

# Sandy Town Council

To: Cllrs P Blaine, T Cole, A M Hill, W Jackson, C Osborne (Chair),  
M Pettitt, M Scott, D Sharman, P Sharman and J Sparrow  
c.c. N Aldis, T Knagg, G Leach, S Sutton, N Thompson

You are hereby summoned to attend a meeting of the Policy, Finance and Resources Committee of Sandy Town Council which will be held in the Council Chamber at 10 Cambridge Road, Sandy, Bedfordshire on Monday 4 June 2018 at 7.30pm for the purpose of transacting the items of business below.

*C J Robson*  
Chris Robson  
Town Clerk  
10 Cambridge Road  
Sandy SG19 1JE  
01767 681491  
30 May 2018

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

## **A G E N D A**

### **Reports**

#### **1 Apologies for absence**

#### **2 Declarations of interest**

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

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

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

#### **3 Election of Vice Chairman**

To receive nominations and elect the Vice Chairman of the Policy, Finance and Resources Committee for the 2018/19 year.

#### **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.

# Sandy Town Council

## **5 Minutes of previous meeting**

To receive the minutes of the Policy, Finance and Resources Committee held on 9 April 2018 and to approve them as a correct record of proceedings.

## **6 Annual Accounts for the Year Ending 31 March 2018**

To receive and consider the draft accounts for the 2017/18 financial year and recommend to Full Council for approval.

Appendix I

## **7 Financial Reports**

- i) To consider a balance sheet and detailed financial report showing income and expenditure against the revenue budget for April 2018.
- ii) To receive a budget overview report.
- iii) To approve a schedule of payments made since previous meeting.
- iv) The Chair to approve bank reconciliations and statements.

Appendix II

Appendix III

Appendix IV

## **8 Grant Applications**

- i) To receive and consider further information requested on a grant application from Keech Hospice Care.
- ii) To receive and consider an application from Link-A-Ride Community Transport.

Appendix V

Appendix VI

## **9 Action List**

To receive and note copy of the action list.

Appendix VII

## **10 Sandy Fireworks 2018**

To consider a request from Sandy Scouts for support in putting on the firework display in November 2018.

Appendix VIII

## **11 Application for Community Building Section 106 Funds**

To consider supporting and submitting an application.

Appendix IX

## **12 The Pinnacle Field**

To consider a proposal on works to protect the Pinnacle Field from unauthorised access and damage.

Appendix X

## **13 Data Protection Regulations**

- i) Review and recommend adoption of the Data Protection Policy
- ii) Review and recommend adoption of the Privacy Notice

Appendix XI

Appendix XII

## **14 Chairman's Items**

## **15 Date of Next Meeting: 23 July 2018**

**Sandy Town Council**

**Unaudited Financial Statements**

**For the year ended 31 March 2018**

**Sandy Town Council**

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**Sandy Town Council**

**Council Information**

**31 March 2018**

**( Information current at 25th June 2018 )**

**Chairperson**

Cllr M. Scott

**Councillors**

Cllr M. Pettitt (Vice Chairperson)

Cllr P. N. Aldis

Cllr P. Blaine

Cllr Mrs T. Cole

Cllr A. M. Hill

Cllr A. W. Jackson

Cllr T Knagg

Cllr Mrs G. Leach

Cllr D. Sharman

Cllr P. Sharman

Cllr Mrs J. Sparrow

Cllr Mrs S Sutton

Cllr N. Thompson

Cllr C. Osborne MBE, JP

**Town Clerk**

Chris Robson

**Auditors**

Mazars LLP

Salvus House

Aykley Heads

Durham

DH1 5TS

**Internal Auditors**

Haines Watts

136/140 Bedford Road

Kempston

Bedford

MK42 8BH

**Sandy Town Council**  
**Statement of Accounting Policies**  
**31 March 2018**

**Auditors**

**The name and address of the External Auditors is provided for information only.**

**These Statements are not subject to audit and the External Auditors have no responsibility for them.**

**Accounting Convention**

The accounts have been prepared in accordance with the Accounting Guidance Notes for Local Councils (the Guide) issued by The Chartered Institute of Public Finance and Accountancy (CIPFA) as applicable to a medium sized council.

These accounts have been prepared having regard to the fundamental accounting concepts of: Going Concern, Prudence, Accruals, Relevance, Consistency, Reliability, Comparability, Understandability and Materiality.

The accounts have been prepared under the historical cost convention.

**Fixed Assets**

All expenditure on the acquisition, creation or enhancement of fixed assets is reported in the notes to the accounts, provided that the fixed asset yields benefits to the authority and the services it provides for a period of more than one year. Fixed assets are valued on the basis recommended by CIPFA. The year end values are stated on the following basis:

land, operational properties and other operational assets are reported in notes to the accounts cost (where known) or at insurance values current when first reported as approximating to the lower of net replacement cost and net realisable value at that time (previous years at current insurance values)

all other assets are included at historical cost except that certain community assets are the subject of restrictive covenants as to their; use and /or future disposal. Such assets are therefore considered to have no appreciable realisable value and are included at a nominal value only.

**Revenue Grants**

Revenue grants are credited to income when conditions attached thereto have been fulfilled and/or equivalent expenditure has been incurred. Grants received in respect of which the conditions have not been fulfilled, or expenditure incurred, are carried forward as deferred revenue grants.

**Debtors and Creditors**

The council reviews the level of its commercial debtors on a regular basis and provisions are made, as required, where the likelihood of amounts proving ultimately collectable is in doubt.

**Value Added Tax**

Income and Expenditure excludes any amounts related to VAT, as all VAT suffered/collected is recoverable from or payable to HM Revenue and Customs. Any amounts not so recoverable are treated as a separate expense.

**External Loan Repayments**

The council is not required by the Guide to incorporate external borrowings in its Balance Sheet. Details are shown at note 12.

**Leases**

The council is not required by the Guide to incorporate Hire Purchase and/or Finance Lease obligations in its Balance Sheet. Details are shown at note 11.

**Reserves**

The council maintains certain reserves to meet general and specific future expenditure. The purpose of the council's reserves is explained in notes 13 to 14.

**Sandy Town Council**  
**Statement of Accounting Policies**  
**31 March 2018**

**Interest Income**

All interest receipts are credited initially to general funds.

Interest is reallocated to certain reserves based on the level of their fund balance.

**Pensions**

The pension costs that are charged against precept in the council's accounts, in respect of its employees, are equal to the contributions paid to the funded pension scheme for those employees.

These contributions are determined by the fund's actuary on a triennial basis and are set to meet 100% of the liabilities of the pension fund, in accordance with relevant government regulations.

The next actuarial valuation is due at 31st March 2019 and any change in contribution rates as a result of that valuation will take effect from 1st April 2020.

**Sandy Town Council**  
**Income and Expenditure Account**  
**31 March 2018**

	Notes	2018 £	2017 £
<b>INCOME</b>			
Precept on Principal Authority		538,809	517,647
Capital Grants and Sale of Assets		4,973	17,852
Interest and Investment Income	1	1,543	2,742
Recreation Grounds and Open Spaces		5,621	9,927
Cemetery		19,323	25,835
Tourist Information		186	1,215
Car Park and Market		2,325	3,048
Establishment/General Administration		2,150	2,484
Christmas Lights		5,180	2,354
Outside Services		10,540	794
		590,650	583,898
 <b>EXPENDITURE</b>			
Establishment/General Administration		325,443	327,987
S137 Expenditure	3	2,751	1,366
Capital Expenditure	8	37,883	9,483
Loan Interest and Capital Repayments		609	608
Operational Expenditure:			
Recreation Grounds and Open Spaces		57,668	56,339
Cemetery		11,625	7,345
Tourist Information		-	38
Public Toilets		3,643	4,559
Car Park and Market		15,549	19,383
Lighting and Street Furniture		23,244	8,472
Civic and Democratic Costs		2,557	2,307
Grants and Donations		1,000	1,534
Christmas Lights		18,139	18,507
CCTV Fees		15,713	15,680
Outside Services		38,195	26,571
		554,019	500,179
 <b>General Fund</b>			
Balance at 01 April 2017		185,664	127,728
Add: Total Income		590,650	583,898
		776,314	711,626
Deduct: Total Expenditure		554,019	500,179
		222,295	211,447
Transfer from/(to) Capital Receipts Reserve	13	4,708	-
Transfer from/(to) Earmarked Reserves	14	393	(25,783)
General Reserve Balance at 31 March 2018		227,396	185,664

*The notes on pages 8 to 13 form part of these unaudited statements.*



**Sandy Town Council**

**Balance Sheet**

**31 March 2018**

	Notes	2018 £	2018 £	2017 £
<b>Current Assets</b>				
Debtors and prepayments	9	17,994		20,882
Cash at bank and in hand		<u>676,136</u>		<u>641,954</u>
		694,130		662,836
<b>Current Liabilities</b>				
Creditors and income in advance	10	<u>(8,443)</u>		<u>(13,780)</u>
<b>Net Current Assets</b>			685,687	649,056
<b>Total Assets Less Current Liabilities</b>			685,687	649,056
<b>Total Assets Less Liabilities</b>			<u>685,687</u>	<u>649,056</u>
<b>Capital and Reserves</b>				
Usable Capital Receipts Reserve	13		53,004	57,712
Earmarked Reserves	14		405,287	405,680
General Reserve			<u>227,396</u>	<u>185,664</u>
			<u>685,687</u>	<u>649,056</u>

Signed: .....

Cllr M. Scott  
Chairperson

.....

Chris Robson  
Responsible Financial Officer

Date: .....

.....

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*The notes on pages 8 to 13 form part of these unaudited statements.*

**Sandy Town Council**

**Notes to the Accounts**

**31 March 2018**

**1 Interest and Investment Income**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Interest Income - General Funds	1,543	2,008
Interest Income - Earmarked Funds	-	734
	<u>1,543</u>	<u>2,742</u>

**2 Agency Work**

During the year the Council undertook no agency work on behalf of other authorities.

During the year the Council commissioned no agency work to be performed by other authorities.

**3 S.137 Expenditure**

Section 137 of the Local Government Act 1972 (as amended) enabled the council to spend up to the product of £7.57 (year ended 31 March 2017 - £7.42) per head on the electoral roll in any one year for the benefit of people in its area on activities or projects not specifically authorised by other powers.

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
The total amount of available for this purpose was	<u>74,557</u>	<u>68,145</u>
Expenditure was incurred for the following purposes:		
Sandy Army Cadets	-	500
The Popply Appeal	75	-
Bedfordshire Geology Group	200	-
Sandy Twinning Association	242	250
Biggles FM	250	500
Sandy Upper School	25	25
Autism Bedfordshire	309	91
Mid Bedfordshire Citizens Advice Bureau	250	-
The Need Project Central Bedfordshire	750	-
Bedfordshire Fire & Rescue Service	500	-
Magpas	150	-
	<u>2,751</u>	<u>1,366</u>

It should be noted that grants to bodies such as the Citizens Advice Bureau are made under other specific legal powers and so are not included in the above figures.

## **Sandy Town Council**

### **Notes to the Accounts**

**31 March 2018**

#### **4 Publicity**

Section 5 of the Local Government Act 1986 requires the council to disclose expenditure on publicity. Details are shown under the following broad categories:

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Annual Report & Newsletter	2,857	2,856
	<u>2,857</u>	<u>2,856</u>

#### **5 Tenancies**

During the year the following tenancies were held:

##### **Council as landlord**

<b>Tenant</b>	<b>Property</b>	<b>Rent p.a. £</b>	<b>Repairing / Non-Repairing</b>
Sandy Sports & Leisure Association	Land For Artificial Pitch – Sunderland Rd Rec	Peppercorn	N/A
Sandy Football Club	Pitch & Pavilion – Bedford Rd Rec. Ground	479	Repairing
Sandy Village Hall Mgmt C'ttee	Land for Sandy Village Hall	5	N/A
Sandy Bowling Club	Bowling Green, Sunderland Road	407	N/A
Sandy Air Cadets 22 Squadron	Land for Army Cadet HQ at Berwick Way	190	N/A
Sandy Cricket Club	Cricket Pitch, Sunderland Road	266	N/A
Biggleswade & Hitchin Angling	Angling Rights	509	N/A
Scout Hut	Scout Hut – Sunderland Rd Rec	Peppercorn	N/A

##### **Council as tenant**

<b>Landlord</b>	<b>Property</b>	<b>Rent p.a. £</b>	<b>Repairing / Non-Repairing</b>
NONE			

#### **6 Pensions**

For the year of account the council's contributions equal 21.80% of employees' pensionable pay.

These contributions will increase to 22.80%, in future years, in order to provide adequately for future liabilities.

**Sandy Town Council**

**Notes to the Accounts**

**31 March 2018**

**7 Fixed Assets**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
	<b>Value</b>	<b>Value</b>
At 31 March the following assets were held:		
<b><u>Freehold Land and Buildings</u></b>		
Council Offices	215,000	215,000
Car Park & Market Storage Passageway	325,000	325,000
Public Toilets	150,000	150,000
Bedford Rd Recreation Ground and Buildings	240,500	240,500
Sunderland Rd Recreation Ground and Buildings	742,000	742,000
Cemetery incl Chapel and Shed	176,000	176,000
Cemetery Extension (under development)	38,118	38,118
DSO Depot	78,000	78,000
Allotments	19,000	19,000
Scout Hut and ATC HQ Land	4,500	4,500
The Riddy Nature Reserve	63,000	63,000
	<hr/>	<hr/>
	2,051,118	2,051,118
<b><u>Vehicles and Equipment</u></b>		
John Deere Tractor	18,250	18,250
Rotamec Triple Deck Mower	11,150	11,150
John Deere 900 Ride-on Mower	-	21,090
Protea 12 Blade Mower	2,845	2,845
Grounds Maintenance & Depot Equipment	42,424	42,424
Play Equipment	306,500	306,500
Furniture and Equipment	135,044	135,044
Display Cabinets	15,000	15,000
Portakabin at DSO Depot	9,000	9,000
Market Stalls (10) Boards & Covers	3,500	3,500
Market Storage Container	1,600	1,600
Chamber Hearing Loop	1,474	1,474
Gazebos (25)	2,494	2,494
Father Christmas Sleigh	150	150
Toyota Van FD07 HGU	8,370	8,370
Toyota Van AK12 WLJ	15,000	15,000
Defibrillator and Cabinet	631	631
Goal Posts	4,605	1,764
Roberine Flail Mower	29,500	-
War Memorial Plaque	540	-
	<hr/>	<hr/>
	608,077	596,286
<b><u>Infrastructure Assets</u></b>		
Street Lighting Columns	127,688	127,688
Noticeboards (11)	8,400	8,400
Car Park Barriers	11,500	11,500
Seats and Benches (84)	32,775	32,775
Bins and other street furniture	1,159	1,159
Anti Climb Fence Panels (50)	1,490	1,490
World War I Board	1,215	1,215
Railings	5,002	-
	<hr/>	<hr/>
	189,229	184,227

**Sandy Town Council**

**Notes to the Accounts**

**31 March 2018**

**7 Fixed Assets (Cont'd)**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
	<b>Value</b>	<b>Value</b>
<b><u>Community Assets</u></b>		
Beeston Green	1	1
War Memorial	1	1
Disused Railway Embankment	1	1
Rose Garden	1	1
The Limes play area	1	1
Fallowfield open space and play area	1	1
	<u>6</u>	<u>6</u>
	<u>2,848,430</u>	<u>2,831,637</u>

The basis of valuation of the above assets is set out in the Statement of Accounting Policies.  
In certain instances current insurance values have been used as approximate current replacement cost.

**8 Fixed Assets - Additions and Disposals**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
	<b>Cost</b>	<b>Cost</b>
During the year the following assets were purchased:		
Operational Land and Buildings	-	-
Vehicles and Equipment	32,881	9,483
Infrastructure Assets	5,002	-
	<u>37,883</u>	<u>9,483</u>
	<b>Proceeds</b>	<b>Proceeds</b>
During the year the following assets were disposed of:		
Vehicles and Equipment	<u>2,000</u>	-
	<u>2,000</u>	-

**Sandy Town Council**

**Notes to the Accounts**

**31 March 2018**

**9 Debtors**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Trade Debtors	2,986	2,203
VAT Recoverable	12,548	15,055
Prepayments	2,460	934
Accrued Income	-	2,690
	<hr/> <hr/>	<hr/> <hr/>
	17,994	20,882

**10 Creditors and Accrued Expenses**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Trade Creditors	3,606	4,633
Accruals	4,837	8,222
Income in Advance	-	925
	<hr/> <hr/>	<hr/> <hr/>
	8,443	13,780

**11 Hire Purchase and Lease Obligations**

At 31 March the following hire purchase agreement(s) and lease(s) were in operation:

<b>Hire/Lessor</b>	<b>Purpose</b>	<b>Annual Lease/Hire Payable</b>	<b>Year of Expiry</b>
		<b>£</b>	
BNP Paribas	Photocopier	1,196	2022

**12 Loans**

At the close of business on 31 March 2018 the following loans to the council were outstanding:

<b>Lender</b>	<b>Loan Period</b>	<b>Amount</b>	<b>Years Remaining</b>
		<b>£</b>	
Public Works Loan Board	Repayable to 27 <sup>th</sup> August 2025	1,401	7.5
Public Works Loan Board	Repayable to 27 <sup>th</sup> February 2028	2,610	10

**13 Usable Capital Receipts Reserve**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Balance at 01 April	57,712	57,712
<i>Less:</i>		
Capital used to fund expenditure	(4,708)	-
Balance at 31 March	<hr/> <hr/>	<hr/> <hr/>
	53,004	57,712

The Usable Capital Receipts Reserve represents capital receipts available to finance capital expenditure in future years.

**Sandy Town Council**

**Notes to the Accounts**

**31 March 2018**

**14 Earmarked Reserves**

	<b>Balance at 01/04/2017</b>	<b>Contribution to reserve</b>	<b>Contribution from reserve</b>	<b>Balance at 31/03/2018</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Capital Projects Reserves	34,120	48,280	(34,851)	47,549
Asset Renewal Reserves	-	-	-	-
Other Earmarked Reserves	371,560	6,180	(20,002)	357,738
Total Earmarked Reserves	<u>405,680</u>	<u>54,460</u>	<u>(54,853)</u>	<u>405,287</u>

The Capital Projects Reserves are credited with amounts set aside from revenue to part finance specific projects which are part of the council's capital programme.

The Other Earmarked Reserves are credited with amounts set aside from revenue to fund specific known commitments of the council.

The Other Earmarked Reserves at 31 March 2018 are set out in detail at Appendix A.

**15 Capital Commitments**

The council had no other capital commitments at 31 March 2018 not otherwise provided for in these accounts.

**16 Contingent Liabilities**

The council is not aware of any other contingent liabilities at the date of these accounts.

**Sandy Town Council**

**Schedule of Earmarked Reserves**

**Year Ended 31st March 2018**

	<u>Balance at</u> <u>01/04/2017</u> £	<u>Contribution</u> <u>to reserve</u> £	<u>Contribution</u> <u>from reserve</u> £	<u>Balance at</u> <u>01/04/2018</u> £
<u>Capital Projects Reserves</u>				
Rolling Capital Fund	34120	48,280	(34,851)	47,549
	<u>34,120</u>	<u>48,280</u>	<u>(34,851)</u>	<u>47,549</u>
<u>Other Earmarked Reserves</u>				
Fallowfield	332,532		(20,002)	312,530
Other Earmarked Reserves	23,028			23,028
Community Funds	7,000			7,000
Elections	9,000	3,000		12,000
Christmas Activities	0	3,180		3,180
				0
	<u>371,560</u>	<u>6,180</u>	<u>(20,002)</u>	<u>357,738</u>
<b>TOTAL EARMARKED RESERVES</b>	<u>£405,680</u>	<u>£54,460</u>	<u>(£54,853)</u>	<u>£405,287</u>



Date :- 09/05/2018

Sandy Town Council 2018-19

Page No: 1

Time :- 14:36

**Detailed Balance Sheet (Excluding Stock Movement)****Month No: 1      30th April 2018**

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
100	Debtors Control	529	
105	VAT Control	13,780	
200	Current Bank A/c	38,869	
201	Clerks Imprest A/c	448	
205	Capital a/c Santander	216,794	
206	Barclays Active Saver	467,565	
208	Public Sector Deposit Fund	202,301	
210	Petty Cash	250	
	<b>Total Current Assets</b>		<b>940,537</b>
	<u>Current Liabilities</u>		
501	Creditors Control	3,652	
	<b>Total Current Liabilities</b>		<b>3,652</b>
	<b>Net Current Assets</b>		<b>936,885</b>
	<b>Total Assets less Current Liabilities</b>		<b>936,885</b>
	<u>Represented By :-</u>		
300	Current Year Fund	251,839	
310	General Reserve	227,395	
315	Rolling Capital Fund	47,549	
320	Capital Receipts Reserve	52,364	
321	Earmarked Reserves	23,028	
322	EMR Fallowfield	312,530	
323	EMR Community Funds	7,000	
324	EMR Elections	12,000	
325	EMR Christmas Activities	3,180	
	<b>Total Equity</b>		<b>936,885</b>

## Summary Income &amp; Expenditure by Budget Heading 30th April 2018

Month No : 1

## Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
401 Staff	Expenditure	21,084	21,084	274,250	253,166		253,166	7.7 %
402 Administration-Office	Expenditure	4,967	4,967	81,000	76,033		76,033	6.1 %
	Income	152	152	1,750	-1,598			8.7 %
403 Administration-Works	Expenditure	731	731	39,968	39,237		39,237	1.8 %
405 Footway Lighting	Expenditure	0	0	13,300	13,300		13,300	0.0 %
406 Cemetery & Churchyard	Expenditure	600	600	9,810	9,210		9,210	6.1 %
	Income	1,563	1,563	20,000	-18,437			7.8 %
408 Town Centre (Including Market)	Expenditure	0	0	32,918	32,918		32,918	0.0 %
	Income	51	51	135	-84			37.8 %
409 Public Toilets - Car Park	Expenditure	51	51	4,200	4,150		4,150	1.2 %
500 Play Areas and Open Spaces	Expenditure	142	142	-5,700	-5,842		-5,842	-2.5 %
	Income	479	479	1,550	-1,071			30.9 %
501 Sunderland Road Rec Ground	Expenditure	2,942	2,942	28,129	25,187		25,187	10.5 %
	Income	0	0	685	-685			0.0 %
502 Nature Reserves	Expenditure	0	0	13,350	13,350		13,350	0.0 %
	Income	0	0	2,500	-2,500			0.0 %
505 Grass Cutting	Expenditure	0	0	10,000	10,000		10,000	0.0 %
506 Litter Bins, Seats & Shelters	Expenditure	0	0	650	650		650	0.0 %
509 Christmas Lights	Expenditure	83	83	19,000	18,917		18,917	0.4 %
	Income	0	0	2,500	-2,500			0.0 %
601 Precept and Interest	Income	281,374	281,374	563,407	-282,033			49.9 %
602 Democratic and Civic Costs	Expenditure	1,181	1,181	14,050	12,869		12,869	8.4 %
700 Capital and Projects	Expenditure	0	0	324,607	324,607		324,607	0.0 %
	Income	0	0	267,005	-267,005			0.0 %
<b>INCOME - EXPENDITURE TOTALS</b>	Expenditure	<b>31,779</b>	<b>31,779</b>	<b>859,532</b>	<b>827,752</b>	<b>0</b>	<b>827,752</b>	<b>3.7 %</b>
	Income	<b>283,619</b>	<b>283,619</b>	<b>859,532</b>	<b>-575,913</b>			<b>33.0 %</b>
	Net Expenditure over Income	<b>-251,839</b>	<b>-251,839</b>	<b>-1</b>	<b>251,839</b>			

Month No : 1

## Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>401</b>	<b>Staff</b>							
4001	Gross Salaries - Admin	8,530	8,530	114,000	105,470		105,470	7.5 %
4002	Gross Salaries - Works	7,867	7,867	97,250	89,383		89,383	8.1 %
4003	Employers NIC	1,221	1,221	16,900	15,679		15,679	7.2 %
4004	Employers Superannuation	3,401	3,401	44,350	40,949		40,949	7.7 %
4006	H&S Costs/Consultancy	0	0	500	500		500	0.0 %
4010	Miscellaneous Staff Costs	65	65	1,000	935		935	6.5 %
4030	Recruitment Advertising	0	0	250	250		250	0.0 %
	Staff :- Expenditure	<b>21,084</b>	<b>21,084</b>	<b>274,250</b>	<b>253,166</b>	<b>0</b>	<b>253,166</b>	<b>7.7 %</b>
	<b>Net Expenditure over Income</b>	<b>21,084</b>	<b>21,084</b>	<b>274,250</b>	<b>253,166</b>			
<b>402</b>	<b>Administration-Office</b>							
4008	Training	0	0	2,000	2,000		2,000	0.0 %
4009	Travel & Subsistence	0	0	50	50		50	0.0 %
4011	General Rates	0	0	6,500	6,500		6,500	0.0 %
4012	Water Rates	0	0	600	600		600	0.0 %
4014	Electricity	0	0	2,500	2,500		2,500	0.0 %
4015	Gas	0	0	1,500	1,500		1,500	0.0 %
4016	Cleaning Materials etc	244	244	1,250	1,006		1,006	19.5 %
4018	General Data Protection Regs	500	500	2,000	1,500		1,500	25.0 %
4020	Misc Establishment Costs	24	24	2,000	1,976		1,976	1.2 %
4021	Telephone & Fax	0	0	2,500	2,500		2,500	0.0 %
4022	Postage	0	0	1,200	1,200		1,200	0.0 %
4023	Printing & Stationery	69	69	3,000	2,931		2,931	2.3 %
4024	Subscriptions	2,221	2,221	2,700	479		479	82.3 %
4025	Insurance (excl vehicles)	1,717	1,717	21,500	19,783		19,783	8.0 %
4026	Photocopy Costs	582	582	3,500	2,918		2,918	16.6 %
4027	IT Costs incl Support	301	301	6,000	5,699		5,699	5.0 %
4028	Service Agreements (Other)	949	949	6,500	5,551		5,551	14.6 %
4035	Publications	0	0	100	100		100	0.0 %
4036	Property Maintenance/Security	661	661	3,000	2,339		2,339	22.0 %
4040	Equipment Purchases (Minor)	304	304	2,000	1,696		1,696	15.2 %
4050	Tourism Expenditure	0	0	250	250		250	0.0 %
4051	Bank Charges	10	10	100	90		90	10.0 %
4056	Legal Expenses	0	0	1,500	1,500		1,500	0.0 %
4057	Audit Fees - External	-1,300	-1,300	1,300	2,600		2,600	-100.0 %
4058	Audit Fees - Internal	-400	-400	750	1,150		1,150	-53.3 %
4059	Accountancy Fees	-915	-915	6,500	7,415		7,415	-14.1 %
4070	Refreshments	0	0	200	200		200	0.0 %
	Administration-Office :- Expenditure	<b>4,967</b>	<b>4,967</b>	<b>81,000</b>	<b>76,033</b>	<b>0</b>	<b>76,033</b>	<b>6.1 %</b>

Month No : 1

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1003 Tourism Income	108	108	200	-93			53.8 %
1201 Rent Received Etc	42	42	1,500	-1,458			2.8 %
1202 Photocopying Income	3	3	50	-48			5.0 %
Administration-Office :- Income	<b>152</b>	<b>152</b>	<b>1,750</b>	<b>-1,598</b>			<b>8.7 %</b>
<b>Net Expenditure over Income</b>	<b>4,815</b>	<b>4,815</b>	<b>79,250</b>	<b>74,435</b>			
<b>403 Administration-Works</b>							
4005 Protective Clothing	141	141	1,150	1,009		1,009	12.3 %
4008 Training	0	0	1,000	1,000		1,000	0.0 %
4011 General Rates	0	0	1,800	1,800		1,800	0.0 %
4012 Water Rates	0	0	200	200		200	0.0 %
4014 Electricity	0	0	1,000	1,000		1,000	0.0 %
4017 Refuse Disposal	30	30	5,500	5,470		5,470	0.5 %
4036 Property Maintenance/Security	123	123	2,000	1,877		1,877	6.1 %
4038 Consumables/Small Tools	30	30	2,500	2,470		2,470	1.2 %
4039 Planting/Trees/Horticulture	0	0	6,250	6,250		6,250	0.0 %
4040 Equipment Purchases (Minor)	0	0	2,000	2,000		2,000	0.0 %
4042 Equipment/Vehicle Maintenance	0	0	5,000	5,000		5,000	0.0 %
4043 Equipment/Vehicle Fuel	167	167	3,000	2,833		2,833	5.6 %
4044 Vehicle Tax & Insurance	240	240	2,500	2,260		2,260	9.6 %
4045 Arboriculture	0	0	6,068	6,068		6,068	0.0 %
Administration-Works :- Expenditure	<b>731</b>	<b>731</b>	<b>39,968</b>	<b>39,237</b>	<b>0</b>	<b>39,237</b>	<b>1.8 %</b>
<b>Net Expenditure over Income</b>	<b>731</b>	<b>731</b>	<b>39,968</b>	<b>39,237</b>			
<b>405 Footway Lighting</b>							
4014 Electricity	0	0	5,500	5,500		5,500	0.0 %
4042 Equipment/Vehicle Maintenance	0	0	7,800	7,800		7,800	0.0 %
Footway Lighting :- Expenditure	<b>0</b>	<b>0</b>	<b>13,300</b>	<b>13,300</b>	<b>0</b>	<b>13,300</b>	<b>0.0 %</b>
<b>Net Expenditure over Income</b>	<b>0</b>	<b>0</b>	<b>13,300</b>	<b>13,300</b>			
<b>406 Cemetery &amp; Churchyard</b>							
4011 General Rates	0	0	2,460	2,460		2,460	0.0 %
4012 Water Rates	-108	-108	100	208		208	-108.4
4036 Property Maintenance/Security	228	228	1,000	772		772	22.8 %
4037 Grounds Maintenance	0	0	900	900		900	0.0 %
4039 Planting/Trees/Horticulture	0	0	350	350		350	0.0 %
4101 Grave Digging Costs	480	480	5,000	4,520		4,520	9.6 %
Cemetery & Churchyard :- Expenditure	<b>600</b>	<b>600</b>	<b>9,810</b>	<b>9,210</b>	<b>0</b>	<b>9,210</b>	<b>6.1 %</b>

Month No : 1

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1226 Burials/Memorials Income	1,563	1,563	20,000	-18,437			7.8 %
Cemetery & Churchyard :- Income	<b>1,563</b>	<b>1,563</b>	<b>20,000</b>	<b>-18,437</b>			<b>7.8 %</b>
<b>Net Expenditure over Income</b>	<b>-963</b>	<b>-963</b>	<b>-10,190</b>	<b>-9,227</b>			
<b>408 Town Centre (Including Market)</b>							
4007 Health & Safety	0	0	150	150		150	0.0 %
4011 General Rates	0	0	14,660	14,660		14,660	0.0 %
4036 Property Maintenance/Security	0	0	1,500	1,500		1,500	0.0 %
4053 Loan Interest	0	0	273	273		273	0.0 %
4054 Loan Capital Repaid	0	0	335	335		335	0.0 %
4100 CCTV Fees	0	0	16,000	16,000		16,000	0.0 %
Town Centre (Including Market) :- Expenditure	<b>0</b>	<b>0</b>	<b>32,918</b>	<b>32,918</b>	<b>0</b>	<b>32,918</b>	<b>0.0 %</b>
1238 Other Income Car Park	51	51	135	-84			37.8 %
Town Centre (Including Market) :- Income	<b>51</b>	<b>51</b>	<b>135</b>	<b>-84</b>			<b>37.8 %</b>
<b>Net Expenditure over Income</b>	<b>-51</b>	<b>-51</b>	<b>32,783</b>	<b>32,834</b>			
<b>409 Public Toilets - Car Park</b>							
4011 General Rates	0	0	2,000	2,000		2,000	0.0 %
4012 Water Rates	0	0	1,000	1,000		1,000	0.0 %
4014 Electricity	0	0	200	200		200	0.0 %
4036 Property Maintenance/Security	51	51	1,000	950		950	5.1 %
Public Toilets - Car Park :- Expenditure	<b>51</b>	<b>51</b>	<b>4,200</b>	<b>4,150</b>	<b>0</b>	<b>4,150</b>	<b>1.2 %</b>
<b>Net Expenditure over Income</b>	<b>51</b>	<b>51</b>	<b>4,200</b>	<b>4,150</b>			
<b>500 Play Areas and Open Spaces</b>							
4007 Health & Safety	0	0	400	400		400	0.0 %
4012 Water Rates	142	142	700	558		558	20.3 %
4014 Electricity	0	0	200	200		200	0.0 %
4036 Property Maintenance/Security	0	0	500	500		500	0.0 %
4037 Grounds Maintenance	0	0	2,500	2,500		2,500	0.0 %
4042 Equipment/Vehicle Maintenance	0	0	5,000	5,000		5,000	0.0 %
4972 Transfer from EMR Fallowfield	0	0	-15,000	-15,000		-15,000	0.0 %
Play Areas and Open Spaces :- Expenditure	<b>142</b>	<b>142</b>	<b>-5,700</b>	<b>-5,842</b>	<b>0</b>	<b>-5,842</b>	<b>-2.5 %</b>
1201 Rent Received Etc	0	0	500	-500			0.0 %
1241 Sandy FC Rent	479	479	500	-21			95.8 %
1251 Pitch Rental	0	0	550	-550			0.0 %
Play Areas and Open Spaces :- Income	<b>479</b>	<b>479</b>	<b>1,550</b>	<b>-1,071</b>			<b>30.9 %</b>
<b>Net Expenditure over Income</b>	<b>-337</b>	<b>-337</b>	<b>-7,250</b>	<b>-6,913</b>			

Month No : 1

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>501</b> <u>Sunderland Road Rec Ground</u>							
4012 Water Rates	59	59	800	741		741	7.4 %
4014 Electricity	0	0	200	200		200	0.0 %
4036 Property Maintenance/Security	628	628	1,250	622		622	50.3 %
4046 Bowling Green - SBC	748	748	3,058	2,310		2,310	24.5 %
4047 Equipment Maintenance - SBC	233	233	2,485	2,252		2,252	9.4 %
4048 Cricket Square - SCC	15	15	2,455	2,440		2,440	0.6 %
4049 Equipment Maintenance - SCC	0	0	2,656	2,656		2,656	0.0 %
4060 Other Professional Fees	1,258	1,258	15,225	13,967		13,967	8.3 %
Sunderland Road Rec Ground :- Expenditure	<b>2,942</b>	<b>2,942</b>	<b>28,129</b>	<b>25,187</b>	<b>0</b>	<b>25,187</b>	<b>10.5 %</b>
1253 Bowls Club Rental	0	0	410	-410			0.0 %
1255 Cricket Club Rental	0	0	270	-270			0.0 %
1256 Scouts ,ACF and SSLA	0	0	5	-5			0.0 %
Sunderland Road Rec Ground :- Income	<b>0</b>	<b>0</b>	<b>685</b>	<b>-685</b>			<b>0.0 %</b>
<b>Net Expenditure over Income</b>	<b>2,942</b>	<b>2,942</b>	<b>27,444</b>	<b>24,502</b>			
<b>502</b> <u>Nature Reserves</u>							
4037 Grounds Maintenance	0	0	1,500	1,500		1,500	0.0 %
4060 Other Professional Fees	0	0	9,850	9,850		9,850	0.0 %
4703 Sandy Green Wheel	0	0	2,000	2,000		2,000	0.0 %
Nature Reserves :- Expenditure	<b>0</b>	<b>0</b>	<b>13,350</b>	<b>13,350</b>	<b>0</b>	<b>13,350</b>	<b>0.0 %</b>
1306 Countryside Stewardship Grant	0	0	2,000	-2,000			0.0 %
1307 Angling Licence Rent	0	0	500	-500			0.0 %
Nature Reserves :- Income	<b>0</b>	<b>0</b>	<b>2,500</b>	<b>-2,500</b>			<b>0.0 %</b>
<b>Net Expenditure over Income</b>	<b>0</b>	<b>0</b>	<b>10,850</b>	<b>10,850</b>			
<b>505</b> <u>Grass Cutting</u>							
4102 Grass Cutting	0	0	10,000	10,000		10,000	0.0 %
Grass Cutting :- Expenditure	<b>0</b>	<b>0</b>	<b>10,000</b>	<b>10,000</b>	<b>0</b>	<b>10,000</b>	<b>0.0 %</b>
<b>Net Expenditure over Income</b>	<b>0</b>	<b>0</b>	<b>10,000</b>	<b>10,000</b>			
<b>506</b> <u>Litter Bins, Seats &amp; Shelters</u>							
4042 Equipment/Vehicle Maintenance	0	0	650	650		650	0.0 %
Litter Bins, Seats & Shelters :- Expenditure	<b>0</b>	<b>0</b>	<b>650</b>	<b>650</b>	<b>0</b>	<b>650</b>	<b>0.0 %</b>
<b>Net Expenditure over Income</b>	<b>0</b>	<b>0</b>	<b>650</b>	<b>650</b>			

Month No : 1

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>509</b> <b>Christmas Lights</b>							
4401 Christmas Illuminations	0	0	14,000	14,000		14,000	0.0 %
4402 Community Christmas Event	83	83	5,000	4,917		4,917	1.7 %
Christmas Lights :- Expenditure	<b>83</b>	<b>83</b>	<b>19,000</b>	<b>18,917</b>	<b>0</b>	<b>18,917</b>	<b>0.4 %</b>
1365 Christmas Lights	0	0	2,500	-2,500			0.0 %
Christmas Lights :- Income	<b>0</b>	<b>0</b>	<b>2,500</b>	<b>-2,500</b>			<b>0.0 %</b>
<b>Net Expenditure over Income</b>	<b>83</b>	<b>83</b>	<b>16,500</b>	<b>16,417</b>			
<b>601</b> <b>Precept and Interest</b>							
1101 Precept	281,304	281,304	562,607	-281,303			50.0 %
1320 Interest Received - All account	70	70	800	-730			8.7 %
Precept and Interest :- Income	<b>281,374</b>	<b>281,374</b>	<b>563,407</b>	<b>-282,033</b>			<b>49.9 %</b>
<b>Net Expenditure over Income</b>	<b>-281,374</b>	<b>-281,374</b>	<b>-563,407</b>	<b>-282,033</b>			
<b>602</b> <b>Democratic and Civic Costs</b>							
4020 Misc Establishment Costs	30	30	100	70		70	30.0 %
4033 Annual Report & Newsletter	476	476	3,000	2,524		2,524	15.9 %
4042 Equipment/Vehicle Maintenance	0	0	250	250		250	0.0 %
4200 Mayor's Allowance	50	50	2,200	2,150		2,150	2.3 %
4202 Members' Expenses (Conf etc)	25	25	500	475		475	5.0 %
4210 Election Costs	0	0	3,000	3,000		3,000	0.0 %
4701 Grants/Donations Paid	0	0	3,000	3,000		3,000	0.0 %
4702 Community Events Support	600	600	2,000	1,400		1,400	30.0 %
Democratic and Civic Costs :- Expenditure	<b>1,181</b>	<b>1,181</b>	<b>14,050</b>	<b>12,869</b>	<b>0</b>	<b>12,869</b>	<b>8.4 %</b>
<b>Net Expenditure over Income</b>	<b>1,181</b>	<b>1,181</b>	<b>14,050</b>	<b>12,869</b>			
<b>700</b> <b>Capital and Projects</b>							
4153 Loan Interest - INTERNAL	0	0	7,903	7,903		7,903	0.0 %
4154 Loan Capital - INTERNAL	0	0	9,102	9,102		9,102	0.0 %
4802 CAP - Cemetery Extension	640	640	293,220	292,580		292,580	0.2 %
4915 Transfer to Rolling Capital Fd	0	0	48,500	48,500		48,500	0.0 %
4923 Internal Loan repaid to F'ild	0	0	9,102	9,102		9,102	0.0 %
4970 Transfer from C R R	-320	-320	-43,220	-42,900		-42,900	0.7 %
4971 Transfer from EMR	-320	-320	0	320		320	0.0 %
Capital and Projects :- Expenditure	<b>0</b>	<b>0</b>	<b>324,607</b>	<b>324,607</b>	<b>0</b>	<b>324,607</b>	<b>0.0 %</b>
1103 Internal Loan from F'ild EMR	0	0	250,000	-250,000			0.0 %

Month No : 1

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1153 Loan Interest Rec'd - INTERNAL	0	0	7,903	-7,903			0.0 %
1154 Loan Capital Rec'd - INTERNAL	0	0	9,102	-9,102			0.0 %
Capital and Projects :- Income	<b>0</b>	<b>0</b>	<b>267,005</b>	<b>-267,005</b>			<b>0.0 %</b>
<b>Net Expenditure over Income</b>	<b>0</b>	<b>0</b>	<b>57,602</b>	<b>57,602</b>			



**Sandy Town Council**  
**Report to 30th April 2018**

**General Notes**

Attached are the summary income & expenditure report for month 1st to 30th April 2018. This report shows a current year surplus of income over expenditure of £251,839 which includes only the first half of the precept (£281,304) which was received on 1st April 2018.

The balance sheet shows that total funds available to the council are £936,885

This is made up of the following -

Current Year Surplus	£251,839
General Reserve Brought Forward	£227,395
Rolling Capital Fund	£47,549
Capital Receipts Reserve	£52,364
Fallowfield Reserve	£312,530
Earmarked Community Funds	£7,000
Earmarked Elections	£12,000
Earmarked Christmas Activities	£3,180
Other Earmarked Reserves	£23,028
Total	<u>£936,885</u>

The percentage of budget if analysed evenly over the year to date is 8.33% but Members are reminded that income & expenditure rarely follows this pattern over the year.

**Analysis by Cost Centre**


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**401            Staff**

---

Expenditure is 7.7% of the annual budget.

No concerns

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**402            Administration**

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Expenditure is 6.1% of the annual budget.

4016 - Purchase of janitorial supplies which are used over a long period.

4018 - High expenditure due to appointment of Data Protection Officer for the year and associated information audit visit.

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

4026 - High due to quarterly rental charge for copier (Covers up until 25 July 2018)

4028 - High due to annual charge for toilet sanitation and website hosting (Up to March 2019)

4036 - High due to annual charge to alarm and security company for covering Council property. Covers up until March 2019.

4040 - High due to purchase of required dragon system, keyboard and arm rest for employee. Costs to be refunded by Department of Work and Pensions in May 2018.

1003 - Tourist Income is high due to income from WW1 talk series.

No further concerns.

**Sandy Town Council**  
**Report to 30th April 2018**

Analysis by Cost Centre [Continued]

**403            Works**

---

Expenditure is 1.8% of the annual budget.

No concerns.

**405            Footway Lighting**

---

Expenditure is 0.0% of the annual budget.

No concerns.

**406            Cemetery & Churchyard**

---

Expenditure is 6.1% of the annual budget.

4012 - Credit shown is accrual for upcoming charge.

4036 - High expenditure due to replacement of public use taps at cemetery.

No concerns.

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

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Expenditure is 0.0% of the annual budget

No concerns.

**409            Public Toilets - Car Park**

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Expenditure is 1.2% of the annual budet.

No concerns.

**500            Play Areas and Open Spaces**

---

Expenditure is -2.5% of the annual budget.

4012 - Quarterly charge covers 22.01.18 - 21.04.18

No concerns.

**501            Sunderland Road Rec.**

---

Expenditure is 10.5% of the annual budget.

4036 - High due to repair of handwasher heater, new fire extinguisher and repair work to pavilion shutter door.

**Sandy Town Council**  
**Report to 30th April 2018**

Analysis by Cost Centre [Continued]

**502 Nature Reserves**

---

Expenditure is 0.0% of the annual budget.

No concerns.

**505 Grass Cutting**

---

No spend to date.

Invoice from CBC due in March 2018.

**506 Litter Bins, Seats & Shelters**

---

No spend to date.

**509 Christmas Lights**

---

No spend to date.

**601 Precept and Interest**

---

The first half of the precept has been received. Second half due in September 2018.

**602 Democratic & Civic Costs**

---

Expenditure is 8.4% of the annual budget.

4020 - High due to cost of renting venue for Beeston Management Plan consultation.

4033 - High as April and May's Bulletin charge has hit the budget line.

No further concerns.

Printed on : 09/05/2018

Sandy Town Council 2018-19

Page No 1

At : 14:37

Current Bank A/c

## List of Payments made between 01/04/2018 and 30/04/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2018	Aviva	Std Ord	1,716.57		Annual Insurance Premium
03/04/2018	UK Fuels Limited DDR	DDR	83.09		2590/Fuel Cards
05/04/2018	Alive Network	111298	80.00		2676/Deposit Xmas Lites
06/04/2018	Bank Charges	CHG	10.02		Bank Charges
16/04/2018	UK Fuels Limited DDR	DDR	53.60		2624/Fuel Cards
17/04/2018	Bedford Borough Council	DDR2	21,097.03		2648/ERs Superann
18/04/2018	Southern Electric DDR	DDR3	589.79		2669/Elec 02.03.18-03.04.18
23/04/2018	Southern Electric DDR	DDR4	12.92		2671/elec 02.03.18-01.04.18
24/04/2018	Barclays Active Saver	Tfr	250,000.00		Precept
25/04/2018	1st Response Fire Protection &	31277	477.51		2646/Repair Toilet Leak
25/04/2018	Anglian Water Business Ltd. (N	31278	141.86		2673/Water 22.01.18-21.04.18
25/04/2018	Anglian Water Business Ltd. (N	31279	251.52		2674/Water 22.01.18-21.04.18
25/04/2018	Back Care Solutions Ltd	31280	197.94		2649/Keyboard & Ergorest
25/04/2018	Beds Associat. of Town & Paris	31281	2,080.00		2650/BATPC Subs 2018-19
25/04/2018	Sandy Town Bowls Club	31282	48.36		2633/Fuel for Marchines
25/04/2018	Sandy Carnival Association	31283	16.00		2665/Stall at Carnival
25/04/2018	Bedford College	31284	350.00		2617/Safe Handling Pesticides
25/04/2018	Home Counties Electrical Safet	31285	87.45		2654/PAT Testing
25/04/2018	Sandy Cricket Club	31286	23.62		2632/Fuel for Mowers etc
25/04/2018	DCK Accounting Solutions Ltd	31287	505.20		2623/Contract Accounting
25/04/2018	Door Wise	31288	264.00		2651/roller Dopr Service
25/04/2018	Post Office Ltd	31289	240.00		2662/AK12WLJ(17/18) Tax
25/04/2018	Fire Safety Services (UK) Ltd	31290	80.76		2652/Fire Alarm/light Service
25/04/2018	Hertfordshire County Council	31291	100.64		2625/Stationery Supplies
25/04/2018	The Mayor's Appeals Fund	31292	10.00		2658/Houghton Regls Tea
25/04/2018	Martin Howlett Trading Company	31293	59.10		2657/Green Refuse Sacks
25/04/2018	Arthur Ibbett Ltd	31294	26.29		2626/Bulldog Crowbar
25/04/2018	Local Council Public Advisory	31295	500.00		2655/Data Protection Officer
25/04/2018	LMG Mobile Welding	31296	150.00		2627/Repair Storage Container
25/04/2018	Tim Miles	31297	1,140.00		2659/Grave Digging April
25/04/2018	Millenium Security Services	31298	660.00		2628/Keholding Apr18-Mar19
25/04/2018	Mr T Munns	31299	320.00		2661/Storage Unit Rental
25/04/2018	FD Odell & Sons Ltd	31300	479.70		2630/Skip Hire March
25/04/2018	Rosetta Publishing	31301	571.20		2631/The Bulletin Apr
25/04/2018	Seton	31302	94.68		2666/No Smoking Signage
25/04/2018	Agrovista UK Ltd	31303	458.67		2668/Fertilisers & Groundcare
25/04/2018	Sandy Horticultural Society	31304	600.00		2664/The Sandy Show
25/04/2018	HSBC Invoice Finance (UK) Ltd	31305	421.32		2672/Antic -Bac, Fungal Compos
25/04/2018	Travis Perkins Trading Co Ltd	31306	218.44		2634/Gravel/Shingle
26/04/2018	Barclays Active Saver	Tfr	9,448.39		Precept
26/04/2018	BNP Paribas Leasing Solutions	DDR5	406.80		2619/Copier Hire to 25.07.18
26/04/2018	Chess Ltd DDR	DDR6	216.54		2622/IT support March
27/04/2018	Gazprom Energy DDR	DDR7	119.49		2653/Gas 28.02.18-31.03.18
30/04/2018	Chess Ltd DDR	DDR10	76.99		2621/Antivirus Renewal for 1 Yr
30/04/2018	Chess Ltd DDR	DDR11	401.76		Purchase Ledger Payment
30/04/2018	UK Fuels Limited DDR	DDR8	86.26		2647/Fuel Cards
30/04/2018	Chess Ltd DDR	DDR9	67.68		2620/Office 365 subs

Total Payments

295,041.19



### Tots and Toys budget breakdown

Tots and Toys costs £18,265 annually, which is approximately £350 per session. The breakdown of the annual costs, with the weekly approximate breakdown shown in brackets, is below: -

- **Staff costs - £12,699 (£244.21)**  
The tots and toys sessions are run by a specialist palliative nurse and a play specialist. The Music Therapist also attends the weekly tots and toys sessions and does a thirty-minute session.
- **Operational/activity costs - £2,272 (£43.69)**  
The children and one parent are provided with lunch when they come to the session. Each year four outings are arranged for the children and these have a small cost. Examples of recent outings include a visit to a splash park, indoor play area, and a picnic.
- **Volunteer costs - £250 (4.80)**  
Three specially trained volunteers support the tots and toys sessions each week.
- **Overheads - £3,044 (58.54)**  
The tots and toys sessions takes up the whole of the day support area, the sensory room, children's courtyard garden (weather permitting), teenage room and the children's dining room.

### Funding for Tots and Toys

Over the last few years there has been a growing trend in the complexity of cases which are referred to us. Children are now able to live longer with life limiting illnesses and as they age there are more needs for care providers to consider. Keech Hospice Care must adapt to provide them with the most suitable care.

Below is the breakdown of the number of child patients from our three catchment areas in 2016-17. As mentioned in our application we supported 3 child patients and their families from Sandy: -

- **Bedfordshire – 131**
- **Hertfordshire – 167**
- **Milton Keynes - 19**

We have recently undertaken research into funding opportunities with local councils for our children's hospice services (as well as for our hospice for adults from Luton and south Beds). Our recent applications for Tots and Toys have been based on the number of child patients above and which services they have benefited from.

Although a number of our recent Tots and Toys applications have been to Hertfordshire councils, this is simply a result of specific deadline dates. Since submitting our application to Sandy Town Council we have received a further £500 towards Tots and Toys from Kensworth Parish Council and £1,000 towards our children's hospice from Biggleswade Town Council. Both are in support of the care we are providing to local children and their families.

This year, Keech Hospice Care must raise £5.7 million just to maintain the services we provide to our local community. Whilst we do receive limited statutory funding through the NHS, it is not enough to continue our work. It does not include our Tots and Toys sessions which are a vital part our day support for children and their families. Due to this, we rely on the generosity of our local community, corporate philanthropy and grant making organisations to help raise the money we require to provide excellent levels of care that all our patients deserve.

I hope that the above will provide the Policy, Finance and Resource committee with the additional information they need, and they feel able to award a grant towards our Tots and Toys sessions.

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

<b><u>Name of the Organisation/Group</u></b>	
Link-A-Ride Community Transport	
<b>Are you affiliated to a national organisation? If so, which one?</b>	NO
<b>Local venue/meeting place</b>	N/A
<b>Are you a registered charity? If so, give your charity number?</b>	We are a not for profit organisation and registered with the Co-Operative & Community Benefit Society Reg no 27887R
<b>What are the aims and activities of the organisation?</b>	<p>Link-A-Ride provide a door-2-door service for those who cannot easily access public transport due to illness, disability, those who are elderly, frail and vulnerable. Many of our clients tell us we are their life line, and our service prevent them from becoming isolated and so helping prevent the problems associated with loneliness and not being able to get out and have contact with others, also helping them to stay independent.</p> <p>We can help with transport to appointments to doctors, dentists and therapy sessions. Shopping, hairdressers, regular clubs. Visits to garden centres, social visits and much more.</p> <p>All of our drivers are fully trained, and DBS checked, and our buses are adapted to accommodate wheelchairs.</p>

<b>How many members do you have?</b>	We have provided approximately over 5000 trips in the previous 12 months
<b>Members:</b>	<b>Junior</b> N/A
	<b>Senior</b> 820
<b>What is your annual subscription?</b>	<b>Junior £</b> N/A
	<b>Senior £ 10</b>

## **Project Information**

What would the grant be used for?

- Day trips to encourage friendships and combat loneliness.
- Look at raising our profile locally at events (gala days, community events)
- Look at working with Councils and local clubs and organisations to promote our services, give talks and information at independent living/care homes, Clubs and organisations
- Pop up events at towns and villages, and supermarkets
- Advertise in local publications and relevant places

In what manner will the residents of Sandy benefit?

We will provide a door-door transport service for those in the community that are unable to easily access public transport, through illness, disability, and those who are elderly or frail. We can assist with transport to appointments (Doctors, dentists, physio etc), shopping, clubs and organisations, trips to garden centres, lunch dates, visits to friends and family and much more. All of our drivers are DBS checked and fully trained and caring to provide our valuable service.



Approximately how many Sandy residents will benefit from this grant?	We currently have 56 members in Sandy, but are looking to reach out and offer our services to many more in the town						
Estimated total cost of project	£1500 +						
Please state clearly how much you are applying for from Sandy Town Council.	£500						
What amount is being met from your own funds?	As we are a not for profit organisation, all of our services are covered by funding/grants received.						
What is the amount sought from other funding bodies? Please give details of other sources you have applied to or intend to apply to.							
<table border="1"> <thead> <tr> <th data-bbox="272 1290 608 1323">Source</th> <th data-bbox="608 1290 879 1323">Amount</th> <th data-bbox="879 1290 1370 1323">Confirmed/Pending/Unsuccessful</th> </tr> </thead> <tbody> <tr> <td colspan="3" data-bbox="272 1402 1370 1930">We request funding from other Town and Parish Councils that we operate in within Central Bedfordshire annually.</td> </tr> </tbody> </table>		Source	Amount	Confirmed/Pending/Unsuccessful	We request funding from other Town and Parish Councils that we operate in within Central Bedfordshire annually.		
Source	Amount	Confirmed/Pending/Unsuccessful					
We request funding from other Town and Parish Councils that we operate in within Central Bedfordshire annually.							


<b>Financial Details</b>	
<p>Please specify how any income, particularly surplus, is spent.</p>	<p>We are a not for profit organisation and any income is used to provide the service. Outgoings include, staff costs, vehicle maintenance, insurance and general running costs.</p>

<b>Payment Details</b>	
Account Title	Mid Beds Link a ride Community Transport Ltd
Account Number	40-52-40 00013791
Bank/Building Society Name and Address	Caff Bank 25 Kings Hill Avenue Kings Hill West Malling Kent MK19 4JQ
<b>Contact Details</b>	
Please give details of the person with whom this application can be discussed and to whom any cheque should be sent:	Cheryl Coverdale
Position in organisation	Manager
Address	c/o Ampthill Day Centre Houghton Close Ampthill Beds MK45 2TG
Telephone Number	01525 840511
E-mail address	linkaride@gmail.com

## **Declaration**

**Please sign this form to confirm that:**

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

<b>Signed:</b> 
<b>Name:</b> Cheryl Coverdale
<b>Position:</b> Manager
<b>Date:</b> 24 <sup>th</sup> April 2018

**Please enclose with your application copies of:**

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

**MID BEDS LINK-A-RIDE COMMUNITY TRANSPORT LIMITED**

**MID BEDS LINK-A-RIDE COMMUNITY TRANSPORT LIMITED**

**REGISTERED UNDER THE CO-OPERATIVE AND COMMUNITY BENEFIT SOCIETIES ACTS**

**UNAUDITED FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31st MARCH 2017**

**MID BEDS LINK-A-RIDE COMMUNITY TRANSPORT LIMITED**

**INDEX TO THE FINANCIAL STATEMENTS**

	Page
Society Information	1
Report of the Committee	2
Independent Accountants' Report	3
Income and Expenditure Account	4
Balance Sheet	5
Notes to the Financial Statements	6

**MID BEDS LINK-A-RIDE COMMUNITY TRANSPORT LIMITED**

**SOCIETY INFORMATION**

**CHAIRPERSON:** Mrs. S. A. Fowler

**SECRETARY:** Mrs. C. Andrews

**TREASURER:** Mrs. C. Andrews

**REGISTERED OFFICE:** c/o Ampthill Social Centre,  
Houghton Close,  
Ampthill  
Bedfordshire.

**REGISTERED NUMBER:** 27887R  
Registered under the Co-operative  
and Community Benefits Societies Act

**ACCOUNTANTS:** George Hay Partnership LLP,  
Chartered Accountants,  
Brigham House,  
High Street,  
Biggleswade,  
Bedfordshire

## **MID BEDS LINK-A-RIDE COMMUNITY TRANSPORT LIMITED**

### **REPORT OF THE COMMITTEE**

The Committee presents their Report with the Financial Statements of the Society for the year ended 31st March 2017.

#### **PRINCIPAL ACTIVITY**

The principal activity of the Society in the year under review was that of transport provision for the people in Mid Bedfordshire who, due to disability, are unable to use conventional transport.

#### **STATEMENT OF COMMITTEE'S RESPONSIBILITIES**

The Committee are required to prepare Financial Statements for each financial year, which gives a true and fair view of the state of affairs of the Society and of the surplus or deficit of the Society for that period. In preparing those Financial Statements, the Committee are required to

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the Financial Statements on the going concern basis unless it is inappropriate to presume that the Society will continue its activities.

The Committee are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the Society. They are also responsible for safeguarding the assets of the Society and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

#### **RESERVE POLICY**

The Committee has examined the charity requirements for reserves in the light of the main risks to the organisation. It has established a policy whereby the General Reserve Fund should be between 6 and 9 months of its expenditure. The budgeted expenditure for 2017/18 is similar to 2016/17 in the sum of £131,000 and therefore the target is £65,000 to £98,250 in General Reserve. The Reserves are needed to meet the working capital requirement of the charity. The present unrestricted fund of the charity is £123,433 (2016 £111,468)

#### **INDEPENDENT REPORTING ACCOUNTANT**

The Accountants, George Hay Partnership LLP, will be proposed for re-appointment in accordance with Part 7 of the Co-operative and Community Benefits Societies Act 2014.

#### **ON BEHALF OF THE COMMITTEE**

Mrs. S. A. Fowler - Chairperson

7 July 2017



**MID BEDS LINK-A-RIDE COMMUNITY TRANSPORT LIMITED**

**INDEPENDENT REPORTING ACCOUNTANTS' REPORT TO THE MEMBERS OF  
MID BEDS LINK-A-RIDE COMMUNITY TRANSPORT LIMITED**

We have prepared the financial statements of Mid Beds Link-A-Ride Community Transport Limited for the year ended 31 March 2017 which comprise financial statements such as the Income and Expenditure Account, the Balance Sheet and the related notes set out on pages 4 to 9. These financial statements have been prepared in accordance with the accounting policies set out therein.

As a practicing member firm of the Institute of Chartered Accountants in England and Wales (ICAEW), we are subject to its ethical and other professional requirements which are detailed at [icaew.com/membershandbook](http://icaew.com/membershandbook).

**Respective responsibilities of the committee of management and independent reporting accountant**

The Society's Committee of Management is responsible for preparing the financial statements, and they consider that the Society is exempt from an audit. It is our responsibility to carry out procedures designed to enable us to report our opinion.

**Basis of opinion**

Our work was conducted in accordance with the Statement of Standards for Reporting Accountants and so our procedures consisted of comparing accounts with accounting records kept by the society and making such limited enquiries of the officers of the society as we considered necessary for the purpose of this report. These procedures provide the only assurance expressed in our opinion.

**Opinion**

In our opinion:

- the financial statements for the year ended 31 March 2017 are in agreement with the books of account kept by the society and that, on the basis of the information contained in the books of account, they comply with the requirements under section 75 of the Co-operative and Community Benefits Society Act 2014;
- having regard only to, and on the basis of the information in the books of account, the financial statements for the year ended 31 March 2017 with the requirements of the Co-operative and Community Benefits Society 2014; and
- the Society met the financial criteria enabling it to dis-apply the requirement to have an audit of the accounts for the year specified in section 84 of the Co-operative and Community Benefit Societies Act 2014.

**GEORGE HAY PARTNERSHIP LLP**  
*Chartered Accountants & Statutory Auditors*

7 July 2017

**MID BEDS LINK-A-RIDE COMMUNITY TRANSPORT LIMITED**

**INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31st MARCH, 2017**

	Notes	2017		2016	
		£	£	£	£
<b>INCOME</b>					
Grants Received	1		101,207		101,207
Registration Fees			1,210		1,393
Fares Received	1		24,884		26,181
Fuel Duty Rebate			3,826		3,678
Donations			2,450		1,490
Bank Account Interest	4		186		313
			<u>133,763</u>		<u>134,262</u>
<b>OVERHEAD EXPENDITURE</b>					
Salaries	2	82,365		80,308	
National Insurance Costs		1,045		1,729	
Pension Costs		28		-	
Honorarium and Consultancy		960		960	
Vehicle Running Costs		20,484		17,736	
Vehicle Leasing Costs		7,414		21,430	
Office Rental		2,080		2,080	
Insurances		564		538	
Telephone		978		1,344	
Staff and Volunteer Expenses		60		-	
Staff Training		596		377	
Staff Recruitment		-		-	
Stationery and Postage		802		580	
Publicity		329		250	
Membership Fees and Subscriptions		368		309	
Bank Charges		25		-	
Sundry Expenses		491		450	
Accountancy Charges		1,200		1,100	
Safety Clothing		165		-	
Software Support		1,002	120,956	855	130,046
			<u>12,807</u>		<u>4,216</u>
<b>DEPRECIATION</b>					
Furniture and Equipment	3	38		49	
Motor Vehicle	3	804	842	1,068	1,117
<b>SURPLUS/(DEFICIT) ON ORDINARY ACTIVITIES BEFORE TAXATION</b>					
Taxation	5		11,965		3,099
			<u>-</u>		<u>-</u>
<b>SURPLUS/(DEFICIT) FOR THE YEAR ON ORDINARY ACTIVITIES AFTER TAXATION</b>					
			<u>11,965</u>		<u>3,099</u>
<b>TRANSFER TO/ (FROM) RESERVE ACCOUNT</b>					
			<u>£11,965</u>		<u>£3,099</u>

**MID BEDS LINK-A-RIDE COMMUNITY TRANSPORT LIMITED**

**BALANCE SHEET  
AS AT 31st MARCH, 2017**

	Notes	2017		2016	
		£	£	£	£
<b>FIXED ASSETS</b>					
Tangible Assets	6		2,513		3,355
<b>CURRENT ASSETS</b>					
Debtors	7	9,989		8,626	
Cash at Bank and in Hand		120,238		108,373	
		<u>130,227</u>		<u>116,699</u>	
<b>CREDITORS: Amounts falling due within one year</b>	8	4,272		3,851	
		<u>          </u>		<u>          </u>	
<b>NET CURRENT ASSETS</b>			125,955		113,148
			<u>          </u>		<u>          </u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			128,468		116,503
			<u>          </u>		<u>          </u>
<b>CAPITAL AND RESERVES:</b>					
Called up Share Capital	9		35		35
Contingency Fund	10		5,000		5,000
General Reserve	11		123,433		111,468
			<u>          </u>		<u>          </u>
			128,468		116,503
			<u>          </u>		<u>          </u>

**ON BEHALF OF THE COMMITTEE**

Treasurer

Mrs C Andrews

Committee Member

A A Fowler

Approved by the Committee 7<sup>th</sup> July 2017

MID BEDS LINK-A-RIDE COMMUNITY TRANSPORT LIMITED

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31st MARCH 2016

1. ACCOUNTING POLICIES

**Accounting Convention**

The Financial Statements have been prepared under the historical cost convention.

**Turnover**

Turnover represents grants and fares received during the year which are attributable to the principal activity of the society.

**Tangible Fixed Assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Furniture and Equipment etc - 25% on reducing balance

2. STAFF COSTS

	2017	2016
	£	£
Wages and Salaries	82,365	80,308
Social Security Costs	1,045	1,729
Pension Costs	29	-
	<u>83,439</u>	<u>82,037</u>

3. OPERATING SURPLUS

The operating surplus is stated after charging:

	2017	2016
	£	£
* Depreciation - Owned Assets	842	1,117
	<u>842</u>	<u>1,117</u>

4. INTEREST RECEIVABLE

	2017	2016
	£	£
Bank Account Interest	186	313
	<u>186</u>	<u>313</u>

**MID BEDS LINK-A-RIDE COMMUNITY TRANSPORT LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31st MARCH 2017**

**5. TAXATION**

The tax charge on interest is as follows:

	2017 £	2016 £
Corporation Tax	-	-
	<u>          </u>	<u>          </u>

The Bank Account Interest is received gross as no tax is deductible due to the Charity status.

**6. TANGIBLE FIXED ASSETS**

	Furniture and Equipment £	Motor Vehicle £
<b>COST</b>		
Balance brought forward	11,625	29,599
Additions	-	-
	<u>11,625</u>	<u>29,599</u>
<b>DEPRECIATION</b>		
Balance brought forward	11,480	26,389
Charge for year	38	804
	<u>11,518</u>	<u>27,193</u>
<b>NET BOOK VALUE</b>		
As at 31st March, 2017	<u>107</u>	<u>2,406</u>
<b>NET BOOK VALUE</b>		
As at 31st March, 2016	<u>145</u>	<u>3,210</u>

**7. DEBTORS**

Amounts falling due within one year:

	2017 £	2016 £
Sundry Debtors and Prepayments	9,989	8,626
	<u>          </u>	<u>          </u>

**MID BEDS LINK-A-RIDE COMMUNITY TRANSPORT LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31st MARCH 2017**

**8. CREDITORS:**

Amounts falling due within one year:

	2017	2016
	£	£
Sundry Creditors and Accruals	4,272	3,851
	<u>          </u>	<u>          </u>

**9. CALLED UP SHARE CAPITAL**

	2017	2016
The Share Capital consists of £1 shares and the numbers issued at the year end were as follows:	35	35
	<u>          </u>	<u>          </u>

**10. CONTINGENCY FUND**

	2017	2016
	£	£
Balance brought/carried forward	5,000	5,000
	<u>          </u>	<u>          </u>

The contingency fund is for the purposes of redundancy and other unknowns.

**11. GENERAL RESERVE**

	2017	2016
	£	£
Balance brought forward	111,468	108,369
Surplus for the year	11,965	3,099
	<u>          </u>	<u>          </u>
Balance carried forward	123,433	111,468
	<u>          </u>	<u>          </u>

**MID BEDS LINK-A-RIDE COMMUNITY TRANSPORT LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31st MARCH 2017**

**11. OPERATING LEASE COMMITMENTS**

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
The following payments are committed to be paid:		
Within one year	16,002	-
Between two and five years	5,334	-
	<u>21,336</u>	<u>-</u>
	<u><u>21,336</u></u>	<u><u>-</u></u>

# Link a Ride

Enquiries: 01525 840511

A door to door transport service to assist people who are unable to use ordinary buses due to a disability or illness.

**We can assist with journeys to:**

Doctors/dentists appointments  
Social visits to friends and family  
Therapy sessions  
Shopping  
Hairdressers  
Garden Centre visits  
and much more...



Central  
Bedfordshire

Central Bedfordshire Council



# Link-A-Ride Community Transport



**Link-A-Ride fully accessible buses**



**Trip to Ridgemont Tea Rooms**



**Clients with wheelchairs accessing the bus via the lift**



**Promoting Link-A-Ride at a Supermarket event**

Policy Finance and Resources Committee - Action list

Subject	Action to be taken		Response/ Status
	Minute	Action	
<b>Meeting 18/4/16</b>			
Cemetery Extension	(86-15/16)	Archaeological Excavation and Depot Build	Archaeological works commenced on 16 <sup>th</sup> April. The first phase of the excavation is complete and archaeologists are excavating the second phase.  Cemetery working group put forward recommendation to Council on 4 <sup>th</sup> June 2018 for a preferred contractor to carry out works on the depot build.
<b>Meeting 9/4/18</b>			
Fallowfield Lighting and CCTV	(110-17/18)	RESOLVED that the Clerk include mobile and static CCTV options within the Fallowfield lighting scheme to be brought forward to a future meeting of the Policy, Finance and Resources committee.	Awaiting information on fibre connection points and pricing from BT

**AGENDA ITEM 10****SANDY TOWN COUNCIL****COMMITTEE: Policy, Finance and Resources****DATE: 4 June 2018****AUTHOR: Town Clerk****SUBJECT: Firework Event 2018****1. Summary**

- 1.1 The Scouts have approached the Council with a request for assistance in funding the 2018 Fireworks event. The Scouts are asking that the Council consider repeating the same arrangement agreed in 2016 and 2017.
- 1.2 In 2016 and 2017, the Council agreed to a recommendation by the Policy, Finance and Resources Committee that the Town Council would support the Scouts by funding the firework event up to the cost of £4,000 and that this money is reimbursed from ticket sales, with all event profit - above and beyond - going to the Scouts.
- 1.3 The financial risk the event poses to the Scouts in the event it had to be cancelled makes it impractical for them to run the event if they are unable to get financial support.

**2. Information**

- 2.1 The request to the Council has come earlier than in previous years as the Scouts have confirmed that they do have the volunteers to help put on the event. The event is organised by a few dedicated volunteers who have run the event since its incorporation, rather than an established organising body.
- 2.2 The actual amount paid by the Council in the last two years was;

2016	£3,224	Total amount refunded to Council in Full
2017	£3,479	Total amount refunded to Council in Full

- 2.3 The Scouts made a profit from the 2017 event which was used to pay for further improvement/maintenance works to the Scout Hut and run various scouting activities and trips. The Scouts carry out a variety of fundraising activities throughout the year to help support their costs.

- 2.4 The fireworks event requires a high output in costs and volunteers for a comparatively low return compared to other fundraising events. However, it is an important event in the Sandy calendar and does allow the Scouts to raise money to keep the group running. The Scouts of course help support a variety of other events throughout the year, including the Christmas Light Switch On and beacon lightings.
- 2.5 If the request is granted again this year, it would remove the financial risk for the Scouts, who otherwise do not believe they will be able to run the event.
- 2.6 It is anticipated that the cost of the Council's funding would be recuperated from pre-event ticket sales. No refunds are offered should the event be cancelled due to bad weather.
- 2.7 The approximate cost of running the event is summarised below:

Fireworks	£3,400
Marketing/Advertising	£192
St Johns	£170
Light Towers	£330
Sundries	£291

- 2.8 The profit and loss accounts for the last two years' events are detailed below for Members' information;

<b>Expenditure</b>	<b>2017 (£)</b>	<b>2016 (£)</b>
Firework Cost	3,400.00	3,223.00
Marketing/Advertising	192.00	160.00
St Johns	170.00	161.00
Light Towers	330.00	330.00
Sections Ticket Commission	0.00	100.00
Sundries	291.00	165.00
Repay Town Council	3,400.00	3,223.00
<b>TOTAL</b>	<b>7,783.00</b>	<b>7,362.00</b>
<b>Income</b>	<b>2017 (£)</b>	<b>2016 (£)</b>
Council Loan	3,400.00	3,223.00
Stall Donations	150.00	55.00
Ticket Sales	6,299.00	6,240.00
<b>TOTAL</b>	<b>9,849.00</b>	<b>9,518.00</b>
<b>PROFIT</b>	<b>2,066.00</b>	<b>2,156.00</b>

**SANDY TOWN COUNCIL**

**COMMITTEE: Policy, Finance and Resources**

**DATE: 4 June 2018**

**AUTHOR: Town Clerk**

**SUBJECT: Section 106 Village Halls and Community Buildings**

**1. Summary**

- 1.1 Section 106 funds are available to village halls and community buildings for improving or making available spaces for communal use. These facilities should be community run/owned buildings rather than buildings which may be owned, maintained or operated by private companies or groups.
- 1.2 The Town Council previously supported the Village Hall Management Committee via the submission of a section 106 application for funds to contribute towards a new roof.
- 1.3 The Council has received a request from the Sandy Scouts for support in making an application for section 106 funds for works to provide a new roof for the Scout hut.

**2. Information**

- 2.1 There are currently £64,932 of uncommitted section 106 funds held by Central Bedfordshire Council to spend on village halls and community buildings in Sandy.
- 2.2 The Sandy Scouts have worked with a variety of organisations and companies over the last two years to make improvements and enhancements to the Scout hut. This has included work to install a new kitchen and electrical work throughout the buildings.
- 2.3 The Scout Hut is in need of a new roof; the problem has become worse in recent months.
- 2.4 The Scouting management obtained a quote for £39,000 inclusive of VAT for the removal of defective felt and decking and the installation of new roofing.
- 2.5 Members are asked to consider supporting an application from the Scouts to Section 106 for funds to replace the dilapidated roof of the Scout Hut.

Members are also asked to consider submitting the application from the Town Council, as with the application for the Village Hall works. Section 106 funds are paid by CBC following completion and payment of the works by the applicant.

- 2.6 Members should note that if the application is to be made by the Town Council a tender process will need to be followed and the tender will need to be advertised as per the Council's Standing Orders and Financial Regulations.

**AGENDA ITEM 12**

**SANDY TOWN COUNCIL**

**COMMITTEE:** Policy, Finance and Resources

**DATE:** 4 June 2018

**AUTHOR:** Town Clerk

**SUBJECT:** The Pinnacle Field

**1. Summary**

- 1.1 Sandy Town Council recently entered into a new lease for the area of Sandy known as The Pinnacle. The Council have leased the land for 99 years from the Everton Estate, to ensure the provision of public access to a valued area of recreation for residents. The lease is a long lease with the option for both parties to exit, giving six months' notice.
- 1.2 In 2017, the area was subject to unauthorised access and encampment on two separate occasions. This resulted in a clean-up to the cost of £4456.75 to the Council, as well as volunteer hours invested to help reinstate areas of the land.
- 1.3 Members requested that representatives of the Council meet with the landlord to discuss whether costs could be shared on the maintenance and protection of the land from future cases of unauthorised access.

**2. Information**

- 2.1 The 2017/18 Chairmen of the Community Services and Environment and Policy Finance and Resources Committees, joined the Clerk in meeting with the landlord. The costs incurred by the Council for the clean up of the land following the unauthorised encampments and the annual maintenance costs incurred by the Council were reviewed and discussed. The cost of protecting the Pinnacle field from future unauthorised access was also discussed.
- 2.2 The Landlord would not be looking to contribute to the annual costs of maintaining the land and felt that while the estate would support action to stop unauthorised vehicular access to the field, this cost would need to fall to Sandy. It was pointed out that by stopping access to The Pinnacle field, other areas in Sandy may become more vulnerable.
- 2.3 Ways of protecting the site were considered and it was suggested that the most secure and cost-effective way of permanently protecting the site would be via the landscaping of a bank at the entrance to the field and enhancing

this with a planting scheme. This would have the benefit of stopping vehicles while also forming an attractive addition to the site.

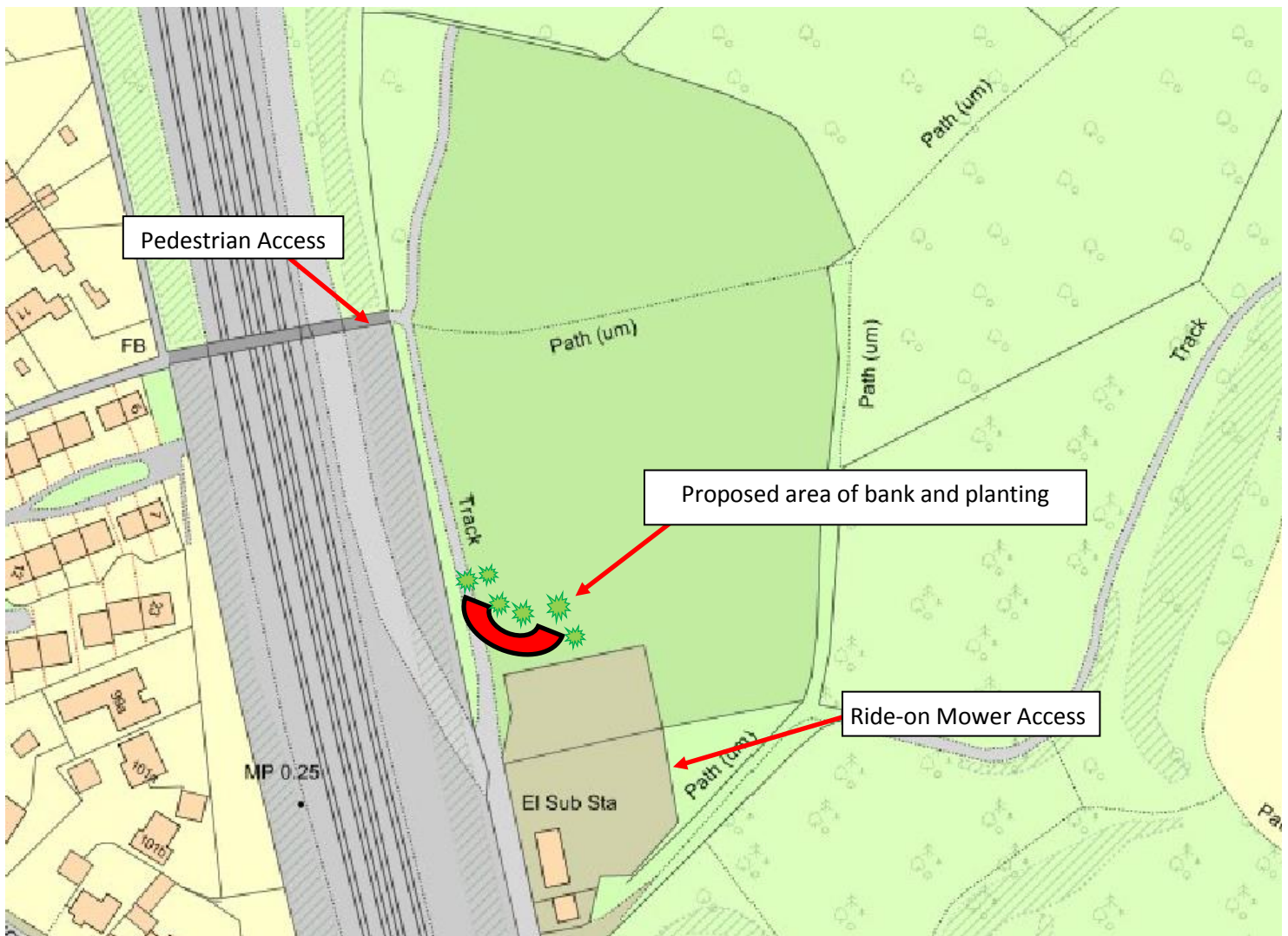
The negative aspect of carrying out landscaping would be that it would also prohibit authorised access of maintenance equipment and other vehicles.

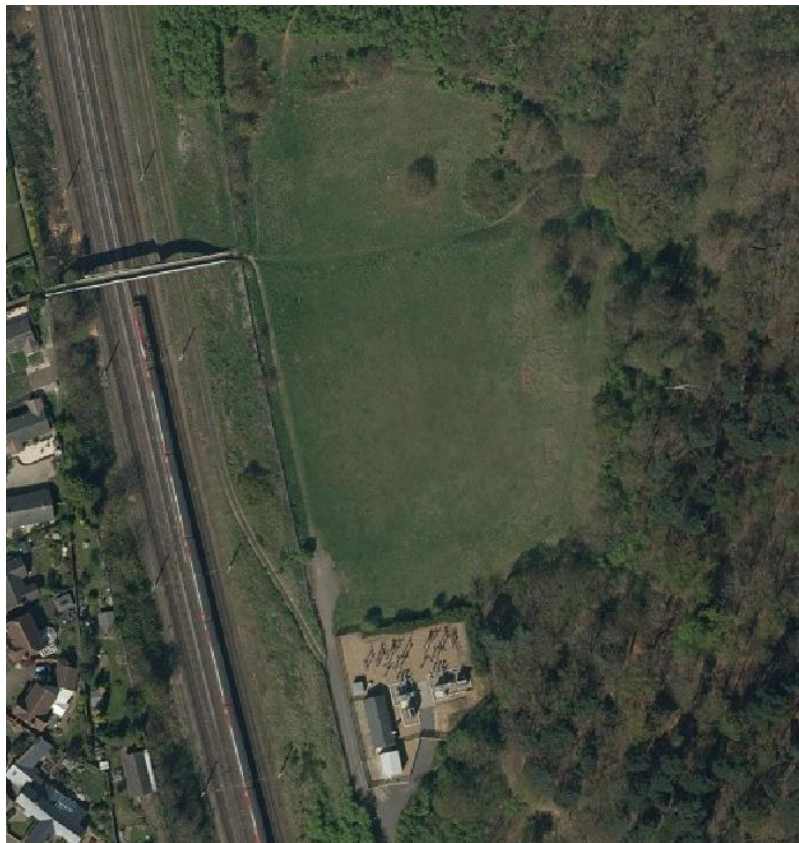
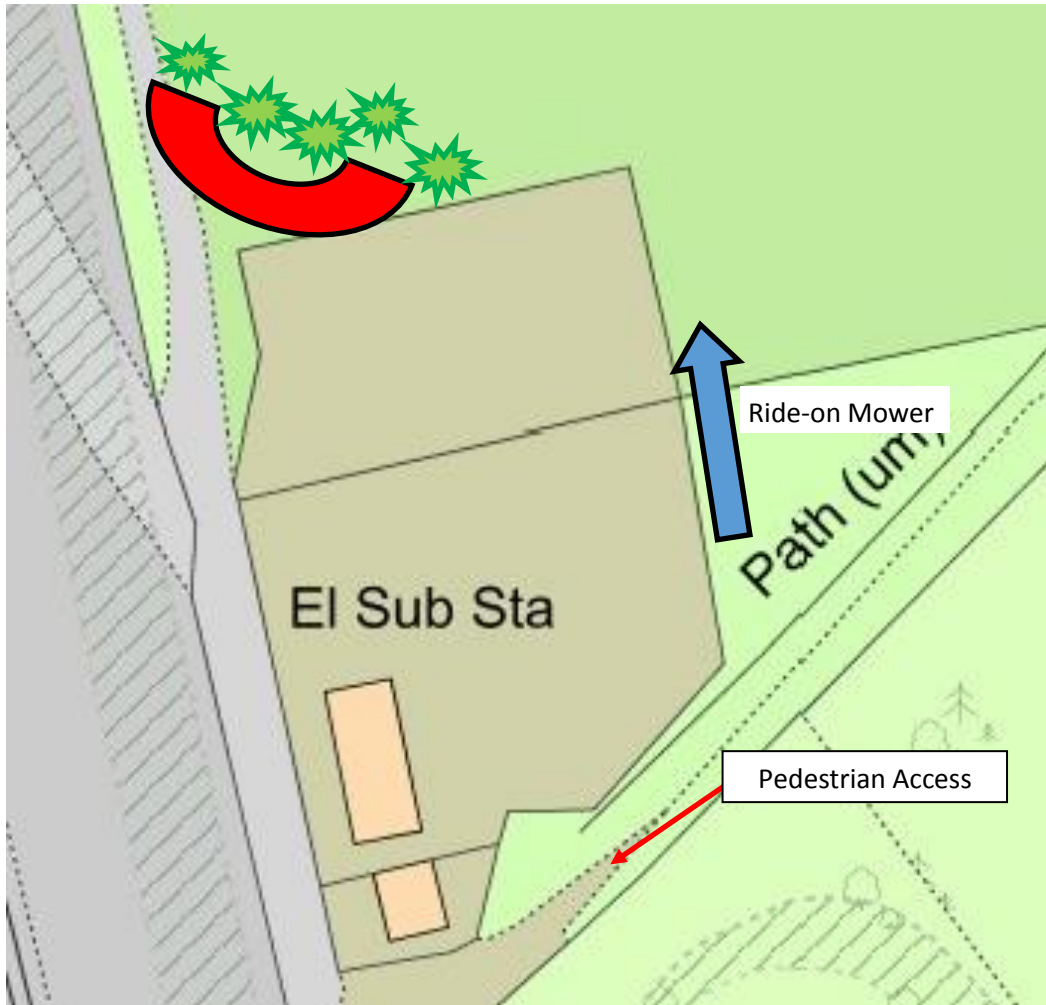
2.4 The Pinnacle Field is currently used by the annual fair, for which the Council receives an income of £500. The Council’s grounds team also access the site with a ride-on mower for grass cutting.

2.5 The ride-on mower is able to access the site via an alternative way, which is not accessible by larger vehicles.

The Landlord offered use of another site in Sandy, known as ‘The Sand Pit’ for the siting of the annual fair. There would be no cost to the Council for the use of the alternative site. If the fair organiser agreed to the use of this site, it would allow the annual fair to continue in Sandy and remove the need to ensure vehicle access to the Pinnacle Field, therefore making landscaping a viable option for the long-term protection of the site.

2.6 Members are asked to consider whether, subject to agreement with the fair organiser, vehicular access to The Pinnacle field is removed and the landscaping of a mound and a planting scheme is designed to act as a barrier to unauthorised access.







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

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

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

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

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

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

**Protecting Confidential or Sensitive Information**

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

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

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

**Data Protection Terminology**

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

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

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

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

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

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

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

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

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

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

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

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

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

- The individual has consented to the processing
- Processing is necessary for the performance of a contract or agreement with the individual
- Processing is required under a legal obligation
- Processing is necessary to protect the vital interests of the individual
- Processing is necessary to carry out public functions

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- Processing is necessary in order to pursue the legitimate interests of the data controller or third parties.

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

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

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

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

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

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

### Diversity Monitoring

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

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

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

### Information provided to us

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

### The Councils Right to Process Information

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

Processing is with consent of the data subject, or

Processing is necessary for compliance with a legal obligation.

Processing is necessary for the legitimate interests of the Council.

### Information Security

## **AGENDA ITEM 13**

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The Town Council cares to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. We will only keep your data for the purpose it was collected for and only for as long as is necessary. after which it will be deleted.

### Children

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

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

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

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

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

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

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

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

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

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

### **Making Information Available**

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

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

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

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

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

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to a planning application in advance of Council. In other words, decisions which would have been made by Council or committee had the delegation not been in place.

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

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

### Disclosure Information

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

### Data Transparency

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

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

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

The principles of the Code are:

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

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

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

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

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

Adopted by Council:

Review Date:

**Sandy Town Council**  
**10 Cambridge Road, Sandy, Bedfordshire, SG19 1JE**

**Privacy Notice**

When you contact **Sandy Town Council**

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

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

**Sandy Town Council** Right to Process Information

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

Processing is with consent of the data subject

or

Processing is necessary for compliance with a legal obligation

or

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

or

to take steps to enter into a contract

**Information Security**

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

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

**Your Rights**

**Access to Information**

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

### **Information Correction**

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

### **Information Deletion**

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

### **Right to Object**

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

Rights Related to Automated Decision Making and Profiling

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

### **To Sum Up**

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

### **Complaints**

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