

# Sandy Town Council

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

You are hereby summoned to attend a meeting of the Policy, Finance and Resources Committee of Sandy Town Council which will be held in the Council Chamber at 10 Cambridge Road, Sandy, Bedfordshire on Monday 6 January 2020 at 7.30pm for the purpose of transacting the items of business below.



Chris Robson  
Town Clerk  
10 Cambridge Road  
Sandy SG19 1JE  
01767 681491  
31 December 2019

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

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

### **Reports**

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

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

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

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

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

#### **3 Public Participation Session**

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

#### **4 Minutes of previous meeting**

To receive the minutes of the Policy, Finance and Resources Committee held on 25 November 2019 and to approve them as a correct record of proceedings.

# Sandy Town Council

## 5 Financial Reports

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

## 6 Grant Applications

- i) To consider a grant application from Sandy Town Bowling Club Appendix IV
- ii) To consider a grant application from Ivel Sprinter (East Beds Community Bus Ltd) Appendix V
- iii) To consider a grant application from Citizens Advice Mid Bedfordshire Appendix VI

## 7 Action List

To receive and note a copy of the action list. Appendix VII

## 8 Internal Audit Report

To receive and note the internal auditors 6-month report. Appendix VIII

## 9 Pension Contribution

To receive and note the LGPS employer contribution rates for the next three financial years. Appendix IX

## 10 Depot Insurance Additions

To receive and note the cost of adding the new depot on to the Council's insurance premium. Appendix X

## 11 Data Protection Officer

To receive and consider a report from the Town Clerk on 2020/21 data protection officer cover. Appendix XI

## 12 Scale of Charges

To consider an amendment to the previously agreed Scale of Charges for 2020/21. Appendix XII

## 13 Commemorating VE Day

To consider a report on the costs of providing commemorative items and whether this is something the Council wishes to pursue. Appendix XIII

# Sandy Town Council

**14 Fireworks 2019**

To receive a report on the Scouts 2019 Fireworks and the Council loan.

Appendix  
XIV

**15 2020/21 Budget and Precept**

To receive and consider the 2020/21 Budget and Precept reports.

Appendix XV

**16 10 Cambridge Road Clock**

To receive and note an update on the cost to investigate the fault with the public clock at 10 Cambridge Road.

Appendix  
XVI

**17 Chairman's Items**

**18 Date of next meeting:** 17 February 2020

11:53

## Detailed Balance Sheet - Excluding Stock Movement

Month 8 Date 30/11/2019

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
105	VAT Control	6,121	
110	Prepayments	77	
122	Scout Firework Loan	3,183	
200	Current Bank A/c	15,167	
201	Clerks Imprest A/c	202	
205	Capital a/c Santander	218,034	
206	Barclays Active Saver	249,565	
208	Public Sector Deposit Fund	204,412	
210	Petty Cash	350	
	<b>Total Current Assets</b>		<b>697,109</b>
	<u>Current Liabilities</u>		
501	Creditors Control	6,426	
515	PAYE/NI Control AC	3,788	
516	Superannuation Due	4,382	
	<b>Total Current Liabilities</b>		<b>14,595</b>
	<b>Net Current Assets</b>		<b>682,515</b>
	<b>Total Assets less Current Liabilities</b>		<b>682,515</b>
	<u>Represented by :-</u>		
300	Current Year Fund	234,239	
310	General Reserve	284,043	
315	Rolling Capital Fund	55,983	
321	Cemetery Development Reserve	23,028	
322	EMR Fallowfield	66,632	
323	EMR Community Funds	7,000	
324	EMR Elections	11,589	
	<b>Total Equity</b>		<b>682,515</b>

## Summary Income &amp; Expenditure by Budget Heading 30/11/2019

Month No: 8

## Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
401 Staff	Expenditure	179,664	282,075	102,411		102,411	63.7%
402 Administration-Office	Income	2,782	1,300	(1,482)			214.0%
	Expenditure	47,249	80,900	33,651		33,651	58.4%
	Movement to/(from) Gen Reserve	<u>(44,467)</u>					
403 Administration-Works	Expenditure	22,845	41,100	18,255		18,255	55.6%
405 Footway Lighting	Expenditure	5,957	15,750	9,793		9,793	37.8%
406 Cemetery & Churchyard	Income	22,404	20,450	(1,954)			109.6%
	Expenditure	6,701	10,100	3,399		3,399	66.3%
	Movement to/(from) Gen Reserve	<u>15,703</u>					
408 Town Centre (Including Market)	Income	1,091	300	(791)			363.8%
	Expenditure	13,674	33,435	19,761		19,761	40.9%
	Movement to/(from) Gen Reserve	<u>(12,582)</u>					
409 Public Toilets - Car Park	Expenditure	2,679	4,150	1,471		1,471	64.5%
500 Play Areas and Open Spaces	Income	1,185	1,550	365			76.5%
	Expenditure	3,220	(5,700)	(8,920)		(8,920)	(56.5%)
	Movement to/(from) Gen Reserve	<u>(2,035)</u>					
501 Sunderland Road Rec Ground	Income	1,168	720	(448)			162.2%
	Expenditure	19,904	29,000	9,096		9,096	68.6%
	Movement to/(from) Gen Reserve	<u>(18,736)</u>					
502 Nature Reserves	Income	892	2,550	1,658			35.0%
	Expenditure	39	13,500	13,461		13,461	0.3%
	Movement to/(from) Gen Reserve	<u>852</u>					
505 Grass Cutting	Expenditure	0	10,000	10,000		10,000	0.0%
506 Litter Bins, Seats & Shelters	Expenditure	0	650	650		650	0.0%
509 Christmas Lights	Income	525	500	(25)			105.0%
	Expenditure	10,813	16,500	5,687		5,687	65.5%
	Movement to/(from) Gen Reserve	<u>(10,288)</u>					
601 Precept and Interest	Income	581,413	581,198	(215)			100.0%
602 Democratic and Civic Costs	Income	335	0	(335)			0.0%
	Expenditure	6,470	15,200	8,730		8,730	42.6%
	Movement to/(from) Gen Reserve	<u>(6,135)</u>					
700 Capital and Projects	Income	200,680	17,903	(182,777)			1120.9%
	Expenditure	259,021	79,203	(179,818)		(179,818)	327.0%
	Movement to/(from) Gen Reserve	<u>(58,341)</u>					

## Summary Income &amp; Expenditure by Budget Heading 30/11/2019

Month No: 8

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	812,474	626,471	(186,004)			129.7%
Expenditure	578,235	625,863	47,628	0	47,628	92.4%
Net Income over Expenditure	<u>234,239</u>	<u>608</u>	<u>(233,631)</u>			
Movement to/(from) Gen Reserve	<u>234,239</u>					

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2019

Month No: 8

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>401 Staff</b>							
4001 Gross Salaries - Admin	74,328	113,000	38,672		38,672	65.8%	
4002 Gross Salaries - Works	63,418	102,500	39,082		39,082	61.9%	
4003 Employers NIC	10,880	17,300	6,420		6,420	62.9%	
4004 Employers Superannuation	29,944	47,500	17,556		17,556	63.0%	
4006 H&S Costs/Consultancy	525	500	(25)		(25)	105.0%	
4010 Miscellaneous Staff Costs	569	1,000	431		431	56.9%	
4030 Recruitment Advertising	0	275	275		275	0.0%	
<b>Staff :- Indirect Expenditure</b>	<b>179,664</b>	<b>282,075</b>	<b>102,411</b>	<b>0</b>	<b>102,411</b>	<b>63.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(179,664)</b>	<b>(282,075)</b>	<b>(102,411)</b>				
<b>402 Administration-Office</b>							
1003 Tourism Income	1,099	500	(599)			219.8%	
1201 Rent Received Etc	288	750	462			38.4%	
1202 Photocopying Income	41	50	9			81.7%	
1205 Miscellaneous Income	1,354	0	(1,354)			0.0%	
<b>Administration-Office :- Income</b>	<b>2,782</b>	<b>1,300</b>	<b>(1,482)</b>			<b>214.0%</b>	<b>0</b>
4008 Training	415	2,000	1,585		1,585	20.8%	
4009 Travel & Subsistence	72	200	128		128	36.0%	
4011 General Rates	6,629	6,700	72		72	98.9%	
4012 Water Rates	1,267	600	(667)		(667)	211.1%	
4014 Electricity	937	2,500	1,563		1,563	37.5%	
4015 Gas	(1,472)	1,500	2,972		2,972	(98.1%)	
4016 Cleaning Materials etc	656	1,250	594		594	52.4%	
4018 General Data Protection Regs	0	1,000	1,000		1,000	0.0%	
4020 Misc Establishment Costs	288	2,000	1,712		1,712	14.4%	
4021 Telephone & Fax	2,084	2,500	416		416	83.4%	
4022 Postage	733	1,200	467		467	61.1%	
4023 Printing & Stationery	1,068	2,000	932		932	53.4%	
4024 Subscriptions	2,829	2,850	21		21	99.3%	
4025 Insurance (excl vehicles)	13,488	21,500	8,012		8,012	62.7%	
4026 Photocopy Costs	1,833	3,500	1,667		1,667	52.4%	
4027 IT Costs incl Support	2,568	4,500	1,933		1,933	57.1%	
4028 Service Agreements (Other)	4,033	6,500	2,467		2,467	62.0%	
4035 Publications	82	100	18		18	82.0%	
4036 Property Maintenance/Security	2,052	4,000	1,948		1,948	51.3%	
4040 Equipment Purchases (Minor)	586	2,000	1,414		1,414	29.3%	
4050 Tourism Expenditure	922	250	(672)		(672)	368.8%	
4051 Bank Charges	371	500	129		129	74.1%	

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2019

Month No: 8

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4056 Legal Expenses	1,543	2,500	958		958	61.7%	
4057 Audit Fees - External	0	1,300	1,300		1,300	0.0%	
4058 Audit Fees - Internal	415	750	335		335	55.3%	
4059 Accountancy Fees	3,739	7,000	3,261		3,261	53.4%	
4070 Refreshments	114	200	86		86	56.8%	
<b>Administration-Office :- Indirect Expenditure</b>	<b>47,249</b>	<b>80,900</b>	<b>33,651</b>	<b>0</b>	<b>33,651</b>	<b>58.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(44,467)</b>	<b>(79,600)</b>	<b>(35,133)</b>				
<b>403 Administration-Works</b>							
4005 Protective Clothing	400	1,300	900		900	30.8%	
4008 Training	0	1,000	1,000		1,000	0.0%	
4011 General Rates	1,817	1,850	33		33	98.2%	
4012 Water Rates	5	200	195		195	2.7%	
4014 Electricity	0	1,000	1,000		1,000	0.0%	
4017 Refuse Disposal	2,873	5,500	2,627		2,627	52.2%	
4036 Property Maintenance/Security	2,250	2,000	(250)		(250)	112.5%	
4038 Consumables/Small Tools	1,094	2,500	1,406		1,406	43.8%	
4039 Planting/Trees/Horticulture	5,666	6,250	584		584	90.7%	
4040 Equipment Purchases (Minor)	941	2,000	1,059		1,059	47.0%	
4042 Equipment/Vehicle Maintenance	2,355	5,000	2,645		2,645	47.1%	
4043 Equipment/Vehicle Fuel	2,824	3,500	676		676	80.7%	
4044 Vehicle Tax & Insurance	2,620	3,000	380		380	87.3%	
4045 Arboriculture	0	6,000	6,000		6,000	0.0%	
<b>Administration-Works :- Indirect Expenditure</b>	<b>22,845</b>	<b>41,100</b>	<b>18,255</b>	<b>0</b>	<b>18,255</b>	<b>55.6%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(22,845)</b>	<b>(41,100)</b>	<b>(18,255)</b>				
<b>405 Footway Lighting</b>							
4014 Electricity	3,907	5,750	1,843		1,843	67.9%	
4042 Equipment/Vehicle Maintenance	2,050	10,000	7,950		7,950	20.5%	
<b>Footway Lighting :- Indirect Expenditure</b>	<b>5,957</b>	<b>15,750</b>	<b>9,793</b>	<b>0</b>	<b>9,793</b>	<b>37.8%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(5,957)</b>	<b>(15,750)</b>	<b>(9,793)</b>				
<b>406 Cemetery &amp; Churchyard</b>							
1226 Burials/Memorials Income	22,404	20,450	(1,954)			109.6%	
<b>Cemetery &amp; Churchyard :- Income</b>	<b>22,404</b>	<b>20,450</b>	<b>(1,954)</b>			<b>109.6%</b>	<b>0</b>
4011 General Rates	2,971	2,750	(221)		(221)	108.0%	
4012 Water Rates	120	100	(20)		(20)	120.3%	



## Detailed Income &amp; Expenditure by Budget Heading 30/11/2019

Month No: 8

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4036 Property Maintenance/Security	0	1,000	1,000		1,000	0.0%	
4037 Grounds Maintenance	10	900	891		891	1.1%	
4039 Planting/Trees/Horticulture	0	350	350		350	0.0%	
4101 Grave Digging Costs	3,600	5,000	1,400		1,400	72.0%	
<b>Cemetery &amp; Churchyard :- Indirect Expenditure</b>	<b>6,701</b>	<b>10,100</b>	<b>3,399</b>	<b>0</b>	<b>3,399</b>	<b>66.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>15,703</b>	<b>10,350</b>	<b>(5,353)</b>				
<b>408 Town Centre (Including Market)</b>							
1238 Other Income Car Park	1,091	300	(791)			363.8%	
<b>Town Centre (Including Market) :- Income</b>	<b>1,091</b>	<b>300</b>	<b>(791)</b>			<b>363.8%</b>	<b>0</b>
4011 General Rates	12,607	12,227	(380)		(380)	103.1%	
4036 Property Maintenance/Security	763	1,500	737		737	50.9%	
4053 Loan Interest	127	253	126		126	50.2%	
4054 Loan Capital Repaid	177	355	178		178	49.9%	
4100 CCTV Fees	0	19,100	19,100		19,100	0.0%	
<b>Town Centre (Including Market) :- Indirect Expenditure</b>	<b>13,674</b>	<b>33,435</b>	<b>19,761</b>	<b>0</b>	<b>19,761</b>	<b>40.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(12,582)</b>	<b>(33,135)</b>	<b>(20,553)</b>				
<b>409 Public Toilets - Car Park</b>							
4011 General Rates	1,841	1,850	9		9	99.5%	
4012 Water Rates	664	1,000	336		336	66.4%	
4014 Electricity	124	300	176		176	41.3%	
4036 Property Maintenance/Security	50	1,000	950		950	5.0%	
<b>Public Toilets - Car Park :- Indirect Expenditure</b>	<b>2,679</b>	<b>4,150</b>	<b>1,471</b>	<b>0</b>	<b>1,471</b>	<b>64.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(2,679)</b>	<b>(4,150)</b>	<b>(1,471)</b>				
<b>500 Play Areas and Open Spaces</b>							
1201 Rent Received Etc	0	500	500			0.0%	
1241 Sandy FC Rent	495	500	5			99.0%	
1251 Pitch Rental	690	550	(140)			125.5%	
<b>Play Areas and Open Spaces :- Income</b>	<b>1,185</b>	<b>1,550</b>	<b>365</b>			<b>76.5%</b>	<b>0</b>
4007 Health & Safety	343	400	58		58	85.6%	
4012 Water Rates	243	700	457		457	34.7%	
4014 Electricity	53	200	147		147	26.5%	
4036 Property Maintenance/Security	53	500	448		448	10.5%	
4037 Grounds Maintenance	16	2,500	2,484		2,484	0.6%	
4042 Equipment/Vehicle Maintenance	2,513	5,000	2,487		2,487	50.3%	

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2019

Month No: 8

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4972 Transfer from EMR Fallowfield	0	(15,000)	(15,000)		(15,000)	0.0%	
Play Areas and Open Spaces :- Indirect Expenditure	<b>3,220</b>	<b>(5,700)</b>	<b>(8,920)</b>	<b>0</b>	<b>(8,920)</b>	<b>(56.5%)</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(2,035)</b>	<b>7,250</b>	<b>9,285</b>				
<b>501 Sunderland Road Rec Ground</b>							
1201 Rent Received Etc	514	0	(514)			0.0%	
1253 Bowls Club Rental	437	435	(2)			100.5%	
1255 Cricket Club Rental	217	280	63			77.5%	
1256 Scouts ,ACF and SSLA	0	5	5			0.0%	
Sunderland Road Rec Ground :- Income	<b>1,168</b>	<b>720</b>	<b>(448)</b>			<b>162.2%</b>	<b>0</b>
4012 Water Rates	2,021	800	(1,221)		(1,221)	252.6%	
4014 Electricity	67	200	133		133	33.4%	
4036 Property Maintenance/Security	1,387	1,750	363		363	79.3%	
4046 Bowling Green - SBC	2,981	3,165	184		184	94.2%	
4047 Equipment Maintenance - SBC	2,623	2,572	(51)		(51)	102.0%	
4048 Cricket Square - SCC	1,388	2,540	1,152		1,152	54.7%	
4049 Equipment Maintenance - SCC	67	2,748	2,681		2,681	2.4%	
4060 Other Professional Fees	9,369	15,225	5,856		5,856	61.5%	
Sunderland Road Rec Ground :- Indirect Expenditure	<b>19,904</b>	<b>29,000</b>	<b>9,096</b>	<b>0</b>	<b>9,096</b>	<b>68.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(18,736)</b>	<b>(28,280)</b>	<b>(9,544)</b>				
<b>502 Nature Reserves</b>							
1306 Countryside Stewardship Grant	240	2,000	1,760			12.0%	
1307 Angling Licence Rent	652	550	(102)			118.5%	
Nature Reserves :- Income	<b>892</b>	<b>2,550</b>	<b>1,658</b>			<b>35.0%</b>	<b>0</b>
4037 Grounds Maintenance	39	1,500	1,461		1,461	2.6%	
4060 Other Professional Fees	0	10,000	10,000		10,000	0.0%	
4703 Sandy Green Wheel	0	2,000	2,000		2,000	0.0%	
Nature Reserves :- Indirect Expenditure	<b>39</b>	<b>13,500</b>	<b>13,461</b>	<b>0</b>	<b>13,461</b>	<b>0.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>852</b>	<b>(10,950)</b>	<b>(11,802)</b>				
<b>505 Grass Cutting</b>							
4102 Grass Cutting	0	10,000	10,000		10,000	0.0%	
Grass Cutting :- Indirect Expenditure	<b>0</b>	<b>10,000</b>	<b>10,000</b>	<b>0</b>	<b>10,000</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(10,000)</b>	<b>(10,000)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2019

Month No: 8

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>506 Litter Bins, Seats &amp; Shelters</u>							
4042 Equipment/Vehicle Maintenance	0	650	650		650	0.0%	
Litter Bins, Seats & Shelters :- Indirect Expenditure	<u>0</u>	<u>650</u>	<u>650</u>	<u>0</u>	<u>650</u>	<u>0.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>0</u>	<u>(650)</u>	<u>(650)</u>				
<u>509 Christmas Lights</u>							
1365 Christmas Lights	525	500	(25)			105.0%	
Christmas Lights :- Income	<u>525</u>	<u>500</u>	<u>(25)</u>			<u>105.0%</u>	<u>0</u>
4401 Christmas Illuminations	8,149	14,000	5,852		5,852	58.2%	
4402 Community Christmas Event	2,665	2,500	(165)		(165)	106.6%	
Christmas Lights :- Indirect Expenditure	<u>10,813</u>	<u>16,500</u>	<u>5,687</u>	<u>0</u>	<u>5,687</u>	<u>65.5%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(10,288)</u>	<u>(16,000)</u>	<u>(5,712)</u>				
<u>601 Precept and Interest</u>							
1101 Precept	580,198	580,198	0			100.0%	
1320 Interest Received - All account	1,215	1,000	(215)			121.5%	
Precept and Interest :- Income	<u>581,413</u>	<u>581,198</u>	<u>(215)</u>			<u>100.0%</u>	<u>0</u>
<b>Net Income</b>	<u>581,413</u>	<u>581,198</u>	<u>(215)</u>				
<u>602 Democratic and Civic Costs</u>							
1245 Grants Received	25	0	(25)			0.0%	
1309 Misc Contributions	310	0	(310)			0.0%	
Democratic and Civic Costs :- Income	<u>335</u>	<u>0</u>	<u>(335)</u>				<u>0</u>
4020 Misc Establishment Costs	6	100	94		94	5.8%	
4033 Annual Report & Newsletter	1,904	3,000	1,096		1,096	63.5%	
4042 Equipment/Vehicle Maintenance	120	400	280		280	30.0%	
4200 Mayor's Allowance	1,334	2,200	866		866	60.6%	
4202 Members' Expenses (Conf etc)	93	500	407		407	18.7%	
4210 Election Costs	3,708	3,000	(708)		(708)	123.6%	
4701 Grants/Donations Paid	1,380	3,000	1,620		1,620	46.0%	
4702 Community Events Support	1,336	3,000	1,664		1,664	44.5%	
4971 Transfer from EMR	(3,411)	0	3,411		3,411	0.0%	
Democratic and Civic Costs :- Indirect Expenditure	<u>6,470</u>	<u>15,200</u>	<u>8,730</u>	<u>0</u>	<u>8,730</u>	<u>42.6%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(6,135)</u>	<u>(15,200)</u>	<u>(9,065)</u>				

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2019

Month No: 8

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>700 Capital and Projects</b>							
1103 Internal Loan from F'fld EMR	123,287	0	(123,287)			0.0%	
1153 Loan Interest Rec'd - INTERNAL	7,903	7,903	0			100.0%	
1154 Loan Capital Rec'd - INTERNAL	10,000	10,000	0			100.0%	
1364 S106 Money Received	59,491	0	(59,491)			0.0%	
<b>Capital and Projects :- Income</b>	<b>200,680</b>	<b>17,903</b>	<b>(182,777)</b>			<b>1120.9%</b>	<b>0</b>
4153 Loan Interest - INTERNAL	7,903	7,903	0		0	100.0%	
4154 Loan Capital - INTERNAL	10,000	10,000	0		0	100.0%	
4802 CAP - Cemetery Extension	89,731	0	(89,731)		(89,731)	0.0%	
4813 CAP - Cricket Equipment	3,809	0	(3,809)		(3,809)	0.0%	
4818 CAP - Fallowfield	149,832	0	(149,832)		(149,832)	0.0%	
4826 CAP - Play Equipment (S'land)	56,020	0	(56,020)		(56,020)	0.0%	
4828 CAP - Dropped Kerb	2,500	0	(2,500)		(2,500)	0.0%	
4829 CAP - Car Park	4,225	0	(4,225)		(4,225)	0.0%	
4830 CAP - St Swithun's Church	1,765	0	(1,765)		(1,765)	0.0%	
4831 CAP - Land west of Sandy Cem.	14,550	0	(14,550)		(14,550)	0.0%	
4915 Transfer to Rolling Capital Fd	51,300	51,300	0		0	100.0%	
4923 Internal Loan repaid to F'fld	10,000	10,000	0		0	100.0%	
4965 Funded from Rolling Capital	(87,290)	0	87,290		87,290	0.0%	
4970 Transfer from C R R	(55,324)	0	55,324		55,324	0.0%	
<b>Capital and Projects :- Indirect Expenditure</b>	<b>259,021</b>	<b>79,203</b>	<b>(179,818)</b>	<b>0</b>	<b>(179,818)</b>	<b>327.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(58,341)</b>	<b>(61,300)</b>	<b>(2,959)</b>				
<b>Grand Totals:- Income</b>	<b>812,474</b>	<b>626,471</b>	<b>(186,004)</b>			<b>129.7%</b>	
<b>Expenditure</b>	<b>578,235</b>	<b>625,863</b>	<b>47,628</b>	<b>0</b>	<b>47,628</b>	<b>92.4%</b>	
<b>Net Income over Expenditure</b>	<b>234,239</b>	<b>608</b>	<b>(233,631)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>234,239</b>						

**Sandy Town Council**  
**Report to 30 November 2019**

General Notes

Attached are the summary income & expenditure report for month 8 to 30th November 2019.  
This report shows a current year surplus of income over expenditure of £234,239

The balance sheet shows that total funds available to the council are £682,515

This is made up of the following -

Current Year Surplus	£234,239
General Reserve Brought Forward	£284,043
Rolling Capital Fund	£55,983
Fallowfield Reserve	£66,632
Earmarked Community Funds	£7,000
Earmarked Elections	£11,589
Cemetery Development Reserve	£23,028
Total	£682,515

The percentage of budget if analysed evenly over the year to date is 66.66% but members are reminded that income & expenditure rarely follows this pattern over the year.

**Balance Sheet Notes:**

1) PAYE and Pension contributions outstanding refer to November Salary. Payments made to HMRC and LGPS in first week of December 2019.

2) EMR Elections has reduced due to transfer to revenue to cover May 2019 election costs. This will increase by £3,000 at the end of the financial year following the transfer of £3,000 from the revenue budget

Analysis by Cost Centre


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**401            Staff**

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Expenditure is 63.7% of the annual budget.

Expenditure on 4006 - High due to OH costs required for former employees ill health retirement.

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**402            Administration**

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Expenditure is 58.4% of the annual budget.

4011 - Final rates bill received and paid. £72 less than anticipated.

4012 - Ongoing investigation on all water rates due to exceptionally high rates  
Some water budgets lines have now been brought back within budget.

4015 - Rebate of £1,694 received from Gas Supplier due to error on their part resulting in STC been placed on the wrong tariff.

4021 - Includes payment for period from 2018/19 financial year (March 2019) and charge for attending site to carryout required maintenance/repair.

4022 - Franking machine topped up by £513 on 10th May 2019. Balance of £145.62 remaining.  
Based on current spend anticipated budget underspend of £340 at year end.

**Sandy Town Council**  
**Report to 30 November 2019**

Analysis by Cost Centre [Continued]

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

4035 - Purchase of new edition Clerks Handbook from SLCC

4050 - Tourism Expenditure high due to Saffords bookings. Offset against £888 income in budget line 1003.

4051 - Charges for the account fee, funds paid in at post office, cheque payments, electronic payments

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**403            Works**

---

Expenditure is 55.6% of the annual budget.

4011 - Final general rates bill received. £33 less than anticipated.

4036 - High expenditure due to purchase of new CCTV system for the depot building and new fire extinguishers.

4039 - High expenditure due to summer and winter planting costs.  
Additional expenditure on grass seed for play parks and shrubs for cemetery.

4043 - Recent purchase of red diesel barrel has resulted in high expenditure.  
Lower costs anticipated once depot is in use due to larger bulk purchase of fuel.

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

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**405            Footway Lighting**

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Expenditure is 37.8% of the annual budget.

4014 - Slight overspend on electricity. Allowance made for increase in 2020/21.

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**406            Cemetery & Churchyard**

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Expenditure is 66.3% of the annual budget.

4011 - Final rates bill received. High rates than anticipated at time of setting budget. 2020/21 budget to be amended to reflect rates bill.

4012 - Ongoing investigation on all water rates due to exceptionally high rates  
Some water budgets lines have now been brought back within budget.

4101 - High costs due to more burials than anticipated. This is offset by income line 1226.

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

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Expenditure is 40.9% of the annual budget

4011 - Final rates bill received. High rates than anticipated at time of setting budget. 2020/21 budget to be amended to reflect rates bill.

**Sandy Town Council**  
**Report to 31 November 2019**

Analysis by Cost Centre [Continued]

**409            Public Toilets - Car Park**

---

Expenditure is 64.5% of the annual budget.

4011 - Final general rates bill received. £9 less than anticipated.

**500            Play Areas and Open Spaces**

---

Expenditure is -56.5% of the annual budget.

4007 - High expenditure due to annual ROSPA checks.

**501            Sunderland Road Rec.**

---

Expenditure is 68.6% of the annual budget.

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

4036 - High expenditure due to Jenkins roof tiles repair work and bowls pump irrigation costs.

4046/4047 - High due seasonal works costs. Overspend in 4047 pffsets against 4046.

**502            Nature Reserves**

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Expenditure is 0.3% of the annual budget.

1306 - Income received of £2,639 will show in the December 2019 accounts.

No concerns.

**505            Grass Cutting**

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No spend to date.

Invoice from CBC due in March 2020.

**506            Litter Bins, Seats & Shelters**

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Expenditure is 0.0% of the annual budget.

No concerns

**509            Christmas Lights**

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Expenditure is 65.5% of the annual budget.

4402 - Cost of tree delivery higher than anticipated led to overspend.

**601            Precept and Interest**

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The entire precept has now been received.

**602            Democratic & Civic Costs**

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Expenditure is 42.6% of the annual budget.

4210 - High expenditure due to May 2019 contested election.

4971 - Transfer from EMR to cover the revenue costs of the May 2019 election.

## Sandy Town Council 2019/20

Time: 14:11

## Current Bank A/c

## List of Payments made between 01/11/2019 and 30/11/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/11/2019	Aviva Insurance	DDR	1,588.81		Aviva Insurance
04/11/2019	HMRC	FP	3,851.70		PAYE/NI Oct 19
04/11/2019	Beds Pension Fund	FP	4,381.62		Pensions Oct 19
04/11/2019	Barclays	DDR	34.35		Bank charges
04/11/2019	UK Fuels Limited	DDR	93.38		596-Vehicle fuel
07/11/2019	ADT Fire & Security Plc	31832	1,981.64		579-Install alarm system
07/11/2019	Anglian Water Business Ltd. (N	31833	124.74		632-Water 15.07.19-15.10.19
07/11/2019	Bedford Borough Council	31834	72.00		586-Bin collection Sep-Dec
07/11/2019	Biggles FM	31835	300.00		587-Biggles FM Grant 19/20
07/11/2019	Corona Corporate Solutions Ltd	31836	967.58		592-Copier charge
07/11/2019	Central Bedfordshire Council	31837	5,016.75		621-Jenkins Pav Mnthly Mangnt
07/11/2019	DCK Accounting Solutions Ltd	31838	1,201.93		594-Budget setting & monthly vist
07/11/2019	Hertfordshire County Council	31839	137.89		597-Misc stationery items
07/11/2019	Martin Howlett Trading Company	31840	16.00		601-Case of 3000 paper towel
07/11/2019	Arthur Ibbett Ltd	31841	115.01		585-BEFCO Drive belt
07/11/2019	A Jakins & Sons Christmas Tree	31842	828.00		599-Premium spruce
07/11/2019	Lamps & Tubes Illuminations Lt	31843	9,778.20		600-Xmas lighting decoration
07/11/2019	Mrs R Munns	31844	320.00		602-Storage unit
07/11/2019	FD Odell & Sons Ltd	31845	479.70		604-Building waste mixed
07/11/2019	PNC HR LTD	31846	480.00		605-HR meeting attendance
07/11/2019	The Poppy Appeal	31847	55.00		607-Supply-1 x type G Wreath
07/11/2019	Rosetta Publishing	31848	285.60		606-November Advert Bulletin
07/11/2019	Safford's Coaches Ltd	31849	438.34		608-Tickets
07/11/2019	Mr M Scott	31850	1,312.00		609-Bags of compost
07/11/2019	S.J.S. Irrigation	31851	396.00		611-Bowls club-Annual service
07/11/2019	SLCC Enterprises Ltd	31852	483.50		613-Clerks Manual 2019
07/11/2019	Sutcliffe Play Ltd	31853	501.46		614-POD seat 8mm Orange
07/11/2019	T&J Seymour Electrical Install	31854	480.00		610-Qtrly street light maint
07/11/2019	Time Assured Limited	31855	1,020.00		615-Repair clock-Swithun Chrch
07/11/2019	Travis Perkins Trading Co Ltd	31856	80.51		617-Grit sand bag+Building san
07/11/2019	TTM Consultancy Services Ltd	31857	726.00		616-Annual service agreement
07/11/2019	TurfMaster	31858	50.00		618-Brimstone 10 kg
07/11/2019	VFM Products Ltd	31859	719.94		619-Grassline titan spray mast
07/11/2019	Mayor Godmanchester	111352	60.00		Mayor Godmanchester Civic supp
11/11/2019	Anglian Water Business Ltd. (N	111353	686.04		6187464/700/Anglian Water Busi
11/11/2019	Anglian Water Business Ltd. (N	111353a	109.20		6276894/699/Anglian Water Busi
11/11/2019	Anglian Water Business Ltd. (N	111353b	38.83		6277131/698/Anglian Water Busi
11/11/2019	Anglian Water Business Ltd. (N	111353c	176.95		6274538/697/Anglian Water Busi
15/11/2019	November Salaries	DDR	12,402.74		November Salaries
18/11/2019	UK Fuels Limited	DDR1	67.93		595-Vehicle fuel
18/11/2019	Gazprom Energy	DDR2	102.51		INV00776721/676/Gazprom Energy
25/11/2019	UK Fuels Limited	DDR3	63.68		622-Vehicle fuel
25/11/2019	Chess Ltd	DDR4	216.54		589-Montly Active support for IT
28/11/2019	Chess Ltd	DDR6	318.89		3902402/668/Chess Ltd DDR
28/11/2019	Ampower UK Ltd	DDR7	12.01		INV-201911010400/672/Ampower U
28/11/2019	Ampower UK Ltd	DDR8	21.07		INV-201911011406/671/Ampower U
28/11/2019	Ampower UK Ltd	DDR9	37.60		INV-201911010460/670/Ampower U



## Current Bank A/c

## List of Payments made between 01/11/2019 and 30/11/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
28/11/2019	Ampower UK Ltd	DDR10	232.42		201911011420/673/Ampower UK Lt
28/11/2019	Ampower UK Ltd	DDR11	658.63		201911010455/669/Ampower UK Lt
29/11/2019	Chess Ltd DDR	DDR5	67.68		591-Monthly 365 office subs
<b>Total Payments</b>			<u>53,590.37</u>		

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

<b><u>Name of the Organisation/Group</u></b>	
Sandy Town Bowling Club	
Are you affiliated to a national organisation? If so, which one?	Bowls England
Local venue/meeting place	Bowls Green and Village Hall
Are you a registered charity? If so, give your charity number?	
What are the aims and activities of the organisation?	To promote, foster and safeguard the game of bowls. To affiliate to Bowls England and Bowls Bedfordshire. To enforce the laws of the game as laid down by Bowls England. To provide the residents of Sandy with a facility that allows them to participate in the game of Bowls
How many members do you have?	Volunteers/Leaders 52
Members:	Junior
	Senior 52
What is your annual subscription?	Junior £ 10
	Senior £ 50

## Project Information

What would the grant be used for?	The purchase of Powerroll Blade Runner for use on rolling the bowls green.
In what manner will the residents of Sandy benefit?	The membership of the bowls club is made up of 95% Sandy residents, they all make use of the green on a regular basis and welcome members from other bowling clubs for friendlies and competitions. The green is also available for hire by all Sandy residents as it is a council green.
Approximately how many Sandy residents will benefit from this grant?	Any resident of Sandy who wishes to hire the green will benefit, but 50 will benefit on an ongoing basis. The Town will also gain prestige if the green looks and bowls well.
Estimated total cost of project	2019 price for the Blade Runner was £4950 + £315 for handling trolley, all plus VAT, plus delivery £175.
Please state clearly how much you are applying for from Sandy Town Council	This will depend on results of Tesco's bags for life. But would be either £5993, £5493 or £4496
What amount is being met from your own funds?	Any change in price from 2019 to 2020

What is the amount sought from other funding bodies? Please give details of other sources you have applied to or intend to apply to.

Source	Amount	Confirmed/Pending/Unsuccessful
Tesco's bags for life	£2000, £1000 or £500	Confirmed one of these but pending on which one. Draw ends March 2020 with the results in April 2020

### Financial Details

<p>Please specify how any income, particularly surplus, is spent.</p>	<p>The income from the club is spent on running the bowls club including purchasing of awards trophies additional maintenance costs not covered by the council. There is normally little surplus, last year was an exception when sponsors were found to donate a small amount for the next three years but this was a one-off payment.</p>
<p>Please attach accounts (audited/independently examined) for the last two years and your budget forecast for the forthcoming/current year.</p>	<p>The expenditure for the next year is expected to be similar to the last year with a small rise to take into account inflation, the maintenance equipment is also getting old and needs constant repair, the council grant for this will unlikely cover these costs which will have to be borne by the club. The income will be lower due to not having any sponsorship of shirts and an expected drop in membership.</p>

<b>Payment Details</b>	
Account Title	Sandy Town Bowling Club
Account Number	30822000
Bank/Building Society Name and Address	20-74-81  <b>BARCLAYS BANK PLC ST NEOTS</b> Leicestershire, LE87 2BB, Phone: (845) 7555555, Leicester England
<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:	Kevin Hurry
Position in organisation	Secretary
Address	2 Fieldfare Sandy Bedfordshire SG19 2UZ
Telephone Number	01767692567
E-mail address	Kevin.hurystbc@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: Kevin Hurry</b>
<b>Position: Secretary</b>
<b>Date: 5<sup>th</sup> December 2019</b>


**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

## **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> Kevin Hurry
<b>Position:</b> Secretary
<b>Date:</b> 5 <sup>th</sup> December 2019

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

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

# Accounts From January 2019

## Income

## Expenditure

<b>Jan-19</b>	Kevin Hurry	£1,670.00		
	Jim seamer 700 club	£100.00		Shirts
	shirt x 1	£15.50		Stationary
	short Mat	£55.20		New Swish
	Social evening	£60.00		Short Mat V/hall
	M Reynolds 700 club	£20.00		Fuel/mower
				Bowls Bedfordshire
	<b>Total</b>	<b>£1,920.70</b>		<b>Total</b>
				<b>£2,028.65</b>
<b>Feb-19</b>	Short Mat	£56.21		
	Social evening	£11.00		
	D Mussino over due subs	£214.00		
	D Mussino sponership	£450.00		Short Mat Milk
				£0.65
	<b>Total</b>	<b>£731.21</b>		<b>Total</b>
				<b>£0.65</b>
<b>Mar-19</b>	Social evening	£36.00		Import Tax on shirts
	Short Mat	£36.00		Football cards
	Shirts x 9	£135.00		B/England liability Ins
	Donation	£2.50		
	<b>Total</b>	<b>£209.50</b>		<b>Total</b>
				<b>£157.11</b>
<b>Apr-19</b>	Short Mat	£10.00		EBB mens league Fees
	Sale/old bowls	£7.60		EBB ladies league fees
	Hockey match fees	£57.00		Hockey food
	Hockey Raffle	£79.00		BB handbooks
	STBC 50 club	£500.00		STBC 50 club Prizes
	Spoons	£42.00		Spoons Prizes
	Shirts x 5	£75.00		Extra Shirts Inc Tax
	Donation	£3.00		B,wade BC
	Presidents day match fee	£110.00		Presidents day food
	Football cards x 2	£80.00		Fooball card x2
				Fuel/mower
				Paint/creocote
	<b>Total</b>	<b>£963.60</b>		<b>Total</b>
				<b>£908.00</b>



## Income

May-19 Spoons	£35.00
Shirts x2	£30.00
Whitethorn Friendly	£63.00
Raffle x 2	£53.00
STC Fuel income	£39.26
Ladies Friendly	£12.00
North Herts Friendly x2	£84.00
K.O cup V potton	£9.00
ESL Sandy A vB	£36.00
C/LGE V Beds Borough	£48.00
Top club v Henlow	£33.00
Footbal card x2	£30.00

**Total** £472.26

Jun-19 Ladies v Stotfold	£18.00
Donation	£5.00
Ladies Friendly Kempston	£15.00
2 Fours Comp v Stewartby	£24.00
2 fours Comp v Henlow	£24.00
Ladies v Shefford	£12.00
Spoons	£7.00
Stotfold Friendly	£24.00
Football cards x2	£25.50
Gransden friendly	£24.00
Barford Friendly	£21.00
Ladies Lge v Maulden	£12.00
Ladies Lge Home Match	£18.00
STC Conifer cutting Income	£650.00
St Andrews Friendly	£45.00
Harms Cup Potton & Stewartby	£36.00
K.O.cup	£18.00
Shirt Refund	£220.17
Raffle Tav Cup Barford	£24.00
Harms v Kempston	£21.00
Pell Cup	£18.00
North Herts	£36.00
Ladies Friendly v Shefford	£12.00
Shirt x1	£15.00

**Total** £1,324.67

## Expenditure

Spoons x2	£8.00
Build base	£62.64
Whitethorn food	£33.43
Raffle Prizes	£12.50
Bowls England	£12.00
Secretary exps	£19.98
North herts food	£50.00
Keys x2 (anex)	£8.50
Conifer cutting	£650.00

**Total** £857.05

Hose Trolley Cart	£13.99
Welfare exps	£29.00
Fuel/mower	£25.84
Lock For Shed	£16.99
Bark for garden	£21.97
MPC Digital	£220.60

**Total** £328.39

## Income

Jul-19 Baldock Frdly inc Raffle	£41.00
County cup Beds Priory	£42.00
Shefford friendly	£34.00
Ladies friendly Langford	£12.00
ladies Lge match	£18.00
Stotfold friendly	£36.00
STC fuel income	£48.41
C/Lge v Stotfold	£42.00
K.o Cup v Shefford	£18.00
Football care x2	£60.00
Spoons	£6.00
Dee Day 46 @ £5.00	£230.00
Dee Day Raffle	£170.20
<b>Total</b>	<b>£757.61</b>

Aug-19 Spoons x2	£16.00
Football card	£15.50
North herts friendly	£36.00
Baldock Friendly	£33.00
Ladies Lge Fairfield	£12.00
Ladies K.O. cup Langford	£12.00
Ladies friendly Flitwick	£9.00
Ladies Lge shefford	£15.00
Ladies Friendly beds priory	£12.00
Tav Cup v Potton	£36.00
Tav Cup raffle	£24.00
Whitethorn friendly	£33.00
Gransden friendly	£24.00
<b>Total</b>	<b>£277.50</b>

## Expenditure

New Tap Urn	£17.99
Compressor	£99.99
Fridge	£109.99
Fuel/ mower	£22.57
New mats	£127.80
Lock	£17.00
Condolence Card	£3.09
Green Fees Ray	£400.00
Dee Day Food	£25.00
Green Fees John	£150.00
<b>Total</b>	<b>£973.43</b>

Fuel/mower	£22.98
Fuel/mower	£22.41
Tav Cup Food/Prizes	£25.00
Woodgreen Bowls	£5.00
Blind	£10.00
<b>Total</b>	<b>£85.39</b>

## Income

Sep-19 B, Wade friendly	£36.00
2 Wood Comp 16@ £3.00	£48.00
Flitwick Friendly	£24.00
Potton Friendly	£30.00
STC Fuel Income	£22.98
Spoons	£10.00
B, Wade Friendly	£24.00
Donation	£1.00
Stotfold Friendly	£30.00
Tav Cup Con Club Inc Raffle	£53.00
Football Card	£30.00
Finals Day 27@ £5.00	£135.00
<b>Total</b>	<b>£443.98</b>
Mens Lge Subs	£297.00
Internal Comps	£133.00
East Beds Comp Fees	£197.00
STBC Memberships (43@ £50.00 & 7@15.00)	£2,255.00
<b>Total</b>	<b>£2,882.00</b>
<b>Total Income</b>	<b>£9,983.03</b>
<b>Income /expenditure</b>	<b>£4,524.41</b>
<b>Money in Bank</b>	<b>£8,281.26</b>
Cash	£25.26
<b>TOTAL</b>	<b>£8,306.52</b>

## Expenditure

<b>Beverage</b>	<b>£3.50</b>
<b>Social exp</b>	<b>£6.45</b>
<b>Finals day Food</b>	<b>£110.00</b>
<b>Total Expenditure</b>	<b>£5,458.62</b>
<b>Uncleared Cheques</b>	
Secretary Exp	£42.90
STC Ground Rent	£437.07
<b>TOTAL</b>	<b>£479.97</b>

**To the Executive Committee – Sandy Bowls Club**

**Auditor's report for year ended 30<sup>th</sup> September 2019**

**I have examined the books, bank accounts and other records of the above organisation and can confirm that they represent a true and fair view of its financial affairs as at 30<sup>th</sup> September 2019**

A handwritten signature in black ink, appearing to read 'D. J. Rowntree', with a long horizontal flourish extending to the right.

**D. J. Rowntree (ACMA, CGMA) – Honorary auditor**

**Dated: 11<sup>th</sup> November 2019**

18 DEC 2019

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

<b><u>Name of the Organisation/Group</u></b>	
EAST BEDS. Community Bus Ltd TRADING AS "IVER SPRINTER".	
Are you affiliated to a national organisation? If so, which one?	Community Transport Association
Local venue/meeting place	BUSES x 2 PARKED AT CONSERVATIVE CHURCH & BAPTIST CHURCH BIGGLESWADE
Are you a registered charity? If so, give your charity number?	27804 R (see invoice which gives full details)
What are the aims and activities of the organisation?	SEE ATTACHED EXTRACT FROM OUR WEB SITE - TO PROVIDE LOCAL TRANSPORT
How many members do you have?	Volunteers/Leaders Circ. 35
Members:	Junior /
	Senior /
What is your annual subscription?	Junior £ /
	Senior £ /

## Project Information

What would the grant be used for?	We require to gather grants from local organisations to fund replacement vehicles to enable us to continue the service to the local community.
In what manner will the residents of Sandy benefit?	We provide a scheduled timetabled service including SANDY Timetable enclosed. We are also available to local organisations for hire.
Approximately how many Sandy residents will benefit from this grant?	Approx average 100 per week.
Estimated total cost of project	A Replacement bus when required - cost £65,000 - £75,000.
Please state clearly how much you are applying for from Sandy Town Council.	£1,000.
What amount is being met from your own funds?	See Accounts - General Running Costs / Maintenance

What is the amount sought from other funding bodies? Please give details of other sources you have applied to or intend to apply to.

Source	Amount	Confirmed/Pending/Unsuccessful
--------	--------	--------------------------------

Biggleswade CAENWAL	£200	Confirmed
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LANGFORD WIND FARM	£10,000	✓
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BIGGLESWADE TOWN COUNCIL	OUTSTANDING	
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OTHERS TRAC.  
INC. POTTON UNITED CHARITIES.

### Financial Details

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

SEE PROJECT  
INFORMATION.

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

Attached

(Application is for Contribution  
to Cost of Replacement bus when  
required - over 2/3 years.)


<b>Payment Details</b>	
Account Title	EAST BEES . Community Bus Ltd
Account Number	80182974 SORT - 20-74-81
Bank/Building Society Name and Address	BARCLAYS BANK Plc 45, High St BIGGLESWADE SG18 0JF.
<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:	Discuss: Acting Publicity Officer PETER DAVIES 24 FOXGLOVE DRIVE, BIGGLESWADE SG18 8SP TEL 01767-317683
E. MAIL Peter@24foxglove.co.uk	Treasurer - GRAHAM DANIELS 49 HORSLow ST POTTON, SANDY SG19 2NX
Position in organisation	
Address	See Above
Telephone Number	
E-mail address	



## 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>	PETER WATKIN DAVIES
<b>Position:</b>	ACTING PUBLICITY OFFICER
<b>Date:</b>	16/12/19

**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

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

<b><u>Name of the Organisation/Group</u></b> Mid Bedfordshire Citizens Advice Bureau trading as Citizens Advice Mid Bedfordshire.	
Are you affiliated to a national organisation? If so, which one?	We are a member of the national Citizens Advice organisation
Local venue/meeting place	Main office in Ampthill with an office in Biggleswade plus part time drop in centres in Sandy, Stotfold and Lidlington. Coverage area is c 500sq.km covering the northern communities of Central Bedfordshire.  Address 10 Bedford Street, Ampthill MK45 2NB
Are you a registered charity? If so, give your charity number?	Yes 1109976
What are the aims and activities of the organisation?	Our mission is to provide the advice people need for the problems they face. The key tenets are that the advice is free, confidential, impartial and available to all. As part of the advice process we educate clients about their rights and responsibilities. We also feedback to the national Citizens Advice organisation any social policy inequities that we identify in order to enable them to pursue centrally improvements in government policy. In the 12 months 31 March 2019 the service saw 2,467 clients and dealt with 7,377 issues. In the 7 months from April 2019 to end October 2019 we saw 1,745 clients. The main issues for clients are benefits 37%, debt 13%, relationship 13%, housing 9% employment 9%; with the rest spread over consumer, health , legal and immigration.
How many members do you have?	NA re members. We have 10 part-time paid employees and 47 volunteers who work on a regular basis. We also have a voluntary trustee board of 13.

Members:	Junior
	NA
	Senior
	NA
What is your annual subscription?	Junior £
	NA
	Senior £
	NA

### Project Information

<p>What would the grant be used for?</p>	<p>We request a grant to assist with funding the salary and associated costs of our Home visiting /benefit casework project Outreach. Outreach currently operates 15 hours per week and is budgeted to cost £18,093 in the current financial year to 31 March 2020. It is not covered by our core grant and so we undertake a rolling fundraising programme with local town and parish councils and local and national charitable trusts. We know that more vulnerable people than we can assist at the moment need the service and so our aim is to seek to grow the service and improve its sustainability.</p> <p>We are primarily a rural Citizens Advice service with 8 towns and 42 parishes with limited public transport links. C.148,000 people (50% of the Central Bedfordshire population) fall within our catchment area. Latest Central Bedfordshire statistics show that overall 14% of the total 283,600 population suffer from conditions that limit their day to day activity (6% a lot and 8% a little). In addition, 17.2% of the population are aged 65+. These are the target clients that Outreach is focussed on. Its objective is to ensure that the most vulnerable members of the community can access our services. The 2 main areas of concern for these clients are a) Personal Independence Payment (PIP) and b) Employment and Support Allowance /Universal Credit Limited for those with limited capability for work (ESA/UC LCW).</p> <p>a) PIP is a benefit designed for those who suffer from conditions that affect their day to day life and mobility. All applicants are required to complete an extensive application form which asks detailed questions about how their condition affects them. This is followed by a face to face assessment. If they can get to the bureau our generalist advisers can help them complete the form but some will require a home visit from Outreach. Many clients who complete the form themselves give insufficient information and are not awarded the benefit after the face to face examination. In these cases Outreach takes up a casework</p>
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	<p>role for both a) the first stage appeal, Mandatory Reconsideration which gov. stats indicate is only successful in 18% of cases and b) the full appeal which has a 63% success rate. Most of Outreach work focuses on the latter.</p> <p>b) ESA/UC LCW. This is a benefit for those who are too sick to work. The structure is similar to that of PIP with a complex application form about the client's ability to work followed by a face to face assessment. The client issues are similar to that of PIP and the benefit is often not awarded leading to the need to appeal in the same 2 stage process. Gov stats show that the 2<sup>nd</sup> stage appeal is successful 60% of the time.</p> <p>In both cases we help the application and appeals process in order to generate or preserve benefit income for vulnerable clients. In the 12 months to 31/3/2019 the project saw 143 clients. In the 7 months to end October 2019 the project has seen 104 clients. We estimate that the benefit income generated for all Outreach clients is c.£600,000 p.a. We know that for a sample of 25 of our Outreach clients in the financial year to 31 March 2019 the benefit income generated totalled £113,685. This represents a return of 630% over the £18,000 annual cost of the project.</p>
<p>In what manner will the residents of Sandy benefit?</p>	<p>In the 12 months to 31 March 2019 Citizens Advice Mid Beds saw 206 clients from Sandy, 12 of whom were seen by the Outreach team. In the 7 months to 31 October 2019, we saw 176 clients from Sandy and 12 of these were seen by the Outreach team.</p> <p>The main benefit of the Outreach service for Sandy clients is:</p> <ul style="list-style-type: none"> <li>a) benefit income preserved or generated through help with the applications and appeals.</li> <li>b) eased anxiety and stress through the provision of knowledge and guidance.</li> </ul>
<p>Approximately how many Sandy residents will benefit from this grant?</p>	<p>We expect that the project will continue to see some 12 clients from Sandy per annum.</p>
<p>Estimated total</p>	<p>The annual budget is £18,093 to run for a 15 hour per week</p>

cost of project	service with 1 paid experienced Outreach worker.	
Please state clearly how much you are applying for from Sandy Town Council	£1,000	
What amount is being met from your own funds?	The cost of Outreach is not covered by our core grant and so we undertake a rolling fundraising programme from local town and parish councils and local and national charitable trusts. We hold an annual quiz evening in aid of Outreach which generally raises c £1,000	
What is the amount sought from other funding bodies? Please give details of other sources you have applied to or intend to apply to.		
<u>Source</u>	<u>Amount</u>	<u>Confirmed/Pending/Unsuccessful</u>
In the current financial year from 1 April 2019 we have raised £11,200 as follows		
Shillington PC	requested	awarded
	non specified	£200
Biggleswade TC	non specified	£750
Flitwick TC	non specified	£250
Peoples Postcode Trust	£10,000	£10,000
To date this year, we have made 13 applications to local town and parish councils and several large applications to national charitable trusts. There is currently one application outstanding to a local charitable trust. As this is a rolling fundraising programme further applications to both local and national charitable trusts and local town and parish councils will be undertaken on an ongoing basis.		

### Financial Details

Please specify how any | The core grant received by Citizens Advice Mid


income, particularly surplus, is spent.	Bedfordshire is provided by Central Bedfordshire Council. It is spent on staff costs, and volunteer expenses, rent and overheads including IT and governance costs such the audit process undertaken by national Citizens Advice and the cost of the independently examined annual financial accounts. The Board's current policy is that unrestricted reserves are maintained at between 3 and 6 months' total expenditure.
Please attach accounts (audited/independently examined) for the last two years and your budget forecast for the forthcoming/current year.	Attached
<b>Payment Details</b>	
Account Title	Mid Bedfordshire Citizens Advice Bureau
Account Number	60913235
Sort code	200574
Bank/Building Society Name and Address	Barclays Bank PLC Bedford:
<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:	Christina King; Chief Officer
Position in organisation	Chief Officer
Address	Citizens Advice Mid Bedfordshire 10 Bedford Street Ampthill MK45 2NB
Telephone Number	Tel 01525 841592
E-mail address	chiefofficer@midbeds.cabnet.org.uk

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### **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> Christina King
<b>Position:</b> Chief Officer
<b>Date:</b> 20/12/2019

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

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

**Policy Finance and Resources Committee - Action list**

Subject	Action to be taken		Response/ Status
	Minute	Action	
<b>Meeting 18/4/16</b>			
Cemetery Extension	(86-15/16)	Archaeological Excavation and Depot Build	<p>Works team completing move into new building. Temporary storage vacated. Chapel to be cleared out and asset register assessed during move.</p> <p>Designer has provided re-worked designs for the cemetery allowing for Roman Wall. Cemetery group to meet and consider new design along with further information on archaeological work and payment of costs options. To report back to PFR.</p> <p>Cladding to be re-done by contractor at their cost in February/March 2020 due to dissatisfaction of Working Group with 'bowing' in wood.</p>
<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.	Agreed that work to the lighting scheme be allowed for in 2019/20 from Fallowfield reserves. Council has agreed to the working group's recommendation for alternative CCTV to be progressed. Appointed company looking at options for CCTV on Fallowfield.





## **SANDY TOWN COUNCIL INTERIM INTERNAL AUDIT REPORT**

The interim internal audit was carried out on 26th November 2019 at the offices of Sandy Town Council.

### **Work Done**

#### **External audit report review**

- The external auditor's report for year ending 31<sup>st</sup> March 2019 was reviewed.

#### **Minutes of meetings**

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

#### **Payroll**

- Harrison's an Accountancy Firm in Biggleswaide prepares the payroll externally. Reliance can be placed on the work of this third party in respect of the wage preparation.
- For the month of June 2019, the gross pay for five employees was verified to the contract files and SLCC 2019-2020 pay scale.

#### **Bank Reconciliations**

- The bank reconciliation file was reviewed to ensure that regular reconciliations are being prepared.
- The bank reconciliations for September 2019 were tested to ensure that they were being prepared correctly.
- Clearance of outstanding items was viewed.

#### **Petty Cash**

- For the month of September 2019 petty cash was reviewed to ensure procedures are being followed and expenses are reasonable.

#### **Trade Debtors**

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

#### **Trade Creditors**

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

#### **Income**

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

### **Payments**

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

### **Results**

#### **External audit report review**

- The external auditor, Mazars LLP, provided an unqualified opinion on the accounts for the year ending 31st March 2019.
- There was some minor scope for improvement for 2019/20. The external accountant (Mazars) stated that the bank reconciliation did not explicitly state the cash book balance. In future the Council should use the standard proforma provided in the guidance or in the Practitioner's Guide when preparing the bank reconciliation.

#### **Minutes of Meetings**

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

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

- Works were carried out at the Council Depot and Associated Yard; the total costs excluding VAT for the project came to £284,725.35. The works were approved back in the 2018/19 financial year.
- Archaeological Excavation Fieldwork was carried out in the period by "AOC Archaeology Group" the total costs of the work was £14,550.00 + VAT. The works were carried out at the Sandy cemetery.
- A new insurance policy was taken out in the year with a new provider "WPS". It will commence from the 01/07/2019 till 30/06/2022 (3 year term) at a total costs of £19,040.71 including the premium of £2,040.07.

#### **Payroll**

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

#### **Bank Reconciliations**

- Bank reconciliations are being prepared on a monthly basis. The current reconciliation was reviewed and found to be prepared correctly. In relation to the clearance of un-presented cheques, one item was identified of being a potential issue. This related to 31652 for a payment of £477.51 to "1<sup>st</sup> Response Fire & Protection. I believe this was highlighted on the prior years audit report and the item was re-issued. We strongly recommend that the supplier is to be contacted, or alternatively the cheque be re-issued and sent.

**Petty Cash**

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

**Trade Debtors**

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

**Trade Creditors**

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

**Income**

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

**Payments**

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

**Conclusion**

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

*Haines Watts*

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

## SANDY TOWN COUNCIL

COMMITTEE: Policy, Finance and Resources

DATE: 6<sup>th</sup> January 2020

AUTHOR: Town Clerk

SUBJECT: Pension Contribution Rates

## 1. Summary

1.1 The Council have allowed for an estimated 1% increase in the pension contribution budget for 2020/21. The Bedfordshire Pension Fund (the Fund) have now confirmed the employer contribution rates for the next three financial years. Members are asked to note that increases as detailed in the below report.

## 2. Contribution Rates

2.1 The total contribution rates by employers consists of two elements, the primary rate and the secondary rate. The primary rate covers the cost of benefit accrual and the secondary rate is the adjustment required to reach the total rate payable (for example, to recover a funding deficit identified).

2.2 The minimum contribution rates for the three-year period from 1 April 2020 to 31 March 2023 are detailed below. These contribution rates have been reviewed by the administering authority, Bedford Borough Council. The Employer may pay further amounts at any time.

<b>Contribution Rates</b>				
<b>Year Ending</b>	<b>31 March 2020</b>	<b>31 March 2021</b>	<b>31 March 2022</b>	<b>31 March 2023</b>
<b>Total Contributions</b>	23.8%	<b>24.8%</b>	<b>25.8%</b>	<b>26.8%</b>

<i>Consisting of:</i>				
Primary rate (of pay p.a)	16.6%	20.1%	20.1%	20.1%
Secondary rate (% of pay plus £ p.a)	7.2%	4.7%	5.7%	6.7%

- 2.3 The rates have been calculated using the following assumptions:
- The employer is open to new members.
  - The deficit is assumed to be repaid over 18 years.
  - Monetary contributions are assumed to be paid monthly.
  - Secondary contributions are assumed to increase in line with salaries.
- 2.4 The contributions payable by STC will be set out in a Rates and Adjustments certificate issued alongside the actuarial valuation report by 31 March 2020.



**Council  
Guard**  
Take the risk out of insurance



## Council Guard Schedule

Welcome to RSA.

You should read this Schedule in conjunction with your Policy Wording.

These details are a record of the information provided to RSA. It is also essential that you read all of the clauses applying to your Policy as these contain important information that may affect your Policy cover.

---

**Policy Number:** RTT284462/00115

---

**Your Details:**

**Policyholder:** Sandy Town Council  
**Correspondence Address:** Council Offices, 10 Cambridge Road, Sandy, Bedfordshire, SG19 1JE  
**Business Description:** Town Council and Property Owner

**Your Intermediary's Details:**

---

**Intermediary Name:** WPS Insurance Brokers  
**Address:** Spargo House 10 Budshead Way, Devon, PL6 5FE

**Your Policy Dates:**

---

**Period of Insurance:** 01/11/2019 **To:** 30/06/2020  
**Renewal Date: 01/07/2020**

**Your Premium Information:**

---

**First Premium:** £577.24  
**Insurance Premium Tax:** £69.27

**Total Amount Due: £646.51**

**Long Term Agreement Expiry Date: 30 June 2022**

**Low Claims Rebate: Yes**

**Reason for Issue: New Town Council Depot building added**

Royal & Sun Alliance Insurance plc (No. 93792).

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**SANDY TOWN COUNCIL****COMMITTEE:** Policy, Finance and Resources**DATE:** 6<sup>th</sup> January 2020**AUTHOR:** Town Clerk**SUBJECT:** Data Protection Officer**1. Summary**

1.1 Sandy Town Council has engaged the services of a Data Protection Officer (DPO) for the last two years to help it meet GDPR requirements. The Data Protection Officer and the Local Government Public Advisory Service has announced that they will no longer be offering this service or continuing to operate in 2020/21. Members are asked to consider appointing the Council's current Human Resources and Health and Safety advisors to carry out the role of DPO for the financial year 2020/21.

**2. Recommendation**

- 2.1 That PNC's current service contract with the Council be extended to include acting as the Council's DPO for the 2020/21 financial year at a cost of £500. That the cost of this service be paid for from the Council's proposed 2020/21 GDPR budget of £500.
- 2.2 That the service provided by the DPO be reviewed in November 2020 to ascertain whether the Council continues with the DPO for the 2021/22 financial year.

**3. Data Protection Officer**

- 3.1 Town Councils are not currently legally required to have a Data Protection Officer. Sandy Town Council had initially engaged the services of the LGPAS to act as a DPO before NALC and the Government clarified its position on the matter. The Clerk asked that the DPO be retained for the last financial year due to the advice and support they provide and data matters and their role in helping STC meet requirements.
- 3.2 The DPO provided the Council with policies and documentation to help meet GDPR and provided relevant updates and advice on Council policies with data or information implications. The Clerk has used the DPO service for advice during the last two years.
- 3.3 Any incidents of a data breach would be alerted to the DPO and they would act as an independent body to investigate the breach, and take any action that might be required.

- 3.4 Although there is no requirement to having a DPO, the Clerk would recommend continuing with a service for a further year. The use of a DPO for advice and support has proved useful and will also help provide advice on any data implications from the Town Council taking on the management of its own CCTV. It also provides the Council with an independent professional who can assess and deal with any data protection issues that might occur.



**SANDY TOWN COUNCIL**

**COMMITTEE:** Policy, Finance and Resources

**DATE:** 6 January 2020

**OFFICER:** Administrator – V McFarlane

**SUBJECT:** Scale of Charges for Financial Year 2020/21

At the last meeting of Policy, Finance and Resources on 25 November 2019, Members agreed to the revised Scale of Charges for the financial year 2020/21, as set out in the table provided at that meeting. There were however a couple of errors in that table, and the correct figures are now listed in the table below. These revised charges are based on the RPI figure of 2.1% (October 2019).

<b>Burials and Memorials</b>		
<b>Exclusive rights to Burial of cremated remains</b>	<b>2019/20 £</b>	<b>2020/21 £</b>
Cremated remains in earthen grave 2 ft x 2 ft	102.50 (all sections)	105.00
Cremated remains in earthen grave 4 ft x 2 ft	204.50 (all sections)	209.00
<b><i>Tablets are the only memorials permitted</i></b>		
<b><i>Treble fees for non-parishioners</i></b>		

Members are asked to agree to the revised and corrected charges for the exclusive rights to burial of cremated remains which will be included in the Scale of Charges for the financial year 2020/21.

**SANDY TOWN COUNCIL****COMMITTEE:** Policy, Finance and Resources**DATE:** 6<sup>th</sup> January 2020**AUTHOR:** Administrator - K Barker**SUBJECT:** Commemorative Mugs**1. Summary**

- 1.1 At a meeting of the Community Services and Environment Committee held on 16<sup>th</sup> December 2019, Members discussed whether they might want to consider the issuing of commemorative mugs to children as part of the Council's activities to recognise the 75<sup>th</sup> anniversary of VE Day.
- 1.2 Members expressed some concerns about the cost and how distribution would be administered in a fair and practical way. The Clerk was asked to obtain costs so Members could consider the matter further.

**2. Commemorative Mugs****Option A**

Various online printers offer completely personalised printed mugs. Costs vary dependant on the quality of the mug, the number of colours to be printed, how much printing would want to be included (e.g. front and back). The table below gives an example of costs based on a review of providers. The total cost is based on providing 1,200 mugs. The costs do not include VAT or delivery.

<b>Mug</b>	<b>Colours</b>	<b>Mug Cost</b>	<b>Total Cost</b>
Value Mug	1 Colour Print	£1.20	£1,440.00
Value Mug	2 Colour Print	£1.29	£1,548.00
Value Mug	3 Colour Print	£1.36	£1,632.00
Value Mug	4 Colour Print	£1.42	£1,704.00
Bone China Mug	1 Colour Print	£2.53	£3,036.00
Bone China Mug	2 Colour Print	£2.64	£3,168.00
Bone China Mug	3 Colour Print	£2.73	£3,276.00
Bone China Mug	4 Colour Print	£2.82	£3,384.00

**Option B**

OFFICIAL COMMEMORATIVE VE DAY MUGS - [www.runningimp.co.uk](http://www.runningimp.co.uk)

VE Day Logos on both sides



Unit cost £1.80 +VAT for orders over 252 units  
Total Cost for 1200 units: £2,160.00 +VAT

**Option C**

VE Day Logo / personalised text and/or personalised logo (eg STC logo)



Unit cost £1.80 +VAT for orders over 252 units  
+ Initial £29 Screen Charge

Total Cost for 1200 units: £2,189.00+VAT

### 3. Commemorative Trees

- 3.1 The Clerk also received a request to look at whether schools could be offered a tree with a commemorative VE anniversary plaque as an alternative. The planting of commemorative trees in school grounds would allow schools and the Council to recognise the 75<sup>th</sup> Anniversary of VE day in a long-lasting way which supports the Council's wish to plant more trees.
- 3.2 Estimated cost based on offering a tree to the primary and secondary schools;

Fagus Sylvatica Purpurea (Beech) 14-16cm girth 4.5m Large stake and ties Delivery	£270.00	£1,350.00
Ceremonial plaque Engraved plaque mounted onto a mahogany or oak backing board and stake (23.5inch). Ready to set into ground or concrete. Stake is powder coated.	£81.35	£406.75

***Members are asked to consider whether they wish to issue commemorative mugs or trees to schools and that the relevant costs be built into the Council's budget for 2020/21.***

## SANDY TOWN COUNCIL

COMMITTEE: Policy, Finance and Resources

DATE: 6<sup>th</sup> January 2020

AUTHOR: Town Clerk

SUBJECT: Fireworks 2019

## 1. Summary

- 1.1 For the last three years, Sandy Town Council has provided a loan to the Sandy Scouts to assist in the organising and running of the Sandy Fireworks display. The Scouts organise and run the event with a limited number of volunteers and the loan helps protect the Scouts from the financial risks associated with outlaying large costs prior to the generation of income on an event which is reliant on the weather.
- 1.2 During the current financial year, the Council loaned the Scouts £3,183. This loan covered the purchase of the fireworks. The Scouts have now reviewed the event and provided income and expenditure.

## 2. Financial Breakdown

- 2.1 The income and expenditure breakdown for the fireworks event is as follows;

<b>Expenditure</b>	
Cost of Fireworks	£3,183.16
Printing	£192.00
Sundries	£109.06
<b>Total</b>	<b>£3,484.22</b>

<b>Income</b>	
Ticket Sales	£4,506.00
<b>Total</b>	<b>£4,506.00</b>

Profit retained by scouts after council loan repayment	£1,021.78
--	-----------

**Note:** *First aid and Tour Lights costs were donated this year. If the Scouts had had to pay for them as in previous years, this would have resulted in an additional £670 expenditure reducing profit to £401.78.*

- 2.2 The Scouts have expressed their thanks again to the Town Council for their financial support with the Firework Display over the last few years. The loan repayment will appear in the Council's January 2019/20 accounts.

**AGENDA ITEM 15**

**Sandy Town Council**

**APPENDIX XV**

**Budget Summary**

**Year Ended 31st March 2021**

	<b>2019-20</b>		<b>2020-21 Proposed</b>	<i>Budget Incr/Decr</i>
	<b>Projected</b>	<b>Budgeted (Revised)</b>		
<b>REVENUE EXPENDITURE</b>				
Staffing & Admin	393115	419275	<b>440293</b>	21018
Services	116678	126777	<b>122277</b>	-4500
	<u>509793</u>	<u>546052</u>	<u><b>562570</b></u>	<u>16518</u>
<b>INCOME</b>				
Staffing & Admin	4965	2300	<b>3550</b>	1250
Services	33952	26070	<b>30917</b>	4847
	<u>38917</u>	<u>28370</u>	<u><b>34467</b></u>	<u>6097</u>
<b>NET REVENUE EXPENDITURE</b>	<u><b>470876</b></u>	<u><b>517682</b></u>	<u><b>528103</b></u>	<u><b>10421</b></u>

**Capital Expenditure (Net)**

Rolling Capital Fund Allocation	51300	51300	<b>51300</b>	0
Capital & Projects (net)	1600	0	<b>0</b>	0
Loans	608	608	<b>608</b>	
Loan - Internal Repayment	10000	10000	<b>12000</b>	2000
	<u>63508</u>	<u>61908</u>	<u><b>63908</b></u>	<u>2000</u>
<b>TOTAL NET EXPENDITURE</b>	<u><b>534384</b></u>	<u><b>579590</b></u>	<u><b>592011</b></u>	<u><b>12421</b></u>

Financed as follows

Reserves at 1st April	284043	246129	<b>329857</b>	
Reserves at 31st March	<u>329857</u>	<u>246737</u>	<u><b>329857</b></u> **	
Used to Fund Expenditure	-45814	-608	<b>0</b> ***	
<b>PRECEPT FUNDING REQUIRED</b>	<u>580198</u>	<u>580198</u>	<u><b>592011</b></u>	<u>11813</u> 2.04%
	<u><b>534384</b></u>	<u><b>579590</b></u>	<u><b>592011</b></u>	

**Precept information**

**ADJUSTED BASIS**

Band D Equivalents		<u><b>4001</b></u>	<u><b>4007</b></u>	(NYA)	0.15%
Precept per Band D Equivalent (£/annum)		<u><b>£ 145.01</b></u>	<u><b>£147.74</b></u>	£2.73	1.88%
Precept per Band D Equivalent (p/week)		<u><b>278.10</b></u>	<u><b>283.34</b></u>	5.24 p	

<b>**Note:</b> Recommended <u>minimum</u> reserve equal to 3 months net revenue expenditure			
	<u>117719</u>	<u>129421</u>	<u>132026</u>
General Reserve Shortfall/Surplus	212138	117316	<b>197831</b> ***

<b>Earmarked Reserve</b>	<u>31/03/2019</u> (Actual)	<u>31/03/2020</u> (Projected)	<u>31/03/2021</u> (Available)
Rolling Capital Fund	91974	58224	<b>109524</b>
Earmarked Reserves	45027	48027	<b>48277</b>
Fallowfield	173919	168919	<b>173419</b>
Fallowfield Internal Loan	126713	240000	<b>228000</b>
Revenue Earmarked Funds	437633	515170	<b>559220</b>
Capital Receipts Reserve	55324	0	<b>0</b>
<b>TOTAL Earmarked Funds</b>	<u>492957</u>	<u>515170</u>	<u><b>559220</b></u>
General Reserve (see above)	284043	329857	<b>329857</b> B
<b>Total Reserves</b>	<u><b>777000</b></u>	<u><b>845027</b></u>	<u><b>889077</b></u>

**B Recommend transfer to RCP at 31/3/20 of £50,000 plus 2019/20 Final Surplus**

**Sandy Town Council**

(Prepared 20.12.19)

**Budget Summary****Year Ended 31st March 2021**

		<b>2019-20</b>		<b>2020-21 Proposed</b>	<i>Budget Incr/Decr</i>
		<b>Projected</b>	<i>Budgeted (Revised)</i>		
<b>Expenditure Budgets</b>					
<b>Staffing &amp; Admin</b>					
Staff	401	269350	282075	<b>304625</b>	22550
Admin - Office	402	73200	80900	<b>79130</b>	-1770
Admin - Works	403	36259	41100	<b>41805</b>	705
Precept and Interest	601	0	0	<b>0</b>	0
Democratic & Civic	602	14306	15200	<b>14733</b>	-467
		<u>393115</u>	<u>419275</u>	<u><b>440293</b></u>	<u>21018</u>
<b>Services</b>					
Footway Lighting	405	13190	15750	<b>15750</b>	0
Cemetery & Churchyard	406	9506	10100	<b>11000</b>	900
Town Centre (incl Market) (excl Loans)	408	32860	32827	<b>17810</b>	-15017
Public Toilets - Car Park	409	3530	4150	<b>4380</b>	230
Play Areas & Open Spaces	500	-8753	-5700 A	<b>1800</b>	7500
Sunderland Rd Rec Ground	501	29647	29000	<b>29987</b>	987
Nature Reserves	502	12500	13500	<b>13900</b>	400
Grass Cutting	505	7580	10000	<b>10000</b>	0
Litter Bins Seats and Shelters	506	700	650	<b>1000</b>	350
Christmas Lights	509	15918	16500	<b>16650</b>	150
		<u>116678</u>	<u>126777</u>	<u><b>122277</b></u>	<u>-4500</u>
<b>TOTAL EXPENDITURE</b>		<u>509793</u>	<u>546052</u>	<u><b>562570</b></u>	<u>16518</u>

**NOTES**

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

**Sandy Town Council***(Prepared 20.12.19)***Budget Summary****Year Ended 31st March 2021**

	<b><u>2019-20</u></b>		<b><u>2020-21</u></b>	<i>Budget</i>
	<b>Projected</b>	<b>Budgeted</b>	<b>Proposed</b>	<i>Incr/Decr</i>
		<b>(Revised)</b>		
<b><u>Income Budgets</u></b>				
<b><u>Staffing &amp; Admin</u></b>				
Staff	401	0	0	0
Admin - Office	402	2405	1300	1550
Admin - Works	403	0	0	0
Precept and Interest	601	2500	1000	2000
Democratic & Civic	602	60	0	0
		<u>4965</u>	<u>2300</u>	<u>3550</u>
				<u>1250</u>
<b><u>Services</u></b>				
Footway Lighting	405	0	0	0
Cemetery & Churchyard	406	27000	20450	25000
Town Centre (incl Market)	408	1229	300	428
Public Toilets - Car Park	409	0	0	0
Play Areas & Open Spaces	500	1185	1550	1100
Sunderland Rd Rec Ground	501	1236	720	1239
Nature Reserves	502	2652	2550	2650
Grass Cutting	505	0	0	0
Litter Bins Seats and Shelters	506	0	0	0
S.E.G (not is use 14/15)	508	0	0	0
Christmas Lights	509	650	500	500
		<u>33952</u>	<u>26070</u>	<u>30917</u>
				<u>4847</u>
<b><u>TOTAL INCOME</u></b>		<u>38917</u>	<u>28370</u>	<u>34467</u>
				<u>6097</u>



## 2020/21 Budget and Precept Working

### Notes:

Members are asked to note that the following changes have been made to the proposed budget figures since the committee reviewed the figures at its meeting of the 25<sup>th</sup> November 2019.

<b>CC</b>	<b>AC</b>	<b>Budget</b>	<b>25.11.19</b>	<b>6.1.20</b>	<b>Comment</b>
402	4024	Subscriptions	£3,000	£3,150	Increased by £150 following agreed subscription to Rural Services Network.
402	4023	Stationary	£2,000	£1,500	Reduced by £500 to reflect all printing charges will be covered by an increased photocopier budget.
402	4026	Photocopier	£3,500	£4,160	Increased to cover cost of photocopier contract, printing, services, consumables.

**Sandy Town Council 2019/20  
Annual Budget - By Centre**

**Note: Preliminary 2020/21 Budget Proposals**

	<u>2018/19</u>		<u>2019/20</u>			<u>2020/21 Proposed</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>401 Staff</b>									
1245 Grants Received	0	190	0	0	0	0	0	0	0
<b>Total Income</b>	0	190	0	0	0	0	0	0	0
4001 Gross Salaries - Admin	114,000	104,594	113,000	74,328	111,492	0	121,000	0	0
4002 Gross Salaries - Works	97,250	90,885	102,500	63,418	95,362	0	109,500	0	0
4003 Employers NIC	16,900	15,074	17,300	10,880	16,256	0	19,250	0	0
4004 Employers Superannuation	44,350	40,102	47,500	29,944	44,840	0	53,000	0	0
4006 H&S Costs/Consultancy	500	169	500	525	525	0	600	0	0
4010 Miscellaneous Staff Costs	1,000	876	1,000	569	600	0	1,000	0	0
4030 Recruitment Advertising	250	366	275	0	275	0	275	0	0
<b>Overhead Expenditure</b>	274,250	252,068	282,075	179,664	269,350	0	304,625	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(274,250)</u>	<u>(251,878)</u>	<u>(282,075)</u>	<u>(179,664)</u>	<u>(269,350)</u>		<u>(304,625)</u>		
<b>402 Administration-Office</b>									
1003 Tourism Income	200	979	500	1,099	800	0	750	0	0
1201 Rent Received Etc	1,500	630	750	288	620	0	750	0	0
1202 Photocopying Income	50	71	50	41	50	0	50	0	0
1205 Miscellaneous Income	0	832	0	1,354	935	0	0	0	0
1360 Ticket Sales Commission	0	1	0	0	0	0	0	0	0
<b>Total Income</b>	1,750	2,512	1,300	2,782	2,405	0	1,550	0	0
4008 Training	2,000	1,970	2,000	415	1,260	0	2,000	0	0
4009 Travel & Subsistence	50	206	200	72	200	0	200	0	0

Continued on next page

## Sandy Town Council 2019/20

## Annual Budget - By Centre

## Note: Preliminary 2020/21 Budget Proposals

	2018/19		2019/20			2020/21 Proposed			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4011 General Rates	6,500	6,480	6,700	6,629	6,630	0	6,770	0	0
4012 Water Rates	600	-9	600	1,267	600	0	800	0	0
4014 Electricity	2,500	2,429	2,500	937	2,438	0	2,600	0	0
4015 Gas	1,500	1,867	1,500	-1,472	780	0	1,300	0	0
4016 Cleaning Materials etc	1,250	1,047	1,250	656	1,100	0	1,250	0	0
4018 General Data Protection Regs	2,000	900	1,000	0	350	0	500	0	0
4020 Misc Establishment Costs	2,000	301	2,000	288	1,350	0	2,000	0	0
4021 Telephone & Fax	2,500	2,746	2,500	2,084	3,081	0	2,750	0	0
4022 Postage	1,200	809	1,200	733	1,000	0	1,200	0	0
4023 Printing & Stationery	3,000	1,304	2,000	1,068	1,973	0	1,500	0	0
4024 Subscriptions	2,700	2,514	2,850	2,829	2,829	0	3,150	0	0
4025 Insurance (excl vehicles)	21,500	21,808	21,500	13,488	20,445	0	19,500	0	0
4026 Photocopy Costs	3,500	2,479	3,500	1,833	2,568	0	4,160	0	0
4027 IT Costs incl Support	6,000	4,445	4,500	2,568	3,656	0	4,000	0	0
4028 Service Agreements (Other)	6,500	3,984	6,500	4,783	4,884	0	6,500	0	0
4035 Publications	100	166	100	82	50	0	100	0	0
4036 Property Maintenance/Security	3,000	3,452	4,000	2,052	3,000	0	4,000	0	0
4038 Consumables/Small Tools	0	-163	0	0	0	0	0	0	0
4040 Equipment Purchases (Minor)	2,000	2,229	2,000	586	1,320	0	2,000	0	0
4050 Tourism Expenditure	250	415	250	922	800	0	400	0	0
4051 Bank Charges	100	213	500	371	544	0	550	0	0
4056 Legal Expenses	1,500	1,415	2,500	1,543	3,200	0	2,500	0	0
4057 Audit Fees - External	1,300	1,300	1,300	0	1,300	0	1,300	0	0
4058 Audit Fees - Internal	750	800	750	415	800	0	900	0	0

Continued on next page

## Sandy Town Council 2019/20

## Annual Budget - By Centre

## Note: Preliminary 2020/21 Budget Proposals

	2018/19		2019/20				2020/21 Proposed		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4059	6,500	6,328	7,000	3,739	6,900	0	7,000	0	0
4070	200	165	200	114	142	0	200	0	0
	<b>81,000</b>	<b>71,602</b>	<b>80,900</b>	<b>47,999</b>	<b>73,200</b>	<b>0</b>	<b>79,130</b>	<b>0</b>	<b>0</b>
	<b>(79,250)</b>	<b>(69,089)</b>	<b>(79,600)</b>	<b>(45,217)</b>	<b>(70,795)</b>		<b>(77,580)</b>		
<b>403</b>									
1212	0	60	0	0	0	0	0	0	0
1245	0	677	0	0	0	0	0	0	0
	<b>0</b>	<b>737</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4005	1,150	1,476	1,300	400	1,250	0	1,300	0	0
4008	1,000	1,411	1,000	0	800	0	1,950	0	0
4011	1,800	1,776	1,850	1,817	1,817	0	1,855	0	0
4012	200	160	200	5	214	0	250	0	0
4014	1,000	0	1,000	0	500	0	1,200	0	0
4017	5,500	3,258	5,500	2,873	4,017	0	5,000	0	0
4036	2,000	850	2,000	2,250	2,000	0	2,000	0	0
4038	2,500	2,598	2,500	1,094	2,500	0	2,500	0	0
4039	6,250	4,955	6,250	5,666	5,666	0	6,250	0	0
4040	2,000	1,390	2,000	941	1,740	0	2,000	0	0
4042	5,000	5,326	5,000	2,355	5,000	0	5,000	0	0
4043	3,000	3,701	3,500	2,824	3,800	0	3,500	0	0
4044	2,500	2,071	3,000	2,620	2,955	0	3,000	0	0
4045	6,068	6,665	6,000	0	4,000	0	6,000	0	0

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**Sandy Town Council 2019/20**  
**Annual Budget - By Centre**  
**Note: Preliminary 2020/21 Budget Proposals**

	<u>2018/19</u>		<u>2019/20</u>			<u>2020/21 Proposed</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Total Income</b>	135	380	300	1,091	1,229	0	428	0	0
4007 Health & Safety	150	0	0	0	0	0	0	0	0
4011 General Rates	14,660	10,816	12,227	12,607	12,152	0	12,410	0	0
4036 Property Maintenance/Security	1,500	867	1,500	763	1,000	0	1,500	0	0
4053 Loan Interest	273	271	253	127	248	0	223	0	0
4054 Loan Capital Repaid	335	337	355	177	360	0	285	0	0
4100 CCTV Fees	16,000	14,293	19,100	0	19,100	0	4,000	0	0
<b>Overhead Expenditure</b>	32,918	26,584	33,435	13,674	32,860	0	18,418	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(32,783)</u>	<u>(26,204)</u>	<u>(33,135)</u>	<u>(12,582)</u>	<u>(31,631)</u>		<u>(17,990)</u>		
<b>409 Public Toilets - Car Park</b>									
4011 General Rates	2,000	1,800	1,850	1,841	1,842	0	1,880	0	0
4012 Water Rates	1,000	968	1,000	664	1,076	0	1,200	0	0
4014 Electricity	200	269	300	124	262	0	300	0	0
4036 Property Maintenance/Security	1,000	393	1,000	50	350	0	1,000	0	0
<b>Overhead Expenditure</b>	4,200	3,431	4,150	2,679	3,530	0	4,380	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(4,200)</u>	<u>(3,431)</u>	<u>(4,150)</u>	<u>(2,679)</u>	<u>(3,530)</u>		<u>(4,380)</u>		
<b>500 Play Areas and Open Spaces</b>									
1201 Rent Received Etc	500	0	500	0	0	0	0	0	0
1241 Sandy FC Rent	500	479	500	495	495	0	500	0	0
1251 Pitch Rental	550	610	550	690	690	0	600	0	0
<b>Total Income</b>	1,550	1,089	1,550	1,185	1,185	0	1,100	0	0

Continued on next page

## Sandy Town Council 2019/20

## Annual Budget - By Centre

## Note: Preliminary 2020/21 Budget Proposals

	2018/19		2019/20			2020/21 Proposed			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4007 Health & Safety	400	399	400	343	399	0	400	0	0
4012 Water Rates	700	629	700	243	650	0	700	0	0
4014 Electricity	200	122	200	53	128	0	200	0	0
4036 Property Maintenance/Security	500	1,429	500	53	200	0	500	0	0
4037 Grounds Maintenance	2,500	2,092	2,500	16	1,875	0	2,500	0	0
4042 Equipment/Vehicle Maintenance	5,000	1,172	5,000	2,513	2,995	0	5,000	0	0
4972 Transfer from EMR Fallowfield	-15,000	-15,000	-15,000	0	-15,000	0	-7,500	0	0
<b>Overhead Expenditure</b>	<b>-5,700</b>	<b>-9,157</b>	<b>-5,700</b>	<b>3,220</b>	<b>-8,753</b>	<b>0</b>	<b>1,800</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>7,250</b>	<b>10,246</b>	<b>7,250</b>	<b>(2,035)</b>	<b>9,938</b>		<b>(700)</b>		
<b>501 <u>Sunderland Road Rec Ground</u></b>									
1201 Rent Received Etc	0	0	0	514	514	0	500	0	0
1253 Bowls Club Rental	410	423	435	437	437	0	447	0	0
1255 Cricket Club Rental	270	212	280	217	280	0	287	0	0
1256 Scouts ,ACF and SSLA	5	190	5	0	5	0	5	0	0
<b>Total Income</b>	<b>685</b>	<b>825</b>	<b>720</b>	<b>1,168</b>	<b>1,236</b>	<b>0</b>	<b>1,239</b>	<b>0</b>	<b>0</b>
4012 Water Rates	800	1,463	800	2,021	1,491	0	1,500	0	0
4014 Electricity	200	201	200	67	156	0	200	0	0
4036 Property Maintenance/Security	1,250	2,469	1,750	1,387	1,750	0	1,750	0	0
4046 Bowling Green - SBC	3,058	3,107	3,165	2,981	3,165	0	3,248	0	0
4047 Equipment Maintenance - SBC	2,485	2,404	2,572	2,623	2,572	0	2,639	0	0
4048 Cricket Square - SCC	2,455	2,484	2,540	1,388	2,540	0	2,606	0	0
4049 Equipment Maintenance - SCC	2,656	1,799	2,748	67	2,748	0	2,819	0	0

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## Sandy Town Council 2019/20

## Annual Budget - By Centre

## Note: Preliminary 2020/21 Budget Proposals

	2018/19		2019/20			2020/21 Proposed			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4060	15,225	15,096	15,225	9,369	15,225	0	15,225	0	0
	<b>Overhead Expenditure</b>								
	28,129	29,023	29,000	19,904	29,647	0	29,987	0	0
	<u>(27,444)</u>	<u>(28,198)</u>	<u>(28,280)</u>	<u>(18,736)</u>	<u>(28,411)</u>		<u>(28,748)</u>		
	<b>Movement to/(from) Gen Reserve</b>								
<b>502</b>	<b><u>Nature Reserves</u></b>								
1306	2,000	2,630	2,000	240	2,000	0	2,000	0	0
1307	500	530	550	652	652	0	650	0	0
	2,500	3,160	2,550	892	2,652	0	2,650	0	0
	<b>Total Income</b>								
4037	1,500	39	1,500	39	250	0	1,500	0	0
4060	9,850	10,192	10,000	0	10,250	0	10,400	0	0
4703	2,000	2,000	2,000	0	2,000	0	2,000	0	0
	13,350	12,231	13,500	39	12,500	0	13,900	0	0
	<u>(10,850)</u>	<u>(9,070)</u>	<u>(10,950)</u>	<u>852</u>	<u>(9,848)</u>		<u>(11,250)</u>		
	<b>Movement to/(from) Gen Reserve</b>								
<b>505</b>	<b><u>Grass Cutting</u></b>								
4102	10,000	7,580	10,000	0	7,580	0	10,000	0	0
	<b>Overhead Expenditure</b>								
	10,000	7,580	10,000	0	7,580	0	10,000	0	0
	<u>(10,000)</u>	<u>(7,580)</u>	<u>(10,000)</u>	<u>0</u>	<u>(7,580)</u>		<u>(10,000)</u>		
	<b>Movement to/(from) Gen Reserve</b>								
<b>506</b>	<b><u>Litter Bins, Seats &amp; Shelters</u></b>								
4042	650	495	650	0	700	0	1,000	0	0
	<b>Overhead Expenditure</b>								
	650	495	650	0	700	0	1,000	0	0

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## Sandy Town Council 2019/20

## Annual Budget - By Centre

## Note: Preliminary 2020/21 Budget Proposals

	2018/19		2019/20			2020/21 Proposed			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4202 Misc Establishment Costs	100	59	100	6	100	0	100	0	0
4033 Annual Report & Newsletter	3,000	2,856	3,000	1,904	2,856	0	3,000	0	0
4042 Equipment/Vehicle Maintenance	250	638	400	120	400	0	400	0	0
4200 Mayor's Allowance	2,200	1,967	2,200	1,334	2,200	0	2,200	0	0
4202 Members' Expenses (Conf etc)	500	150	500	93	150	0	500	0	0
4210 Election Costs	3,000	0	3,000	3,708	3,000	0	250	0	0
4701 Grants/Donations Paid	3,000	2,025	3,000	1,380	3,000	0	3,000	0	0
4702 Community Events Support	2,000	1,966	3,000	1,336	2,600	0	5,283	0	0
4921 Transfer to EMR	0	3,000	0	0	0	0	0	0	0
4971 Transfer from EMR	0	0	0	-3,411	0	0	0	0	0
<b>Overhead Expenditure</b>	<b>14,050</b>	<b>12,662</b>	<b>15,200</b>	<b>6,470</b>	<b>14,306</b>	<b>0</b>	<b>14,733</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(14,050)</b>	<b>(11,635)</b>	<b>(15,200)</b>	<b>(6,135)</b>	<b>(14,246)</b>		<b>(14,733)</b>		
<b>700 Capital and Projects</b>									
1103 Internal Loan from F'ild EMR	250,000	126,713	0	123,287	123,287	0	0	0	0
1153 Loan Interest Rec'd - INTERNAL	7,903	7,903	7,903	7,903	7,903	0	7,903	0	0
1154 Loan Capital Rec'd - INTERNAL	9,102	9,102	10,000	10,000	10,000	0	12,000	0	0
1210 Sale of Assets	0	2,000	0	0	0	0	0	0	0
1364 S106 Money Received	0	88,433	0	59,491	55,681	0	0	0	0
<b>Total Income</b>	<b>267,005</b>	<b>234,151</b>	<b>17,903</b>	<b>200,680</b>	<b>196,871</b>	<b>0</b>	<b>19,903</b>	<b>0</b>	<b>0</b>
4153 Loan Interest - INTERNAL	7,903	7,903	7,903	7,903	7,903	0	7,903	0	0
4154 Loan Capital - INTERNAL	9,102	9,102	10,000	10,000	10,000	0	12,000	0	0
4802 CAP - Cemetery Extension	293,220	69,968	0	89,731	89,091	0	0	0	0

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## Sandy Town Council 2019/20

## Annual Budget - By Centre

## Note: Preliminary 2020/21 Budget Proposals

	2018/19		2019/20				2020/21 Proposed		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4813 CAP - Cricket Equipment	0	0	0	3,809	3,809	0	0	0	0
4818 CAP - Fallowfield	0	56,745	0	149,832	149,832	0	0	0	0
4821 CAP - Fencing Bedford Rd	0	2,481	0	0	0	0	0	0	0
4822 CAP - Play Equipment (Limes)	0	3,833	0	0	0	0	0	0	0
4823 CAP - Play Equipment (Beeston)	0	8,554	0	0	0	0	0	0	0
4824 CAP - Play Equipment (Bedford)	0	53,703	0	0	0	0	0	0	0
4825 CAP - Play Equipment (F/Field)	0	15,479	0	0	0	0	0	0	0
4826 CAP - Play Equipment (S'land)	0	6,864	0	56,020	56,020	0	0	0	0
4827 CAP - Bowls Club Irrig Pump	0	1,594	0	0	0	0	0	0	0
4828 CAP - Dropped Kerb	0	0	0	2,500	2,500	0	0	0	0
4829 CAP - Car Park	0	0	0	4,225	4,225	0	0	0	0
4830 CAP - St Swithun's Church	0	0	0	1,765	915	0	0	0	0
4831 CAP - Land west of Sandy Cem.	0	0	0	14,550	14,550	0	0	0	0
4915 Transfer to Rolling Capital Fd	48,500	48,500	51,300	51,300	51,300	0	51,300	0	0
4920 Transfer to C R R	0	2,320	0	0	0	0	0	0	0
4923 Internal Loan repaid to F'ild	9,102	9,102	10,000	10,000	10,000	0	12,000	0	0
4965 Funded from Rolling Capital	0	-4,076	0	-87,290	-85,050	0	0	0	0
4970 Transfer from C R R	-43,220	0	0	-55,324	-55,324	0	0	0	0
<b>Overhead Expenditure</b>	<b>324,607</b>	<b>292,073</b>	<b>79,203</b>	<b>259,021</b>	<b>259,771</b>	<b>0</b>	<b>83,203</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(57,602)</b>	<b>(57,922)</b>	<b>(61,300)</b>	<b>(58,341)</b>	<b>(62,900)</b>		<b>(63,300)</b>		

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	<u>2018/19</u>		<u>2019/20</u>				<u>2020/21 Proposed</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Total Budget Income</b>	859,532	838,846	626,471	812,474	815,986	0	646,381	0	0
<b>Expenditure</b>	859,532	782,199	625,863	578,985	769,564	0	646,381	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>0</u>	<u>56,647</u>	<u>608</u>	<u>233,489</u>	<u>46,422</u>		<u>0</u>		

**SANDY TOWN COUNCIL**

**COMMITTEE: Policy, Finance and Resources**

**DATE: 6 January 2020**

**AUTHOR: Town Clerk**

**SUBJECT: 10 Cambridge Road, Public Clock**

**1. Summary**

1.1 At a previous meeting of the Policy, Finance & Resources committee, Members considered the estimated costs involved in investigating and repairing the clock at 10 Cambridge Road. It was resolved that a breakdown of the costs involved in carrying out investigative works be looked at and that this be undertaken so the committee could consider the future of the clock further.

**2. Information**

2.1 It was previously explained that difficulty in accessing the clock meant that investigating what repair work was required was difficult and the contractor provided a quote based on what work they believed would be needed.

2.2 The following quotation was given on the assumption that the wiring connecting the controller and clock movement is in good condition.

Quotation;

- Arrive with two clock makers
- Isolate the mains power to the clock
- Approach the clock turret using a roof ladder
- Remove the clock dial and movement to ground level
- Remove hands and movement
- Supply and fit new hand bosses onto the hands
- Supply and fit a new clock movement
- Supply and fit a new clock controller, in place of the old one.
- Refit the dial complete with the new movement
- Set up and leave in good working order

Cost: £2,200.00 plus VAT

2.3 The contractor has stated that the cost of having two clock makers take down the clock and investigate what repairs are needed without carrying out the repairs detailed above would be £1,000 plus VAT.