

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 12 October 2015 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
1st October 2015

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

A G E N D A

- | | Reports |
|--|-----------------------|
| 1 Apologies for absence | x |
| 2 Declarations of interest
<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.)
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>
i) <i>Declarable pecuniary interests</i>
ii) <i>Non pecuniary interests</i> | x |
| 3 Minutes of previous meeting
To receive the minutes of the Policy, Finance and Resources Committee held on 14 September 2015 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 Election of Vice Chair

To elect a Vice Chair.

6 Financial Reports

- i) To consider a balance sheet and detailed financial report showing income and expenditure against the revenue budget for August 2015. Appendix I
- ii) To approve a schedule of payments made since previous meeting.
- iii) The Chair to approve bank reconciliations and statements.

7 Grant Applications

To consider a grant application from Volunteer Community First Responder (Sandy Group). Appendix II

8 The Limes, Elder Close, Beeston

To receive a verbal report from Cllr Hill.

9 Code of Conduct Review

To receive recommended update to Code of Conduct from the Town Clerk. Appendix III

10 Jenkins Pavilion, Sandy

To note the Town Clerk has requested quotes for the installation of a suitable alarm alert system in the pavilion.

Date :- 29/09/2015

Sandy Town Council 2015-16

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Time :- 11:33

Detailed Balance Sheet (Excluding Stock Movement)

Month No: 5 31st August 2015

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
100	Debtors Control	221	
101	Stock	2,184	
105	VAT Control	4,601	
120	Sundry Debtors	2,000	
200	Current Bank A/c	11,664	
205	Capital a/c Santander	215,503	
206	Barclays Active Saver	153,975	
208	Public Sector Deposit Fund	200,339	
210	Petty Cash	300	
	Total Current Assets		590,786
	<u>Current Liabilities</u>		
501	Creditors Control	18,824	
506	Retentions Payable	270	
	Total Current Liabilities		19,093
	Net Current Assets		571,693
	Total Assets less Current Liabilities		571,693
	<u>Represented By :-</u>		
300	Current Year Fund	12,231	
310	General Reserve	80,107	
315	Rolling Capital Fund	15,000	
320	Capital Receipts Reserve	72,795	
321	Earmarked Reserves	29,028	
322	EMR Fallowfied	362,532	
	Total Equity		571,693

Month No : 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
401 Staff							
4001 Gross Salaries - Admin	4,923	32,125	116,000	83,875		83,875	27.7 %
4002 Gross Salaries - Works	7,425	37,807	83,000	45,193		45,193	45.6 %
4003 Employers NIC	645	3,527	14,100	10,573		10,573	25.0 %
4004 Employers Superannuation	1,418	8,167	29,750	21,583		21,583	27.5 %
4010 Miscellaneous Staff Costs	0	20,710	500	-20,210		-20,210	4142.0
4030 Recruitment Advertising	0	265	0	-265		-265	0.0 %
Staff :- Expenditure	14,411	102,601	243,350	140,749	0	140,749	42.2 %
Net Expenditure over Income	14,411	102,601	243,350	140,749			

Month No : 5

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
402	<u>Administration-Office</u>							
4008	Training	0	812	3,500	2,688		2,688	23.2 %
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	79	400	321		321	19.9 %
4014	Electricity	0	4,178	2,500	-1,678		-1,678	167.1 %
4015	Gas	0	-150	1,800	1,950		1,950	-8.3 %
4016	Cleaning Materials etc	67	328	1,500	1,172		1,172	21.9 %
4020	Misc Establishment Costs	38	11,477	2,000	-9,477		-9,477	573.9 %
4021	Telephone & Fax	207	1,039	2,500	1,461		1,461	41.6 %
4022	Postage	15	275	1,700	1,425		1,425	16.2 %
4023	Printing & Stationery	839	2,285	5,000	2,715		2,715	45.7 %
4024	Subscriptions	0	2,106	2,600	494		494	81.0 %
4025	Insurance (excl vehicles)	1,700	8,680	22,250	13,570		13,570	39.0 %
4026	Photocopy Costs	322	758	4,000	3,242		3,242	19.0 %
4027	IT Costs incl Support	250	2,705	6,000	3,295		3,295	45.1 %
4028	Service Agreements (Other)	661	5,169	5,000	-169		-169	103.4 %
4035	Publications	6	16	200	184		184	8.0 %
4036	Property Maintenance/Security	0	1,596	3,000	1,404		1,404	53.2 %
4040	Equipment Purchases (Minor)	0	1,388	0	-1,388		-1,388	0.0 %
4042	Equipment/Vehicle Maintenance	25	25	0	-25		-25	0.0 %
4050	Tourism Expenditure	0	809	2,000	1,191		1,191	40.4 %
4051	Bank Charges	0	0	100	100		100	0.0 %
4056	Legal Expenses	0	350	2,000	1,650		1,650	17.5 %
4057	Audit Fees - External	0	-1,300	1,300	2,600		2,600	-100.0 %
4058	Audit Fees - Internal	0	80	750	670		670	10.7 %
4059	Accountancy Fees	447	2,265	6,000	3,735		3,735	37.7 %
4070	Refreshments	21	51	200	149		149	25.5 %
	Administration-Office :- Expenditure	4,599	51,291	82,700	31,409	0	31,409	62.0 %
1003	Tourism Income	331	2,590	3,000	-410			86.3 %
1201	Rent Received Etc	35	518	3,000	-2,482			17.3 %
1202	Photocopying Income	0	20	0	20			0.0 %
1205	Miscellaneous Income	0	179	0	179			0.0 %
	Administration-Office :- Income	366	3,307	6,000	-2,693			55.1 %
	Net Expenditure over Income	4,233	47,984	76,700	28,716			

Month No : 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
403 Administration-Works							
4005 Protective Clothing	0	72	1,000	928		928	7.2 %
4008 Training	0	214	0	-214		-214	0.0 %
4011 General Rates	0	1,992	2,000	8		8	99.6 %
4012 Water Rates	0	-159	700	859		859	-22.7 %
4014 Electricity	0	502	500	-2		-2	100.4 %
4017 Refuse Disposal	40	2,470	3,500	1,030		1,030	70.6 %
4036 Property Maintenance/Security	0	1,948	1,000	-948		-948	194.8 %
4038 Consumables/Small Tools	81	698	2,500	1,802		1,802	27.9 %
4039 Planting/Trees/Horticulture	0	4,036	5,700	1,664		1,664	70.8 %
4040 Equipment Purchases (Minor)	0	2,061	2,000	-61		-61	103.0 %
4042 Equipment/Vehicle Maintenance	0	609	5,500	4,891		4,891	11.1 %
4043 Equipment/Vehicle Fuel	150	658	2,000	1,342		1,342	32.9 %
4044 Vehicle Tax & Insurance	0	225	2,500	2,275		2,275	9.0 %
Administration-Works :- Expenditure	271	15,326	28,900	13,574	0	13,574	53.0 %
Net Expenditure over Income	271	15,326	28,900	13,574			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
405 <u>Footway Lighting</u>							
4014 Electricity	450	1,975	5,500	3,525		3,525	35.9 %
4042 Equipment/Vehicle Maintenance	1,317	1,687	2,300	613		613	73.3 %
Footway Lighting :- Expenditure	1,767	3,662	7,800	4,138	0	4,138	46.9 %
Net Expenditure over Income	1,767	3,662	7,800	4,138			

Month No : 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
406 Cemetery & Churchyard							
4011 General Rates	0	2,208	2,200	-8		-8	100.4 %
4012 Water Rates	0	30	100	70		70	29.7 %
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	0	350	350		350	0.0 %
4101 Grave Digging Costs	1,075	2,075	6,200	4,125		4,125	33.5 %
Cemetery & Churchyard :- Expenditure	1,075	4,378	10,750	6,372	0	6,372	40.7 %
1226 Burials/Memorials Income	575	6,470	25,000	-18,530			25.9 %
1228 Interest on Investment	0	0	52	-52			0.0 %
Cemetery & Churchyard :- Income	575	6,470	25,052	-18,582			25.8 %
Net Expenditure over income	500	-2,092	-14,302	-12,210			

Month No : 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
408 Town Centre (Including Market)							
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	168	168	349	181		181	48.2 %
4054 Loan Capital Repaid	136	136	259	123		123	52.5 %
4100 CCTV Fees	0	0	15,000	15,000		15,000	0.0 %
Town Centre (Including Market) :- Expenditure	304	15,507	31,608	16,101	0	16,101	49.1 %
1236 Friday Market Fees	60	662	0	662			0.0 %
1237 Saturday Market Fees	32	120	300	-180			40.0 %
1238 Other Income Car Park	0	0	300	-300			0.0 %
Town Centre (Including Market) :- Income	92	782	600	182			130.3 %
Net Expenditure over Income	212	14,725	31,008	16,283			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
409 Public Toilets - Car Park							
4011 General Rates	0	2,352	2,350	-2		-2	100.1 %
4012 Water Rates	0	207	500	293		293	41.5 %
4014 Electricity	0	-517	400	917		917	-129.1
4036 Property Maintenance/Security	0	100	550	450		450	18.2 %
Public Toilets - Car Park :- Expenditure	0	2,143	3,800	1,657	0	1,657	56.4 %
Net Expenditure over Income	0	2,143	3,800	1,657			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
500	<u>Play Areas and Open Spaces</u>						
4007	0	0	400	400		400	0.0 %
4012	0	448	800	352		352	56.0 %
4014	0	39	150	111		111	25.9 %
4036	0	78	1,125	1,047		1,047	7.0 %
4037	730	826	2,500	1,674		1,674	33.0 %
4042	0	437	7,200	6,764		6,764	6.1 %
4972	0	0	-15,000	-15,000		-15,000	0.0 %
Play Areas and Open Spaces :- Expenditure	730	1,827	-2,825	-4,652	0	-4,652	-64.7 %
1241	0	0	450	-450			0.0 %
1242	0	0	330	-330			0.0 %
1244	23	668	0	668			0.0 %
1251	0	0	600	-600			0.0 %
Play Areas and Open Spaces :- Income	23	668	1,380	-712			48.4 %
Net Expenditure over Income	707	1,159	-4,205	-5,364			

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Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
501 Sunderland Road Rec Ground							
4012 Water Rates	0	271	600	329		329	45.2 %
4014 Electricity	0	39	0	-39		-39	0.0 %
4036 Property Maintenance/Security	0	654	1,000	346		346	65.4 %
4046 Bowling Green - SBC	65	1,411	2,232	821		821	63.2 %
4047 Equipment Maintenance - SBC	0	330	2,748	2,418		2,418	12.0 %
4048 Cricket Square - SCC	0	20	2,310	2,290		2,290	0.9 %
4049 Equipment Maintenance - SCC	0	160	2,500	2,340		2,340	6.4 %
4060 Other Professional Fees	1,269	6,344	15,000	8,656		8,656	42.3 %
Sunderland Road Rec Ground :- Expenditure	1,334	9,229	26,390	17,161	0	17,161	35.0 %
1253 Bowls Club Rental	0	0	390	-390			0.0 %
1255 Cricket Club Rental	0	0	260	-260			0.0 %
1256 Scouts ,ACF and SSLA	0	0	170	-170			0.0 %
Sunderland Road Rec Ground :- Income	0	0	820	-820			0.0 %
Net Expenditure over Income	1,334	9,229	25,570	16,341			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
502 Nature Reserves							
4037 Grounds Maintenance	0	150	1,500	1,350		1,350	10.0 %
4060 Other Professional Fees	0	39	9,425	9,386		9,386	0.4 %
Nature Reserves :- Expenditure	0	189	10,925	10,736	0	10,736	1.7 %
1306 Countryside Stewardship Grant	0	0	2,000	-2,000			0.0 %
1307 Angling Licence Rent	0	0	500	-500			0.0 %
Nature Reserves :- Income	0	0	2,500	-2,500			0.0 %
Net Expenditure over Income	0	189	8,425	8,236			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
504 TIC - NOT IN USE 2015/16							
1402 Sales	0	-61	0	-61			0.0 %
TIC - NOT IN USE 2015/16 :- Income	0	-61	0	-61			
Net Expenditure over Income	0	61	0	-61			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
505 Grass Cutting							
4102 Grass Cutting	0	0	12,000	12,000		12,000	0.0 %
Grass Cutting :- Expenditure	<u>0</u>	<u>0</u>	<u>12,000</u>	<u>12,000</u>	<u>0</u>	<u>12,000</u>	
Net Expenditure over Income	<u>0</u>	<u>0</u>	<u>12,000</u>	<u>12,000</u>			

Month No : 5

Cost Centre Report

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

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
509	Christmas Lights							
4401	Christmas Illuminations	499	554	11,000	10,446		10,446	5.0 %
4402	Community Christmas Event	0	0	7,000	7,000		7,000	0.0 %
	Christmas Lights :- Expenditure	499	554	18,000	17,446	0	17,446	3.1 %
1365	Christmas Lights	25	25	4,000	-3,975			0.6 %
	Christmas Lights :- Income	25	25	4,000	-3,975			0.6 %
	Net Expenditure over Income	474	529	14,000	13,471			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
601 <u>Precept and Interest</u>							
1101 Precept	0	239,549	479,098	-239,549			50.0 %
1228 Interest on Investment	71	271	0	271			0.0 %
1320 Interest Received - All account	2,029	2,029	5,500	-3,471			36.9 %
Precept and Interest :- Income	2,100	241,848	484,598	-242,750			49.9 %
Net Expenditure over income	-2,100	-241,848	-484,598	-242,750			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
602 Democratic and Civic Costs							
4020 Misc Establishment Costs	0	0	100	100		100	0.0 %
4033 Annual Report & Newsletter	238	1,428	3,500	2,072		2,072	40.8 %
4042 Equipment/Vehicle Maintenance	0	0	250	250		250	0.0 %
4200 Mayor's Allowance	15	577	1,900	1,323		1,323	30.4 %
4202 Members' Expenses (Conf etc)	0	225	500	275		275	45.1 %
4210 Election Costs	0	421	7,000	6,579		6,579	6.0 %
4701 Grants/Donations Paid	0	500	1,500	1,000		1,000	33.3 %
4971 Transfer from EMR	0	0	-4,000	-4,000		-4,000	0.0 %
Democratic and Civic Costs :- Expenditure	253	3,151	10,750	7,599	0	7,599	29.3 %
1309 Misc Contributions	0	50	0	50			0.0 %
Democratic and Civic Costs :- Income	0	50	0	50			
Net Expenditure over Income	253	3,101	10,750	7,649			

Month No : 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
700 Capital and Projects							
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 %
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 %
4970 Transfer from C R R	0	0	-70,000	-70,000		-70,000	0.0 %
Capital and Projects :- Expenditure	0	35,063	300,307	265,245	0	265,245	11.7 %
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	0	4,061	267,005	-262,944			1.5 %
Net Expenditure over Income	0	31,002	33,302	2,300			

Summary Income & Expenditure by Budget Heading 31st August 2015

Month No : 5

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	14,411	102,601	243,350	140,749		140,749	42.2 %
402 Administration-Office	Expenditure	4,599	51,291	82,700	31,409		31,409	62.0 %
	Income	366	3,307	6,000	-2,693			55.1 %
403 Administration-Works	Expenditure	271	15,326	28,900	13,574		13,574	53.0 %
405 Footway Lighting	Expenditure	1,767	3,662	7,800	4,138		4,138	46.9 %
406 Cemetery & Churchyard	Expenditure	1,075	4,378	10,750	6,372		6,372	40.7 %
	Income	575	6,470	25,052	-18,582			25.8 %
408 Town Centre (Including Market)	Expenditure	304	15,507	31,608	16,101		16,101	49.1 %
	Income	92	782	600	182			130.3 %
409 Public Toilets - Car Park	Expenditure	0	2,143	3,800	1,657		1,657	56.4 %
500 Play Areas and Open Spaces	Expenditure	730	1,827	-2,825	-4,652		-4,652	-64.7 %
	Income	23	668	1,380	-712			48.4 %
501 Sunderland Road Rec Ground	Expenditure	1,334	9,229	26,390	17,161		17,161	35.0 %
	Income	0	0	820	-820			0.0 %
502 Nature Reserves	Expenditure	0	189	10,925	10,736		10,736	1.7 %
	Income	0	0	2,500	-2,500			0.0 %
504 TIC - NOT IN USE 2015/16	Income	0	-61	0	-61			0.0 %
505 Grass Cutting	Expenditure	0	0	12,000	12,000		12,000	0.0 %
506 Litter Bins, Seats & Shelters	Expenditure	0	0	500	500		500	0.0 %
509 Christmas Lights	Expenditure	499	554	18,000	17,446		17,446	3.1 %
	Income	25	25	4,000	-3,975			0.6 %
601 Precept and Interest	Income	2,100	241,848	484,598	-242,750			49.9 %
602 Democratic and Civic Costs	Expenditure	253	3,151	10,750	7,599		7,599	29.3 %
	Income	0	50	0	50			0.0 %
700 Capital and Projects	Expenditure	0	35,063	300,307	265,245		265,245	11.7 %
	Income	0	4,061	267,005	-262,944			1.5 %

Summary Income & Expenditure by Budget Heading 31st August 2015

Month No : 5

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
INCOME - EXPENDITURE TOTALS	Expenditure	25,242	244,919	784,955	540,036	0	540,036	31.2 %
	Income	3,180	257,151	791,955	-534,804			32.5 %
	Net Expenditure over Income	22,062	-12,231	-7,000	5,231			

At : 11:35

Current Bank A/c

List of Payments made between 01/08/2015 and 31/08/2015

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/08/2015	Aviva	Std Ord	1,700.20		Annual Insurance Premium
01/08/2015	CF Corporate Finance	Std Ord	523.67		Photocopier Rental
03/08/2015	Petty Cash Imprest	111170	168.57		Petty Cash Imprest
03/08/2015	Powerc IT Business Solutions	DDR	300.00		972/IT Support aug
03/08/2015	UK Fuels Limited DDR	DDR2	59.83		950/Fuel Cards
03/08/2015	Southern Electric DDR	DDR3	39.53		945/Supply 21.04.15-14.07.15
10/08/2015	Central Bedfordshire Council R	DDR4	115.00		748/Non Dom Rates 2015-16
10/08/2015	Southern Electric DDR	DDR5	58.92		944/Supply 28.04.15-20.07.15
17/08/2015	Powerc IT Business Solutions	DDR	245.94		965/Phone & Broadband
17/08/2015	Bedford Borough Council	DDR2	14,410.93		967/Employers Superann
18/08/2015	Amphill Town Council	30412	24.00		955/ATC Swing Band Night
18/08/2015	Bedford Borough Council	30413	79.40		956/Refuse Disposal
18/08/2015	Biggles FM	30414	250.00		957/Biggles FM Grant
18/08/2015	Bishop Sports & Leisure Ltd	30415	37.12		968/pitch marking
18/08/2015	Central Bedfordshire Council	30416	1,522.50		970/Management Fee Aug
18/08/2015	Christy Plumbing & Heating	30417	57.60		958/hot Water system Fault
18/08/2015	Mid Bedfordshire Citizens Advi	30418	250.00		962/Citizens Advice grant
18/08/2015	Colin Ross	30419	28.79		959/Trousers
18/08/2015	DCK Beavers Ltd	30420	500.94		960/Contract Accounting
18/08/2015	Hertfordshire County Council	30421	88.88		961/Cleaning Supplies
18/08/2015	Lamps & Tubes Illuminations Lt	30422	598.32		971/Christmas lighting
18/08/2015	FD Odell & Sons Ltd	30423	774.00		963/Refuse Disposal
18/08/2015	Purchase Power	30424	14.12		973/Postage Payment Charge
18/08/2015	1st Sandy Scout Group	30425	2,000.00		974/Sandy Scouts Bonfire Night
18/08/2015	G & H Seamer	30426	475.00		975/Grave Preparations
18/08/2015	Travis Perkins Trading Co Ltd	30427	107.57		966/Postcrete
18/08/2015	UK Amenity Ltd	30428	612.00		980/Amenity spraying & Weeds
18/08/2015	VFM Products Ltd	30429	263.40		982/Grassline Ultra
18/08/2015	Southern Electric DDR	DDR3	536.57		976/Supply 02.07.15-03.08.15
24/08/2015	Sandy Horticultural Deposit	111173	40.00		Sandy Horticultural Deposit
24/08/2015	Mrs J Bates - cancelled Trip	111174	27.00		Mrs J Bates - cancelled Trip
24/08/2015	UK Fuels Limited DDR	DDR4	60.73		979/Fuel Cards
27/08/2015	Public Works Loan Board	DDR5	304.12		981/PWLB 269122 Capital
Total Payments			26,274.65		

APPLICATION FOR GRANT AID FROM
SANDY TOWN COUNCIL

<u>Name of the Organisation/Group</u>	
Volunteer Community First Responder (Sandy Group)	
Are you affiliated to a national organisation? If so, which one?	East of England Ambulance Service NHS Trust
Local venue/meeting place	Respond to life threatening medical incidents in Sandy
Are you a registered charity? If so, give your charity number?	No
What are the aims and activities of the organisation?	Provide round the clock (where possible) local coverage to residents and general public who may require emergency assistance due to a potential life threatening incident. This includes Heart attacks, Stroke, Breathing difficulties and collapse.
How many members do you have?	Volunteers 3 Sandy residents
Members:	Junior N/A
	Senior 3 Sandy Residents
What is your annual subscription?	Junior £N/A
	Senior £NIL Voluntary with use of own vehicles

Project Information	
What would the grant be used for?	The purchase work wear for the three qualified CFRs, purchased through the EEAS discounted clothing supplier. Having a standard uniform even one that is basic gives a far more professional appearance and gives the patient and family more confidence in a non-paramedic being involved in the care of the person.
In what manner will the residents of Sandy benefit?	The residents of Sandy will benefit with or without this grant in that we will continue to attend life threatening emergencies when called on to do so by the ambulance control. However the benefit of uniform is answered in the section above
Approximately how many Sandy residents will benefit from this grant?	Any that require emergency first aid
Estimated total cost of project	£446.31
Please state clearly how much you are applying for from Sandy Town Council.	£446.31
What amount is being met from your own funds?	NIL. At present we are attempting to fund / sponsor a new kit which includes all standard items such as oxygen masks, resuscitation masks, airway adjuncts and bandages etc and including a defibrillator and oxygen cylinder, this is £2,900. This is being sort through sponsorship within companies in Sandy.

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

As answered in last section.

I have attached the business plan along with this grant application as well as the quote for the uniform.

<u>Source</u>	<u>Amount</u>	<u>Confirmed/Pending/Unsuccessful</u>

Financial Details

<p>Please specify how any income, particularly surplus, is spent.</p>	<p>Relevant work wear as outlined in the covering report.</p> <p>Apart from a yellow vest to distinguish us as CFRs there is no other work wear available apart from our own clothes.</p> <p>As you can imagine these will get soiled at times with body fluids etc and the correct clothing can be cleaned and sanitized better.</p> <p>It also provides a degree of professionalism when dealing with the public together with an element of reassurance.</p>
<p>Please attach accounts (audited/independently examined) for the last two years and your budget forecast for the forthcoming/current year.</p>	<p>We have no accounts as we are a very small self-contained team servicing Sandy.</p> <p>Any funds that are generated by the group are placed in an East of England Ambulance account solely for team that has generated the funds.</p> <p>Any day to day funds such as fuel is met by the 3 responders as is any increase in car insurance as a consequence of being a CFR.</p> <p>We will not have any budget as any replenishment of medical kit is made from the ambulances attending the scene or through the East Of England Ambulance Service.</p>

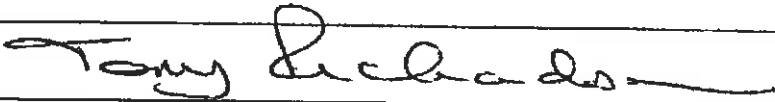
Payment Details	
Account Title	Barclays Bank PLC
Account Number	60601306
Sort Code	20 62 53
Bank/Building Society Name and Address	
Contact Details	
Please give details of the person with whom this application can be discussed and to whom any cheque should be sent:	Tony RICHARDSON
Position in organisation	Community First Responder (Sandy)
Address	20 BICKERDIKES GARDENS SANDY SG19 1UX
Telephone Number	01767 222797 07905103277
E-mail address	tony190662@ntlworld.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.

Signed: 
Name: Tony Richardson
Position: Community First Responder (Sandy)
Date: 15/09/2015

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

Banking details – charity money

Please pay all charity funds raised by Community First Responders into the following account:

Bank: Barclays Bank PLC
Bank account number: 60 60 13 06
Bank sort code: 20 62 53

Once money has been deposited; please email Lisa Carey; Systems and Control Accountant Assistant; lisa.carey@eastamb.nhs.uk providing the amount paid in and date of deposit.

You will also need to inform Lisa that you have banked charitable money for the Community First Responders and provide the relevant group name.

Please ensure you include; Steve Catley or Simon Marshall into any emails relating to charitable funds.

You will then need to forward the bank receipt to Lisa at the following address:

East of England Ambulance Service NHS Trust
Hospital Lane
Hellesdon
Norwich
Norfolk
NR6 5NA



SANDY COMMUNITY FIRST RESPONDER

BUSINESS PLAN

1.0 OBJECTIVES

To provide support to volunteer Community First Responder members to members in obtaining work wear specific to the task, without members having to use day to day clothing of their own.

1.2 Mission

To provide emergency care to the general public, predominantly in Sandy and the surrounding areas. The care is provided on a voluntary basis in support of the East of England Ambulance Service NHS Trust. The scheme of Community First Responder is self funding, non-profit and consists of volunteer members trained by volunteer Trainer Assessors who are trained and approved by EEAS. CFR's are alerted to specified emergency situations in conjunction with an ambulance crew, and can make a difference when arriving prior to an ambulance by commencing treatment at an early stage. In particular heart, breathing and life threatening situations can be helped by this scheme.

1.3 Keys to success

Recruitment of more volunteers provides more hours covered, and hence more chance of early treatment in particular defibrillation. The commitment required of such volunteers usually attracts dedicated people, but there are some who are not financially able to provide suitable work wear for themselves. Also a standard approach to work wear will allow users of the scheme and others observing the work to identify with members on a level playing field. Work wear is also branded with the town scheme name, thus identifying the town as a community minded population.

2.0 ORGANISATION SUMMARY

Although the scheme is volunteer lead, it is supported by the EEAS NHS Trust through the training and ongoing competency, development and requalification of skills. The lead contact for the EEAS in Bedfordshire & Hertfordshire is Mr. Steven Catley, Community Partnership Manager, and he is based at Biggleswade Ambulance Station. There are presently three qualified CFRs in the group.

2.1 Legal Entity

The scheme is a non profit, voluntary scheme overseen by the EEAS NHS Trust, and was formed regionally in 2005.

2.2 Start-up summary/budget

As a self funding scheme the initial money required to buy in the minimum equipment was raised by a Sandy resident, Mr. Matthew Street, who is also a qualified CFR. The initial cost of the kit-which includes all standard items such as oxygen masks, resuscitation masks, airway adjuncts and bandages etc and including a defibrillator and oxygen cylinder, was £2,900. Ongoing the volunteers will need to raise further funding at such time as the defibrillator or kit bag is defunct, whilst the EEAS will replace combustibles such as bandages, masks, oxygen supply and also communication equipment.

Start up fund was £2,900

Current fund is NIL

Amount required to purchase work wear for the three qualified CFRs is: £446.31 if purchased through the EEAS discounted clothing supplier (see attached sheet)

2.3 Location of facilities

The current Coordinator for the Sandy Group is Mr Matthew Street. The other CFRs are Andrew Hindhaugh and Tony Richardson, all of whom live in Sandy. The administration of the volunteers is run from Biggleswade Ambulance Station, Biggleswade.

3.0 STRATEGY

3.1 Future aims and objectives

To increase volunteers and thus hours able to be covered within the town, and provide round the clock local coverage to residents and general public who may require emergency assistance due to a potential life threatening incident. Also to continue to fund raise for future needs of equipment/clothing as required.

3.2 Community welfare

To keep an overview of trends in health matters in the town, provide a sense of well being in certain groups such as elderly and infirm people, and give the town a sense of inclusion and additional confidence at times of medical emergency.

Matthew Street

Coordinator-Community First Responder Scheme

Sandy Group- 8th September 2015.

Sandy Town Council CODE OF CONDUCT

1.0 Introduction

- 1.1 This Code of Conduct (“the Code”) has been adopted by the Council as required by Section 27 of the Localism Act 2011 (“the Act”).
- 1.2 The Council has a statutory duty under the Act to promote and maintain high standards of conduct by members and co-opted members of the Council (“Members”) and the Code sets out the standards that the Council expects Members to observe.
- 1.3 The Code is not intended to be an exhaustive list of all the obligations that are placed on Members. It is the responsibility of individual Members to comply with the provisions of the Code as well as such other legal obligations as may apply to them from time to time.
- 1.4 The Code is consistent with the following principles (the “Nolan” principles of standards in public life):

Selflessness
Integrity
Objectivity
Accountability
Openness
Honesty
Leadership

2.0 Who does the Code apply to?

- 2.1 The Code applies to all Members of the Council and to all co-opted members of any committee, sub-committee or joint committee or sub-committee of the Council.

3.0 When does the Code apply?

- 3.1 The Code applies whenever a person is acting in his/her official capacity as a Member of the Council or co-opted member in the conduct of the Council’s business or acting as a representative of the Council.

4.0 What standards of Conduct are Members expected to observe?

Selflessness:

- 4.1 Members must always act in the public interest.

- 4.2 Members must never use their position as a member of the Council improperly to secure for themselves or any other person, an advantage or disadvantage.
- 4.3 Members must not use the Council's resources improperly for personal or party political purposes.

Integrity

- 4.4 Members must not do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, the Council.
- 4.5 Members must not disclose information given to them in confidence.

Objectivity

- 4.6 When making decisions on behalf of the Council, including awarding contracts or making appointments, Members must do so on merit.
- 4.7 Members must have regard to any relevant advice provided to them by the Clerk to the Council and (where a separate appointment is made) to the Responsible Financial Officer.

Accountability

- 4.8 Members must act in accordance with their legal obligations, including the following Acts of Parliament that confer special obligations on elected councillors:

Local Government Act 1972
 Employment Rights Act 1996
 Data Protection Act 1998
 Freedom of Information Act 2000
 Bribery Act 2010
 Equality Act 2010
 Localism Act 2011

- 4.9 Members must act in accordance with the Council's policies and reasonable requirements, including any protocols and codes of practice that may apply.

Openness

- 4.10 Members must give reasons for any decisions taken on behalf of the Council in accordance with any statutory requirements and the Council's Standing Orders.
- 4.11 Members must not prevent another person from gaining access to information to which that person is entitled by law.

Honesty

- 4.12 Members must declare any disclosable (pecuniary and non-pecuniary) interests or conflicts of interest that may arise in respect of their responsibilities as a Member of the Council.
- 4.13 Members must at all times ensure that their claims for expenses, allowances, and their use of facilities and services provided by the Council are strictly in accordance with the rules laid down on these matters.

Leadership

- 4.14 Members must set an example by their behaviour and shall act in a way that enhances public trust and confidence in the integrity of the Council and its Members.
- 4.15 Members must show respect and courtesy to others.
- 4.16 Members should value the Council's officers and work alongside them to achieve the Council's objectives. Members must on no account behave in a manner that might constitute bullying.

5.0 Register of Interests

- 5.1 The Monitoring Officer of Central Bedfordshire Council maintains a register of interests of Members and co-opted members of the Council.
- 5.2 The Council has determined what interests Members are required to enter in the register of interests, including those disclosable pecuniary interests prescribed by regulations. These disclosable interests are listed in Appendix A.
- 5.3 Members must notify the Monitoring Officer of any disclosable pecuniary and non-pecuniary interests that should be recorded in the Council's register of interests.
- 5.4 Within 28 days of becoming a councillor, all Members must submit to the Monitoring Officer a list of their disclosable interests and must notify the Monitoring Officer of any changes as and when they arise.
- 5.5 A member shall register with the Monitoring Officer any change to interests or new interests in Appendices A and B within 28 days of becoming aware of it.
- 5.6 Upon re-election of a member or re-appointment of a co-opted member, he/she shall within 28 days re-register with the Monitoring Officer any interests in Appendices A and B
- 5.7 A member need only declare the existence but not the details of any interest which the Monitoring Officer agrees is a 'Sensitive interest'. A sensitive

interest is one which, if disclosed on a public register, could lead the member or a person connected with the member to be subject to violence or intimidation.

6.0 Declaration of interests at meetings

- 6.1 Where a matter arises at a meeting which relates to an interest in Appendix A the member shall not participate in a discussion or vote on the matter. He/she only has to declare what his/her interest is if it is not already entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it.
- 6.2 Where a matter arises at a meeting which related to an interest in Appendix A which is a sensitive interest, the member shall not participate in a discussion or vote on the matter. If it is a sensitive interest which has not already been disclosed to the Monitoring Officer, the member shall disclose he/she has an interest but not the nature of it.
- 6.3 Where a matter arises at a meeting which relates to an interest in Appendix B, the member shall not vote on the matter. He/she may speak on the matter only if members of the public are also allowed to speak at the meeting (Public participation session)
- 6.4 A member only has to declare his/her interest in Appendix B if it is not already entered in his/her register of interests or if he/she has not notified the Monitoring Officer of it or if he/she speaks on the matter. If he/she holds an interest in Appendix B which is a sensitive interest not already disclosed to the Monitoring Officer, he/she shall declare the interest but not the nature of the interest.
- 6.5 Where a matter arises at a meeting which relates to a financial interest of a friend, relative or close associate (other than an interest of a person in Appendix A), the member shall disclose the nature of the interest and not vote on the matter. He/she may speak on the matter only if members of the public are also allowed to speak at the meeting (Public participation session). If it is a 'sensitive interest' the member shall declare the interest but not the nature of the interest.

7.0 Dispensations

- 7.1 On a written request made to the Council's proper officer, the Council may grant a member dispensation to participate in a discussion and vote on a matter at a meeting even if he/she has an interest in Appendices A and B if the Council believes that the number of members otherwise prohibited from taking part in the meeting would impede the transaction of the business; or it is in the interest of the inhabitants in the Council's area to allow the member to take part or it is otherwise appropriate to grant a dispensation.