

Sandy Town Council

To: Cllrs P N Aldis, J Ali, P Blaine, T Cole, A M Hill, W Jackson, G Leach, C Osborne, M Pettitt, D Quick, M Scott, D Sharman, P Sharman, J Sparrow, and S Sutton

You are hereby summoned to attend a meeting of Sandy Town Council to be held in the Council Chamber at 10 Cambridge Road, Sandy, Bedfordshire on Monday 20 June 2016 commencing at 7.30pm for the purpose of transacting the items of business below

Chris Robson
Town Clerk
10 Cambridge Road
Sandy
SG19 1JE
01767 681491
14 June 2016

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

A G E N D A

1 Apologies for Absence

To receive any apologies for absence

2 Declarations of interest and requests for dispensations

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) Disclosable Pecuniary Interests*
- ii) Non Pecuniary Interests*
- iii) Dispensations*

3 Public Participation Session

To receive questions and representations from members of the public.

Sandy Town Council

4 Minutes of previous Town Council meetings

To consider the Minutes of the meeting of Sandy Town Council held at 7.30pm on Monday 9 May 2016 and to approve them as a correct record of proceedings.

5 Minutes of committees and recommendations therein

To receive and note the minutes of the meetings of the following committees and sub-committees and (if applicable) to approve recommendations therein which do not arise elsewhere

- i) Development Scrutiny Committees held on 16 May 2016 and 6 June 2016
- ii) Community Services and Environment on 16 May 2016

Resolved to Recommend that the Town Council's commitment to the Green Wheel project should be confirmed and to consider nominating representatives to sit on the Steering Group.

Resolved to Recommend that the existing markets are wound up and special event markets are put on throughout the year and that this item is brought forward to the next Full Council meeting.

- iii) Policy, Finance and Resource Committee held on 23 May 2016
- iv) Human Resources Committee held on 6 June 2016

Resolved to Recommend that that the HR Sub-Committee be changed to the 'Clerks Management Committee' and comprise the Mayor, Deputy Mayor and Chair of HR, with the Chair of HR acting as Committee Chairman.

6 Central Bedfordshire Police

To hear from Wayne Humberstone on the Bedfordshire Police's new policing model and its implications for Sandy.

7 Financial Matters

- i) To note a summary statement of income and expenditure against budget for the year to date (previously circulated and scrutinised at a meeting of the Policy, Finance and Resources Committee on 23 May 2016).
- ii) To note a list of payments made since the last Town Council meeting (previously circulated and scrutinised at a meeting of the Policy, Finance and Resources Committee on 23 May 2016).

Sandy Town Council

iii) To approve the accounts for the year 2015/16. Appendix I

iv) To approve the annual return comprising the statement of accounts and the governance statement. Appendix II

8 Action List

To receive and note the Action List. Appendix III

9 Circus in Sandy

To approve an amended fee for the circus visiting Sandy in 2016. Appendix IV

10 Swan Lane, Sandy

To discuss concerns raised by residents about long term lorry parking on Swan Lane and consider requesting Central Bedfordshire Council put some parking restrictions in place to deter hazardous parking.

11 Market Town Regeneration Match Fund Application

To receive an update from the Town Clerk on Sandy Town Council's application to Central Bedfordshire's Market Town Regeneration Fund. Appendix V

12 Community Plan

To receive an update report on the Community Plan. Appendix VI

13 Reports from Central Bedfordshire Councillors

To receive reports from Sandy's Central Bedfordshire Councillors.

14 Reports from representatives on outside bodies

To receive written reports from Council representatives on outside bodies/organisations.

i) Sandy Sports and Leisure Association - Councillor M Hill Appendix VII

ii) Talk of The Town Bus – Councillor M Hill Appendix VIII

iii) 22 (Sandy) Squadron Air Cadets – Councillor S Sutton Appendix IX

15 News Releases

16 Chairman's Items

17 Date of Next Meeting: 1st August 2016

Sandy Town Council

Financial Statements

For the year ended 31 March 2016

Sandy Town Council

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31 March 2016

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Sandy Town Council

Council Information

31 March 2016

(Information current at 20th June 2016)

Chairperson

Clr C. Osborne MBE, JP

Councillors

Clr M. P. Scott (Vice Chairperson)

Clr P. N. Aldis

Clr J. Ali

Clr P. Blaine

Clr Mrs T. Cole

Clr A. M. Hill

Clr A. W. Jackson

Clr Mrs G. Leach

Clr M. Pettitt

Clr D. Quick

Clr D. Sharman

Clr P. Sharman

Clr Mrs J. Sparrow

Clr Mrs S Sutton

Town Clerk

Chris Robson

Responsible Financial Officer (R.F.O.)

Mr D. R. Kemp

Auditors

BDO LLP

Arcadia House

Maritime Walk

Ocean Village

Southampton

SO14 3TL

Internal Auditors

Haines Watts

136/140 Bedford Road

Kempston

Bedford

MK42 8BH

Sandy Town Council
Statement of Accounting Policies
31 March 2016

Accounting Convention

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

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

The accounts have been prepared under the historical cost convention.

Fixed Assets

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

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

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

Revenue Grants

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

Debtors and Creditors

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

Value Added Tax

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

External Loan Repayments

The council is not required by the Guide to incorporate external borrowings in its Balance Sheet. Details are shown at note 11.

Leases

The council is not required by the Guide to incorporate Hire Purchase and/or Finance Lease obligations in its Balance Sheet. Details are shown at note 10

Reserves

The council maintains certain reserves to meet general and specific future expenditure. The purpose of the council's reserves is explained in notes 12 to 13

Interest Income

All interest receipts are credited initially to general funds.

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

Sandy Town Council
Statement of Accounting Policies
31 March 2016

Pensions

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

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

The next actuarial valuation was due at 31st March 2016 and any change in contribution rates as a result of that valuation will take effect from 1st April 2017.

Sandy Town Council
Income and Expenditure Account
31 March 2016

	Notes	2016 £	2015 £
INCOME			
Precept on District Council		479,098	455,704
Capital Grants and Sale of Assets		4,361	406
Interest and Investment Income	1	3,559	4,770
Recreation Grounds and Open Spaces Cemetery		4,466	7,057
Tourist Information		18,535	26,051
Car Park and Market		2,181	10,344
Establishment/General Administration		1,460	1,478
Civic and Democratic		1,788	7,639
Christmas Lights		50	-
CCTV Fees		2,099	5,660
Investment Sale Proceeds		833	-
Outside Services		-	1,509
		1,586	-
		520,016	520,618
EXPENDITURE			
Establishment/General Administration		316,504	278,430
Election Expenses		421	-
Capital Expenditure	7	21,942	30,253
Loan Interest and Capital Repayments		608	609
Operational Expenditure:			
Recreation Grounds and Open Spaces		54,345	47,100
Allotments		812	2,688
Cemetery		6,992	9,247
Tourist Information		4,246	29,180
Public Toilets		2,638	4,470
Car Park and Market		15,202	17,616
Lighting and Street Furniture		11,951	6,863
Civic and Democratic Costs		6,663	3,605
Grants and Donations		-	2,000
Christmas Lights		13,748	15,290
CCTV Fees		17,255	17,051
Outside Services		25,813	29,314
		499,140	493,716
General Fund			
Balance at 01 April 2015		80,106	20,764
Add: Total Income		520,016	520,618
		600,122	541,382
Deduct: Total Expenditure		499,140	493,716
		100,982	47,666
Transfer from/(to) Capital Receipts Reserve	12	15,083	-
Transfer from Earmarked Reserves	13	11,663	32,440
General Reserve Balance at 31 March 2016		127,728	80,106

The notes on pages 8 to 12 form part of these statements.

Sandy Town Council

Balance Sheet

31 March 2016

	Notes	2016 £	2016 £	2015 £
Current Assets				
Stock				
Debtors and prepayments		-		2,556
Cash at bank and in hand	8	15,968		7,303
		<u>573,976</u>		<u>546,593</u>
		589,944		556,452
Current Liabilities				
Creditors and income in advance	9	(24,607)		(11,991)
Net Current Assets			<u>565,337</u>	<u>544,461</u>
Total Assets Less Current Liabilities			<u>565,337</u>	<u>544,461</u>
Total Assets Less Liabilities			<u><u>565,337</u></u>	<u><u>544,461</u></u>
Capital and Reserves				
Usable Capital Receipts Reserve	12		57,712	72,795
Earmarked Reserves	13		379,897	391,560
General Reserve			<u>127,728</u>	<u>80,106</u>
			<u><u>565,337</u></u>	<u><u>544,461</u></u>

Signed:

Cllr C. Osborne MBE, JP
Chairperson



Mr D. R. Kemp
Responsible Financial Officer

Date:

10/8/2012

The notes on pages 8 to 12 form part of these statements.

Sandy Town Council

Notes to the Accounts

31 March 2016

1 Interest and Investment Income

	2016	2015
	£	£
Interest Income - General Funds	2,649	4,564
Interest Income - Earmarked Funds	910	206
	<u>3,559</u>	<u>4,770</u>

2 Agency Work

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

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

3 Publicity

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

	2016	2015
	£	£
Recruitment Advertising	265	-
Annual Report & Newsletter	2,618	2,856
	<u>2,883</u>	<u>2,856</u>

4 Tenancies

During the year the following tenancies were held:

Council as landlord

Tenant	Property	Rent p.a. £	Repairing / Non-Repairing
Territorial Auxiliary & Volunteer Reserve Association	Land for Army Cadet HQ at Berwick Way	Peppercorn	N/A
Sandy Sports & Leisure Association	Land For Artificial Pitch – Sunderland Rd Rec	Peppercorn	N/A
Sandy Skating Association	Land For Skating Eqpt – Sunderland Rd Rec	Peppercorn	N/A
Sandy Football Club	Pitch & Pavilion – Bedford Rd Rec. Ground	453	Repairing
Scout Association Trust	Land for Scout HQ – Sunderland Rd	Peppercorn	N/A
Sandy Village Hall Mgmt C'ttee	Land for Sandy Village Hall	Peppercorn	N/A
Sandy Bowling Club	Bowling Green, Sunderland Road	396	N/A
Central Bedfordshire Council	Land for Signpost at Sunderland Road	Peppercorn	N/A
Sandy Air Cadets 22 Squadron	Land for Army Cadet HQ at Berwick Way	190	N/A

Council as tenant

Landlord	Property	Rent p.a. £	Repairing / Non-Repairing
Pym Estate	The Pinnacle Recreation Park	Peppercorn	N/A

Sandy Town Council

Notes to the Accounts

31 March 2016

5 Pensions

For the year of account the council's contributions equal 20.30% of employees' pensionable pay. These contributions will increase to 20.80% in future years in order to provide adequately for future liabilities.

6 Fixed Assets

	2016 £ Value	2015 £ Value
At 31 March the following assets were held:		
<u>Freehold Land and Buildings</u>		
Council Offices	215,000	215,000
Car Park & Market Storage Passageway	325,000	325,000
Public Toilets	150,000	150,000
Bedford Rd Recreation Ground and Buildings	240,500	240,500
Sunderland Rd Recreation Ground and Buildings	742,000	742,000
Cemetery incl Chapel and Shed	176,000	176,000
Cemetery Extension (under development)	38,118	18,868
DSO Depot	78,000	78,000
Allotments	19,000	19,000
Scout Hut and ATC HQ Land	4,500	4,500
The Riddy Nature Reserve	63,000	63,000
	<u>2,051,118</u>	<u>2,031,868</u>
<u>Vehicles and Equipment</u>		
John Deere Tractor	18,250	18,250
Rotamec Triple Deck Mower	11,150	11,150
John Deere 900 Ride-on Mower	21,090	21,090
Skoda Felicia Pick-up	-	4,900
Grounds Maintenance & Depot Equipment	42,424	41,863
Play Equipment	306,500	306,500
Furniture and Equipment	130,170	130,170
Display Cabinets	15,000	15,000
Portakabin at DSO Depot	9,000	9,000
Market Stalls (10) Boards & Covers	3,500	3,500
Market Storage Container	1,600	1,600
Chamber Hearing Loop	1,474	1,474
Gazebos (25)	2,494	2,494
Father Christmas Sleigh	150	150
Toyota Van FD07 HGU	8,370	8,370
Toyota Van AK12 WLJ	15,000	-
Defibrillator and Cabinet	631	-
	<u>586,803</u>	<u>575,511</u>

Sandy Town Council

Notes to the Accounts

31 March 2016

6 Fixed Assets [Cont'd]

	2016 £ Value	2015 £ Value
Infrastructure Assets		
Street Lighting Columns (158)	127,688	127,688
Noticeboards (11)	8,400	8,400
Car Park Barriers	11,500	11,500
Seats and Benches (84)	32,775	32,775
Bins and other street furniture	1,159	1,159
Anti Climb Fence Panels (50)	1,490	1,490
World War I Board	1,215	1,215
	<u>184,227</u>	<u>184,227</u>
Community Assets		
Beeston Green	1	1
War Memorial	1	1
Disused Railway Embankment	1	1
Rose Garden	1	1
The Limes play area	1	1
Fallowfield open space and play area	1	1
	<u>6</u>	<u>6</u>
	<u>2,822,154</u>	<u>2,791,612</u>

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

7 Fixed Assets - Additions and Disposals

	2016 £ Cost	2015 £ Cost
During the year the following assets were purchased:		
Operational Land and Buildings	19,250	17,468
Vehicles and Equipment	2,692	8,370
Infrastructure Assets	-	4,415
Community Assets	-	-
	<u>21,942</u>	<u>30,253</u>

During the year the following assets were disposed of:

	Proceeds	Proceeds
Operational Land and Buildings	-	-
Vehicles and Equipment	4,167	300
Infrastructure Assets	-	-
Community Assets	-	-
	<u>4,167</u>	<u>300</u>

No assets were disposed of during the year.

Sandy Town Council

Notes to the Accounts

31 March 2016

8 Debtors

	2016	2015
	£	£
Trade Debtors	728	2,224
VAT Recoverable	12,182	4,591
Prepayments	3,058	488
	<u>15,968</u>	<u>7,303</u>

9 Creditors and Accrued Expenses

	2016	2015
	£	£
Trade Creditors	15,789	8,552
Accruals	8,084	3,439
Income in Advance	734	-
	<u>24,607</u>	<u>11,991</u>

10 Hire Purchase and Lease Obligations

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

Hire/Lessor	Purpose	Annual Lease/Hire Payable	Year of Expiry
		£	
BNP Paribas	Photocopier	465	2016

11 Loans

At the close of business on 31 March 2016 the following loans to the council were outstanding:

Lender	Loan Period	Amount	Years Remaining
		£	
Public Works Loan Board	Repayable to 27 th August 2025	1,682	9.5
Public Works Loan Board	Repayable to 27 th February 2028	2,941	12

12 Usable Capital Receipts Reserve

	2016	2015
	£	£
Balance at 01 April	72,795	72,795
Capital receipts (asset sales) during the year	4,167	-
<i>Less:</i>		
Capital used to fund expenditure	(19,250)	-
Balance at 31 March	<u>57,712</u>	<u>72,795</u>

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

Sandy Town Council

Notes to the Accounts

31 March 2016

13 Earmarked Reserves

	Balance at 01/04/2015 £	Contribution to reserve £	Contribution from reserve £	Balance at 31/03/2016 £
Capital Projects Reserves		15,000	(11,663)	3,337
Asset Renewal Reserves				
Other Earmarked Reserves				
Total Earmarked Reserves	391,560		(15,000)	376,560
	391,560	15,000	(26,663)	379,897

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

The Other Earmarked Reserves at 31 March 2016 are set out in detail at Appendix A.

14 Capital Commitments

The council had no other capital commitments at 31 March 2016 not otherwise provided for in these accounts.

15 Contingent Liabilities

The council is not aware of any contingent liabilities at the date of these accounts not otherwise provided for in these accounts.

Sandy Town Council

Schedule of Earmarked Reserves

Year Ended 31st March 2016

	<u>Balance at</u> <u>01/04/2015</u> £	<u>Contribution</u> <u>to reserve</u> £	<u>Contribution</u> <u>from reserve</u> £	<u>Balance at</u> <u>31/03/2016</u> £
<u>Capital Projects Reserves</u>				
Rolling Capital Fund		15,000	(11,663)	3,337
	<u>0</u>	<u>15,000</u>	<u>(11,663)</u>	<u>3,337</u>
<u>Other Earmarked Reserves</u>				
Fallowfield	362,532		(15,000)	347,532
Other Earmarked Reserves	29,028			29,028
	<u>391,560</u>	<u>0</u>	<u>(15,000)</u>	<u>376,560</u>
TOTAL EARMARKED RESERVES	<u>£391,560</u>	<u>£15,000</u>	<u>(£26,663)</u>	<u>£379,897</u>

Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of
smaller authority here:

SANDY TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2016, that:

	AGREE			Yes* means that this smaller authority:
	Yes	No		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓			prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	✓			has only done what it has the legal power to do and has complied with proper practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓			during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓			considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓			arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓			responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	✓			disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.			NA ✓	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority and recorded as minute reference:

dated 20/06/2016

Signed by:

Chair

dated

Signed by:

Clerk

dated

20/06/2016

20/06/2016

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

Section 2 – Accounting statements 2015/16 for

Enter name of smaller authority here:

SANDY TOWN COUNCIL

	Year ending		Notes and guidance				
	31 March 2015 £	31 March 2016 £					
1. Balances brought forward	517,559	544,461	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.				
2. (+) Precept or Rates and Levies	455,704	479,098	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.				
3. (+) Total other receipts	64,914	40,918	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.				
4. (-) Staff costs	225,115	215,611	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.				
5. (-) Loan interest/capital repayments	609	608	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).				
6. (-) All other payments	267,992	282,921	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).				
7. (=) Balances carried forward	544,461	565,337	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)				
8. Total value of cash and short term investments	546,593	573,976	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.				
9. Total fixed assets plus long term investments and assets	2,791,612	2,822,154	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the smaller authority as at 31 March				
10. Total borrowings	4,899	4,623	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).				
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)		<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td></td> <td>X</td> </tr> </table>	Yes	No		X	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
Yes	No						
	X						

I certify that for the year ended 31 March 2016 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer



Date

10/06/2016

I confirm that these accounting statements were approved by this smaller authority on this date:

and recorded as minute reference:

Signed by Chair of the meeting approving these accounting statements.

Date

AGENDA ITEM 8

APPENDIX III

Town Council - Action list

Subject	Action to be taken		Response/ Agenda no.
	Minute	Action	
Meeting 9/11/15			
Bedford Road Recreation Ground – Outdoor Gym Equipment	(86-15/16)	Completion of Sport England park user’s survey to support grant application. This is external to the Council.	Consultation/ Surveying to take place at Bedford Road park re need for to establish interest. On-going
Surgery relocation to Shannon Court	(87-15/16)	Council agreed changes to the car park layout in principle. Town Clerk to continue to work with Dr Graffy to identify potential funding.	On going. Dr Graffy has confirmed it is the intention to still go ahead and is continuing to work on funding matters.
Meeting 7/3/16			
Allotments Site Search	(129-2015/16)	That members have reviewed the new information presented regarding the development of the site and no longer consider it to be a viable option for the investment and creation of an allotment site. That the above resolution is ‘without prejudice to any views we may take to the possible development on that site’ and that the Council actively seek alternative land for allotments.	On going Progress and updates to go to the Community Services and Environment Committee
Road Investment Strategy A1	(130-2015-16)	To respond to Cllr M Russell and write to the local Member for Parliament and the Under Secretary for Department of Transport outlining the points made.	Acknowledgements of receipt letters have been received. Further information due following Stake holders meeting in July.

SANDY TOWN COUNCIL

DATE: 20 June 2016

AUTHOR: Town Clerk

SUBJECT: Circus visit to Sandy 2016

At a meeting of the Community Services and Environment Committee it was **Resolved** to give permission for a circus to come to Sandy and that the charge be £550 that they leave the ground as good as new. (60-15/16)

The charge was based on previous year's total amounts which had been paid by circus's visiting Sandy. The fee instead should have been broken down by a daily fee.

It recently became apparent that the Circus due to attend Sandy in 2016 was significantly different and smaller than circuses in previous years, which had been larger operations staying longer and with more shows. The 2016 circus operator will only be having two shows over two days.

Recommendation

After reviewing the breakdown of daily charges in previous years and following discussion with the Mayor and Chair of Policy, Finance and Resources it is proposed to reduce the charge to £50 per day.

Members are asked to agree the rate for the 2016 circus.

SANDY TOWN COUNCIL

DATE: 20 June 2016

AUTHOR: Town Clerk

SUBJECT: Market Town Regeneration Fund Bid

Background

As Members are aware Sandy Town Council, along with other towns within the area, recently worked with Central Bedfordshire Council (CBC) officers to submit an application to CBC's Market Town Regeneration Funding programme. Towards the end of April 2016 CBC officers confirmed aspects of the application were to be put forward to Central Bedfordshire's Executive Committee on 7 June 2016 for approval.

CBC officers confirmed they would be recommending the following elements of our application to the Council's Executive Committee;

- Improved town centre signage
- A covered market stand
- Resurfacing and evening out of Market Place paving
- Lamp post banners
- Mosaic Trail initiative (Initiative to incorporate Potton, Biggleswade and Sandy)

They were not able to recommend Town Centre Wi-fi due to concern that technology changes so quickly anything set up could be obsolete in a short period of time.

A Shop Front's Enhancement scheme was recommended as a Central Bedfordshire wide scheme, managed and administrated by CBC rather than individual Town Councils.

Information

On the 7 June 2016 CBC Executive approved the recommendations and it is intended that High Street Improvement Scheme will launch by the end June.

The Executive approved a new strand of £1million, set aside from the Market Towns Regeneration Fund, to develop an area-wide High Street Improvement Scheme. This was done in response to seven Town Councils that identified, within their bids, ambitions to improve town centre shop fronts and tackling vacant retail units.

The Clerk is to meet with CBC officers over the coming weeks to finalise outstanding points, develop a capital business case and finalise a funding agreement. The Clerk will be provided with further information on timeframes and roll out in due course and shall update Members accordingly.

SANDY TOWN COUNCIL

DATE: 20 June 2016

AUTHOR: Town Clerk

SUBJECT: Community Plan Update

Summary

The following report is to provide Members with an update following two meetings of the Community Plan Steering group and the publishing of Central Bedfordshire Council Call for Sites results.

Information

The Community Plan Steering group have met twice to begin the process for creating a community plan. Members will be aware that Central Bedfordshire Council has now released the results of their Call for Sites and will be consulting with towns and parishes over July to establish what the criteria should be for site selection. The priority of the Community Plan steering group has shifted slightly from the physical creation of the Plan to focus on engaging with the public and getting feedback on housing and commercial development in Sandy to allow us to engage fully with CBC as they decide on criteria and land selection.

The office will carry out background work to the Plan, including creating a profile, identifying assets & designations and pulling the information together as the base of a physical plan.

The Community Plan Steering Group will be;

- Issuing a leaflet to households in Sandy, focusing on housing development. The purpose of the leaflet is to inform and ask for feedback/comments.
- The leaflet will inform the public that we are creating a community plan.
- The leaflet will aim to make sure members of the community are aware of the development possibilities that may emerge from the Local Plan and ask for their thoughts and comments.
- It will put forward the Council's previously agreed suggestions for CBC to consider and ask four basic questions around housing development in the town.

- An open event/session will be held on **1st August 2016** from 10am to 7pm in the Council Chamber. This will be advertised in the leaflet and residents will be encouraged to attend and give their thoughts on development and the future of Sandy.
- A stall in the market place will also be organised at a date to be agreed.

The group reviewed the land that came forward under the call for sites and noted areas that supported the Councils previous suggestions to CBC and identified questions which it needed answers to from CBC ahead of meetings to engage with them. The Clerk is setting up a meeting between the Steering Group and STC to discuss ahead of their Town and Parish Conference in July.

SANDY TOWN COUNCIL

DATE: 20 June 2016

AUTHOR: Cllr M Hill

SUBJECT: Sandy Sports and Leisure Association

The AGM of Sandy Sports and Leisure Association (SSLA) was held at the end of May and all parties were represented this year, including a delegation from the Upper School, which was very welcome.

The officers of the Association were all re-elected and the treasurer reported a relatively healthy financial situation. The all-weather pitch continues to be used extensively throughout the week, and the fact that both the men's and women's' hockey clubs are flourishing at the moment, is proving an added advantage.

There are still issues over the school changing facilities and from a Council point of view we need to consider the possibility of assuming custodian trustee status in the near future. This will inevitably be tied in with our future relationship with Stevenage Leisure and the management of the Jenkins pavilion as well.

This is a facility of which the town can be justly proud. It remains the only such facility in the area.

Councillor M Hill

SANDY TOWN COUNCIL

DATE: 20 June 2016

AUTHOR: Cllr M Hill

SUBJECT: Talk of the Town Bus

It is pleasing to report that the fortunes of the Talk of the Town bus (TOTT) have changed around entirely over the past year thanks almost entirely to the efforts of Julie and Ray Morrissey who have not only reinvigorated the committee and brought in new faces including a new treasurer, but also completed all the necessary application forms to be granted a new state-of-the-ark minibus, which will hopefully be delivered later in the year.

The committee is always on the look-out for more drivers, especially as some of us are reaching our sell-by-date on age grounds. Bookings remain consistent and the committee continues to rely upon its regulars. Finances are in a relatively healthy state.

This is a very worthwhile community facility which deserves the Council's full support.

Councillor M Hill

SANDY TOWN COUNCIL

DATE: 20 June 2016

AUTHOR: Cllr S Sutton

SUBJECT: 22 (Sandy) Squadron Air Cadets

As the ATC Civilian Committee has now been going for over 12 months an AGM was held on 26th February 2016.

In the past the committee has reformed and successful applications for funds made to a number of organisations. The number of cadets has risen back to a healthy number, currently standing at 26, although the average age is between 12 and 14. As with all committees they are in need of more parents to get involved but are grateful to STC for giving them a representative which is needed at the moment to ensure that the Committee is quorate.

The cadets have attended a number of events in the past year and have a full calendar for 2016. They always have cadets wishing to attend local camps and activities and plans are underway to get more opportunities for flying.

I attach an agenda and financial report for Member's information.

Councillor S Sutton



ANNUAL GENERAL MEETING

AGENDA

Date: Friday 26th February 2016

Start Time: 20:15 (Arrive From 20:00)

Attendees: Brian Storey, Jeffery Henshaw, James Mansion, Sally Walsh, Angus Foster, Colin Osborne, Susan Sutton, Dave Ellis, Jane Godley, Will Jackson, Sue Jackson, Susan Szasz & Mark Bryan

Apologies For Absence:

1. Chairman's Welcome & Introduction's.
2. Apologies for Absence.
3. Minutes of the last Civilian Committee meeting held on 14th January 2016 & Matters Arising.
4. To Receive the Chairman's Report.
5. To Receive the Treasurer's Report:
 - a. Presentation & Adoption of Accounts FY 2015/2016.
 - b. Current State of Accounts.
 - c. Any Other Financial Business.

6. To Receive the CO's Report.

7. Election of Officers:

Chairman: James Mansion

Proposed by Colin Osborne & Seconded by Susan Sutton.

Treasurer: Sally Walsh

Proposed by Susan Sutton & Seconded by Colin Osborne.

Secretary: Angus Foster

Proposed by Colin Osborne & Seconded by Susan Sutton

Any other nominations for the above posts are to be received by email to: oc.22@aircadets.org by 12th February 2016 with both an appropriate proposer & seconder.

8. Election of Committee Members.
9. Confirmation of Appointment of Honorary President.
10. Any Other Business.
11. Date Of Next Meeting / AGM

Treasury Report

Balance bought forward from April 2015

- Total Year End 2015 = 1796.14
 - Bank Account = £1732.64 + Petty Cash = 63.50
 -
- Total 2016 at 22nd Feb = £2830
 - £2770 Bank Account + Petty Cash approx. £60

Outgoings	Cadet Subs to wing	850
	Admin *	759.35
	Rations	49.25
	Wing Field Weekend**	308.47
	Maintenance	49.27
	Kit***	229.57
	Stall at Xmas Lights	15.00
	Donations	20.00
	Insurance	30.00
	Total Outgoings to date	2310.91
Credits	Cadet Subs	944.5
	Ration allowance Wing	11.02
	Admin Grant Wing	75.00
	Tesco Grant	730.00
	Sandy Charities Fund	500.00
	Bag Pack	816.4
	Cake stall	78.00
	Easyfundraising	24.14
	Donation	181.35
	Total Credits to date	3360.41

Details

*Admin – Posters/Flyers, Printer Ink, Phone/Broadband, Website

** WingField Weekend – T-shirts, Gas, Food

*** Kit - Sports Equipment, Uniform buy back