

# Sandy Town Council

To: Cllrs N Aldis, C Butterfield, W Jackson, M Pettitt, C Osborne, M Scott, K Sharp, D Sharman and R Smith

Cc Cllrs J Ali, M Runchman, P Sharman and S Sutton

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 16<sup>th</sup> February 2015 at 7.30 pm for the purpose of transacting the items of business below.

Delia Shephard  
Delia Shephard, Town Clerk  
10 Cambridge Road  
Sandy  
SG19 1JE  
01767 681491  
10<sup>th</sup> February 2015

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

## AGENDA

- |          |  |   |                              |
|----------|--|---|------------------------------|
| <b>1</b> | <b>Apologies for absence</b>   |   | <b>Reports</b>               |
|          |  | x |                              |
| <b>2</b> | <b>Declarations of interest</b>  |   |                              |
|          | <i>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.)</i> | x |                              |
|          | <i>This item is included on the agenda to enable members to declare new DPis and also <b>those who wish to do so</b> 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>  |   |                              |
|          | <i>i) Declarable pecuniary interests</i>   |   |                              |
|          | <i>ii) Non pecuniary interests</i>   |   |                              |
| <b>3</b> | <b>Minutes of previous meeting</b>   |   |                              |
|          | To receive the minutes of the Policy, Finance and Resources Committee held on 5 January 2015 and to approve them as a correct record of proceedings.   |   | <b>Previously circulated</b> |
| <b>4</b> | <b>Public Participation Session</b>  |   |                              |
|          | Members of the public may ask questions or make representations to the committee about items of business which are on the agenda   |   |                              |

# Sandy Town Council

## **5 Dementia Friendly Communities**

To receive a presentation from Mark Fensome and Victoria Clout from Commissioning, Adult Social Care at Central Bedfordshire Council.

## **6 Financial Reports**

- i) To consider a balance sheet and detailed financial report showing income and expenditure against the revenue budget for year to the end of December 2014 ✓
- ii) To approve a schedule of payments made since previous meeting ✓
- iii) To approve bank reconciliations and statements

## **7 Calendar of Meetings Review**

To review a revised draft calendar ✓

## **8 Scale of Charges 2015/16**

To review a proposed scale of charges for recommendation to council for the financial year 2015/16 ✓

## **9 Sandy Police POD**

To note removal of the police POD ✓

## **10 Harris's Fun Fair**

To consider a request for a funfair on The Pinnacle – Thursday 9 April – Sunday 12 April 2015 ✓

## **11 Pinders Circus**

To consider a request for a circus on Sunderland Road Rec – Monday 4 May – Wednesday 6 May 2015 ✓

## **12 CCTV Meeting**

To consider attendance at the next meeting on Tuesday 24 February 2015 ✓

## **13 War Stock**

To note the redemption of the war stock held by Council ✓

## **14 Sandy Charities Accounts 2014**

To note the annual report ✓

## **15 Office Furniture**

To consider the future of the Chamber and Committee Room tables ✓

# Sandy Town Council

**Policy, Finance and Resources Committee of Sandy Town Council Monday 16 February 2015**

## **R E P O R T S**

**Reports**

**5 Dementia Friendly Communities**

To receive a presentation

**6 Financial Reports**

- i) Balance sheet and detailed financial report showing income and expenditure against the revenue budget for year to the end of December 2014 - attached
- ii) Schedule of payments made for December 2014 - attached
- iii) Bank reconciliations and statements will be available at the meeting for scrutiny

**7 Calendar of Meetings Review**

To review revised draft calendar - attached

**8 Scale of Charges 2015/16**

To review a proposed scale of charges for recommendation to council for the financial year 2015/16 – attached

**9 Sandy Police POD**

An email was received by this Council on 16 January 2015 stating that the Sandy Police Pod will be moving to a new location out of Sandy – attached.

**10 Harris's Funfair**

**Funfair on Pinnacle Field**

A letter was received by this Council on 22 January 2015 from H Harris Amusements requesting to be allowed to hold a fun fair on the Pinnacle field arriving on Tuesday 7 April 2015 and departing on Sunday 12 April 2015 (operational days Thursday 9, Friday 10<sup>th</sup> and then Saturday 11 April.) Members may recall that they have given permission for the Pinnacle field to be used by H Harris Amusements for the last four years.

Members may recall for last year that they set a charge of £100 for each operational day. It was also requested that a deposit of £500 against the likelihood of damage occurring to the field was provided.

**Members are requested to decide whether or not they would like to give permission for the fun fair to be located at the Pinnacle field, the amount to charge and any conditions they would like to impose.**

# Sandy Town Council

## **11 Pinders Circus**

An email was received by this Council on 7 November 2014 from Mike Lea of Pinders Circus requesting to be allowed to hold a circus on Sunderland Road recreation ground arriving on Monday 4 May until Wednesday 6 May 2015. Members may recall that they have given permission for the recreation ground to be used in the past.

Members may recall that in 2013 they set a charge of £50 for each trading day. It was also requested that a deposit of £500 against the likelihood of damage occurring to the field was provided.

**Members are requested to decide whether or not they would like to give permission for the circus to be located at Sunderland Road recreation ground, the amount to charge and any conditions they would like to impose.**

## **12 CCTV Meeting**

Minutes of the meeting held on 4<sup>th</sup> December are attached. The document referred to in Paragraph 2 is available to review in the office.

**Members are asked to note the minutes and decided who should attend the meeting on 24<sup>th</sup> February 2015.**

## **13 War Stock Redemption**

The total amount of holding is £1508.72. Letter attached

## **14 Sandy Charities Accounts 2014**

Accounts attached

## **15 Office Furniture - Tables**

The leaves to the Chamber table are stored in the Chapel at the Cemetery at present together with the table from the Committee Room.

**In light of the proposed changes to the offices Members are asked to decide the future of these pieces of furniture.**

Detailed Balance Sheet (Excluding Stock Movement)

Month No: 9 31 December 2014

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>
<u>Current Assets</u>		
100	Debtors Control	1,774
101	Stock	4,435
105	VAT Control	13,646
106	Vat Suspense	-3,900
200	Current Bank A/c	67,940
205	Capital a/c Santander	213,474
206	Barclays Active Saver	172,975
208	Public Sector Deposit Fund	200,000
210	Petty Cash	300
<b>Total Current Assets</b>		<b>670,643</b>
<u>Current Liabilities</u>		
501	Creditors Control	5,788
<b>Total Current Liabilities</b>		<b>5,788</b>
<b>Net Current Assets</b>		<b>664,855</b>
<b>Total Assets less Current Liabilities</b>		<b>664,855</b>
<u>Represented By :-</u>		
300	Current Year Fund	147,295
310	General Reserve	20,765
320	Capital Receipts Reserve	72,795
321	Earmarked Reserves	44,000
322	EMR Fallowfied	380,000
<b>Total Equity</b>		<b>664,855</b>

Month No : 9

## Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>401</b>	<b>Staff</b>							
4001	Gross Salaries - Admin	8,017	61,106	129,750	68,644		68,644	47.1 %
4002	Gross Salaries - Works	7,901	66,971	74,000	7,029		7,029	90.5 %
4003	Employers NIC	958	6,971	11,500	4,529		4,529	60.6 %
4004	Employers Superannuation	2,123	18,893	26,000	7,107		7,107	72.7 %
4010	Miscellaneous Staff Costs	0	180	1,000	820		820	18.0 %

Month No : 9

## Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>402</b>	<b>Administration-Office</b>							
4008	Training	0	1,660	3,500	1,840		1,840	47.4 %
4009	Travel & Subsistence	0	88	500	412		412	17.5 %
4010	Miscellaneous Staff Costs	0	45	0	-45		-45	0.0 %
4011	General Rates	0	6,005	6,100	95		95	98.4 %
4012	Water Rates	0	165	400	235		235	41.4 %
4014	Electricity	0	1,074	4,000	2,926		2,926	26.9 %
4015	Gas	0	481	1,800	1,319		1,319	26.7 %
4016	Cleaning Materials etc	154	1,299	1,250	-49		-49	103.9 %
4020	Misc Establishment Costs	83	1,116	2,000	884		884	55.8 %
4021	Telephone & Fax	0	1,620	3,200	1,580		1,580	50.6 %
4022	Postage	13	1,480	1,600	120		120	92.5 %
4023	Printing & Stationery	642	2,459	5,235	2,776		2,776	47.0 %
4024	Subscriptions	256	2,373	2,700	327		327	87.9 %
4025	Insurance (excl vehicles)	1,708	15,719	21,600	5,881		5,881	72.8 %
4026	Photocopy Costs	-1,420	1,422	2,270	848		848	62.6 %
4027	IT Costs incl Support	250	4,553	0	-4,553		-4,553	0.0 %
4028	Service Agreements (Other)	0	5,001	9,500	4,499		4,499	52.6 %
4035	Publications	0	50	300	250		250	16.6 %
4036	Property Maintenance/Security	45	2,357	3,500	1,143		1,143	67.4 %
4038	Consumables/Small Tools	0	3	0	-3		-3	0.0 %
4042	Equipment/Vehicle Maintenance	0	0	3,000	3,000		3,000	0.0 %
4051	Bank Charges	0	65	0	-65		-65	0.0 %
4056	Legal Expenses	0	860	1,000	140		140	86.0 %
4057	Audit Fees - External	0	0	2,350	2,350		2,350	0.0 %
4058	Audit Fees - Internal	0	375	0	-375		-375	0.0 %
4059	Accountancy Fees	384	4,921	0	-4,921		-4,921	0.0 %
4070	Refreshments	8	146	200	54		54	73.2 %
1201	Rent Received Etc	-465	-2,584	-2,575	-9			100.3 %
1202	Photocopying Income	0	-64	-52	-13			125.2 %
1204	Sale of Council Minutes	0	0	-195	195			0.0 %
1205	Miscellaneous Income	0	-2,706	0	-2,706			0.0 %

Month No : 9

## Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>403</b>	<b>Administration-Works</b>							
4005	Protective Clothing	91	911	1,400	489	489	65.1 %	
4006	H&S Costs/Consultancy	0	75	1,000	925	925	7.5 %	
4011	General Rates	0	1,955	2,010	55	55	97.2 %	
4012	Water Rates	0	358	310	-48	-48	115.6 %	
4014	Electricity	98	275	750	475	475	36.6 %	
4017	Refuse Disposal	40	2,216	3,500	1,284	1,284	63.3 %	
4036	Property Maintenance/Security	0	685	1,650	965	965	41.5 %	
4038	Consumables/Small Tools	73	1,659	1,200	-459	-459	138.2 %	
4039	Planting/Trees/Horticulture	0	4,385	5,700	1,315	1,315	76.9 %	
4040	Equipment Purchases (Minor)	0	1,508	2,000	492	492	75.4 %	
4042	Equipment/Vehicle Maintenance	94	2,996	5,500	2,504	2,504	54.5 %	
4043	Equipment/Vehicle Fuel	94	1,700	3,000	1,300	1,300	56.7 %	
4044	Vehicle Tax & Insurance	0	2,119	2,500	381	381	84.7 %	



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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>404</b>	<b>Allotments</b>							
4012	Water Rates	0	0	300	300		300	0.0 %

Month No : 9

## Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>405</b>	<b>Footway Lighting</b>							
4014	Electricity	382	3,324	5,750	2,426		2,426	57.8 %
4042	Equipment/Vehicle Maintenance	370	1,520	2,000	480		480	76.0 %

Month No : 9

## Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>406</b>	<b><u>Cemetery &amp; Churchyard</u></b>							
4011	General Rates	0	2,167	2,300	133		133	94.2 %
4012	Water Rates	0	47	180	133		133	26.0 %
4036	Property Maintenance/Security	69	69	1,000	931		931	6.9 %
4037	Grounds Maintenance	0	530	900	370		370	58.9 %
4039	Planting/Trees/Horticulture	0	78	350	273		273	22.1 %
4101	Grave Digging Costs	875	4,075	6,200	2,125		2,125	65.7 %
1226	Burials/Memorials Income	-4,210	-21,175	-20,000	-1,175			105.9 %
1228	Interest on Investment	-26	-53	-26	-27			203.1 %

Month No : 9

## Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>408</b>	<b><u>Town Centre (Including Market)</u></b>							
4011	General Rates	0	14,867	15,370	503		503	96.7 %
4036	Property Maintenance/Security	0	1,675	850	-825		-825	197.1 %
4053	Loan Interest	0	177	366	189		189	48.3 %
4054	Loan Capital Repaid	0	127	242	115		115	52.6 %
4100	CCTV Fees	0	1,000	15,000	14,000		14,000	6.7 %
1236	Friday Market Fees	-80	-700	-3,000	2,300			23.3 %
1237	Saturday Market Fees	0	-128	-300	172			42.7 %
1238	Other Income Car Park	0	-410	-200	-210			205.0 %

Month No : 9

## Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>409</b>	<b>Public Toilets - Car Park</b>							
4011	General Rates	0	2,308	2,400	92		92	96.2 %
4012	Water Rates	0	90	1,400	1,310		1,310	6.4 %
4014	Electricity	0	579	380	-199		-199	152.4 %
4036	Property Maintenance/Security	0	190	550	360		360	34.5 %

Month No : 9

## Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>500</b>	<b><u>Play Areas and Open Spaces</u></b>							
4007	Health & Safety	0	390	0	-390		-390	0.0 %
4012	Water Rates	0	237	1,100	863		863	21.5 %
4014	Electricity	37	165	750	585		585	22.1 %
4036	Property Maintenance/Security	0	0	1,120	1,120		1,120	0.0 %
4037	Grounds Maintenance	827	2,079	4,000	1,921		1,921	52.0 %
4042	Equipment/Vehicle Maintenance	950	4,604	7,200	2,596		2,596	63.9 %
1241	Sandy FC Rent	0	0	-450	450			0.0 %
1242	Ice cream rent	0	0	-330	330			0.0 %
1251	Pitch Rental	0	-511	0	-511			0.0 %

Month No : 9

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>501</b>	<b><u>Sunderland Road Rec Ground</u></b>						
4012	Water Rates	0	448	1,000	552	552	44.8 %
4014	Electricity	0	-113	0	113	113	0.0 %
4015	Gas	0	1,170	0	-1,170	-1,170	0.0 %
4036	Property Maintenance/Security	0	2,129	1,000	-1,129	-1,129	212.9 %
4046	Bowling Green - SBC	396	2,060	0	-2,060	-2,060	0.0 %
4047	Equipment Maintenance - SBC	0	407	2,950	2,543	2,543	13.8 %
4048	Cricket Square - SCC	0	2,256	2,140	-116	-116	105.4 %
4049	Equipment Maintenance - SCC	0	328	0	-328	-328	328430
4060	Other Professional Fees	1,250	11,250	15,000	3,750	3,750	75.0 %
1252	Pavilion Rental	0	-1,551	0	-1,551		0.0 %
1253	Bowls Club Rental	0	-387	-389	2		99.5 %
1255	Cricket Club Rental	0	0	-260	260		0.0 %
1256	Scouts ,ACF and SSLA	0	0	-170	170		0.0 %

Month No : 9

## Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>502</b>	<b>Nature Reserves</b>							
4037	Grounds Maintenance	0	369	2,050	1,681		1,681	18.0 %
4060	Other Professional Fees	0	1,600	9,240	7,640		7,640	17.3 %
1306	Countryside Stewardship Grant	-1,399	-3,158	-1,000	-2,158			315.8 %
1307	Angling Licence Rent	0	-486	-475	-11			102.3 %



Month No : 9

## Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>504</b>	<b>Tourist Information Centre</b>							
4001	Gross Salaries - Admin	1,801	15,127	0	-15,127		-15,127	0.0 %
4005	Protective Clothing	0	0	200	200		200	0.0 %
4021	Telephone & Fax	0	0	270	270		270	0.0 %
4024	Subscriptions	0	0	100	100		100	0.0 %
4026	Photocopy Costs	0	149	0	-149		-149	0.0 %
4301	Merchandise and Ticket Costs	3,411	7,035	5,550	-1,485		-1,485	126.8 %
1360	Ticket Sales Commission	-233	-259	0	-259			0.0 %
1402	Sales	-486	-9,175	-12,000	2,825			76.5 %

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>505</u>	<u>Grass Cutting</u>							
4102	Grass Cutting	7,580	11,412	10,000	-1,412		-1,412	114.1 %

Month No : 9

## Cost Centre Report

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>506</b>	<b><u>Litter Bins, Seats &amp; Shelters</u></b>							
4042	Equipment/Vehicle Maintenance	0	0	500	500		500	0.0 %

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>508</u>	<u>S.E.G. NOT IN USE</u>							
4020	Misc Establishment Costs	0	0	1,276	1,276		1,276	0.0 %

Month No : 9

## Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>509</b>	<b>Christmas Lights</b>							
4401	Christmas Illuminations	352	6,072	11,000	4,928		4,928	55.2 %
4402	Community Christmas Event	766	6,918	5,000	-1,918		-1,918	138.4 %
1365	Christmas Lights	-1,890	-6,160	-4,000	-2,160			154.0 %

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>601</b>	<b><u>Precept and Interest</u></b>							
1101	Precept	0	-455,704	-455,704	0			100.0 %
1320	Interest Received - All account	-729	-4,564	-5,500	936			83.0 %

Month No : 9

## Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>602</b>	<b>Democratic and Civic Costs</b>							
4020	Misc Establishment Costs	0	90	0	-90		-90	0.0 %
4033	Annual Report & Newsletter	238	2,142	3,500	1,358		1,358	61.2 %
4042	Equipment/Vehicle Maintenance	0	0	200	200		200	0.0 %
4200	Mayor's Allowance	303	1,536	1,900	364		364	80.8 %
4202	Members' Expenses (Conf etc)	0	104	500	396		396	20.9 %
4210	Election Costs	0	0	4,000	4,000		4,000	0.0 %
4701	Grants/Donations Paid	0	1,380	1,500	120		120	92.0 %

Month No : 9

## Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>700</b>	<b>Capital and Projects</b>							
4802	CAP - Cemetery Extension	0	13,268	0	-13,268		-13,268	0.0 %
4803	CAP - WWI Board	0	1,215	0	-1,215		-1,215	0.0 %
4804	CAP - Street Light Replacement	0	3,200	2,500	-700		-700	128.0 %
4805	CAP - Toyota Van	225	433	0	-433		-433	0.0 %
1364	S106 Money Received	0	-106	0	-106			0.0 %



611)

At : 12:06

Current Bank A/c

List of Payments made between 01/12/2014 and 31/12/2014

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/2014	Aviva	Std Ord	1,707.59		Annual Insurance Premium
01/12/2014	Powerc IT Business Solutions	DD	300.00		490/August 2014
01/12/2014	UK Fuels Limited DDR	DD1	75.91		547/Fuel 051114
01/12/2014	British Gas DDR	DD3	79.21		498/Supply to 091114
08/12/2014	Cash	111147	245.22		491/Nov 14 Petty Cash Imprest
08/12/2014	The Mayor of Huntingdon's Char	111148	30.00		565/Mayor's Xmas Dinner
08/12/2014	UK Fuels Limited DDR	DD4	52.96		548/Fuel 111114
08/12/2014	BNP Paribas Leasing Solutions	DD5	139.50		497/Cover 071214-060315
08/12/2014	Central Bedfordshire Council R	DD6	113.00		Purchase Ledger Payment
08/12/2014	Public Sector Deposit Fund	111149	200,000.00		Public Sector Deposit Fund
15/12/2014	Powerc IT Business Solutions	DD7	264.72		Purchase Ledger Payment
16/12/2014	Southern Electric DDR	DD8	455.33		584/Supply to 011214
16/12/2014	Bedford Borough Council	DD9	19,349.24		557/Payoff December 2014
17/12/2014	Mr M Pettitt	111150	225.00		569/Vehicle Inspection Fee
18/12/2014	1st Choice Staff Recruitment L	30149	2,720.00		510/R.Loake WE011114
18/12/2014	Amberley Publishing	30150	12.34		494/Women of RAF
18/12/2014	Archer Signs & Panels Ltd	30151	82.74		590/Uneven Steps Sign
18/12/2014	Beds Associat. of Town & Paris	30152	30.00		493/Chairman Training
18/12/2014	Bedford Borough Council	30153	75.50		496/Recycling to 071214
18/12/2014	Bishop Sports & Leisure Ltd	30154	992.16		558/Football Goals
18/12/2014	Cemetery Development Services	30155	6,720.00		499/Flood Risk,Need & Planning
18/12/2014	Central Bedfordshire Council	30156	10,596.38		561/Management Fee Dec14
18/12/2014	Christy Plumbing & Heating	30157	1,303.20		500/Water heater repairs
18/12/2014	Colin Ross	30158	681.78		501/Hi-viz,Gloves,Boots
18/12/2014	DCK Beavers Ltd	30159	1,108.88		504/Budget Setting 2015/16
18/12/2014	Dunstable Town Council	30160	30.00		562/Bowling Night
18/12/2014	M. D. Fowler	30161	60.00		563/Lecture-Cardington Airship
18/12/2014	Froods Autoservices	30162	38.16		513/S562LLR Vehicle Inspec
18/12/2014	Gilbys of Sandy	30163	45.23		514/Lock&Keys, Maint Materials
18/12/2014	Haines Watts Ltd	30164	450.00		515/Internal Audit YE310315
18/12/2014	Hertfordshire County Council	30165	531.12		517/Stationary Supplies
18/12/2014	Martin Howlett Trading Company	30166	57.40		570/Cleaning Materials
18/12/2014	A W Jackson	30167	190.47		521/Nov2014 Mileage
18/12/2014	Lamps & Tubes Illuminations Lt	30168	3,836.26		522/Christmas Decorations
18/12/2014	Mayor of Sandy's Charity Accou	30169	10.00		520/SJ Purchase, Mayors Charit
18/12/2014	Tim Miles	30170	1,000.00		524/Grave Digging 061114
18/12/2014	Millenium Security Services	30171	30.00		573/Alarm Call outs Oct14
18/12/2014	FD Odell & Sons Ltd	30172	454.20		528/Oct14 Skip Rental
18/12/2014	Park Leisure UK Ltd	30173	1,140.00		574/Basket Swing Seat
18/12/2014	Allan Peacock (Street Lighting	30174	264.00		556/Christmas Tree Install
18/12/2014	Purchase Power	30175	34.71		530/Late payment & interest
18/12/2014	The Poppy Appeal	30176	55.00		578/Wreath
18/12/2014	Michael Reynold	30177	25.44		533/Fuel 181114
18/12/2014	Rosetta Publishing	30178	285.60		577/The Bulletin Dec14
18/12/2014	Marion Runchman	30179	230.42		531/Xmas Expenses
18/12/2014	SafetyCare (UK) Ltd	30180	300.00		532/Childs Play DVD
18/12/2014	A. J. & R. Scambler and Sons L	30181	330.42		534/Maint Equipment

At : 12:06

Current Bank A/c

## List of Payments made between 01/12/2014 and 31/12/2014

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
18/12/2014	1st Sandy Scout Group	30182	82.50		580/Food & Drink
18/12/2014	Sandy Football Club	30183	31.45		581/Supply Sep14-Nov14
18/12/2014	Shire Pest Control & Wildlife	30184	325.00		535/Pest Control
18/12/2014	SLCC Enterprises Ltd	30185	256.00		582/Membership Renewal
18/12/2014	Speedy Asset Services LTD	30186	267.24		583/Pedestrian Barriers
18/12/2014	St. John Ambulance	30187	168.00		579/First Aid Cover
18/12/2014	St Swithuns Church	30188	55.00		541/Donation for Carol Service
18/12/2014	Society of London Theatre	30189	258.50		537/Ticket Sales Oct14
18/12/2014	Mrs J Thrale	30190	41.40		543/Honey
18/12/2014	The Health & Safety People Ltd	30191	414.00		542/Site Safety Evaluation
18/12/2014	Travis Perkins Trading Co Ltd	30192	93.82		545/Grit Sand, Creocote
18/12/2014	Verto (UK) Ltd	30193	1,257.60		551/Domain Renewal to 031116
18/12/2014	Viking	30194	33.91		553/Petty Cash Pads
18/12/2014	Woodfines LLP	30195	300.00		555/Tempsford Rd Legal Fees
18/12/2014	Speedy Asset Services	111153	102.82		Speedy Asset Services
18/12/2014	Reverse Cheque 030177	030177REV	-25.44		Reverse Cheque 030177
18/12/2014	Central Bedfordshire Council	111152	600.00		502/Dedication Agreement
18/12/2014	Speedy Asset Services LTD	111153	102.82		Purchase Ledger Payment
22/12/2014	UK Fuels Limited DDR	DD10	53.00		549/Fuel 281114
29/12/2014	UK Fuels Limited DDR	DD11	51.30		586/Fuel 041214
31/12/2014	British Gas DDR	DD12	7.81		559/Supply to 091214
<b>Total Payments</b>			<b>261,235.82</b>		

Sandy Town Council Calendar of Meetings  
2015-2016

<b>2015</b>	<b>Meeting Dates as agreed for 2014/15</b>	
Mon 05.01.15	Development Scrutiny	Policy, Finance & Resources
Mon 12.01.15		
Mon 19.01.15	Town Council (Precept) [8]	
Mon 26.01.15	Development Scrutiny	Community Services & Environment
Mon 02.02.15		
Mon 09.02.15		
Mon 16.02.15	Development Scrutiny	Policy, Finance & Resources
Mon 23.02.15		
Mon 02.03.15	Town Council [9]	
Mon 09.03.15	Development Scrutiny	Community Services & Environment
Mon 16.03.15	Human Resources	
Mon 23.03.15		
Mon 30.03.15	Development Scrutiny	Policy, Finance & Resources
Mon 06.04.15	Bank Holiday	
Mon 13.04.15	Town Council [10]	
Mon 20.04.15	Development Scrutiny	Community Services & Environment
Mon 27.04.15	Annual Town Meeting	
Mon 04.05.15	Bank Holiday	
Tue 05.05.15	Development Scrutiny	
Mon 11.05.15		
<b>Meeting dates as proposed for 2015/16</b>		
Mon 18.05.15	Town Council (Annual Meeting) [1]	
Mon 25.05.15	Bank Holiday	
Mon 01.06.15	Development Scrutiny	Community Services & Environment
Mon 08.06.15	Human Resources	
Mon 15.06.15		
Mon 22.06.15	Development Scrutiny	Policy, Finance & Resources
Mon 29.06.15	Town Council [2]	
Mon 06.07.15		
Mon 13.07.15	Development Scrutiny	Community Services & Environment
Mon 20.07.15		
Mon 27.07.15		
Mon 03.08.15	Development Scrutiny	Policy, Finance & Resources
Mon 10.08.15	Town Council [3]	
Mon 17.08.15		
Mon 24.08.15	Development Scrutiny	Community Services & Environment
Mon 31.08.15	Bank Holiday	
Mon 07.09.15	Human Resources	
Mon 14.09.15	Development Scrutiny	Policy, Finance & Resources
Mon 21.09.15	Town Council [4]	
Mon 28.09.15		
Mon 05.10.15	Development Scrutiny	Community Services & Environment

Sandy Town Council Calendar of Meetings  
2015-2016

Mon 12.10.15		
Mon 19.10.15		
Mon 26.10.15	Development Scrutiny	Policy, Finance & Resources
Mon 02.11.15	Town Council [5]	
Mon 09.11.15		
Mon 16.11.15	Development Scrutiny	Community Services & Environment
Mon 23.11.15		
Mon 30.11.15		
Mon 07.12.15	Development Scrutiny	Policy, Finance & Resources
Mon 14.12.15	Town Council [6]	
Mon 21.12.15	Human Resources	
Mon 28.12.15	Holiday in lieu of Boxing Day	
<b>2016</b>		
Mon 04.01.16	Development Scrutiny	Community Services & Environment
Mon 11.01.16		
Mon 18.01.16	Town Council [7] Budget Meeting	
Mon 25.01.16	Development Scrutiny	Policy, Finance & Resources
Mon 01.02.16		
Mon 08.02.16		
Mon 15.02.16	Development Scrutiny	Community Services & Environment
Mon 22.02.16		
Mon 29.02.16	Town Council [8]	
Mon 07.03.16	Development Scrutiny	Policy, Finance & Resources
Mon 14.03.16		
Mon 21.03.16	Human Resources	
Mon 28.03.16	Easter Monday	
Mon 04.04.16	Development Scrutiny	Community Services & Environment
Mon 11.04.16	Town Council [9]	
Mon 18.04.16	Development Scrutiny	Policy, Finance & Resources
Mon 25.04.16	Annual Town Meeting	
Mon 02.05.16	Early May Bank Holiday	
Mon 09.05.16	Town Council (Annual Meeting )	
Mon 16.05.16	Development Scrutiny	Community Services & Environment
Mon 23.05.16		
Mon 30.05.16	Spring Bank Holiday	

## Draft scale of charges (partial )

### SPORTS CHARGES

#### Bedford Road Recreation Ground

#### Sandy Football Club

Pitch and pavilion rental\*

Line marking of football pitch per marking

#### Sunderland Road

#### Football

Seasonal hire of junior pitch

Casual use of senior pitch

Casual use of junior pitch

Seasonal use of football pitch and 2 changing rooms:

Sandy Colts and other junior teams

Sandy Colts Senior teams

Sandy FC and other adult teams

#### Cricket

Sandy Cricket Club (pitch, 2 changing rooms and education room)\*

Casual use of cricket pitch (income to Club)\*

Other clubs (seasonal use of 2 changing rooms)

Casual use of 2 changing rooms

#### Bowls

Sandy Town Bowling Club\*

Rink fees (per person per rink per hour)

#### PREMISES HIRE

#### Jenkins Pavilion

non profit making youth groups:

seasonal or termly use of education room (weekly meetings)

casual use of education room (per hour)

non profit making adult groups:

yearly use of education room (monthly meetings)

commercial or business groups:

casual use of education room (per hour)

	2014/15	Proposed 2015/16
£	23.00 plus Vat	23.5 plus VAT
£	63.00	64.5
£	31.00 plus VAT	32 plus VAT
£	11.00 plus VAT	11
£	164.00	167
£	£188	192
£	402.00	410
tbc	tbc	tbc
set by SCC	set by SCC	set by SCC
£	210.00	214
£	19.00	19.5
Lease	Lease	Lease
£	3.70 plus VAT	3.8 plus VAT
set by SLL	set by SLL	set by SLL
set by SLL	set by SLL	set by SLL
set by SLL	set by SLL	set by SLL
set by SLL	set by SLL	set by SLL

	2014/15	2015/16
<b>10 Cambridge Road</b>		
<b>Day Time</b>		
Hire of council chamber per session (4 hours) D	£ 35.00 plus Vat	Suggest all same
Hire of committee room per session (4 hours)	£ 15.00 plus Vat	
Hire of council chamber per session day rate	£60 plus VAT	
Hire of committee room per hour	£ 5.00 plus Vat	
Hire of chamber per hour	£ 10.00 plus Vat	
<b>Evening/weekend</b>		
Hire of chamber per hour	£ 12.00 plus Vat	
Hire of chamber for (4 hours)	£ 40.00 plus Vat	
<b>Market</b>		
Stalls - permanent per linear ft	£ 1.00	
Stalls - casual per linear ft	£ 5.00	
<b>Photocopying charges (for double sided + 100%)</b>		Suggest all same
Black and White A4	£ 0.10 incl VAT	
Black and White A3	£ 0.20 incl VAT	
Black and White A4 card	£ 0.20 incl VAT	
Colour A4	£ 0.50 incl VAT	
Colour A3	£ 0.80 incl VAT	
Laminating A4	£ 0.80 incl VAT	
Laminating A3	£ 1.30 incl VAT	
<b>Town Centre Car Park</b>		
Pass (non-refundable)	£ 110.00	120

\* determined by lease agreement

# Draft scale of charges - Burial

Cemetery - Potton Road

## Memorials

Any headstone, vase or tablet permitted under the regulations

Subsequent inscriptions

*Treble fees for non-parishioners*

2014/15

£

£ 120.00

£ 40.00

Proposed

2015/16

£

£ 130.00

45

## Exclusive rights to Burial in earthen graves

Burial in all sections 7 ft x 3 ft

Burial in all sections 7 ft x 6 ft

£165

£260

175

275

Fee for transfer of rights of burial document

*Treble fees for non-parishioners*

£50

55

## Exclusive rights to Burial of cremated remains

Section K in earthen grave 2 ft x 2 ft

Section K in earthen grave 24ft x 2 ft

Interment in a grave

*Tablets are only the memorials permitted*

*Treble fees for non-parishioners*

£ 80.00

£ 112.00

£ 110.00

90

125

120

## Interments

For the interments in any grave:

Body of a non-viable foetus or or a childre whose age at the time of death did not exceed one month

.Body of a child whose age at the time of death exceeded one month but did not exceed 12 years

Body of a person whose age at the time of death exceeded 12 years

£ 25.00

30

£ 50.00

60

£ 350.00

375

Fees above include the digging of the grave and apply only where the interment is made between the hours of 10 am and 4 pm Monday to

Friday or on the certificate of a coroner or registered medical practitioner that immediate interment is necessary.

In any other case an additional fee is payable available on application at the time of interment

£ 64.00 70

The fees indicated above apply where the interment is at a depth not exceeding 7 ft, for each additional foot a charge is payable

£ 60.00 65

Use of cemetery chapel

Maintenance of graves (per single grave not planted per annum)

£ 46.00 50

Maintenance of graves (per single grave planted x 2 per annum)

£ 106.00 115

New requests for maintenance of planted grave

£ 140.00 150

Maintenance in perpetuity

£ 2,244.00 2290

Scattering of ashes of cremated remains

£ 22.00 24



**From:** KIDD, Gary 6117 [mailto:gary.kidd@bedfordshire.pnn.police.uk]  
**Sent:** 16 January 2015 08:01  
**To:** Delia Shephard  
**Cc:** JEEVES, Ann 4763; KIDD, Gary 6117  
**Subject:** Sandy Police POD

Delia

Good Morning

Apologies if I have already notified you of this just prior to Christmas, it is a new year so I am using that as an excuse for my memory loss.

It has been decided to move the Sandy Police Pod to a new location out of Sandy.

As you know the Pod was placed in its current location following its removal from the Sandy Town centre car park to the Rec in the hope that it's presence and use by local PCSO's would deter an increase in anti-social and criminal behaviour in that area.

The problems in the area around the bowling green were naturally seasonal with an increase during the summer months. My hope were that the Pod would be used as a base for PCSO patrols and/or Operation Vision events. It has served this purpose. You may recall that we were adamant that it would not be used as a mobile Police Station for the purposes of Police Surgeries. These have been tried and tested throughout our area and found to be unsuccessful.

My hope is that the Pod will be moved towards the end of January but I will be sure to inform you in advance so that access can be granted to the nearby store where the electricity is sourced for the Pod.

I am extremely grateful for the support you in particular and Sandy Town Council gave to this initiative and for providing both the location and the electricity for the Pod.

Thank you

Gary

Gary Kidd PS 6117  
Biggleswade and Shefford Area  
Local Policing Community Team  
Biggleswade Police Station  
Station Road  
Biggleswade  
SG18 8AL

[Gary.kidd@bedfordshire.pnn.police.uk](mailto:gary.kidd@bedfordshire.pnn.police.uk)

**Notes of CCTV Meeting on 4<sup>th</sup> December 2014 at Biggleswade Town Council offices at 10.00am**

**Present**


- Steve Barrett (SB) – Community Safety Operations Manager CBC – Chair
- Rob Lawrence (RL) - CCTV Team Leader CBC – Notes
- Rob McGregor (RM) – Biggleswade Town Council (BTC)
- Geoff Barham (GB) – Shefford Town Council (ShTC)

**Contact:** Rob Lawrence 0300 300 5056. rob.lawrence@centralbedfordshire.gov.uk

**Apologies** – Delia Shepard Sandy Town Council  
Paul Mackin Shefford Town Council

Item	Notes	Action
1.	<p><b>Introduction and Welcome</b></p> <p>SB welcomed everyone to the meeting and thanked all for attending.</p>	
2	<p><b>CCTV Update</b></p> <p>RL gave an update on developments in CCTV since the last meeting:</p> <ul style="list-style-type: none"> <li>• 7 new cameras are being installed along the Dog Kennel path in Dunstable. Completion date for the work is 28<sup>th</sup> February. These cameras will use wireless technology for transmission of data and images.</li> <li>• Re-deployable CCTV – CBC has put out a tender for the purchase of a minimum of 4 new re-deployable cameras. Closing date for receipt of tenders is 2<sup>nd</sup> January. RL explained that CBC wanted to use some of the new cameras in Biggleswade, Sandy and Shefford and the new equipment will make this much easier. GB mentioned that there may be a need for a camera on Millennium Green in Shefford. Both RM and GB were invited to see the new equipment when it is commissioned and RL is happy to demonstrate the equipment and its capabilities. Equipment will be installed and commissioned by the end of February 2015. CBC has reviewed its policy and procedure for the use of deployable CCTV cameras and a copy of this is attached to these notes for information. Applications for the use of deployable CCTV are welcome and will be assessed using the criteria set out in the document.</li> <li>• CBC is examining the use of wireless technology in the transmission of data and images from the</li> </ul>	<p>RL</p> <p>RL</p>

	<p>CCTV cameras to the control room. This could represent a very significant financial saving as there would not be a need for so many fibre circuits. RL will update the next meeting if there is any more progress made.</p>	RL
3	<p><b>Town Council Issues</b></p> <p><b>Street Drinkers Biggleswade</b> - RM gave an update on the problems with the street drinkers in Biggleswade. Bedfordshire Police are providing a pod in the recreation ground where it is planned that agencies will be able to engage with the street drinkers and RM is hoping to get a camera installed there to monitor the area. RL said that one of the new re-deployable cameras could be made available to BTC for this purpose. There will also be toilet facilities available. RM said that pre-sets on one of the cameras in that area need to be looked at and possibly changed. RL will speak to Mike Reed at HCCTVP and ask him to discuss this with RM to arrange for pre-sets to be re-programmed.</p> <p><b>Biggleswade Radio Link</b> – RM said that he was unaware of how many traders in the town were members of the Radio Link. RL said he was not sure because the records held were old and in need of updating. RL will contact Commercial Communications in Luton to try to get an up to date list of participants and will report back to the next meeting. RL will also speak to John Seemarks about this.</p> <p><b>Biggleswade Cemetery</b> – RM said that there have been thefts from the cemetery. HCCTVP had put up a re-deployable camera in the area and the thefts had stopped but restarted when the camera was removed. RM said there was some evidence that travellers were involved in these thefts. RL offered the use of one of CBC's new re-deployable cameras once they are available.</p> <p>There were no issues that the meeting was aware of in Sandy.</p> <p><b>Millennium Green Shefford</b> – some problems starting to appear in this area. RL offered GB the use of a re-deployable camera when the new ones are commissioned. GB and RL will discuss this in more detail if Shefford wish to use a CBC re-deployable camera.</p>	<p>RL</p> <p>RL</p> <p>RL</p> <p>RM/RL</p> <p>GB/RL</p>
6	<p><b>Next meeting</b></p> <p>Next meeting will be 24<sup>th</sup> February 2015 in Room 15A at CBC Offices in Priory House Chicksands at 2.00 pm.</p> <p>There being no further business SB closed the meeting at 11.30am and wished all present a Happy Christmas and New Year.</p>	ALL



SANDY TOWN COUNCIL  
10 CAMBRIDGE ROAD  
SANDY  
BEDFORDSHIRE  
SG19 1JE

### Redemption of 3 1/2% War Stock on 9 March 2015

HM Treasury has announced that 3 1/2% War Stock will be redeemed in its entirety, at par, on 9 March 2015. In accordance with the terms of the prospectus dated 30 June 1932, notice of the redemption was published in the London Gazette on 8 December 2014 (<https://www.thegazette.co.uk/notice/2242790>).

As a registered holder of 3 1/2% War Stock, and providing you are still the holder at the close of business on 23 February 2015, you will be entitled to the redemption proceeds and the final interest payment due on 9 March 2015. Holdings of the stock will be redeemed at par (a payment of £100 will be made for every £100 nominal held) and the final interest payment will be at a rate of £0.942308 per £100 nominal held. No further interest will be payable after 9 March 2015 nor will any interest be payable on unclaimed or unpaid balances arising from the holding.

As a holder of this stock you have the following options:

1. If you wish to have the redemption proceeds **paid directly to a UK bank or building society account**, which we would strongly recommend, and there are no instructions recorded in Section A of the form, you will need to complete the enclosed Redemption Request Form and return it, together with the stock certificate(s), to Computershare Investor Services PLC to arrive by 23 February 2015.
2. **If you choose to do nothing** and have previously provided Computershare Investor Services PLC with standing redemption payment instructions these will appear in Section A of the enclosed Redemption Request Form and the payment will be made to this account. Otherwise, a cheque for the redemption payment will be sent by post to the first named stockholder or legal personal representative. If you have not received either your Annual Statement of Interest for 2013-2014, or your interest cheque due 1 December 2014, please contact Computershare Investor Services PLC as they may not hold your correct address and your redemption cheque may not be despatched.

If you have your interest paid in a currency other than sterling your redemption payment will be paid in the same way.

Any stock certificates in respect of your holding should be surrendered with return of the redemption form or destroyed as they will become void after 9 March 2015.

Sandy Charities		28646		<b>CC16a</b>
<b>Receipts and payments accounts</b>				
For the period from	10/06/2013	To	09/06/2014	

**Section A Receipts and payments**

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Investment Income - COIF Shares	7,197	-	-	7,197	7,370
Bank interest received	1	-	-	1	1
Rents received	2,194	-	-	2,194	2,194
Donation	1,174	-	-	1,174	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>10,566</b>	<b>-</b>	<b>-</b>	<b>10,566</b>	<b>9,565</b>
<b>A2 Asset and investment sales, etc.</b>	-	-	-	-	5,000
<b>Total receipts</b>	<b>10,566</b>	<b>-</b>	<b>-</b>	<b>10,566</b>	<b>14,565</b>
<b>A3 Payments</b>					
Grants & Donations	8,401	-	-	8,401	6,430
Salaries - Mr P J Mount	1,200	-	-	1,200	1,200
Legal and Professional Fees	-	-	-	-	-
Accountancy Fees	378	-	-	378	360
Wynnes Sermon	80	-	-	80	65
Property expenses	10	-	-	10	10
Bank Charges	-	-	-	-	13
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>10,069</b>	<b>-</b>	<b>-</b>	<b>10,069</b>	<b>8,078</b>
<b>A4 Asset and investment purchases, etc.</b>	2,802	-	-	2,802	6,699
<b>Total payments</b>	<b>12,871</b>	<b>-</b>	<b>-</b>	<b>12,871</b>	<b>14,777</b>
<b>Net of receipts/(payments)</b>	<b>- 2,305</b>	<b>-</b>	<b>-</b>	<b>- 2,305</b>	<b>- 212</b>
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	7,113	-	-	7,113	7,325
<b>Cash funds this year end</b>	<b>4,808</b>	<b>-</b>	<b>-</b>	<b>4,808</b>	<b>7,113</b>

**Section B Statement of assets and liabilities at the end of the period**

**B1 Cash funds**

	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
Bank Accounts	4,808	-	-
	-	-	-
	-	-	-
<b>Total cash funds</b>	<b>4,808</b>	<b>-</b>	<b>-</b>

(agree balances with receipts and payments account(s))

**B2 Other monetary assets**

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

**B3 Investment assets**

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
£15,207.31 £1 shares COIF	Unrestricted	-	-
Freehold Property	Unrestricted	-	-
		-	-
		-	-
		-	-

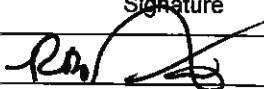
**B4 Assets retained for the charity's own use**

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

**B5 Liabilities**

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
		-	
		-	
		-	
		-	
		-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	MR. R. J. BROWNING	5/12/14

# Independent examiner's report on the accounts

Section A

## Independent Examiner's Report

**Report to the trustees/  
members of**

Sandy Charities

**On accounts for the year  
ended**

09/06/2014

**Charity no  
(if any)**

28649

**Set out on pages**

1 and 2 of form CC16a

**Respective  
responsibilities of  
trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

**Basis of independent  
examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

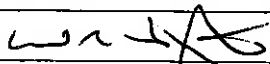
**Independent  
examiner's statement**

In connection with my examination, no matter has come to my attention ~~(other than that disclosed below)\*~~

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*\* Please delete the words in the brackets if they do not apply.*

**Signed:**



**Date:**

24-10-2014

**Name:**

Wayne Rogers Kingston FCA

**Relevant professional  
qualification(s) or body  
(if any):**

Chartered Accountant

<b>Address:</b>	Victoria House
	42/44 Shortmead Street
	Biggleswade, SG18 0AP

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material problems.