

# Sandy Town Council

To: Cllrs P N Aldis, P Blaine, A M Hill, W Jackson, G Leach, C Osborne, M Pettitt, M Scott (Chair), D Sharman and P Sharman  
c.c. Cllr J Ali, T Cole, D Quick, J Sparrow, 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 18 April 2016 at 7.30pm for the purpose of transacting the items of business below.

Chris Robson

Chris Robson  
Town Clerk  
10 Cambridge Road  
Sandy  
SG19 1JE  
01767 681491  
12 April 2016

**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 Minutes of previous meeting**

To receive the minutes of the Policy, Finance and Resources Committee held on 14 March 2016 and to approve them as a correct record of proceedings.

Previously  
circulated

# Sandy Town Council

## 4 Public Participation Session

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

## 5 Financial Reports

- i) To consider a balance sheet and detailed financial report showing income and expenditure against the revenue budget for February 2016. Appendix I
- ii) To receive a budget overview report. Appendix II
- iii) To approve a schedule of payments made since previous meeting. Appendix III
- iv) The Chair to approve bank reconciliations and statements.

## 6 Action List

To receive Action Report and any update. Appendix IV

## 7 Cemetery Extension

To receive an update and recommendation from the Cemetery Working Group.

## 8 Clerk RFO

To adopt the Town Clerk as Responsible Finance Officer of the Council following the completion of the 2015/16 financial year by the current RFO, Derek Kemp of DCK Beavers.

## 9 Tourist Information Signage

To receive and comment on a report from the Town Clerk. Appendix V

## 10 NALC Financial Briefings To receive and note recent financial briefings from the National Association of Local Councils.

- i) Governance and Accountability for Smaller Authorities in England. Appendix VI
- ii) Local Audit and Accountability Act 2014. Appendix VII

## 11 Ivel Sprinter

To receive and consider a request from the Ivel Sprinter Community Bus Service. Appendix VIII

## 12 Chairman's Items

## 13 Date of Next Meeting: 23 May 2016

**AGENDA ITEM 5**

Date :- 30/03/2016

Time :- 15:48

Sandy Town Council 2015-16

**APPENDIX I**

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**Detailed Balance Sheet (Excluding Stock Movement)**

Month No: 11 29th February 2016

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>
<u>Current Assets</u>		
100	Debtors Control	288
101	Stock	2,184
105	VAT Control	5,692
200	Current Bank A/c	32,480
201	Capital A/c	317
205	Capital a/c Santander	215,503
206	Barclays Active Saver	181,070
208	Public Sector Deposit Fund	200,752
210	Petty Cash	300
	<b>Total Current Assets</b>	<b>638,586</b>
<u>Current Liabilities</u>		
501	Creditors Control	12,103
506	Retentions Payable	270
	<b>Total Current Liabilities</b>	<b>12,373</b>
	<b>Net Current Assets</b>	<b>626,213</b>
	<b>Total Assets less Current Liabilities</b>	<b>626,213</b>
<u>Represented By :-</u>		
300	Current Year Fund	97,964
310	General Reserve	80,107
315	Rolling Capital Fund	3,037
320	Capital Receipts Reserve	53,545
321	Earmarked Reserves	29,028
322	EMR Fallowfied	362,532
	<b>Total Equity</b>	<b>626,213</b>

## Summary Income &amp; Expenditure by Budget Heading 29th February 2016

Month No : 11

## Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
401 Staff	Expenditure	18,707	218,032	243,350	25,318		25,318	89.6 %
402 Administration-Office	Expenditure	6,409	67,929	82,700	14,771		14,771	82.1 %
	Income	-1,221	3,752	6,000	-2,248			62.5 %
403 Administration-Works	Expenditure	1,590	25,414	28,900	3,486		3,486	87.9 %
	Income	1,586	1,586	0	1,586			0.0 %
405 Footway Lighting	Expenditure	1,189	8,107	7,800	-307		-307	103.9 %
406 Cemetery & Churchyard	Expenditure	0	6,088	10,750	4,662		4,662	56.6 %
	Income	175	17,535	25,052	-7,517			70.0 %
408 Town Centre (Including Market)	Expenditure	304	17,171	31,608	14,437		14,437	54.3 %
	Income	20	2,246	600	1,646			374.3 %
409 Public Toilets - Car Park	Expenditure	0	2,538	3,800	1,262		1,262	66.8 %
500 Play Areas and Open Spaces	Expenditure	0	3,401	-2,825	-6,226		-6,226	-120.4 %
	Income	453	1,121	1,380	-259			81.2 %
501 Sunderland Road Rec Ground	Expenditure	2,576	20,624	26,390	5,766		5,766	78.2 %
	Income	0	396	820	-424			48.3 %
502 Nature Reserves	Expenditure	0	7,828	10,925	3,097		3,097	71.7 %
	Income	2,268	2,759	2,500	259			110.4 %
505 Grass Cutting	Expenditure	7,580	7,580	12,000	4,420		4,420	63.2 %
506 Litter Bins, Seats & Shelters	Expenditure	0	0	500	500		500	0.0 %
509 Christmas Lights	Expenditure	0	13,698	18,000	4,302		4,302	76.1 %
	Income	0	2,099	4,000	-1,901			52.5 %
601 Precept and Interest	Income	0	482,431	484,598	-2,167			99.6 %
602 Democratic and Civic Costs	Expenditure	484	6,660	10,750	4,090		4,090	62.0 %
	Income	0	50	0	50			0.0 %
700 Capital and Projects	Expenditure	0	15,000	300,307	285,307		285,307	5.0 %
	Income	0	4,061	267,005	-262,944			1.5 %
<b>INCOME - EXPENDITURE TOTALS</b>								
	Expenditure	<b>38,840</b>	<b>420,071</b>	<b>784,955</b>	<b>364,884</b>	<b>0</b>	<b>364,884</b>	<b>53.5 %</b>
	Income	<b>3,280</b>	<b>518,035</b>	<b>791,955</b>	<b>-273,920</b>			<b>65.4 %</b>
	Net Expenditure over Income	<b>35,559</b>	<b>-97,964</b>	<b>-7,000</b>	<b>90,964</b>			

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>401</u>	<u>Staff</u>							
4001	Gross Salaries - Admin	8,157	82,914	116,000	33,086		33,086	71.5 %
4002	Gross Salaries - Works	7,599	84,046	83,000	-1,046		-1,046	101.3 %
4003	Employers NIC	899	9,296	14,100	4,804		4,804	65.9 %
4004	Employers Superannuation	2,052	20,867	29,750	8,883		8,883	70.1 %
4010	Miscellaneous Staff Costs	0	20,645	500	-20,145		-20,145	4129.0 %
4030	Recruitment Advertising	0	265	0	-265		-265	0.0 %
	Staff :- Expenditure	<b>18,707</b>	<b>218,032</b>	<b>243,350</b>	<b>25,318</b>	<b>0</b>	<b>25,318</b>	<b>89.6 %</b>
	<b>Net Expenditure over Income</b>	<b>18,707</b>	<b>218,032</b>	<b>243,350</b>	<b>25,318</b>			

Month No : 11

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>402 Administration-Office</b>							
4008 Training	855	2,216	3,500	1,284		1,284	63.3 %
4009 Travel & Subsistence	0	150	250	101		101	59.8 %
4011 General Rates	0	6,120	6,150	30		30	99.5 %
4012 Water Rates	0	247	400	153		153	61.7 %
4014 Electricity	0	5,247	2,500	-2,747		-2,747	209.9 %
4015 Gas	0	432	1,800	1,368		1,368	24.0 %
4016 Cleaning Materials etc	89	996	1,500	504		504	66.4 %
4020 Misc Establishment Costs	3	1,190	2,000	810		810	59.5 %
4021 Telephone & Fax	350	2,229	2,500	271		271	89.2 %
4022 Postage	0	1,986	1,700	-286		-286	116.8 %
423 Printing & Stationery	779	1,092	5,000	3,908		3,908	21.8 %
4024 Subscriptions	80	2,513	2,600	87		87	96.6 %
4025 Insurance (excl vehicles)	1,700	17,699	22,250	4,551		4,551	79.5 %
4026 Photocopy Costs	553	3,573	4,000	427		427	89.3 %
4027 IT Costs incl Support	273	4,355	6,000	1,645		1,645	72.6 %
4028 Service Agreements (Other)	1,266	6,792	5,000	-1,792		-1,792	135.8 %
4035 Publications	0	33	200	167		167	16.4 %
4036 Property Maintenance/Security	44	2,335	3,000	665		665	77.8 %
4050 Tourism Expenditure	0	1,917	2,000	83		83	95.9 %
4051 Bank Charges	0	66	100	34		34	66.5 %
4056 Legal Expenses	0	350	2,000	1,650		1,650	17.5 %
4057 Audit Fees - External	0	35	1,300	1,265		1,265	2.7 %
4058 Audit Fees - Internal	0	455	750	295		295	60.7 %
4059 Accountancy Fees	417	5,781	6,000	219		219	96.4 %
4070 Refreshments	0	120	200	80		80	60.2 %
<b>Administration-Office :- Expenditure</b>	<b>6,409</b>	<b>67,929</b>	<b>82,700</b>	<b>14,771</b>	<b>0</b>	<b>14,771</b>	<b>82.1 %</b>
1003 Tourism Income	-1,569	1,862	3,000	-1,138			62.1 %
1201 Rent Received Etc	348	1,650	3,000	-1,350			55.0 %
1202 Photocopying Income	0	50	0	50			0.0 %
1205 Miscellaneous Income	0	190	0	190			0.0 %
<b>Administration-Office :- Income</b>	<b>-1,221</b>	<b>3,752</b>	<b>6,000</b>	<b>-2,248</b>			<b>62.5 %</b>
<b>Net Expenditure over Income</b>	<b>7,630</b>	<b>64,177</b>	<b>76,700</b>	<b>12,523</b>			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>403 Administration-Works</b>							
4005 Protective Clothing	385	697	1,000	303		303	69.7 %
4011 General Rates	0	1,992	2,000	8		8	99.6 %
4012 Water Rates	0	-102	700	802		802	-14.6 %
4014 Electricity	0	577	500	-77		-77	115.5 %
4017 Refuse Disposal	416	4,062	3,500	-562		-562	116.1 %
4036 Property Maintenance/Security	0	2,567	1,000	-1,567		-1,567	256.7 %
4038 Consumables/Small Tools	44	1,715	2,500	785		785	68.6 %
4039 Planting/Trees/Horticulture	0	4,825	5,700	875		875	84.6 %
4040 Equipment Purchases (Minor)	575	2,636	2,000	-636		-636	131.8 %
4042 Equipment/Vehicle Maintenance	0	2,564	5,500	2,936		2,936	46.6 %
4043 Equipment/Vehicle Fuel	170	1,931	2,000	69		69	96.5 %
4044 Vehicle Tax & Insurance	0	1,950	2,500	550		550	78.0 %
Administration-Works :- Expenditure	<b>1,590</b>	<b>25,414</b>	<b>28,900</b>	<b>3,486</b>	<b>0</b>	<b>3,486</b>	<b>87.9 %</b>
1258 Insurance Claims Repayment	1,586	1,586	0	1,586			0.0 %
Administration-Works :- Income	<b>1,586</b>	<b>1,586</b>	<b>0</b>	<b>1,586</b>			
<b>Net Expenditure over Income</b>	<b>4</b>	<b>23,828</b>	<b>28,900</b>	<b>5,072</b>			

Month No : 11

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>405</u> <u>Footway Lighting</u>							
4014 Electricity	399	4,550	5,500	950		950	82.7 %
4042 Equipment/Vehicle Maintenance	790	3,557	2,300	-1,257		-1,257	154.7 %
Footway Lighting :- Expenditure	<b>1,189</b>	<b>8,107</b>	<b>7,800</b>	<b>-307</b>	<b>0</b>	<b>-307</b>	<b>103.9 %</b>
<b>Net Expenditure over Income</b>	<b>1,189</b>	<b>8,107</b>	<b>7,800</b>	<b>-307</b>			



	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>406 Cemetery &amp; Churchyard</b>							
4011 General Rates	0	2,208	2,200	-8		-8	100.4 %
4012 Water Rates	0	64	100	36		36	64.5 %
4036 Property Maintenance/Security	0	0	1,000	1,000		1,000	0.0 %
4037 Grounds Maintenance	0	66	900	834		834	7.3 %
4039 Planting/Trees/Horticulture	0	180	350	170		170	51.4 %
4101 Grave Digging Costs	0	3,570	6,200	2,630		2,630	57.6 %
<b>Cemetery &amp; Churchyard :- Expenditure</b>	<b>0</b>	<b>6,088</b>	<b>10,750</b>	<b>4,662</b>	<b>0</b>	<b>4,662</b>	<b>56.6 %</b>
1226 Burials/Memorials Income	175	17,535	25,000	-7,465			70.1 %
1228 Interest on Investment	0	0	52	-52			0.0 %
<b>Cemetery &amp; Churchyard :- Income</b>	<b>175</b>	<b>17,535</b>	<b>25,052</b>	<b>-7,517</b>			<b>70.0 %</b>
<b>Net Expenditure over Income</b>	<b>-175</b>	<b>-11,447</b>	<b>-14,302</b>	<b>-2,855</b>			

Month No : 11

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>408 Town Centre (Including Market)</b>							
4011 General Rates	0	15,203	15,150	-53		-53	100.3 %
4036 Property Maintenance/Security	0	0	850	850		850	0.0 %
4053 Loan Interest	164	332	349	17		17	95.1 %
4054 Loan Capital Repaid	141	276	259	-17		-17	106.7 %
4100 CCTV Fees	0	1,360	15,000	13,640		13,640	9.1 %
<b>Town Centre (Including Market) :- Expenditure</b>	<b>304</b>	<b>17,171</b>	<b>31,608</b>	<b>14,437</b>	<b>0</b>	<b>14,437</b>	<b>54.3 %</b>
1235 CCTV Monitoring	0	833	0	833			0.0 %
1236 Friday Market Fees	20	992	0	992			0.0 %
1237 Saturday Market Fees	0	182	300	-118			60.7 %
1238 Other Income Car Park	0	238	300	-62			79.4 %
<b>Town Centre (Including Market) :- Income</b>	<b>20</b>	<b>2,246</b>	<b>600</b>	<b>1,646</b>			<b>374.3 %</b>
<b>Net Expenditure over Income</b>	<b>284</b>	<b>14,925</b>	<b>31,008</b>	<b>16,083</b>			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>409</b> <u>Public Toilets - Car Park</u>							
4011 General Rates	0	2,352	2,350	-2		-2	100.1 %
4012 Water Rates	0	419	500	81		81	83.9 %
4014 Electricity	0	-439	400	839		839	-109.7
4036 Property Maintenance/Security	0	206	550	344		344	37.4 %
Public Toilets - Car Park :- Expenditure	<b>0</b>	<b>2,538</b>	<b>3,800</b>	<b>1,262</b>	<b>0</b>	<b>1,262</b>	<b>66.8 %</b>
<b>Net Expenditure over Income</b>	<b>0</b>	<b>2,538</b>	<b>3,800</b>	<b>1,262</b>			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>500</b> <u>Play Areas and Open Spaces</u>							
4007 Health & Safety	0	0	400	400		400	0.0 %
4012 Water Rates	0	910	800	-110		-110	113.7 %
4014 Electricity	0	197	150	-47		-47	131.6 %
4036 Property Maintenance/Security	0	171	1,125	954		954	15.2 %
4037 Grounds Maintenance	0	1,076	2,500	1,424		1,424	43.0 %
4042 Equipment/Vehicle Maintenance	0	1,047	7,200	6,153		6,153	14.5 %
4972 Transfer from EMR Fallowfield	0	0	-15,000	-15,000		-15,000	0.0 %
<b>Play Areas and Open Spaces :- Expenditure</b>	<b>0</b>	<b>3,401</b>	<b>-2,825</b>	<b>-6,226</b>	<b>0</b>	<b>-6,226</b>	<b>-120.4 %</b>
1241 Sandy FC Rent	453	453	450	3			100.6 %
1242 Ice cream rent	0	0	330	-330			0.0 %
1244 Miscellaneous income	0	85	0	85			0.0 %
1251 Pitch Rental	0	583	600	-17			97.2 %
<b>Play Areas and Open Spaces :- Income</b>	<b>453</b>	<b>1,121</b>	<b>1,380</b>	<b>-259</b>			<b>81.2 %</b>
<b>Net Expenditure over Income</b>	<b>-453</b>	<b>2,280</b>	<b>-4,205</b>	<b>-6,485</b>			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>501</b> <u>Sunderland Road Rec Ground</u>							
4012 Water Rates	0	818	600	-218		-218	136.4 %
4014 Electricity	8	15	0	-15		-15	0.0 %
4036 Property Maintenance/Security	0	738	1,000	262		262	73.8 %
4046 Bowling Green - SBC	0	2,822	2,748	-74		-74	102.7 %
4047 Equipment Maintenance - SBC	351	1,011	2,232	1,221		1,221	45.3 %
4048 Cricket Square - SCC	0	1,403	2,310	907		907	60.8 %
4049 Equipment Maintenance - SCC	949	1,129	2,500	1,371		1,371	45.1 %
4060 Other Professional Fees	1,269	12,688	15,000	2,313		2,313	84.6 %
<b>Sunderland Road Rec Ground :- Expenditure</b>	<b>2,576</b>	<b>20,624</b>	<b>26,390</b>	<b>5,766</b>	<b>0</b>	<b>5,766</b>	<b>78.2 %</b>
1253 Bowls Club Rental	0	396	390	6			101.6 %
1255 Cricket Club Rental	0	0	260	-260			0.0 %
1256 Scouts ,ACF and SSLA	0	0	170	-170			0.0 %
<b>Sunderland Road Rec Ground :- Income</b>	<b>0</b>	<b>396</b>	<b>820</b>	<b>-424</b>			<b>48.3 %</b>
<b>Net Expenditure over Income</b>	<b>2,576</b>	<b>20,228</b>	<b>25,570</b>	<b>5,342</b>			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>502</b> <u>Nature Reserves</u>							
4037 Grounds Maintenance	0	150	1,500	1,350		1,350	10.0 %
4060 Other Professional Fees	0	7,678	9,425	1,747		1,747	81.5 %
Nature Reserves :- Expenditure	<b>0</b>	<b>7,828</b>	<b>10,925</b>	<b>3,097</b>	<b>0</b>	<b>3,097</b>	<b>71.7 %</b>
1306 Countryside Stewardship Grant	2,268	2,268	2,000	268			113.4 %
1307 Angling Licence Rent	0	491	500	-9			98.2 %
Nature Reserves :- Income	<b>2,268</b>	<b>2,759</b>	<b>2,500</b>	<b>259</b>			<b>110.4 %</b>
<b>Net Expenditure over Income</b>	<b>-2,268</b>	<b>5,069</b>	<b>8,425</b>	<b>3,356</b>			

30/03/2016

## Sandy Town Council 2015-16

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Detailed Income &amp; Expenditure by Budget Heading 29th February 2016

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Month No : 11

## Cost Centre Report

	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	7,580	12,000	4,420		4,420	63.2 %
Grass Cutting :- Expenditure	<u>7,580</u>	<u>7,580</u>	<u>12,000</u>	<u>4,420</u>	<u>0</u>	<u>4,420</u>	<u>63.2 %</u>
<b>Net Expenditure over Income</b>	<u>7,580</u>	<u>7,580</u>	<u>12,000</u>	<u>4,420</u>			

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



	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>509</b> <u>Christmas Lights</u>							
4401 Christmas Illuminations	0	9,481	11,000	1,519		1,519	86.2 %
4402 Community Christmas Event	0	4,217	7,000	2,783		2,783	60.2 %
Christmas Lights :- Expenditure	<b>0</b>	<b>13,698</b>	<b>18,000</b>	<b>4,302</b>	<b>0</b>	<b>4,302</b>	<b>76.1 %</b>
1365 Christmas Lights	0	2,099	4,000	-1,901			52.5 %
Christmas Lights :- Income	<b>0</b>	<b>2,099</b>	<b>4,000</b>	<b>-1,901</b>			<b>52.5 %</b>
<b>Net Expenditure over Income</b>	<b>0</b>	<b>11,600</b>	<b>14,000</b>	<b>2,400</b>			

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>601</u>	<u>Precept and Interest</u>							
1101	Precept	0	479,098	479,098	0			100.0 %
1228	Interest on Investment	0	684	0	684			0.0 %
1320	Interest Received - All account	0	2,649	5,500	-2,851			48.2 %
	Precept and Interest :- Income	<u>0</u>	<u>482,431</u>	<u>484,598</u>	<u>-2,167</u>			<u>99.6 %</u>
	<b>Net Expenditure over Income</b>	<u>0</u>	<u>-482,431</u>	<u>-484,598</u>	<u>-2,167</u>			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>602</b> <u>Democratic and Civic Costs</u>							
4020 Misc Establishment Costs	0	0	100	100		100	0.0 %
4033 Annual Report & Newsletter	238	2,618	3,500	882		882	74.8 %
4042 Equipment/Vehicle Maintenance	0	0	250	250		250	0.0 %
4200 Mayor's Allowance	131	1,800	1,900	100		100	94.7 %
4202 Members' Expenses (Conf etc)	115	265	500	235		235	53.0 %
4210 Election Costs	0	421	7,000	6,579		6,579	6.0 %
4701 Grants/Donations Paid	0	1,556	1,500	-56		-56	103.8 %
4971 Transfer from EMR	0	0	-4,000	-4,000		-4,000	0.0 %
Democratic and Civic Costs :- Expenditure	<b>484</b>	<b>6,660</b>	<b>10,750</b>	<b>4,090</b>	<b>0</b>	<b>4,090</b>	<b>62.0 %</b>
1309 Misc Contributions	0	50	0	50			0.0 %
Democratic and Civic Costs :- Income	<b>0</b>	<b>50</b>	<b>0</b>	<b>50</b>			
<b>Net Expenditure over Income</b>	<b>484</b>	<b>6,610</b>	<b>10,750</b>	<b>4,140</b>			

Month No : 11

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>700 Capital and Projects</b>							
4153 Loan Interest - INTERNAL	0	0	7,903	7,903		7,903	0.0 %
4154 Loan Capital - INTERNAL	0	0	9,102	9,102		9,102	0.0 %
4802 CAP - Cemetery Extension	0	19,250	320,000	300,750		300,750	6.0 %
4804 CAP - Street Light Replacement	0	0	3,200	3,200		3,200	0.0 %
4805 CAP - Toyota Van	0	0	6,000	6,000		6,000	0.0 %
4807 CAP - Allotments	0	813	0	-813		-813	0.0 %
4808 CAP - Cambridge Rd Alterations	0	10,519	0	-10,519		-10,519	0.0 %
4809 CAP - Defibrillator	631	631	0	-631		-631	0.0 %
4915 Transfer to Rolling Capital Fd	0	15,000	15,000	0		0	100.0 %
4923 Internal Loan repaid to F'ild	0	0	9,102	9,102		9,102	0.0 %
365 Funded from Rolling Capital	-631	-11,963	0	11,963		11,963	-
4970 Transfer from C R R	0	-19,250	-70,000	-50,750		-50,750	27.5 %
Capital and Projects :- Expenditure	<b>0</b>	<b>15,000</b>	<b>300,307</b>	<b>285,307</b>	<b>0</b>	<b>285,307</b>	<b>5.0 %</b>
1103 Internal Loan from F'ild EMR	0	0	250,000	-250,000			0.0 %
1153 Loan Interest Rec'd - INTERNAL	0	0	7,903	-7,903			0.0 %
1154 Loan Capital Rec'd - INTERNAL	0	0	9,102	-9,102			0.0 %
1210 Sale of Assets	0	4,167	0	4,167			0.0 %
1364 S106 Money Received	0	-106	0	-106			0.0 %
Capital and Projects :- Income	<b>0</b>	<b>4,061</b>	<b>267,005</b>	<b>-262,944</b>			<b>1.5 %</b>
<b>Net Expenditure over Income</b>	<b>0</b>	<b>10,939</b>	<b>33,302</b>	<b>22,363</b>			

General Notes

Attached are the summary income & expenditure report for month 11 to 29th February 2016. This report shows a current year surplus of income over expenditure of £97,964 which includes the second half of the precept (£239,549) which was received on 10th September 2015.

The balance sheet shows that total funds available to the council are £626,213.

This is made up of the following -

Current Year Surplus	£97,964
General Reserve Brought Forward	£80,107
Rolling Capital Fund	£3,037
Capital Receipts Reserve	£53,545
Fallowfield Reserve	£362,532
Other Earmarked Reserves	£29,028
Total	<u>£626,213</u>

The percentage of budget if analysed evenly over the year to date is 92% but members are reminded that income & expenditure rarely follows this pattern over the year.

Analysis by Cost Centre

**401      Staff**

---

Expenditure is 89.6% of the annual budget.

No further concerns

**402      Administration**

---

Expenditure is 82.1% of the annual budget.

Electricity costs are overspent due to a historical bill from the depot but a refund is to be received in month 12

Service agreements are also overspent but there is some prepaid expenditure here to be moved at year end and IT costs to be recoded

Postal costs have been higher than expected. Budget has been increased in 2016/17 to reflect increased costs. To help reduce costs items are sent 2nd class unless classified as urgent.

No further concerns.

**403      Works**

---

Expenditure is 87.9% of the annual budget.

There are overspends on Property Maintenance due to unexpected property repairs.

Electricity is slightly over budget. Meter readings show the Council has been over charged and will receive a refund. Total refund from electricity providers will be approx. £1,900

Equipment Purchase (Minor) is slightly over budget due to the replacement of stolen strimmers. The Council has now received a settlement from the insurance company for the strimmers which will be reflected in the budgetcode.

No further concerns.

**Sandy Town Council**  
**Report to 29th February 2016**

**Analysis by Cost Centre Continued**

**405 Footway Lighting**

Expenditure is 103.9% of the annual budget

Unexpected repairs to street lights have pushed this cost centre over budget by £307.

No further concerns.

**406 Cemetery & Churchyard**

Expenditure is 56.6% of the annual budget.

No concerns.

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

Expenditure is 53.4% of the annual budget

General rates are slightly over budget. The budget for the next financial year has been increased to allow for this in 2016/17.

No further comments

**409 Public Toilets - Car Park**

Expenditure is 66.8% of the annual budget.

Electricity is over budget. Meter readings show the Council has been over charged and will receive a refund. Total refund from electricity providers will be approx. £1,900

No concerns.

**500 Play Areas and Open Spaces**

Expenditure is 28.78% of the annual budget.

We have ignored budgeted transfers from reserves as at the moment they are not required. These can be implemented at year end if necessary.

Electricity is over budget. Meter readings show the Council has been over charged and will receive a refund. Total refund from electricity providers will be approx. £1,900.

Water Rates are over budget. A higher than expected charge was incurred during the summer months. The 2016/17 budget has been increased to account for this next financial year.

No concerns.

Analysis by Cost Centre Continued501 Sunderland Road Rec.

Expenditure is 78.2% of the annual budget.

Water Rates over budget. The budget for the next financial year has been increased.

Small charge for electricity for Banks Pavilion.

No concerns.

502 Nature Reserves

Expenditure is 71.7% of the annual budget.

The Riddy Management fee was unpaid in the previous financial year, resulting in understated expenditure, the council will receive two bills in this year resulting in a large overspend from general reserve. 2015/16 Invoice will be received in March 2016.

504 Tourist Information Centre

\*Cost centre no longer in use\*

505 Grass Cutting

Expenditure is 63.2% of the annual budget.

506 Litter Bins, Seats & Shelters

No Spend to Date

509 Christmas Lights

Expenditure is 76.1% of the annual budget.

No concerns

601 Precept and Interest

All of the precept has now been received and interest is being earned slightly behind budget at 60.6%

602 Democratic & Civic Costs

Expenditure is 62% of the annual budget.

We have ignored budgeted transfers from reserves as at the moment they are not required. These can be implemented at year end if necessary.

No concerns.

At : 15:52

Current Bank A/c

## List of Payments made between 01/02/2016 and 29/02/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/02/2016	Tim Miles	111198	400.00		1208/Grave Digging January
01/02/2016	Anglian Water	111199	13.78		1207/Water 14.10.15-08.01.16
01/02/2016	Aviva	Std Ord	1,700.20		Annual Insurance Premium
01/02/2016	CF Corporate Finance	Std Ord	523.67		Photocopier Rental
04/02/2016	Southern Electric DDR	DDR	39.91		1218/Elec. 22.10.15-15.01.16
08/02/2016	Southern Electric	DDR2	318.21		1217/Gas Useage to 21.01.16
11/02/2016	Southern Electric DDR	DDR	55.91		1219/Elec. 24.10.15-21.01.16
16/02/2016	Southern Electric DDR	DDR4	475.89		1244/Elec. 05.01.16-01.02.16
16/02/2016	Bedford Borough Council	DDR5	18,707.46		1231/ERs Superann
22/02/2016	UK Fuels Limited DDR	DDR6	61.19		1221/Fuel Cards
22/02/2016	Chess Ltd	DDR7	300.00		1237/IT Support Feb
24/02/2016	1st Response Fire Protection	30552	31.20		1224/Defibrillator Install
24/02/2016	Amphill Town Council	30553	44.00		1206/St Georges Day Lunch
24/02/2016	Beds Associat. of Town & Paris	30554	115.00		1227/j. Sparrow Training
24/02/2016	Bedford Borough Council	30555	79.40		1232/Refuse Disposal
24/02/2016	BNP Paribas Leasing Solutions	30556	139.50		1233Copier Cover 7.3.16-6.6.16
24/02/2016	Colin Ross Workwear & Safety	30557	86.33		1210/Wellies & Hi Vis
24/02/2016	The Community Heartbeat Trust	30558	726.00		1225/Defibrillator Cabinet
24/02/2016	DCK Beavers Ltd	30559	1,133.64		1211/Budget Setting
24/02/2016	Groundcare Machinery Services	30560	1,138.25		1258/Certes Mower Servicing
24/02/2016	Mr A Havergal	30561	50.00		1213/Allotments Honorarium
24/02/2016	Hertfordshire County Council	30562	273.28		1214/Janitorial Supplies
24/02/2016	Hire or Buy Group Ltd	30563	149.99		1238/Chainsaw Loop
24/02/2016	Howardson Ltd	30564	421.20		1255/Strimmer tine Blade
24/02/2016	Martin Howlett Trading Company	30565	16.00		1239/Paper Towels
24/02/2016	The Mayor of Huntingdon's Char	30566	20.00		1242/Murder at the Meads
24/02/2016	Arthur Ibbett Ltd	30567	67.99		1241/Trousers
24/02/2016	A W Jackson	30568	110.70		1240/AW Jackson Expenses Feb
24/02/2016	Lamps & Tubes Illuminations Lt	30569	1,347.40		1215/Xmas Lighting Display
24/02/2016	The Mayors Fund	30570	8.00		1222/Luton Mayors Shindig
24/02/2016	FD Odell & Sons Ltd	30571	24.00		1216/Skip Rental to 31.01.16
24/02/2016	Rosetta Publishing	30572	285.60		1243/The Bulletin March
24/02/2016	Safford's Coaches Ltd	30573	1,573.65		1226/Staffords 13.3.15-19.2.16
24/02/2016	Tutorcare Ltd	30574	534.00		1246/1st Aid at Work Training
24/02/2016	Verto (UK) Ltd	30575	1,138.80		124/Maint. 26.12.15-26.06.16
24/02/2016	VFM Products Ltd	30576	690.00		1521/Grassline Spray Machine
24/02/2016	Walters Ltd	30577	772.11		1252/Copying 11.11.15-11.02.16
24/02/2016	The Wildlife Trust BCN	30578	7,246.97		1254/Riddy Management 14/15
24/02/2016	Central Bedfordshire Council	30579	1,522.50		1235/Pavillion Management Fee
24/02/2016	Chess Ltd	DDR8	27.00		1236/IT Support Feb
25/02/2016	Walkers Are Welcome Subs 2016	111200	80.00		Walkers Are Welcome Subs 2016
25/02/2016	Bedford Borough Council	111201	410.00		1260/R. Loake Training
29/02/2016	British Gas DDR	DDR10	8.04		1234/Elec. 10.01.16-09.02.16
29/02/2016	Chess Ltd	DDR11	196.27		Purchase Ledger Payment
29/02/2016	Public Works Loan Board	DDR12	304.12		Purchase Ledger Payment
29/02/2016	UK Fuels Limited DDR	DDR9	44.03		1247/Fuel Cards
<b>Total Payments</b>			<b>43,411.19</b>		



## AGENDA NUMBER 6

Policy Finance and Resources Committee - Action list

Subject	Action to be taken		Response/ Status
	Minute	Action	
<b>Meeting 22/6/15</b>			
Renewal of Service Agreements	(11-2015/16)	The Town Clerk to review all outside contracts.	Ongoing. Christmas Lights contract currently under review.
<b>Meeting 1/2/16</b>			
Sandy Green Wheel	62-(2015/16)	Resolved to invite representatives of Sandy Green Wheel to a meeting of the Council to update them on progress.	The CBC project officer position is currently vacant. In the interim Cliff Andrews of BRCC is continuing to deliver the project and is meeting with the Town Clerk on 15/4/16 to update.
<b>Meeting 14/3/16</b>			
Sandy Football Club S106 Application	74-(2015/16)	RESOLVED that Sandy Town Council work with Sandy Football Club to complete an application for the release of developer contributions in the sum of £1,300 for the purchase of new goal posts.  RESOLVED That Sandy Town Council submit the application on behalf of the club as soon as possible.	Application has been submitted to CBC.

**AGENDA ITEM 7****SANDY TOWN COUNCIL****COMMITTEE: Policy, Finance and Resources****DATE: 18 April 2016****AUTHOR: Town Clerk****SUBJECT: Tourist Information Signage****Background**

At a meeting of the Policy, Finance and Resources Committee on the 14 March 2016 the Town Clerk was asked to investigate amending the existing Tourist Information signs on the A1 and within the town, rather than removing the signs. The signage would need to direct people to the Town Council's Information Point.

**Information**

In principle, changing/replacing the legend on the signs from "centre" to "point" is acceptable. However, CBC advise that the wording on traffic signs needs to be kept to a minimum in the interests of being easy to read, cost considerations, reducing sign clutter and fitting them onto existing posts. Therefore, the wording "Sandy Town Council" may be excessive. It was advised that it may be more feasible to replace the existing signs rather than changing them.

Attraction/facility operators would normally be expected to fund tourist signs. In this case the costs could be significant given that there are several signs and a larger one on the A1 which would require traffic management measures to be put in place.

In regards to signage on the A1 it may be difficult to justify brown tourist signage as the tourist information facility has being downgraded. Therefore any alterations/new signs may need to be limited to the town. CBC could help arrange the work, with consultation from Highways England, but the design of traffic signs is undertaken by CBC's highway contractor. A new contractor commenced on 1 April 2016.

It is difficult to provide a firm figure without doing some design work as sign plate size is critical. However, if the signs within the town were replaced with signs containing similar wording, they would be about the same size, so could be replaced like for like at an estimated cost of approx. £800. There may be some design fees on top as CBC's design and construct capability is with a private contractor. It is too early to give a cost, but should be no more than £500.

Members are reminded that the cost of removing the signs would be £254.56.



## Financial Briefing

F02-16  
30<sup>th</sup> March 2016

### Governance and Accountability for Smaller Authorities in England A Practitioners' Guide to Proper Practices March 2016

The Practitioners' Guide to Governance and Accountability for Smaller Authorities in England (2016) (the Guide) has now been published.

This new version has undergone re-organisation and re-write since the 2014 Guide was published. It is now a uniform guide for all smaller authorities in England, including not only Local Councils but also Drainage Boards and others.

The new Guide is sub-divided into five distinct sections as follows:

1. The Annual Governance Statement
2. The Statement of Accounts
3. Smaller Authorities electing to present full accounts.

These three sections constitute the entirety of Proper Practices (for Smaller Authorities) as defined in legislation.

4. Non-statutory guidance for internal audit at smaller authorities
5. (Expected to be issued by 30<sup>th</sup> June) Supporting information and practical examples which are not "proper practices", but designed to help practitioners better understand the annual return.

(Please read the forward by the Chair of JPAG for a fuller explanation of the five sections).

Although the Guide has been re-written and re-ordered, detailed changes have been kept to a minimum, the most significant of which are as follows:

- a. The Proper Practice for the reporting of Short Term Investments has been redefined and incorporate a requirement for the authority to assess the counterparty (i.e. the recipient of the invested funds) to ensure that the sum invested "is not subject to unreasonable risk". In light of the updated guidance, councils that hold balances in investments at year end are advised to review whether they are correctly identified as long term or short term investments. Where this review identifies a change in classification, restatement of 2014/15 balances will be required (See Sections 2.19 to 2.23 inclusive)
- b. The amounts to be included in Box (Line) 9 will (from the 2016/17 Return onwards) be included based on a "reasonable approach to asset valuation in the asset register which is consistent from year to year". This provides for some flexibility in valuation approach, but any change in basis **must be fully argued, supported and advised to local taxpayers**. Any change in basis will also require restatement of prior year figures. This change in the guidance arose as a consequence of the unification of the Guide (Internal Drainage Boards previously had their own version of the Guide). It is therefore not an invitation for councils to change the basis of valuation without proper justification. Under normal circumstances Fixed Assets should continue to be reported as previously.

**This briefing was issued by Derek Kemp, NALC's Audit and Accounts Advisor**

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National Association of Local Councils

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## Financial Briefing

F02-16  
30<sup>th</sup> March 2016

### Local Audit and Accountability Act 2014 Changes to Audit Appointments and Arrangements

The changes to audit appointments and certain other amendments will start to come into effect during the course of this calendar year.

All councils should, by now, have received communications from Smaller Bodies Audit Appointments Ltd (SBAA). SBAA is the sector led body (formed by NALC, SLCC and the Association of Drainage Authorities (ADA)) approved and appointed by the Secretary of State to procure audit services for Local Councils (and other smaller bodies) under the collective procurement arrangements provided for in the Act.

The Act also gives every smaller body the right to opt out of this collective procurement. The procedures to be followed for opting out are clearly set out in the Act and require the creation of an Independent Audit Appointment Committee to manage the appointment process. CIPFA have produced a comprehensive (56 page) guide to the process and all councils who have decided to exercise this option are urged to acquire a copy, and study carefully the process, before committing to this option.

All local councils are, by default, part of the collective procurement process unless they have opted out of the process. Whether by collective or own procurement, every council must have an auditor in place for the 2017/18 financial year no later than 31<sup>st</sup> December 2016.

From the financial year 2017/18 onwards, all councils with Income or Expenditure (Receipts or Payments) less than £25,000 p.a. will be exempt from External Audit. However:

1. **They are not exempt from the necessity to have an auditor appointed** – this is in order to meet the requirement surrounding electors' objections to council activities, and
2. **They will still be required to complete and publish** (in accordance with the Transparency Code) **an Annual Return**.
3. Self-certification of Zero Transactions will still apply.

Although such councils will be exempt from External Audit, the need for Internal Audit is unchanged. In addition, such councils may voluntarily elect to submit their Annual Return for External Audit.

One other change to the regulations comes into effect immediately. The setting of the date for the exercise of Electors' Rights is now the responsibility of the council (not the External Auditor as previously). This date should normally follow immediately after the adoption of the Annual Return by council, the inspection period runs for a continuous period of thirty working days from the set date but must include the period 1<sup>st</sup> July to 10<sup>th</sup> July. **The council must advise the External Auditor (in writing) of the date they have set.**

This briefing was issued by Derek Kemp, NALC's Audit and Accounts Advisor

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**AGENDA ITEM 11**

**SANDY TOWN COUNCIL**

**COMMITTEE:** Policy, Finance and Resources

**DATE:** 18 April 2016

**AUTHOR:** Town Clerk

**SUBJECT:** Ivel Sprinter Local Volunteer Transport

**Summary**

Ivel Sprinter volunteers have been reviewing the service's publicity and timetable information to improve the overall operation and awareness the bus service offers the community. Volunteers have been working with the Central Bedfordshire Council and town/parish Councils to maximise opportunities for local residents to see timetable information and thereby increase awareness and use of the service.

They are exploring whether the Town Council are able to provide funding for the purchase of additional timetable cases in Sandy. It is anticipated that CBC will assist with putting cases in position.

**Background**

Ivel Sprinter previously contacted the Town Council to request help in using appropriate Council controlled noticeboards to display their timetables and to consider additional suitable sites for timetable cases. The Town Council agreed to support the service via the use of its noticeboards and Council reception and information point.

**Information**

The Ivel Sprinter is a volunteer run community bus service which started in 1991 and operates a Hail-and-Ride policy. The community bus initially concentrated on local services but has grown to encompass journeys to Cambridge, St Neots and Bedford. The organisation was set up as Limited Company with charitable status, and the entire team of Management Committee and Drivers are volunteers.

Existing timetable information is limited within the town and in comparison with the level of information available in other towns/villages.

12 sites have been identified as suitable locations for a timetable case on existing lighting poles or stagecoach flags along the route of the Ivel Sprinter Town Service, and 6 along the route along Sunderland road and Fallowfield.

The cost of one timetable case is £75 and Ivel Sprinter has asked the Town Council to consider whether over the course of 2016/17 the Council could fund any cases.

For Members information the following bus services also serve Sandy;

***Ivel Sprinter***

Charity Status. Volunteer community service operating a hail and ride service around Sandy.

Operates a timetable service connecting Sandy to neighbouring villages and towns, including Biggleswade, Bedford and Cambridge as well as around Sandy itself.

***Link a Ride***

Charity Status. Membership service intended for people who cannot access regular bus services. Transports users to shops, doctors, dentist, friends, etc.

Requires advanced bookings.

***Talk of The Town***

Charity Status. Volunteer community service operating in Sandy for transporting individuals or groups (especially the elderly) to destinations as required.

***Commercial Services:***

***Stagecoach***

Commercial service linking Sandy to local towns (Biggleswade, Bedford etc)

***Centrebus***

Commercial service linking Sandy to Biggleswade, Tesco, Henlow and Hitchin

***Herberts***

Commercial Service with routes around Sandy.

83 – Sandy Tesco to Sandy Tesco via Sunderland Road, Engayne Avenue & West Road

G18 – Routes to Sandy upper school

***Saffords***

Commercial service linking Sandy to St Neots.

***J&D Travel***

Commercial Service from Sandy to Baldock