.0%	
4402 Community Christmas Event	695	2,500	1,805		1,805	27.8%	
Christmas Lights :- Indirect Expenditure	<u>695</u>	<u>16,500</u>	<u>15,805</u>	<u>0</u>	<u>15,805</u>	<u>4.2%</u>	<u>0</u>
Movement to/(from) Gen Reserve	(695)						
601 Precept and Interest							
1101 Precept	580,198	580,198	0			100.0%	
1320 Interest Received - All account	802	1,000	198			80.2%	
Precept and Interest :- Income	<u>581,000</u>	<u>581,198</u>	<u>198</u>			<u>100.0%</u>	<u>0</u>
Movement to/(from) Gen Reserve	581,000						
602 Democratic and Civic Costs							
1309 Misc Contributions	60	0	(60)			0.0%	
Democratic and Civic Costs :- Income	<u>60</u>	<u>0</u>	<u>(60)</u>				<u>0</u>
4020 Misc Establishment Costs	6	100	94		94	5.8%	
4033 Annual Report & Newsletter	1,190	3,000	1,810		1,810	39.7%	
4042 Equipment/Vehicle Maintenance	120	400	280		280	30.0%	
4200 Mayor's Allowance	932	2,200	1,268		1,268	42.4%	
4202 Members' Expenses (Conf etc)	295	500	205		205	59.0%	
4210 Election Costs	298	3,000	2,702		2,702	9.9%	
4701 Grants/Donations Paid	800	3,000	2,200		2,200	26.7%	
4702 Community Events Support	837	3,000	2,163		2,163	27.9%	
Democratic and Civic Costs :- Indirect Expenditure	<u>4,477</u>	<u>15,200</u>	<u>10,723</u>	<u>0</u>	<u>10,723</u>	<u>29.5%</u>	<u>0</u>
Movement to/(from) Gen Reserve	(4,417)						
700 Capital and Projects							
1153 Loan Interest Rec'd - INTERNAL	7,903	7,903	0			100.0%	
1154 Loan Capital Rec'd - INTERNAL	10,000	10,000	0			100.0%	
1364 S106 Money Received	65,471	0	(65,471)			0.0%	
Capital and Projects :- Income	<u>83,374</u>	<u>17,903</u>	<u>(65,471)</u>			<u>465.7%</u>	<u>0</u>
4153 Loan Interest - INTERNAL	7,903	7,903	0		0	100.0%	
4154 Loan Capital - INTERNAL	10,000	10,000	0		0	100.0%	
4802 CAP - Cemetery Extension	88,451	0	(88,451)		(88,451)	0.0%	
4818 CAP - Fallowfield	93,740	0	(93,740)		(93,740)	0.0%	

Detailed Income & Expenditure by Budget Heading 31/08/2019

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4824 CAP - Play Equipment (Bedford)	53,094	0	(53,094)		(53,094)	0.0%	
4826 CAP - Play Equipment (S'land)	2,926	0	(2,926)		(2,926)	0.0%	
4828 CAP - Dropped Kerb	2,500	0	(2,500)		(2,500)	0.0%	
4829 CAP - Car Park	4,225	0	(4,225)		(4,225)	0.0%	
4830 CAP - St Swithun's Church	915	0	(915)		(915)	0.0%	
4831 CAP - Land west of Sandy Cem.	14,550	0	(14,550)		(14,550)	0.0%	
4915 Transfer to Rolling Capital Fd	50,025	51,300	1,275		1,275	97.5%	
4921 Transfer to EMR	62,545	0	(62,545)		(62,545)	0.0%	
4923 Internal Loan repaid to F'ild	10,000	10,000	0		0	100.0%	
4965 Funded from Rolling Capital	(6,365)	0	6,365		6,365	0.0%	
4970 Transfer from C R R	(55,324)	0	55,324		55,324	0.0%	
4972 Transfer from EMR Fallowfield	(113,287)	0	113,287		113,287	0.0%	
Capital and Projects :- Indirect Expenditure	225,899	79,203	(146,696)	0	(146,696)	285.2%	0
Movement to/(from) Gen Reserve	(142,525)						
Grand Totals:- Income	681,871	626,471	(55,400)			108.8%	
Expenditure	418,818	625,863	207,045	0	207,045	66.9%	
Net Income over Expenditure	263,053	608	(262,445)				
Movement to/(from) Gen Reserve	263,053						

Sandy Town Council
Report to 31 August 2019

General Notes

Attached are the summary income & expenditure report for month 5 to 31st August 2019.
This report shows a current year surplus of income over expenditure of £263,053

The balance sheet shows that total funds available to the council are £866,409

This is made up of the following -

Current Year Surplus	£263,053
General Reserve Brought Forward	£284,043
Rolling Capital Fund	£135,109
Fallowfield Reserve	£76,632
Earmarked Community Funds	£7,000
Earmarked Elections	£15,000
Cemetery Development Reserve	£23,028
S106 Received	£62,545
Total	£866,409

The percentage of budget if analysed evenly over the year to date is 41.6% but members are reminded that income & expenditure rarely follows this pattern over the year.

Analysis by Cost Centre

401 Staff

Expenditure is 40.7% of the annual budget.

Expenditure on 4010 is high due to one off annual payroll service charge.

402 Administration

Expenditure is 37.4% of the annual budget.

1205 - High income as £968 refers to income from parking passes to be reallocated to 408 1238

4012 - Water rates across all Council properties are under investigation due to exceptionally high rates from the last bills received. Usage (readings) continue to be monitored.

4021 - Includes payment for period from 2018/19 financial year (March 2019)

4022 - Franking machine topped up by £586 to allow for postage over coming 5 months.

4024 - Subscriptions are paid at the start of the financial year, so expenditure appears high

4036 - Expenditure high due to annual bills for alarm cover, security call out cover and £270 for new emergency lighting following failure of old lighting and recommendation from fire service.

4050 - Tourism Expenditure high due to Saffords bookings. Offset against £576 income in budget line 1003.

Sandy Town Council
Report to 31 August 2019

Analysis by Cost Centre [Continued]

403 Works

Expenditure is 35.0% of the annual budget.

4012 - Water rates across all Council properties are under investigation due to exceptionally high rates from the last bills received. Usage (readings) continue to be monitored.

4039 - High expenditure due to summer planting and grass seed for Sunderland Road play park. Remaining budget to cover winter bedding planting.

4043 - Recent purchase of red diesel barrel has resulted in high expenditure. Expenditure is more during summer months due to increased grass cutting activity. Continue to monitor. Lower costs anticipated once depot is in use due to larger bulk purchase of fuel.

4044 - Vehicle tax and insurance is paid in full at the start of the financial year. This results in high expenditure during the first three months.

405 Footway Lighting

Expenditure is 18.4% of the annual budget.

No concerns

406 Cemetery & Churchyard

Expenditure is 37% of the annual budget.

4012 - Water rates across all Council properties are under investigation due to exceptionally high rates from the last bills received. Usage (readings) continue to be monitored.

408 Town Centre (Incl. Market)

Expenditure is 19.8% of the annual budget

4053/4054 - Paid in two installments per year. First installment paid in August 2019.

409 Public Toilets - Car Park

Expenditure is 36.8% of the annual budget.

4012 - Water rates across all Council properties are under investigation due to exceptionally high rates from the last bills received. Usage (readings) continue to be monitored.

500 Play Areas and Open Spaces

Expenditure is -22.4% of the annual budget.

Sandy Town Council
Report to 31st August 2019

Analysis by Cost Centre [Continued]

501 Sunderland Road Rec.

Expenditure is 41.7% of the annual budget.

4012 - Water rates across all Council properties are under investigation due to exceptionally high rates from the last bills received. Usage (readings) continue to be monitored.

4047 - High due to annual machine servicing costs.

502 Nature Reserves

Expenditure is 0.3% of the annual budget.

No concerns.

505 Grass Cutting

No spend to date.

Invoice from CBC due in March 2020.

506 Litter Bins, Seats & Shelters

Expenditure is 0.0% of the annual budget.

No concerns

509 Christmas Lights

Expenditure is 4.2% of the annual budget.

601 Precept and Interest

The first half of the precept has been received. Second half received in August 2019.

602 Democratic & Civic Costs

Expenditure is 29.5% of the annual budget.

4202 - High expenditure due to NALC conference costs and new Councillor training

Time: 14:32

Current Bank A/c

List of Payments made between 01/08/2019 and 31/08/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/08/2019	Premium Credit	DD	1,588.81		Insurance
05/08/2019	UK Fuels Limited DDR	DD01	151.78		327-Motor fuel
05/08/2019	Bank charge	CHRG	36.14		Bank charge
07/08/2019	BATPC	31762	40.00		313-Chairmanship 2 training
07/08/2019	Bedford Borough Council	31763	653.40		315-POHS health assess. B.G.
07/08/2019	Ben Burgess & Co Ltd	31764	385.92		316-Works - faulty battery
07/08/2019	Mrs Jemma Butler	31765	20.00		343-Proms in the park-ticket
07/08/2019	Corona Corporate Solutions Ltd	31766	347.58		324-Copier qtrly charge
07/08/2019	Central Bedfordshire Council	31767	4,106.12		319-Credit Match fund-dropped
07/08/2019	The Community Heartbeat Trust	31768	144.00		323-adult pads
07/08/2019	Sandy Cricket Club	31769	23.15		345-Fuel claim
07/08/2019	DCK Accounting Solutions Ltd	31770	535.03		325-Contract visit
07/08/2019	Hertfordshire County Council	31771	99.48		330-Misc stationery items
07/08/2019	Martin Howlett Trading Company	31772	28.00		331-Case of white paper towel
07/08/2019	Arthur Ibbett Ltd	31773	554.06		312-Outside works mainte misc.
07/08/2019	Tim Miles	31774	720.00		332-Burial grave digging
07/08/2019	Mr T Munns	31775	320.00		333-storage unit rental
07/08/2019	FD Odell & Sons Ltd	31776	479.70		336-Mixed waste collection
07/08/2019	QN Hotels	31777	250.00		338-Deposit
07/08/2019	Rosetta Publishing	31778	571.20		342-Mini page July bulletin
07/08/2019	Safford's Coaches Ltd	31779	482.76		357-safford ticket sales
07/08/2019	Mr M Scott	31780	237.90		347-Mileage claim
07/08/2019	1st Sandy Scout Group	31781	3,183.16		358-Fireworks for scout group
07/08/2019	St Ives Town Council	31782	60.00		344-Mayors quiz night tickets
07/08/2019	Sutcliffe Play Ltd	31783	623.52		349-Seat & high chains
07/08/2019	Mr S Nedic	31784	2,950.00		348-Repair portholes -car park
07/08/2019	Team Flitwick	31785	258.30		350-Motor fuel
07/08/2019	Time Assured Limited	31786	1,098.00		351-Clock maintenance
07/08/2019	Mrs Jemma Butler	CNXL31765	-20.00		CNXL CHQ 31765
07/08/2019	Mrs Jemma Butler	111343	20.00		Proms in the Park
07/08/2019	Barclays Active Saver	TFR	89,867.36		
07/08/2019	Barclays Active Saver	TFR	145,049.50		
12/08/2019	UK Fuels Limited DDR	DD02	64.70		328-Motor fuel
12/08/2019	Information Commissioner	DD03	35.00		P/Ledger Electronic Payment
14/08/2019	Ampower UK Ltd	DD04	13.85		406-Elec for July
15/08/2019	Staff salaries for August	BACS	13,741.54		Staff salaries for August
19/08/2019	UK Fuels Limited DDR	DD05	61.81		326-Motor Fuel
20/08/2019	Anglian Water Business Ltd. (N	111344-1	61.21		442-Water 06.05.19-05.08.19
20/08/2019	Anglian Water Business Ltd. (N	111344-2	415.93		440-Water 06.05.19-05.08.19
20/08/2019	Anglian Water Business Ltd. (N	111344-3	97.53		P/Ledger Electronic Payment
21/08/2019	BATPC	111346	60.00		436-Councillor training sess
21/08/2019	Anglian Water Business Ltd. (N	111345-1	85.69		P/Ledger Electronic Payment
21/08/2019	Anglian Water Business Ltd. (N	111345-2	838.41		439-Water 15.04.19-14.07.19
21/08/2019	Pension Due	BACS	4,854.51		Pension Due
21/08/2019	HMRC PAYE/NI Due	BACS	4,120.24		HMRC PAYE/NI Due
22/08/2019	Ampower UK Ltd	DD06	56.59		404-Elec for July
22/08/2019	Ampower UK Ltd	DD07	991.04		405-Elec for July

Current Bank A/c

List of Payments made between 01/08/2019 and 31/08/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
22/08/2019	Ampower UK Ltd	DD08	991.04		P/Ledger Electronic Payment
22/08/2019	Ampower UK Ltd	DD	56.59		P/Ledger Electronic Payment
27/08/2019	Public Works Loan Board	DD09	304.12		337-PWLB Loan repayment
27/08/2019	UK Fuels Limited DDR	DD10	93.84		416-Motor fuel
27/08/2019	Chess Ltd DDR	DD11	216.54		320-36mnths active support
29/08/2019	Chess Ltd DDR	DD12	331.97		413-Monthly telephone charge
30/08/2019	Chess Ltd DDR	DD13	67.68		321-Office 365 monthly
30/08/2019	Ampower UK Ltd	DD14	43.18		P/Ledger Electronic Payment
Total Payments			282,467.88		

18 SEP 2019

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

<u>Name of the Organisation/Group</u>	
BigglesFM	
Are you affiliated to a national organisation? If so, which one?	None
Local venue/meeting place	We broadcast from our studio at Potton
Are you a registered charity? If so, give your charity number?	No
What are the aims and activities of the organisation?	Providing a full time local community radio station involving all sectors of our local community. With local and national news and information relevant to the local area. To provide a local radio service not provided by any other broadcaster.
How many members do you have?	Volunteers/Leaders About 20 volunteer presenters
Members:	Junior No Members
	Senior No Members
What is your annual subscription?	Junior £ No Subscription
	Senior £ No Subscription

Project Information

What would the grant be used for?

To help us continue to run the radio station full time.

We are only allowed under our full time licence conditions to obtain 50% of our running costs from advertising, the other 50% has to come from grants and donations.

We are also investing time and money into the setting up of a Small Scale DAB multiplex to cover our local area. The Government is going to start licensing this service at the beginning of 2020 across the UK to be run in various areas by operators such as ourselves. We are well advanced in the technical details for this and have our name down as a potential operator for this area. This would enable us to broadcast on the digital platform.

In what manner will the residents of Sandy benefit?

The residents of Sandy benefit from our local broadcasts including information and guest slots. We promote all Sandy events that are notified to us - we do this on our on-air Events Diary and also on our web calendar. Organisations that want to come into the studio to talk (live on-air) about their work or forthcoming events are welcome. We promote Sandy Carnival and Christmas Lights events. We give Sandy businesses the opportunity to advertise on local radio in our area.

Approximately how many Sandy residents will benefit from this grant?	All Sandy residents can benefit from our broadcasts if they tune in ! Either on our FM frequency or the internet broadcast. We have a good regular listener base in Sandy who make contact with us.
Estimated total cost of project	Annual running costs are estimated at £25,000 p/a. for BigglesFM and there will be a similar requirement for running the forthcoming DAB multiplex.
Please state clearly how much you are applying for from Sandy Town Council.	£1,850.00
What amount is being met from your own funds?	We will be aiming to raise £12,500 the 50% allowed from advertising
What is the amount sought from other funding bodies? Please give details of other sources you have applied to or intend to apply to.	
<u>Source</u>	<u>Amount</u> <u>Confirmed/Pending/Unsuccessful</u>
Biggleswade Town Council (Biggleswade have donated for several years)	£1,850.00 Confirmed £1,850
Potton Town Council	Confirmed £100

Financial Details

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

**Income is used to cover our running costs such as OFCOM, PPL, PRS licences, purchase equipment, day to day running costs, publicity and part time staff.
There will not be any surplus.**

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

Enclosed unaudited accounts for years ended 30 November 2017 and 2018

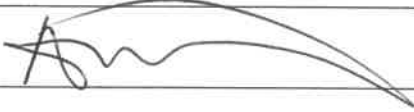
Budget forecast for this year is: £25,000

Payment Details	
Account Title	BIGGLES FM
Account Number	65085957 Sort code 60 02 29
Bank/Building Society Name and Address	Natwest Bank
Contact Details	
Please give details of the person with whom this application can be discussed and to whom any cheque should be sent:	Alan Waring
Position in organisation	Station Manager
Address	36 Sutton Mill Road Potton Sandy Beds SG19 2QB
Telephone Number	Telephone 01767 260637
E-mail address	admin@bigglesfm.com

Declaration

Please sign this form to confirm that:

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

Signed:	
Name:	Alan Waring
Position:	Station Manager
Date:	12th September 2019

Please enclose with your application copies of:

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

Policy Finance and Resources Committee - Action list

Subject	Action to be taken		Response/ Status
	Minute	Action	
Meeting 18/4/16			
Cemetery Extension	(86-15/16)	Archaeological Excavation and Depot Build	<p>Further information is to be provided by the contractor and brought to Council for discussion. Some costs were received from the contractor on 4/10/19 but did not include an option which had been spoken about at a joint meeting of the working group, contractor and CBC. The Clerk has responded requesting more details. Cost to be considered as part of Council's capital expenditure budget process.</p> <p>UK Power have completed their connections and Ampower installed their meter on 26/9/19. ADT have installed the alarm system and the contractor is now replacing two pedestrian doors and completing final works for inspection.</p>
Meeting 9/4/18			
Fallowfield Lighting and CCTV	(110-17/18)	RESOLVED that the Clerk include mobile and static CCTV options within the Fallowfield lighting scheme to be brought forward to a future meeting of the Policy, Finance and Resources committee.	Agreed that work to the lighting scheme be allowed for in 2019/20 from Fallowfield reserves. Council has agreed to the working group's recommendation for alternative CCTV to be progressed. Awaiting costs from companies. Once these are received, a report will be presented to the PF&R committee.

SANDY TOWN COUNCIL

COMMITTEE: Policy, Finance and Resources

DATE: 14 October 2019

AUTHOR: Town Clerk

SUBJECT: CCTV Alternative Provision

1. Summary

- 1.1 The Council previously resolved that it would look to upgrade all its existing cameras to new infra-red record only cameras and end 24/7 live monitoring of its cameras. It was also agreed that the PF&R committee consider quotations and specifications for new cameras and the annual revenue costs. That new infra-red CCTV cameras be installed on the external entrance of 10 Cambridge Road and that quotations be considered by PF&R. That new infra-red record only CCTV cameras be installed on the external entrance of the new Council depot and quotations be considered by PF&R.
- 1.2 The Clerk has had site meetings with several CCTV companies and has received through two quotes to date. While other quotes are still to be provided by supply and installation companies the following report has been brought forward to supply Members with costs received to date which may be useful under consideration of the 2020/21 budget.

2. Costs

- 2.1 The tables below summarise the costs of new CCTV based on the quotes received to date. Quotes are still to be received with some alternative suggested cameras which may affect the final costs.

Depot Camera	
Company A	£1,385 + VAT
Supply and install 1 x Turret IP Camera on front right-hand wall looking across doors and parking area Supply and install 1 x 4 Channel 2tb NVR into the storeroom Cables and consumables	
Company B	£1,260 +VAT
Supply and install 2x digital eyeball mini dome cameras (front and side of building) Supply and install internal eyeball mini dome cameras 4 way recorder and associated equipment	

Office Camera at 10 Cambridge Road	
Wifi run camera Supply and install 1 x low power profile Dome IP camera above the entrance door in reception wall. View towards door. Supply and install 1x128gb Memory card to the camera Supply and install 1 x 4 port POE switch Cables and consumables	
Supply, install, test & commission	
Company A	£705 + VAT
Company B	£650 +VAT

Car Park	
Supply and install 2 x bullet IP camera to the following locations; Far end of car park to view barrier and cars (pole mount) Office end of car park for general view of cars (pole mount) Supply and install 2x 128gb Memory Card to the camera for recording storage Supply and install 2x 4 port POE Switch 2x 5GB CSL Routers to provide internet connection (1 per camera) Cables and consumables as required Customer to provide spurs inside of each of the poles for power to the cameras	
Company A	
Supply, install, test & commission	£1,880 + VAT
Router Connection Fee (one off)	£120 + VAT
Router Monthly Fee (ongoing)	£60 + VAT
Company B	
Supply, install, test & commission	£1,730 + VAT
Router Connection Fee (one off)	£140 + VAT
Router Monthly Fee (ongoing)	£60 + VAT

Jenkins	
Supply and install 2x Bullet IP cameras to the following locations; Pole mounted to view pavilion Pole mounted to view car park area Supply and install 2x 128GB Memory Card to the camera (1 per camera) Supply and install 2x 4 port POE Switch 2x 5GB CSL Routers to provide internet connection (1 per camera) Cables and consumables as required	
Company A	
Supply, install, test & commission	£1,385 + VAT
Router Connection Fee (one off)	£120 + VAT
Router Monthly Fee (ongoing)	£60 + VAT
Company B	
Supply, install, test & commission	1,150 +VAT
Router Connection Fee (one off)	£120 + VAT
Router Monthly Fee (ongoing)	£60 + VAT

Bedford Road Recreation Ground	
Supply and install 3x Bullet IP cameras to the following locations; Pole mounted to view football club entrance/toilets Pole mounted to view play area and field Pole mounted to view MUGA Supply and install 3x 128GB Memory Card to camera (1 per camera) Supply and install 1s 4 port POE switch 1x 5GB CSL Routers to provide internet connection (1 per camera) Cables and consumables as required	
Company A	
Supply, install, test & commission	£2,428 + VAT
Router Connection Fee (one off)	£180 + VAT
Router Monthly Fee (ongoing)	£90 + VAT
Company B	
Supply, install, test & commission	£2,234
Router Connection Fee (one off)	£210 + VAT
Router Monthly Fee (ongoing)	£90 + VAT

Sunderland Road Recreation Ground	
Supply and install 3x Bullet IP cameras to the following locations; Pole mounted to view skate park Pole mounted to view play area Pole mounted to view MUGA Supply and install 3x 128GB Memory Card to camera (1 per camera) Supply and install 1s 4 port POE switch 1x 5GB CSL Routers to provide internet connection (1 per camera) Cables and consumables as required	
Company A	
Supply, install, test & commission	£2,388 + VAT
Router Connection Fee (one off)	£180 + VAT
Router Monthly Fee (ongoing)	£90 + VAT
Company B	
Supply, install, test & commission	£2,196 + VAT
Router Connection Fee (one off)	£210 + VAT
Router Monthly Fee (ongoing)	£90 + VAT

One annual Service visit for cameras	
Company A	£435
Company B	£480

2.2 Based on the above site specific quotations the estimate cost to the Council would be;

Company A	
Total Capital	£10,771
Total Revenue	£4,035
Company B	
Total Capital	£9,900
Total Revenue	£4,080

3. Recommendation

- 3.1 That based on the initial quotes received for the capital and revenue costs to install and run new record only cameras, the Council look to implement the change before April 2020 and use funds from the Council's 2019/20 rolling capital fund to pay for the capital expenditure.
- 3.2 That the revenue cost for 2020/21 is reflected in the budget and precept calculations.
- 3.3 That the Clerk continue to pursue quotes to ensure best value for the Council.
- 3.4 That the installation of a new CCTV camera on the Council's depot be treated as priority.

SANDY TOWN COUNCIL

COMMITTEE: Policy, Finance and Resources

DATE: 14 October 2019

AUTHOR: Town Clerk

SUBJECT: Streetlighting Adoption

1. Summary

- 1.1 The Committee previously received and considered correspondence from Central Bedfordshire Council (CBC) enquiring whether the Town Council would consider putting its streetlights up for adoption by CBC.
- 1.2 If CBC were to adopt the lights there would be a capital cost to the Town Council, which it would need to pay to have lights brought up to an adoptable standard agreed with CBC. Following adoption of the lights by CBC there would be no further capital or revenue costs to the Town Council.
- 1.3 At the last meeting of the Policy, Finance and Resources committee it was resolved to agree in principle that the Council would put its lights up for adoption depending on further information on the capital costs involved. It was agreed that the matter would be considered further as part of the Council's 2020/21 budget and precept considerations.
- 1.4 The Council has a streetlight maintenance and repair budget of £10,000 for the current financial year. The cost of electricity for all its streetlights is anticipated to be £5,683 for the financial year.

2. Potential Capital Costs

- 2.1 The Streetlighting Team at CBC have the required information to survey the Town Council's lights, but at the time of issuing the agenda, were not able to provide further clarity on what the capital costs to the Council might be.
- 2.2 The Streetlighting Team were able to advise the Clerk that they adopted streetlights from a neighbouring Town Council last year. The Council had approximately 200 columns, CBC had to replace roughly 50% of those lights and upgraded the others to LED. The cost to the Town Council was approximately £100,000.

3. Upgrading of columns

- 3.1 CBC's Streetlighting Team have advised any new columns would be kept but old ones plus concrete and cast-iron columns would need to be replaced.

- 3.2 Any steel columns would require a structural test in accordance with TR22 and any that have a loss of section (thickness of metal rusted away/rotten underground) would also need to be replaced.
- 3.3 Any lanterns and lamps that have been phased out (e.g. mercury) and low-pressure sodium SON would need to be replaced. SON are on a high wattage, with a 70w SON T lantern running at around 90w with the control gear. A replacement LED lantern would run at 9w giving a 81w saving. As CBC purchase a large amount of LED lanterns, they secure a good rate, so would require lanterns to be changed to LED to achieve the relevant energy savings.
- 3.4 Sandy Town Council has 201 streetlights. 44 of these streetlights have LED lanterns which would leave 157 lanterns that would need to be converted at a capital cost to the Council
- 3.5 Sandy Town Council has 14 concrete columns and 23 cast columns making a total of 37 columns that would definitely need to be replaced.
- 3.6 The Council has 51 aluminium columns and 101 steel columns and 12 brackets making 164 columns which would need to be assessed to see whether they would need to be replaced at a capital cost.

SANDY TOWN COUNCIL
TOWN COUNCIL BUDGET REVIEW

Officer: Christopher Robson Town Clerk

Summary

The following report reviews revenue budget expenditure and recommends budget levels for the next financial year. The purpose of the report is to allow the committee to begin the process of planning for the 2020/21 budget and precept.

The revenue budget includes income and expenditure for the year that will be incurred regularly in the running of the council. Capital expenditure, including matters for 2020/21 budget consideration will come to the next meeting of the PF&R committee along with a calculated precept figure for the 2020/21 financial year.

Staffing

Cost Centre	Account Code	Gross Salaries - Admin	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimate	2019/20 Budget	2020/21 Officer Rec
401	4001		£102,492	£104,195	£104,594	£111,492	£113,000	£114,500
This covers salary of administration staff, excluding pension and national insurance contributions. Budget is based on the current staffing levels and allows potential 2.5% increase dependant on national SLCC and NALC payscale review and agreement with government.								

Cost Centre	Account Code	Gross Salaries - Works	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimate	2019/20 Budget	2020/21 Officer Rec
401	4002		£99,777	£92,366	£90,885	£95,362	£102,500	£105,000
This covers salary of works and cleaning staff, excluding pension and national insurance contributions. Budget is based on the current staffing levels and the increase in line with contracts and the cost of living increase, which is estimated at 2.5%. Final 2019/20 expenditure expected to be slightly lower than it would have been due to period with reduced staffing. Increase advised based on combined salary of fully complimented team.								

Cost Centre	Account Code	Employers NIC	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimate	2019/20 Budget	2020/21 Officer Rec
401	4003		£13,428	£14,216	£15,074	£16,256	£17,300	£18,600
Employers NIC payable on all salaries. A review of NIC paid in previous years suggests budget is at correct level. It should be noted that figures for the 2020/21 NIC are not yet available and an estimate based on previous years increases has been allowed for.								

AGENDA ITEM: 10**APPENDIX VIII**

Cost Centre	Account Code	Employers Superannuation	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimate	2019/20 Budget	2020/21 Officer Rec
401	4004		£29,419	£37,170	£40,102	£44,840	£47,500	£48,000
Employers pension contributions at 23.8% of salary during 2019/20. This will increase to 24.8% in 2020/21. Slight budget increase to allow for 1% increased payment. Actual pension increase to be confirmed in November 2020 and a need to make a further amendment will be brought to the committee.								

Cost Centre	Account Code	Miscellaneous Staff Costs	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimate	2019/20 Budget	2020/21 Officer Rec
401	4010		£1,644	£1,433	£876	£530	£1,000	£1,000
To cover any unexpected staff expenditure and payment of payroll services. 2016/17 & 17/18 included unexpected occupational health costs. Cost of payroll service has reduced following move from Bedford Borough.								

Cost Centre	Account Code	Health & Safety/Consultancy	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimate	2019/20 Budget	2020/21 Officer Rec
401	4006		0	0	£169	£525	£500	£600
To cover any unexpected expenditure on Occupation Health assistance. 2019/20 expenditure incurred for required review assessments of a previous Council employee who retired from the Council on ill health grounds. No further reviews will be required for this case.								

Cost Centre	Account Code	Recruitment Advertising	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimate	2019/20 Budget	2020/21 Officer Rec
401	4030		£229	£229	£366	£275	£275	£275
Recruitment of new outdoor team member anticipated in current financial year.								

2018/19 Actual	£252,066	2019/20 Estimate	£259,101
2019/20 Budget	£282,075	2020/21 Officer Rec	£287,875

Difference in 2019/20 Budget and 2020/21 Officer Rec is an increase of £5,800 or 2.06%

AGENDA ITEM: 10
Administration – Office

APPENDIX VIII

Cost Centre	Account Code	Training	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimate	2019/20 Budget	2020/21 Officer Rec
402	4008		£929	£565	£1,970	£1,260	£2,000	£2,000
To cover training costs of administration staff and general training required of all personnel. Includes costs for attendance at conferences.								

Cost Centre	Account Code	Travel & Subsistence	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimate	2019/20 Budget	2020/21 Officer Rec
402	4009		£51	£13	£206	£200	£200	£200
To cover costs incurred by all staff and councillors for any additional travel related to Council business. (conferences/seminars)								

Cost Centre	Account Code	General Rates	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimate	2019/20 Budget	2020/21 Officer Rec
402	4011		£6,171	£6,291	£6,480	£6,630	£6,700	£6,870
General rates for 10 Cambridge Road including Outdoor Mess Room. Allowance for 2.5% increase in 2020/21.								

Cost Centre	Account Code	Water Rates	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimate	2019/20 Budget	2020/21 Officer Rec
402	4012		£542	£1,303	-£9	£1,157	£600	£800
Water rates for 10 Cambridge Road including Outdoor Mess Room. A refund was received in the 18/19 for an overcharge in 17/18. A credit of £809.63 has been received on account for an overcharge in the current financial year. A request has been made to have the credit refunded back to the Council. Average monthly expenditure is £65. This marks a big increase for previous years charges which were approximately £110 per quarter.								

Cost Centre	Account Code	Electricity	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimate	2019/20 Budget	2020/21 Officer Rec
402	4014		£2,062	£2,210	£2,429	£2,438	£2,500	£2,600
Electricity for 10 Cambridge Road including Outdoor Mess Room. Estimate based on monthly charges incurred to date. Allowance for increase in 2020/21.								

Cost Centre	Account Code	Gas	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimate	2019/20 Budget	2020/21 Officer Rec
402	4015		£1,342	£993	£1,867	£780	£1,500	£1,500
Gas for 10 Cambridge Road including Outdoor Mess Room. 2017/18 charge low due to charge for last quarter rolling into 2018/19. Current expenditure appears low, due to a large credit received for an over charge in 2018/19. Estimate based on current spend and assumed monthly spend based on bills to date. Possible scope to lower budget.								

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Cost Centre	Account Code		2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimate	2019/20 Budget	2020/21 Officer Rec
402	4016	Cleaning Materials Etc	£1,085	£990	£1,047	£1,100	£1,250	£1,250

For any cleaning materials for all Council premises and cleaning resources for outdoor team (public toilets etc). Budget previously reduced in 2019/20.

Cost Centre	Account Code		2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimate	2019/20 Budget	2020/21 Officer Rec
402	4018	General Data Protection Regs	£0	£0	£900	£350	£1,000	£1,000

Allowance for continued costs in next financial year. Allowance for DPO support. Scope for reduction.

Cost Centre	Account Code		2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimate	2019/20 Budget	2020/21 Officer Rec
402	4020	Misc Establishment Costs	£719	£1,316	£301	£1,105	£2,000	£2,000

To cover any irregular cost associated with running Council premises, e.g. cost of Mayors Board & Council photos, minor repairs. Recommended budget remains at £2,000 to ensure cover for unexpected/budgeted costs related to Council premises. Allowance in 2019/20 estimate for reupholstering of chamber chairs (£525).

Cost Centre	Account Code		2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimate	2019/20 Budget	2020/21 Officer Rec
402	4021	Telephone & Fax	£2,113	£2,369	£2,746	£3,081	£2,500	£2,750

To cover all phone bills including telephone lines Wifi and phone system. Increased cost due to additional line to support redcare alarm call out to ADT.

Cost Centre	Account Code		2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimate	2019/20 Budget	2020/21 Officer Rec
402	4022	Postage	£1,470	£1,105	£809	£1,000	£1,200	£1,200

Any postage and payment of the franking machine contract. At time of issuing report there was a remaining credit of £304.27 on the franking machine.

Cost Centre	Account Code		2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimate	2019/20 Budget	2020/21 Officer Rec
402	4023	Printing & Stationery	£2,126	£2,455	£1,304	£1,973	£2,000	£2,000

Covers all stationery costs and copier print charges. Copy print charges are approximately £290 per quarter depending on the level of printing.

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Cost Centre	Account Code	Subscriptions	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimate	2019/20 Budget	2020/21 Officer Rec
402	4024		£2,351	£2,760	£2,780	£2,810	£2,850	2,900

To cover the following subscriptions: BATPC, LCR, ICO, SLCC, IOG, Parish Online. All subs apart from LCR have so far been paid for 2019/20. LCR factored into end of year estimate. Slight increase allowed for any inflation costs in 2020/21.

Cost Centre	Account Code	Insurance (excl vehicles)	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimate	2019/20 Budget	2020/21 Officer Rec
402	4025		£20,387	£20,677	£21,808	£19,845	£21,500	£19,500

Insurance policy changed to RSA and reduction in premiums secured. 2020/21 spend will be £19,068 based on current policy details. Allowance in Officer Recommendation for inclusion of completed new depot.

Cost Centre	Account Code	Photocopy costs	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimate	2019/20 Budget	2020/21 Officer Rec
402	4026		£2,126	£2,455	£2,479	£2,568	£3,500	£3,000

Cost of rental of photocopying contracts including toner, cartridges etc. To include rental, network support and copier charges. Rental at £1,196, Network Support £360 and estimated copier charges of £1,030. Recommended but remains in place to cover any unexpected costs.

Cost Centre	Account Code	IT Costs incl Support	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimate	2019/20 Budget	2020/21 Officer Rec
402	4027		£4,263	£5,674	£4,445	£3,656	£4,500	£4,500

IT provider contract - paid on a monthly basis. Covers all computers and server. Due to reductions made by a new contract savings will be made in the current financial year. Recommended that budget remains higher than estimated expenditure to allow for gradual replacement of older computers as required. (Groundsman, reception and one administration computer are left to upgrade)

Cost Centre	Account Code	Service Agreements (Other)	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimate	2019/20 Budget	2020/21 Officer Rec
402	4028		£6,258	£5,851	£3,984	£4,384	£6,500	£6,500

To cover service agreements including the following: Accounts package, Website Hosting, VERTO, PNC (HR and Health & Safety), PHS & Power. Higher expenditure than previous years due to additional work on HR documentation by PNC (HR Support Provider). Recommended that budget remains in place to cover unexpected HR costs (charged per hour) outside the service contract.

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Cost Centre	Account Code	Publications	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimate	2019/20 Budget	2020/21 Officer Rec
402	4035		£119	£45	£166	£50	£100	£100

To cover purchase of any learning or reference material. High in 2018/19 to cover purchase of new Arnold Clark addition and a book and Charity Law for a Council acting as sole trustee of a charity. Possible purchase of publications by Clerk at SLCC conference in October 2019 allowed for in estimate.

Cost Centre	Account Code	Property Maintenance/ Security	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimate	2019/20 Budget	2020/21 Officer Rec
402	4036		£2,110	£3,826	£3,452	£2,600	£4,000	£4,000

Covers property and maintenance at 10 Cambridge Road. Includes boiler, fire alarm, security alarm and fire extinguisher services along with annual charge for Millennium Security. Additional charges for alarm response call outs by security company would be charged to this account. Higher expenditure in 2017/18 & 2018/19 due to security alerts and repairs following attempted break-ins at the former depot site.

Cost Centre	Account Code	Equipment Purchases (Minor)	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimate	2019/20 Budget	2020/21 Officer Rec
402	4040		£307	£1,799	£2,229	£1,320	£2,000	£2,000

Any admin required equipment for 10 Cambridge Road, eg keyboards and projector, camera, display boards, etc. Estimate includes additional STC event flags and a new desk, filing and shelving for Grounds staff office at 10 Cambridge road following the completion of new depot.

Cost Centre	Account Code	Tourism Expenditure	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimate	2019/20 Budget	2020/21 Officer Rec
402	4050		£39	£0	£415	£800	£250	£400

To cover cost of payments to Saffords for bus trips booked, running council talks or purchasing tourism related literature, items. Majority of spend is linked to Saffords.

Cost Centre	Account Code	Bank Charges	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimate	2019/20 Budget	2020/21 Officer Rec
402	4051		£30	£16	£213	£544	£500	£550

Bank charges incurred. Due to the level of income into the Council account Barclays are no longer able to offer a free banking service. Charges will be incurred per month. Banking with alternative banks to be looked into ahead of 2020/21 financial year. Allowance for Barclays charges included in budget.

Cost Centre	Account Code	Legal Expenses	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimate	2019/20 Budget	2020/21 Officer Rec
402	4056		£1,264	£403	£1,415	£3,200	£2,500	£2,500

Any legal expenses for adhoc work incurred out by Town Council – not corporate projects. Overspend expected in 2019/20 due to work on SSLA lease and Beeston Community Orchard Lease. Estimate based on quotes received and agreed.

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Cost Centre	Account Code	Audit Fees – External	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimate	2019/20 Budget	2020/21 Officer Rec
402	4057		£1,300	£1,300	£1,300	£1,300	£1,300	£1,300

To cover annual external audit fees (Mazars). Fee should remain the same.

Cost Centre	Account Code	Audit Fees – Internal	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimate	2019/20 Budget	2020/21 Officer Rec
402	4058		£750	£800	£800	£800	£750	£800

To cover internal audit – two per year (Haines Watts)

Cost Centre	Account Code	Accountancy Fees	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimate	2019/20 Budget	2020/21 Officer Rec
402	4059		£6,259	£6,531	£6,328	£6,540	£7,000	£7,000

DCK Beavers have advised that after 4 years of keeping rates the same an increase was to be applied for 2019/20 (appox. £210). 2017/18 expenditure was higher due to Derek Kemp attending a Councillor budget meeting. DCK to confirm 2020/21 costs in October 2019.

Cost Centre	Account Code	Refreshments	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimate	2019/20 Budget	2020/21 Officer Rec
402	4070		£125	£132	£165	£142	£200	£200

To cover refreshment costs including hospitality meetings.

Income

Cost Centre	Account Code	Tourism Income	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimate	2019/20 Budget	2020/21 Officer Rec
402	1003		£1,163	£161	£979	£800	£500	£750

Any income from Saffords trips booked and income generated from Council events such as talks. 2018/19 income is high due to success of Council WW1 talk series. 2019/20 currently at £576. Saffords bookings will drop off in winter months so reduced income for the next 7 months anticipated.

Cost Centre	Account Code	Rent Received Etc	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimate	2019/20 Budget	2020/21 Officer Rec
402	1201		£2,372	£1,077	£630	£620	£750	£750

Rent received from Chamber hire. Reduction in income due to RSPB finding alternative venues for their meetings and cancellation of another regular booking.

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Cost Centre	Account Code		2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimate	2019/20 Budget	2020/21 Officer Rec
		Photocopying Income						
402	1202		£70	£102	£71	£52	£50	£50
Income from public use of the photocopier.								

Cost Centre	Account Code		2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimate	2019/20 Budget	2020/21 Officer Rec
		Miscellaneous Income						
402	1205		£59	£13	£832	£0	£0	£0
To cover any additional unanticipated income such as utility refunds. 2018/19 income is for hire of a gazebos and eastern power overhead line rental.								

Cost Centre	Account Code		2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimate	2019/20 Budget	2020/21 Officer Rec
		Grants Received						
402	1245		£0	£958	£0	£0	£0	£0
In 2018/19 a grant was received from DWP to support work place adjustments for a Member of staff. Nothing anticipated in the current or next financial year.								

2018/19 Actual	£69,316	2019/20 Estimate	£73,105
2019/20 Budget	£79,600	2020/21 Officer Rec	£77,870

Difference in 2019/20 Budget and 2020/21 Officer Rec is a decrease of £1,730 or 2.17%

Administration - Works

Cost Centre	Account Code		2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimate	2019/20 Budget	2020/21 Officer Rec
		Protective Clothing						
403	4005		£769	£1,207	£1,476	£1,250	£1,300	£1,300
To cover legally required PPE equipment for the Outdoor Team. Estimate for 2019/20 is based on actual spend to date and an allowance for the costs of kitting out a new groundsman. Anticipated a new groundsman will be appointed in early 2020.								

Cost Centre	Account Code		2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimate	2019/20 Budget	2020/21 Officer Rec
		Training						
403	4008		£419	£578	£1,411	£800	£1,000	£1,950
Ground maintenance specific training such as machinery training and play inspections. May go over budget dependant on appointment of new outdoor team member and when they complete required pesticide and tractor training. Office Recommendation for 2020/21 includes cost of having IOG provide general pitch maintenance training in Sandy for the outdoor team (to be approved).								

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Cost Centre	Account Code	General Rates	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimate	2019/20 Budget	2020/21 Officer Rec
403	4011		£2,009	£1,724	£1,776	£1,817	£1,850	£1,900

General rates for the Depot area. Request for review submitted due to time without depot building/use. 2.5% increase allowed for 2019/20. May change dependant on rates office review of new depot.

Cost Centre	Account Code	Water Rates	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimate	2019/20 Budget	2020/21 Officer Rec
403	4012		£139	£117	£160	£214	£200	£250

Water rates for the Depot. Water to be cut off during demolishing of depot and archaeological excavation. Includes some expenditure by construction company during depot build.

Cost Centre	Account Code	Electricity	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimate	2019/20 Budget	2020/21 Officer Rec
403	4014		£1,371	£1,071	£0	£500	£1,000	£1,200

Electricity for the Depot. A Credit for over charge was received in 2017/18. No charge in 2018/19 following move to temporary storage. Allowance made for 5 months electricity use during current financial year. Unknown total electricity use for new depot, slight increase recommended.

Cost Centre	Account Code	Refuse Disposal	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimate	2019/20 Budget	2020/21 Officer Rec
403	4017		£3,294	£6,713	£3,258	£4,017	£5,500	£5,000

To cover the cost of skip hire and disposal of waste from Council owned bins and land. Estimate for 2018/19 based on first 4 months usage and extrapolated over 12 months. However, costs may be lower during winter months. High expenditure in 2017/18 was due to more fly tipping and unauthorised site occupation clearance. Lower expenditure anticipated for the current financial year. Slight budget reduction recommended.

Cost Centre	Account Code	Property Maintenance/Security	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimate	2019/20 Budget	2020/21 Officer Rec
403	4036		£1,210	£2,289	£850	£2,000	£2,000	£2,000

Property maintenance and security for the Depot including call out charges. Increased costs in 2017/18 due to break ins and removal of alarm system and electricity supply in preparation for demolition. Low expenditure in current year due to archaeological excavation and lack of new depot. Full expenditure assumed to support works to new depot later in the year.

Cost Centre	Account Code	Consumables/Small Tools	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimate	2019/20 Budget	2020/21 Officer Rec
403	4038		£1,545	£2,439	£2,598	£2,500	£2,500	£2,500

To cover any tools required to carry out Council work. As the new depot is completed it is anticipated more tools will be purchased for use by the team.

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Cost Centre	Account Code	Planting/Trees/ Horticulture	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimate	2019/20 Budget	2020/21 Officer Rec
403	4039		£5,211	£4,461	£4,955	£5,200	£6,250	£6,250

To cover hanging basket contract and the purchase of seasonal bedding plants at a cost of approximately £5,200. Suggested budget remains at £6,500 to support hiring of additional summer planters and barrier boxes as previously agreed by the PFR Committee.

Cost Centre	Account Code	Equipment Purchases (Minor)	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimate	2019/20 Budget	2020/21 Officer Rec
403	4040		£1,682	£8,008	£1,390	£1,741	£2,000	£2,000

To cover any equipment for the purpose of maintenance for the outdoor team. 2016/17 expenditure was high due to break in and replacement of stolen equipment. Expenditure expected to be incurred when depot is complete, and storage allows for new equipment purchase. Purchase of diesel storage tank allowed for in 2019/20 estimated spend.

Cost Centre	Account Code	Equipment/Vehicle Maintenance	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimate	2019/20 Budget	2020/21 Officer Rec
403	4042		£4,304	£2,471	£5,326	£2,839	£5,000	£5,000

To cover vehicle expenditure including maintenance and repairs, servicing and MOTs, including two pick-up trucks, a ride-on and a tractor. Budget is high compared to expenditure, but vehicles are starting to incur more problems as they age, and a contingency should be allowed for. 2018/19 expenditure was high due to a number of issues with both pick-up trucks and the tractor.

Cost Centre	Account Code	Equipment/Vehicle Fuel	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimate	2019/20 Budget	2020/21 Officer Rec
403	4043		£2,498	£2,957	£3,701	£3,800	£3,500	£3,500

Fuel for Council vehicles. Increases in fuel costs have resulted in higher expenditure than in previous years and potential overspend in the current financial year. Increase recommended. Storage of larger quantities of red diesel in the new depot will reduce some fuel costs due to less deliveries. Estimate based on costs incurred to date and estimate based on previous year's September to March period.

Cost Centre	Account Code	Vehicle Tax & Insurance	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimate	2019/20 Budget	2020/21 Officer Rec
403	4044		£2,120	£2,306	£2,071	£2,620	£3,000	£3,000

Vehicle tax and insurance for Council vehicles. Possible scope to lower budget but room should be left for insurance premium increase.

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Cost Centre	Account Code	Trees Works	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimate	2019/20 Budget	2020/21 Officer Rec
403	4039		£0	£0	£6,665	£3,000	£6,000	£6,000

Budget for works to council trees. The council has a large stock of trees and an ongoing budget for tree maintenance should be kept. Work to trees at Beeston Green, including pollarding of Willows resulted in a large expenditure in 2018/19. The bulk of urgent tree works will have been completed but there are still works to be carried out in autumn 2019, including lifting trees on the Village Green to enable better cutting of grass.

2018/19 Actual	£35,637	2019/20 Estimate	£32,298
2019/20 Budget	£41,100	2019/20 Officer Rec	£41,850

Difference in 2019/20 Budget and 2020/21 Officer Recommendation is an increase of £750 or 1.8%

Footway Lighting

Cost Centre	Account Code	Electricity	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimate	2019/20 Budget	2020/21 Officer Rec
405	4014		£5,367	£5,549	£6,113	£5,683	£5,750	£5,900

Covers electricity for Town Council streetlights. Change in provider in 2019/20 which may result in lower charges than 2018/19. Estimate based on charges of the first five months of the financial year. Increase recommended. Application submitted to UKPN to have charges reviewed as 22% of lighting stock is now converted to LED. May result in lower electricity charges.

Cost Centre	Account Code	Equipment/Vehicle Maintenance	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimate	2019/20 Budget	2020/21 Officer Rec
405	4042		£2,955	£17,278	£15,380	£4,400	£10,000	£10,000

Covers any repairs to Town Council streetlights. High expenditure as SOX lanterns are failing and are now replaced with LED lanterns. 2019/20 expenditure low compared to previous two years due to less SOX lanterns failing. Previous years saw four columns replaced following damage or failure. Recommended budget remains in place as a contingency as costs are difficult to predict.

2018/19 Actual	£21,493	2019/20 Estimate	£10,083
2019/20 Budget	£15,750	2020/21 Officer Rec	£15,900

Difference in 2019/20 Budget and 2020/21 Officer Recommendation is an increase of £150 or 0.95%

AGENDA ITEM: 10
Cemetery & Churchyard

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Cost Centre	Account Code	General Rates	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimate	2019/20 Budget	2020/21 Officer Rec
406	4011		£2,226	£2,384	£2,640	£2,971	£2,750	£3,045
General rates for Sandy Cemetery Chapel. 2.5% increase allowed.								

Cost Centre	Account Code	Water Rates	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimate	2019/20 Budget	2020/21 Officer Rec
406	4012		£89	£153	£66	£196	£100	£150
Water rates for Sandy Cemetery. Estimate based on water rates for the year to date extrapolated over a 12-month period. Credit may be due to Council for over charge. Currently investigating.								

Cost Centre	Account Code	Property Maintenance/ Security	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimate	2019/20 Budget	2020/21 Officer Rec
406	4036		£1,210	£498	£782	£850	£300	£1,000
Property maintenance and security for the Cemetery and Chapel. Includes servicing and minor repair works for St Swithun's Church Clock. Service charge allowed for in current year estimate.								

Cost Centre	Account Code	Grounds Maintenance	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimate	2019/20 Budget	2020/21 Officer Rec
406	4037		£0	£128	£314	£600	£900	£900
Any works incurred in Sandy Cemetery or Churchyard.								

Cost Centre	Account Code	Planting/Trees/ Horticulture	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimate	2019/20 Budget	2020/21 Officer Rec
406	4039		£5	£13	£5	£340	£210	£350
Any planting, trees or horticulture for Sandy Cemetery or Churchyard. Expenditure required this financial year on pruning of cherry trees.								

Cost Centre	Account Code	Grave Digging Costs	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimate	2019/20 Budget	2020/21 Officer Rec
406	4101		£4,875	£3,740	£6,040	£5,184	£5,000	£5,500
For the cost of outsourcing grave digging at the Cemetery. Estimate is based on costs to date extrapolated over 12 months. Allowance for possible increase in costs.								

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Cost Centre	Account Code	Grounds Maintenance	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimate	2019/20 Budget	2020/21 Officer Rec
500	4037		£1,352	£1,233	£2,092	£1,875	£2,500	£2,500

Grounds maintenance for all football pitches. Contingency for unexpected work allowed for. Cost of weed & feed allowed for in 2019/20 estimate.

Cost Centre	Account Code	Equipment/Vehicle Maintenance	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimate	2019/20 Budget	2020/21 Officer Rec
500	4042		£2,211	£0	£1,172	£2,995	£5,000	£5,000

For all play equipment in all play areas in Sandy Town Council's ownership. Budget should be kept high to ensure funds are available to maintain and repair equipment. Expenditure in 2018/19 for repairing of surfacing. New protective matting for the Bedford Road zip-wire and self-close gates required within current financial year.

Cost Centre	Account Code	Transfer from EMR Fallowfield	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimate	2019/20 Budget	2020/21 Officer Rec
500	4972		-£15,000	-£15,000	-£15,000	-£15,000	-£15,000	-£15,000

Transfer from Fallowfield reserve funds to revenue budget to cover maintenance costs associated with Fallowfield.

INCOME

Cost Centre	Account Code	Rent Received Etc	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimate	2019/20 Budget	2020/21 Officer Rec
500	1201		£1,476	£500	£0	£514	£500	£500

Fees for activities on Council owned open spaces (Fun Fair) No fun fair took place on STC owned land in 2018/19 due to damage from unauthorised access. Fair took place on Sunderland Road in 2019/20. Suggested budget remains in place to cover for return of fair or a circus in future years.

Cost Centre	Account Code	Sandy FC Rent	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimate	2019/20 Budget	2020/21 Officer Rec
500	1241		£480	£480	£480	£495	£500	£500

Rent Sandy Football Club for the use of the ground and pavilion.

Cost Centre	Account Code	Pitch Rental	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimate	2019/20 Budget	2020/21 Officer Rec
500	1251		£541	£503	£610	£690	£550	£600

Lime marking and goal mouth charges from Sandy Football Club for Bedford Road.

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2018/19 Actual -£10,247
 2019/20 Budget -£7,300

2019/20 Estimate -£10,452
 2020/21 Officer Rec -£7,300

Difference in 2019/20 Budget and 2020/21 Officer Recommendation is a zero increase/decrease.

Sunderland Road Rec Ground

Cost Centre	Account Code	Water Rates	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimate	2019/20 Budget	2020/21 Officer Rec
501	4012		£1,119	£733	£1,463	£1,491	£800	£1,500
Water rates for Banks Pavilion/Bowling Green. Large bill received in current financial year which is been questioned. A credit was received in 2017/8. 2019/20 estimate based on monthly charges prior to out of the ordinary bill. Requires further investigation.								

Cost Centre	Account Code	Electricity	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimate	2019/20 Budget	2020/21 Officer Rec
501	4014		£200	£160	£201	£156	£200	£200
Electricity for Banks Pavillion. 2019/20 estimate based on monthly charges to date.								

Cost Centre	Account Code	Property Maintenance/ Security	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimate	2019/20 Budget	2020/21 Officer Rec
501	4036		£1,226	£1,192	£2,469	£589	£1,750	£1,750
For property maintenance and security for Jenkins and Banks Pavilion. 2018/19 expenditure high due to a new Jenkins sewage pump and 2019/20 expenditure covers new bowling green pump and servicing.								

Cost Centre	Account Code	Bowling Green - SBC	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimate	2019/20 Budget	2020/21 Officer Rec
501	4046		£6,129	£3,411	£3,107	£3,165	£3,165	£3,248
Maintenance of bowling green as per lease agreement. 2020/21 allowance for 2.6% August 2019 RPI increase. Actual RPI will be calculated per the lease when figures are available.								

Cost Centre	Account Code	Equipment Maintenance – SBC	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimate	2019/20 Budget	2020/21 Officer Rec
501	4047		£567	£2,076	£2,404	£2,572	£2,572	£2,639
Maintenance of bowling green equipment as per lease agreement. Spend varies dependant on work required to machines following servicing. 2020/21 allowance for 2.6% August 2019 RPI increase. Actual RPI will be calculated per the lease when figures are available.								

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APPENDIX VIII

Cost Centre	Account Code	Community Christmas Event	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimate	2019/20 Budget	2020/21 Officer Rec
509	4402		£4,938	£5,257	£5,603	£2,650	£2,500	£2,650
<p>In previous years this budget has covered the cost of holding the Community Christmas Lights Switch on Event, Christmas tree and children's light design competition. In 2018 the FOSCL set up as an independent group and will take over much of the running and financing of the event. The Council agreed to continue to fund the Staging, PA, First Aid, Road Closure and Christmas tree purchase and delivery. Expected overspend due to increase in cost of Christmas Tree delivery and first aid cover. Further discussions to be had with FOSCL about future years' financing.</p>								

INCOME

Cost Centre	Account Code	Christmas Lights	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimate	2019/20 Budget	2020/21 Officer Rec
509	1365		-£2,354	-£5,180	-£1,236	-£650	-£500	-£500
<p>Any income generated by the Friends of Sandy Christmas Lights. This was very high in 2017/18 due to the success of fundraisers. As the FOSCL are now an independent group they will fundraise to finance the event and keep monies raised. The Council will receive funds from the rent paid by the fun fair and income from mulled wine.</p>								

2018/19 Actual £17,124 2019/20 Estimate £15,403
 2019/20 Budget £16,000 2020/21 Officer Rec £16,150

Difference in 2019/20 Budget and 2020/21 Officer Recommendation is an increase of £150 or 0.93%

Democratic and Civic Costs

Cost Centre	Account Code	Misc Establishment Costs	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimate	2019/20 Budget	2020/21 Officer Rec
602	4020	Consider dedicating this budget for engagement and consultation costs and allowing an increase	£215	£0	£59	£100	£100	£500
<p>2016/17 expenditure was for repair works to the Mayors Chain of office. 2018/19 expenditure for room bookings for consultations (Beeston Plan). Estimate for 2019/20 based on room hire expenditure for Benchmark Survey presentation and forum.</p>								

Cost Centre	Account Code	Annual Report & Newsletter	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimate	2019/20 Budget	2020/21 Officer Rec
602	4033		£2,856	£2,857	£2,856	£2,856	£3,000	£3,000
<p>Cost of a page in the bulletin each month. Cost held.</p>								

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APPENDIX VIII

Cost Centre	Account Code	Equipment/Vehicle Maintenance	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimate	2019/20 Budget	2020/21 Officer Rec
602	4042		£5	£170	£638	£120	£400	£400

2018/19 expenditure relates to defibrillator installation and checks. High expenditure in 2018/19 due to need to replace damaged defibrillator box.

Cost Centre	Account Code	Mayor's Allowance	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimate	2019/20 Budget	2020/21 Officer Rec
602	4200		£1,921	£2,044	£1,967	£2,200	£2,200	£2,257

Annual allowance for the Mayor to assist in the cost of carrying out the role. Increase of 2.6% based on August 2019 RPI.

Cost Centre	Account Code	Members' Expenses (Conf etc)	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimate	2019/20 Budget	2020/21 Officer Rec
602	4202		£66	£270	£150	£300	£500	£500

To cover any expenses incurred by Members on Council business. Historically low expenditure as Members do not submit many claims. Most claims relate to travel for conferences or seminars. Recommended £500 is left in place to support any Members who many require financial assistance in carrying out their role. For example, travel to Chicksands to speak at a planning hearing.

Cost Centre	Account Code	Election Costs	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimate	2019/20 Budget	2020/21 Officer Rec
602	4210		£0	£0	£0	£3,708	£3,000	£0

To cover cost of holding an election in case of an unexpected councillor vacancy or in an election year. Actual costs for a full election would be approximately £14,000 (based on £3,500 per ward). To offset the impact on the budget in an election year the Council has set aside £3,000 each year to build a fund. Following the May 2019 elections £297.54 has been incurred for uncontested elections and £3,410.63 for an election in the Ivel Ward. This has resulted in an overspend of £708, which can be taken from the EMR for elections. This will leave the EMR with a balance of £14,292.

Cost Centre	Account Code	Grants/Donations Paid	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimate	2019/20 Budget	2020/21 Officer Rec
602	4701		£3,000	£2,751	£2,025	£800	£3,000	£3,000

For community grants. Members may wish to consider increasing the budget given the number of grant applications received over previous years. Estimate based only on actual spend to date.

Cost Centre	Account Code	Community Event Support	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimate	2019/20 Budget	2020/21 Officer Rec
602	4702		£0	£1,000	£1,966	£3,000	£3,000	£3,000

Newly created (2018/19) grants budget to support community events.

2018/19 Actual £12,661 2018/19 Estimate £13,084 2019/20 Budget £15,200 2020/21 Officer Rec £12,657
 Difference in 2019/20 Budget and 2020/21 Officer Recommendation is a decrease of £2,543 or 16.73%

SANDY TOWN COUNCIL

COMMITTEE: Policy, Finance and Resources

DATE: 14 October 2019

AUTHOR: Town Clerk

SUBJECT: St Swithun's Clock

1. Summary

- 1.1 The Town Council previously agreed to fund repair work to the St Swithun's Clock under the specific power given by the **Parish Councils Act 1957, s.2** which states '*A parish Council may provide, maintain and light such public clocks within the parish as they consider necessary....*'
- 1.2 Works were required to the strike hammer, check spring and the reprogramming of the regulator. The repair work was carried out successfully at a cost of £915. Following this repair work the clock experienced problems with its chimes, which were irregular, and the clock has now ceased to chime at all. A repairer has advised that a new motor is needed.
- 1.3 A quote has been obtained for further repair work to the clock. Members are asked to consider the quotation and whether the committee wishes to recommend that the Council support the cost of this work.

2. Work Completed During the Current Financial Year

- 2.1 The below table summarises work and expenditure incurred to date in the current financial year.

Work to the Church Clock in 2019/20	Cost
Strike Hammer and Check Spring	
<ul style="list-style-type: none"> • Remove hammer and check spring • Drill existing holes in hammer check-spring securing timber to full depth • Supply and install stainless steel studding and secure the hammer check-spring with bolts on the top and bottom of the securing timber • Set-up and check 	£450.00
Regulator	
Re-program the existing Pendulum Regulator on site with electronics engineer	£400.00
Supply and fitting of new yuasa battery to the pendulum regulator	£65.00
Total	£915.00

3. Report and Quotation for Further Repair Work

3.1 A clockmaker inspected the clock and advised that the clock had stopped due to the let off levers for the strike and quarters being jammed. The cause of this was traced to a problem with the motor on the quarter hour automatic winding unit. This failed to wind up and caused the jam, which ultimately stopped the going side of the clock.

3.2 The motor on the quarter automatic winding unit would need to be changed to return the hour quarters and hour strike to working order. These were left stopped so as the going train of the clock could be left working and showing the correct time.

3.3 Quotation to replace motor;

- Attend site and remove failed motor
- Supply and install new motor
- Set-up and leave in correct working order

Cost: £850 plus VAT

4. Budget

4.1 The cost of £915 for repair works incurred for the financial year to date were taken from the Council's rolling capital fund. The Council does have a revenue budget for Cemetery and Churchyard maintenance and security (406 4036) with £1,000 remaining in the budget for the current financial year. Members should note that this budget would need to cover unanticipated works for the existing cemetery and chapel as well as the churchyard.

SANDY TOWN COUNCIL

COMMITTEE: Policy, Finance and Resources

DATE: 14 October 2019

AUTHOR: Town Clerk



SUBJECT: Replacement Play Park Equipment



1. Summary

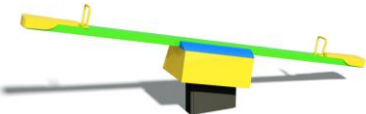

1.1 It was previously agreed to replace two items of play equipment as Fallowfield recreation ground and that section 106 funds be applied for to cover the costs of the works. It was agreed that further quotations for the new equipment would come back for consideration.

1.2 There are two items of equipment to be replaced, quotations for each are detailed below. Prices do not include VAT.

2. Quotations

Company A	
	<p>Small Seesaw</p> <p>Equipment £2,480.00 Installation £579.38</p>
	<p>Quad Flyer</p> <p>Equipment £2,480.00 Installation £492.47</p>
Site Set up and removals	£1,433.74
Surfacing	£2,213.11
Reinstatement & Finishing	£660.86
Carriage	£211.60
Discount	-£1,058.00
Total	£9,823.15

Company B	
	Curve Spring Seesaw Equipment £1,733.00
	Vortex Equipment £1,600.00
Preliminaries, Installation and surfacing	£3,856.00
Discount	-£416.62
Carriage	£450.00
Total	£7,663.25

Company C	
	Non Bump Seesaw Equipment £3,250.00 Installation £637.00 Wet pour repair kits £224.00 Remove and dispose of old £414.05
	Flymobile Equipment £1,715.00 Installation £348.00 Wet pour repair kits £224.00 Remove and dispose of old £226.00
Carriage	£249.00
Storage	£400.00
Fencing	£350.00
Welfare (portaloo)	£150.00
Discount	-£1,391.80
Total	£6,795.25

3 Recommendation

3.1 It is recommended that company C be used to provide the two new items of play equipment. The company are a national reputable organisation and offer good value for money with a good reputation.

Sandy Town Council

Privacy Notice

10 Cambridge Road, Sandy, Bedfordshire, SG19 1JE

When you contact **Sandy Town Council**

The information you provide (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible to contact you and respond to your correspondence, advise, provide information, send invoices and receipts relating to service provision.

Your personal information will not be shared with any third party without your prior consent.

Sandy Town Council Right to Process Information

GDPR Article 6 (1) (a) (b) and (c)

Processing is with consent of the data subject

or

Processing is necessary for compliance with a legal obligation

or

Processing is necessary for the performance of a contract with the data subject

or

to take steps to enter into a contract

Information Security

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

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

Your Rights

Access to Information

You have the right to request access to the information we have on you. You can do this by contacting us by email or post. You will be required to provide proof of identity.

Information Correction

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate.

Information Deletion

If you wish **Sandy Town Council** to delete the information about you, please contact us.

Right to Object

If you believe that your data is not being processed for the purpose it has been collected for, you may object, please contact us.

Rights Related to Automated Decision Making and Profiling

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

To Sum Up

In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling, we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policies to keep it up to date in protecting your data.

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint our Data Protection Officer, the Local Council Public Advisory Service: ceo@lcpas.co.uk Tel: 01284 766885 or the Information Commissioners Office: casework@ico.org.uk Tel: 0303 123 1113

Adopted: 25 June 2018 Review: October 2019

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

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

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

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

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

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

Protecting Confidential or Sensitive Information

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

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APPENDIX XII

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

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

Data Protection Terminology

Data subject means the person whose personal data is being processed. That may be an employee, prospective employee, associate or prospective associate of STC or someone transacting with it in some way, or an employee, Member or volunteer with one of our clients, or persons transacting or contracting with one of our clients when we process data for them.

Personal data means any information relating to a natural person or data subject that can be used directly or indirectly to identify the person. It can be anything from a name, a photo, address, date of birth, an email address, bank details, posts on social networking sites or a computer IP address.

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

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

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

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

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

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

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

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

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

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

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APPENDIX XII

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

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

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

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

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

The Town Council has also appointed an external Data Protection Officer to ensure compliance with Data Protection legislation who may be contacted at: ceo@lcpas.co.uk

Diversity Monitoring

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

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

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

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Information provided to us

The information provided (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible for us to contact, respond to or conduct the transaction requested by the individual. By transacting with Sandy Town Council, individuals are deemed to be giving consent for their personal data provided to be used and transferred in accordance with this policy, however where ever possible specific written consent will be sought. It is the responsibility of those individuals to ensure that the Town Council is able to keep their personal data accurate and up-to-date. The personal information will be not shared or provided to any other third party or be used for any purpose other than that for which it was provided.

The Councils Right to Process Information

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

Processing is with consent of the data subject, or

Processing is necessary for compliance with a legal obligation.

Processing is necessary for the legitimate interests of the Council.

Information Security

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

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

Children

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

Rights of a Data Subject

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

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

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

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

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

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

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

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

Making Information Available

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

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

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

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

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The Openness of Local Government Bodies Regulations 2014 requires written records to be made of certain decisions taken by officers under delegated powers. These are not routine operational and administrative decisions such as giving instructions to the workforce or paying an invoice approved by Council, but would include urgent action taken after consultation with the Chairman, such as responding to a planning application in advance of Council. In other words, decisions which would have been made by Council or committee had the delegation not been in place.

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

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

Disclosure Information

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

Data Transparency

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

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

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

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The principles of the Code are:

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

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

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

Government has also issued a further Code of Recommended Practice on Transparency, compliance of which is compulsory for parish councils with turnover (gross income or gross expenditure) not exceeding £25,000 per annum. These councils will be exempt from the requirement to have an external audit from April 2017. Sandy Town Council exceeds this turnover but will never the less ensure the following information is published on its Website for ease of access:

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

Adopted: 25.06.18

Review Date: 14.10.19

SANDY TOWN COUNCIL**Freedom of Information Policy**

Under the Freedom of Information Act 2000 there is a duty on public authorities generally to provide information to members of the public on request. This requirement is additional to any other statutory right to obtain information which members of the public or electors have.

Sandy Town Council will comply with the provisions of the Data Protection Act 2000, (and its successors) and the principles contained therein.

These include:

- A general right of access to information held by public authorities subject to certain conditions and exemptions.
- A requirement for public authorities to consider the exercise of any discretion which they may have to disclose information.
- A duty on every public authority to adopt and maintain a scheme which relates to the publication of information by the authority and is approved by the Information Commissioner and to publish information in accordance with the scheme.

To satisfy the requirements of Information Commissioner arising from the Freedom of Information Act 2000, Sandy Town Council has formally adopted a Model Publication Scheme in accordance with the advice of the National Association of Local Councils. This is explained in detail in the Town Council's Model Publication Scheme.

Information available from Sandy Town Council under the model publication scheme

To satisfy the requirements of Information Commissioner arising from the Freedom of Information Act 2000, Sandy Town Council has formally adopted a Model Publication Scheme in accordance with the advice of the National Association of Local Councils.

The purpose of the Freedom of Information Act 2000 is to ensure that information published directly by public bodies such as Sandy Town Council is made readily available to the public, either free of charge or on payment.

The information maintained by Sandy Town Council comprises of both mandatory documents and optional documents. The classes of information are identified within the table below.

Information is available for inspection at the Sandy Town Council Offices, 10 Cambridge Road, Sandy, SG19 1JE (excluding Bank Holidays) from 9 am to 4 pm, Monday and Wednesday and 9am to 2pm on Friday. As the Town Council only employs a small number of staff, prior notification of an information request will be of assistance in arranging for an officer to be available to provide assistance and ensure that lengthy documents and copies can be made available. Photocopies of such documents are available on payment of the appropriate fee, plus postage if applicable.

The Town Council provides agendas for the Town Councillors to receive information and to make decisions. The agenda is discussed in public and any papers referred to in the minutes or relating to agenda items are also available to persons requesting information.

However, items considered under the confidential aspect of an agenda are considered at meetings once the public have been excluded as they are considered confidential and are not therefore available under the Freedom of Information Act 2000. These items will be items subject to Data Protection Act 1998, such as sensitive data, and data that involves a commercially sensitive issue, and such data will not be available to persons requesting information.

The agenda, supporting documents and public minutes are available on the Sandy Town Council's website.

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(Hard copy and/or website)	
Who's who on the Council and its Committees	Website Hard copy	Free Free
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy	Free Free
Location of main Council office and accessibility details	Website	Free
Staffing structure	Hardcopy	10p per sheet plus postage costs
<p>Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	(hard copy and/or website)	
Annual return form and report by auditor	Website Hard copy	Free 10p per sheet plus postage cost
Finalised budget	Website Hard copy	Free 10p per sheet plus postage cost
Precept	Website Hard copy	Free 10p per sheet plus postage cost
Borrowing Approval letter (if applicable)	Hard copy	10p per sheet plus postage cost

Financial Standing Orders and Regulations	Website Hard copy	Free 10p per sheet plus postage cost
Grants given and received	Website Hard copy	Free (Annual Report Document) 10p per sheet plus postage cost
List of current contracts awarded and value of contract	Hard copy	10p per sheet plus postage cost
Members' allowances and expenses (<i>allowances are not given at STC</i>)	Hard copy	10p per sheet plus postage cost
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(Hard copy or website)	
Parish Plan – Community Plan	Website Hard Copy	Free 10p per sheet plus postage cost
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy	Free Free
Local charters drawn up in accordance with DCLG guidelines	N/a as yet	
Class 4 – How we make decisions (Decision making processes and records of decisions)	(Hard copy or website)	
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard copy	Free 10p per sheet plus postage cost
Agendas of meetings (as above)	Website Hard copy	Free 10p per sheet plus postage cost
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy	Free 10p per sheet plus postage cost
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy	Free 10p per sheet plus postage cost
Responses to consultation papers	Hard copy	10p per sheet plus postage cost
Responses to planning applications	Website Hard copy	Free (minutes of meetings) 10p per sheet plus postage cost

Bye-laws	Hard copy	10p per sheet plus postage cost
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(Hard copy or website)	
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p>All:</p> <p>Website</p> <p>Hard copy</p>	<p>Free</p> <p>10p per sheet plus postage cost</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>All:</p> <p>Website</p> <p>Hard copy</p>	<p>Free</p> <p>10p per sheet plus postage cost</p>
Information security policy	Hard copy	10p per sheet plus postage cost
Records management policies (records retention, destruction and archive)	Hard copy	10p per sheet plus postage cost
Data protection policies and GDPR Policies	<p>Website</p> <p>Hard copy</p>	<p>Free</p> <p>10p per sheet plus postage cost</p>

Schedule of charges (for the publication of information)	Website Hard copy	Free 10p per sheet plus postage cost
Class 6 – Lists and Registers		
Currently maintained lists and registers only	(Hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Personal inspection Hardcopy	Free 10p per sheet plus postage cost
Assets Register	Personal inspection Hardcopy	Free 10p per sheet plus postage cost
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	N/a as yet	
Register of members' interests	Hard copy	10p per sheet plus postage cost
Register of gifts and hospitality	Hard copy	10p per sheet plus postage cost
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only	(Hard copy or website; some information may only be available by inspection)	
Burial grounds and closed churchyards	Website Hard copy	Free 10p per sheet plus postage cost
Community centres and village halls	N/a	
Parks, playing fields and recreational facilities	Website Hard copy	Free 10p per sheet plus postage cost
Seating, litter bins, clocks, memorials and lighting	Website Hard copy	Free 10p per sheet plus postage cost
Bus shelters	Website Hard copy	Free 10p per sheet plus postage cost

Markets	N/A	
Public conveniences	Website Hard copy	Free 10p per sheet plus postage cost
Car Park	Hard Copy	10p per sheet plus postage cost
Agency agreements	Hard copy	10p per sheet plus postage cost
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy	10p per sheet plus postage cost
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Note: There is no charge for digital electronic copies of information, but dependant on staff time utilised to compile an electronic document a charge may be applied. The cost would be advised at the time of request.

Note: Exclusions – all documentation relating to individual applications and registrations in accordance with the Data Protection Act 1998.

Note: Any postage will be charged at cost (2nd Class)

Chris Robson
Town Clerk
Sandy Town Council

Reviewed: 14th October 2019

SANDY TOWN COUNCIL

COMMITTEE: Policy, Finance and Resources

DATE: 14 October 2019

AUTHOR: Town Clerk

SUBJECT: Independent Review into Local Government Audit Call for Evidence

1. Summary

1.1 Members are asked to consider communication from NALC and whether they wish to respond to the survey questions put forward.

2. Communication from NALC

LOUISE ASHMORE <louise.ashmore@batpc.co.uk>
Mon 07/10/2019 11:38

Summary

Sir Tony Redmond is undertaking an independent review and associated call for evidence into local government audit. The Ministry of Housing, Communities and Local Government (MHCLG) are providing the secretariat for this work. The review will make its initial recommendations to the Communities secretary in December 2019 and a full report will be published in March 2020.

Context

NALC met with Sir Tony Redmond on 19 September 2019 with a local council sector delegation. Sir Tony clarified how best NALC could assist and respond to the review and what he was looking for and in what format. The remit of the review is to assess the arrangements in place to support the transparency and quality of local authority financial reporting and external audit including those introduced by the Local Audit and Accountability Act 2014 (the Act). The Review will not look at broader issues of local authority finances and sustainability.

A formal call for evidence has now been issued – and will include feedback from the sector on its experiences on how well or otherwise the transparency and audit changes introduced by the Local Audit and Accountability Act 2014 – have bedded in. The call for evidence asks a number of open questions about how the framework, product and processes could be altered or improved.

Our headline positions so far are as below:

1. We want to support the continued principle of audit proportionality (i.e. a lighter-touch for smaller bodies) and of safeguards to contain excessive fees brought about by habitual (local resident) audit complainers;
2. In the National Audit Office (NAO) Code of Practice there should be the inclusion of a principle relating to proportionality in respect of smaller authorities, especially where the authority has an annual budget / turnover below £25k and is potentially exempt (i.e. smaller and subject to the Smaller Authorities' Transparency Code);
3. The Review needs to be aware that to a smaller local council the costs of an audit investigation could cost more than the council's annual precept;
4. MHCLG and NAO should in our view work with NALC and the local council sector in the future to consider the need to revise upwards the financial turnover audit and accounts threshold of £6.5 million for the largest spending local councils in England; &
5. The 2014 Act is still very new, is largely working and stability for this reason is needed to give the main changes from 2014 a chance to bed-in.

Further to discussions at NALC's Policy Committee recently it has been agreed that the best format of gathering key data for Sir Tony Redmond is via an online survey (with the option of completing an editable PDF version and returning it to NALC) – for the call for evidence phase. Please complete this short survey [here](#) or completed the attached editable PDF version and e-mail back to Claire.Goldfinch@nalc.gov.uk by 17:00 on 8 November 2019.

The call for evidence closes on 22 November and NALC will be responding.

NALC is additionally interested in your views on the effectiveness and consistency of current internal audit arrangements. Wherever possible it would be very helpful to NALC if county associations of local councils and local councils could please provide case study examples to support their views.

Please continue to e-mail your brief views to Claire.Goldfinch@nalc.gov.uk by 17:00 on 18 October 2019 regarding the below initial terms of reference questions and we will feed in relevant qualitative data to the overall NALC response in November to the call for evidence:

1. Have audit standards been maintained or improved, and not been compromised?

(a) In particular we are interested to hear from local (parish and town) councils as to why / how they think audit standards have been maintained and not comprised.

2. Is there an 'expectation gap' in what external audit provides? What is the nature of the gap and how can it be filled?

(a) In particular we are interested to hear from Super Councils as to whether they think they are likely to exceed the £6.5 million ceiling threshold for the limited audit regime in the next three years.

3. Are auditors properly responding to questions or objections by local taxpayers?

(a) In particular NALC is interested to hear examples of councils suffering repeat vexatious local objections to their accounts from their residents.

4. Are audit recommendations effective in helping local authorities to improve their financial management?

(a) In particular we are interested to hear from local councils as to whether they think current internal audit arrangements for their council are strong enough with examples.

5. Does the financial information provided in local authority accounts facilitate scrutiny by local taxpayers and by the local press?

(a) In particular NALC would be interested to hear examples from local councils which have had to pay excessive audit fees to cover the costs of an audit investigation and where these fees have been in excess of the council's annual precept.

Redmond Review: Call for Evidence

1. The Redmond Review

Sir Tony Redmond is undertaking an independent review into local government audit. The Ministry of Housing, Communities and Local Government (MHCLG) are providing the secretariat for this work. The review will make its initial recommendations to the Communities secretary in December 2019 and a full report will be published during March 2020.

NALC met with Sir Tony Redmond on 19 September 2019 with a local council sector delegation. Sir Tony clarified how best NALC could assist and respond to the review and what he was looking for and in what format. The remit of the review is to assess the arrangements in place to support the transparency and quality of local authority financial reporting and external audit including those introduced by the Local Audit and Accountability Act 2014 (the Act). The Review will not look at broader issues of local authority finances and sustainability. A formal call for evidence has now been issued – and will include feedback from the sector on its experiences on how well or otherwise the transparency and audit changes introduced by the Local Audit and Accountability Act 2014 – have bedded in.

The call for evidence asks a number of open questions about how the framework, product and processes could be altered or improved. However, most of the questions relate to principal councils and are not relevant to local councils.

This information will be used to inform the NALC's report to The Redmond Review. We will not share any data given to us with an external body. For more information about your information and privacy please see: <https://www.nalc.gov.uk/generalprivacynotice>

1. Is it reasonable to expect the residents to have a detailed knowledge of accounts and audit information?

Yes

No

2. Does the external audit process cover the right things given the interests of the primary users of the accounts/is the scope of the opinions wide enough?

Yes

No

3. Is the going concern opinion meaningful when assessing local authority resilience?

Yes

No

4. Is the external auditor's value for money opinion very important?

Yes

No

5. Are metrics important for regulators to use when assessing whether financial and vfm audits are delivered to an appropriate level of quality?

Yes

No

6. Do external audit firms have enough understanding of the local authority regulatory framework to focus audit work on the right areas?

Yes

No

7. Do audit firms allocate sufficient resources to deliver high quality and timely audits?

Yes

No

8. Does the Code of Audit Practice provide enough guidance on how much work needs to be done to support the vfm opinion?

Yes

No

9. Are there strong links between the external and internal audit on your council?

Yes

No

10. In your view, should Public Interest Reports be used to highlight a lack of transparency?

Yes

No

11. For smaller authorities, does the inspection and objection regime allow local residents to hold their council to account in an effective manner?

Yes

No

12. Is Publishing of data for residents comprehensive enough?

Yes

No

13. Should there be sharing of services and spending between councils with commonality?

Yes

No

14. Does your local council have proper check in opportunities for members and officers to agree / communicate their financial decisions?

Yes

No

15. Do your councils feel that internal audit at the moment is sufficiently robust?

Yes

No