

Sandy Town Council

To: Cllrs S Baker, A Effiong, J Hewitt, A Lock, R Lock, C Osborne (Chair),
M Pettitt, M Scott, and P Sharman
c.c. N Aldis, B Blackley, R Lacey, S Sutton, and N Thompson

You are hereby summoned to attend a meeting of the Policy, Finance and Resources Committee of Sandy Town Council to be held in the Council Chamber at 10 Cambridge Road, Sandy, Bedfordshire on Monday 4th September 2023 commencing at 7.30pm.



Nicola Sewell
Town Clerk
10 Cambridge Road
Sandy, SG19 1JE
01767 681491
23rd August 2023

A G E N D A

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

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

3 Minutes of Previous Meeting

To consider the minutes of the Policy, Finance and Resources Committee held on Monday 24th July 2023 and to approve them as a correct record of proceedings.

Sandy Town Council

4 Public Participation Session

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

5 Financial Reports

- i) To consider a balance sheet and detailed financial report showing income and expenditure against the revenue budget for 31st July. Appendix I
- ii) To receive and note a budget overview report. Appendix II
- iii) To approve schedules of payments made since previous meeting for July 2023. Appendix III
- iv) To approve schedule of payments made between 28th February 2023 and 31st March 2023, which were missed off the PF&R meeting in June. Appendix IV
- v) The Chair to approve bank reconciliations and statements.

6 Cemetery Working Group Minutes

To receive the minutes from the last meeting of the Cemetery Working Group held on 8th August. Appendix V

7 Action Plan

To receive updates to the PF&R Action Plan for 2023/24. Updates highlighted by blue text. Appendix VI

8 BACS Payments

To note an increasing demand by suppliers to be paid by BACS and that some are no longer accepting payment by cheque including:

- FD Odell
- First Response Fire and Security
- Bakker & Wilson.

Payment by BACS is covered under item 6.9 of our current Financial Regulations.

9 SLR Camera Service

To receive a request from the Community Engagement Officer to cover the cost of a service for their SLR Camera, which is being used for Council business. Appendix VII

10 Replacement Fire Door

To receive quotes for the replacement of a fire door at the Town Council offices 10, Cambridge Road. Appendix VIII

Sandy Town Council

11 Replacement of Vandalised Lantern

To agree a quote of £300 +VAT to replace a vandalised lantern on Church Path outside of No. 5a as reported by our streetlight contractor. This payment would be over and above the maintenance costs covered by the current contract.

12 External Auditor Charge

To note a charge of £40 from the External Auditors for an amendment to the Annual Governance & Accountability Return to correct a transposition error in the figures stated for staff costs March 2022

13 Chairman's Items

Date of Next Meeting

Monday 16th October 2023

04/08/2023

Sandy Town Council Current Year

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Detailed Balance Sheet - Excluding Stock Movement**Month 4 Date 31/07/2023**

| <u>A/c</u> | <u>Description</u> | <u>Actual</u> | |
|------------|--|---------------|----------------|
| | <u>Current Assets</u> | | |
| 102 | Accrued Interest | 60 | |
| 105 | VAT Control | 1,877 | |
| 200 | Current Bank A/c | 46,314 | |
| 201 | Clerks Imprest A/c | 280 | |
| 205 | Capital a/c Santander | 218,871 | |
| 206 | Barclays Active Saver | 232,269 | |
| 208 | Public Sector Deposit Fund | 212,437 | |
| 210 | Petty Cash | 130 | |
| | Total Current Assets | | 712,238 |
| | <u>Current Liabilities</u> | | |
| 501 | Creditors Control | 31,601 | |
| 506 | Retentions Payable | 3,750 | |
| 510 | Accruals | 1,705 | |
| 515 | PAYE/NI Control AC | 5,230 | |
| 516 | Superannuation Due | 6,332 | |
| 520 | Net Wages Control AC | (10) | |
| | Total Current Liabilities | | 48,609 |
| | Net Current Assets | | 663,630 |
| | Total Assets less Current Liabilities | | 663,630 |
| | <u>Represented by :-</u> | | |
| 300 | Current Year Fund | 82,633 | |
| 310 | General Reserve | 234,659 | |
| 315 | Rolling Capital Fund | 229,152 | |
| 322 | EMR Fallowfield | 84,217 | |
| 324 | EMR Elections | 14,585 | |
| 328 | EMR Neighbourhood Plan | 13,385 | |
| 329 | EMR Anglian Water | 5,000 | |
| | Total Equity | | 663,630 |

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Summary Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

March 23

| | | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent |
|------------------------------------|--------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|
| Full Council | | | | | | | | |
| 401 Staff | Expenditure | 28,795 | 330,596 | 330,000 | (596) | | (596) | 100.2% |
| 402 Administration-Office | Income | 4 | 5,856 | 2,100 | (3,756) | | | 278.8% |
| | Expenditure | 7,889 | 76,989 | 81,550 | 4,561 | | 4,561 | 94.4% |
| | Movement to/(from) Gen Reserve | <u>(7,885)</u> | <u>(71,133)</u> | | | | | |
| 403 Administration-Works | Expenditure | 424 | 22,887 | 41,050 | 18,163 | | 18,163 | 55.8% |
| 405 Footway Lighting | Expenditure | 1,866 | 26,481 | 23,000 | (3,481) | | (3,481) | 115.1% |
| 406 Cemetery & Churchyard | Income | 3,968 | 31,990 | 28,160 | (3,830) | | | 113.6% |
| | Expenditure | 637 | 11,915 | 12,300 | 385 | | 385 | 96.9% |
| | Movement to/(from) Gen Reserve | <u>3,331</u> | <u>20,074</u> | | | | | |
| 408 Town Centre (Including Market) | Income | 0 | 1,125 | 0 | (1,125) | | | 0.0% |
| | Expenditure | 0 | 16,175 | 17,508 | 1,333 | | 1,333 | 92.4% |
| | Movement to/(from) Gen Reserve | <u>0</u> | <u>(15,051)</u> | | | | | |
| 409 Public Toilets - Car Park | Expenditure | 33 | 2,827 | 2,650 | (177) | | (177) | 106.7% |
| 500 Play Areas and Open Spaces | Income | 1,049 | 10,738 | 2,313 | (8,425) | | | 464.3% |
| | Expenditure | 9 | 13,338 | 1,250 | (12,088) | | (12,088) | 1067.0% |
| | Movement to/(from) Gen Reserve | <u>1,039</u> | <u>(2,600)</u> | | | | | |
| 501 Sunderland Road Rec Ground | Income | 700 | 1,650 | 1,959 | 309 | | | 84.2% |
| | Expenditure | 2,287 | 29,679 | 33,821 | 4,142 | | 4,142 | 87.8% |
| | Movement to/(from) Gen Reserve | <u>(1,586)</u> | <u>(28,029)</u> | | | | | |
| 502 Nature Reserves | Income | 0 | 2,920 | 2,685 | (235) | | | 108.8% |
| | Expenditure | 14,230 | 14,272 | 14,550 | 278 | | 278 | 98.1% |
| | Movement to/(from) Gen Reserve | <u>(14,230)</u> | <u>(11,352)</u> | | | | | |
| 505 Grass Cutting | Expenditure | 8,138 | 8,138 | 9,000 | 862 | | 862 | 90.4% |
| 506 Litter Bins, Seats & Shelters | Expenditure | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% |
| 509 Christmas Lights | Income | 0 | 2,500 | 1,000 | (1,500) | | | 250.0% |
| | Expenditure | 0 | 18,541 | 17,250 | (1,291) | | (1,291) | 107.5% |
| | Movement to/(from) Gen Reserve | <u>0</u> | <u>(16,041)</u> | | | | | |
| 601 Precept and Interest | Income | 942 | 632,508 | 628,620 | (3,888) | | | 100.6% |
| 602 Democratic and Civic Costs | Income | 0 | 1,250 | 0 | (1,250) | | | 0.0% |
| | Expenditure | 803 | 17,744 | 18,000 | 256 | | 256 | 98.6% |
| | Movement to/(from) Gen Reserve | <u>(803)</u> | <u>(16,494)</u> | | | | | |
| 700 Capital and Projects | Income | (3,000) | 176,573 | 34,903 | (141,670) | | | 505.9% |
| | Expenditure | 34,273 | 277,528 | 98,203 | (179,325) | | (179,325) | 282.6% |
| | Movement to/(from) Gen Reserve | <u>(37,273)</u> | <u>(100,955)</u> | | | | | |
| | Full Council Income | <u>3,663</u> | <u>867,109</u> | <u>701,740</u> | <u>(165,369)</u> | | | <u>123.6%</u> |
| | Expenditure | <u>99,385</u> | <u>867,109</u> | <u>701,132</u> | <u>(165,977)</u> | <u>0</u> | <u>(165,977)</u> | <u>123.7%</u> |
| | Movement to/(from) Gen Reserve | <u>(95,721)</u> | <u>(0)</u> | | | | | |

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Summary Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

March 23

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent |
|--------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|
| Grand Totals:- Income | 3,663 | 867,109 | 701,740 | (165,369) | | | 123.6% |
| Expenditure | 99,385 | 867,109 | 701,132 | (165,977) | 0 | (165,977) | 123.7% |
| Net Income over Expenditure | <u>(95,721)</u> | <u>(0)</u> | <u>608</u> | <u>608</u> | | | |
| Movement to/(from) Gen Reserve | <u>(95,721)</u> | <u>(0)</u> | | | | | |

04/08/2023

Sandy Town Council Current Year

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Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

July 23

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| <u>401 Staff</u> | | | | | | | | |
| 4001 Gross Salaries - Admin | 8,452 | 34,500 | 152,050 | 117,550 | | 117,550 | 22.7% | |
| 4002 Gross Salaries - Works | 12,367 | 50,092 | 129,400 | 79,308 | | 79,308 | 38.7% | |
| 4003 Employers NIC | 1,806 | 7,270 | 26,000 | 18,730 | | 18,730 | 28.0% | |
| 4004 Employers Superannuation | 5,139 | 20,498 | 70,100 | 49,602 | | 49,602 | 29.2% | |
| 4006 H&S Costs/Consultancy | 0 | 0 | 1,300 | 1,300 | | 1,300 | 0.0% | |
| 4010 Miscellaneous Staff Costs | 0 | 102 | 1,000 | 898 | | 898 | 10.2% | |
| 4030 Recruitment Advertising | 0 | 0 | 350 | 350 | | 350 | 0.0% | |
| Staff :- Indirect Expenditure | <u>27,764</u> | <u>112,462</u> | <u>380,200</u> | <u>267,738</u> | <u>0</u> | <u>267,738</u> | <u>29.6%</u> | <u>0</u> |
| Net Expenditure | <u>(27,764)</u> | <u>(112,462)</u> | <u>(380,200)</u> | <u>(267,738)</u> | | | | |

13:00

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

July 23

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 402 Administration-Office | | | | | | | | |
| 1003 Tourism Income | 0 | 0 | 500 | 500 | | | 0.0% | |
| 1201 Rent Received Etc | 0 | 318 | 300 | (18) | | | 106.0% | |
| 1202 Photocopying Income | 4 | 26 | 0 | (26) | | | 0.0% | |
| 1205 Miscellaneous Income | (15) | 18 | 0 | (18) | | | 0.0% | |
| Administration-Office :- Income | (11) | 362 | 800 | 438 | | | 45.2% | 0 |
| 4008 Training | 0 | 548 | 2,000 | 1,452 | | 1,452 | 27.4% | |
| 4009 Travel & Subsistence | 0 | 17 | 150 | 133 | | 133 | 11.2% | |
| 4010 Miscellaneous Staff Costs | 102 | 102 | 0 | (102) | | (102) | 0.0% | |
| 4011 General Rates | 0 | 3,536 | 7,450 | 3,914 | | 3,914 | 47.5% | |
| 4012 Water Rates | 0 | 133 | 500 | 367 | | 367 | 26.7% | |
| 4014 Electricity | 146 | 853 | 4,900 | 4,047 | | 4,047 | 17.4% | |
| 4015 Gas | 21 | 212 | 2,350 | 2,138 | | 2,138 | 9.0% | |
| 4016 Cleaning Materials etc | 81 | 745 | 1,250 | 505 | | 505 | 59.6% | |
| 4018 General Data Protection Regs | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4020 Misc Establishment Costs | 13 | 107 | 1,000 | 893 | | 893 | 10.7% | |
| 4021 Telephone & Fax | 315 | 976 | 3,600 | 2,624 | | 2,624 | 27.1% | |
| 4022 Postage | 2 | 136 | 1,800 | 1,664 | | 1,664 | 7.6% | |
| 4023 Stationery | 75 | 348 | 700 | 352 | | 352 | 49.7% | |
| 4024 Subscriptions | 35 | 763 | 3,250 | 2,487 | | 2,487 | 23.5% | |
| 4025 Insurance (excl vehicles) | 19,649 | 24,127 | 19,000 | (5,127) | | (5,127) | 127.0% | |
| 4026 Photocopy Costs | 390 | 2,171 | 5,000 | 2,829 | | 2,829 | 43.4% | |
| 4027 IT Costs incl Support | 246 | 1,803 | 3,600 | 1,797 | | 1,797 | 50.1% | |
| 4028 Service Agreements (Other) | 0 | 2,382 | 5,500 | 3,118 | | 3,118 | 43.3% | |
| 4035 Publications | 11 | 21 | 100 | 79 | | 79 | 21.2% | |
| 4036 Property Maintenance/Security | 97 | 2,253 | 4,000 | 1,747 | | 1,747 | 56.3% | |
| 4040 Equipment Purchases (Minor) | 300 | 520 | 2,000 | 1,480 | | 1,480 | 26.0% | |
| 4050 Tourism Expenditure | 0 | 0 | 400 | 400 | | 400 | 0.0% | |
| 4051 Bank Charges | 33 | 153 | 800 | 647 | | 647 | 19.1% | |
| 4056 Legal Expenses | 0 | 0 | 3,000 | 3,000 | | 3,000 | 0.0% | |
| 4057 Audit Fees - External | 0 | 0 | 1,680 | 1,680 | | 1,680 | 0.0% | |
| 4058 Audit Fees - Internal | 0 | 0 | 900 | 900 | | 900 | 0.0% | |
| 4059 Accountancy Fees | 736 | 1,834 | 7,350 | 5,516 | | 5,516 | 24.9% | |
| 4070 Refreshments | 44 | 88 | 200 | 112 | | 112 | 43.8% | |
| Administration-Office :- Indirect Expenditure | 22,296 | 43,827 | 82,980 | 39,153 | 0 | 39,153 | 52.8% | 0 |
| Net Income over Expenditure | (22,306) | (43,465) | (82,180) | (38,715) | | | | |

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

July 23

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| <u>403 Administration-Works</u> | | | | | | | | |
| 4005 Protective Clothing | 40 | 1,125 | 1,300 | 175 | | 175 | 86.6% | |
| 4008 Training | 0 | 0 | 1,500 | 1,500 | | 1,500 | 0.0% | |
| 4011 General Rates | 0 | 970 | 2,050 | 1,080 | | 1,080 | 47.3% | |
| 4012 Water Rates | 0 | 38 | 200 | 162 | | 162 | 19.0% | |
| 4014 Electricity | 114 | 317 | 2,000 | 1,683 | | 1,683 | 15.9% | |
| 4017 Refuse Disposal | 415 | 1,735 | 5,500 | 3,765 | | 3,765 | 31.5% | |
| 4036 Property Maintenance/Security | 0 | 0 | 1,500 | 1,500 | | 1,500 | 0.0% | |
| 4038 Consumables/Small Tools | 28 | 30 | 2,000 | 1,970 | | 1,970 | 1.5% | |
| 4039 Planting/Trees/Horticulture | 0 | 3,360 | 6,250 | 2,891 | | 2,891 | 53.8% | |
| 4040 Equipment Purchases (Minor) | 15 | 15 | 2,000 | 1,985 | | 1,985 | 0.8% | |
| 4042 Equipment/Vehicle Maintenance | 0 | 2,677 | 4,000 | 1,323 | | 1,323 | 66.9% | |
| 4043 Equipment/Vehicle Fuel | 130 | 1,034 | 3,000 | 1,966 | | 1,966 | 34.5% | |
| 4044 Vehicle Tax & Insurance | 3,062 | 3,382 | 3,000 | (382) | | (382) | 112.7% | |
| 4045 Arboriculture | 0 | 0 | 4,000 | 4,000 | | 4,000 | 0.0% | |
| Administration-Works :- Indirect Expenditure | 3,805 | 14,683 | 38,300 | 23,617 | 0 | 23,617 | 38.3% | 0 |
| Net Expenditure | (3,805) | (14,683) | (38,300) | (23,617) | | | | |

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

July 23

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| <u>405 Footway Lighting</u> | | | | | | | | |
| 4014 Electricity | 715 | 2,477 | 10,000 | 7,523 | | 7,523 | 24.8% | |
| 4042 Equipment/Vehicle Maintenance | 400 | 800 | 10,000 | 9,200 | | 9,200 | 8.0% | |
| Footway Lighting :- Indirect Expenditure | <u>1,115</u> | <u>3,277</u> | <u>20,000</u> | <u>16,723</u> | <u>0</u> | <u>16,723</u> | <u>16.4%</u> | <u>0</u> |
| Net Expenditure | <u>(1,115)</u> | <u>(3,277)</u> | <u>(20,000)</u> | <u>(16,723)</u> | | | | |

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

July 23

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 406 Cemetery & Churchyard | | | | | | | | |
| 1226 Burials/Memorials Income | 751 | 10,258 | 34,000 | 23,742 | | | 30.2% | |
| Cemetery & Churchyard :- Income | 751 | 10,258 | 34,000 | 23,742 | | | 30.2% | 0 |
| 4011 General Rates | 0 | 1,073 | 4,350 | 3,277 | | 3,277 | 24.7% | |
| 4012 Water Rates | 0 | 45 | 100 | 55 | | 55 | 44.9% | |
| 4036 Property Maintenance/Security | 0 | 190 | 1,000 | 810 | | 810 | 19.0% | |
| 4037 Grounds Maintenance | 0 | 0 | 700 | 700 | | 700 | 0.0% | |
| 4039 Planting/Trees/Horticulture | 0 | 0 | 350 | 350 | | 350 | 0.0% | |
| 4101 Grave Digging Costs | 0 | 1,500 | 6,000 | 4,500 | | 4,500 | 25.0% | |
| Cemetery & Churchyard :- Indirect Expenditure | 0 | 2,808 | 12,500 | 9,692 | 0 | 9,692 | 22.5% | 0 |
| Net Income over Expenditure | 751 | 7,451 | 21,500 | 14,049 | | | | |

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

July 23

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 408 Town Centre (Including Market) | | | | | | | | |
| 1236 Market Fees | 0 | 0 | 300 | 300 | | | 0.0% | |
| 1238 Other Income Car Park | 0 | 0 | 200 | 200 | | | 0.0% | |
| Town Centre (Including Market) :- Income | 0 | 0 | 500 | 500 | | | 0.0% | 0 |
| 4011 General Rates | 0 | 5,658 | 11,700 | 6,042 | | 6,042 | 48.4% | |
| 4029 Lamppost Banners | 0 | 675 | 850 | 175 | | 175 | 79.4% | |
| 4036 Property Maintenance/Security | 0 | 191 | 1,000 | 809 | | 809 | 19.1% | |
| 4053 Loan Interest | 0 | 0 | 138 | 138 | | 138 | 0.0% | |
| 4054 Loan Capital Repaid | 0 | 0 | 470 | 470 | | 470 | 0.0% | |
| 4100 CCTV Fees | 2,699 | 3,114 | 2,000 | (1,114) | | (1,114) | 155.7% | |
| Town Centre (Including Market) :- Indirect Expenditure | 2,699 | 9,638 | 16,158 | 6,520 | 0 | 6,520 | 59.6% | 0 |
| Net Income over Expenditure | (2,699) | (9,638) | (15,658) | (6,020) | | | | |

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

July 23

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| <u>409 Public Toilets - Car Park</u> | | | | | | | | |
| 4012 Water Rates | 0 | 0 | 1,500 | 1,500 | | 1,500 | 0.0% | |
| 4014 Electricity | 72 | 140 | 350 | 210 | | 210 | 39.9% | |
| 4036 Property Maintenance/Security | 0 | 295 | 1,000 | 705 | | 705 | 29.5% | |
| Public Toilets - Car Park :- Indirect Expenditure | <u>72</u> | <u>435</u> | <u>2,850</u> | <u>2,415</u> | <u>0</u> | <u>2,415</u> | <u>15.3%</u> | <u>0</u> |
| Net Expenditure | <u>(72)</u> | <u>(435)</u> | <u>(2,850)</u> | <u>(2,415)</u> | | | | |

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

July 23

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 500 Play Areas and Open Spaces | | | | | | | | |
| 1201 Rent Received Etc | 0 | 257 | 1,550 | 1,293 | | | 16.6% | |
| 1241 Sandy FC Rent | 0 | 0 | 550 | 550 | | | 0.0% | |
| 1251 Pitch Rental | 0 | 0 | 700 | 700 | | | 0.0% | |
| Play Areas and Open Spaces :- Income | 0 | 257 | 2,800 | 2,543 | | | 9.2% | 0 |
| 4007 Health & Safety | 0 | 0 | 300 | 300 | | 300 | 0.0% | |
| 4012 Water Rates | 253 | 353 | 500 | 147 | | 147 | 70.6% | |
| 4014 Electricity | 23 | 40 | 200 | 160 | | 160 | 20.2% | |
| 4036 Property Maintenance/Security | 319 | 854 | 500 | (354) | | (354) | 170.8% | |
| 4037 Grounds Maintenance | 0 | 0 | 2,250 | 2,250 | | 2,250 | 0.0% | |
| 4042 Equipment/Vehicle Maintenance | 0 | 34 | 5,000 | 4,966 | | 4,966 | 0.7% | |
| 4972 Transfer from EMR Fallowfield | 0 | 0 | (7,500) | (7,500) | | (7,500) | 0.0% | |
| Play Areas and Open Spaces :- Indirect Expenditure | 595 | 1,281 | 1,250 | (31) | 0 | (31) | 102.5% | 0 |
| Net Income over Expenditure | (595) | (1,024) | 1,550 | 2,574 | | | | |

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

July 23

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 501 Sunderland Road Rec Ground | | | | | | | | |
| 1201 Rent Received Etc | 0 | 0 | 1,000 | 1,000 | | | 0.0% | |
| 1253 Bowls Club Rental | 0 | 0 | 500 | 500 | | | 0.0% | |
| 1255 Cricket Club Rental | 0 | 0 | 320 | 320 | | | 0.0% | |
| 1256 Scouts ,ACF and SSLA | 0 | 0 | 200 | 200 | | | 0.0% | |
| Sunderland Road Rec Ground :- Income | 0 | 0 | 2,020 | 2,020 | | | 0.0% | 0 |
| 4012 Water Rates | 806 | 1,207 | 2,000 | 793 | | 793 | 60.4% | |
| 4014 Electricity | 0 | 15 | 200 | 185 | | 185 | 7.3% | |
| 4036 Property Maintenance/Security | 0 | 407 | 2,000 | 1,593 | | 1,593 | 20.4% | |
| 4046 Bowling Green - SBC | 20 | 1,500 | 3,850 | 2,350 | | 2,350 | 39.0% | |
| 4047 Equipment Maintenance - SBC | 25 | 778 | 3,100 | 2,322 | | 2,322 | 25.1% | |
| 4048 Cricket Square - SCC | 20 | 80 | 3,050 | 2,970 | | 2,970 | 2.6% | |
| 4049 Equipment Maintenance - SCC | 0 | 48 | 3,300 | 3,252 | | 3,252 | 1.5% | |
| 4060 Other Professional Fees | 0 | 6,149 | 17,000 | 10,851 | | 10,851 | 36.2% | |
| Sunderland Road Rec Ground :- Indirect Expenditure | 870 | 10,183 | 34,500 | 24,317 | 0 | 24,317 | 29.5% | 0 |
| Net Income over Expenditure | (870) | (10,183) | (32,480) | (22,297) | | | | |

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

July 23

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|-------------|-------------------------|
| <u>502 Nature Reserves</u> | | | | | | | | |
| 1306 Countryside Stewardship Grant | 0 | 0 | 2,500 | 2,500 | | | 0.0% | |
| 1307 Angling Licence Rent | 0 | 0 | 685 | 685 | | | 0.0% | |
| Nature Reserves :- Income | 0 | 0 | 3,185 | 3,185 | | | 0.0% | 0 |
| 4037 Grounds Maintenance | 137 | 595 | 1,500 | 905 | | 905 | 39.7% | |
| 4060 Other Professional Fees | 0 | 0 | 11,050 | 11,050 | | 11,050 | 0.0% | |
| 4703 Sandy Green Wheel | 0 | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |
| Nature Reserves :- Indirect Expenditure | 137 | 595 | 14,550 | 13,955 | 0 | 13,955 | 4.1% | 0 |
| Net Income over Expenditure | (137) | (595) | (11,365) | (10,770) | | | | |

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

July 23

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|-------------|-------------------------|
| <u>505</u> <u>Grass Cutting</u> | | | | | | | | |
| 4102 Grass Cutting | 0 | 0 | 9,000 | 9,000 | | 9,000 | 0.0% | |
| Grass Cutting :- Indirect Expenditure | <u>0</u> | <u>0</u> | <u>9,000</u> | <u>9,000</u> | <u>0</u> | <u>9,000</u> | <u>0.0%</u> | <u>0</u> |
| Net Expenditure | <u>0</u> | <u>0</u> | <u>(9,000)</u> | <u>(9,000)</u> | | | | |

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

July 23

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|-------------|-------------------------|
| <u>506 Litter Bins, Seats & Shelters</u> | | | | | | | | |
| 4042 Equipment/Vehicle Maintenance | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| Litter Bins, Seats & Shelters :- Indirect Expenditure | 0 | 0 | 1,000 | 1,000 | 0 | 1,000 | 0.0% | 0 |
| Net Expenditure | 0 | 0 | (1,000) | (1,000) | | | | |

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

July 23

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| <u>509 Christmas Lights</u> | | | | | | | | |
| 1365 Christmas Lights | 0 | 0 | 1,000 | 1,000 | | | 0.0% | |
| Christmas Lights :- Income | 0 | 0 | 1,000 | 1,000 | | | 0.0% | 0 |
| 4401 Christmas Illuminations | 0 | 6,913 | 14,400 | 7,487 | | 7,487 | 48.0% | |
| 4402 Community Christmas Event | 0 | 0 | 4,000 | 4,000 | | 4,000 | 0.0% | |
| Christmas Lights :- Indirect Expenditure | 0 | 6,913 | 18,400 | 11,487 | 0 | 11,487 | 37.6% | 0 |
| Net Income over Expenditure | 0 | (6,913) | (17,400) | (10,487) | | | | |

13:00

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

July 23

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| <u>601 Precept and Interest</u> | | | | | | | | |
| 1101 Precept | 0 | 316,730 | 633,459 | 316,730 | | | 50.0% | |
| 1320 Interest Received - All account | 1,626 | 2,977 | 5,000 | 2,023 | | | 59.5% | |
| Precept and Interest :- Income | <u>1,626</u> | <u>319,707</u> | <u>638,459</u> | <u>318,752</u> | | | <u>50.1%</u> | <u>0</u> |
| Net Income | <u>1,626</u> | <u>319,707</u> | <u>638,459</u> | <u>318,752</u> | | | | |

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

July 23

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 602 Democratic and Civic Costs | | | | | | | | |
| 1309 Misc Contributions | 0 | 2,851 | 0 | (2,851) | | | 0.0% | |
| Democratic and Civic Costs :- Income | 0 | 2,851 | 0 | (2,851) | | | | 0 |
| 4002 Gross Salaries - Works | 0 | 552 | 0 | (552) | | (552) | 0.0% | |
| 4020 Misc Establishment Costs | 0 | 0 | 50 | 50 | | 50 | 0.0% | |
| 4042 Equipment/Vehicle Maintenance | 137 | 137 | 2,000 | 1,863 | | 1,863 | 6.8% | |
| 4200 Mayor's Allowance | 20 | 20 | 2,200 | 2,180 | | 2,180 | 0.9% | |
| 4202 Members' Expenses (Conf etc) | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4203 Mayor's Allowance 22/23 | 0 | 897 | 0 | (897) | | (897) | 0.0% | |
| 4210 Election Costs | 415 | 415 | 0 | (415) | | (415) | 0.0% | |
| 4701 Grants/Donations Paid | 0 | 820 | 4,000 | 3,180 | | 3,180 | 20.5% | |
| 4702 Community Events Support | 970 | 7,108 | 7,000 | (108) | | (108) | 101.5% | |
| 4704 Remembrance Parade | 42 | 42 | 200 | 158 | | 158 | 20.8% | |
| 4971 Transfer from EMR | (415) | (415) | 0 | 415 | | 415 | 0.0% | |
| Democratic and Civic Costs :- Indirect Expenditure | 1,169 | 9,575 | 15,950 | 6,375 | 0 | 6,375 | 60.0% | 0 |
| Net Income over Expenditure | (1,169) | (6,725) | (15,950) | (9,225) | | | | |

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

July 23

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 700 Capital and Projects | | | | | | | | |
| 1153 Loan Interest Rec'd - INTERNAL | 0 | 7,903 | 7,903 | 0 | | | 100.0% | |
| 1154 Loan Capital Rec'd - INTERNAL | 0 | 12,000 | 12,000 | 0 | | | 100.0% | |
| 1245 Grants Received | 0 | (250) | 0 | 250 | | | 0.0% | |
| Capital and Projects :- Income | 0 | 19,653 | 19,903 | 250 | | | 98.7% | 0 |
| 4153 Loan Interest - INTERNAL | 0 | 7,903 | 7,903 | 0 | | 0 | 100.0% | |
| 4154 Loan Capital - INTERNAL | 0 | 12,000 | 12,000 | 0 | | 0 | 100.0% | |
| 4802 CAP - Cemetery Extension | 0 | 2,823 | 0 | (2,823) | | (2,823) | 0.0% | |
| 4834 CAP - Machinery & Equipment | 0 | 5,580 | 0 | (5,580) | | (5,580) | 0.0% | |
| 4836 CAP - Neighbourhood Plan | 1,395 | 4,257 | 0 | (4,257) | | (4,257) | 0.0% | |
| 4915 Transfer to Rolling Capital Fd | 0 | 23,126 | 23,126 | 0 | | 0 | 100.0% | |
| 4923 Internal Loan repaid to F'ild | 0 | 12,000 | 12,000 | 0 | | 0 | 100.0% | |
| 4965 Funded from Rolling Capital | 0 | (8,403) | 0 | 8,403 | | 8,403 | 0.0% | |
| 4971 Transfer from EMR | (1,395) | (4,507) | 0 | 4,507 | | 4,507 | 0.0% | |
| Capital and Projects :- Indirect Expenditure | 0 | 54,779 | 55,029 | 250 | 0 | 250 | 99.5% | 0 |
| Net Income over Expenditure | 0 | (35,126) | (35,126) | 0 | | | | |
| Grand Totals:- Income | 2,366 | 353,088 | 702,667 | 349,579 | | | 50.2% | |
| Expenditure | 60,522 | 270,455 | 702,667 | 432,212 | 0 | 432,212 | 38.5% | |
| Net Income over Expenditure | (58,156) | 82,633 | 0 | (82,633) | | | | |
| Movement to/(from) Gen Reserve | (58,156) | 82,633 | | | | | | |

Sandy Town Council
Report to 31st July 2023

General Notes

Attached is the summary income & expenditure report for the year 1st April 2023 to 31st July 2023

This report shows a current year surplus of income over expenditure of £82,633

The balance sheet shows that total funds available to the Council are £663,630

This is made up of the following -

| | |
|---------------------------------|----------|
| Current Year Fund | £82,633 |
| General Reserve Brought Forward | £234,659 |
| Rolling Capital Fund | £229,152 |
| Fallowfield Reserve | £84,217 |
| Earmarked Elections | £14,585 |
| EMR Neighbourhood Plan | £13,385 |
| EMR Anglian Water | £5,000 |

| | |
|-------|----------|
| Total | £663,631 |
|-------|----------|

The percentage of budget if analysed evenly over the year to date is 33% but Members are reminded that income & expenditure rarely follows this pattern over the year.

Balance Sheet Notes:Analysis by Cost Centre

401 Staff

Expenditure is 29.6% of the annual budget.

4002 - is slightly above the predicted spend due to overtime at double time for works team to cover

402 Administration

Income is 45.2% of the annual budget.

1201 - £318 charged for Chamber hall hire, including £300 from CBC for the Elections

Expenditure was 52.8% of annual budget

4011 - General rates paid in May and October

4016 - Cleaning materials include purchase of one off bulk items purchased at the beginning of the year, so we should see the line balance out before month 12

4023 - Stationery some bulk purchases made (laminating pouches) and usb sticks purchased for new councillor induction packs and this also covers printing costs.

4025 - Annual one off payment which includes cover to 30th June 2024

4026 - Includes copier lease to 30th September 2023

4027 - IT Costs were higher due to support costs to fix issues with Civic Officers phone and print connections

4028 - Includes annual charge for website support

4036 - Includes ADT annual charge and annual boiler service

4070 - Decision made by CS&E regarding environment plan and switch to delivered milk has seen the cost of refreshments increase, we are now paying £1.10 a pint from the dairy compared to £1.75 for four pints bought from the shop. This doesn't include the delivery charge

403 - Administrative Works

Expenditure is 38.3% of the annual budget.

**Sandy Town Council
Report to 31st July 2023**

Analysis by Cost Centre [Continued]

4005 - Staff uniforms

4011 - Office rates paid in May and October

4039 - Summer planting

4042 - includes two annual services and repairs to Toyota Dyna

4044 - includes vehicle insurance until 30th June 2024

405 Footway Lighting

Expenditure is 16.4% of the annual budget.

406 Cemetery & Churchyard

Expenditure is 22.5% of the annual budget.

408 Town Centre

Income is 0% of annual budget

Expenditure is 59.6% of the annual budget.

4011 - general rates paid in May and October. Water bill and possible leak, under investigation needs recode to 409

4029 - lamppost banner installation for the summer period

4100 - includes repairs to two faulty CCTV cameras

409 Public Toilets - Car Park

Expenditure is 15.3% of the annual budget.

500 Play Areas and Open Spaces

Income is 9.2% budget

Expenditure is 102.5% of the annual budget.

4012 - water rates higher than expected

4036 - Includes annual play inspection and repair costs for lighting

501 Sunderland Road Recreation Ground

Income is 0% of budget

Expenditure is 29.5% of the annual budget.

4012 - Water rates

4046 - Bowling Green included high cost for weedkiller

4060 - Pavilion Management Fee

502 Nature Reserves

Income is 0% of annual budget

Expenditure is 4.1% of the annual budget.

4037 - Includes costs to repair fence and No Swimming signs at the Riddy. No BBQ/Fire signs at the Pinnacle

Analysis by Cost Centre [Continued]

505 Grass Cutting

Expenditure is 0% of the annual budget.

506 Litter Bins, Seats & Shelters

Expenditure is 0% of the annual budget.

509 Christmas Lights

Expenditure is 37.6% of the annual budget.

4401 - payment to Festive Lighting for 2023 Christmas Lights display

601 Precept and Interest

Income is 50.1% of the annual budget.

602 Democratic and Civic Costs

Expenditure is 60% of the annual budget.

4702 - Costs towards Big Lunch and includes annual premises licence for Market Square

700 Capital and Projects

Income is 98.7% annual budget

Expenditure is 99.5% of the annual budget.

4153 - (Internal) Loan interest

4154 - (Internal) Loan interest

4915 - Transfer to Rolling Capital Funds

4923 - Internal loan repayment

Date: 04/08/2023

Sandy Town Council Current Year

Page 1

Time: 13:17

Current Bank A/c**List of Payments made between 01/07/2023 and 31/07/2023**

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|-----------------------|--------------------------------|------------------|--------------------|-----------------------|--------------------------------|
| 05/07/2023 | Agrovista UK Ltd | 32801 | 198.23 | | 189-Herbicide/Aqua-Zorb |
| 05/07/2023 | Arthur Ibbett Ltd | 32798 | 48.72 | | 190-Stihl Fs410C clutch repair |
| 05/07/2023 | Central Bedfordshire Council | 32789 | 1,844.65 | | 191-Pavilion Man fee July 23 |
| 05/07/2023 | Sally Chapman | 32790 | 2,862.00 | | 192-N/Plan Consultancy |
| 05/07/2023 | Churches Fire Security Ltd | 32795 | 447.97 | | 193-Fire alarm surface |
| 05/07/2023 | DCK Accounting Solutions Ltd | 32792 | 627.00 | | 194-Accounts May 23 |
| 05/07/2023 | The Festive Lighting Company L | 32794 | 8,295.32 | | 196-Christmas lights 2023 |
| 05/07/2023 | 4Tune Performance | 32787 | 731.64 | | 198-Toyota Dyna repairs |
| 05/07/2023 | Haines Watts Ltd | 32796 | 1,050.00 | | 199-Internal Audit 22/23 |
| 05/07/2023 | Hertfordshire County Council | 32797 | 209.14 | | 200-Stationery |
| 05/07/2023 | Tim Miles | 32799 | 600.00 | | 201-Grave digging |
| 05/07/2023 | The Need Project Central Bedfo | 32800 | 50.00 | | 236-The Need Project |
| 05/07/2023 | St. John Ambulance | 32802 | 158.40 | | 202-Coronation 1st aid |
| 05/07/2023 | Sandy Cricket Club | 32791 | 28.05 | | 203-Cricket club fuel |
| 05/07/2023 | Sandy Town Bowls Club | 32788 | 29.94 | | 204-Bowls club fuel |
| 05/07/2023 | Thomas Fattorini Ltd | 32793 | 356.29 | | 205-Civic pendant |
| 05/07/2023 | Barclays | DDR | 30.18 | | Bank charges |
| 06/07/2023 | Grenke Leasing Ltd | DDR1 | 802.80 | | 207-Copier lease 1.7-30.9.23 |
| 07/07/2023 | Groundwork UK | 111399 | 3,250.00 | | 221-N/Plan Grant Refund |
| 07/07/2023 | Pensions June 23 | FP | 6,388.56 | | Pensions June 23 |
| 07/07/2023 | HMRC | FP | 5,391.14 | | PAYE/NI June 23 |
| 07/07/2023 | 1st Response Fire Protection & | FP1 | 42.00 | | 228-Office lights repair |
| 07/07/2023 | 22 Sandy Sqn ATC | FP2 | 50.00 | | 229-Big Lunch assistance |
| 07/07/2023 | DM Payroll Services Ltd | FP3 | 102.00 | | 235-Payroll fees Apr-Jun 23 |
| 07/07/2023 | Mrs E Schofield | FP4 | 250.00 | | 220-Big Lunch Brass Quintet |
| 07/07/2023 | Mr S Gregory | FP5 | 680.00 | | 227-Allet mower service |
| 07/07/2023 | FD Odell & Sons Ltd | FP6 | 990.00 | | 223-Waste disposal |
| 07/07/2023 | Greenbarnes Ltd | FP7 | 1,674.27 | | 317-Noiceboard |
| 10/07/2023 | Yu Energy | DDR2 | 119.56 | | 218-Depot electricity |
| 10/07/2023 | Yu Energy | DDR3 | 153.16 | | 214-Office electricity |
| 10/07/2023 | Yu Energy | DDR4 | 24.33 | | 215-SRRG electricity |
| 10/07/2023 | Yu Energy | DDR5 | 789.12 | | 217-S/Lights electricity |
| 10/07/2023 | Yu Energy | DDR6 | 60.36 | | 216-S/Lights electricity |
| 10/07/2023 | Yu Energy | DDR7 | 21.70 | | 213-Office gas |
| 13/07/2023 | GH Seamer | FP | 163.00 | | Punter burial refund |
| 14/07/2023 | July Salaries | DDR | 16,201.16 | | July Salaries |
| 17/07/2023 | UK Fuels Limited DDR | DDR8 | 3.60 | | Purchase Ledger Payment |
| 19/07/2023 | Chess Ltd DDR | DDR9 | 295.46 | | 242-Telephone |
| 19/07/2023 | Yu Energy | DDR10 | 75.80 | | 300-P/Toilets electricity |
| 28/07/2023 | Chess Ltd DDR | DDR11 | 304.81 | | Purchase Ledger Payment |
| 31/07/2023 | UK Fuels Limited DDR | DDR12 | 71.39 | | 298-Fuel a/c |
| Total Payments | | | 55,471.75 | | |

Date: 04/04/2023

Sandy Town Council Current Year

Page 1

Time: 16:02

Current Bank A/c**List of Payments made between 01/03/2023 and 31/03/2023**

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|------------------|--------------------------------|------------------|--------------------|-----------------------|--------------------------------|
| 02/03/2023 | Chess Ltd DDR | DDR1 | 17.02 | | 835-IT Support |
| 02/03/2023 | Maple Catering Ltd | FP1 | 201.00 | | 1007-Civic service catering |
| 06/03/2023 | UK Fuels Limited DDR | DDR2 | 76.88 | | Purchase Ledger Payment |
| 06/03/2023 | Barclays | DDR | 30.30 | | Bank charges |
| 07/03/2023 | 1st Response Fire Protection & | 32724 | 916.06 | | 896-Replace Mess Rm lamps |
| 07/03/2023 | Central Bedfordshire Council | 32725 | 3,359.64 | | 931-Pavilion Man Fee Mar 23 |
| 07/03/2023 | Sally Chapman | 32726 | 2,862.00 | | 929-N/Plaan Prof fees |
| 07/03/2023 | Sandy Cricket Club | 32727 | 30.00 | | 932-SCC Fuel |
| 07/03/2023 | Hertfordshire County Council | 32728 | 131.10 | | 930-Stationery |
| 07/03/2023 | Arthur Ibbett Ltd | 32729 | 23.00 | | 893-Chain loop |
| 07/03/2023 | Magpas Current | 32730 | 500.00 | | 953-Magpas Grant |
| 07/03/2023 | The Need Project Central Bedfo | 32731 | 500.00 | | 900-Need Project donation |
| 07/03/2023 | Mr M Pettitt | 32732 | 277.71 | | 897-Mayor expenses |
| 07/03/2023 | Verto (UK) Ltd | 32733 | 238.80 | | 901-STC Website hosting 23/24 |
| 07/03/2023 | Agrovista UK Ltd | 32737 | 870.04 | | 968-Fertiliser/grass seed etc |
| 07/03/2023 | Quality Building Equipment Ltd | 32736 | 84.00 | | 969-Fence Hire |
| 07/03/2023 | Agrovista UK Ltd | 32737 | -870.04 | | Purchase Ledger Payment |
| 07/03/2023 | Quality Building Equipment Ltd | 32736 | -84.00 | | Purchase Ledger Payment |
| 07/03/2023 | Quality Building Equipment Ltd | 32734 | 84.00 | | Purchase Ledger Payment |
| 07/03/2023 | Agrovista UK Ltd | 32735 | 870.04 | | Purchase Ledger Payment |
| 08/03/2023 | Yu Energy | DDR3 | 9.76 | | 939-SRRG electricity |
| 08/03/2023 | Yu Energy | DDR4 | 1,026.22 | | 938-S/Lights electricity |
| 08/03/2023 | Yu Energy | DDR5 | 73.31 | | 937-S/Lights electricity |
| 08/03/2023 | Yu Energy | DDR6 | 1.32 | | 1000-C/Park toilets electricit |
| 08/03/2023 | Yu Energy | DDR7 | 395.70 | | 942-Office gas |
| 08/03/2023 | Yu Energy | DDR14 | 91.09 | | 941-Depot electricity |
| 08/03/2023 | Yu Energy | DDR15 | 966.80 | | 940-Office electricity |
| 08/03/2023 | Dunstable Mayor's Charities | FP3 | 30.00 | | 902-Dunstable Mayor Donation |
| 08/03/2023 | Carol Baker-Smith | FP4 | 50.00 | | 903-CBC Glasses |
| 08/03/2023 | Purchase Power | FP5 | 61.38 | | 1008-Postage |
| 08/03/2023 | Speedy Asset Services LTD | FP6 | 171.60 | | Purchase Ledger Payment |
| 08/03/2023 | Beds Bulletin Ltd | FP7 | 242.00 | | 906-Beds Bulletin Nov 22 |
| 08/03/2023 | Bakker & Wilson Plumbing & Hea | FP8 | 498.00 | | Purchase Ledger Payment |
| 08/03/2023 | FD Odell & Sons Ltd | FP9 | 515.70 | | 936-Skip hire |
| 08/03/2023 | Tim Miles | FP10 | 1,800.00 | | 905-Grave digging |
| 08/03/2023 | 1st Choice Staff Recruitmnet L | FP11 | 2,955.13 | | 850-AF Temp staff |
| 09/03/2023 | HMRC | FP | 5,500.47 | | PAYE/NI Feb 23 |
| 09/03/2023 | Beds Pension Fund | FP | 6,221.86 | | Pensions Feb 23 |
| 09/03/2023 | GH Seamer | FP | 2,676.80 | | Morrow burial refund |
| 13/03/2023 | UK Fuels Limited DDR | DDR8 | 106.58 | | 908-Fuel A/C |
| 15/03/2023 | March Salaries | DDR | 17,394.67 | | March Salaries |
| 16/03/2023 | PPL PRS Ltd | FP12 | 88.31 | | 1004-PPL/PRS Licence |
| 20/03/2023 | UK Fuels Limited DDR | DDR9 | 3.60 | | 933-Fuel A/C |
| 20/03/2023 | Chess Ltd DDR | DDR10 | 295.46 | | 912-IT Support |
| 20/03/2023 | Chess Ltd DDR | DDR16 | 78.96 | | Purchase Ledger Payment |
| 22/03/2023 | Purchase Power | DDR11 | 99.63 | | 992-Frinking machine lease |
| 27/03/2023 | UK Fuels Limited DDR | DDR12 | 61.31 | | 993-Fuel A/C |

Continued on Page 2

List of Payments made between 01/03/2023 and 31/03/2023

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|-----------------------|--------------------------------|------------------|--------------------|-----------------------|---------------------------|
| 28/03/2023 | Anglian Water Business Ltd. (N | DDR13 | 105.36 | | 989-SRRG Water charges |
| 30/03/2023 | Control Print Solutions Ltd | DDR17 | 750.89 | | 934-Copier charges |
| 30/03/2023 | Chess Ltd DDR | DDR18 | 305.64 | | 991-Telephone Feb 23 |
| Total Payments | | | <u>52,695.10</u> | | |

| |
|---------------------------|
| SANDY TOWN COUNCIL |
|---------------------------|

Minutes of the meeting of the Cemetery Working Group held between 8:00-9.09pm on Tuesday 8th August 2023, in the Chamber.

In Attendance: Cllrs Baker, Hewitt, Pettitt, Sharman and Sutton (Chair)

Absent Cllr Scott

Present: N Sewell, Town Clerk

1. Apologies

Cllr Scott

2. REVIEW CDS COST PLAN FOR NEXT PHASE OF CEMETERY EXTENSION

Members received and considered a cost plan provided by CDS for the next phase of works on the Cemetery Extension.

Cllr Hewitt informed members she had spoken to CDS and explained the cost plan had been based on recent similar projects that they had undertaken and that the costs quoted were indicative of what they would expect the works to be. The Plan was submitted in order to help the Town Council put together a tender document for the works.

Cllr Pettitt asked Cllr Baker, as a new member of the group, if she was familiar with the cemetery design and site, and she confirmed she was.

Cllr Hewitt asked if the costs for this stage of the works had been discussed previously. Cllr Sutton replied they had only been looked at briefly previously by the council as they knew that costs would change by the time they were ready for the next phase. Cllr Pettitt added that when the Council went out to tender for the depot there were a few speculative costs put forward, but it was a fairly unknown quantity at that time, the Council, however, did now need to decide quickly and be careful how it would take out any funds for the project.

Cllr Pettitt continued by saying this may be the biggest drain on our resources, but we have to be realistic and understand what the capital liabilities are going to be and ensure that we apply for an appropriate amount so that we can also do the other capital projects that have been planned.

Cllr Hewitt agreed stating that the Council needed to have a full picture of all expenditure including all capital projects and other works that were in the pipeline or we know need to be undertaken over the next few years.

Cllr Baker pointed out that the schedule had not considered any works associated with the desired children's memorial area and that these would need to be included.

In terms of funding resources Cllr Pettitt said he believed the cemetery extension should be a standalone project funded from loans or other funds and not use up any previous donations, which should be kept for other projects e.g., the donation made to the Council by Anglian Water in 2022.

Cllr Sutton, suggested DCK be consulted to help the Council understand which elements of the project would be subject to VAT and what % of that were we able to claim back.

An understanding of the process needed to apply for a Public Bodies Work Loan would be necessary as well as what the criteria for applications.

It was agreed that the Chair of the Council would call an EOM for 21st August at 6.30pm before CS&E to discuss this in more detail and that this period would give enough time to get a full report regarding expenditure for the next few years together.

3. UPDATE REGARDING AOC ARCHEOLOGICAL MONOGRAPH, TREATMENT OF HUMAN REMAINS AND ONGOING CARE OF ARTEFACTS

Members received a report from the Clerk regarding progress on the Archaeological Report, the need to consider the treatment of Human Remains uncovered during excavation and the appropriate ongoing care of artefacts.

It was agreed that the skeleton and ashes should be interred with a service from a local vicar and that a plaque be installed to mark the area. It was important to give the deceased as much dignity as possible and allow them a formal burial. Ideally if the remains could be interred near the site of the Roman wall, where they were discovered, that would be the best option.

Members said they were not aware that the Council held any artefacts apart from some small pieces that were good for handling. The Clerk was asked to find out if AOC were holding anything? Members were not aware that any artefacts were being held over and above those found in the original dig on the old cemetery site and these should remain in the Town Council museum.

4. CONSIDER CDS QUOTE FOR GROUND CONTAMINATION WORK

Members were asked to consider CDS undertaking contamination monitoring at the Cemetery extension site at a cost of costs of £1,110.00 (£370 per bore hole).

The Clerk was asked to find out if this was a recurring or one-off cost and if all the boreholes needed to be checked? Was it only potential contamination from the cesspit that CDS were concerned about.

The meeting ended at 21.09.



SANDY
Town Council

SANDY TOWN COUNCIL POLICY, FINANCE & RESOURCES ACTION PLAN 2023/24

The following Action Plan summarises and prioritises the Council's activities and projects that will continue to be worked on over the 2023/24 financial year. The action plan is mostly project based and does not consider the daily business of the Council, such as routine maintenance and administration, dealing with and carrying out actions resulting from public enquiries, completing training and statutory activities (e.g., internal audit).

| POLICY, FINANCE AND RESOURCES COMMITTEE | | | | |
|--|---|---|--|--|
| Est. Cost | Objective | Actions | Responsibility | Timescale |
| 2023/24 Activities | | | | |
| Services and Contracts | | | | |
| £19,000 Budget | Current insurance agreement runs until 2023 but annual review is conducted and agreed with insurer. | 1) Review of existing policy and drawing up any amendments or additions that are required. 2) Meeting with insurers to review and update policy. 3) Confirmation of any amendments made and copy of 2023/24 policy documents to be presented to PFR committee. | 1) Clerk/Admin Lead 2) Clerk/Admin Lead/Insurer 3) Clerk/Admin Lead | Complete Complete Complete |
| £550 service contract currently paid | Review keyholder and alarm callout service provision by current provider and consider alternative quotations for 2024/25. | 1) Review of provision and research into alternative providers. 2) Quotes to be obtained by current and alternative providers for consideration. 3) Report to PFR with purpose, review, and costs of service provision over the last three years. Quotes and recommendation to be considered. 4) New contractor to be started. | 1) Admin Lead 2) Admin Lead 3) Admin Lead/PFR 4) PFR/Admin Lead | October 2023 Nov/Dec 2023 Dec 2023 March 2024 |
| Current | Review and renew HR | 1) Review of existing provision to be conducted. | 1) Clerk/HR | Complete |

AGENDA ITEM 7

APPENDIX VI

| | | | | |
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| budget of £1,500 retainer | and health and safety advisor contract. | 2) Quotations for new contract to be obtained from current and alternative providers. 3) Report, with quotes and recommendation to be considered. 4) Contractor to be appointed. | Committee 2) Clerk/Admin Lead 3) Clerk/HR Committee 4) Clerk/PFR | Complete Complete Complete |
| Budgeting and Accounting | | | | |
| | Agreement of 2024/25 budget and precept | 1) Produce Year on Year budget/expenditure report for review 2) Review of 2023/24 revenue budget report & 2024/25 recommendation 3) Review and amendment of 2024/25 revenue and capital budget 4) Review and amendment of 2024/25 budget and precept level 5) Recommend of budget and precept to Full Council 6) Approval of 2024/25 budget and precept | 1) Clerk 2) PFR 3) PFR 4) PFR 5) PFR3 6) Full Council | Sep 2023 16 th Oct 2023 20 th Nov 2023 8 th Jan 2024 8 th Jan 2024 22 nd Jan 2024 |
| | Agreement of 2024/25 Scale of Charges | 1) Apply RPI increases to 2024/25 Scale of Charges 2) Review and approve 2024/25 Scale of Charges 3) Amend 2024/25 budget to reflect Scale of Charges | 1) Admin Lead 2) PFR 3) Admin Lead | Nov 2023 8 th Jan 2024 8 th Jan 2024 |
| Large Capital Equipment Investment (beyond standard equipment covered within revenue budget) | | | | |
| TBC | Research and develop proposals for the replacement of the older of the Council's works trucks. | 1) Review of vehicle requirements and understand what form of new vehicle would be appropriate 2) Research of vehicles and options available to the Council, along with costings and options such as leasing. 3) Report to committee with recommendations of preferred replacement vehicle, costs, and funding options. 4) Factor proposed new vehicle costs into the 2024/25 budget. | 1) Cllrs/Outdoor Lead 2) Cllrs/Outdoor Lead /Deputy Clerk 3) Cllrs/Outdoor Lead 4) Clerk/PFR | July-Aug 2023 Aug-Oct 2023 Oct –Nov 2023 Dec 2023 |
| Projects | | | | |
| | Progress development of | 1) Agree cemetery final design with CDS and get costs for next stage | 1) CWG | July 2023/ |

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APPENDIX VI

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| TBC | the cemetery burial site landscaping and pathways | <p>of project.</p> <p>2) Tender document for landscape contractors goes out</p> <p>3) Landscaping to start</p> <p>4) Update for burial regulations to incorporate extended area</p> <p>5) Public Consultation regarding Public Works Loan Board (PWLB)</p> <p>6) Application to PWLB</p> <p>7) Landscape work completed</p> | <p>2) Clerk/CWG</p> <p>3) Clerk/CWG</p> <p>4) CWG/Admin Team</p> <p>5) CWG/Clerk</p> <p>6) Clerk</p> <p>7) Contractor/CWG W</p> | <p>August 2023</p> <p>Sept 2023</p> <p>Oct/Nov 2023</p> <p>Dec 2023</p> <p>Nov/Dec 2023</p> <p>Dec 23/Jan24</p> <p>Oct 2024</p> |
| £67,000 | Archaeological work at the cemetery extension site as per the planning permission granted | <p>1) Agree revised cost for work with archaeological contractor following further discussion with CBC.</p> <p>2) Committee to approve expenditure on second stage of post excavation work and instruct archaeologist to commence.</p> <p>3) Archaeologist to complete post excavation analysis stage and report back to the Council.</p> <p>4) Agreement of final reporting stage commencement</p> <p>5) Archaeologist to report back to CBC when reporting stage complete</p> <p>6) Archaeologists to conduct an event to present findings to Members of the public and Historical Society</p> | <p>1) Clerk/Cem Wrk Grp</p> <p>2) PFR</p> <p>3) Contractor</p> <p>4) PFR</p> <p>5) Contractor</p> <p>6) AOC/Community Engagement Officer</p> | <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>August 2023</p> <p>Sept/Oct 2023</p> |
| | Allotments at Beeston Green (village site) | <p>1) Agree terms of lease with CBC</p> <p>2) Organise survey of the land to understand its condition</p> <p>3) Determine design and layout of plots/utilities/parking and storage areas</p> | <p>1) Beeston WG/PF&R and Clerk</p> <p>2) Deputy Clerk/Beeston WG</p> <p>3) Beeston WG/FC</p> | <p>TBD</p> <p>TBD</p> <p>TBD</p> <p>TBD</p> |

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APPENDIX VI

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| | | <ul style="list-style-type: none"> 4) Tender document for landscape works 5) Landscape works undertaken 6) Allotment Policy Updated | <ul style="list-style-type: none"> 4) PFR/FC 5) Contractor 6) Admin Team Leader/PF&R/Dep uty Clerk | <ul style="list-style-type: none"> TBD TBD |
| Policy and Administration | | | | |
| £2,500 legal costs approved | Complete registration of all Council owned land with the Land registry | <ul style="list-style-type: none"> 1) Committee to approve expenditure on appointing a solicitor to undertake land registry work. 2) Documents to support registration of land to be catalogued and provided to solicitor. 3) Solicitor to undertake and complete registration process (committee to be advised on completion) | <ul style="list-style-type: none"> 1) Clerk/PFR 2) Admin 3) Solicitor | <ul style="list-style-type: none"> Complete Complete Ongoing |
| £3,000 legal costs approved | Adoption of 'Berwick Way' amenity land from Taylor Wimpey | <ul style="list-style-type: none"> 1) Council to agree proposed adoption of parcels of land. 2) Clerk to hold site meeting with TW rep and agree exact red line boundaries of each parcel. 3) Appointment of solicitor to deal with adoption legal work. 4) Obtain costs for cutting of the land to be adopted and budget accordingly. 5) Appointed solicitor to work with TW solicitor on completion of land transfer. | <ul style="list-style-type: none"> 1) Full Council 2) Clerk 3) PFR/Clerk 4) Clerk 5) Solicitor/Clerk | <ul style="list-style-type: none"> Complete Complete Complete Complete Ongoing |
| TBC | Completion of Army Cadets HQ lease / land matter (Berwick Way) | <ul style="list-style-type: none"> 1) Seek agreement from landowner Taylor Wimpey to transfer a small parcel of land at the site of the Cadet HQ to STC and progress accordingly. 2) Alternatively, that TW join a lease with STC and the Army Cadets for the HQ building. 3) Further actions will be dependent on responses from TW. | <ul style="list-style-type: none"> 1) Clerk/PFR 2) Clerk/PFR | <ul style="list-style-type: none"> Ongoing |
| Peppercorn rent | Renewal of Lease between STC and Sandy Bowls Club | <ul style="list-style-type: none"> 1) Working Group to review the current lease and make recommendations to PF&R for amends. 2) PF&R Review recommendation | <ul style="list-style-type: none"> 1) Cllrs Pettitt and Effiong 2) PF&R | <ul style="list-style-type: none"> Jan2024 Feb 2024 |

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| | | 3) Draft lease created 4) Draft lease share with Bowls Club 5) Final lease drafted 6) Lease signed | 3) Solicitors 4) STC/BC 5) Solicitors 6) STC/BC | TBC TBC 2025 2026 |
| Ongoing Activities | | | | |
| Business as Usual | Running the Committee | Agendas, minutes, reports, finance, administration | | |
| | Council Administration | Administration | | |
| | Council finances, yearend accounts, payroll, and audit | Administration, monthly account review and monitoring, recommendations for decisions or action to Full Council. Review and consideration of internal audit reports, Council risk assessments and associated documents/actions. | | |
| | Annual Report | Preparation and publication | | |
| | Action Plan | Annual review and publication | | |
| | Council Policies | Ongoing review and administration | | |
| | Burial Regulations | Review and consideration of Burial Regulations. | | |
| Business as Usual | Grants | Administration, finance, and agreement | | |
| | External Contractors | Administration, management, and monitoring | | |
| | Council Website | Continued maintenance and update | | |
| | Procurement | Review, management and scrutiny of quotations and purchase recommendations | | |
| | Civic Matters | Honorary Freeman & Friend of Sandy Award | | |
| | IT & Office Equipment | Administration and supply | | |
| Any other matters within the committee's remit | | | | |

Policy, Finance and Resources Committee

| | |
|-------------------------|--------------------------------------|
| Date: | 4th September 2023 |
| Title: | SLR Camera Service |
| Contact Officer: | Town Clerk |

Purpose of the Report

1. To provide Members with a request from the Community Engagement Officer for the Town Council to cover the cost of a service for their SLR Camera which is used for Council business.

Recommendation

- 2.0 To agree to either pay the full or part costs for a service on the camera or invest in purchasing a suitable SLR as a Council asset that can be used instead.

Background

3.0 Currently the Community Engagement Officer is using their personal equipment to take photographs for publicity purposes on behalf of the Town Council. This is resulting in extra use of the equipment which inevitably results in wear and tear.

3.1 The Council do use the skills and equipment of members of the Sandy Photography Society and one skilled Member for photographic support, however availability of these photographers is not always guaranteed.

3.2 The Town Council would benefit from better availability of photographic equipment to enable it to capture images more easily for publicity and promotional use.

Proposals/Information

4.0 The cost of servicing the Community Engagement Officers camera is £108.00

4.1 To purchase a camera with similar specifications and a decent brand would cost circa £300 to £400.

Financial Implications

5. Funds for a service/purchase could come from 402 4040 where there is currently £1,480.00 left in the budget.

Legal Powers

6. The action undertaken is covered by the Localism Act 2011, s.1 the General Power of Competence, for which Sandy Town Council is eligible and is a power of first resort, allowing the Council to do anything an individual can do.

Policy Finance & Resources Committee

| | |
|-----------------|--------------------------------------|
| Date: | 4th September 2023 |
| Title: | Fire Door Replacement |
| Contact: | Nicola Sewell, Town Clerk |

Purpose of the Report

1. The Fire Door on the Cambridge Road side of the Council Offices needs replacement as it has rotted and is leaking in water. It would not take much force to kick the door in should someone wish to.

Quotations Received

2.1 The table below sets out the quotes received for the replacement doors.

| Company A | |
|---|-----------------------|
| A white UPVC full panel fire escape door (quote includes fitting) | £1,651 Inc VAT |

| Company B | |
|---|--------------------------|
| Single Door - 855 x 1950 S/O - Handing Tbc - Fire Exit (Push Bar Internal/ No Access External - Woodgrain Finish (includes delivery charge but not fitting) | £1,098.60 Inc VAT |

| Company C | |
|------------------------------|--|
| Quote to be received. | |

Recommendation

3.0 To choose the company that offers the best all round value for, replacing, delivering, and fitting the door.

Financial Implications

4.0 The Council's budget for Property Maintenance/Security 402- 4036 currently stands at £1,747 however this is still 56.3% of the annual budget for that line and the Council is only 33% through the year.

Policy Implications

AGENDA ITEM: 10

Appendix VIII

5. The Council must ensure that its buildings are safe and fit for purpose. The current door poses a potential security risk to the building as it would be easy to break in via this entrance.

Legal Powers

7. The action undertaken is covered by the Localism Act 2011, s.1 the General Power of Competence, for which Sandy Town Council is eligible and is a power of first resort, allowing the Council to do anything an individual can do.