

Sandy Town Council

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

You are hereby summoned to attend a meeting of the Policy, Finance and Resources Committee of Sandy Town Council to be held online on Monday 15th February 2021 commencing at 7.30pm.



Chris Robson
Town Clerk
10 Cambridge Road
Sandy, SG19 1JE
01767 681491
9th February 2021

Notes:

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

(2) Meeting ID: 880 1230 7273

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

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

A G E N D A

1 Apologies for absence

2 Declarations of interest

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

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

Sandy Town Council

and also any non-declarable personal interests which they have declared under Sandy Town Council's adopted Code of Conduct and which may be relevant to items on the agenda.

- i) Disclosable Pecuniary Interests*
- ii) Non-disclosable Interests*
- iii) Dispensations*

3 Minutes of Previous Meeting

To consider the minutes of the Policy, Finance and Resources Committee held on Monday 4th January 2021 and to approve them as a correct record of proceedings.

4 Public Participation Session

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

5 Financial Reports

- i) To consider a balance sheet and detailed financial report showing income and expenditure against the revenue budget for January 2021. Appendix I
- ii) To receive and note a budget overview report. Appendix II
- iii) To approve schedules of payments made since previous meeting. Appendix III & Appendix IV
- iv) The Chair to approve bank reconciliations and statements.

6 Internal Audit Report

To receive the interim internal auditor's report and note recommendations within the report. Appendix V

7 Story in Stone - Community Heritage Trail

To receive and consider a request from Central Bedfordshire Ward Councillor Caroline Maudlin on funding towards a Story in Stone mosaic trail map. Appendix VI

8 Car Park Barrier

To receive and note a report on damage to the car park barrier. Appendix VII

9 Chipper/Shredder

To receive and agree the purchase of a chipper/shredder for use by the Council's outdoor team. Appendix VIII

10 Village Hall Car Park Entrance Track

To receive and consider a report on the condition and repairs for the entrance track leading to the Village Hall car park. Appendix IX

Sandy Town Council

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| 11 Central Bedfordshire Council Tree Fund
To receive and agree match fund costs and resources involved in supporting the agreed application to Central Bedfordshire Council's Tree Fund. | To Follow |
| 12 Bedford Road Fencing
To receive a report and initial costs on repairs to fencing at Bedford Road Recreation Ground. | Appendix XI |
| 13 Berwick Way Land
To consider solicitor costs related to adopting land from Taylor Wimpy. | Appendix XII |
| 14 Calendar of Meetings 2021/22
To consider a draft calendar of meetings for 2021/22. | Appendix XIII |
| 15 Council Risk Assessment
To review the Council's Risk Assessment. | Appendix XIV |
| 16 CCTV Policy
To review the Council's adopted CCTV Policy. | Appendix XV |
| 17 Privacy Statement
To review the Council's adopted Privacy Statement. | Appendix XVI |
| 18 Website Accessibility Statement
To note the Council's Website Accessibility Statement. | Appendix XVII |
| 19 Chairman's Items | |
| 20 Date of Next Meeting
Monday 29 th March 2021 | |

09/02/2021

Sandy Town Council Current Year

Page 1

16:59

Detailed Balance Sheet - Excluding Stock Movement**Month 10 Date 31st January 2021**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<i>Current Assets</i>		
105	VAT Control	5,103	
123	S106 Debtor	3,001	
200	Current Bank A/c	35,233	
201	Clerks Imprest A/c	227	
205	Capital a/c Santander	218,770	
206	Barclays Active Saver	257,338	
208	Public Sector Deposit Fund	205,410	
210	Petty Cash	350	
	Total Current Assets		725,433
	<i>Current Liabilities</i>		
501	Creditors Control	24,778	
503	Income in Advance	150	
510	Accruals	1,420	
515	PAYE/NI Control AC	4,024	
516	Superannuation Due	5,082	
	Total Current Liabilities		35,454
	Net Current Assets		689,978
	Total Assets less Current Liabilities		689,978
	<i>Represented by :-</i>		
300	Current Year Fund	177,737	
310	General Reserve	234,043	
315	Rolling Capital Fund	168,519	
321	Cemetery Development Reserve	23,028	
322	EMR Fallowfield	63,632	
323	EMR Community Funds	7,000	
324	EMR Elections	15,000	
326	EMR SAIT	1,020	
	Total Equity		689,978

Summary Income & Expenditure by Budget Heading 31st January 2021

Month No: 10

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
401	Staff	Expenditure	24,324	228,385	304,625	76,240	76,240	75.0%
402	Administration-Office	Income	0	1,159	1,550	391		74.8%
		Expenditure	7,475	61,903	79,130	17,227	17,227	78.2%
	Movement to/(from) Gen Reserve		<u>(7,475)</u>	<u>(60,743)</u>				
403	Administration-Works	Expenditure	2,135	26,698	41,805	15,107	15,107	63.9%
405	Footway Lighting	Income	0	1,700	0	(1,700)		0.0%
		Expenditure	1,786	11,196	15,750	4,554	4,554	71.1%
	Movement to/(from) Gen Reserve		<u>(1,786)</u>	<u>(9,496)</u>				
406	Cemetery & Churchyard	Income	2,712	27,776	25,000	(2,776)		111.1%
		Expenditure	873	11,790	11,000	(790)	(790)	107.2%
	Movement to/(from) Gen Reserve		<u>1,839</u>	<u>15,986</u>				
408	Town Centre (Including Market)	Income	0	171	428	257		40.0%
		Expenditure	161	15,741	18,418	2,677	2,677	85.5%
	Movement to/(from) Gen Reserve		<u>(161)</u>	<u>(15,570)</u>				
409	Public Toilets - Car Park	Expenditure	88	3,269	4,380	1,111	1,111	74.6%
500	Play Areas and Open Spaces	Income	0	647	1,100	453		58.8%
		Expenditure	128	1,761	1,800	39	39	97.8%
	Movement to/(from) Gen Reserve		<u>(128)</u>	<u>(1,115)</u>				
501	Sunderland Road Rec Ground	Income	0	1,575	1,239	(336)		127.1%
		Expenditure	728	24,070	29,987	5,917	5,917	80.3%
	Movement to/(from) Gen Reserve		<u>(728)</u>	<u>(22,495)</u>				
502	Nature Reserves	Income	960	3,311	2,650	(661)		124.9%
		Expenditure	1,474	3,744	13,900	10,156	10,156	26.9%
	Movement to/(from) Gen Reserve		<u>(514)</u>	<u>(433)</u>				
505	Grass Cutting	Expenditure	0	0	10,000	10,000	10,000	0.0%
506	Litter Bins, Seats & Shelters	Expenditure	0	0	1,000	1,000	1,000	0.0%
509	Christmas Lights	Income	25	25	500	475		5.0%
		Expenditure	1,375	14,173	16,650	2,477	2,477	85.1%
	Movement to/(from) Gen Reserve		<u>(1,350)</u>	<u>(14,148)</u>				
601	Precept and Interest	Income	19	596,090	596,768	678		99.9%
602	Democratic and Civic Costs	Income	0	2,704	0	(2,704)		0.0%
		Expenditure	570	6,979	17,490	10,511	10,511	39.9%
	Movement to/(from) Gen Reserve		<u>(570)</u>	<u>(4,276)</u>				
700	Capital and Projects	Income	12,882	57,147	19,903	(37,244)		287.1%
		Expenditure	0	104,859	83,203	(21,656)	(21,656)	126.0%
	Movement to/(from) Gen Reserve		<u>12,882</u>	<u>(47,712)</u>				

Summary Income & Expenditure by Budget Heading 31st January 2021

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	16,598	692,304	649,138	(43,166)			106.6%
Expenditure	41,116	514,568	649,138	134,570	0	134,570	79.3%
Net Income over Expenditure	<u>(24,518)</u>	<u>177,737</u>	<u>0</u>	<u>(177,737)</u>			
Movement to/(from) Gen Reserve	<u>(24,518)</u>	<u>177,737</u>					

Detailed Income & Expenditure by Budget Heading 09/04/2020

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
401 Staff								
4001 Gross Salaries - Admin	9,579	95,665	121,000	25,335		25,335	79.1%	
4002 Gross Salaries - Works	8,581	78,067	109,500	31,433		31,433	71.3%	
4003 Employers NIC	1,394	13,897	19,250	5,353		5,353	72.2%	
4004 Employers Superannuation	4,084	39,490	53,000	13,510		13,510	74.5%	
4006 H&S Costs/Consultancy	500	500	600	100		100	83.3%	
4010 Miscellaneous Staff Costs	185	766	1,000	234		234	76.6%	
4030 Recruitment Advertising	0	0	275	275		275	0.0%	
Staff :- Indirect Expenditure	24,324	228,385	304,625	76,240	0	76,240	75.0%	0
Net Expenditure	(24,324)	(228,385)	(304,625)	(76,240)				
402 Administration-Office								
1003 Tourism Income	0	0	750	750			0.0%	
1201 Rent Received Etc	0	0	750	750			0.0%	
1202 Photocopying Income	0	1	50	49			2.2%	
1205 Miscellaneous Income	0	1,158	0	(1,158)			0.0%	
Administration-Office :- Income	0	1,159	1,550	391			74.8%	0
4004 Employers Superannuation	(9)	0	0	0		0	0.0%	
4008 Training	0	650	2,000	1,350		1,350	32.5%	
4009 Travel & Subsistence	8	32	200	168		168	16.1%	
4010 Miscellaneous Staff Costs	0	100	0	(100)		(100)	0.0%	
4011 General Rates	0	6,737	6,770	34		34	99.5%	
4012 Water Rates	414	605	800	195		195	75.7%	
4014 Electricity	298	1,500	2,600	1,100		1,100	57.7%	
4015 Gas	159	407	1,300	893		893	31.3%	
4016 Cleaning Materials etc	56	1,057	1,250	193		193	84.5%	
4018 General Data Protection Regs	0	500	500	0		0	100.0%	
4020 Misc Establishment Costs	688	1,152	2,000	848		848	57.6%	
4021 Telephone & Fax	285	3,203	2,750	(453)		(453)	116.5%	
4022 Postage	73	1,218	1,200	(18)		(18)	101.5%	
4023 Printing & Stationery	71	801	1,500	699		699	53.4%	
4024 Subscriptions	0	2,806	3,150	344		344	89.1%	
4025 Insurance (excl vehicles)	856	15,549	19,500	3,951		3,951	79.7%	
4026 Photocopy Costs	638	3,939	4,160	221		221	94.7%	
4027 IT Costs incl Support	467	3,257	4,000	743		743	81.4%	
4028 Service Agreements (Other)	0	4,432	6,500	2,068		2,068	68.2%	
4035 Publications	7	65	100	35		35	65.4%	
4036 Property Maintenance/Security	561	3,213	4,000	787		787	80.3%	
4040 Equipment Purchases (Minor)	0	281	2,000	1,719		1,719	14.1%	

Detailed Income & Expenditure by Budget Heading 09/04/2020

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4050 Tourism Expenditure	0	0	400	400		400	0.0%	
4051 Bank Charges	45	413	550	137		137	75.1%	
4056 Legal Expenses	0	3,350	2,500	(850)		(850)	134.0%	
4057 Audit Fees - External	1,600	1,600	1,300	(300)		(300)	123.1%	
4058 Audit Fees - Internal	430	430	900	470		470	47.8%	
4059 Accountancy Fees	814	4,549	7,000	2,451		2,451	65.0%	
4070 Refreshments	13	58	200	142		142	29.0%	
Administration-Office :- Indirect Expenditure	7,475	61,903	79,130	17,227	0	17,227	78.2%	0
Net Income over Expenditure	(7,475)	(60,743)	(77,580)	(16,837)				
403 Administration-Works								
4005 Protective Clothing	32	759	1,300	541		541	58.4%	
4008 Training	0	806	1,950	1,144		1,144	41.3%	
4011 General Rates	0	1,858	1,855	(3)		(3)	100.2%	
4012 Water Rates	0	68	250	182		182	27.1%	
4014 Electricity	375	2,751	1,200	(1,551)		(1,551)	229.2%	
4017 Refuse Disposal	30	3,288	5,000	1,712		1,712	65.8%	
4036 Property Maintenance/Security	90	1,567	2,000	433		433	78.3%	
4038 Consumables/Small Tools	101	1,028	2,500	1,472		1,472	41.1%	
4039 Planting/Trees/Horticulture	373	6,208	6,250	42		42	99.3%	
4040 Equipment Purchases (Minor)	0	14	2,000	1,987		1,987	0.7%	
4042 Equipment/Vehicle Maintenance	0	1,989	5,000	3,011		3,011	39.8%	
4043 Equipment/Vehicle Fuel	434	2,878	3,500	622		622	82.2%	
4044 Vehicle Tax & Insurance	0	2,785	3,000	215		215	92.8%	
4045 Arboriculture	700	700	6,000	5,300		5,300	11.7%	
Administration-Works :- Indirect Expenditure	2,135	26,698	41,805	15,107	0	15,107	63.9%	0
Net Expenditure	(2,135)	(26,698)	(41,805)	(15,107)				
405 Footway Lighting								
1258 Insurance Claims Repayment	0	1,700	0	(1,700)			0.0%	
Footway Lighting :- Income	0	1,700	0	(1,700)				0
4014 Electricity	636	5,646	5,750	104		104	98.2%	
4042 Equipment/Vehicle Maintenance	1,150	5,550	10,000	4,450		4,450	55.5%	
Footway Lighting :- Indirect Expenditure	1,786	11,196	15,750	4,554	0	4,554	71.1%	0
Net Income over Expenditure	(1,786)	(9,496)	(15,750)	(6,254)				

Detailed Income & Expenditure by Budget Heading 09/04/2020

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
406 Cemetery & Churchyard								
1226 Burials/Memorials Income	2,712	27,776	25,000	(2,776)			111.1%	
Cemetery & Churchyard :- Income	2,712	27,776	25,000	(2,776)			111.1%	0
4011 General Rates	0	3,471	3,050	(421)		(421)	113.8%	
4012 Water Rates	0	44	200	156		156	22.1%	
4036 Property Maintenance/Security	33	1,466	1,000	(466)		(466)	146.6%	
4037 Grounds Maintenance	135	718	900	182		182	79.8%	
4039 Planting/Trees/Horticulture	5	5	350	345		345	1.4%	
4101 Grave Digging Costs	700	6,085	5,500	(585)		(585)	110.6%	
Cemetery & Churchyard :- Indirect Expenditure	873	11,790	11,000	(790)	0	(790)	107.2%	0
Net Income over Expenditure	1,839	15,986	14,000	(1,986)				
408 Town Centre (Including Market)								
1238 Other Income Car Park	0	171	428	257			40.0%	
Town Centre (Including Market) :- Income	0	171	428	257			40.0%	0
4011 General Rates	0	12,630	12,410	(220)		(220)	101.8%	
4036 Property Maintenance/Security	131	831	1,500	669		669	55.4%	
4053 Loan Interest	0	115	223	108		108	51.4%	
4054 Loan Capital Repaid	0	189	285	96		96	66.5%	
4100 CCTV Fees	30	1,976	4,000	2,024		2,024	49.4%	
Town Centre (Including Market) :- Indirect Expenditure	161	15,741	18,418	2,677	0	2,677	85.5%	0
Net Income over Expenditure	(161)	(15,570)	(17,990)	(2,420)				
409 Public Toilets - Car Park								
4011 General Rates	0	1,859	1,880	21		21	98.9%	
4012 Water Rates	0	1,032	1,200	168		168	86.0%	
4014 Electricity	16	137	300	163		163	45.8%	
4036 Property Maintenance/Security	72	240	1,000	760		760	24.0%	
Public Toilets - Car Park :- Indirect Expenditure	88	3,269	4,380	1,111	0	1,111	74.6%	0
Net Expenditure	(88)	(3,269)	(4,380)	(1,111)				
500 Play Areas and Open Spaces								
1241 Sandy FC Rent	0	0	500	500			0.0%	
1251 Pitch Rental	0	0	600	600			0.0%	
1364 S106 Money Received	0	647	0	(647)			0.0%	
Play Areas and Open Spaces :- Income	0	647	1,100	453			58.8%	0

Detailed Income & Expenditure by Budget Heading 09/04/2020

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4007 Health & Safety	0	520	400	(120)		(120)	129.9%	
4012 Water Rates	23	218	700	482		482	31.2%	
4014 Electricity	0	0	200	200		200	0.0%	
4036 Property Maintenance/Security	105	309	500	192		192	61.7%	
4037 Grounds Maintenance	0	1,026	2,500	1,474		1,474	41.0%	
4042 Equipment/Vehicle Maintenance	0	0	5,000	5,000		5,000	0.0%	
4971 Transfer from EMR	0	(311)	0	311		311	0.0%	
4972 Transfer from EMR Fallowfield	0	0	(7,500)	(7,500)		(7,500)	0.0%	
Play Areas and Open Spaces :- Indirect Expenditure	128	1,761	1,800	39	0	39	97.8%	0
Net Income over Expenditure	(128)	(1,115)	(700)	415				
501 Sunderland Road Rec Ground								
1201 Rent Received Etc	0	1,030	500	(530)			206.0%	
1253 Bowls Club Rental	0	224	447	223			50.1%	
1255 Cricket Club Rental	0	111	287	176			38.8%	
1256 Scouts ,ACF and SSLA	0	210	5	(205)			4200.0%	
Sunderland Road Rec Ground :- Income	0	1,575	1,239	(336)			127.1%	0
4012 Water Rates	(828)	2,048	1,500	(548)		(548)	136.5%	
4014 Electricity	15	112	200	88		88	55.9%	
4036 Property Maintenance/Security	128	1,614	1,750	136		136	92.3%	
4046 Bowling Green - SBC	15	2,807	3,248	441		441	86.4%	
4047 Equipment Maintenance - SBC	15	1,661	2,639	978		978	62.9%	
4048 Cricket Square - SCC	15	1,484	2,606	1,122		1,122	56.9%	
4049 Equipment Maintenance - SCC	15	808	2,819	2,011		2,011	28.7%	
4060 Other Professional Fees	1,354	13,537	15,225	1,689		1,689	88.9%	
Sunderland Road Rec Ground :- Indirect Expenditure	728	24,070	29,987	5,917	0	5,917	80.3%	0
Net Income over Expenditure	(728)	(22,495)	(28,748)	(6,253)				
502 Nature Reserves								
1306 Countryside Stewardship Grant	960	2,641	2,000	(641)			132.1%	
1307 Angling Licence Rent	0	669	650	(19)			103.0%	
Nature Reserves :- Income	960	3,311	2,650	(661)			124.9%	0
4037 Grounds Maintenance	1,474	1,744	1,500	(244)		(244)	116.2%	
4060 Other Professional Fees	0	0	10,400	10,400		10,400	0.0%	
4703 Sandy Green Wheel	0	2,000	2,000	0		0	100.0%	
Nature Reserves :- Indirect Expenditure	1,474	3,744	13,900	10,156	0	10,156	26.9%	0
Net Income over Expenditure	(514)	(433)	(11,250)	(10,817)				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
505 Grass Cutting								
4102 Grass Cutting	0	0	10,000	10,000		10,000	0.0%	
Grass Cutting :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>10,000</u>	<u>10,000</u>	<u>0</u>	<u>10,000</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(10,000)</u>	<u>(10,000)</u>				
506 Litter Bins, Seats & Shelters								
4042 Equipment/Vehicle Maintenance	0	0	1,000	1,000		1,000	0.0%	
Litter Bins, Seats & Shelters :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>1,000</u>	<u>0</u>	<u>1,000</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(1,000)</u>	<u>(1,000)</u>				
509 Christmas Lights								
1365 Christmas Lights	25	25	500	475			5.0%	
Christmas Lights :- Income	<u>25</u>	<u>25</u>	<u>500</u>	<u>475</u>			<u>5.0%</u>	<u>0</u>
4401 Christmas Illuminations	1,375	13,352	14,000	648		648	95.4%	
4402 Community Christmas Event	0	821	2,650	1,829		1,829	31.0%	
Christmas Lights :- Indirect Expenditure	<u>1,375</u>	<u>14,173</u>	<u>16,650</u>	<u>2,477</u>	<u>0</u>	<u>2,477</u>	<u>85.1%</u>	<u>0</u>
Net Income over Expenditure	<u>(1,350)</u>	<u>(14,148)</u>	<u>(16,150)</u>	<u>(2,002)</u>				
601 Precept and Interest								
1101 Precept	0	594,768	594,768	0			100.0%	
1320 Interest Received - All account	19	1,322	2,000	678			66.1%	
Precept and Interest :- Income	<u>19</u>	<u>596,090</u>	<u>596,768</u>	<u>678</u>			<u>99.9%</u>	<u>0</u>
Net Income	<u>19</u>	<u>596,090</u>	<u>596,768</u>	<u>678</u>				
602 Democratic and Civic Costs								
1245 Grants Received	0	1,200	0	(1,200)			0.0%	
1309 Misc Contributions	0	1,504	0	(1,504)			0.0%	
Democratic and Civic Costs :- Income	<u>0</u>	<u>2,704</u>	<u>0</u>	<u>(2,704)</u>				<u>0</u>
4020 Misc Establishment Costs	0	0	100	100		100	0.0%	
4033 Annual Report & Newsletter	242	1,694	3,000	1,306		1,306	56.5%	
4042 Equipment/Vehicle Maintenance	0	0	400	400		400	0.0%	
4200 Mayor's Allowance	0	128	2,200	2,072		2,072	5.8%	
4202 Members' Expenses (Conf etc)	0	0	500	500		500	0.0%	
4210 Election Costs	0	0	250	250		250	0.0%	
4701 Grants/Donations Paid	0	2,875	4,000	1,125		1,125	71.9%	
4702 Community Events Support	328	1,263	7,040	5,777		5,777	17.9%	

Detailed Income & Expenditure by Budget Heading 09/04/2020

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4921 Transfer to EMR	0	1,200	0	(1,200)		(1,200)	0.0%	
4971 Transfer from EMR	0	(180)	0	180		180	0.0%	
Democratic and Civic Costs :- Indirect Expenditure	570	6,979	17,490	10,511	0	10,511	39.9%	0
Net Income over Expenditure	(570)	(4,276)	(17,490)	(13,214)				
700 Capital and Projects								
1153 Loan Interest Rec'd - INTERNAL	0	7,903	7,903	0			100.0%	
1154 Loan Capital Rec'd - INTERNAL	0	12,000	12,000	0			100.0%	
1245 Grants Received	0	3,000	0	(3,000)			0.0%	
1364 S106 Money Received	12,882	34,244	0	(34,244)			0.0%	
Capital and Projects :- Income	12,882	57,147	19,903	(37,244)			287.1%	0
4153 Loan Interest - INTERNAL	0	7,903	7,903	0		0	100.0%	
4154 Loan Capital - INTERNAL	0	12,000	12,000	0		0	100.0%	
4814 CAP - IT Equipment	0	1,989	0	(1,989)		(1,989)	0.0%	
4824 CAP - Play Equipment (Bedford)	0	3,001	0	(3,001)		(3,001)	0.0%	
4826 CAP - Play Equipment (S'land)	10,153	10,153	0	(10,153)		(10,153)	0.0%	
4834 CAP - Machinery & Equipment	0	911	0	(911)		(911)	0.0%	
4835 CAP - CCTV	0	12,233	0	(12,233)		(12,233)	0.0%	
4837 CAP - Outdoor Fitness Equipmen	0	17,433	0	(17,433)		(17,433)	0.0%	
4915 Transfer to Rolling Capital Fd	0	51,300	51,300	0		0	100.0%	
4921 Transfer to EMR	0	6,017	0	(6,017)		(6,017)	0.0%	
4923 Internal Loan repaid to F'fld	0	12,000	12,000	0		0	100.0%	
4965 Funded from Rolling Capital	(10,153)	(10,153)	0	10,153		10,153	0.0%	
4969 Transfer from Rolling Capital	0	(14,222)	0	14,222		14,222	0.0%	
4971 Transfer from EMR	0	(5,706)	0	5,706		5,706	0.0%	
Capital and Projects :- Indirect Expenditure	0	104,859	83,203	(21,656)	0	(21,656)	126.0%	0
Net Income over Expenditure	12,882	(47,712)	(63,300)	(15,588)				
Grand Totals:- Income	16,598	692,304	649,138	(43,166)			106.6%	
Expenditure	41,116	514,568	649,138	134,570	0	134,570	79.3%	
Net Income over Expenditure	(24,518)	177,737	0	(177,737)				
Movement to/(from) Gen Reserve	(24,518)	177,737						

Date: 10/02/2021

Sandy Town Council Current Year

Page 1

Time: 16:31

Current Bank A/c

List of Payments made between 01/12/2020 and 31/12/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/2020	Mayors Charity Fund	CNXL111340	-10.00		Mayors Charity Fund-Tickets
01/12/2020	TurfMaster-Cnxl Chq	CNXL31858	-50.00		TurfMaster-Cnxl Chq
01/12/2020	Premium Credit	DDR	1,654.43		Insurance
07/12/2020	Barclays	DDR	46.45		Bank charges
08/12/2020	1st Response Fire Protection &	32141	1,091.25		1693-Depot-Parts and labour /Extinguishers
08/12/2020	Bedford Borough Council	32142	72.00		1686-Bin recycling Jun-Aug 20
08/12/2020	Birkets LLP	32143	1,857.60		1688-Land Registry- Cadet lease legal fees
08/12/2020	Sandy Town Bowls Club	32144	41.01		1704-Bowls club-Fuel claim
08/12/2020	Central Bedfordshire Council	32145	1,624.38		1689-Pav Dec Mgnt fee
08/12/2020	Bedford College	32146	806.00		1687-NPTC level 2 award
08/12/2020	DCK Accounting Solutions Ltd	32147	552.90		1690-Contract visit Nov 20
08/12/2020	Post Office Ltd	32148	265.00		1701-Vehilce TAX FD07 HGU
08/12/2020	Atlantic Autos Ltd	32149	421.52		1696-Class 7 MOT Test
08/12/2020	Hertfordshire County Council	32150	68.79		1697-Misc stationery + Cleanin
08/12/2020	Lamps & Tubes Illuminations Lt	32151	4,594.50		1698-Xmas lights display 20/21
08/12/2020	Mid-Beds Locksmiths Ltd	32152	216.00		1699-Sandy chapel-Key cut
08/12/2020	Tim Miles	32153	480.00		1723-Grave digging
08/12/2020	Sandy Good Neighbours	32154	150.00		1711-Friendship Grp Grant20/21
08/12/2020	FD Odell & Sons Ltd	32155	72.00		1700-Monthly skip rental Nov
08/12/2020	Rialtas Business Solutions Ltd	32156	70.80		1702-MTD-Annual Fee
08/12/2020	Sandy PCC	32157	50.00		1703-Xmas tree donation
08/12/2020	Mr M Scott	32158	61.99		1705- Mayors Christmas Cards
08/12/2020	Steve Dear Tree Services Ltd	32159	672.00		1706-Tree work-Beeston Tree
08/12/2020	Travis Perkins Trading Co Ltd	32160	14.10		1707-Building Sand trade pack
08/12/2020	UK Amenity Ltd	32161	1,231.20		1708-Worm deterrent-Sund'd rd
08/12/2020	Verto (UK) Ltd	32162	1,138.80		1710-6mth STC maint12.20/06.21
08/12/2020	Birkets LLP	CNXL032143	-1,857.60		Purchase Ledger Payment
08/12/2020	Birketts LLP	32163	1,857.60		Purchase Ledger Payment
09/12/2020	HMRC	DDR	4,151.06		PAYE/NI Nov 20
09/12/2020	Beds Pension Fund	DDR	5,240.49		Pensions Nov 20
09/12/2020	Ampower UK Ltd	DDR1	11.48		INV-202012010711/1761/Ampower
09/12/2020	Ampower UK Ltd	DDR2	18.96		INV-202012010321/1757/Ampower
09/12/2020	Ampower UK Ltd	DDR3	33.08		INV-202012010454/1759/Ampower
09/12/2020	Ampower UK Ltd	DDR4	285.01		INV-202012011606/1758/Ampower
09/12/2020	Ampower UK Ltd	DDR5	700.54		202012013337/1762/Ampower UK L
10/12/2020	Ampower UK Ltd	DDR6	102.64		202012011288/1760/Ampower UK L
15/12/2020	Ampower UK Ltd	DDR7	518.66		INV-202012011593/1756/Ampower
15/12/2020	December Salaries	DDR	14,391.37		December Salaries
16/12/2020	Chess Ltd DDR	DDR8	315.49		1718-Monthly 365 subs
18/12/2020	Purchase Power	DDR	86.93		Purchase Ledger Payment
21/12/2020	UK Fuels Limited DDR	DDR9	61.01		1713-Motor fuel
22/12/2020	Purchase Power	DDR10	516.06		BH789698/1767/Purchase Power
29/12/2020	UK Fuels Limited DDR	DDR11	61.97		1515545/1766/UK Fuels Limited
30/12/2020	Chess Ltd DDR	DDR12	271.74		4174516/1788/Chess Ltd DDR
Total Payments			43,959.21		

Date: 10/02/2021

Sandy Town Council Current Year

Page 1

Time: 16:41

Current Bank A/c

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

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/01/2021	Premium Credit Ltd	DD	1,654.43		Insurance 2020/21
05/01/2021	Gravedigging	111371	700.00		Gravedigging
06/01/2021	Bakker & Wilson Plumbing & Hea	32164	267.73		6288/1768/I Boiler service and repair
06/01/2021	BATPC	32165	30.00		23221/1769/BATPC Training Course
06/01/2021	Bedford Borough Council	32166	144.00		1799846/1771/Bedford Borough C
06/01/2021	Bedfordshire Growers Ltd	32167	41.07		001/3082362/1773/Bedfordshire
06/01/2021	Central Bedfordshire Council	32168	1,624.38		1800075293/1774/Central Bedfor
06/01/2021	Churches Fire Security Ltd	32169	120.65		SI20-068850/1775/Churches Fire
06/01/2021	Atlantic Autos Ltd	32170	353.50		30992/1777/Atlantic Autos Ltd
06/01/2021	Hertfordshire County Council	32171	217.31		H122004948/1778/Hertfordshire
06/01/2021	FD Odell & Sons Ltd	32172	443.70		OUT-33325/1779/FD Odell & Sons
06/01/2021	Rosetta Publishing	32173	290.40		11208/1780/Rosetta Publishing
06/01/2021	Sutcliffe Play Ltd	32174	3,601.50		OP/1116636/1784/ Swings at Bed. Rd
06/01/2021	T&J Seymour Electrical Install	32175	2,040.00		S11549/1787/ Streetlights
06/01/2021	Time Assured Limited	32176	540.00		INV-20253/1785/ Clock repair
06/01/2021	VFM Products Ltd	32177	263.40		33250/1786/ Line marking products
06/01/2021	PAYE/NI Due Dec 2020	BACS	4,005.90		PAYE/NI Due Dec 2020
06/01/2021	Beds Pension Fund	BACS	5,163.45		Beds Pension Fund
07/01/2021	Grenke leasing	DD	765.54		Grenke leasing-Copier lease
07/01/2021	Bank charge payable	CHRG	37.65		Bank charge payable
11/01/2021	UK Fuels Limited DDR	DD01	130.75		1517068/1765/UK Fuels Limited
11/01/2021	Ampower UK Ltd	DD02	450.44		1817-Elec Bill Dec 2020
11/01/2021	Ampower UK Ltd	DD03	723.89		1819-Elec Bill Dec 2020
12/01/2021	Control Print Solutions Ltd	DD04	591.00		1712-Qtrly print chrg to Nov20
12/01/2021	Ampower UK Ltd	DD05	358.03		1814-Elec bill Dec 2020
12/01/2021	Ampower UK Ltd	DD06	34.18		1818-Elec Bill Dec 2020
12/01/2021	WPS Hallam	REFUND	-798.35		1812-Credit insurance 2020/21
14/01/2021	Ampower UK Ltd	DD07	17.27		1816-Elec Bill Dec 2020
14/01/2021	Ampower UK Ltd	DD08	15.78		1820-Elec Bill Dec 2020
15/01/2021	Staff salaries Jan 2021	BACS	14,522.37		Staff salaries Jan 2021
18/01/2021	Chess Ltd DDR	DD09	315.49		1000363399/1789/Chess Ltd DDR
19/01/2021	Ampower UK Ltd	DD10	167.40		1815-Gas bill Dec 2020
25/01/2021	UK Fuels Limited DDR	DD11	127.81		1823-Motor fuel
26/01/2021	Purchase Power	BACS01	1.02		1844-Underpayment
26/01/2021	CLPM Limited	111372	808.20		1845-Heating consultancy fee
28/01/2021	Chess Ltd DDR	DD12	285.62		1821-Monthly phone charge
Total Payments			40,055.51		

Policy, Finance and Resources Committee

Date:	15th February 2021
Title:	Internal Audit Report – Actions Required
Contact Officer:	Chris Robson, Town Clerk

Purpose of the Report

1. To receive comments from the Clerk on points raised by the internal auditor in the interim report and note actions undertaken as a result.

Recommendation

2. To note the action taken to address points raised in the internal auditor's report.
3. To recommend accepting the internal audit report to Full Council, which has the overall responsibility of receiving and approving any audit reports.

Background

4. It is good practice for the Council to undertake an internal audit twice a year. The purpose of the internal audit is to undertake a review of the Council's internal processes by a qualified external, independent body. The internal audit also forms part of the Council's annual external audit process, with the internal auditor required to sign off part of the Council's Annual Governance and Accounts.

Proposals/Information

Report Note No.	Auditors Note	Clerk's Note	Action
1	STC has purchase a SAM at a cost of £2,856	This was approved but not purchased as CBC Highways have not yet approved the sign or its installation.	Auditor informed that comment incorrect. Purchase due to be made once CBC have approved. Matter will go back to PFR committee.
2	The Council received £14,333 from CBC to help fund the development project.	This contribution was for the outdoor gym equipment and came from Sc106.	None – information only.
3	Bank Reconciliations – Aged unrepresented cheque to be re-issued.	Cheque relates to tickets to a local council event to be attended by the Mayor which was subsequently cancelled.	Accountant to ensure cheque has been cancelled on the accounts system.
4	Trade Debtors – Recommended age debtor's summary is produced each month	This action was previously carried out, but during lockdown and the remote accounting process	Clerk/Admin Leader to instruct accountant to ensure included on monthly records.
5	Trade Creditors – Recommended age creditor's summary is produced each month	This action was previously carried out, but during lockdown and the remote accounting process	Clerk/Admin Leader to instruct accountant to ensure included on monthly records.

Financial Implications

5. There are no cost implications for the Council in relation to the actions within this report.

Other Implications

6. Completing the actions detailed within this report will ensure that the Council is following its internal audit plan and addressing the recommendations of the internal auditor in the management of its internal procedures.

Policy Implications

7. The Town Council's risk assessment outlines internal audit process and the Council has previously agreed an internal audit plan and procedure document. The completion of the internal audit and action on recommendations resulting from it ensures the Council meets the aims and objectives set out within its Council Risk Assessment to safeguard the expenditure and actions of the Council.

Legal Powers

8. Local Audit and Accountability Act 2014
The Accounts and Audit Regulations 2015 (S1 2015/234), reg 3, reg 4 & reg 5

Risk Management

9. The internal audit procedure is detailed within the Council's adopted Council Risk Assessment. Completing actions from an internal audit report is included within that assessment.

Author: C Robson
clerk@sandytowncouncil.gov.uk

SANDY TOWN COUNCIL INTERIM INTERNAL AUDIT REPORT

The interim internal audit was carried out on 10th December 2020 at the offices of Sandy Town Council.

Work Done

External audit report review

- The external auditor's report for year ending 31st March 2020 was reviewed.

Minutes of meetings

- The minutes of meetings were reviewed and any relevant information was noted.

Payroll

- Harrison's an Accountancy Firm in Biggleswaide prepares the payroll externally. Reliance can be placed on the work of this third party in respect of the wage preparation.
- For the month of August 2020, the gross pay for five employees was verified to the contract files and SLCC 2020-2021 pay scale.

Bank Reconciliations

- The bank reconciliation file was reviewed to ensure that regular reconciliations are being prepared.
- The bank reconciliations for September 2020 were tested to ensure that they were being prepared correctly.
- Clearance of outstanding items was viewed.

Petty Cash

- For the month of September 2020 petty cash was reviewed to ensure procedures are being followed and expenses are reasonable.

Trade Debtors

- Trade debtors were reviewed for reasonableness and to ensure that they agreed in total to the financial statements.

Trade Creditors

- The balance for trade creditors was reviewed to ensure that it was reasonable and to ensure that they agreed in total to the financial statements.

Income

- A sales invoices was selected at random from the sales invoices file. They were traced back through the system to ensure that income had been recorded correctly and accounted for.
- A sample of two bookings was selected at random from the booking's diary. They were traced through the system to ensure that income had been recorded, invoices issued and payment received.

Payments

- A sample of two purchase invoices were selected at random from the purchase invoices file. For each invoice it was ensured that they were correctly posted, the details were correct, the payment was authorised and the payment was agreed to the bank statements.
- A sample of three purchases were selected from the purchase day book and traced through the system to invoice to ensure that they were correctly recorded and accounted for.

Results

External audit report review

- The external auditor, Mazars LLP, provided an unqualified opinion on the accounts for the year ending 31st March 2020.

Minutes of Meetings

The full Council meets on a monthly basis with various committees including the finance and resources committee meeting less regularly. All payments are agreed by the Council meeting prior to payment being made to suppliers (although some regular direct debits will be taken before the meeting date).

Points of interest from meetings held since the last internal audit include:

- The Town Council purchased a "Smiley Activated Sign" (SAM) at a cost of £2,856.00, this was to be taken from the Rolling Capital Reserve.
- An application (Section 106) was submitted to secure funding for a "Outdoor Sports" development project.
- The Council received £14,333 from the "Central Bedfordshire Council" to help fund the development project.
- A further £3,000 was awarded to the Council from VERU in order to purchase some outdoor gym equipment.

Payroll

- Reliance has been placed on the work of third parties in respect of the calculation of net wages, PAYE & national insurance liabilities and pension contributions.

Bank Reconciliations

- Bank reconciliations are being prepared on a monthly basis. The current reconciliation was reviewed and found to be prepared correctly. In relation to the clearance of unpresented cheques, one item was identified of being a potential issue. This related to 111340 for a payment of £10.00 to "Mayor's Charity Fund". I believe this was highlighted on the prior years audit report and the item was re-issued. We strongly recommend that the supplier is to be contacted, or alternatively the cheque be re-issued and sent.

Petty Cash

- Petty cash transactions are posted on to Rialtas on a monthly basis from the petty cash spreadsheet and therefore the balance on Rialtas continuously remains at the float balance of £350. This will differ from the balance held in the petty cash tin as expenses are paid during the month, but can be easily reconciled by viewing the petty cash spreadsheet.

- The procedures were considered adequate for controlling petty cash and the expenses reviewed were reasonable

Trade Debtors

- A file with all sales invoices is kept & regularly checked for unpaid items which are effectively chased by office staff. Any bad debts must be agreed by the Council, but this is very rare.
- It is recommended that an aged debtor's summary is produced from Rialtas each month to provide detail behind the figure on the balance sheet.

Trade Creditors

- Unpaid invoices are collected & taken to the Council for approval & payment on a monthly basis.
- It is recommended that an aged creditor's summary is produced from Rialtas each month to provide detail behind the figure on the balance sheet.

Income

- Income receipts tested were agreed to supporting documentation and had been correctly recorded.

Payments

- The payments tested were agreed to supporting documentation. They had all been correctly recorded and approved by the Finance Committee.

Conclusion

In our opinion, the Council are keeping their books and records in order and are following internal control procedures that they have set up.

Haines Watts

.....
R Hammond – Partner
Haines Watts
First Floor, Woburn Court, 2 Railton Road,
Woburn Road Industrial Estate,
Kempston, MK42 7PN

Policy, Finance and Resources Committee

Date:	15th February 2021
Title:	Story in Stone – Sandy, Potton, Biggleswade Heritage Trail
Contact Officer:	Chris Robson, Town Clerk

Purpose of the Report

1. To receive information from Central Bedfordshire Council Ward Member Councillor Caroline Maudlin on the production of an electronic trail leaflet for the Heritage Mosaics in the town.
2. To consider whether the Town Council will support the production of the leaflet through a match fund contribution.
3. The information in this report comes from Cllr Caroline Maudlin, who can be contacted by any Member who may have any questions relating to the proposal and request.

Recommendation

4. That the Council support the creation of a Story in Stone Heritage Trail map and make a match fund contribution to its production. Funding can be made from the Council's Community Grant budget or the underspend in the Community Event Support budget.

Background

5. The following information has been provided by CBC Cllr C Maudlin;
 - Back in 2017 thanks to the CBC Market Town Regeneration Fund, Sandy Town Council led on this unique Heritage Mosaic Trail - it engaged with the community groups in collecting the stories and then actually, with local schools helping to produce the mosaics. I know you will agree we now have some stunning artwork around the towns depicting the stories of their amazing history that we need to highlight further.

Proposals/Information

6. The following information has been provided by CBC Cllr C Maudlin;
 - This trail initially came about to link our three amazing Market Towns (Sandy, Potton & Biggleswade) together as a destination area and now, I want to complete the 'final piece of the jigsaw' and produce a 'trail map' that that shows this. It can then be used to promote and encourage more residents and eventually tourists into the heart of Sandy, Potton and Biggleswade to discover them for themselves - potentially bringing some revenue to our cafes, restaurants, pubs and shops.
 - To develop the electronic leaflet, I am working with artist Carolyn Blake who started and project managed the original Story in Stone project. A 'mock-up' design of a potential A3, DL leaflet has been circulated. NB this is purely to give members an idea of the style we want to produce and is not a final design for the leaflet.
 - I am hoping to secure funding as soon as possible to put the Trail map and write up in the new 'Revealing the Greensand Country 2021' booklet (copy needed by early March) and include the trail on the Greensand Country festival events webpage for anyone to explore themselves as a day out.

Financial Implications

7. The following information has been provided by CBC Cllr C Maudlin;

- At this stage only an estimated idea of cost, which will be approximately £1,000 for the electronic copy, has been established. (If any hard copy leaflets were to be made there would be additional printing costs)
- Funds of £500 are available from my Ward Councillors grant to match fund this work, as long as CBC/STC retain the 'licence' to make any changes ourselves at a later date. Eg. if there is a need to change the location of any of the mosaics to more prominent places.
- With the CBC match secured, I am reaching out to Sandy Town Councillors, along with Potton and Biggleswade Councillors to ask that consideration be given to making a contribution to help meet the required match funding. If Sandy Town Council members were able to consider a contribution of £170 or more towards the project, any additional funding making an excess, I could get the mosaics photographed professionally or even some leaflets printed. These images could then be used by the town councils at any time to promote or produce further items eg. postcards, tea towels, mugs, booklets, press release photos etc. The leaflets would be available in any tourist information areas to pick up

Other Implications

8. Cllr Maudlin has noted the following benefits to the council from investment;

- The trail map would be available on your council website to promote to residents to download and explore the town.
- Be a helpful tool to use on any guided trail tours in the town
- The Town Council can amend and change the leaflet without being under licence to anyone else eg if the mosaics are moved.
- Professional photos (funding dependant) - would be available to use as you wish eg postcards, tea towels, mugs, booklets, press release photos, leaflets
- Printed leaflets (funding dependant) to add to your tourist information

Policy Implications

9. The production and use of a heritage trail map would help meet objectives set out in the Council's Community Engagement Strategy by finding new ways of engaging with people and promoting the town and work done by the Council.
10. The production of the leaflet will help the Council meet an action within its Community Plan via 'Greater shared publishing/advertising between organisations and groups.

Legal Powers

11. The action undertaken is covered by the Localism Act 2011, s.1 the General Power of Competence, for which Sandy Town Council is eligible and is a power of first resort allowing the Council to do anything an individual can do.
12. The following also provides the Council with the legal power to undertake actions within this report;
LGA 1972, s.144

Risk Management

N/A

Policy, Finance and Resources Committee

Date:	15th February 2021
Title:	Car Park Barrier Damage
Contact Officer:	Chris Robson, Town Clerk

Purpose of the Report

1. To receive information on damage caused to the barrier at the Town Council owned car park and to note action taken by the administration team in response to the damage and arrangements for repair/replacement.

Recommendation

2. Administration Team Leader continues to organise barrier replacement work and progresses an insurance claim.
3. To note the action taken to replace the damaged car park barrier and monitor the Council's accounts to ensure the full reimbursement is received from the responsible parties' insurers.

Background

4. On Monday 26th January 2021 a contractor waste truck operating on behalf of Central Bedfordshire Council (CBC) damaged the car park barrier when entering the site to empty bins located outside the public toilet. Upon entering the site at approximately 16:37pm the vehicle turned to the left, with the rear of the vehicle swinging out and hitting the first barrier and its control box.
5. The older of the two barriers and control box were damaged beyond repair. This barrier-controlled flow out of the car park and the control box registered cards to activate the entrance barrier. Following the damage, the barrier was immediately made safe and power was switched off.
6. On 27th January, TTM, who maintain the Council's barrier, attended the site to remove the damaged equipment, cover the cables and ensure the site was safe until a new barrier could be installed.
7. The drivers of the vehicle who caused the damage reported the incident to their manager, who in turn reported it to CBC. From this point the administration team liaised with CBC's Waste Officer and provided the relevant insurance contact details to progress a claim.

Proposals/Information

8. The barrier is damaged beyond repair and a complete new barrier controlling exit from the car park and a control system is required.
9. The Council's barrier contractor (TTM) have provided the following quote;

Supply and install;	
1x replacement automatic entrance barrier complete with 4 meter barrier arm, active rubber safety edge and barrier arm LEDs	
1x Replacement pedestal to be fitted with existing card reader and ACT controller	
1 x Concrete foundation to be repaired where damaged	
Total materials/parts:	£2,254.62
Total Installation:	£1,113.50

10. TTM are due to undertake the repair work to get a working barrier system operational at the soonest availability.
11. Contact has been made between the Council's insurers and the responsible party's insurers and the Administration Team will progress an insurance claim.

Financial Implications

12. The cost of replacing the barrier and control box will be £3,368.12. The cost of this work will be claimed from the responsible party's insurers who have admitted liability. There will be an excess of £250 applicable, this will be deducted from the amount of the claim. As this is a non-fault claim, our insurers will proceed with 'subrogation of your losses' from the responsible third-party insurers.
13. The Council will need to pay for the works directly and will receive funding to cover the work from our insurers, which will be coded to income line 408 4036. This will result in an overspend in the budget code. This can be managed due to underspend elsewhere in the revenue budget and will be offset by the insurance claim once received.

Other Implications

14. The car park barrier has not been able to operate since the damage was caused on 26th January 2021. The barrier currently remains out of action with an installation date awaited from the contractor.
15. The impact on the car park and parking availability will be very low due to the low utilisation of the car park during the current COVID19 national lockdown restrictions.

Policy Implications

16. There are no direct policy implications related to this work. However, the replacement of the barrier ensures the Council meets its responsibility to maintain and upkeep its assets and can continue to manage flow of the car park for the benefit of the town centre.

Legal Powers

17. The action undertaken is covered by the Localism Act 2011, s.1 the General Power of Competence, for which Sandy Town Council is eligible and is a power of first resort allowing the Council to do anything an individual can do.
18. The following also provides the Council with the legal power to undertake actions within this report;
 - Road Traffic Regulations Act 1984, s.37

Risk Management

19. Failure to make good the barrier damage may result in personal injury claims or property damage claims against the Town Council.
20. Failure to replace the barrier would result in a loss of control over parking flow and times, which in the long term may result in a return to over-capacity parking and lack of space for those using the town centre.
21. There are no planning permission requirements.

Policy, Finance and Resources Committee

Date:	15th February 2021
Title:	Purchase of Council Chipper/Shredder
Contact Officer:	Chris Robson, Town Clerk

Purpose of the Report

1. To receive and a consider a recommendation on the purchase of a robust shredder/chipper for use by the Council's grounds team in managing and disposing of green waste.
2. To approve the purchase of the recommended equipment from the Council's Rolling Capital Fund.

Recommendation


3. That the Council agree to the purchase of the Eliet Minor 4S Petrol Shredder at a cost of £2,190.00 (inc VAT) to be taken from the Council's Rolling Capital Reserve.


Background


4. The Council's Grounds Team leader requested a new robust chipper/shredder to assist in the disposal of green waste as part of the Council's maintenance operations. As the new cemetery site comes online the outdoor team will have less open space to deal with waste and will need to find alternatives to burning gardening waste or filling the waste skip. The shredder can be operated within the depot yard area and can help breakdown green waste for composting or uses in flower beds and borders.

Proposals/Information

5. The Grounds Team Leader looked at a number of potential shredders/chippers which would meet the requirements of the team. The following highlights three potential pieces of equipment with the Ground Team Leader's preferred equipment highlighted.

Eliet Minor 4S Petrol Shredder			
Engine selection	5,5 HP Elect. 380 380 V/3~ (4000 W) 6,0 HP Honda GC190 6,0 HP Honda GP200 6,5 HP B&S Vanguard 6,5 HP Honda GX200		£2,190.00 inc VAT
Shreddable timber diameter	50 mm / 2 inch		
Chopping speed (cuts/min)	30.000		
Capacity	16		
Shredding technology	ELIET Chopping Principle™		
Knives	12 HS-steel (reversible)		
Feed intake opening	190 x 250 mm / 7.4 x 9.8 inch		
Feed height (mm/inch)	750 mm / 30 inch		
Number of knives	12 HS steel		
Chassis	steel 2,5–3 mm / 0.10–0.12 inch		
Wheels (Ø x W / material)	pneumatic tyres 4.00 – 4/4 ply		
Cutting width	220 mm / 8,8 inch		
Transmission	V-belt XPA 1600		

Lumag RAMBO HC15 120mm Professional Petrol Wood Chipper		
1 cylinder 4 stroke petrol engine Engine power 9kW Engine size 420cc Electric key start or recoil start Max branch size 120mm Cutting speed 2000rpm Weight 170kg Dimensions (L x W x H) 1900 x 800 x 1500mm Sound level LWA 110 dB(A)		£2,195.00 inc VAT

CAMON C80 SHREDDER AND CHIPPER HONDA GX270		
Engine: Honda GX270 OHV Power: 9hp Chipping Capacity: 2"/50mm Shredding Capacity: 0.5"/13mm Chipping Blades: 1 Shredding Hammers: 27 Weight: 80kg Dimensions: 107 x 71 x 145		2,303.00 inc VAT

Financial Implications

6. The Council previously received a report on identified capital expenditure to be funding from the Council’s Rolling Capital Reserve. The recommended equipment was included in this report;

Shredder/ Chipper	New, robust shredder/chipper will be required for the outdoor team to help with management of waste. As the new cemetery comes online the outdoor team will no longer have space to burn tree cuttings, ‘garden waste’ etc. A robust shredder will provide another way of managing waste. Electric options to be further researched to consider if they could meet requirements. Cost assumed at maximum end of equipment looked at.	£2,000.00
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7. The Rolling Capital Reserve currently stands at £ £168,519. The cost of recommended equipment has been allowed within the committee’s previous consideration on capital funding.

Other Implications

N/A

Policy Implications

- 8. A chipper/shredder will help support actions in the Council’s Environmental Plan due to a reduction in the need to burn waste and to allow the outdoor team to use the mulch created for composting or supporting the Council’s planting and green maintenance.
- 9. The Council’s Environmental Plan states that when purchasing new equipment, the suitability of electric powered equipment will be considered as an alternative to petrol. Electric shredders offer the benefit of reduced noise and pollutants. Electric shredders were researched and considered as part of this report. However, electric shredders/chippers do not offer the same performance, power, durability and greater throughput rates as the petrol versions. The majority of electric shredders/chippers available are designed for small to medium garden use. Given the amount and size of green waste that will regularly be processed, the Grounds Team need the power offered by a petrol version.

Legal Powers

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

Risk Management

11. A specific risk assessment for the use and operation of the chosen shredder/chipper will need to be completed by the Grounds Team Leader for inclusion in the Council Risk Assessment register. All equipment and machinery must be assessed and used in a safe and recommended way. All staff using the equipment should be trained in doing so and wear advisory PPE.
12. Failure to properly manage waste and its disposal could have environmental and health impacts. Proper use of the recommended equipment will help manage waste disposal.

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Policy, Finance and Resources Committee

Date:	15th February 2021
Title:	Village Hall Entrance Track
Contact Officer:	Chris Robson, Town Clerk

Purpose of the Report

1. To receive information on the condition of the entrance track leading to the Village Hall car park.
2. To receive and consider suggestions on repair work to the Village Hall entrance track and the resulting costs.
3. To receive and consider information on maintenance responsibilities for the entrance track and Village Hall car park.

Recommendation

4. That due to the increasing deterioration of some areas of the track, the Council looks to engage a contractor to carry out repair works to the village hall track.
5. That the Council representative on the Village Hall Management Committee (VHMC), with the support of the Clerk, liaises with the VHMC in regard to any contributions towards the work and reports back to the PFR committee.
6. That dependent on discussions with the Village Hall Trustees the Council engage contractor B and work be carried out in line with the specifications set out in section 12 at a cost of £5,500.

Background

7. In 2018, the Council carried out some remedial 'patching' repairs to the entrance track for the Village Hall car park, Sandy. This work was to repair the worst of the potholes along the track. It was raised in a report at a meeting held on the 26th November 2018 that a lease between STC and the Village Hall Trustees means that they should contribute 55% towards the cost of the work. This lease is further detailed in section 15 – 19 of this report.
8. The patching work has held up well, however the older track around the repairs is now deteriorating and has resulted in the track becoming very worn and in bad condition in a number of areas.
9. The car park is not showing the same level of deterioration, but there is one pothole which should be repaired at the same time as any work to the entrance track is undertaken, if such work is approved.

Proposals/Information

10. The Clerk has approached a number of contractors asking for recommendations and costs for repair works to the Village Hall entrance track. At the time of issuing this report only two contractors had visited the site and submitted an estimate for works. A further contractor due to attend the site had to cancel and was not able to submit a recommendation and quotation.
11. The following recommendations and estimates have been received;

Company A			
Option 1	Repairs	Not recommended. Roadway needs full resurface as there are too many patches to cover, which would leave a small amount of old sub-base which could cause areas to blow again if not completed as one whole rectangle surface.	N/A
Option 2	Resurface Track	<ul style="list-style-type: none"> • Machine plane sections out to depth of 60/0mm thick & remove waste from site. • Machine sweep all surface as needed, removing spoils etc. • Supply & spray all surfaces with K140 bond coat bitumen. • Supply & machine lay to all areas 60/70mm of 10mm stone mastic asphalt to areas. • Power roll all works down as needed for a solid smooth base. • Tar band seal all joints needed. • Total of 439 sqm 	£7,750 + VAT

Company B			
Option 1	Repairs	Clean up, cut out and repair 9 damaged areas varying in size, removing all waste and resurfacing with 6mm SMA tarmac sealing edges with hot tar.	£3,250 + VAT
Option 2	Resurface Track	To clean up track, cut back the edges where needed, fill damaged area with 20mm base tarmac and resurfacing approximately 140 yards of track with 1 ½ of 6mm SMA tarmac sealing joints with hot tar.	£5,500 + VAT

Financial Implications

12. The cost of any work undertaken would need to be funded from the Council’s rolling capital fund, in which there is sufficient funding available for either repairs of resurfacing of the track.
13. According to the lease for the site between the Village Hall Management Trustees and the Town Council, the lessee (Village Hall Trustees) will pay 55% of the maintenance and upkeep costs of the track and car park.

Other Implications

14. The land on which the track, car park and Village Hall are sited is owned by the Town Council. The Council has a lease with the trustees of the Village Hall which includes access rights and maintenance and upkeep responsibilities for both parties. The lease runs for 100 years from 6th February 1984
15. The lease states that the lessee (Village Hall Trustees) has the right in common with the lessor (STC) and all those authorised by it; ***‘to go pass and repass with or without private vehicles and such commercial vehicles as may be necessary for the maintenance and running of the hall over and along the roadway shown coloured brown on the plan...’*** and ***‘to park such vehicles on the piece of land shown edged blue the plan...’***
16. Under the terms of the lease, the lessees have a responsibility to contribute to the maintenance and upkeep of the track and car park; ***‘The lessees paying on demand fifty-five percent of the cost of maintenance and upkeep of the said roadway coloured brown and car park edged blue.’***
17. The financial situation of the Village Hall and its ability to contribute towards the recommended work is unknown at this stage, but an initial contact with a representative of the trustees indicated that due to the financial pressures COVID19 has placed on organisations like Village Halls and the pressing need for other work to the building, the trackway may not be a priority for which the Village Hall is able to contribute at this time.

AGENDA ITEM: 10

APPENDIX IX

18. If the Council feels the work to the track is a priority and there is an imminent need for the resurfacing, it will need to make a decision on whether to go ahead and fund the work if a contribution is not able to be provided by the lessee.
19. The Council should bare in mind that as a result of ongoing discussions with CBC on transformation of the Secondary School and the leisure services in Sandy, there may be an impact on this area the Council may want to raise the condition and suitability of the track as part of any discussions, Members may therefore feel work should be limited until any such discussions have progressed.

Policy Implications

20. There are no direct policy implications related to this work. However, the proper maintenance of the track will help the Council meet its responsibility to maintain and upkeep its assets. Actions to maintain and repair the track can feed into the Council's Recreation Space Improvement Plan.

Legal Powers

21. The action undertaken is covered by the Localism Act 2011, s.1 the General Power of Competence, for which Sandy Town Council is eligible and is a power of first resort allowing the council to do anything an individual can do.
22. The following also provides the Council with the legal power to undertake actions within this report;
 - Road Traffic Regulations Act 1984, s.37
 - Section 133 LGA 1972
 - Section 19 LG (MP) A 1976

Risk Management

23. Failure to make repairs to the track may result in personal injury claims against the Town Council should an incident occur.
24. Failure to make repairs to the track may result in damage to the Council's own equipment/vehicles, such as its ride-on mower, as well as to other vehicles if the track conditions continue to get worse.
25. If works are undertaken, the entrance track may need to be closed when work is completed. Sufficient communication must be undertaken with users to ensure a suitable date is identified for any work.
26. There are no planning permission requirements.

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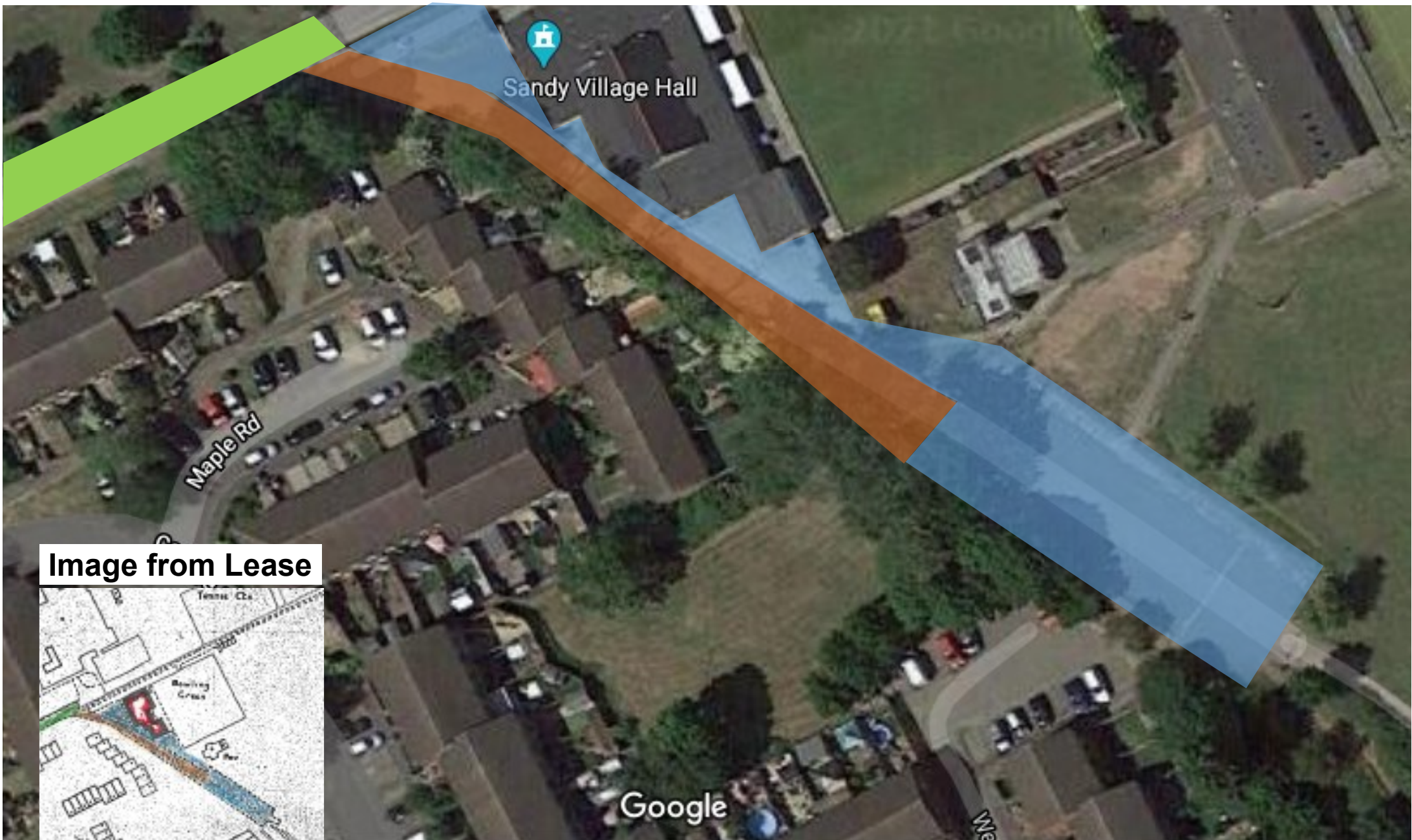


Image from Lease



Policy, Finance and Resources Committee

Date:	15th February 2021
Title:	Central Bedfordshire Council Tree Fund Application
Contact Officer:	Chris Robson, Town Clerk

Purpose of the Report

1. To consider the costs of trees as part of a submission to Central Bedfordshire Council's Tree Fund.
2. To agree a preferred supplier and the maximum budget of funding the Council wishes to commit towards the cost of the trees as part of the application to the fund.

Recommendation

3. That the committee approve Company A as the tree supplier as part of the Council application to the tree fund (*a supplier must be identified in the application*)
4. That the Council agree to match fund 50% of the tree costs as part of the application.
5. That the Council's match fund contribution does not exceed £4,000 and that the funds be taken from the Council's Rolling Capital Fund. Once the CBC 50% contribution is factored this will give a total budget of £8,000 for trees, stakes/ties and mycorrhizal (assist root forming) for the first application round.
6. The Environmental Working Group finalises the submission to CBC, including the exact number and type of trees per location within the agreed budget. That 12-14cm girth be used as the preferred measurements for the trees where possible.

Background

7. Sandy Town Council is a member branch of the Tree Charter, showing a commitment to maintain trees and promote opportunities for tree planting and enhancement. The Council allows an annual revenue budget (£6,000) for the maintenance of its tree stock and has also included a commitment to plant more trees in its recently agreed Environmental Plan.
8. Central Bedfordshire Council has launched a fund which will provide match funding for tree planting by Councils and organisations within Central Bedfordshire. The fund has two application deadlines, with the first deadline on 28th February 2021 for trees to be planted during March 2021.
9. Sandy Town Council previously resolved to make an application to the tree fund. Responsibility for reviewing the potential for tree planting and developing a plan was delegated to the Environmental Working Group, who presented a proposition to the Community, Services and Environment Committee (CSE). The committee agreed to the proposal for submission subject to approval of costs involved by the Policy, Finance and Resources Committee (PFR). An application for the second round of funding will be developed for approval by the committee and submission at a later date.
10. It was agreed that costs would be obtained for the planting proposed and approved and brought to the PFR committee for approval on 15th February 2021.

Proposals/Information

11. Please see the table attached to this report which outlines the costs for the proposed tree planting, based on quotes received from tree providers.
12. The lists simply set out types of trees which may be suitable for each area. A final decision on exactly how many trees will be purchased and installed will need to be made by the working group for the application.
13. Concerns have been raised to avoid thorn trees, such as Crataegus, in recreation areas and Tilia which weep sap. The working group will need to bare this mind when finalising the application.

Financial Implications

14. The total cost of the trees and supporting equipment (posts/protection) is estimated to work out between £5,500 and £8,500 depending on the tree provider agreed by the committee and the final number and types of trees planted. This estimate is based on the costs of the cheapest tree provider and most expensive with an assumed number of up to 40 trees across the sites. This number is based on the working group's initial discussions of tree numbers.
15. The tree fund is a match fund scheme and as such the Council will need to provide match funding for the project. If the Council were to provide 50% match funding it would most likely increase the chances of a successful application. However, the application guidance does state that match funding does not solely have to be in financial contributions. The Council could potentially lower the financial match element to factor in Council time and resources which will be spent on planting and maintaining the trees. This could potentially result in the overall application scoring less but may make it a more affordable project for the Council and Sandy taxpayer.
16. The Council's contribution can be funded from the Council's Rolling Capital Fund. The Council previously considered committed/potential expenditure required from its capital reserve when reviewing the 2021/22 budget. The tree planting was not included in that list of potential expenditure but can be funded from within the available uncommitted capital funding.

Other Implications

17. There will be implications on the Grounds Team and maintenance and watering of trees. Given the number of trees to be planted, this may have a significant impact during the summer months and will require more resources in terms of watering and time. This may result in some increased water costs as a result of distributing water from the water bowser on the back of the Council truck. A larger bowser would reduce the time involved slightly by lowering the number of times the truck needs to return to the depot to fill up the bowser before it runs out of water. This would also potentially reduce fuel usage due to less journeys to/from the depot facility. Ties for the trees will need to be adjected annual to allow the trees to grow.
18. The trees will be sizable if a girth of 12-14cm is used and the time panting and transporting them is going to need to be accounted for in work over March. Two men will have to be present to manage the planting of each tree.
19. There will need to be further work on risk assessments and work related to fruit trees if these are to be planted at Avocet Close. The annual pruning and maintenance of the trees will also need to be considered. If there is any time pressures involved due to the application dates the Working Group may need to consider pushing the fruit trees to the second round of funding.

Policy Implications

20. Submission to Central Bedfordshire Council's Tree fund will clearly complete an action within the Council's Environmental Plan and help towards the Council's commitment to plant more trees and act as a Tree Charter branch. The trees planted will help meet the Council's ambition to address issues of pollution in the town.
21. The submission includes planting of trees in the Council's recreation grounds, which supports its recreation ground improvement plan and the actions and ambitions set out within it.
22. The submission and locations of some trees will also support the Council's commitment within its Community Plan to protect and enhance our green spaces, including the specific enhancement of the Sandy Green Wheel.
23. The submission and inclusion of tree planting on Beeston Village Green will help the Council meet some of the objectives set out within its Beeston Green Management Plan.

Legal Powers

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

The following specific powers also cover recreation grounds and their maintenance;

- Public Health Act 1987 s164
- Open Spaces Act 1906 ss 9 &10

Risk Management

25. Tree planting will need to be carried out in line with a risk assessment for each location. The Clerk and Grounds Team Leader will develop the relevant risk assessments ahead of planting.
26. Risk management specific to fruit trees and open access to them will need to be undertaken.
27. The ongoing maintenance of trees is important to ensure they do not pose a risk to the public or assets of the Council. The new trees planted will be recorded in a Council tree register. The trees will not require any maintenance for a number of years while they establish. Future Councils will need to include the trees in tree management programs. There will therefore be a future cost for the Council to incorporate into its revenue budget as its tree stock increases.

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AREA	COMPANY A				COMPANY B				COMPANY C			
	Tree	Girth (CM)	Appox. Height	Price	Tree	Girth (CM)	Approx. Height	Price	Tree	Girth (CM)	Approx. Height	Price
Sunderland Road	Acer campestre Elsrijk	10-12	3-3.5m	£85.00	Acer campestre	12-14	3.5-4.5m	£100.00	Acer campestre	10-12	3-3.5m	£199.99
	Populus tremula	10-12	3-3.5m	£75.00	Populus tremula	12-14	3.5-4.5m	£125.00	Populus tremula	10-12	3-3.5m	£189.99
	Sorbus aucuparia Edulis	12-14	3.5-4.5m	£92.00	Sorbus aucuparia Sheerwater Seedling	12-14	3.5-4.5m	£95.00	Sorbus aucuparia Edulis	12-14	3.5-4.5m	£199.99
Bedford Road	Acer platanoides Emerald Queen	12-14	3.5-4.5m	£91.00	Acer freemanii Autumn Blaze	12-14	3.5-4.5m	£125.00	Acer platanoides Princeton Gold	10-12	3-3.5m	£209.99
	Acer platanoides Royal Red	10-12	3-3.5m	£91.00	Betula pendula	12-14	3.5-4.5m	£100.00	Acer Freemanii Autumn Blaze	14-16	3-3.5m	£229.99
	Betula pendula	10-12	4.5-6m	£76.00					Betula pendula	10-12	4.5-6m	£179.99
	Betula ut. Jacquemontii Doorenbos	10-12	4.5-6m	£99.00					Betula ut. Jacquemontii Doorenbos	8-10	3.5-4.5m	£189.99
The Limes	Aesculus x carnea Briotti	10-12	3-3.5m	£96.00	Tilia cordata 'Greenspire'	12-14	3.5-4.5m	£110.00	Tilia cordata 'Greenspire'	10-12	3-3.5m	£179.99
	Aesculus hippocastanum Baumannii	10-12	3-3.5m	£87.00	Fagus sylvatica	12-14	3.5-4m	£125.00	Carpinus betulus	10-12	3-3.5m	£189.00
	Carpinus betulus clear stem	10-12	3-3.5m	£82.00	Sorbus aria Lutescens	12-14	3.5-4.5m	£150.00	Fagus sylvatica	8-10	2.5-3m	£179.00
	Fagus sylvatica	10-12	3-3.5m	£98.00	Carpinus betulus	12-14	3.5-4.5m	£145.00	Sorbus aria Lutescens	10-12	3-3.5m	£189.00
	Juglans nigra	10-12	3-3.5m	£85.00					Juglans nigra	14-16	4.5-6m	£229.00
	Juglans nigra	12-14	3.5-4.5m	£94.00								
Fallowfield	Carpinus betulus clear stem	10-12	3-3.5m	£82.00	Fagus sylvatica	12-14	3.5-4m	£125.00	Fagus sylvatica	8-10	2.5-3m	£179.00
	Crataegus laevigata Paul's Scarlet	10-12	3-3.5m	£84.00	Sorbus aria Lutescens	12-14	3.5-4.5m	£150.00	Sorbus aria Lutescens	10-12	3-3.5m	£189.00
	Fagus sylvatica	10-12	3-3.5m	£98.00	Carpinus betulus	12-14	3.5-4.5m	£145.00	Sorbus aucuparia Edulis	12-14	3.5-4m	£199.99
	Sorbus aucuparia Edulis	12-14	3.5-4.5m	£92.00					Carpinus betulus	10-12	3-3.5m	£189.00
Avocet Close	Cydonia oblonga (fruiting varieties)	10-12	3-3.5m	£148.00	Fagus sylvatica	12-14	3.5-4m	£125.00	Juglans regia	12-14	4.5-6m	£209.00
	Juglans regia	12-14	3.5-4.5m	£94.00	Sorbus aria Lutescens	12-14	3.5-4.5m	£150.00	Malus Evereste	10-12	3-3.5m	£189.00
	Malus Evereste	10-12	3-3.5m	£79.00	Carpinus betulus	12-14	3.5-4.5m	£145.00	Malus 'John Downie'	12-14	3.5-4m	£219.00
	Malus Jonagold	10-12	3-3.5m	£79.00					Conference Pear Tree	12-14	3.5-4m	£219.99
	Mespilus germanica	10-12	3-3.5m	£83.00					Golden Delicious Apple Tree	10-12	3-4m	£179.99
	Pyrus Beurre Hardy	10-12	3-3.5m	£93.00					Cox's Orange Pippin Apple Tree	10-12	3-4m	£169.99
	Pyrus Doyenne du Comice	10-12	3-3.5m	£93.00								
Beeston					Carpinus betulus	12-14	3.5-4.5m	£145.00	Prunus cerasifera 'Pissardii'	10-12	3-3.5m	£189.00
					Fagus sylvatica	12-14	3.5-4m	£125.00	Carpinus betulus 'Rockhampton Red'	10-12	3-3.5m	£189.00
									Quercus robur	Stem	150-200cm	£64.99
									Acer campestre	10-12	3-3.5m	£199.99
									Betula pendula	10-12	4.5-6m	£179.99

Fire Station	Acer campestre Elsrijk	10-12	3-3.5m	£85.00		Acer campestre	12-14	3.5-4.5m	£125.00		Acer campestre Elsrijk	12-14	3.5-4.5m	£199.99
1.8m stakes & ties £3.00 each (double staking recommended £6.00)					2.4m stakes £4.50 each					Stakes and ties £15.98				

Policy, Finance and Resources Committee

Date:	15th February 2021
Title:	Bedford Road Fencing
Contact Officer:	Chris Robson, Town Clerk

Purpose of the Report

1. To receive information on the condition of boundary fencing at Bedford Road recreation ground.
2. To advise the Clerk on the committee’s preferred way forward in maintaining the boundary fencing.

Recommendation

3. That the repair work needed for the 6m stretch of fencing be carried out as soon as is possible.
4. That advised work to repair/replace all other fencing be undertaken on a timescale to be advised by the committee and that final quotes are obtained based on that timeline.

Background

5. The Council is responsible for some sections of boundary fencing in the Bedford Road Recreation Ground, which borders residents’ rear gardens. Please see the attached image for information. The Council has carried out maintenance work to sections of the fence over the years. Some residents have requested that new fencing be installed due to the state of the existing fencing and concerns over security.
6. In 2018 a 28m stretch of the boundary fencing at the south-west side of Bedford Road was replaced at a cost of £2,481.20, as following inspection by contractors, it was agreed it could not be economically repaired.

Proposals/Information

7. The Clerk has ascertained a review of the fencing and recommendations on what work may be required along with estimates of costs. Actual final quotations will need to be obtained but will be dependent on how the Council wishes to progress with any work. Members may wish to look at spreading the work over a period of time/financial years or may wish to undertake it all at once.

Area	Comment	Work	Cost
Repair of identified damaged section	A 6 metre stretch of fencing with a damaged concrete post. Contractor advised work does need to be undertaken, but only one post needs replacing.	Supply and fit approx. 6 metres of 1.8m high close board fence to match existing and 1 new concrete post with timber gravel board	£576.00
Eastern side Boundary	Concrete posts are stable and do not need replacing. Panels are very loose and in some cases are only kept up by growth of plants/ivy. Gravel boards have mostly deteriorated.	Supply and fit approx. 24 metres of 5ft high close board panels on concrete slotted posts and 12” concrete gravel boards (6ft high in total)	£3,996.00
South-Eastern Boundary		Supply and fit approx. 18 metres of 5ft high close board panels on concrete slotted posts and 12”	£3,240.00

AGENDA ITEM: 12**APPENDIX XI**

		concrete gravel boards (6ft high in total)	
Western Boundary	Only small part responsibility of STC. Fencing seems robust and is different to other fencing, suggesting more recent installation.	One cross supporting post requires replacing. Can be done within maintenance work/budget.	N/A

Financial Implications

8. The costs of any works will need to be funded from the Council's rolling capital fund which currently stands at £168,519. The Council previously received a report on identified capital expenditure to be funded from the Council's Rolling Capital Reserve. An allowance was made for the fencing work of £5,000. The contractors estimated cost of fencing work is higher than initial allowance but could be easily included within the Council's available rolling capital fund.

Other Implications

9. A resident has previously queried about including a gate in the fencing. This was declined as this may create a grant of access. There would also be additional costs for gates when undertaking any fencing work that would not be of benefit to the taxpayer.

Policy Implications

10. There are no direct policy implications related to this work. However, the proper maintenance of the fence will help the Council meet its responsibility to maintain and upkeep its assets. Actions to maintain and repair the fencing feed into the Council's Recreation Space Improvement Plan.

Legal Powers

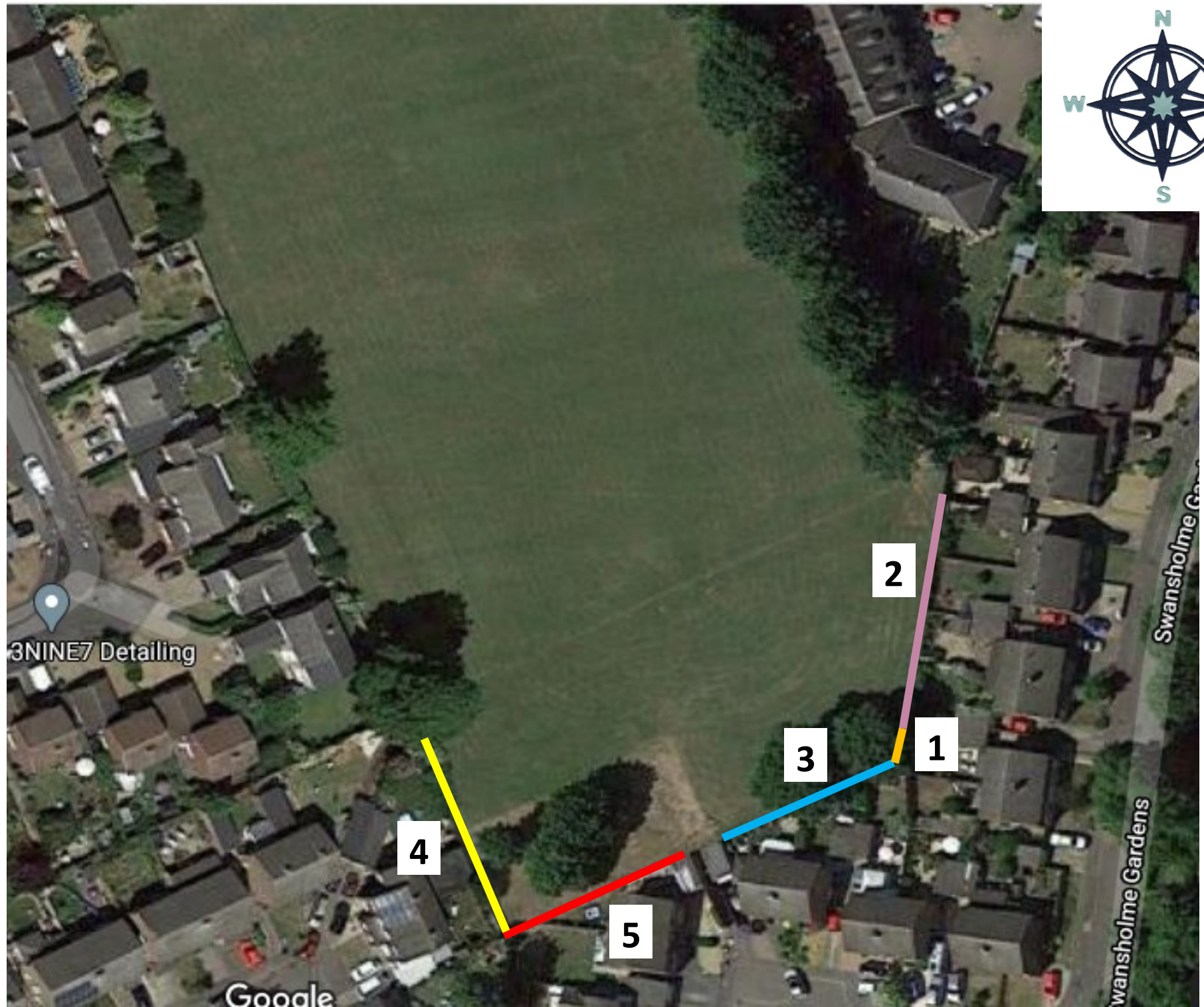
11. The action undertaken is covered by the Localism Act 2011, s.1 the General Power of Competence, for which Sandy Town Council is eligible and is a power of first resort allowing the Council to do anything an individual can do.

Risk Management

12. Failure to maintain fencing may lead to its dilapidation and could impact on security of the park's boundary and residences.
13. If works are undertaken, an approved contractor would need to carry out work in line with risk assessments and insurance provisions evidenced by the contractor to the Council.
14. Clear communication/liaison with affected residents would be required. There are no planning permission requirements.

Author: C Robson

clerk@sandytowncouncil.gov.uk



Policy, Finance and Resources Committee

Date:	15th February 2021
Title:	Adoption of Berwick Way Land
Contact Officer:	Chris Robson, Town Clerk

Purpose of the Report

1. To receive estimates from solicitors in regard to the legal work for Sandy Town Council's adoption of Taylor Wimpey owned land at Berwick Way.
2. To approve a contractor and authorise the Clerk to engage the solicitor to complete the adoption.

Recommendation

3. That the committee approve and accept the estimate from solicitor B and authorise the Clerk to engage their legal services for the adoption of the Taylor Wimpey owned land in the Berwick Way estate, Sandy.

Background

4. The Council previously agreed to adopt several parcels of community land from Taylor Wimpey for the benefit of Sandy and its residents at a cost of £1. The Clerk has had a further site meeting with a representative of the developer at which an additional parcel of land owned by Taylor Wimpey was viewed. The Clerk requested that this parcel of land be included in the transfer. This land was previously identified as required by the Council, as it has implications for the lease between the Council and the Army Cadets in regard the Army and Air Cadets HQ building. The Clerk is awaiting confirmation of this land's inclusion from Taylor Wimpey, but in the meantime estimates for the legal work that will need to be undertaken by a solicitor on STC's behalf, have been obtained.

Proposals/Information

5. The following estimates have been provided by solicitors to undertake the required legal work on the adoption of the Taylor Wimpey owned land;

Solicitor A	£2,750	Work to include; Review of titles, planning obligations, form of transfer and all post-completion requirements and contractual matters.
Solicitor B	£2,000	
Solicitor C	£2,350	

6. The Council has previously used both solicitor A and B for legal work. All three solicitors are reputable firms with local and national presence and undertake property work on a regular basis.

Financial Implications

7. The cost of the work will come from the Council's legal work budget. The cost of the work will fall within the new financial year and can be accommodated by the 2021/22 budget.

Other Implications

N/A

8. There are no direct policy implications, but the Council has met financial regulations by obtaining three quotes for the work.

Legal Powers

9. The action undertaken is covered by the Localism Act 2011, s.1 the General Power of Competence, for which Sandy Town Council is eligible and is a power of first resort allowing the Council to do anything an individual can do.
10. The following also provides the Council with the legal power to undertake actions within this report;
 - Open Spaces Act 1906

Risk Management

11. Failure to engage a qualified solicitor could result in failure to legally adopt the land and be fully advised and aware of any risks or concerns within the adoption that would be highlighted by a solicitor.

Author: C Robson
clerk@sandytowncouncil.gov.uk

SANDY TOWN COUNCIL
CALENDAR OF MEETINGS 2021/2022

2021		
24.05.21	Town Council Annual Meeting (1)	
31.05.21	Spring Bank Holiday	
07.06.21	Development Scrutiny	Community Services & Environment (1)
14.06.21	Policy Finance & Resources (1)	
21.06.21		
28.06.21	Development Scrutiny	Town Council (2)
05.07.21	Human Resources	
12.07.21		
19.07.21	Development Scrutiny	Community Services & Environment (2)
26.07.21	Policy Finance & Resources (2)	
02.08.21		
09.08.21	Development Scrutiny	Town Council (3)
16.08.21		
23.08.21	Community Services & Environment (3)	
30.08.21	Bank Holiday	
06.09.21	Development Scrutiny	Policy Finance & Resources (3)
13.09.21		
20.09.21	Human Resources	Town Council (4)
27.09.21		
04.10.21	Development Scrutiny	Community Services & Environment (4)
11.10.21		
18.10.21	Development Scrutiny	Policy Finance & Resources (4)
25.10.21		
01.11.21	Town Council (5)	
08.11.21	Development Scrutiny	Community Services & Environment (5)
15.11.21		
22.11.21	Development Scrutiny	Policy Finance & Resources (5)
29.11.21	<i>Keep Clear – Xmas Lights Event is day before</i>	
06.12.21		
13.12.21	Development Scrutiny	Town Council (6)
20.12.21	Human Resources	Community, Services and Environment (6)
27.12.21	Bank Holiday	
2022		
03.01.22	Bank Holiday	
10.01.22	Development Scrutiny	Policy, Finance and Resources(6)
17.01.22		
24.01.22	Town Council (7)	
31.01.22	Development Scrutiny	Community Services & Environment (7)
07.02.22		

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

Sandy Town Council	Council Risk Assessment	Adopted: 27 February 2017 Re-adopted: 17 February 2020 Review Due: February 2021
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Area	Subject	Risk(s) identified	H/M/L score	Management/control of risk	Review/Assess/Revise	Verified by
Finance	Precept	Adequacy of precept in order for the Council to carry out its Statutory duties	L	To determine the precept amount required, the Council regularly receives budget update information at every PFR committee meeting. At the Town Council meeting to discuss and agree the precept and at the PFR committees ahead of that meeting, the Council receives a budget report, including actual position and projected position to the end of year and indicative figures and costings obtained by the Clerk. With this information the Council considers individual budget codes and projects to ensure each is adequately budgeted for.	Existing procedure adequate	Council RFO/Clerk Accountant
	Bank and Banking	Inadequate checks Banks mistakes Loss Charges	L	The Council has Financial Regulations which set out banking requirements. Monthly reconciliation of accounts is carried out when statements arrive by the accountant.	Existing procedure adequate. Review financial regulations when necessary. Review bank signatories as necessary. Monitor bank statements monthly.	RFO/Clerk External Auditor Internal Auditor
	Financial controls and Records	Inadequate records Financial irregularities	L	The Council has financial regulations in place which set out requirements. Financial transactions are recorded by the accountant monthly. An	Existing procedure adequate. Review financial regulations when necessary.	RFO/Clerk External Auditor Internal Auditor

AGENDA ITEM 15

APPENDIX XIV

				independent audit checks the records on an annual basis to ensure the Council is compliant. Yearend accounts submitted with annual return.		
	Reporting and auditing	Information Communication	L	Financial information is reported to every Policy, Finance and Resources committee meeting every six weeks.	Existing procedure adequate	Council RFO/Clerk External Auditor Internal Auditor
	Direct Costs	Goods not supplied but billed Incorrect invoicing Cheque incorrect	L	The Council has financial regulations in place which set out requirements. A list of payments for each month is reviewed by Council at PF&R. Two Members' signatures required for all cheques. Two authorisations are required for any bank transactions. The Council has minimal stock, which is regularly checked by the Clerk and maintenance team.	Existing procedures adequate. Monitored by Council.	RFO/Clerk Accountant
	Best Value accountability	Work awarded incorrectly. Overspend on services.	L/M	Financial Regulations set out contract levels and tendering process. If problems are encountered with a contract, the Clerk will investigate and report to the Council.	Existing procedure is adequate and included in financial regulations. Monitored by Town Clerk Schedule of contracts held by Council. To be reported to Council annually.	Councillors RFO/Clerk

AGENDA ITEM 15

APPENDIX XIV

	Salaries and associated costs	Salary paid incorrectly. Unpaid Tax to Inland Revenue	L	Payroll contracted out to Harrisons Accountants. Payroll checked by admin team leader and payroll on a monthly basis. Dual authorisation required.	Adequate. Contract with Harrisons Accountancy to be monitored by Clerk.	RFO/Clerk Accountant
	Employees	Fraud by staff Loss of key personnel Health and Safety	L	Requirements of Fidelity Guarantee insurance adhered to with regards to fraud. All employees provided with adequate direction and safety equipment needed to undertake their roles.	Adequate. Monitored by Clerk and Human Resources Committee. Insurance cover reviewed and agreed by Town Council annually.	Councillors Clerk
	Town Clerk	Improper conduct	L	Clerk's performance and appraisal overseen by Human Resources Committee and Clerks Management Committee. Clerk to be provided with relevant training, reference books, access to professional and legal advice required to undertake the role.	Monitored by Human Resources Committee	Councillors
	Election Costs	Risk of election cost	L/M	Risk is higher in an election year. There are no measures which can be adopted to minimise the risk of having a contested election as this is a democratic process and should not be stifled. A EMR budget is held for the purpose of paying for an election.	Existing procedure is adequate	Councillors Clerk/RFO

AGENDA ITEM 15

APPENDIX XIV

	VAT	Re-claiming/charging	L	The Council has Financial Regulations that set out the requirements. The accountant regularly checks and claims all VAT owed.	Existing procedure is adequate	Clerk/RFO Accountant
	Annual Return	Submit within time limits	L	Annual Return is completed and signed by the Council, submitted to the internal auditor for completion and signing then sent to the external auditor within time limit.	Existing procedure is adequate	Clerk/RFO Accountant
	Legal Powers	Illegal activity	L	All activity and payments within the powers of Town Council to be resolved and minuted at PFR or Town Council meetings.	Existing procedure is adequate	Clerk Councillors
	Insurance	Adequacy Cost Compliance	L/M	An annual review is undertaken (before the time of policy renewal) of all insurance agreements in place.	Existing procedure is adequate. Review insurance provision annually. Review of compliance.	Clerk Councillors
Employer Liability	Complying with Employment law	Failure to comply with law	L	Membership of various national bodies and contract with PNC Human Resources provider. Town Clerk is a member of SLCC and the Council is a member of BATPC and NALC.	Existing procedure is adequate.	Clerk Human Resources Committee
	Safety of staff and visitors	Injury	M	Employees are provided with adequate health and safety training and direction in equipment needed to undertake their roles. Health and safety policy in place. Secured doors to personnel area. Panic button in reception. Lone work policy in place. Public liability cover with WPS insurance to value of £15,000,000.	Existing procedure is adequate. Public liability insurance reviewed and agreed annually by Town Council.	Clerk Human Resources Committee

AGENDA ITEM 15

APPENDIX XIV

	Pension requirements	Comply with statutory duties	L	Payroll and pension contributions managed by independent accountant, Harrisons. Adequate budget allowed for employer contributions is reviewed annually. Payments made to fund by Clerk and Admin Team Leader. Dual authorisation required.	Existing procedure is adequate.	Clerk Human Resources Committee
Legal Liability	Acting within legal powers	Failure to ensure activities are within the legal powers of a council	L	All activity and payments within the powers of Town Council to be resolved and minuted at PFR or Town Council meetings.	Existing procedure is adequate	Clerk Auditors
	Proper reporting of Minutes/Agendas/Notices/Statutory Documents	Failure to meet requirements	M	Minutes and agendas are produced in the prescribed manner by the Clerk or Admin Team Leader and adhere to the legal requirements. Minutes are approved and signed at the next Council/Committee meeting. Agendas are displayed according to legal requirements.	Existing procedure is adequate	Clerk Auditors
	Computers	Loss of Council data	L	Regular back up of important data. Virus protection renewed. IT management contract in place. All computers are included on insurance policy with adequate cover.	Existing procedure is adequate	Clerk
	Legal Documents	Loss or damage	M	Leases and legal documents kept in safe at Council officers with register of documents held.	Existing procedure is adequate	Clerk Auditor
Councillors	Declarations of Interest	Interest not declared	M	Code of conduct sets down declaration of interest guidelines. Clerk to advise a Councillor when	Existing procedure is adequate	

				there is uncertainty. Declarations are included in each agenda before the discussion items.		
Assets	Protection of Physical Assets	Damage to property	M	Buildings insured and reviewed annually. Increase in line with RPI. Annual Health and Safety inspection of all property by outside company. (PNC) Comprehensive insurance cover with WPS. Valuation of buildings carried out in 2017 by Aviva.	Existing procedure is adequate	Clerk Councillors
	Maintenance of buildings	Lack of upkeep	M	Buildings maintained on adhoc basis.	Reviewed by Grounds Team Leader and recommendations made.	Grounds Team
	Security of buildings, furniture and equipment	Theft, damage	H	Asset register recording all STC assets is regularly updated and reviewed by council annually. Regular checks by staff and reports from public investigated. Alarm system at Council offices and depot which is monitored by Millennium Security. Comprehensive building and contents insurance cover via WPS on all buildings. CCTV at Depot, Sunderland Road and Bedford Road Recreation Grounds. Annual fire safety testing. Weekly fire alarm and sensor checks.	Existing procedure adequate.	Clerk Councillors

SANDY TOWN COUNCIL**CCTV Policy****1. Ownership**

- 1.1 Sandy Town Council operates CCTV surveillance systems ("the systems") at the following sites;
 - Council Works Depot
 - Cemetery Car Park
 - Bedford Road Recreation Ground
 - Sunderland Road Recreation Ground
 - Jenkins Pavilion
 - Town Centre Car Park
 - 10 Cambridge Road office entrance
- 1.2 The systems monitor and records images. The system is owned and managed by Sandy Town Council and operated by the Grounds Team Leader.
- 1.3 The responsible manager is the Town Clerk.

2. Compliance

- 2.1 Images obtained from the system which include recognisable individuals constitute personal data and are covered by the Data Protection Act 1998 and the EU General Data Protection Regulation 2018. This Policy should therefore be read in conjunction with the Town Council's Data Privacy Notice.
- 2.2 The Town Council is the registered data controllers under the terms of the Act.
- 2.3 The Data Protection Officer for the Town Council is Claire Rance of PNC who checks for ensuring compliance with the Act.
- 2.4 This policy has been drawn up in accordance with the advisory guidance contained within the Information Commissioner's CCTV Code of Practice and the Home Office Surveillance Camera Code of Practice.

3. Purpose

- 3.1 Sandy Town Council’s registered purpose for processing personal data through use of the CCTV system is public safety, crime prevention and investigating disputes. This is further defined as:
- 3.2 CCTV is used for the purposes of maintaining public safety, the security of property and premises and for preventing and investigating crime. It is not used to routinely monitor staff or councillors, but footage may be reviewed where an issue which may be contrary to safe working practices or contravenes the employee or councillor code of conduct is brought to the attention of the Town Clerk.
- 3.3 The information processed may include visual images, personal appearance and behaviours. This information may be about users of a site, the general public, contractors, staff or councillors. Information may only be shared with the Police or other law enforcement agencies if requested with good cause.
- 3.4 The operators of the system recognise the effect of such systems on the individual and the right to privacy.
- 3.5 Sandy Town Council is registered for CCTV under the data protection registration with the Information Commissioner’s Office number Z1433719.

4. Description

- 4.1 The systems are intended to produce images as clear as possible and appropriate for the purposes stated. The system is operated to provide when required, information and images of evidential value.

Council Depot	Internal camera in depot to view work area and entrance doors.
	External camera to view entrance to depot, work yard and gated entrance.
	External Camera to view rear of depot
	External Camera to view entrance of public toilet adjacent to depot building. Can be re-positioned to view cemetery car park.
10 Cambridge Road	Ring doorbell in operation at main entrance to Council offices. Records 30 seconds of footage for any detected motion and footage of any visitor to the office who activates the bell.

Town Centre Car Park	External camera positioned on a mounted CCTV pole adjacent to the rear entrance to the Council offices at 10 Cambridge Road. View of car park.
	External camera positioned on a mounted CCTV pole adjacent to the public toilets and recycle area. View of car park.
Bedford Road Recreation Ground	Three external cameras positioned on a mounted CCTV pole with a view of the Bedford Road Pavilion, the public toilets, and the play areas/equipment.
Sunderland Road Recreation Ground	Three external cameras positioned on a mounted CCTV pole with a view of the play area/equipment, the skate park and the wider Sunderland Road playing fields.
Jenkins Pavilion	Three external cameras positioned on a mounted CCTV pole with a view of the Jenkins Pavilion, Banks Pavilion, Village Hall Car park and the wider Sunderland Road playing fields.

5. Operation

5.1 Images captured by the system are recorded continuously and may be checked by authorised staff via download to a computer. Images displayed on monitors will only be made visible to the operative downloading the footage. Only the Town Clerk, Administration Team Leader and Grounds Team Leader may take recordings of CCTV images and recordings. Administration staff may view footage from the 'Ring' doorbell at the entrance to 10 Cambridge Road, which records footage and sound for the purpose of security and dealing with visitors. Staff authorised to view CCTV are fully briefed and trained in all aspects of the operational and administrative functions of the relevant systems.

6. Information Retention

6.1 No more images and information shall be stored for more than 28 days, unless required for legal reasons. Images will be deleted once their purpose has been discharged.

7. Access

7.1 All access to recorded images is recorded in the daily log. Access to images is restricted to those who need to have access in accordance with this policy. Disclosure of recorded material will only be made to third parties in accordance with the purposes of the system and in compliance with the Data Protection Act.

- 7.2 Anyone who believes that they have been filmed by the system can request a copy of the recording, subject to any restrictions covered by the Data Protection Act ("Subject access request"). Data subjects also have the right to request that inaccurate data be corrected or erased and to seek redress for any damage caused.
- 7.3 Procedures are in place to ensure all such access requests are dealt with effectively and within the law.
- 7.4 Access requests should be sent by letter to:
- Sandy Town Council CCTV
10 Cambridge Road
Sandy
Bedfordshire
SG19 1JE

8. Feedback

- 8.1 Members of the public should address any concerns or complaints over use of Sandy Town Council's CCTV system to admin@sandytowncouncil.gov.uk or by telephone to 01767 681491.

9. Annual Review

- 9.1 This policy was approved by Sandy Town Council's Policy, Finance & Resources Committee on 17 February 2020 and it will be reviewed annually by the Policy, Finance & Resources Committee to ensure that the purpose still applies.

10. Legal Basis for Processing Personal Data

- 10.1 One of the seven major data processing principles of GDPR is to ensure that personal data is processed lawfully, fairly, and transparently. To comply with this principle, Chapter 6 of the GDPR requires any organisation processing personal data to have a valid legal basis for that personal data processing activity. GDPR provides six legal bases for processing:

Consent – The data subject has given permission for the organisation to process their personal data for one or more processing activities. Consent must be freely given, clear, and easy to withdraw, so organisations need to be careful when using consent as their legal basis.

Performance of a Contract – The data processing activity is necessary to enter into or perform a contract with the data subject. If the processing activity does not relate to the terms of the

contract, then that data processing activity needs to be covered by a different legal basis.

Legitimate Interest – This is a processing activity that a data subject would normally expect from an organisation that it gives its personal data to do, for example marketing activities and fraud prevention. Public authorities cannot use legitimate interests as a lawful basis if the processing is in the performance of tasks as a public authority.

Vital Interest – A rare processing activity that could be required to save someone’s life. This is most commonly seen in emergency medical care situations.

Legal Requirement – The processing activity is necessary for a legal obligation, such as on information security, employment or consumer transaction law.

Public Interest – A processing activity that would occur by a government entity or an organisation acting on behalf of a government entity.

10.2 The ICO office asks that operators consider the justification of CCTV in the positions in which it is implemented and review this on an annual basis. The following justification is based on a lawful basis and legitimate interest as defined by the ICO.

AREA	LAWFUL BASIS
Council Depot	Public Interest <i>(public and employee safety, prevention and protection of crime)</i>
10 Cambridge Road	Public Interest <i>(public and employee safety, prevention and protection of crime)</i>
Town Centre Car Park	Public Interest <i>(public and employee safety, prevention and protection of crime)</i>
Bedford Road Recreation Ground	Public Interest <i>(public and employee safety, prevention and protection of crime)</i>
Sunderland Road Recreation Ground	Public Interest <i>(public and employee safety, prevention and protection of crime)</i>
Jenkins Pavilion	Public Interest <i>(public and employee safety, prevention and protection of crime)</i>

Appendix 2

Checklist for users of limited CCTV systems monitoring small retail and business premises.

This CCTV system and the images produced by it are controlled by Sandy Town Council who is responsible for how the system is used and for notifying the Information Commissioner about the CCTV system and its purpose (which is a legal requirement of the Data Protection Act 1988).

Sandy Town Council has considered the need for using CCTV and have decided it is required for the prevention and detection of crime and for protecting the safety of the public, our employees and users of our owned and managed facilities. It will not be used for other purposes. We conduct an annual review of our use of CCTV.

	Checked	By	Date of next review
Notification has been submitted to the Information Commissioner and the next renewal date recorded.			
There is a named individual who is responsible for the operation of the system.			
The problem we are trying to address has been clearly defined and installing cameras is the best solution. This decision should be reviewed on a regular basis.			
A system has been chosen which produces clear images which the law enforcement bodies (usually the police) can use to investigate crime and these can easily be taken from the system when required.			
Cameras have been sited so that they provide clear images.			
Cameras have been positioned to avoid capturing the images of persons not visiting the premises.			

There are visible signs showing that CCTV is in operation. Where it is not obvious who is responsible for the system, contact details are displayed on the sign(s).			
Images from this CCTV system are securely stored, where only a limited number of authorised persons may have access to them.			
The recorded images will only be retained long enough for any incident to come to light (eg for a theft to be noticed) and the incident to be investigated.			
Except for law enforcement bodies, images will not be provided to third parties.			
The potential impact on individuals' privacy has been identified and taken into account in the use of the system.			
The organisation knows how to respond to individuals making requests for copies of their own images. If unsure, the controller knows to seek advice from the Information Commissioner as soon as such a request is made.			
Regular checks are carried out to ensure that the system is working properly and produces high quality images.			

Please keep this checklist in a safe place until the date of the next review.

Appendix 3

The guiding principles of the Surveillance Camera Code of Practice.

System operators should adopt the following 12 guiding principles:

- Use of a surveillance camera system must always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need.
- The use of a surveillance camera system must take into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified.
- There must be as much transparency in the use of a surveillance camera system as possible, including a published contact point for access to information and complaints.
- There must be clear responsibility and accountability for all surveillance camera system activities including images and information collected, held and used.
- Clear rules, policies and procedures must be in place before a surveillance camera system is used, and these must be communicated to all who need to comply with them.
- No more images and information should be stored than that which is strictly required for the stated purpose of a surveillance camera system, and such images and information should be deleted once their purposes have been discharged.
- Access to retained images and information should be restricted and there must be clearly defined rules on who can gain access and for what purpose such access is granted; the disclosure of images and information should only take place when it is necessary for such a purpose or for law enforcement purposes.
- Surveillance camera system operators should consider any approved operational, technical and contemporary standards relevant to a system and its purpose and work to meet and maintain those standards.

- Surveillance camera system images and information should be subject to appropriate security measures to safeguard against unauthorised access and use.
- There should be effective review and audit mechanisms to ensure legal requirements, policies and standards are complied with in practice, and regular reports should be published.
- When the use of a surveillance camera system is in pursuit of a legitimate aim, and there is a pressing need for its use, it should then be used in the most effective way to support public safety and law enforcement with the aim of processing images and information of evidential value.
- Any information used to support a surveillance camera system which compares against a reference database for matching purposes should be accurate and kept up to date.

Adopted: 17 February 2020 Reviewed:
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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 to our Data Protection Officer, Claire Rance of PNC: Claire.Rance@pnc-hr.org or the Information Commissioners Office: casework@ico.org.uk Tel: 0303 123 1113

Adopted: 25 June 2018 Reviewed:

SANDY TOWN COUNCIL**Website Accessibility Statement****Technical Information about this website's accessibility**

Sandy Town Council (known as "the Council") is committed to making its website accessible, in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018. We are continually improving the user experience for everyone and applying the relevant accessibility standards.

Measures to support accessibility

The Council takes the following measures to ensure accessibility of the Council website:

- Regular reviews of the website are undertaken

Compliance status

The Web Content Accessibility Guidelines (WCAG)(www.w3.org/WAI/standards- defines requirements for designers and developers to improve accessibility for people with disabilities. It defines three levels of conformance: Level A, Level AA, and Level AAA. The Council website is partially conformant with WCAG 2.1 level AA. Partially conformant means that some parts of the content do not fully conform to the accessibility standard (detailed below).

Feedback

We welcome your feedback on the accessibility of the Council website. Please let us know if you encounter accessibility barriers on the Council website:

- Phone: 01767 681491
- E-mail via – admin@sandytowncouncil.gov.uk
- Postal address: c/o 10 Cambridge Road, Sandy, Bedfordshire, SG19 1JE

Compatibility with browsers and assistive technology

The Council website is designed to be compatible with the following assistive technologies:

- Mobile Phones
- PC and Mac Computers
- All Tablet devices
- All known Browsers
- Screen Readers

Technical specifications

Accessibility of the Council website relies on the following technologies to work with the particular combination of web browser and any assistive technologies or plugins installed on your computer:

- HTML
- CSS
- JavaScript

These technologies are relied upon for conformance with the accessibility standards used and we cannot guarantee that the site will work fully on older versions of assistive technology.

Non-Accessible Content

Despite our best efforts to ensure accessibility of the Council website, there may be some limitations. Below is a description of known limitations, and potential solutions. Please contact us if you observe an issue not listed below.

Non-compliance with the accessibility regulations

The content listed below is non-accessible for the following reasons.

- Uploaded images may not have text alternatives because we cannot ensure the quality of contributions.
- Some older PDFs may not comply.
- Some externally supplied, interactive PDFs may not be fully compliant. We have no control over these documents.
- Some of our online forms might be difficult to navigate using just a keyboard.

Disproportionate burden

At the present time, we have not identified any specific issues that would be of disproportionate burden.

Content not within the Scope of the accessibility regulations

The following are currently exempt from the Accessibility regulations

- pre-recorded audio and video published before 23 September 2020
- live audio and video
- heritage collections like scanned manuscripts
- PDFs or other documents published before 23 September 2018 – unless needed to use a service.
- maps – information may be available in address format
- third party content under someone else's control
- content on intranets or extranets published before 23 September 2019
- archived websites if not needed for services and they are not updated

Assessment Approach

The Council assessed the accessibility of the website by the following approaches:

- Self-evaluation with support of online accessibility checking tools.

Preparation of this accessibility statement

This statement was prepared on 27th August 2020. It was last reviewed on 3rd January 2021. This website was last tested 3rd January 2021. The test was carried out by the Clerk to the Council.

Enforcement procedure– The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Public Sector Bodies (websites and Mobile Applications) (No2) Accessibility Regulations 2018 (the 'accessibility regulations'). If you are not happy with how we respond to your complaint, contact the Equality Advisory and Support Service (EASS).

Sandy Town Council
Report to 31 January 2021

General Notes

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

This report shows a current year surplus of income over expenditure of £177,737

The balance sheet shows that total funds available to the council are £689,978

This is made up of the following -

Current Year Fund	£177,737
General Reserve Brought Forward	£234,043
Rolling Capital Fund	£168,519
Fallowfield Reserve	£63,632
Earmarked Community Funds	£7,000
Earmarked Elections	£15,000
Earmarked Mayors Donation to SAIT	£1,020
Cemetery Development Reserve	£23,028
Total	£689,978

The percentage of budget if analysed evenly over the year to date is 83.33% but Members are reminded that income & expenditure rarely follows this pattern over the year.

Balance Sheet Notes:

- 1) Income in advance refers to a grant of £150 received from the CBC Ward Cllr Fund for the purchase and installation a community library box on Beeston Green. Expenditure not yet required, Beeston Working Group progressing project.
- 2) The accrual of £1,420 is for external audit fees for which an invoice is awaited. Processed in Jan 2021.
- 3) PAYE and Pension contributions outstanding refer to December payroll. Payments made to HMRC and LGPS in first week of February 2021.

Analysis by Cost Centre

401	Staff
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Expenditure is 75.0% of the annual budget.

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

4002 - Low due to one member of staff on unpaid leave for four months, followed by a member of staff on reduced sick pay.

Overall cost centre underspend of approx. £24,000 at year end anticipated due to lower than anticipated National Joint Council cost of living increase, an employee on unpaid leave for four months and an employee on reduced pay.

Sandy Town Council
Report to 31 January 2021

Analysis by Cost Centre [Continued]

402 Administration

Expenditure is 78.2% of the annual budget.

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

4011 - High expenditure due to final installment of general rates for 10 Cambridge Road. Slight underspend.

4015 - Credit from Gazprom for April 2020 has resulted in underspend over the year.

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

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

4021 - High expenditure at the start of year due to additional technical support needed in setting up homeworking phone system as a result of COVID-19 has put pressure on budget leading to an overspend. New contract entered in November 2020 will see lower costs to the budget line, reducing the overall impact. New administration mobile phone will increase costs by £22 per month. Allowed for in 2021/22 budget.

4022 - Top up of franking machine postage in Dec 2020 of £500 and final hire charge resulted in overspend. The current balance is sufficient for the remainder of the financial year. No further expenditure anticipated.

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

4026 - High expenditure due to final payment of annual lease charge. Slight year end underspend anticipated.

4056 - High due to legal expenses incurred for renewal of SSLA lease and the ATC HQ lease. Budget offset against £901 contribution from the SSLA for their share of legal costs (402-1205) Potential overspend due to work on Beeston Community Land lease.

4057 - Overspend due to increase in external auditor's fee, which the Council must pay to the government appointed auditor. Overspend can be managed in overall cost centre underspend.

403 Works

Expenditure is 63.9% of the annual budget.

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

4014 - Refers to charges up until 30 March 2020 (Underspend in 2019) Invoice not received until after 30/3/20 Meter readings submitted. Actual 2020/21 costs = £889 (74.0% of budget). Accountants asked for advice on amending to reflect actual 2020/21 charge. Accountants have said it should be left in budget line and highlighted at budget setting process.

4039 - High due to payment for summer and autumn planting. No further expenditure anticipated.

4044 - Payment of annual fleet insurance cover. Slight year-end underspend anticipated.

4045 - Awaiting invoices for tree works at Beeston, Bedford Road and St Swithuns. Further work at 'Willow Island' to be carried out in February 2021. Delayed Bedford Road tree works still to be invoiced.

Sandy Town Council
Report to 31 January 2021

Analysis by Cost Centre [Continued]

405 Footway Lighting

Expenditure is 71.1% of the annual budget.

4014 - Increase in electricity costs, overspend will be incurred. Budget increased for 21/22 financial year. Reduction in future bills due to the number of streetlights now converted to LED.

406 Cemetery & Churchyard

Expenditure is 107.2% of the annual budget.

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

4036 - High expenditure due to repair work chapel door lock and unanticipated repair works to the town clock organised by the church at a cost of £450. Further issues with the clock have been reported and it is likely additional maintenance expenditure will be required. Additional £33 expenditure on first aid kit and fire extinguisher stand for chapel.

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

408 Town Centre (Incl. Market)

Expenditure is 85.5% of the annual budget

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

409 Public Toilets - Car Park

Expenditure is 74.6%

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

4012 - High charges for third quarter. Readings submitted, potential high spend due to leak in ladies toilets. Grounds team addressed and repair work to wash unit carried out. Problem with handwasher in the ladies toilets ongoing and replacement unit costs are quoted to be extremely high. Grounds Team Leader to look at alternative solution.

500 Play Areas and Open Spaces

Expenditure is 97.8% of the annual budget.

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

1364 - Section 106 received for Beeston No Parking Signs.

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

501 Sunderland Road Rec.

Expenditure is 80.3% of the annual budget.

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

4036 - Overspend is due to £990 in roofing repair work at the Jenkins Pavilion early in 2020. Annual maintenance expenditure complete and no further planned expenditure anticipated.

4046 - High due to expenditure on seasonal works.

4047 - High due to expenditure on seasonal works.

502 Nature Reserves

Expenditure is 26.9% of the annual budget.

1306/1307 - Higher than anticipated income received.

4037 - Overspend due to maintenance work carried out on knee rail fencing in The Riddy. Approved by PFR.

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

Professional fees for Riddy and Pinnacle wardening due to be paid along with knee rail repair costs. This will bring cost centre to full expenditure by year end.

505 Grass Cutting

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

506 Litter Bins, Seats & Shelters

Expenditure is 0.0% of the annual budget.

509 Christmas Lights

Expenditure is 85.1% of the annual budget.

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

4401 - Expenditure on Christmas light installation, testing and switch on. Final payment made in January following removal and storing of lights. Slight year-end underspend.

601 Precept and Interest

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

602 Democratic & Civic Costs

Expenditure is 39.9% of the annual budget.

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

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

4702 - Due to COVID19, planned events have not happened and as a result a large underspend is anticipated.

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

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