

Sandy Town Council

To: Cllrs P Blaine, T Cole, A M Hill, W Jackson, C Osborne (Chair),
M Pettitt, M Scott, D Sharman, P Sharman and J Sparrow
c.c. N Aldis, T Knagg, G Leach, S Sutton, N Thompson

You are hereby summoned to attend a meeting of the Policy, Finance and Resources Committee of Sandy Town Council which will be held in the Council Chamber at 10 Cambridge Road, Sandy, Bedfordshire on Monday 23 July 2018 at 7.30pm for the purpose of transacting the items of business below.

C J Robson
Chris Robson
Town Clerk
10 Cambridge Road
Sandy SG19 1JE
01767 681491
17 July 2018

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

A G E N D A

Reports

1 Apologies for absence

2 Declarations of interest

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

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

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

3 Public Participation Session

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

4 Minutes of previous meeting

To receive the minutes of the Policy, Finance and Resources Committee held on 4 June 2018 and to approve them as a correct record of proceedings.

Sandy Town Council

5 Financial Reports

- i) To consider a balance sheet and detailed financial report showing income and expenditure against the revenue budget for June 2018. 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 Grant Applications

To receive and consider an application from Citizens Advice Bureau. Appendix IV

7 Action List

To receive and note copy of the action list. Appendix V

8 Sale of Market Stalls

To hear from the Town Clerk on an offer of £250 for the sale of the Council's old market stall frames.

9 Beeston Green

To receive and consider a request from a resident on maintenance of a track across the Green. Appendix VI

10 2018/19 Scale of Charges

To consider the method of charging The Colts football team for annual use of the Sunderland Road pitches and Jenkins Pavilion. Appendix VII

11 Friends of Sandy Christmas Lights

To consider a request that the Friends of Sandy Christmas Lights set up its own bank account (registered as a charity). Appendix VIII

12 The Pinnacle Field

To review and reconsider the committee's previous recommendation to carry out landscape works to protect the Pinnacle Field from unauthorised encampments. Appendix IX

13 Replacement of Damaged Streetlight

To receive and consider a report and cost for the replacement of a damaged streetlight in Park Road, Sandy. Appendix X

14 Human Resources and Health and Safety Provision

To consider quotes received for provision of Human Resources and business Health and Safety support. Appendix XI

Sandy Town Council

15 Cemetery and Depot Development Update

To receive a report from the Town Clerk on the current status of the cemetery and depot development.

Appendix XII

16 Code of Conduct

To review and consider the Council's adopted Code of Conduct.

Appendix
XIII

17 Chairman's Items

18 Date of Next Meeting: 3 September 2018

AGENDA ITEM 5

Date :- 12/07/2018

Sandy Town Council 2018-19

APPENDIX I

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Detailed Balance Sheet (Excluding Stock Movement)

Month No: 3 30th June 2018

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>
<u>Current Assets</u>		
100	Debtors Control	832
105	VAT Control	15,939
200	Current Bank A/c	-3,121
201	Clerks Imprest A/c	157
205	Capital a/c Santander	216,794
206	Barclays Active Saver	422,643
208	Public Sector Deposit Fund	202,480
210	Petty Cash	250
	Total Current Assets	855,976
<u>Current Liabilities</u>		
501	Creditors Control	57,447
	Total Current Liabilities	57,447
	Net Current Assets	798,529
	Total Assets less Current Liabilities	798,529
<u>Represented By :-</u>		
300	Current Year Fund	114,439
310	General Reserve	227,395
315	Rolling Capital Fund	96,049
320	Capital Receipts Reserve	2,908
321	Earmarked Reserves	23,028
322	EMR Fallowfield	312,530
323	EMR Community Funds	7,000
324	EMR Elections	12,000
325	EMR Christmas Activities	3,180
	Total Equity	798,529

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Summary Income & Expenditure by Budget Heading 30th June 2018

Month No : 3

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	22,209	66,150	274,250	208,100		208,100	24.1 %
	Income	0	190	0	190			0.0 %
402 Administration-Office	Expenditure	6,101	21,594	81,000	59,406		59,406	26.7 %
	Income	260	603	1,750	-1,147			34.5 %
403 Administration-Works	Expenditure	4,277	10,055	39,968	29,913		29,913	25.2 %
405 Footway Lighting	Expenditure	2,338	2,758	13,300	10,542		10,542	20.7 %
406 Cemetery & Churchyard	Expenditure	870	2,956	9,810	6,854		6,854	30.1 %
	Income	1,330	5,854	20,000	-14,146			29.3 %
408 Town Centre (Including Market)	Expenditure	0	7,181	32,918	25,737		25,737	21.8 %
	Income	0	190	135	55			140.7 %
409 Public Toilets - Car Park	Expenditure	0	1,041	4,200	3,159		3,159	24.8 %
500 Play Areas and Open Spaces	Expenditure	681	835	-5,700	-6,535		-6,535	-14.7 %
	Income	610	1,089	1,550	-461			70.3 %
501 Sunderland Road Rec Ground	Expenditure	2,720	7,992	28,129	20,137		20,137	28.4 %
	Income	0	0	685	-685			0.0 %
502 Nature Reserves	Expenditure	0	2,000	13,350	11,350		11,350	15.0 %
	Income	0	0	2,500	-2,500			0.0 %
505 Grass Cutting	Expenditure	0	0	10,000	10,000		10,000	0.0 %
506 Litter Bins, Seats & Shelters	Expenditure	0	191	650	459		459	29.3 %
509 Christmas Lights	Expenditure	974	1,056	19,000	17,944		17,944	5.6 %
	Income	0	0	2,500	-2,500			0.0 %
601 Precept and Interest	Income	92	281,552	563,407	-281,855			50.0 %
602 Democratic and Civic Costs	Expenditure	352	2,729	14,050	11,321		11,321	19.4 %
700 Capital and Projects	Expenditure	2,000	50,500	324,607	274,107		274,107	15.6 %
	Income	2,000	2,000	267,005	-265,005			0.7 %
INCOME - EXPENDITURE TOTALS								
	Expenditure	42,521	177,039	859,532	682,493	0	682,493	20.6 %
	Income	4,292	291,478	859,532	-568,054			33.9 %
	Net Expenditure over Income	38,229	-114,439	-1	114,439			

Month No : 3

Cost Centre Report

		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	8,793	26,623	114,000	87,377		87,377	23.4 %
4002	Gross Salaries - Works	8,494	24,799	97,250	72,451		72,451	25.5 %
4003	Employers NIC	1,337	3,948	16,900	12,952		12,952	23.4 %
4004	Employers Superannuation	3,520	10,559	44,350	33,791		33,791	23.8 %
4006	H&S Costs/Consultancy	0	0	500	500		500	0.0 %
4010	Miscellaneous Staff Costs	65	221	1,000	779		779	22.1 %
4030	Recruitment Advertising	0	0	250	250		250	0.0 %
	Staff :- Expenditure	22,209	66,150	274,250	208,100	0	208,100	24.1 %
1245	Grants Received	0	190	0	190			0.0 %
	Staff :- Income	0	190	0	190			
	Net Expenditure over Income	22,209	65,961	274,250	208,289			
<u>402</u>	<u>Administration-Office</u>							
4008	Training	375	375	2,000	1,625		1,625	18.8 %
4009	Travel & Subsistence	0	7	50	43		43	13.5 %
4011	General Rates	0	3,240	6,500	3,260		3,260	49.8 %
4012	Water Rates	0	424	600	176		176	70.7 %
4014	Electricity	0	1,198	2,500	1,302		1,302	47.9 %
4015	Gas	30	93	1,500	1,407		1,407	6.2 %
4016	Cleaning Materials etc	58	301	1,250	949		949	24.1 %
4018	General Data Protection Regs	0	500	2,000	1,500		1,500	25.0 %
4020	Misc Establishment Costs	342	366	2,000	1,634		1,634	18.3 %
4021	Telephone & Fax	335	668	2,500	1,832		1,832	26.7 %
4022	Postage	72	72	1,200	1,128		1,128	6.0 %
4023	Printing & Stationery	126	212	3,000	2,788		2,788	7.1 %
4024	Subscriptions	0	2,221	2,700	479		479	82.3 %
4025	Insurance (excl vehicles)	1,742	5,175	21,500	16,325		16,325	24.1 %
4026	Photocopy Costs	389	971	3,500	2,529		2,529	27.7 %
4027	IT Costs Incl Support	246	1,499	6,000	4,501		4,501	25.0 %
4028	Service Agreements (Other)	648	2,347	6,500	4,153		4,153	36.1 %
4035	Publications	0	8	100	92		92	7.6 %
4036	Property Maintenance/Security	0	1,945	3,000	1,055		1,055	64.8 %
4040	Equipment Purchases (Minor)	0	375	2,000	1,625		1,625	18.7 %
4050	Tourism Expenditure	32	32	250	219		219	12.6 %
4051	Bank Charges	0	10	100	90		90	10.0 %
4056	Legal Expenses	0	0	1,500	1,500		1,500	0.0 %
4057	Audit Fees - External	0	-1,300	1,300	2,600		2,600	-100.0
4058	Audit Fees - Internal	400	0	750	750		750	0.0 %

Month No : 3

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4059	Accountancy Fees	1,307	813	6,500	5,687		5,687	12.5 %
4070	Refreshments	0	43	200	157		157	21.3 %
	Administration-Office :- Expenditure	6,101	21,594	81,000	59,406	0	59,406	26.7 %
1003	Tourism Income	209	381	200	181			190.5 %
1201	Rent Received Etc	52	207	1,500	-1,293			13.8 %
1202	Photocopying Income	0	15	50	-35			30.0 %
	Administration-Office :- Income	260	603	1,750	-1,147			34.5 %
	Net Expenditure over Income	5,841	20,991	79,250	58,259			
403	Administration-Works							
4005	Protective Clothing	122	424	1,150	726		726	36.9 %
4008	Training	0	0	1,000	1,000		1,000	0.0 %
4011	General Rates	0	888	1,800	912		912	49.3 %
4012	Water Rates	0	102	200	98		98	51.1 %
4014	Electricity	0	0	1,000	1,000		1,000	0.0 %
4017	Refuse Disposal	370	830	5,500	4,671		4,671	15.1 %
4036	Property Maintenance/Security	310	437	2,000	1,563		1,563	21.8 %
4038	Consumables/Small Tools	117	238	2,500	2,262		2,262	9.5 %
4039	Planting/Trees/Horticulture	0	2,145	6,250	4,105		4,105	34.3 %
4040	Equipment Purchases (Minor)	0	0	2,000	2,000		2,000	0.0 %
4042	Equipment/Vehicle Maintenance	929	1,301	5,000	3,699		3,699	26.0 %
4043	Equipment/Vehicle Fuel	396	1,147	3,000	1,853		1,853	38.2 %
4044	Vehicle Tax & Insurance	2,034	2,284	2,500	216		216	91.4 %
4045	Arboriculture	0	260	6,068	5,808		5,808	4.3 %
	Administration-Works :- Expenditure	4,277	10,055	39,968	29,913	0	29,913	25.2 %
	Net Expenditure over Income	4,277	10,055	39,968	29,913			
405	Footway Lighting							
4014	Electricity	466	886	5,500	4,614		4,614	16.1 %
4042	Equipment/Vehicle Maintenance	1,872	1,872	7,800	5,928		5,928	24.0 %
	Footway Lighting :- Expenditure	2,338	2,758	13,300	10,542	0	10,542	20.7 %
	Net Expenditure over Income	2,338	2,758	13,300	10,542			
406	Cemetery & Churchyard							
4011	General Rates	0	1,320	2,460	1,140		1,140	53.7 %
4012	Water Rates	0	-93	100	193		193	-92.6 %
4036	Property Maintenance/Security	150	528	1,000	472		472	52.8 %

Month No : 3

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4037	Grounds Maintenance	0	0	900	900		900	0.0 %
4039	Planting/Trees/Horticulture	0	0	350	350		350	0.0 %
4101	Grave Digging Costs	720	1,200	5,000	3,800		3,800	24.0 %
	Cemetery & Churchyard :- Expenditure	870	2,956	9,810	6,854	0	6,854	30.1 %
1226	Burials/Memorials Income	1,330	5,854	20,000	-14,146			29.3 %
	Cemetery & Churchyard :- Income	1,330	5,854	20,000	-14,146			29.3 %
	Net Expenditure over Income	-460	-2,898	-10,190	-7,292			
408	Town Centre (Including Market)							
4007	Health & Safety	0	0	150	150		150	0.0 %
4011	General Rates	0	7,181	14,660	7,479		7,479	49.0 %
4036	Property Maintenance/Security	0	0	1,500	1,500		1,500	0.0 %
4053	Loan Interest	0	0	273	273		273	0.0 %
4054	Loan Capital Repald	0	0	335	335		335	0.0 %
4100	CCTV Fees	0	0	16,000	16,000		16,000	0.0 %
	Town Centre (Including Market) :- Expenditure	0	7,181	32,918	25,737	0	25,737	21.8 %
1238	Other Income Car Park	0	190	135	55			140.7 %
	Town Centre (Including Market) :- Income	0	190	135	55			140.7 %
	Net Expenditure over Income	0	6,991	32,783	25,792			
409	Public Toilets - Car Park							
4011	General Rates	0	900	2,000	1,100		1,100	45.0 %
4012	Water Rates	0	41	1,000	959		959	4.1 %
4014	Electricity	0	49	200	151		151	24.4 %
4036	Property Maintenance/Security	0	51	1,000	950		950	5.1 %
	Public Toilets - Car Park :- Expenditure	0	1,041	4,200	3,159	0	3,159	24.8 %
	Net Expenditure over Income	0	1,041	4,200	3,159			
500	Play Areas and Open Spaces							
4007	Health & Safety	399	399	400	1		1	99.8 %
4012	Water Rates	0	142	700	558		558	20.3 %
4014	Electricity	36	49	200	151		151	24.5 %
4036	Property Maintenance/Security	0	0	500	500		500	0.0 %
4037	Grounds Maintenance	245	245	2,500	2,255		2,255	9.8 %
4042	Equipment/Vehicle Maintenance	0	0	5,000	5,000		5,000	0.0 %
4972	Transfer from EMR Fallowfield	0	0	-15,000	-15,000		-15,000	0.0 %
	Play Areas and Open Spaces :- Expenditure	681	835	-5,700	-6,535	0	-6,535	-14.7 %

Month No : 3

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1201	Rent Received Etc	0	0	500	-500			0.0 %
1241	Sandy FC Rent	0	479	500	-21			95.8 %
1251	Pitch Rental	610	610	550	60			111.0 %
	Play Areas and Open Spaces :- Income	610	1,089	1,550	-461			70.3 %
	Net Expenditure over Income	71	-254	-7,250	-6,996			
<u>501</u>	<u>Sunderland Road Rec Ground</u>							
4012	Water Rates	0	131	800	669	669	669	16.4 %
4014	Electricity	14	14	200	186	186	186	6.9 %
4036	Property Maintenance/Security	845	1,473	1,250	-223	-223	-223	117.9 %
4046	Bowling Green - SBC	138	901	3,058	2,157	2,157	2,157	29.5 %
4047	Equipment Maintenance - SBC	450	1,634	2,485	852	852	852	65.7 %
4048	Cricket Square - SCC	15	30	2,455	2,425	2,425	2,425	1.2 %
4049	Equipment Maintenance - SCC	0	36	2,656	2,620	2,620	2,620	1.3 %
4060	Other Professional Fees	1,258	3,774	15,225	11,451	11,451	11,451	24.8 %
	Sunderland Road Rec Ground :- Expenditure	2,720	7,992	28,129	20,137	0	20,137	28.4 %
1253	Bowls Club Rental	0	0	410	-410			0.0 %
1255	Cricket Club Rental	0	0	270	-270			0.0 %
1256	Scouts ,ACF and SSLA	0	0	5	-5			0.0 %
	Sunderland Road Rec Ground :- Income	0	0	685	-685			0.0 %
	Net Expenditure over Income	2,720	7,992	27,444	19,452			
<u>502</u>	<u>Nature Reserves</u>							
4037	Grounds Maintenance	0	0	1,500	1,500	1,500	1,500	0.0 %
4060	Other Professional Fees	0	0	9,850	9,850	9,850	9,850	0.0 %
4703	Sandy Green Wheel	0	2,000	2,000	0	0	0	100.0 %
	Nature Reserves :- Expenditure	0	2,000	13,350	11,350	0	11,350	15.0 %
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	2,000	10,850	8,850			
<u>505</u>	<u>Grass Cutting</u>							
4102	Grass Cutting	0	0	10,000	10,000	10,000	10,000	0.0 %
	Grass Cutting :- Expenditure	0	0	10,000	10,000	0	10,000	0.0 %
	Net Expenditure over Income	0	0	10,000	10,000			

Month No : 3

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	191	650	459	459	29.3 %
	Litter Bins, Seats & Shelters :- Expenditure	0	191	650	459	0	29.3 %
	Net Expenditure over Income	0	191	650	459		
509	<u>Christmas Lights</u>						
4401	Christmas Illuminations	0	0	14,000	14,000	14,000	0.0 %
4402	Community Christmas Event	974	1,056	5,000	3,944	3,944	21.1 %
	Christmas Lights :- Expenditure	974	1,056	19,000	17,944	0	5.6 %
1365	Christmas Lights	0	0	2,500	-2,500		0.0 %
	Christmas Lights :- Income	0	0	2,500	-2,500		0.0 %
	Net Expenditure over Income	974	1,056	16,500	15,444		
601	<u>Precept and Interest</u>						
1101	Precept	0	281,304	562,607	-281,303		50.0 %
1320	Interest Received - All account	92	248	800	-552		31.0 %
	Precept and Interest :- Income	92	281,552	563,407	-281,855		50.0 %
	Net Expenditure over Income	-92	-281,552	-563,407	-281,855		
602	<u>Democratic and Civic Costs</u>						
4020	Misc Establishment Costs	29	59	100	41	41	59.2 %
4033	Annual Report & Newsletter	238	952	3,000	2,048	2,048	31.7 %
4042	Equipment/Vehicle Maintenance	0	0	250	250	250	0.0 %
4200	Mayor's Allowance	85	460	2,200	1,740	1,740	20.9 %
4202	Members' Expenses (Conf etc)	0	25	500	475	475	5.0 %
4210	Election Costs	0	0	3,000	3,000	3,000	0.0 %
4701	Grants/Donations Paid	0	400	3,000	2,600	2,600	13.3 %
4702	Community Events Support	0	833	2,000	1,167	1,167	41.6 %
	Democratic and Civic Costs :- Expenditure	352	2,729	14,050	11,321	0	19.4 %
	Net Expenditure over Income	352	2,729	14,050	11,321		
700	<u>Capital and Projects</u>						
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	37,995	52,096	293,220	241,124	241,124	17.8 %
4915	Transfer to Rolling Capital Fd	0	48,500	48,500	0	0	100.0 %

Month No : 3

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4920	Transfer to C R R	2,000	2,000	0	-2,000		-2,000	0.0 %
4923	Internal Loan repaid to F'ild	0	0	9,102	9,102		9,102	0.0 %
4970	Transfer from C R R	-37,995	-51,776	-43,220	8,556		8,556	119.8 %
4971	Transfer from EMR	0	-320	0	320		320	0.0 %
	Capital and Projects :- Expenditure	2,000	50,500	324,607	274,107	0	274,107	15.6 %
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	2,000	2,000	0	2,000			0.0 %
	Capital and Projects :- Income	2,000	2,000	267,005	-265,005			0.7 %
	Net Expenditure over Income	0	48,500	57,602	9,102			

Sandy Town Council
Report to 30th June 2018

General Notes

Attached are the summary income & expenditure report for month 1st to 30th June 2018. This report shows a current year surplus of income over expenditure of £114,439 which includes only the first half of the precept (£281,304) which was received on 1st April 2018.

The balance sheet shows that total funds available to the council are £936,885

This is made up of the following -

Current Year Surplus	£114,439
General Reserve Brought Forward	£227,395
Rolling Capital Fund	£96,049
Capital Receipts Reserve	£2,908
Fallowfield Reserve	£312,530
Earmarked Community Funds	£7,000
Earmarked Elections	£12,000
Earmarked Christmas Activities	£3,180
Other Earmarked Reserves	£23,028
Total	£798,529

The percentage of budget if analysed evenly over the year to date is 25% but Members are reminded that income & expenditure rarely follows this pattern over the year.

Analysis by Cost Centre

401 Staff

Expenditure is 24.1% of the annual budget.

No concerns

402 Administration

Expenditure is 34.5% of the annual budget.

4011 - 50% of total cost of rates are paid at the beginning of the financial year.

4012 - Includes charges from last financial year. Still appears high - investigating.

4014 - Includes charges from last financial year (Jan/Feb/March). Still appears high. Meter readings to be provided and investigated further.

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

4026 - High due to rental charge period for copier (Covers up until 25 July 2018)

4028 - High due to annual charge for toilet sanitation and website hosting and Omega Accounting (Up to March 2019)

4036 - High due to annual charge to alarm and security company for covering Council property. Covers up until March 2019. Asbestos survey required under health and safety increased expenditure by £395.

1003 - Tourist Income is high due to income from WW1 talk series.

No further concerns.

Sandy Town Council
Report to 30th June 2018

Analysis by Cost Centre [Continued]

403 Works

Expenditure is 25.2% of the annual budget.

4011 - 50% of total cost of rates are paid at the beginning of the financial year.

4012 - Includes charges from last financial year. Still appears high - investigating.

4039 - High due to time of year. Expenditure on summer planters and hanging baskets.

4043 - High due to purchase of Red deisel for tractor and ride on mower during high grass cutting season.

4044 - High as road tax and insurance are paid at the beginning of the financial year.

405 Footway Lighting

Expenditure is 20.7% of the annual budget.

No concerns.

406 Cemetery & Churchyard

Expenditure is 30.1% of the annual budget.

4011 - 50% of total cost of rates are paid at the beginning of the financial year.

4012 - Credit shown is accrual for upcoming charge.

4036 - High expenditure due to service works and repairs work to St Swithuns Clock.

No concerns.

408 Town Centre (Incl. Market)

Expenditure is 21.8% of the annual budget

4011 - 50% of total cost of rates are paid at the beginning of the financial year.

No concerns.

409 Public Toilets - Car Park

Expenditure is 24.8% of the annual budet.

4011 - 50% of total cost of rates are paid at the beginning of the financial year.

No concerns.

500 Play Areas and Open Spaces

Expenditure is -14.7% of the annual budget.

4007 - High due to annual ROSPA inspection costs.

No concerns.

Sandy Town Council
Report to 30th June 2018

Analysis by Cost Centre [Continued]

501 Sunderland Road Rec.

Expenditure is 28.4% of the annual budget.

4036 - High due to repair of handwasher heater, new fire extinguisher and repair work to pavilion shutter door.

502 Nature Reserves

Expenditure is 15.0% of the annual budget.

No concerns.

505 Grass Cutting

No spend to date.

Invoice from CBC due in March 2018.

506 Litter Bins, Seats & Shelters

Expenditure is 29.3% of the annual budget.

4042 - Expenditure on bin for Beeston Green.

509 Christmas Lights

No spend to date.

601 Precept and Interest

The first half of the precept has been received. Second half due in September 2018.

602 Democratic & Civic Costs

Expenditure is 19.4% of the annual budget.

4020 - High due to cost of renting venue for Beeston Management Plan consultation.

4033 - High as July's Bulletin charge has also hit the budget line.

4702 - Expenditure on WW1 Remembrance Silhouettes and Sandy Show grant.

No further concerns.

At : 15:22

Current Bank A/c

List of Payments made between 01/06/2018 and 30/06/2018

<u>Date Paid</u>	<u>Pavee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/06/2018	Aviva	Std Ord	1,716.58		Annual Insurance Premium
01/06/2018	Clerks Imprest A/c	TFR	159.68		
04/06/2018	Chess Ltd DDR	DD01	228.00		2698/IT Support Callout
04/06/2018	Chess Ltd DDR	DD02	630.00		2699/Replacement PC for Anne
06/06/2018	Absolute Asbestos Surveys Ltd	31323	474.00		2712/Asbestos Manage't Survey
06/06/2018	ADT Fire & Security Plc	31324	977.03		2716/Monitoring 02.04-01.04.19
06/06/2018	AOC Holdings Ltd	31325	14,886.00		2715/Archaeological Works
06/06/2018	Bedford Borough Council	31326	72.00		2718/Refuse Colelction Mar-May
06/06/2018	Bedfordshire Rural Communities	31327	2,000.00		2720/BRCC Staff at Greenwheel
06/06/2018	Central Bedfordshire Council	31328	1,509.60		2750/Pavilion Management Fee
06/06/2018	Sandy Cricket Club	31329	24.62		2740/Fuel for Machines
06/06/2018	DCK Accounting Solutions Ltd	31330	505.20		2724/Contract Accounting
06/06/2018	Evolve Recruitment (Bedford) L	31331	294.41		2726/Agency Staff KB
06/06/2018	Froods Autoservices	31332	416.42		2730/AK12 WLJ Service & MOT
06/06/2018	Martin Howlett Trading Company	31333	196.10		2734/Staff Uniforms
06/06/2018	Arthur Ibbett Ltd	31334	44.82		2717/Maintenance Materials
06/06/2018	Keech Hospice Care	31335	200.00		2732/Keech Hospice Care
06/06/2018	Mid Beds Link A Ride Community	31336	200.00		2733/Link-A-Ride Transport
06/06/2018	Tim Miles	31337	720.00		2751/Grave Digging
06/06/2018	Mr T Munns	31338	320.00		2752/Storage Rental
06/06/2018	FD Odell & Sons Ltd	31339	479.70		2736/Refuse Disposal May
06/06/2018	Colin Osborne	31340	180.15		2737/C. Osorne Expenses
06/06/2018	Plantscape	31341	2,574.00		2738/Planted Baskets & Towers
06/06/2018	Rialtas Business Solutions Ltd	31342	777.60		2753/Omega Accounts Support
06/06/2018	Rosetta Publishing	31343	285.60		2739/the bulletin June
06/06/2018	Sandy Conservative Club	31344	130.00		2757/Sandy Conservative Club
06/06/2018	Mr M Scott	31345	74.70		2741/Cllr Scott Travel
06/06/2018	Sandy Football Club	31346	38.27		2754/Elec 09.03.18-09.06.18
06/06/2018	Sandy Historical Research Grou	31347	31.50		2756/Refund SHRG postcard Sale
06/06/2018	Smith of Derby Ltd	31348	180.00		2742/Work to St Swithuns Clock
06/06/2018	ABF The Soldiers Charity	31349	50.00		2714/ABF Soldiers Event
06/06/2018	Stamps Direct Ltd	31350	17.52		2743/self Inking Stamp
06/06/2018	Steve Dear Tree Services Ltd	31351	312.00		2744/Tree Works Beeston Green
06/06/2018	Synergy Products Ltd	31352	558.00		2745/Castor Wheel Attachment
06/06/2018	Travis Perkins Trading Co Ltd	31353	34.84		2746/Building Sand & Cement
06/06/2018	Turfcare Leisure Services Ltd	31354	582.60		2747/Allett Tournament Repairs
06/06/2018	Verto (UK) Ltd	31355	900.00		2748/Website Mail'ce to 26Dec
06/06/2018	Wisbech Rose Fair	31356	20.00		2749/Wisbech Rose Fair
06/06/2018	WPS Insurance Brokers	31357	2,034.28		2755/Motor Fleet Insurance
11/06/2018	UK Fuels Limited DDR	DD03	25.92		2727/Fuel Cards
11/06/2018	Gazprom Energy DDR	DD04	65.65		2731/Gas 31.03.18-30.04.18
18/06/2018	UK Fuels Limited DDR	DD05	130.53		2729/Fuel Cards
18/06/2018	Southern Electric DDR	DD06	555.10		2798/Monthly electricity chrg
18/06/2018	Bedford Borough Council	DD08	22,221.54		2763/Payroll Month 3
20/06/2018	Workflow Imaging Systems Ltd D	DD09	108.00		2809/Network support charge
20/06/2018	Purchase Power	DD10	86.93		2828/Qtrly rental charge
22/06/2018	Southern Electric DDR	DD11	14.49		2800/Elec - May 2018

Continued on Page 2

At : 15:22

Current Bank A/c

List of Payments made between 01/06/2018 and 30/06/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
25/06/2018	UK Fuels Limited DDR	DD12	91.06		2775/Vehicle fuels
25/06/2018	Gazprom Energy DDR	DD13	31.78		2778/Gas May 18
25/06/2018	Chess Ltd DDR	DD14	216.54		2767/IT Monthly contract supp
28/06/2018	Chess Ltd DDR	DD15	410.15		2766/Telephone cost - May 18
29/06/2018	Chess Ltd DDR	DD16	67.68		2721/Office 365 Subs
Total Payments			58,860.59		



Amphill Office
10 Bedford Street
Amphill
Bedfordshire
MK45 2NB

Tel: 01525 402742
01525 841217

www.midbedscab.org.uk

5 July 2018

Mr C Robson
Town Clerk
Sandy Town Council

Dear Mr Robson

Citizens Advice, Mid Bedfordshire; Home visiting and benefits casework project Outreach

I am writing to ask whether Sandy Town Council would consider making a grant towards this years running costs of the Outreach project. The project costs £18,000 per annum to run for the 15 hour per week service and is not covered by our core grant. We therefore undertake a rolling fundraising programme to ensure that we are able to keep the service running.

As you know the project has been running for over 20 years and its objective is to ensure that the most vulnerable members of our community, the elderly, disabled and vulnerable or those with long term health conditions are able to access our services. It is needed because 31% of our total client base is either disabled, (7%), or has a long term health condition (31%). Many of these clients can be seen by our generalist advisers at our offices but where a home visit is required or where a complex benefit claim is being worked on with the client (usually relating to appeals for disability and sickness benefits) then they will be seen by our Outreach worker with some volunteer support.

During the 12 months to 31 March 2018, our Outreach worker saw 175 clients and either generated or preserved for them income of some £600,000 per annum. 17 clients came from Sandy.

Based on the budgeted annual project costs of £18,000 and the 175 clients seen during the year, each client visit costs approximately £100.

We would be happy to complete a grant application form.

We hope that you will feel able to support this valuable community service.

Yours sincerely

Jenny Hedges
Chief Officer

Citizens Advice Mid Bedfordshire is an operating name of Mid Bedfordshire Citizens Advice Bureau. Charity registration number 1109976. Company limited by guarantee. Registered number 5351800 England. Authorised and regulated by the Financial Conduct Authority FRN: 617668. Registered office: Century House, Biggleswade.

APPLICATION FOR GRANT AID FROM

SANDY TOWN COUNCIL

<u>Name of the Organisation/Group</u>	
Mid Bedfordshire Citizens Advice Bureau Ltd trading as Citizens Advice Mid Bedfordshire	
Are you affiliated to a national organisation? If so, which one?	We are a member of the national Citizens Advice organisation.
Local venue/meeting place	We have 2 offices where we see clients; Ampthill and Biggleswade plus 2 drop in centres operating 1 morning per week in Sandy and Stotfold
Are you a registered charity? If so, give your charity number?	1109976
What are the aims and activities of the organisation?	Our mission is to provide the advice people need for the problems they face. The service is free, confidential, impartial and available to all. We also educate clients as to their rights and responsibilities and in common with other local Citizens Advice offices where there are perceived social inequities we pass back the details to central Citizens Advice for them to pursue change.
How many members do you have?	Volunteers/Leaders We have 7 paid part time staff, some 50 volunteers plus a volunteer trustee board of 10.
Members:	Junior NA
	Senior NA
What is your annual subscription?	Junior £ NA
	Senior £ NA

Project Information

What would the grant be used for?	<p>The grant would be used to assist with the funding of our home visiting /benefits casework project 'Outreach'. The aim of the project is to ensure that the most vulnerable members of community, older people, sick and disabled are able to access our services. It operates for 15 hours per week with 1 experienced Outreach worker assisted by some volunteers. The attached letter dated 5 July 2018 gives more detail on the project.</p>
In what manner will the residents of Sandy benefit?	<p>Those Sandy based clients who fall within the vulnerable sectors described above will be able to either access our services for help with complex benefit issues such as appeals. The aim is to preserve or generate benefit income for these vulnerable clients.</p>
Approximately how many Sandy residents will benefit from this grant?	<p>In the 12 months to 31 March 2018, the project saw 175 clients; 17 of whom came from Sandy. We estimate that benefit income of over £600,000 was either preserved or newly generated for the clients; an average of £3,428 per client. (Just over £58,000 for Sandy based residents). We would expect that the project will see a similar number of Sandy clients this year.</p>
Estimated total cost of project	<p>£18,000 per annum for the 15 hour per week service. A copy of the budget is attached.</p>
Please state clearly how much you are applying for from Sandy Town Council.	<p>£1,700. The project is not covered by our core grant from Central Bedfordshire Council and so we undertake a rolling fundraising programme from the 8 towns and 42 parishes within our catchment area plus local and national charitable trusts.</p>

<p>What amount is being met from your own funds?</p>	<p>We usually raise c £1,000 per annum for the project though a Quiz Evening</p>						
<p>What is the amount sought from other funding bodies? Please give details of other sources you have applied to or intend to apply to.</p> <table border="1" data-bbox="256 555 1351 900"> <thead> <tr> <th data-bbox="256 555 603 600">Source</th> <th data-bbox="603 555 874 600">Amount</th> <th data-bbox="874 555 1351 600">Confirmed/Pending/Unsuccessful</th> </tr> </thead> <tbody> <tr> <td colspan="3" data-bbox="256 600 1351 900"> <p>Funding is continuously being applied for on a rolling basis. In the 12 months to 31 March 2018, we raised approx £3,000 from the town and parish councils within our catchment area plus £2,000 from the Gale Family Trust, £5,000 from Wixamtree and £5,000 from Garfield Weston. We have grant applications for the current year outstanding with Wixamtree, the Gale Family Trust plus many of the town and parish councils. Further trusts will be approached in the current year. It is becoming increasingly difficult to raise funds for this valuable community project.</p> </td> </tr> </tbody> </table>		Source	Amount	Confirmed/Pending/Unsuccessful	<p>Funding is continuously being applied for on a rolling basis. In the 12 months to 31 March 2018, we raised approx £3,000 from the town and parish councils within our catchment area plus £2,000 from the Gale Family Trust, £5,000 from Wixamtree and £5,000 from Garfield Weston. We have grant applications for the current year outstanding with Wixamtree, the Gale Family Trust plus many of the town and parish councils. Further trusts will be approached in the current year. It is becoming increasingly difficult to raise funds for this valuable community project.</p>		
Source	Amount	Confirmed/Pending/Unsuccessful					
<p>Funding is continuously being applied for on a rolling basis. In the 12 months to 31 March 2018, we raised approx £3,000 from the town and parish councils within our catchment area plus £2,000 from the Gale Family Trust, £5,000 from Wixamtree and £5,000 from Garfield Weston. We have grant applications for the current year outstanding with Wixamtree, the Gale Family Trust plus many of the town and parish councils. Further trusts will be approached in the current year. It is becoming increasingly difficult to raise funds for this valuable community project.</p>							

<p>Financial Details</p>	
<p>Please specify how any income, particularly surplus, is spent.</p>	<p>Surplus funds from the years activity remains in unrestricted cash reserves, If there is a shortfall in grant income for the Outreach Project this will be funded from the cash reserves. Our policy is to keep cash reserves at the level of 3-6 months operating costs</p>
<p>Please attach accounts (audited/independently examined) for the last two years and your budget forecast for the forthcoming/current year.</p>	<p>Attached plus project budget</p>

Payment Details	
Account Title	Account name: Mid Bedfordshire Citizens Advice Bureau
Account Number	Account number: 60913235 Sort Code: 20 05 74
Bank/Building Society Name and Address	Bank name & address: Barclays Bank PLC Flitwick and Ampthill Branch The Bedford Group 11 High Street Bedford MK40 2NJ
Contact Details	
Please give details of the person with whom this application can be discussed and to whom any cheque should be sent:	Jenny Hedges
Position in organisation	Chief Officer
Address	10 Bedford Street Ampthill Beds MK45 2NB
Telephone Number	01525 841592
E-mail address	manager@ampthill.cabnet.org.uk

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:	JENNY HEDGES
Position:	CHIEF OFFICER
Date:	6.7.2018

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

**Mid Bedfordshire Citizens Advice Bureau.
Outreach Budget
1 April 2017-31 March 2018**

Budget headings	Amount £
Salary of Outreach worker. 15 hours per week	11,350
Related National Insurance	668
Related pension costs	681
Share of management salary	1,620
Related National Insurance	157
Related pension costs	194
Travel costs	1,353
Proportion of overheads	2,070
Total	18,093

MID BEDFORDSHIRE CITIZENS ADVICE BUREAU

(a company limited by guarantee)

REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2018

Registered Charity No: 1109976

Company Registered No: 5351800

**GEORGE HAY PARTNERSHIP LLP
CHARTERED ACCOUNTANTS
BRIGHAM HOUSE
93 HIGH STREET
BIGGLESWADE
BEDFORDSHIRE
SG18 0LD**

MID BEDFORDSHIRE CITIZENS ADVICE BUREAU
(a company limited by guarantee)

FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2018

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Balance Sheet	9
Notes forming part of the financial statements	10 - 14

MID BEDFORDSHIRE CITIZENS ADVICE BUREAU

Board's Report for the year ended 31 March 2018

The Board presents its report and the financial statements for the year ended 31 March 2018.

Reference and Administrative Information

Charity Name: Mid Bedfordshire Citizens Advice Bureau

Charity registration number: 1109976

Company registration number: 5351800

**Registered Office and
Operational address:** Century House
Market Square
Biggleswade
Bedfordshire

**Additional
Operational address:** 10 Bedford Street
Amphill
Bedfordshire

Trustee Board

Clr Alison Graham

Chair

Roger H Sanbrook

Treasurer

Mark Smith

Clr Angela Barker

Resigned 14.11.17

David C Stoppard

Lesley Blundell

David T Bushman

Richard A Hughes

Terminated 07.06.17

Clr Andrew Turner

Resigned 18.05.17

Catherine A Adcock

Clifford M Carter

Clr Paul Downing

Appointed 14.11.17

Steven Codling

Appointed 29.01.18

Administrator

Jenny Hedges (Manager)

Independent Examiner

N J Willis FCA of George Hay Partnership LLP

Brigham House, 93 High Street, Biggleswade, Bedfordshire, SG18 0LD

Bankers

Barclays plc

MID BEDFORDSHIRE CITIZENS ADVICE BUREAU

Board's Report for the year ended 31 March 2018— (continued)

Structure, Governance and Management

Governing Document

The governing document is its Memorandum and Articles of Association and was incorporated on 3rd February 2005. The Charity is a company limited by guarantee and has no share capital. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

Recruitment and Appointment of Trustee Board

The Board of directors of the company is also the Board of trustees for the purposes of charity law. Under the requirements of the Memorandum and Articles of Association the members of Board are elected or co-opted to serve for a period of three years.

The Trust was formed to promote any charitable purpose for the benefit of the community in Mid-Bedfordshire and surrounding areas by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress.

A broad range of management and business experiences are represented on the Board. In the event of particular skills being lost through retirement individuals are approached to offer themselves for election or co-option to the Board.

Trustee Induction and Training

Apart from being advised by the Administrator of the duties of trustees, new members work alongside the existing trustees to experience the duties required and to become familiar with the range of work undertaken by the charity. Trustee bulletins and training events are provided by the National Citizens Advice Organisation.

Risk Management

The Board continues to review the major risks to which the charity is exposed. A strategic plan has been developed to target the direction the charity will take as the Central Bedfordshire unitary authority develops its strategy for the voluntary sector. The plan will be continuously updated and will seek to identify new sources of funding and projects. Internal risks are minimised by the implementation of procedures of authorisation of all transactions and projects.

Organisational Structure

The Mid Bedfordshire Citizens Advice Bureau has a Board that meets at least quarterly and is responsible for the strategic direction and policy of the charity. At the year end the Board had ten members from a variety of backgrounds relevant to the work of the charity. The Administrator attends the Board meetings but has no voting rights.

Day to day responsibility for the provision of services rests with the Administrator under the direction of trustees as appropriate. Training is provided when necessary to benefit the charity.

MID BEDFORDSHIRE CITIZENS ADVICE BUREAU

Board's Report for the year ended 31 March 2018 - (continued)

Objectives and Activities

The company's objectives and principal activities are to:

- promote any charitable purpose for the benefit of the community in Mid-Bedfordshire and surrounding areas by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress.
- provide and maintain Local Citizens Advice (LCA) offices situated in Ampthill and Biggleswade which are open to the public.

The main objectives and activities for the year continue to focus upon giving help and advice to clients on a wide range of subjects. The strategies employed by the charity to achieve this include the following:

- providing main advice centres at Ampthill and Biggleswade.
- providing an effective Gateway service to improve access to the service and quality of advice.
- operating a specialist outreach service, which helps clients mainly with disability benefits.
- operating the Money Advice Service funded Debt Advice Project in partnership with Citizens Advice.
- providing training on basic financial skills on request.
- providing personalized budgeting support for Universal Credit claimants.
- providing satellite advice surgeries at Stotfold and Sandy.
- seeking diversity of funding to secure long term operation.
- preparing for General Data Protection Regulation (GDPR).
- maintaining and developing an informative website (www.midbedscab.org.uk).
- working with local statutory bodies and feeding evidence to Citizen Advice to influence research and campaigns.
- working in Partnership with Advice Central and other advice agencies operating in Central Bedfordshire to improve access to advice services.

Achievements and Performance

The main areas of charitable activity are to provide the advice people need for the problems they face and equally to improve the policies and practices that affect people's lives.

The LCA website (www.midbedscab.org.uk) has continued to provide a source for the wider public to access information by linking into the national Citizens Advice website which informs on many topics.

MID BEDFORDSHIRE CITIZENS ADVICE BUREAU

Board's Report for the year ended 31 March 2018 - (continued)

Financial Review

In 2017/18 our main sponsor maintained our core funding at the 2016/17 level and including funding to increase opening hours on a temporary basis to deal with the impact of Welfare Reform. We continued to search for new sources of funding, with some success in respect of donations and project funding, but we have not assured funding to provide long term security. The Board continues to seek to develop new sources of funding to assure long term security.

Principal Funding Sources

The LCA is grateful for its funding generated via local and national grants and donations. Core funding for the service came from Central Bedfordshire Council. Financial support from other local organisations was also much appreciated including Potton Consolidated Charities, Ampthill Fireworks and Ampthill and District Rotary Club's sponsored walk.

We were also grateful to receive funding from the Co-op Local Community Fund for document scanners. We continued to benefit from grants received in the previous financial year from The Big Lottery Fund for Phase 2 of the upgrade to our IT infrastructure and from The Bedfordshire and Luton Community Foundation's London Luton Airport Limited Fund to support training.

We have continued to operate the Money Advice Service Funded Debt Advice project in partnership with Citizens Advice. This provides a paid debt adviser and administrative support.

We have continued with our outreach project. Funding has been provided by the Garfield Weston Foundation, The Wixamtree Trust, Sir Jules Thorn Charity Trust - Ann Rylands Small Donations Programme, Waitrose Community Matters and The WH Smith Charitable Trust. Town and parish councils have also continued to contribute to the funding. Those making grants in this year were:

Ampthill Town Council
Flitwick Town Council
Sandy Town Council
Shefford Town Council
Maulden Parish Council

Since the year end, we have also received outreach grants from Biggleswade Town Council, Arlesey Town Council and Shillington Parish Council.

Adequate funding streams for a salaried post of this nature continues to prove challenging.

MID BEDFORDSHIRE CITIZENS ADVICE BUREAU

Board's Report for the year ended 31 March 2018 - (continued)

Investment Policy

The Board has considered the most appropriate policy for investing funds.

Reserves Policy

The Board has examined the charity's requirements for reserves in light of the main risks to the organisation. It has established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets held by the charity should be between 3 and 6 months of the expenditure. Expenditure for the year ending 31 March 2018 was £179,081 and therefore the target is £44,770 to £89,540 in unrestricted funds. The reserves are needed to meet the working capital requirements of the charity. The present unrestricted fund of the charity is £ 77,933 (2017 £ 71,442).

Plans for Future Periods

The charity plans to continue with the activities outlined above and take an active role to achieve its objectives in response to the more competitive and challenging public service environment. Plans therefore are in train to:

- in partnership with Citizens Advice to embed the new Performance Quality Framework to ensure a quality service for the people of Mid Bedfordshire.
- continue working in partnership with Advice Central.
- continue to be able to offer the Citizens Advice service to housebound clients in their own homes and give advice on accessing benefits, grants and other services to help vulnerable members of the community.
- to up-skill our generalist advisers in debt advice following ending the Money Advice Service funded Debt Advice Project.
- to develop our services to support universal credit claimants.

MID BEDFORDSHIRE CITIZENS ADVICE BUREAU

Board's Report for the year ended 31 March 2018 – (continued)

Responsibilities of the Board

Company law requires the Board to prepare the financial statements for each financial year, which gives a true and fair view of the state of affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements the board should follow best practice and:

- select suitable accounting policies and apply them consistently;
- make judgments and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the company will continue on that basis.

The Board is responsible for proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. The Board is also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Members of the Board

Members of the Trustee Board, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 1.

Independent Examiner

NJ Willis FCA of George Hay Partnership LLP was re-appointed as the charitable Independent Examiner company's reporting accountants and has expressed its willingness to continue in that capacity.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (FRS 102) and in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small entities.

Approved by the Board on 13 June 2018 and signed on its behalf by:

Alison Graham – Chair of the Board



MID BEDFORDSHIRE CITIZENS ADVICE BUREAU

Independent Examiner's Report to the Trustees of Mid Bedfordshire Citizens Advice Bureau

I report on the accounts of the Company for the year ended 31 March 2018, which are set out on pages eight to fourteen

Respective responsibilities of trustees and examiner

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

It is my responsibility to:

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

Basis of independent examiner's statement

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

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

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

Dated.....15 July 2018



NJ Willis FCA of
George Hay Partnership LLP
Chartered Accountants
93 High Street
Biggleswade
Bedfordshire

MID BEDFORDSHIRE CITIZENS ADVICE BUREAU

**Statement of Financial Activities (including Income & Expenditure Account)
for the year ended 31 March 2018**

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2018 £	Total 2017 £
Incoming Resources					
<i>Voluntary Income:</i>					
Donations and Grants		115,213	63,250	178,463	180,397
<i>Activities for Generating Funds:</i>					
Investment Income	5	51	-	51	36
Fundraising Events		1,342	-	1,342	1,178
Other		260	-	260	425
Total Incoming Resources		<u>116,866</u>	<u>63,250</u>	<u>180,116</u>	<u>182,036</u>
Resources Expended					
<i>Costs of Generating Funds:</i>					
<i>Fundraising Trading; Cost of Goods</i>					
Sold and Other Costs	2	289	-	289	318
Charitable Activities	2	101,873	68,737	170,610	177,633
Governance Costs	2	7,418	764	8,182	8,151
Total Resources Expended		<u>109,580</u>	<u>69,501</u>	<u>179,081</u>	<u>186,102</u>
Net Incoming Resources Before					
Other Recognised Gains	3	7,286	(6,251)	1,035	(4,066)
Transfers between Funds		(795)	795	-	-
		<u>6,491</u>	<u>(5,456)</u>	<u>1,035</u>	<u>(4,066)</u>
Other Recognised Gains		-	-	-	-
Net Movement in Funds		<u>6,491</u>	<u>(5,456)</u>	<u>1,035</u>	<u>(4,066)</u>
Reconciliation of Funds					
Total Funds Brought Forward		71,442	12,297	83,739	87,805
Funds Introduced		-	-	-	-
Total Funds Carried Forward		<u><u>77,933</u></u>	<u><u>6,841</u></u>	<u><u>84,774</u></u>	<u><u>83,739</u></u>

All incoming resources and resources expended derive from continuing activities.

The notes on pages 10 to 14 form part of these accounts.

Movements in funds are disclosed in Note 10 to the accounts

MID BEDFORDSHIRE CITIZENS ADVICE BUREAU

BALANCE SHEET

At 31 March 2018

	Notes	2018		2017	
		£	£	£	£
CURRENT ASSETS:					
Cash at Bank and in Hand		110,814		104,871	
Debtors	6	<u>3,334</u>		<u>6,743</u>	
		114,148		111,614	
CURRENT LIABILITIES:					
Creditors	7	<u>10,490</u>		<u>4,029</u>	
NET CURRENT ASSETS			103,658		107,585
SPECIFIED PROVISIONS	8		18,884		23,846
NET ASSETS			<u>84,774</u>		<u>83,739</u>
REPRESENTED BY:					
Unrestricted Income Funds:					
General Fund	9		77,933		71,442
Restricted Income Funds:					
Money Advice Service Funding			6,038		8,257
Training Funding			-		1,389
IT Funding			338		2,651
Document Scanner Funding			<u>465</u>		-
			<u>84,774</u>		<u>83,739</u>

The directors are satisfied that the company was entitled to exemption under Section 477 of the Companies Act 2006 and that members have not required an audit in accordance with Section 476.

The directors acknowledge their responsibilities for:

- i. ensuring that the company keeps accounting records which comply with sections 386 and 387; and
- ii. preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of section 394 and 395, and which otherwise comply with the requirements of this Act relating to accounts, so far as applicable to the company.

With regard to the Companies Act disclosure requirements only, these financial statements are prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

The accounts on pages 8 to 14 were approved by the Board on 13 June 2018 and signed on its behalf by:

Alison Graham – Chair of the Board



The notes on pages 10 to 14 form part of these accounts.

MID BEDFORDSHIRE CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS
For the year ended 31 March 2018

1. Accounting policies

Basis of preparation

The financial statements have been prepared under the historic cost convention, with the exception of investments, which are included at market value. The financial statements have been prepared in accordance with the Statement of Recommended Practice – Accounting and Reporting by Charities SORP (FRS 102) effective 1st January 2015, applicable UK Accounting Standards and the Companies Act 2006. The principal accounting policies adopted in the preparation of the financial statements are set out below.

Incoming resources

Investment income and other incoming resources are recognised on a receivable basis.

Resources expended

Resources expended are recognised in the period in which they are incurred and are allocated to the particular activity where the cost relates directly to that activity.

Taxation

The company is a registered charity and as such is not generally liable to taxation.

Funds Structure

Unrestricted Funds

Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.

Restricted Funds

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund, together with a fair allocation of management and support costs.

MID BEDFORDSHIRE CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS - (continued)
For the year ended 31 March 2018

2. Resources Expended

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2018 £	Total 2017 £
Fundraising Trading					
Cost of Goods Sold and Other Costs		289	-	289	318
		<u>289</u>	<u>-</u>	<u>289</u>	<u>318</u>
Charitable Costs					
Salaries, including Pensions	4	78,575	56,347	134,922	141,438
Cleaning		269	172	441	268
Rent and Rates		11,090	1,242	12,332	12,319
Repairs and Service Charges		70	44	114	124
Electricity and Gas		494	317	811	864
I.T. Costs		1,702	4,342	6,044	5,871
Stationery and Equipment		2,524	1,578	4,102	4,980
Telephone and Postage		2,370	1,516	3,886	4,790
Subscriptions		2,456	321	2,777	2,657
Training and Recruitment		1,003	2,017	3,020	2,329
Insurance		873	558	1,431	1,406
Sundry Expenses		447	283	730	587
		<u>101,873</u>	<u>68,737</u>	<u>170,610</u>	<u>177,633</u>
Governance Costs					
Travel Expenses		4,845	764	5,609	6,011
Independent Examiner's Fees		1,360	-	1,360	1,320
Bank Charges		87	-	87	86
Professional Fees		1,126	-	1,126	734
		<u>7,418</u>	<u>764</u>	<u>8,182</u>	<u>8,151</u>

MID BEDFORDSHIRE CITIZENS ADVICE BUREAU

**NOTES TO THE FINANCIAL STATEMENTS
For the year ended 31 March 2018 – (continued)**

3. Net incoming resources

The net incoming resources are stated after charging:

	2018	2017
	£	£
Directors' emoluments and other benefits etc	<u>-</u>	<u>-</u>

4. Staff Costs and Numbers

	2018	2017
	£	£
Staff Costs		
Wages and Salaries	120,578	126,920
National Insurance Costs	5,322	5,632
Pension Costs	<u>9,022</u>	<u>8,886</u>
	<u>134,922</u>	<u>141,438</u>
Average Number Employed	<u>9</u>	<u>9</u>

5. Investment Income

	2018	2017
	£	£
Bank Interest	<u>51</u>	<u>36</u>

MID BEDFORDSHIRE CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS
For the year ended 31 March 2018 — (continued)

6. Debtors

	2018	2017
	£	£
Amounts falling due within one year:		
Sundry Debtors and Prepayments	<u>3,334</u>	<u>6,473</u>

7. Creditors

	2018	2017
	£	£
Amounts falling due within one year:		
Sundry Creditors and Accruals	<u>10,490</u>	<u>4,029</u>

8. Specified Provisions

Reserves have been provided for specific expenditure:

	2018	2017
	£	£
Repairs and Renewals Fund	600	600
Redecoration Fund	2,500	2,500
Redundancy Fund	<u>15,784</u>	<u>20,746</u>
	<u>18,884</u>	<u>23,846</u>

9. Analysis of Net Assets between Funds

	General Purpose Funds	Restricted Funds	Total
	£	£	£
Current Assets	107,307	6,841	114,148
Current Liabilities	(29,374)	-	(29,374)
	<u>77,933</u>	<u>6,841</u>	<u>84,774</u>

MID BEDFORDSHIRE CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS
For the year ended 31 March 2018 – (continued)

10. Movement in Funds

The funds of the charity include unrestricted funds and also restricted funds comprising of grants held on trust specifically for Outreach, Training, Computers and MAS.

Balance	Incoming	Resources	Balance
31.03.2017	Resources	Expended	31.03.2018
£	£	£	£
83,739	180,116	(179,081)	84,774
=====	=====	=====	=====

11. Share Capital

Mid Bedfordshire Citizens Advice Bureau is a company limited by guarantee and does not have a share capital.

12. Guarantee

Every member of the company undertakes to contribute to the assets of the company in the event of its being wound up during the time that he or she is a member or within one year afterwards, for payment of the debts and liabilities of the company contracted before he or she ceases to be a member, and of the costs, charges and expense of winding up the same and for the adjustment of the rights of contributors amongst themselves, such amount as may be required not exceeding, in the case of any member, the sum of £1.

Policy Finance and Resources Committee - Action list

Subject	Action to be taken		Response/ Status
	Minute	Action	
Meeting 18/4/16			
Cemetery Extension	(86-15/16)	Archaeological Excavation and Depot Build	Status report included on agenda
Meeting 9/4/18			
Fallowfield Lighting and CCTV	(110-17/18)	RESOLVED that the Clerk include mobile and static CCTV options within the Fallowfield lighting scheme to be brought forward to a future meeting of the Policy, Finance and Resources committee.	Awaiting information on fibre connection points and pricing from BT. To be brought to September PFR with other capital projects for consideration as part of 2018/19 estimates process.

AGENDA ITEM 9

SANDY TOWN COUNCIL

COMMITTEE: Policy, Finance and Resources

DATE: 23 July 2018

AUTHOR: Town Clerk

SUBJECT: Beeston Access Track Maintenance

1. Summary

- 1.1 At a meeting of Town Council on 16 April 2018 Members considered a request from a resident of Elm Farm, Beeston Green who noted that the state of the track across the Green to the farm is in a bad state of repair. The resident requested permission to carry out work on the track and asked that the Council recognise and maintain the crossing.
- 1.2 It was resolved that that the owners of Elm Farm carry out the repairs and advise the Council what materials they will be using, but that the Town Council will not be responsible for maintaining the track.
- 1.3 A request has been put forward by the resident as to whether the Council is able to contribute any budget to the repair of the track. If so, the resident will arrange for quotes for repair and agreement by the Council. It was also queried as to why two tracks are maintained, whilst others are not.
- 1.4 Members are asked to consider the request and the maintenance of the track.

2. Legal Position on the Maintenance of Tracks Across a Village Green.

- 2.1 The National Association of Town and Parish Councils have provided legal advice on the maintenance of tracks across the Village Green. A copy of this advice is attached to this report.
- 2.2 The advice concludes that the Town Council has no duty to maintain the tracks across the Green, but it cannot prevent house owners/residents from using the tracks unless ongoing usage is significantly different to previous use (move to 'ongoing busy commercial' as opposed to 'residential'). Due to the length of usage, the tracks are now recognised access routes and will pass to any subsequent owners of the houses in due course.

3. Request for Consideration

- 3.1 The Clerk met with the owner of Elm Farm who wished to express concerns about the maintenance of the track and wider management of the Green.

- 3.2 The property is the oldest property around the Green and there is no evidence of any access point apart from the current access track across the Green. Shared access across that track is retained by Willow Farm in its deeds. The track is shown on OS maps and the resident feels it should therefore be maintained through council tax as part of the Council's management of its asset. Two other tracks on the Green have had hard-standing laid down at some point in the past. The resident expressed disappointment that the Council have stated that it is not a Council responsibility, but insist any work is checked and approved by the Council before it is carried out.
- 3.3 The resident feels that the Council's approach does not show joined-up management and care of the Green. It was questioned whether a poorly maintained track with potholes was preferable to a properly maintained access way.
- 3.4 The resident has requested that the Council consider funding a one-off repair to the track from an ecological and conservation stand point. The track could be made good using gravel mats and the owner of the property would then re-gravel as needed. The resident/owner would be happy to meet with Councillors and get involved in the repairing of the track as needed.

4. Concerns raised by Resident

- 4.1 The resident expressed disappointment with the management of the Green and this year's grass cuts. The standard of the cuts has been poor and rushed. While the grass cutting may be carried out by CBC, it is STC who is both responsible and accountable for the standard of maintenance.
- 4.2 Nettles were cut back, resulting in possible damage to wildlife habitats and a messy finish. The environment should be kept at a constant and a decision should be made on whether the nettles are allowed to grow or permanently cut/treated.
- 4.3 The resident does not feel like the Council are taking the aesthetics and environmental management of the Green seriously enough and it is not evident where tax funds are spent in enhancing this asset. This is at odds to other areas of the town the Council maintains.
- 4.4 It was queried whether power could be delegated to a working group to manage the Green, of which residents could participate.

Bedfordshire Association of Town and Parish Councils

Our Reference: Beds 18/095
Your Reference: 31/05/18

Re: Client: Sandy Town Council
Subject Matter: Easements on village green

I have been allocated this request to advise upon and I have seen your email dated 31 May 2018 incorporating an email from the Parish Clerk together a copy of a letter dated 2 April 1959 from Sandy Urban District Council with attached plan of the area and two other plans.

The issue in this request is whether the Town Council has to adopt two tracks across Beeston Village Green. I am not told whether the tracks are for vehicular access or just for foot traffic, however, that does not alter the underlying responsibilities.

On the information that I have, I believe that the tracks are private rights of way attaching to the houses that they access rather than public rights of way that appear on the definitive map held by Central Bedfordshire Council. If this is not correct please let me know. "Adoption" of a right of way applies only to public rights of way (highway) and has no meaning for a private right of way. I assume that the house owner questioning the matter has confused a public and a private right of way, hence their reference to section 38 of the Highways Act 1980.

Village greens are given special protection under several Acts of Parliament including section 12 of the Inclosure Act 1857 and section 29 of the Commons Act 1876. Both these Acts make it an offence to damage a village green and that includes damage to the surface from driving over it (for more information see NALC Legal Topic Note LTN 56 - The Provision of Play and Sports Equipment on Village Greens). For many years this was understood to mean that a private right

of way could not be acquired over a village green by usage. However, this was changed by the decision of the House of Lords in the case of *Bakewell Management Ltd v Brandwood* [2004] UKHL 14 (for more information see NALC Legal Topic Note 57 - Easements over Common Land and Village Greens). As the use of the tracks in Sandy has occurred since at least 1959 those tracks are now recognised access routes to the relevant houses and will pass to any subsequent owners of the houses in due course.

I explain the above as background to my advice.

As rights of way as easements over the land of one person to access the land of another have been around for centuries the law on various aspects of such easements is settled. In the case of *Carter v Cole* [2006] EWCA Civ 398 the Court of appeal set out the law and I have attached the relevant paragraph of their judgment to the end of this advice. In essence the court confirmed that the subservient owner (Town Council) has no duty to construct or maintain the tracks. The dominant owner (relevant house owner) can maintain the track surface, if they wish, at their own expense. Any work that the house owner does to the track would have to avoid damage to the village green (see above).

As a result of the above the Town Council has no obligation to maintain the two tracks that it has previously maintained unless there is a specific agreement with the relevant house owners. The house owners could argue that the Town Council has taken on that responsibility but the fact that it has done so in the past does not necessarily mean that it must do so in the future. It is for the Town Council to decide what it is prepared to do in respect of those two tracks.

In respect of the two tracks that it has not previously maintained there is nothing requiring the Town Council to start to maintain them.

In summary the Town Council has no duty to maintain the tracks across Beeston Village Green but it cannot prevent the house owners from using the tracks unless the current usage is very different in scale from the original usage (e.g. a domestic access has become a busy commercial access).

I hope that this clarifies the position but if the council requires any further information or advice please contact NALC again.

Yours sincerely,

Gary Barker
Solicitor
NALC Direct Line: 020 7290 0306

Carter v Cole judgment.

“8. Unsurprisingly the law about construction and repair of rights of way granted as easements has been settled for some centuries. The following propositions (all of which, in principle, are subject to any contrary agreement) were not controversial:-

- (1) A grantor of a right of way (“the servient owner”) is under no obligation to construct the way;
- (2) The grantee may enter the grantor’s land for the purpose of making the grant of the right of way effective viz to construct a way which is suitable for the right granted to him (“the dominant owner”); see *Newcomen v Coulson* (1887) 5 ChD 133, 143 per Jessel MR;
- (3) Once the way exists, the servient owner is under no obligation to maintain or repair it, see *Pomfret v Ricroft* (1669) 1 Wms. Saunders (1871 ed) 557 per Twysden J, *Taylor v Whitehead* (1781) 2 Doug KB 745 and *Jones v Pritchard* [1908] 1 Ch 630, 637, per Parker J;
- (4) Similarly, the dominant owner has no obligation to maintain or repair the way, see *Duncan v Louch* (1845) 6 QB 904;
- (5) The servient owner (who owns the land over which the way passes) can maintain and repair the way, if he chooses;
- (6) The dominant owner (in whose interest it is that the way be kept in good repair) is entitled to maintain and repair the way and, if he wants the way to be kept in repair, must himself bear the cost: *Taylor v Whitehead* (1781) 2 Doug KB, per Lord Mansfield. He has a right to enter the servient owner’s land for the purpose but only to do necessary work in a reasonable manner, see *Liford’s Case* (1614) 11 Co Rep 46b, 52a (citing a case in the reign of Edward IV) and *Jones v Pritchard* [1908] 1 Ch 630, 638 per Parker J.”

AGENDA ITEM 10**SANDY TOWN COUNCIL****COMMITTEE: Policy, Finance and Resources****DATE: 23 July 2018****AUTHOR: Town Clerk****SUBJECT: 2018/19 Colts Charges****1. Summary**

- 1.1 Sandy Town Council has received a request from the Colts Football Club that the method by which the club is charged for use of Sunderland Road football pitches is reviewed. The club secretary has stated that they feel the basis used for charges is dated and needs to be reviewed.
- 1.2 Members are asked to consider the method used for charging

2. Information

- 2.1 The cost of casual and seasonal hire of a grass pitch at Sunderland Road is decided by the Council as part of its scale of charges. The relevant rates are passed to Stevenage Leisure Ltd (SLL) at the beginning of each financial year for implementation in their role as operator of the Jenkins facility. SLL charge users of the pitches and retain that income as part of their operating income and expenditure. At the end of the financial year a profit share may become payable to the Town Council if an overall profit has been made by the facility.
- 2.2 The current charges for seasonal and casual use are detailed below.

Sunderland Road Recreation Ground			
Seasonal hire of junior pitch	66.00	68.00	
Casual use of senior pitch	34.00	35.00	+ VAT
Casual use of junior pitch	12.00	12.50	+ VAT
Seasonal use of football pitch and 2 changing rooms:			
Sandy Colts and other junior teams	171.00	175.00	
Sandy Colts senior teams	196.00	200.00	
Adult teams	419.00	430.00	

The stated charge is applied per team and is based on the premise of wear and tear of pitches by the team using it. The method of charging was agreed with representatives of the Colts some years ago. Rates have increased by RPI on an annual basis.

2.3 The Colts currently use a mix of mini pitches (3), junior pitch (1) and adult pitches (2). Members should note that the Council's current scale of charges does not include a separate cost for use of mini pitches.

3. Request for Changes in Charging

3.1 For the 2017/18 period, the Colts received an invoice of almost £600 more than for the previous season. This was due to increasing numbers and fielding more teams, as Sandy Colts are charged per team fielded, rather than per pitch used in a season.

3.2 Club representatives feel that this methodology of charging is out of date and needs addressing. They believe that the overall cost of maintaining pitches should remain the same each year (as they use the same number) and isn't proportional to the number of teams they field on them. If a pitch is used twice in a weekend, for example, it is only maintained and marked out once. They do not feel that they see any extra benefit as a result of paying increased fees.

3.3 The Colts are asking that the Council consider charging Colts for the number of pitches used during a season as opposed to the number of teams played and that an overall rate similar to the 2016/17 invoice (£1,064) be considered. The Colts are also asking whether an agreement can be made over a longer period (3 – 5 years) detailing what fees the club will pay. The club feels this will help them plan for the long-term future of the club.

3.4 Representatives of the club stated that the subscriptions the Colts charge players does not cover the costs involved in running the Club. Costs are kept to a minimum to ensure there is sufficient level of engagement from parents to permit their children to play. Increased numbers of subscriptions from the increased number of teams has gone towards the training and welfare courses for extra managers.

3.5 The Colts have also complained about access to the Jenkins facility and its use to help support the club. The club have been unable to use the Jenkins as a clubhouse/social area or as a way of raising funds from the kitchen/hatch. They have noted that the Cricket Club use the pavilion each weekend during the cricket season. The Clerk will take these concerns forward with SLL. The club would like the written agreement mentioned in 3.3 to include what provisions they are entitled to/can expect in terms of Jenkins use.

AGENDA ITEM 11

SANDY TOWN COUNCIL

COMMITTEE: Policy, Finance and Resources

DATE: 23 July 2018

AUTHOR: Town Clerk

SUBJECT: Friends of Sandy Christmas Lights

1. Summary

- 1.1 The Friends of Sandy Christmas Lights (FOSCL) organise the Christmas Light Switch on Event on the first Sunday of December each year. The group is currently chaired by Cllr G Leach and includes volunteer members of the public. Councillors Aldis, Hill, Leach and Sharman were elected to represent the Council on the group. The group works in conjunction with Sandy Town Council's administration team on the organisation and implementation of the event.
- 1.2 A request has been received from the Friends of Sandy Christmas Lights that the group become more independent of the Council by establishing its own bank account to support fundraising activities.
- 1.3 Members of Council are asked to consider the request.

2. Supporting Information

- 2.1 The FOSCL Chairman has indicated that the group would like to become more independent of the Council by setting up a bank account to manage fundraising activities to support the event. The following information has been provided by the Chair of FOSCL;
 - 2.1.1 The main purpose of becoming a more independent group is to build up a community event which can work outside some of the constraints of Council procedures and hopefully allow for greater engagement with the local business community. It is felt that separation from the Council would make it easier to raise funds and generate greater community engagement.
 - 2.1.2 The group are unable to solely take on the costs associated with running the event, particularly staging, grotto and the Christmas tree. The group are also reliant on the Council operating the road closure and setting up and clearing away the site. However, the group would like to encourage greater community engagement, additional fundraising and enhancement of entertainment on the day of the event itself.

- 2.1.3 It is proposed that the Council continue to manage, order and fund the following essential items for the Christmas Lights event;

	£ (Based on 2017 figures)
Road Closure	40.00
Barriers	95.00
Event Licence	21.00
Tree plus installation	600.00
Staging & PA	1,925.00
Grotto	250.00
Children Gifts	200.00
St John's Ambulance	250.00
Mulled Wine	70.00
Total	3,451.00

- 2.1.4 The Council would retain responsibility for the road closure management and event health and safety, along with the running of the grotto and mulled wine stall.
- 2.1.5 The Council would maintain responsibility for the set up and clear up of the site.
- 2.1.6 The FOSCL be a group that support the event by focusing on publicity, community engagement, fundraising and enhancement of the event through the provision of stage and street entertainment, running of children's competitions etc. Any money raised by the group to be held and spent by the group on the event (publicity, entertainment etc).
- 2.1.7 It is proposed that the Council retain income from the stalls, grotto, mulled wine and donations towards the Christmas tree (approximately £840 after VAT).
- 2.1.8 The FOSCL intend to fundraise to generate money to provide enhancements to each year's event. Following the event 50% of the money would be re-invested for the following year. The group would then hope to make donations to local groups from the remaining funds collected and donations to the Council to support the event.
- 2.1.9 The Chair of FOSCL asked that it be noted that in 2017 the group raised almost enough funds to cover the cost of the whole event. The FOSCL state that they are trying to get the community to become more involved and help pull together to have an event that is the envy of other local small towns.

3. Consideration

- 3.1 Members are asked to consider the FOSCL request and advise accordingly.

AGENDA ITEM 12

SANDY TOWN COUNCIL

COMMITTEE: Policy, Finance and Resources

DATE: 23 July 2018

AUTHOR: Town Clerk

SUBJECT: The Pinnacle Field

1. Summary

- 1.1 Sandy Town Council entered into a new lease for the area of Sandy known as The Pinnacle. The Council have leased the land for 99 years from the Everton Estate, to ensure the provision of public access to a valued area of recreation for residents. The lease is a long lease with the option for both parties to exit, giving six months' notice.
- 1.2 In 2017, the area was subject to unauthorised access and encampment on two separate occasions. This resulted in a clean-up to the cost of £4,456.75 to the Council, as well as volunteer hours invested to help reinstate areas of the land.
- 1.3 At a meeting of the Policy, Finance and Resources Committee on 4 June 2018, it was resolved to recommend that the Council implements a landscape and planting scheme to protect The Pinnacle site from further unauthorised access.
- 1.4 Due to unauthorised access between 4 June and 25 June, the Council took immediate action to close The Pinnacle Field to vehicles. As such, the Town Council did not ratify the committee's recommendation and referred it back to the committee for reconsideration.

2. Information

- 2.1 On 16 June 2018 The Pinnacle Field was subject to unauthorised access and encampment. The Mayor and Town Clerk worked with an enforcement agent to serve notice on the unauthorised encampment to vacate the land. The land was vacated on 18 June 2018 following discussions between the Clerk, Mayor, Enforcement Agency, Police and representatives from the unauthorised encampment.
- 2.2 Following a site meeting by the Mayor, Deputy Mayor and Town Clerk action was taken to protect the field from further unauthorised access and damage. The action was taken based on the number of incidents over the last year, the clean up costs incurred by the Town Council and concerns expressed by residents at the lack of sufficient site security.

- 2.3 On the 20 June 2018 two steel girders were installed and concreted at a sufficient depth. The total cost of the work was £410. Costs were able to be kept low in part due to the willingness of local traders to become involved and carry out work quickly.
- 2.4 Members are asked to consider if they wish to continue with a landscaping and planting scheme, given the installation of the steel girders.



AGENDA ITEM 13

SANDY TOWN COUNCIL

COMMITTEE: Policy, Finance and Resources

DATE: 23 July 2018

AUTHOR: Town Clerk

SUBJECT: Streetlight Replacement

1. Summary

- 1.1 On the weekend of 30 June 2018, a streetlight in Park Road (S3) which was owned by Sandy Town Council, was damaged and knocked over by a vehicle. An emergency team from Highways attended the site and removed the streetlight, disconnected the loose connection and tarmacked over the connection point to make it safe. Residents have asked whether the Town Council will replace the light.
- 1.2 Hertfordshire CCTV partnership have reviewed CCTV coverage of the time the incident was reported to have occurred. While vehicles can be seen entering and leaving Park Road around the reported time that the damage occurred, the camera has not picked up the incident itself.

2. Replacement Cost

- 2.1 The streetlight that was knocked down was an older, cast iron streetlight. The quote below is based on the installation of a new aluminium column LED light.

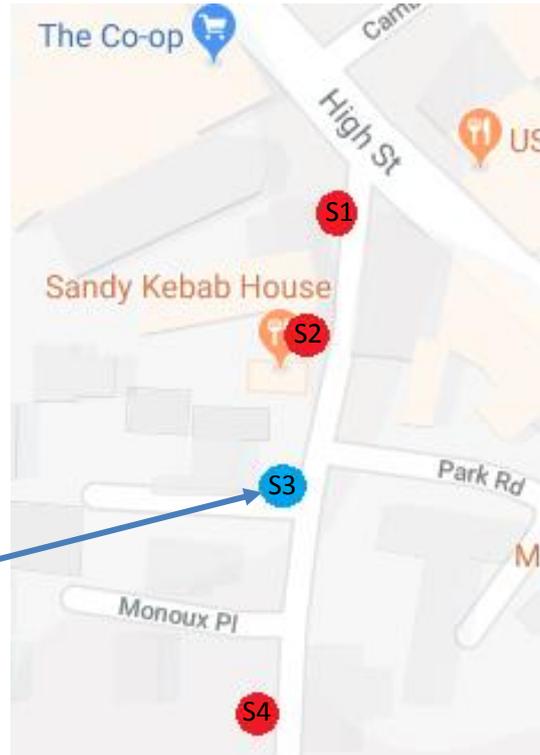
Works required in reinstating the column are as follows;

- Excavate a hole and supply and fit 1 x new 5 Matt tubular galvanised steel column complete with new 16watt AXIA LED lantern and photo electric cell for dusk-to-dawn operation.
- Supply wire and fit all necessary internal column wiring, fusing and isolation equipment as required.
- Liaise with UK Power Networks regarding new column electrical hook up and pay their relevant charges.
- Carry out all necessary excavation/reinstatement works and remove all waste material from site.
- Fully test new column and leave in full working order.
- Total Cost **£1,800.00 + VAT**



Removed streetlight S3 Park Road

Damaged/Removed streetlight (s3)



2.2 Members are asked to consider whether;

- (a) A new streetlight is installed in place of the removed light.
- (b) The cost of works is taken from the Council's revenue budget (CC 405 4042)

Or

The Council makes an insurance claim to cover the costs of the works as a result of a traffic collision. As there is no evidence as to the vehicle involved, the insurance claim would be made against the Council's policy.

AGENDA ITEM 14

SANDY TOWN COUNCIL

COMMITTEE: Policy, Finance and Resources

DATE: 23 July 2018

AUTHOR: Town Clerk

SUBJECT: Human Resources and Health and Safety Support

1. Summary

- 1.1 Sandy Town Council's Human Resources and Health and Safety support service contract is due to come to an end. The office has obtained renewed quotes for the provision of support services for consideration by Members.
- 1.2 The service agreement costs for Human Resources and Health and Safety support over the last three years are detailed below for Members' information.

2015/16	2016/17	2017/18
£3,250	£3,250	£3,415

2. Quotes

- 2.1 Three companies have supplied quotations for the provision of Human Resources and Health and Safety support. All quoted prices are exclusive of VAT.

Company A	
Five-year support agreement	<p>Combined fee for both Fixed Fee Employment Law & HR and Health & Safety Services</p> <ul style="list-style-type: none"> • HR & Employment Law; • Dedicated legally trained case officer to offer telephone support • Drafting of employment law and HR letters and documentation • Provision of robust contracts and Employee Handbook • Absence management • Support on; dismissals, disciplinary, grievance, capability, performance issues, hiring etc. <p>Insurance against risk of employment disputes (£150,000 per claim)</p>

APPENDIX XI

	<p>Health and Safety;</p> <ul style="list-style-type: none"> • Acts as named legal Competent Person • Annual audit of Health and Safety Compliance • Up to 10 visits per year to review • Identification of areas of non-compliance and implementation of new policies/procedures • Dedicated consultant to address day-to-day health and safety concerns • Online compliance centre with template documents and cloud storage of all H&S documentation • Regular webinars and training programmes • Accident and emergency support <p>Insurance against risks associated with regulatory enforcement</p>	Cost	£3,991 Per Year
Legal Expenses Insurance	Employment claims and health and safety prosecution		£122 Per Year
		Total	£4,113 Per Year
<i>Cost is subject to RPI increases capped at 2% for each year of agreement</i>			

Company B			
Option 1	<p>Annual Retainer for the provision of Human Resources and Health and Safety Consultancy.</p> <p>Includes;</p> <ol style="list-style-type: none"> 1. Unlimited telephone and email; advice/guidance. 2. More complex issues, meetings or discussions are charged at a rate of £40 an hour. 	Cost	£350 per year
Option 2	<p>Health and Safety Consultancy</p> <ol style="list-style-type: none"> 1. Initial Health and Safety Audit Visit and report with action plan. 2. Assistance with risk assessments. 3. Future annual audits / progress meetings based on £40 per hour. 	Cost	£200
Option 3	<p>HR Documentation Review</p> <ol style="list-style-type: none"> 1. Review and revision of staff handbook and all key HR policies and procedures. 2. Review and amendment of template documentation (e.g. contracts, letters of appointment etc) 	Cost	£500
		Total cost of all options	£1,050

Company C	
Option 1	<p>One-year support agreement to include;</p> <p>Business Safe Support Service;</p> <ul style="list-style-type: none"> • Health and safety telephone support • Accident support from duty officer • Certification of service to demonstrate commitment to managing health and safety • Annual consultation visit • Assistance with PQQs • Continuity of procedures and documentation <p>Employment Safe Support Service;</p> <ul style="list-style-type: none"> • Employment law telephone support • Out of hours assistance from Employment duty officer • Drafting of employment law and HR letters and documentation • Review and updating of HR policies and procedures • Support on; dismissals, disciplinary, grievance, capability, performance issues, hiring etc.
	Cost £3,415
Option 2	<p>Three-year support agreement</p> <p>Same inclusions as Option 1</p>
	Year 1 Cost £3,150
	Year 2 Cost £3,307
	Year 3 Cost £3,473

3. Recommendation

- 3.1 It is recommended that the Council appoint Company B as its human resources and health and safety support for the next year.
- 3.2 It is recommend that the Council engage company B to carry out health and safety consultancy and a HR documentation review during the year.

AGENDA ITEM 15

SANDY TOWN COUNCIL

COMMITTEE: Policy, Finance and Resources

DATE: 23 July 2018

AUTHOR: Town Clerk

SUBJECT: Cemetery and Depot Development Update

1. Update

- 1.1 AOC archaeology held an open day on 21 July 2018 following the completion of phase two of the site excavation. Subject to the area being signed off by Central Bedfordshire Council's Planning Archaeologist, work will begin on reinstating the area on 23 July. Once backfilled, welfare units will need to be moved to a different part of the site so digging can begin on the final section.
- 1.2 Following a site visit on 3 July, removal of asbestos from the depot building was due to start on Saturday 7 July, with demolition within the two weeks following. Unfortunately, the demolition company was unable to start work on the 7th due to issues with their welfare unit. Due to the need to avoid a partly demolished building during the opening day it is most likely demolition will also need to begin on 23 July.
- 1.3 To date, archaeological works have cost £50,080. It is anticipated that a further three weeks will be required on site from 23 July. This money has come from capital receipts reserves as previously approved.
- 1.4 Aspect Builders, the Council appointed contractor for the construction of the depot building, yard and cemetery car park have been awaiting completed structural and engineer drawings for the building from their architect. These were received on 16th July 2018 and will be reviewed by the Cemetery Working group.
- 1.5 Aspects builders are currently working with UK Power to establish a temporary power connection to the site for the duration of the works. This can then be made into a permanent connection for the new building.

**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) by 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 is 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 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.