

# Sandy Town Council

To: Cllrs S Baker, A Effiong, J Hewitt, R Lacey, A Lock, R Lock, C Osborne (Chair), M Pettitt, M Scott and P Sharman.  
c.c. N Aldis, B Blackley, S Lee, 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 14<sup>th</sup> April 2025 commencing at 7.30pm.



Nicola Sewell  
Town Clerk  
10 Cambridge Road  
Sandy, SG19 1JE  
01767 681491  
9th April 2025

## 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-pecuniary personal interests which they have declared under Sandy Town Council's adopted Code of Conduct and which may be relevant to items on the agenda.*

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

### 3 Minutes of Previous Meeting

To consider the minutes of the Policy, Finance and Resources Committee held on Monday 24<sup>th</sup> February 2025 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 Online and AI Management Tools

To receive a report from the Clerk outlining current online and AI tools specifically developed to help Town and Parish Councils manage their assets and services more efficiently.

Appendix I

*To receive an online demonstration of the GovAssist AI system from Cllr Steve Walker, Chairman of Waddesdon Parish Council.*

Members are encouraged to view details of the GovAssist AI system using the following link: <https://www.cloudyit.co.uk/govassist/>

## 6 Financial Reports

- i) To consider a balance sheet and detailed financial reports showing income and expenditure against the revenue budget for 28<sup>th</sup> February 2025 and 31<sup>st</sup> March 2025.
- ii) To receive and note a budget overview report.
- iii) To approve schedules of payments made since previous meeting for 28<sup>th</sup> February 2025 and 31<sup>st</sup> March 2025.
- iv) The Chair to approve bank reconciliations and statements.

Appendix IIa and IIb

Appendix III

Appendix IVa and IVb

## 7 Cemetery Extension Update

- i. To receive the Minutes of the Cemetery Working Group meeting held on 26<sup>th</sup> March 2025.
- ii. To consider an increase in CDS's fees to continue work on the project through RIBA stages 4, 5 and 6 to take the extension to completion. The increase amounts to a total of £4,576.88 above what was quoted for in 2023 and is due to significantly increased costs that CDS has seen from its design consultants over the past two years.
- iii. To consider quotes to undertake the installation of brick piers in the cemetery and re-hang the cemetery entrance gates.

Appendix Va

Appendix Vb

Appendix Vc  
To follow

## 8 Grant Applications

- i. To receive a grant application from The Sandy Carnival Association for £888 to cover the cost of portable toilets for the Sandy Carnival event being held in 2025 and the cost of skip hire for the removal of rubbish from the site.
- ii. To receive a grant application from Sandy Library for £400 to provide free special activities and crafts for children during the school holidays and pay towards authors' travel costs.

Appendix VIa

Appendix VIb

# Sandy Town Council

- iii. To receive a grant application from Respite at Home Volunteers West Mid Beds and Ivel Valley for £1,000 to cover recruitment, training and onboarding costs for 4 new volunteers (£250 per new volunteer costs).

Appendix VIc

## 9 Internal Auditor Appointment

To confirm the intention to continue to engage Haines Watts as the Town Council's Internal Auditor for financial year 2025/2026 at a cost of £1,500 which includes two audits.

## 10 Bowls Club Lease

To receive a report from the Clerk providing options for the renewal of the Bowls Club Lease.

Appendix VII

## 11 Funding application Report

To receive a report from the Clerk outlining Funding Applications sought and feedback received.

Appendix VIII

## 12 Riddy Agreement with BRCC

To review and agree terms for an agreement between the Town Council and BRCC in respect of Wardening Services at the Riddy Nature Reserve.

Appendix IX

## 13 Spending under delegated authority

To note that no spending under delegated authority has taken place since the last meeting of PF&R.

## 14 2024/25 Year End Underspend

To resolve that any year end underspend be allocated to the rolling capital fund.

## 15 Action Plan

To receive and agree the PF&R Action Plan for 2025/26.

Appendix X

## 16 Community Engagement Policy

To review the Community Engagement Policy

Appendix XI

## 17 Chairman's Items

## 18 Date of Next Meeting

16<sup>th</sup> June 2025

**Policy, Finance & Resources Committee**

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<b>Date:</b>	<b>14<sup>th</sup> April 2025</b>
<b>Title:</b>	<b>Online and AI Management Tools</b>
<b>Contact Officer:</b>	<b>Town Clerk</b>

**Purpose of the Report**

1. To receive an updated report from the Town Clerk regarding online tools and an AI package available to the Town Council that would help drive efficiency through the team.

**Recommendation**

2.0 To note the report and consider the benefits of adopting the online management tools with a view to future budgeting provision. To consider adopting the Cemetery and Allotment Management Packages from Scribe as well as the Gov Assist AI powered assistant for Governance, Procurement and Planning.

**Background**

3.0 The Clerk, along with the Amenities Co-Ordinator, Outdoor Team Leader and Administrative Team Leader have recently taken part in demonstrations for packages Civic.ly, Cemetery Management (scribe), Allotment Management (Scribe) as well as the Scribe Accounting Package.

3.1 The Clerk has also had a demonstration of a new AI Virtual Assistant that has been developed specifically to help Local Councils by IT company Cloudy IT. A demonstration of the system will be given by Cllr Steve Walker, Chair of Waddesdon Parish Council at the meeting via a Teams link Members are also encouraged to look at the system using the following link:

<https://www.cloudyit.co.uk/govassist/>

3.2 The team believes that the Cemetery Management and Allotment Management packages particularly would benefit the Town Council by updating our current administrative processes, while complementing our current Parish online system for mapping and asset management, improving efficiency and accuracy and improving the Town Council's carbon footprint by reducing the burden on paper files and hard copy documents.

3.3 If the Town Council were to agree to adopt these packages it would make sense to do so to coincide with the new cemetery extension and allotments opening.

3.4 All Management Packages enable the Council to map out plots/assets on the system, creating accurate records for reporting, management and audit purposes.

3.5 An online management package would enable queries to be dealt with more efficiently as all information about an asset/plot/grave would be kept in the same place, rather than requiring the need to cross reference paper files and record books as per the current system. The latter is time consuming and more liable to human error and mistakes. If a paper file goes missing or gets damaged it may not be easily replaced. All data in the online version has the required back up to enable data to be protected from loss or damage.

**AGENDA ITEM: 5****APPENDIX I**

3.6 Product sheets and further information of the packages have been provided separately. Please read to understand the full benefits of each package.

3.7 The Town Council has several large and complicated projects that it is either currently overseeing or about to start. It is believed the support of AI tools such as the Gov Assist procurement, planning and governance packages could offer a significant resource to a small team, increasing productivity, efficiency and accuracy.

**Financial implications**

4.0

<b>Package</b>	<b>Monthly costs</b>	<b>Annual Cost</b>	<b>Comments</b>
Cemetery Management (scribe)	£59	£708	Initial Payment £399
Allotment Management (scribe)	£33	£396	Initial Payment £345
Gov Assist  DMAs: • Governance • Planning • Procurement	£31.66	£380 to cover all licences	Initial Payment of £495 per DMA set up (total £1,485 for suggest 3 packages)
<b>Total</b>	<b>£123.66</b>	<b>£1,484</b>	<b>£2,229</b>

4.1 Other associated costs £399 transactions import and £249 Set-up Structure.

4.2 Full first year cost if all packages recommended are taken up £3,713, with ongoing annual fee of £1,484 ongoing.

4.3 A saving could be made by the Town Council should it consider moving its financial management in the future entirely in-house with a package such as Scribe. However, until such large projects as Sandye Place site, the Cemetery Extension and Allotment Gardens are completed it is recommended that the Town Council continues to employ accountants to help with the Council's budgets and financial administration.



## AI solutions for local government

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- **Plain Language Search:** Quickly and effortlessly find information and decisions by searching agendas, minutes, and reports with advanced AI capabilities.
- **Data Summarisation:** Automatically compile information into tables or charts for reports, or export to other programs and apps.



- **Streamlined Comparison:** Easily assess planning applications against your Neighbourhood Plan and local policies, ensuring every decision supports your community's goals.
- **Comprehensive Guidance:** Access expert planning advice and a unified source of regulations, simplifying your planning processes and enhancing decision-making.



- **Easy Reference:** Give officers and members effortless access to a wealth of advice and best practices from SLCC, NALC and trusted government websites.
- **Consolidated Information:** Access a unified source of standard advice and policy information, simplifying governance processes.

### Join our priority list

Be among the first to revolutionise your council's operations with GovAssist. Sign up for our priority list today and secure access to our cutting-edge AI-powered solutions designed for unmatched efficiency and productivity.

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# What can GovAssist do for you?



## Risk Assessments

- **Reports:** Detailed reports for activities such as grass cutting, fireworks events, memorial testing, playground maintenance, and road closures.
- **Updates:** Analyse and update existing risk assessments to meet current standards and emerging risks.

## Policy Development and Management

- **Drafting:** Customise policies for mobile devices, social media usage, grants, IT management, and lone worker safety.
- **Evaluation:** Refine existing policies to ensure they are relevant and compliant with regulations.

## Planning Application Reviews

- **Reviews:** Assess planning applications for alignment with local neighbourhood plans.
- **Feedback:** Provide evaluations to ensure consistent policy application.

## Consultations for New Initiatives

- **Content Creation:** Develop questionnaires and feedback forms for new facilities or services.
- **Analysis:** Analyse consultation feedback to inform decision-making and refine initiatives.

## Public Surveys and Questions

- **Surveys:** Design surveys and questionnaires to collect public opinions and address community questions.
- **Insights:** Evaluate survey results to guide policy or service adjustments.

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Contact us today to see how GovAssist can support your council in delivering exceptional services to your community.

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04/03/2025

**Sandy Town Council Current Year**

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**Detailed Balance Sheet - Excluding Stock Movement****Month 11 Date 28/02/2025**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
105	VAT Control	12,895	
110	Prepayments	5,527	
200	Current Bank A/c	48,002	
201	Clerks Imprest A/c	1,463	
205	Capital a/c Santander	222,199	
206	Barclays Active Saver	97,483	
208	Public Sector Deposit Fund	229,396	
210	Petty Cash	250	
	<b>Total Current Assets</b>		<b>617,216</b>
	<u>Current Liabilities</u>		
501	Creditors Control	19,390	
515	PAYE/NI Control AC	6,086	
530	Mayor Charity	1,393	
531	Skarszewy Twinning	245	
	<b>Total Current Liabilities</b>		<b>27,114</b>
	<b>Net Current Assets</b>		<b>590,101</b>
	<b>Total Assets less Current Liabilities</b>		<b>590,101</b>
	<u>Represented by :-</u>		
300	Current Year Fund	67,705	
310	General Reserve	268,734	
315	Rolling Capital Fund	117,153	
322	EMR Fallowfield	96,217	
324	EMR Elections	14,585	
325	EMR Christmas Activities	5,348	
328	EMR Neighbourhood Plan	17,710	
329	EMR Anglian Water	2,650	
	<b>Total Equity</b>		<b>590,101</b>



04/03/2025

## Sandy Town Council Current Year

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## Summary Income &amp; Expenditure by Budget Heading 28/02/2025

Month No: 11

February 2025

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>Full Council</b>								
401 Staff	Expenditure	31,738	360,262	391,700	31,438	109	31,329	92.0%
402 Administration-Office	Income	0	947	550	(397)			172.2%
	Expenditure	3,347	86,424	89,217	2,793		2,793	96.9%
	Movement to/(from) Gen Reserve	<u>(3,347)</u>	<u>(85,476)</u>					
403 Administration-Works	Expenditure	5,415	36,610	41,565	4,955		4,955	88.1%
405 Footway Lighting	Expenditure	2,514	16,513	20,000	3,487		3,487	82.6%
406 Cemetery & Churchyard	Income	5,888	30,265	39,000	8,736			77.6%
	Expenditure	375	7,104	13,650	6,546		6,546	52.0%
	Movement to/(from) Gen Reserve	<u>5,513</u>	<u>23,160</u>					
408 Town Centre (Including Market)	Income	0	803	300	(503)			267.5%
	Expenditure	(206)	20,272	19,200	(1,072)		(1,072)	105.6%
	Movement to/(from) Gen Reserve	<u>206</u>	<u>(19,469)</u>					
409 Public Toilets - Car Park	Expenditure	992	2,810	3,100	290		290	90.6%
500 Play Areas and Open Spaces	Income	230	1,668	2,550	882			65.4%
	Expenditure	1,274	6,040	4,800	(1,240)		(1,240)	125.8%
	Movement to/(from) Gen Reserve	<u>(1,044)</u>	<u>(4,372)</u>					
501 Sunderland Road Rec Ground	Income	220	3,628	1,756	(1,872)			206.6%
	Expenditure	206	24,531	28,111	3,580		3,580	87.3%
	Movement to/(from) Gen Reserve	<u>14</u>	<u>(20,903)</u>					
502 Nature Reserves	Income	0	1,801	3,185	1,384			56.5%
	Expenditure	4,413	11,553	15,600	4,047		4,047	74.1%
	Movement to/(from) Gen Reserve	<u>(4,413)</u>	<u>(9,752)</u>					
505 Grass Cutting	Expenditure	0	0	10,000	10,000		10,000	0.0%
506 Litter Bins, Seats & Shelters	Expenditure	0	400	1,000	600		600	40.0%
509 Christmas Lights	Income	0	6,261	1,000	(5,261)			626.1%
	Expenditure	0	24,958	21,400	(3,558)		(3,558)	116.6%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(18,696)</u>					
601 Precept and Interest	Income	0	693,846	689,752	(4,094)			100.6%
602 Democratic and Civic Costs	Income	0	307	0	(307)			0.0%
	Expenditure	384	11,388	15,450	4,062		4,062	73.7%
	Movement to/(from) Gen Reserve	<u>(384)</u>	<u>(11,081)</u>					
700 Capital and Projects	Income	0	26,625	19,903	(6,722)			133.8%
	Expenditure	0	89,580	83,203	(6,377)		(6,377)	107.7%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(62,955)</u>					
	Full Council Income	<u>6,338</u>	<u>766,149</u>	<u>757,996</u>	<u>(8,153)</u>			<u>101.1%</u>
	Expenditure	<u>50,451</u>	<u>698,444</u>	<u>757,996</u>	<u>59,552</u>	<u>109</u>	<u>59,443</u>	<u>92.2%</u>
	Movement to/(from) Gen Reserve	<u>(44,113)</u>	<u>67,705</u>	<u>0</u>	<u>(67,705)</u>			

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## Summary Income &amp; Expenditure by Budget Heading 28/02/2025

Month No: 11

February 2025

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	6,338	766,149	757,996	(8,153)			101.1%
Expenditure	50,451	698,444	757,996	59,552	109	59,443	92.2%
Net Income over Expenditure	<u>(44,113)</u>	<u>67,705</u>	<u>0</u>	<u>(67,705)</u>			
Movement to/(from) Gen Reserve	<u>(44,113)</u>	<u>67,705</u>	<u>0</u>	<u>(67,705)</u>			

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## Sandy Town Council Current Year

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## Detailed Income &amp; Expenditure by Budget Heading 28/02/2025

Month No: 11

February 2025

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>401 Staff</u>							
4001 Gross Salaries - Admin	12,819	143,352	157,500	14,148	109	14,039	91.1%
4002 Gross Salaries - Works	11,065	131,138	129,650	(1,488)		(1,488)	101.1%
4003 Employers NIC	2,250	25,750	27,800	2,050		2,050	92.6%
4004 Employers Superannuation	4,924	55,579	72,650	17,071		17,071	76.5%
4006 H&S Costs/Consultancy	656	3,536	2,300	(1,236)		(1,236)	153.7%
4010 Miscellaneous Staff Costs	24	906	1,000	94		94	90.6%
4030 Recruitment Advertising	0	0	800	800		800	0.0%
Staff :- Indirect Expenditure	<b>31,738</b>	<b>360,262</b>	<b>391,700</b>	<b>31,438</b>	<b>109</b>	<b>31,329</b>	<b>92.0%</b>
<b>Net Expenditure</b>	<b>(31,738)</b>	<b>(360,262)</b>	<b>(391,700)</b>	<b>(31,438)</b>			

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## Detailed Income &amp; Expenditure by Budget Heading 28/02/2025

Month No: 11

February 2025

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>402 Administration-Office</b>							
1201 Rent Received Etc	0	800	500	(300)			160.0%
1202 Photocopying Income	0	31	50	19			61.3%
1205 Miscellaneous Income	0	117	0	(117)			0.0%
<b>Administration-Office :- Income</b>	<b>0</b>	<b>947</b>	<b>550</b>	<b>(397)</b>			<b>172.2%</b>
4008 Training	395	2,787	3,000	213		213	92.9%
4009 Travel & Subsistence	0	18	220	202		202	8.2%
4010 Miscellaneous Staff Costs	0	200	200	0		0	99.9%
4011 General Rates	0	7,781	7,780	(1)		(1)	100.0%
4012 Water Rates	10	487	600	113		113	81.2%
4014 Electricity	484	2,789	2,800	11		11	99.6%
4015 Gas	254	1,160	1,300	140		140	89.2%
4016 Cleaning Materials etc	0	1,438	1,500	62		62	95.9%
4018 General Data Protection Regs	0	0	555	555		555	0.0%
4020 Misc Establishment Costs	0	1,904	1,000	(904)		(904)	190.4%
4021 Telephone & Fax	681	3,989	3,700	(289)		(289)	107.8%
4022 Postage	246	1,338	2,000	662		662	66.9%
4023 Stationery	61	1,033	1,000	(33)		(33)	103.3%
4024 Subscriptions	0	3,582	3,500	(82)		(82)	102.4%
4025 Insurance (excl vehicles)	28	21,664	21,000	(664)		(664)	103.2%
4026 Photocopy Costs	0	4,705	4,160	(545)		(545)	113.1%
4027 IT Costs incl Support	601	10,021	6,150	(3,871)		(3,871)	163.0%
4028 Service Agreements (Other)	0	4,015	6,000	1,985		1,985	66.9%
4035 Publications	27	27	100	73		73	27.0%
4036 Property Maintenance/Security	0	7,469	4,000	(3,469)		(3,469)	186.7%
4040 Equipment Purchases (Minor)	0	2,681	2,500	(181)		(181)	107.2%
4050 Tourism Expenditure	0	0	400	400		400	0.0%
4051 Bank Charges	22	326	622	296		296	52.4%
4056 Legal Expenses	0	723	4,500	3,778		3,778	16.1%
4057 Audit Fees - External	0	(315)	1,680	1,995		1,995	(18.8%)
4058 Audit Fees - Internal	0	625	1,500	875		875	41.7%
4059 Accountancy Fees	537	5,820	7,250	1,430		1,430	80.3%
4070 Refreshments	0	157	200	43		43	78.5%
<b>Administration-Office :- Indirect Expenditure</b>	<b>3,347</b>	<b>86,424</b>	<b>89,217</b>	<b>2,793</b>	<b>0</b>	<b>2,793</b>	<b>96.9%</b>
<b>Net Income over Expenditure</b>	<b>(3,347)</b>	<b>(85,476)</b>	<b>(88,667)</b>	<b>(3,191)</b>			

## Detailed Income &amp; Expenditure by Budget Heading 28/02/2025

Month No: 11

February 2025

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>403 Administration-Works</u>							
4005 Protective Clothing	300	1,123	1,500	378		378	74.8%
4008 Training	0	167	2,000	1,833		1,833	8.3%
4011 General Rates	0	2,132	2,150	18		18	99.2%
4012 Water Rates	63	246	275	29		29	89.5%
4014 Electricity	72	945	1,390	445		445	68.0%
4017 Refuse Disposal	413	4,036	6,000	1,964		1,964	67.3%
4036 Property Maintenance/Security	70	777	2,000	1,223		1,223	38.8%
4038 Consumables/Small Tools	0	1,033	2,000	967		967	51.7%
4039 Planting/Trees/Horticulture	0	6,189	6,250	61		61	99.0%
4040 Equipment Purchases (Minor)	76	2,084	2,000	(84)		(84)	104.2%
4042 Equipment/Vehicle Maintenance	4,261	11,359	4,500	(6,859)		(6,859)	252.4%
4043 Equipment/Vehicle Fuel	160	2,582	3,500	918		918	73.8%
4044 Vehicle Tax & Insurance	0	3,937	4,000	63		63	98.4%
4045 Arboriculture	0	0	4,000	4,000		4,000	0.0%
Administration-Works :- Indirect Expenditure	<b>5,415</b>	<b>36,610</b>	<b>41,565</b>	<b>4,955</b>	<b>0</b>	<b>4,955</b>	<b>88.1%</b>
<b>Net Expenditure</b>	<b>(5,415)</b>	<b>(36,610)</b>	<b>(41,565)</b>	<b>(4,955)</b>			

## Detailed Income &amp; Expenditure by Budget Heading 28/02/2025

Month No: 11

February 2025

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>405 Footway Lighting</u>							
4014 Electricity	2,514	12,093	10,000	(2,093)		(2,093)	120.9%
4042 Equipment/Vehicle Maintenance	0	4,420	10,000	5,580		5,580	44.2%
Footway Lighting :- Indirect Expenditure	<b>2,514</b>	<b>16,513</b>	<b>20,000</b>	<b>3,487</b>	<b>0</b>	<b>3,487</b>	<b>82.6%</b>
<b>Net Expenditure</b>	<b>(2,514)</b>	<b>(16,513)</b>	<b>(20,000)</b>	<b>(3,487)</b>			

## Detailed Income &amp; Expenditure by Budget Heading 28/02/2025

Month No: 11

February 2025

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>406 Cemetery &amp; Churchyard</b>							
1226 Burials/Memorials Income	5,888	30,265	39,000	8,736			77.6%
<b>Cemetery &amp; Churchyard :- Income</b>	<b>5,888</b>	<b>30,265</b>	<b>39,000</b>	<b>8,736</b>			<b>77.6%</b>
4011 General Rates	0	2,146	3,370	1,224		1,224	63.7%
4012 Water Rates	25	90	230	140		140	39.0%
4036 Property Maintenance/Security	0	201	2,000	1,799		1,799	10.1%
4037 Grounds Maintenance	0	447	700	253		253	63.9%
4039 Planting/Trees/Horticulture	0	20	350	330		330	5.7%
4101 Grave Digging Costs	350	4,200	7,000	2,800		2,800	60.0%
<b>Cemetery &amp; Churchyard :- Indirect Expenditure</b>	<b>375</b>	<b>7,104</b>	<b>13,650</b>	<b>6,546</b>	<b>0</b>	<b>6,546</b>	<b>52.0%</b>
<b>Net Income over Expenditure</b>	<b>5,513</b>	<b>23,160</b>	<b>25,350</b>	<b>2,190</b>			

## Detailed Income &amp; Expenditure by Budget Heading 28/02/2025

Month No: 11

February 2025

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>408 Town Centre (Including Market)</b>							
1236 Market Fees	0	420	300	(120)			140.0%
1238 Other Income Car Park	0	383	0	(383)			0.0%
Town Centre (Including Market) :- Income	<b>0</b>	<b>803</b>	<b>300</b>	<b>(503)</b>			<b>267.5%</b>
4011 General Rates	0	11,315	12,450	1,135		1,135	90.9%
4029 Lamppost Banners	0	0	1,425	1,425		1,425	0.0%
4036 Property Maintenance/Security	0	153	1,000	847		847	15.3%
4053 Loan Interest	0	106	105	(1)		(1)	100.5%
4054 Loan Capital Repaid	0	503	503	0		0	99.9%
4100 CCTV Fees	(206)	8,196	3,717	(4,479)		(4,479)	220.5%
Town Centre (Including Market) :- Indirect Expenditure	<b>(206)</b>	<b>20,272</b>	<b>19,200</b>	<b>(1,072)</b>	<b>0</b>	<b>(1,072)</b>	<b>105.6%</b>
<b>Net Income over Expenditure</b>	<b>206</b>	<b>(19,469)</b>	<b>(18,900)</b>	<b>569</b>			



## Detailed Income &amp; Expenditure by Budget Heading 28/02/2025

Month No: 11

February 2025

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>409 Public Toilets - Car Park</u>							
4012 Water Rates	591	1,253	1,750	497		497	71.6%
4014 Electricity	151	1,193	350	(843)		(843)	341.0%
4036 Property Maintenance/Security	250	364	1,000	636		636	36.4%
Public Toilets - Car Park :- Indirect Expenditure	<b>992</b>	<b>2,810</b>	<b>3,100</b>	<b>290</b>	<b>0</b>	<b>290</b>	<b>90.6%</b>
<b>Net Expenditure</b>	<b>(992)</b>	<b>(2,810)</b>	<b>(3,100)</b>	<b>(290)</b>			

## Detailed Income &amp; Expenditure by Budget Heading 28/02/2025

Month No: 11

February 2025

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>500 Play Areas and Open Spaces</b>							
1201 Rent Received Etc	0	782	1,050	268			74.5%
1241 Sandy FC Rent	0	656	650	(6)			100.9%
1246 Donations Received	230	230	0	(230)			0.0%
1251 Pitch Rental	0	0	850	850			0.0%
Play Areas and Open Spaces :- Income	<b>230</b>	<b>1,668</b>	<b>2,550</b>	<b>882</b>			<b>65.4%</b>
4007 Health & Safety	0	348	500	152		152	69.6%
4012 Water Rates	0	554	600	46		46	92.3%
4014 Electricity	32	60	200	140		140	30.2%
4036 Property Maintenance/Security	0	308	1,000	692		692	30.8%
4037 Grounds Maintenance	1,243	4,770	5,000	230		230	95.4%
4042 Equipment/Vehicle Maintenance	0	0	5,000	5,000		5,000	0.0%
4972 Transfer from EMR Fallowfield	0	0	(7,500)	(7,500)		(7,500)	0.0%
Play Areas and Open Spaces :- Indirect Expenditure	<b>1,274</b>	<b>6,040</b>	<b>4,800</b>	<b>(1,240)</b>	<b>0</b>	<b>(1,240)</b>	<b>125.8%</b>
<b>Net Income over Expenditure</b>	<b>(1,044)</b>	<b>(4,372)</b>	<b>(2,250)</b>	<b>2,122</b>			

## Detailed Income &amp; Expenditure by Budget Heading 28/02/2025

Month No: 11

February 2025

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>501 Sunderland Road Rec Ground</b>							
1201 Rent Received Etc	0	2,586	750	(1,836)			344.8%
1253 Bowls Club Rental	0	578	500	(78)			115.5%
1255 Cricket Club Rental	0	288	306	18			94.1%
1256 Scouts ,ACF and SSLA	220	176	200	24			88.1%
<b>Sunderland Road Rec Ground :- Income</b>	<b>220</b>	<b>3,628</b>	<b>1,756</b>	<b>(1,872)</b>			<b>206.6%</b>
4012 Water Rates	0	1,344	2,000	656		656	67.2%
4014 Electricity	0	160	100	(60)		(60)	160.3%
4036 Property Maintenance/Security	0	2,628	2,000	(628)		(628)	131.4%
4046 Bowling Green - SBC	206	3,706	4,201	495		495	88.2%
4047 Equipment Maintenance - SBC	0	3,284	3,382	98		98	97.1%
4048 Cricket Square - SCC	0	2,534	3,328	794		794	76.2%
4049 Equipment Maintenance - SCC	(0)	1,037	3,600	2,563		2,563	28.8%
4060 Other Professional Fees	0	9,838	9,500	(338)		(338)	103.6%
<b>Sunderland Road Rec Ground :- Indirect Expenditure</b>	<b>206</b>	<b>24,531</b>	<b>28,111</b>	<b>3,580</b>	<b>0</b>	<b>3,580</b>	<b>87.3%</b>
<b>Net Income over Expenditure</b>	<b>14</b>	<b>(20,903)</b>	<b>(26,355)</b>	<b>(5,452)</b>			

## Detailed Income &amp; Expenditure by Budget Heading 28/02/2025

Month No: 11

February 2025

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>502 Nature Reserves</u>							
1306 Countryside Stewardship Grant	0	1,801	2,500	699			72.0%
1307 Angling Licence Rent	0	0	685	685			0.0%
Nature Reserves :- Income	<b>0</b>	<b>1,801</b>	<b>3,185</b>	<b>1,384</b>			<b>56.5%</b>
4037 Grounds Maintenance	0	897	2,000	1,103		1,103	44.9%
4060 Other Professional Fees	4,413	8,656	11,600	2,944		2,944	74.6%
4703 Sandy Green Wheel	0	2,000	2,000	0		0	100.0%
Nature Reserves :- Indirect Expenditure	<b>4,413</b>	<b>11,553</b>	<b>15,600</b>	<b>4,047</b>	<b>0</b>	<b>4,047</b>	<b>74.1%</b>
<b>Net Income over Expenditure</b>	<b>(4,413)</b>	<b>(9,752)</b>	<b>(12,415)</b>	<b>(2,663)</b>			

## Detailed Income &amp; Expenditure by Budget Heading 28/02/2025

Month No: 11

February 2025

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>505</u> <u>Grass Cutting</u>							
4102 Grass Cutting	0	0	10,000	10,000		10,000	0.0%
Grass Cutting :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>10,000</b>	<b>10,000</b>	<b>0</b>	<b>10,000</b>	<b>0.0%</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(10,000)</b>	<b>(10,000)</b>			

## Detailed Income &amp; Expenditure by Budget Heading 28/02/2025

Month No: 11

February 2025

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>506 Litter Bins, Seats &amp; Shelters</u>							
4042 Equipment/Vehicle Maintenance	0	400	1,000	600		600	40.0%
Litter Bins, Seats & Shelters :- Indirect Expenditure	<b>0</b>	<b>400</b>	<b>1,000</b>	<b>600</b>	<b>0</b>	<b>600</b>	<b>40.0%</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(400)</b>	<b>(1,000)</b>	<b>(600)</b>			

## Detailed Income &amp; Expenditure by Budget Heading 28/02/2025

Month No: 11

February 2025

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>509 Christmas Lights</u>							
1365 Christmas Lights	0	6,261	1,000	(5,261)			626.1%
Christmas Lights :- Income	<b>0</b>	<b>6,261</b>	<b>1,000</b>	<b>(5,261)</b>			<b>626.1%</b>
4401 Christmas Illuminations	0	16,475	15,400	(1,075)		(1,075)	107.0%
4402 Community Christmas Event	0	8,483	6,000	(2,483)		(2,483)	141.4%
Christmas Lights :- Indirect Expenditure	<b>0</b>	<b>24,958</b>	<b>21,400</b>	<b>(3,558)</b>	<b>0</b>	<b>(3,558)</b>	<b>116.6%</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(18,696)</b>	<b>(20,400)</b>	<b>(1,704)</b>			

## Detailed Income &amp; Expenditure by Budget Heading 28/02/2025

Month No: 11

February 2025

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>601 Precept and Interest</u>							
1101 Precept	0	680,302	680,752	450			99.9%
1320 Interest Received - All account	0	13,544	9,000	(4,544)			150.5%
Precept and Interest :- Income	<b>0</b>	<b>693,846</b>	<b>689,752</b>	<b>(4,094)</b>			<b>100.6%</b>
<b>Net Income</b>	<b>0</b>	<b>693,846</b>	<b>689,752</b>	<b>(4,094)</b>			



## Detailed Income &amp; Expenditure by Budget Heading 28/02/2025

Month No: 11

February 2025

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>602 Democratic and Civic Costs</b>							
1309 Misc Contributions	0	97	0	(97)			0.0%
1310 Events Income	0	210	0	(210)			0.0%
Democratic and Civic Costs :- Income	<b>0</b>	<b>307</b>	<b>0</b>	<b>(307)</b>			
4020 Misc Establishment Costs	0	0	50	50		50	0.0%
4042 Equipment/Vehicle Maintenance	0	122	1,500	1,378		1,378	8.1%
4200 Mayor's Allowance	34	1,298	2,200	902		902	59.0%
4202 Members' Expenses (Conf etc)	350	1,046	500	(546)		(546)	209.2%
4701 Grants/Donations Paid	0	1,400	4,000	2,600		2,600	35.0%
4702 Community Events Support	0	7,352	7,000	(352)		(352)	105.0%
4704 Remembrance Parade	0	171	200	29		29	85.4%
Democratic and Civic Costs :- Indirect Expenditure	<b>384</b>	<b>11,388</b>	<b>15,450</b>	<b>4,062</b>	<b>0</b>	<b>4,062</b>	<b>73.7%</b>
<b>Net Income over Expenditure</b>	<b>(384)</b>	<b>(11,081)</b>	<b>(15,450)</b>	<b>(4,369)</b>			

## Detailed Income &amp; Expenditure by Budget Heading 28/02/2025

Month No: 11

February 2025

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>700 Capital and Projects</b>							
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	6,377	0	(6,377)			0.0%
1364 S106 Money Received	0	345	0	(345)			0.0%
Capital and Projects :- Income	<b>0</b>	<b>26,625</b>	<b>19,903</b>	<b>(6,722)</b>			<b>133.8%</b>
4153 Loan Interest - INTERNAL	0	7,903	7,903	0	0	0	100.0%
4154 Loan Capital - INTERNAL	0	12,000	12,000	0	0	0	100.0%
4734 CAP - Play Equipment	0	39,215	0	(39,215)	(39,215)	(39,215)	0.0%
4802 CAP - Cemetery Extension	1,447	23,791	0	(23,791)	(23,791)	(23,791)	0.0%
4834 CAP - Machinery & Equipment	0	5,780	0	(5,780)	(5,780)	(5,780)	0.0%
4835 CAP - CCTV	0	29,195	0	(29,195)	(29,195)	(29,195)	0.0%
4836 CAP - Neighbourhood Plan	0	638	0	(638)	(638)	(638)	0.0%
4838 CAP - Depot	0	14,380	0	(14,380)	(14,380)	(14,380)	0.0%
4857 CAP - Town Signs	0	306	0	(306)	(306)	(306)	0.0%
4858 CAP - SRRG Ditches	0	6,699	0	(6,699)	(6,699)	(6,699)	0.0%
4859 CAP - Noticeboards	0	3,745	0	(3,745)	(3,745)	(3,745)	0.0%
4860 CAP - QE II Wall Mosaic	0	3,950	0	(3,950)	(3,950)	(3,950)	0.0%
4861 CAP -Sandy FC Clubhouse doors	0	1,500	0	(1,500)	(1,500)	(1,500)	0.0%
4862 CAP - Office Hall Flooring	1,833	4,403	0	(4,403)	(4,403)	(4,403)	0.0%
4863 CAP - Jenkins Pavilion Roofing	2,917	2,917	0	(2,917)	(2,917)	(2,917)	0.0%
4915 Transfer to Rolling Capital Fd	0	51,300	51,300	0	0	0	100.0%
4921 Transfer to EMR	0	4,963	0	(4,963)	(4,963)	(4,963)	0.0%
4923 Internal Loan repaid to F'ild	0	12,000	12,000	0	0	0	100.0%
4965 Funded from Rolling Capital	(6,196)	(129,581)	0	129,581	129,581	129,581	0.0%
4971 Transfer from EMR	0	(5,524)	0	5,524	5,524	5,524	0.0%
Capital and Projects :- Indirect Expenditure	<b>0</b>	<b>89,580</b>	<b>83,203</b>	<b>(6,377)</b>	<b>0</b>	<b>(6,377)</b>	<b>107.7%</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(62,955)</b>	<b>(63,300)</b>	<b>(345)</b>			
Grand Totals:- Income	<b>6,338</b>	<b>766,149</b>	<b>757,996</b>	<b>(8,153)</b>			<b>101.1%</b>
Expenditure	<b>50,451</b>	<b>698,444</b>	<b>757,996</b>	<b>59,552</b>	<b>109</b>	<b>59,443</b>	<b>92.2%</b>
<b>Net Income over Expenditure</b>	<b>(44,113)</b>	<b>67,705</b>	<b>0</b>	<b>(67,705)</b>			
<b>Movement to/(from) Gen Reserve</b>	<b>(44,113)</b>	<b>67,705</b>	<b>0</b>	<b>(67,705)</b>			

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**Sandy Town Council Current Year**

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**Detailed Balance Sheet - Excluding Stock Movement****Month 12 Date 31/03/2025**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
102	Accrued Interest	2,229	
105	VAT Control	19,939	
110	Prepayments	7,616	
120	Sundry Debtors	653	
200	Current Bank A/c	27,532	
201	Clerks Imprest A/c	1,069	
205	Capital a/c Santander	222,199	
206	Barclays Active Saver	75,302	
208	Public Sector Deposit Fund	231,121	
210	Petty Cash	250	
	<b>Total Current Assets</b>		<b>587,909</b>
	<u>Current Liabilities</u>		
501	Creditors Control	38,850	
503	Income in Advance	190	
510	Accruals	6,858	
515	PAYE/NI Control AC	6,176	
516	Superannuation Due	6,069	
530	Mayor Charity	1,464	
531	Skarszewy Twinning	245	
	<b>Total Current Liabilities</b>		<b>59,852</b>
	<b>Net Current Assets</b>		<b>528,058</b>
	<b>Total Assets less Current Liabilities</b>		<b>528,058</b>
	<u>Represented by :-</u>		
300	Current Year Fund	18,027	
310	General Reserve	268,734	
315	Rolling Capital Fund	113,763	
322	EMR Fallowfield	88,717	
324	EMR Elections	14,585	
325	EMR Christmas Activities	5,348	
328	EMR Neighbourhood Plan	16,235	
329	EMR Anglian Water	2,650	
	<b>Total Equity</b>		<b>528,058</b>

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## Sandy Town Council Current Year

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## Summary Income &amp; Expenditure by Budget Heading 31/03/2025

Month No: 12

March 25

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	
<b>Full Council</b>									
401	Staff	Expenditure	32,217	392,478	391,700	(778)	109	(887)	100.2%
402	Administration-Office	Income	10	957	550	(407)			174.0%
		Expenditure	8,153	94,312	89,217	(5,095)	(5,095)		105.7%
	Movement to/(from) Gen Reserve		<u>(8,143)</u>	<u>(93,355)</u>					
403	Administration-Works	Expenditure	5,443	42,053	41,565	(488)	(488)		101.2%
405	Footway Lighting	Expenditure	5,081	21,594	20,000	(1,594)	(1,594)		108.0%
406	Cemetery & Churchyard	Income	9,324	39,588	39,000	(588)			101.5%
		Expenditure	1,750	8,854	13,650	4,796	4,796		64.9%
	Movement to/(from) Gen Reserve		<u>7,574</u>	<u>30,734</u>					
408	Town Centre (Including Market)	Income	0	803	300	(503)			267.5%
		Expenditure	66	20,338	19,200	(1,138)	(1,138)		105.9%
	Movement to/(from) Gen Reserve		<u>(66)</u>	<u>(19,535)</u>					
409	Public Toilets - Car Park	Expenditure	378	3,188	3,100	(88)	(88)		102.9%
500	Play Areas and Open Spaces	Income	0	1,668	2,550	882			65.4%
		Expenditure	(7,140)	(1,100)	4,800	5,900	5,900		(22.9%)
	Movement to/(from) Gen Reserve		<u>7,140</u>	<u>2,768</u>					
501	Sunderland Road Rec Ground	Income	5	3,633	1,756	(1,877)			206.9%
		Expenditure	1,268	25,799	28,111	2,312	2,312		91.8%
	Movement to/(from) Gen Reserve		<u>(1,263)</u>	<u>(22,166)</u>					
502	Nature Reserves	Income	725	2,526	3,185	659			79.3%
		Expenditure	9,124	20,677	15,600	(5,077)	(5,077)		132.5%
	Movement to/(from) Gen Reserve		<u>(8,399)</u>	<u>(18,151)</u>					
505	Grass Cutting	Expenditure	8,138	8,138	10,000	1,862	1,862		81.4%
506	Litter Bins, Seats & Shelters	Expenditure	0	400	1,000	600	600		40.0%
509	Christmas Lights	Income	0	6,261	1,000	(5,261)			626.1%
		Expenditure	0	24,958	21,400	(3,558)	(3,558)		116.6%
	Movement to/(from) Gen Reserve		<u>0</u>	<u>(18,696)</u>					
601	Precept and Interest	Income	3,727	698,491	689,752	(8,739)			101.3%
602	Democratic and Civic Costs	Income	0	307	0	(307)			0.0%
		Expenditure	175	11,563	15,450	3,887	3,887		74.8%
	Movement to/(from) Gen Reserve		<u>(175)</u>	<u>(11,256)</u>					
700	Capital and Projects	Income	1,502	28,127	19,903	(8,224)			141.3%
		Expenditure	1,502	91,082	83,203	(7,879)	(7,879)		109.5%
	Movement to/(from) Gen Reserve		<u>0</u>	<u>(62,955)</u>					
	Full Council Income		<u>15,293</u>	<u>782,360</u>	<u>757,996</u>	<u>(24,364)</u>			<u>103.2%</u>
	Expenditure		<u>66,155</u>	<u>764,334</u>	<u>757,996</u>	<u>(6,338)</u>	<u>109</u>	<u>(6,447)</u>	<u>100.9%</u>
	Movement to/(from) Gen Reserve		<u>(50,862)</u>	<u>18,027</u>	<u>0</u>	<u>(18,027)</u>			

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## Summary Income &amp; Expenditure by Budget Heading 31/03/2025

Month No: 12

March 25

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	15,293	782,360	757,996	(24,364)			103.2%
Expenditure	66,155	764,334	757,996	(6,338)	109	(6,447)	100.9%
Net Income over Expenditure	<u>(50,862)</u>	<u>18,027</u>	<u>0</u>	<u>(18,027)</u>			
Movement to/(from) Gen Reserve	<u>(50,862)</u>	<u>18,027</u>	<u>0</u>	<u>(18,027)</u>			

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## Sandy Town Council Current Year

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## Detailed Income &amp; Expenditure by Budget Heading 31/03/2025

Month No: 12

March 25

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>401 Staff</u>							
4001 Gross Salaries - Admin	12,713	156,065	157,500	1,435	109	1,326	99.2%
4002 Gross Salaries - Works	11,737	142,876	129,650	(13,226)		(13,226)	110.2%
4003 Employers NIC	2,235	27,986	27,800	(186)		(186)	100.7%
4004 Employers Superannuation	4,924	60,503	72,650	12,147		12,147	83.3%
4006 H&S Costs/Consultancy	500	4,036	2,300	(1,736)		(1,736)	175.5%
4010 Miscellaneous Staff Costs	107	1,013	1,000	(13)		(13)	101.3%
4030 Recruitment Advertising	0	0	800	800		800	0.0%
Staff :- Indirect Expenditure	<u>32,217</u>	<u>392,478</u>	<u>391,700</u>	<u>(778)</u>	<u>109</u>	<u>(887)</u>	<u>100.2%</u>
<b>Net Expenditure</b>	<u>(32,217)</u>	<u>(392,478)</u>	<u>(391,700)</u>	<u>778</u>			

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## Detailed Income &amp; Expenditure by Budget Heading 31/03/2025

Month No: 12

March 25

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>402 Administration-Office</b>							
1201 Rent Received Etc	0	800	500	(300)			160.0%
1202 Photocopying Income	10	41	50	9			81.1%
1205 Miscellaneous Income	0	117	0	(117)			0.0%
<b>Administration-Office :- Income</b>	<b>10</b>	<b>957</b>	<b>550</b>	<b>(407)</b>			<b>174.0%</b>
4008 Training	0	2,787	3,000	213		213	92.9%
4009 Travel & Subsistence	0	18	220	202		202	8.2%
4010 Miscellaneous Staff Costs	14	214	200	(14)		(14)	106.9%
4011 General Rates	0	7,781	7,780	(1)		(1)	100.0%
4012 Water Rates	0	487	600	113		113	81.2%
4014 Electricity	685	3,474	2,800	(674)		(674)	124.1%
4015 Gas	364	1,525	1,300	(225)		(225)	117.3%
4016 Cleaning Materials etc	191	1,629	1,500	(129)		(129)	108.6%
4018 General Data Protection Regs	0	0	555	555		555	0.0%
4020 Misc Establishment Costs	0	1,639	1,000	(639)		(639)	163.9%
4021 Telephone & Fax	67	4,056	3,700	(356)		(356)	109.6%
4022 Postage	232	1,571	2,000	430		430	78.5%
4023 Stationery	29	1,062	1,000	(62)		(62)	106.2%
4024 Subscriptions	0	3,582	3,500	(82)		(82)	102.4%
4025 Insurance (excl vehicles)	(605)	21,059	21,000	(59)		(59)	100.3%
4026 Photocopy Costs	0	4,705	4,160	(545)		(545)	113.1%
4027 IT Costs incl Support	965	10,986	6,150	(4,836)		(4,836)	178.6%
4028 Service Agreements (Other)	0	4,015	6,000	1,985		1,985	66.9%
4035 Publications	0	27	100	73		73	27.0%
4036 Property Maintenance/Security	687	8,156	4,000	(4,156)		(4,156)	203.9%
4040 Equipment Purchases (Minor)	0	2,681	2,500	(181)		(181)	107.2%
4050 Tourism Expenditure	0	0	400	400		400	0.0%
4051 Bank Charges	21	346	622	276		276	55.7%
4056 Legal Expenses	681	1,404	4,500	3,097		3,097	31.2%
4057 Audit Fees - External	1,680	1,365	1,680	315		315	81.3%
4058 Audit Fees - Internal	1,500	2,125	1,500	(625)		(625)	141.7%
4059 Accountancy Fees	1,599	7,418	7,250	(168)		(168)	102.3%
4070 Refreshments	44	201	200	(1)		(1)	100.5%
<b>Administration-Office :- Indirect Expenditure</b>	<b>8,153</b>	<b>94,312</b>	<b>89,217</b>	<b>(5,095)</b>	<b>0</b>	<b>(5,095)</b>	<b>105.7%</b>
<b>Net Income over Expenditure</b>	<b>(8,143)</b>	<b>(93,355)</b>	<b>(88,667)</b>	<b>4,688</b>			

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2025

Month No: 12

March 25

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>403 Administration-Works</u>							
4005 Protective Clothing	62	1,184	1,500	316		316	79.0%
4008 Training	0	167	2,000	1,833		1,833	8.3%
4011 General Rates	0	2,132	2,150	18		18	99.2%
4012 Water Rates	0	246	275	29		29	89.5%
4014 Electricity	113	1,058	1,390	332		332	76.1%
4017 Refuse Disposal	991	5,027	6,000	973		973	83.8%
4036 Property Maintenance/Security	0	777	2,000	1,223		1,223	38.8%
4038 Consumables/Small Tools	25	1,059	2,000	942		942	52.9%
4039 Planting/Trees/Horticulture	0	6,189	6,250	61		61	99.0%
4040 Equipment Purchases (Minor)	10	2,094	2,000	(94)		(94)	104.7%
4042 Equipment/Vehicle Maintenance	617	11,976	4,500	(7,476)		(7,476)	266.1%
4043 Equipment/Vehicle Fuel	198	2,780	3,500	720		720	79.4%
4044 Vehicle Tax & Insurance	116	4,053	4,000	(53)		(53)	101.3%
4045 Arboriculture	3,310	3,310	4,000	690		690	82.8%
Administration-Works :- Indirect Expenditure	<b>5,443</b>	<b>42,053</b>	<b>41,565</b>	<b>(488)</b>	<b>0</b>	<b>(488)</b>	<b>101.2%</b>
<b>Net Expenditure</b>	<b>(5,443)</b>	<b>(42,053)</b>	<b>(41,565)</b>	<b>488</b>			



## Detailed Income &amp; Expenditure by Budget Heading 31/03/2025

Month No: 12

March 25

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>405 Footway Lighting</u>							
4014 Electricity	4,301	16,394	10,000	(6,394)		(6,394)	163.9%
4042 Equipment/Vehicle Maintenance	780	5,200	10,000	4,800		4,800	52.0%
Footway Lighting :- Indirect Expenditure	<b>5,081</b>	<b>21,594</b>	<b>20,000</b>	<b>(1,594)</b>	<b>0</b>	<b>(1,594)</b>	<b>108.0%</b>
<b>Net Expenditure</b>	<b>(5,081)</b>	<b>(21,594)</b>	<b>(20,000)</b>	<b>1,594</b>			

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2025

Month No: 12

March 25

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>406 Cemetery &amp; Churchyard</b>							
1226 Burials/Memorials Income	9,324	39,588	39,000	(588)			101.5%
<b>Cemetery &amp; Churchyard :- Income</b>	<b>9,324</b>	<b>39,588</b>	<b>39,000</b>	<b>(588)</b>			<b>101.5%</b>
4011 General Rates	0	2,146	3,370	1,224		1,224	63.7%
4012 Water Rates	0	90	230	140		140	39.0%
4036 Property Maintenance/Security	0	201	2,000	1,799		1,799	10.1%
4037 Grounds Maintenance	0	447	700	253		253	63.9%
4039 Planting/Trees/Horticulture	0	20	350	330		330	5.7%
4101 Grave Digging Costs	1,750	5,950	7,000	1,050		1,050	85.0%
<b>Cemetery &amp; Churchyard :- Indirect Expenditure</b>	<b>1,750</b>	<b>8,854</b>	<b>13,650</b>	<b>4,796</b>	<b>0</b>	<b>4,796</b>	<b>64.9%</b>
<b>Net Income over Expenditure</b>	<b>7,574</b>	<b>30,734</b>	<b>25,350</b>	<b>(5,384)</b>			

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2025

Month No: 12

March 25

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>408 Town Centre (Including Market)</b>							
1236 Market Fees	0	420	300	(120)			140.0%
1238 Other Income Car Park	0	383	0	(383)			0.0%
Town Centre (Including Market) :- Income	<b>0</b>	<b>803</b>	<b>300</b>	<b>(503)</b>			<b>267.5%</b>
4011 General Rates	0	11,315	12,450	1,135		1,135	90.9%
4029 Lamppost Banners	0	0	1,425	1,425		1,425	0.0%
4036 Property Maintenance/Security	66	219	1,000	781		781	21.9%
4053 Loan Interest	0	106	105	(1)		(1)	100.5%
4054 Loan Capital Repaid	0	503	503	0		0	99.9%
4100 CCTV Fees	0	8,196	3,717	(4,479)		(4,479)	220.5%
Town Centre (Including Market) :- Indirect Expenditure	<b>66</b>	<b>20,338</b>	<b>19,200</b>	<b>(1,138)</b>	<b>0</b>	<b>(1,138)</b>	<b>105.9%</b>
<b>Net Income over Expenditure</b>	<b>(66)</b>	<b>(19,535)</b>	<b>(18,900)</b>	<b>635</b>			

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2025

Month No: 12

March 25

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>409 Public Toilets - Car Park</u>							
4012 Water Rates	0	1,253	1,750	497		497	71.6%
4014 Electricity	218	1,412	350	(1,062)		(1,062)	403.3%
4036 Property Maintenance/Security	160	524	1,000	476		476	52.4%
Public Toilets - Car Park :- Indirect Expenditure	<b>378</b>	<b>3,188</b>	<b>3,100</b>	<b>(88)</b>	<b>0</b>	<b>(88)</b>	<b>102.9%</b>
<b>Net Expenditure</b>	<b>(378)</b>	<b>(3,188)</b>	<b>(3,100)</b>	<b>88</b>			

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2025

Month No: 12

March 25

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>500 Play Areas and Open Spaces</b>							
1201 Rent Received Etc	0	782	1,050	268			74.5%
1241 Sandy FC Rent	0	656	650	(6)			100.9%
1246 Donations Received	0	230	0	(230)			0.0%
1251 Pitch Rental	0	0	850	850			0.0%
Play Areas and Open Spaces :- Income	<b>0</b>	<b>1,668</b>	<b>2,550</b>	<b>882</b>			<b>65.4%</b>
4007 Health & Safety	0	348	500	152		152	69.6%
4012 Water Rates	0	554	600	46		46	92.3%
4014 Electricity	0	60	200	140		140	30.2%
4036 Property Maintenance/Security	360	668	1,000	332		332	66.8%
4037 Grounds Maintenance	0	4,770	5,000	230		230	95.4%
4042 Equipment/Vehicle Maintenance	0	0	5,000	5,000		5,000	0.0%
4972 Transfer from EMR Fallowfield	(7,500)	(7,500)	(7,500)	0		0	100.0%
Play Areas and Open Spaces :- Indirect Expenditure	<b>(7,140)</b>	<b>(1,100)</b>	<b>4,800</b>	<b>5,900</b>	<b>0</b>	<b>5,900</b>	<b>(22.9%)</b>
<b>Net Income over Expenditure</b>	<b>7,140</b>	<b>2,768</b>	<b>(2,250)</b>	<b>(5,018)</b>			

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2025

Month No: 12

March 25

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>501 Sunderland Road Rec Ground</b>							
1201 Rent Received Etc	5	2,591	750	(1,841)			345.5%
1253 Bowls Club Rental	0	578	500	(78)			115.5%
1255 Cricket Club Rental	0	288	306	18			94.1%
1256 Scouts ,ACF and SSLA	0	176	200	24			88.1%
<b>Sunderland Road Rec Ground :- Income</b>	<b>5</b>	<b>3,633</b>	<b>1,756</b>	<b>(1,877)</b>			<b>206.9%</b>
4012 Water Rates	0	1,344	2,000	656		656	67.2%
4014 Electricity	36	196	100	(96)		(96)	196.5%
4036 Property Maintenance/Security	0	2,628	2,000	(628)		(628)	131.4%
4046 Bowling Green - SBC	415	4,121	4,201	80		80	98.1%
4047 Equipment Maintenance - SBC	0	3,284	3,382	98		98	97.1%
4048 Cricket Square - SCC	794	3,328	3,328	(0)		(0)	100.0%
4049 Equipment Maintenance - SCC	23	1,059	3,600	2,541		2,541	29.4%
4060 Other Professional Fees	0	9,838	9,500	(338)		(338)	103.6%
<b>Sunderland Road Rec Ground :- Indirect Expenditure</b>	<b>1,268</b>	<b>25,799</b>	<b>28,111</b>	<b>2,312</b>	<b>0</b>	<b>2,312</b>	<b>91.8%</b>
<b>Net Income over Expenditure</b>	<b>(1,263)</b>	<b>(22,166)</b>	<b>(26,355)</b>	<b>(4,189)</b>			

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2025

Month No: 12

March 25

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>502 Nature Reserves</u>							
1306 Countryside Stewardship Grant	0	1,801	2,500	699			72.0%
1307 Angling Licence Rent	725	725	685	(40)			105.9%
Nature Reserves :- Income	<b>725</b>	<b>2,526</b>	<b>3,185</b>	<b>659</b>			<b>79.3%</b>
4037 Grounds Maintenance	850	1,747	2,000	253		253	87.4%
4060 Other Professional Fees	8,274	16,930	11,600	(5,330)		(5,330)	145.9%
4703 Sandy Green Wheel	0	2,000	2,000	0		0	100.0%
Nature Reserves :- Indirect Expenditure	<b>9,124</b>	<b>20,677</b>	<b>15,600</b>	<b>(5,077)</b>	<b>0</b>	<b>(5,077)</b>	<b>132.5%</b>
<b>Net Income over Expenditure</b>	<b>(8,399)</b>	<b>(18,151)</b>	<b>(12,415)</b>	<b>5,736</b>			

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2025

Month No: 12

March 25

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>505</u> <u>Grass Cutting</u>							
4102 Grass Cutting	8,138	8,138	10,000	1,862		1,862	81.4%
Grass Cutting :- Indirect Expenditure	<b>8,138</b>	<b>8,138</b>	<b>10,000</b>	<b>1,862</b>	<b>0</b>	<b>1,862</b>	<b>81.4%</b>
<b>Net Expenditure</b>	<b>(8,138)</b>	<b>(8,138)</b>	<b>(10,000)</b>	<b>(1,862)</b>			



## Detailed Income &amp; Expenditure by Budget Heading 31/03/2025

Month No: 12

March 25

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>506 Litter Bins, Seats &amp; Shelters</u>							
4042 Equipment/Vehicle Maintenance	0	400	1,000	600		600	40.0%
Litter Bins, Seats & Shelters :- Indirect Expenditure	<b>0</b>	<b>400</b>	<b>1,000</b>	<b>600</b>	<b>0</b>	<b>600</b>	<b>40.0%</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(400)</b>	<b>(1,000)</b>	<b>(600)</b>			

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## Detailed Income &amp; Expenditure by Budget Heading 31/03/2025

Month No: 12

March 25

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>509 Christmas Lights</u>							
1365 Christmas Lights	0	6,261	1,000	(5,261)			626.1%
Christmas Lights :- Income	<b>0</b>	<b>6,261</b>	<b>1,000</b>	<b>(5,261)</b>			<b>626.1%</b>
4401 Christmas Illuminations	0	16,475	15,400	(1,075)		(1,075)	107.0%
4402 Community Christmas Event	0	8,483	6,000	(2,483)		(2,483)	141.4%
Christmas Lights :- Indirect Expenditure	<b>0</b>	<b>24,958</b>	<b>21,400</b>	<b>(3,558)</b>	<b>0</b>	<b>(3,558)</b>	<b>116.6%</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(18,696)</b>	<b>(20,400)</b>	<b>(1,704)</b>			

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## Detailed Income &amp; Expenditure by Budget Heading 31/03/2025

Month No: 12

March 25

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>601 Precept and Interest</u>							
1101 Precept	0	680,302	680,752	450			99.9%
1320 Interest Received - All account	3,727	18,189	9,000	(9,189)			202.1%
Precept and Interest :- Income	<u>3,727</u>	<u>698,491</u>	<u>689,752</u>	<u>(8,739)</u>			<u>101.3%</u>
<b>Net Income</b>	<u>3,727</u>	<u>698,491</u>	<u>689,752</u>	<u>(8,739)</u>			

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2025

Month No: 12

March 25

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>602 Democratic and Civic Costs</b>							
1309 Misc Contributions	0	97	0	(97)			0.0%
1310 Events Income	0	210	0	(210)			0.0%
Democratic and Civic Costs :- Income	<b>0</b>	<b>307</b>	<b>0</b>	<b>(307)</b>			
4020 Misc Establishment Costs	135	135	50	(85)		(85)	270.0%
4042 Equipment/Vehicle Maintenance	0	122	1,500	1,378		1,378	8.1%
4200 Mayor's Allowance	40	1,338	2,200	862		862	60.8%
4202 Members' Expenses (Conf etc)	0	1,046	500	(546)		(546)	209.2%
4701 Grants/Donations Paid	0	1,400	4,000	2,600		2,600	35.0%
4702 Community Events Support	0	7,352	7,000	(352)		(352)	105.0%
4704 Remembrance Parade	0	171	200	29		29	85.4%
Democratic and Civic Costs :- Indirect Expenditure	<b>175</b>	<b>11,563</b>	<b>15,450</b>	<b>3,887</b>	<b>0</b>	<b>3,887</b>	<b>74.8%</b>
<b>Net Income over Expenditure</b>	<b>(175)</b>	<b>(11,256)</b>	<b>(15,450)</b>	<b>(4,194)</b>			

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## Detailed Income &amp; Expenditure by Budget Heading 31/03/2025

Month No: 12

March 25

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>700 Capital and Projects</b>							
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	2	6,379	0	(6,379)			0.0%
1246 Donations Received	1,500	1,500	0	(1,500)			0.0%
1364 S106 Money Received	0	345	0	(345)			0.0%
Capital and Projects :- Income	<b>1,502</b>	<b>28,127</b>	<b>19,903</b>	<b>(8,224)</b>			<b>141.3%</b>
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%
4734 CAP - Play Equipment	0	39,215	0	(39,215)	(39,215)		0.0%
4802 CAP - Cemetery Extension	1,050	24,841	0	(24,841)	(24,841)		0.0%
4814 CAP - IT Equipment	0	265	0	(265)	(265)		0.0%
4830 CAP - St Swithun's Church	1,075	1,075	0	(1,075)	(1,075)		0.0%
4834 CAP - Machinery & Equipment	0	5,780	0	(5,780)	(5,780)		0.0%
4835 CAP - CCTV	0	29,195	0	(29,195)	(29,195)		0.0%
4836 CAP - Neighbourhood Plan	1,475	2,113	0	(2,113)	(2,113)		0.0%
4838 CAP - Depot	0	14,380	0	(14,380)	(14,380)		0.0%
4858 CAP - SRRG Ditches	0	7,005	0	(7,005)	(7,005)		0.0%
4859 CAP - Noticeboards	0	3,745	0	(3,745)	(3,745)		0.0%
4860 CAP - QE II Wall Mosaic	0	3,950	0	(3,950)	(3,950)		0.0%
4861 CAP -Sandy FC Clubhouse	2,500	4,000	0	(4,000)	(4,000)		0.0%
4862 CAP - Office Hall Flooring	0	4,403	0	(4,403)	(4,403)		0.0%
4863 CAP - Jenkins Pavilion Roofing	0	2,917	0	(2,917)	(2,917)		0.0%
4864 CAP - Garage Store (Jenkins)	1	1	0	(1)	(1)		0.0%
4865 CAP - Cycle Store Jenkins Pav	1	1	0	(1)	(1)		0.0%
4915 Transfer to Rolling Capital Fd	0	51,300	51,300	0	0		100.0%
4921 Transfer to EMR	0	4,963	0	(4,963)	(4,963)		0.0%
4923 Internal Loan repaid to F'ild	0	12,000	12,000	0	0		100.0%
4965 Funded from Rolling Capital	(3,125)	(132,971)	0	132,971	132,971		0.0%
4971 Transfer from EMR	(1,475)	(6,999)	0	6,999	6,999		0.0%
Capital and Projects :- Indirect Expenditure	<b>1,502</b>	<b>91,082</b>	<b>83,203</b>	<b>(7,879)</b>	<b>0</b>	<b>(7,879)</b>	<b>109.5%</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(62,955)</b>	<b>(63,300)</b>	<b>(345)</b>			
Grand Totals:- Income	<b>15,293</b>	<b>782,360</b>	<b>757,996</b>	<b>(24,364)</b>			<b>103.2%</b>
Expenditure	<b>66,155</b>	<b>764,334</b>	<b>757,996</b>	<b>(6,338)</b>	<b>109</b>	<b>(6,447)</b>	<b>100.9%</b>
<b>Net Income over Expenditure</b>	<b>(50,862)</b>	<b>18,027</b>	<b>0</b>	<b>(18,027)</b>			
<b>Movement to/(from) Gen Reserve</b>	<b>(50,862)</b>	<b>18,027</b>	<b>0</b>	<b>(18,027)</b>			

**Sandy Town Council**  
**Report to 31st March 2025**

General Notes

Attached is the summary income & expenditure report for the year 1st April 2024 to 31st March 2025

This report shows a current year surplus of income over expenditure of £18,027

The balance sheet shows that total funds available to the Council are £528,058

This is made up of the following -

Current Year Fund	£18,027
General Reserve Brought Forward	£268,734
Rolling Capital Fund	£113,763
Fallowfield Reserve	£88,717
Earmarked Elections	£14,585
EMR Christmas Activities	£5,348
EMR Neighbourhood Plan	£16,235
EMR Anglian Water	£2,650
Total	£528,059

The percentage of budget if analysed evenly over the year to date is 100% 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 100.2% of the annual budget.

4002 - Salary works - extra help was hired to cover long term staff absence

4003 - Employers NIC Contributions

4006 - Annual HR Consultancy fee and extra support for staffing queries related to sickness absence and staff relations advice

4010 - Miscellaneous Staff Costs included Member Portrait

**402      Administration**

---

Expenditure is 105.7% of the annual budget.

4010 - Includes purchase of replacement First Aid Equipment

4014 - Electricity Bill

4015 - Gas Bill

4016 - Cleaning Materials some of the spend is down to over ordering by the caretaker. A stock monitoring system is now being implemented to ensure this issue is not repeated. Also return and refund for over stocked products is being investigated.

4020 - Includes £1,010 for a Reinstatement Assessment Report for Insurance purposes

4021 - Increased cost for telephone Chesh

4023 - Includes one off annual purchase of staff diaries and wall planners and stationery costs have increased

4024 - Subscriptions annual costs

4025 - Insurance annual charge

4026 - Photocopy costs includes lease fees until March 2025

4027 - IT costs incl Annual Website Support, annual licences, IT support, old equipment disposal purchase and installation of Wi-Fi in the back offices

**Sandy Town Council**  
**Report to 31st March 2025**

Analysis by Cost Centre [Continued]

4036 - Includes replacement fire door, radiator leak in office toilets, and repairs to entrance portico and intruder alarm monitoring and maintenance, boiler service, Mess room maintenance and PAT Testing and new reception stable door.

4040 - Includes purchase of two new desktop PCs, switch for Reception telephone connection and H&S equipment highlighted by work station risk assessments and purchase of cordless vacuum cleaner and annual Fire Safety equipment maintenance

4058- Internal Audit fee includes fees from the previous year billed late (May 2024)

**403 - Administrative Works**

Expenditure is 101.2% of the annual budget.

4040 - Equipment purchases minor includes purchase of electric pruners

4042 - Includes £2,910.46 on mower repairs and new front tyres for vehicle KX72 DGF and £650 repairs to tractor, repairs to Roberine and EV Vehicle replacement parts

4044 - Includes annual fleet insurance and tax

**405      Footway Lighting**

---

Expenditure is 108% of the annual budget.

4014 - Electricity Charges. In Dec 2024 we went from a fixed rate to general tariff, this is because the only company offering street lighting is Yu and our broker was not able to find a better deal. The broker continues to investigate this on our behalf.

**406      Cemetery & Churchyard**

---

Expenditure is 64.9% of the annual budget.

**408      Town Centre**

---

Expenditure is 105.9% of the annual budget.

4100 - CCTV includes installation of additional CCTV at Sunderland Road

**409      Public Toilets - Car Park**

---

Expenditure is 102.9% of the annual budget

4014 - Electricity - issue with heater being left on due to an error. Issue has now been rectified

**500      Play Areas and Open Spaces**

---

Expenditure is 22.9% of the annual budget

**501      Sunderland Road Recreation Ground**

---

Expenditure is 91.8% of the annual budget.

4014 -Electricity Charges

4036 - Vehicle barrier repair at Berwick Way entrance. SJS irrigation of Bowling Green to be recoded to 4046

4060 - Pavilion Management fees including September 2024

**502      Nature Reserves**

---

Expenditure is 132.5% of the annual budget.

4060- includes late payment of BRCC Pinnacle Wardening fees for March 23/24

**505      Grass Cutting**

---

Expenditure is 81.4% of the annual budget.

**Sandy Town Council**  
**Report to 31st March 2025**

Analysis by Cost Centre [Continued]

---

**506 Litter Bins, Seats & Shelters**

---

Expenditure is 40% of the annual budget.

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**509 Christmas Lights**

---

Expenditure is 116.6% of the annual budget.

4401 - Full Payment for Annual Christmas Lights and £1,760 Lamppost Timers and lamppost investigation work

4402 - Christmas Lights event over spend £2,483 off set by income/donations of £5,261

---

**601 Precept and Interest**

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Income is 101.3% of the annual budget.

1320 - Interest received all accounts 202.1%

---

**602 Democratic and Civic Costs**

---

Expenditure is 74.8% of the annual budget.

4020 - Misc Establishment Costs - Frame for Members Portrait

4202 - Included costs for Code of Conduct Training

4702 - Includes Mosaic Workshop and Road Closure for Remembrance Parade Event also lamppost banners miscoded to this budget line, £1,075 to be coded under 408 4029

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**700 Capital and Projects**

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Expenditure is 109.5% of the annual budget.

4153 - (Internal) Loan interest

4154 - (Internal) Loan interest

4915 - Transfer to Rolling Capital Funds

4923 - Internal loan repayment



Date: 04/03/2025

**Sandy Town Council Current Year**

Page 1

Time: 12:32

**Current Bank A/c****List of Payments made between 01/02/2025 and 28/02/2025**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/02/2025	Barclays	DDR	12.92		Bank charges
03/02/2025	UK Fuels Limited	DDR	73.33		700-Fuel a/c
04/02/2025	4Tune Performance	FP1	678.80		671-AK12 WLJ Puncture repair
04/02/2025	Central Bedfordshire Council	FP2	3,600.00		672-CCTV Monitoring
04/02/2025	DCK Accounting Solutions Ltd	FP3	644.10		673-Accountancy Dec 24
04/02/2025	DSSL Group Ltd	FP4	7,568.57		674-SRRG CCTV Camera
04/02/2025	Hertfordshire County Council	FP5	571.88		675-Cleaning materials
04/02/2025	Arthur Ibbett Ltd	FP6	763.20		676-2 x Stihl Pruners
04/02/2025	The Lion Press	FP7	96.00		677-Xmas banner stickers
04/02/2025	Proludic Ltd	FP8	13,284.21		678-Bedford Rd Slide
04/02/2025	Sean Rose Roofing Ltd	FP9	15,906.00		679-Depot roof replacement
04/02/2025	SLCC Enterprises Ltd	FP10	264.00		685-MA Social media training
04/02/2025	Sandy Town Bowls Club	FP11	28.98		681-Bowls Club locks
04/02/2025	T&J Seymour Electrical Install	FP12	1,386.00		683-Streetlight repairs
05/02/2025	HMRC	FP	419.10		PAYE/NI
05/02/2025	Beds Pension Fund	FP	6,102.36		Pensions Jan 25
10/02/2025	Scottish Power	DDR2	10.03		696-Depot Elec 8.1-23.1.25
10/02/2025	Yu Energy	DDR3	2,728.96		703-S/Lights Elec Jan 25
10/02/2025	Yu Energy	DDR4	251.88		702-S/Lights Elec Jan 25
10/02/2025	Yu Energy	DDR5	267.21		704-Office gas Jan 25
10/02/2025	James Hallam Ltd	FP1	28.00		724-Trimax Snake insurance
10/02/2025	Zilkin Ltd	FP2	360.00		757-Staff uniforms
12/02/2025	Chess Ltd	DDR	309.49		Purchase Ledger Payment
14/02/2025	Feb Salaries	DDR	18,902.56		Feb Salaries
17/02/2025	UK Fuels Limited	DDR	2.40		695-Fuel a/c
17/02/2025	Scottish Power	DDR	20.24		Purchase Ledger Payment
18/02/2025	B&P Property Maintenance	FP	1,725.84		756-Office Hallway Tiles
19/02/2025	Scottish Power	DDR	581.06		751-Office elec
20/02/2025	Anglian Water Business Ltd. (N	DDR	25.29		745-Cemetery water charges
21/02/2025	Anglian Water Business Ltd. (N	DDR	295.35		746-C/Park toilets water charg
24/02/2025	UK Fuels Limited	DDR	59.66		753-Fuel a/c
24/02/2025	Anglian Water Business Ltd. (N	DDR	62.83		748-Depot water charges
24/02/2025	Anglian Water Business Ltd. (N	DDR	10.21		747-Office water charges
26/02/2025	Beds Pension Fund	FP	6,069.31		Pensions Feb 25
27/02/2025	Public Works Loan Board	DDR	304.12		694-PWLB Loan Interest
27/02/2025	Chess Ltd	DDR	746.04		754-Tleephone
27/02/2025	Breakthrough Communications &	FP	948.00		758-Staff/Cllr Training

<b>Total Payments</b>	85,107.93
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Date: 08/04/2025

## Sandy Town Council Current Year

Page 1

Time: 15:32

## Current Bank A/c

## List of Payments made between 01/03/2025 and 31/03/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/03/2025	Control Print Solutions Ltd	DDR1	584.10		693-Copier charges
03/03/2025	UK Fuels Limited DDR	DDR2	77.40		752-Fuel a/c
04/03/2025	Agrovista UK Ltd	FP1	247.60		716-Iron
04/03/2025	Bedfordshire Rural Communities	FP2	5,295.46		717-Pinnacle wardening 24/25
04/03/2025	Ben Burgess & Co Ltd	FP3	3,341.79		719-John Deere 4320H Service
04/03/2025	The CDS Group	FP4	1,736.40		720-Cemetery Project Managemen
04/03/2025	AJ Day	FP5	300.00		721-Town toilets maint
04/03/2025	DCK Accounting Solutions Ltd	FP6	644.10		722-Accountncy Jan 25
04/03/2025	DM Payroll Services Ltd	FP7	102.00		735-Payroll fees Jan-Mar 25
04/03/2025	FD Odell & Sons Ltd	FP8	495.00		723-Waste disposal
04/03/2025	Hertfordshire County Council	FP9	94.90		725-Stationery
04/03/2025	Arthur Ibbett Ltd	FP10	91.24		726-Easyfile
04/03/2025	Microshade Business Consultant	FP11	79.68		727-Citrix hosting
04/03/2025	Tim Miles	FP12	350.00		728-Grave digging
04/03/2025	Origin Amenity Solutions	FP13	1,131.00		729-Fertiliser spreader/fertli
04/03/2025	Purchase Power	FP14	162.61		730-Postage
04/03/2025	PNC HR LTD	FP15	1,368.00		732-HR Support retainer
04/03/2025	R T Machinery Ltd	FP16	1,771.24		764-Replace ET Lander windscre
04/03/2025	SLCC Enterprises Ltd	FP17	27.00		733-Volunteer Manangement book
04/03/2025	Verto (UK) Ltd	FP18	238.80		734-Website hosting 25/26
04/03/2025	B&P Property Maintenance	FP1	106.77		768-Office Hallway floor tiles
04/03/2025	Sean Rose Roofing Ltd	FP2	4,250.00		Sandy FC Roof replacement
04/03/2025	FD Odell & Sons Ltd	FP8	96.00		820-Skip hire
06/03/2025	Town Mayor's Charity Fund	FP3	15.00		821-L/Linslade Bingo Night
07/03/2025	Barclays	DDR	10.90		Bank charges
10/03/2025	TJ Electrical (Beds) Ltd	FP4	96.00		822-Replace ladies toilet ligh
10/03/2025	Maple Catering Ltd	FP5	385.50		824-C/Service Catering 13.4.25
10/03/2025	James Hallam Ltd	FP6	522.12		823-OU24 DCV Ins 5.3-30.6.25
10/03/2025	HMRC	FP	6,086.08		PAYE/NI Feb 25
10/03/2025	Yu Energy	DDR3	2,359.61		767-S/Lights Elec Feb 25
10/03/2025	Yu Energy	DDR4	221.60		766-S/Lights elec Feb 25
10/03/2025	Yu Energy	DDR5	221.32		765-Office Gas Feb 25
13/03/2025	Scottish Power	DDR6	75.67		742-Depot elec
14/03/2025	Mar Salaries	DDR	19,364.27		Mar Salaries
17/03/2025	Purchase Power	FP7	208.75		827-Postage top up
17/03/2025	UK Fuels Limited DDR	DDR7	55.18		743-Fuel a/c
17/03/2025	Chess Ltd DDR	DDR8	332.41		806-Telephone
17/03/2025	Scottish Power	DDR9	20.24		Purchase Ledger Payment
18/03/2025	Riverdale Stone Ltd	FP8	1,290.00		828-Churchyard Wall repairs
21/03/2025	Scottish Power	DDR10	511.36		811-Office elec 5.2-6.3.25
25/03/2025	Purchase Power	DDR11	99.63		744-Franking machine lease
28/03/2025	Chess Ltd DDR	DDR12	745.67		829-Telephone
31/03/2025	UK Fuels Limited DDR	DDR13	53.68		809-Fuel a/c

<b>Total Payments</b>	<b>55,266.08</b>
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Cemetery Working Group Minutes

**Date:** Wednesday 26<sup>th</sup> March 2025

**Time:** 5.30pm

**In Attendance:** Cllrs J Hewitt, S Sutton, M Pettitt, S Baker, P Sharman and Mrs N Sewell (Town Clerk)

**Location** Council Chamber

**1 Cemetery Extension Timeline Update:**

Members viewed the updated timeline for the project submitted by CDS.

Members looked through the updated timeline.

A concern was raised that the work to remove hedging would clash with nesting season and it was agreed that the necessary checks would be undertaken to ensure no nesting birds were disturbed by works. Members asked the Clerk to request the Outdoor team carry out the works with no further delay.

The new timeline suggests an opening date for the site in August 2026.

**2 Immediate Actions needed following Planning Approval**

The most urgent work to be carried out was the changes to the entrance of the Cemetery and the required visibility splays and the relocation of two brick piers to ensure that the cemetery gates hung at the required distance of a minimum of six metres from the kerbside. It was suggested that the Town Clerk speak to Balaam Brothers, who installed the original gates and ask if they could undertake the works. It was also suggested that the Clerk approach the stonemason currently working at St Swithuns Church to see if they could recommend a bricklayer or quote to undertake the works themselves.

**3 Updated Costings**

Members compared the quotes from 2023 to 2025. The Clerk informed Members that she had approached CDS to see if there was any possible room to negotiate on prices. The response had been that while costs for RIBA stage 4 would remain as per the quote, some costs may be able to be reduced during the tendering and construction phase.

Members were unanimous in agreeing that the project needed to go forward and as such would recommend to Council that it accept the increase the fees, to ensure no further delays on the project.

Important to go out for quotes asap and get the works completed.

Meeting ended at 18.30

## Policy, Finance & Resources Committee

---

<b>Date:</b>	<b>14<sup>th</sup> April 2025</b>
<b>Title:</b>	<b>Cemetery Extension Update – Increased Fees</b>
<b>Contact Officer:</b>	<b>Town Clerk</b>

### Purpose of the Report

1. To receive a report from the Town Clerk outlining increased fees from CDS to undertake RIBA stages 4, 5 and 6 to complete the Cemetery Extension Project.

### Recommendation

2.0 The Cemetery Working Group recommends that the Policy, Finance & Resources Committee agrees the increase in quoted fees from CDS to enable the project to continue through RIBA stages 4, 5 and 6 with no further delay.

### Background

3.0 Following planning approval by Central Bedfordshire Council for the Town Council's application for a variation of conditions to its planning application to extend land west of Potton Road to create an extension to its current burial space project managers, CDS, have submitted a quote outlining an increase to their fees originally set out in 2023. Due to the significant increased costs that the company has seen from its design consultants over the past two years their fees have increased.

3.1 The following table shows a comparison between the original quote and the increased costs.

	<b>2023</b>	<b>2025</b>
RIBA Stage 4	£13,950	£15,623.70
RIBA Stage 5	£11,325	£16,599.38
RIBA Stage 6	£6,225	£3,853.80
<b>Total</b>	<b>£31,500</b>	<b>£36,076.88</b>

*Please see full breakdown of costs circulated to members separately.*

### Financial implications

4.0 The total fees have increased by £4,576.88. Following further discussion between the Clerk and CDS, while there is no room for negotiation on the fees quoted for RIBA stage 4, it has been suggested that some savings may be made during Stages 5 & 6.

# **SANDY TOWN COUNCIL**

## **General Criteria for Grant Aid**

Organisations will be considered for grant aid from the Town Council where they meet the following criteria:

1. The organisation is based, or has significant local activity in Sandy.
2. The work of the organisation directly benefits a number of residents of Sandy.
3. The organisation has a written Constitution with clearly defined aims and objectives.
4. The local organisation has a clear financial need. (Account will be taken of how much money the organisation has, including any special reserves set aside for particular projects and local fund raising efforts. Additionally, if the balance is high in relation to spending, then an explanation is required justifying the reasons why the organisation is still applying for a grant.)
5. The organisation has its own bank account with at least two authorised signatories.
6. The organisation is non-party political and non-profit making.
7. Individuals will not be funded.

Applications should be linked to a specific project rather than to assist with running costs.

### **Conditions**

Grant aid must be used for the purposes stated on the application only. If the organisation decides it wishes to spend the monies on something different it must ask the Town Council for written permission to do so, or the Grant will be withdrawn.

Generally, grants must not be used to settle debts on behalf of the organisation, nor be used to retrospectively fund projects.

Sandy Town Council reserves the right to recall any grant given to an organisation which ceases to operate during the financial year for which the grant was given. The Council should be consulted prior to distribution of any remaining assets. Full details and accounts must be submitted to the Council as soon as possible.

### **Successful Organisations Must**

1. Be prepared to participate in publicity/awareness initiatives organised by the Council.
2. Be willing to attend a reception to receive their cheque if requested.
3. Be willing for a representative of the Town Council to attend the organisation's executive meetings, if so requested by the Council.
4. Provide evidence within the twelve months of the award of the grant that the money has been used for the purpose stated in the application, and, where possible, provide Sandy Town Council with photograph(s) of the project funded.
5. Acknowledge the grant aid together with other sources of funding in appropriate publicity and detailing how it was spent in its annual report and accounts. A copy of which should be sent to the Council as soon as it is published.

Completed application form and supporting documents to be returned to:

Town Clerk  
Sandy Town Council  
Council Offices  
10 Cambridge Road  
Sandy  
Beds SG19 1JE

e-mail: [finance@sandytowncouncil.gov.uk](mailto:finance@sandytowncouncil.gov.uk) or  
[admin@sandytowncouncil.gov.uk](mailto:admin@sandytowncouncil.gov.uk)

**APPLICATION FOR GRANT AID FROM**  
**SANDY TOWN COUNCIL**

<b><u>Name of the Organisation/Group</u></b>	
Sandy Carnival Association	
Are you affiliated to a national organisation? If so, which one?	No
Local venue/meeting place	Currently Sandy Conservative Club
Are you a registered charity? If so, give your charity number?	No
What are the aims and activities of the organisation?	To organise and hold an annual carnival with parade and field events for the people of Sandy and surrounding villages
How many members do you have?	7 volunteer committee members
Members:	Junior N/A
	Senior
What is your annual subscription?	Junior £0
	Senior £0

## **Project Information**

What would the grant be used for?	The grant would be used to pay for the portable toilets, urinal and baby changing facilities required at the venue on Carnival day. Also a skip for rubbish collection on site
In what manner will the residents of Sandy benefit?	Allows people to enjoy the afternoon without needing to pop home when needing to use the facilities
Approximately how many Sandy residents will benefit from this grant?	Approx 1000 over the course of 1 day if they all get caught short
Estimated total cost of project	£888
Please state clearly how much you are applying for from Sandy Town Council	£888
What amount is being met from your own funds?	£0



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

Source	Amount	Confirmed/Pending/Unsuccessful
--------	--------	--------------------------------

N/A		
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**Financial Details**

Please specify how any income, particularly surplus, is spent.	Surplus income is spent on either entertainment acts or activities during Carnival day to make it more enjoyable for everyone visiting
Please attach accounts (audited/independently examined) for the last two years and your budget forecast for the forthcoming/current year.	

<b>Payment Details</b>	
Account Title	Sandy Carnival Association
Account Number	
Bank/Building Society Name and Address	Barclays Bank
<b>Contact Details</b>	
Please give details of the person with whom this application can be discussed and to whom any cheque should be sent:	
Position in organisation	Treasurer
Address	
Telephone Number	
E-mail address	

## **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.

<b>Signed:</b>
<b>Name: Hayley Stewart</b>
<b>Position: Chairman</b>
<b>Date: 19/03/2025</b>

**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



## **SANDY TOWN COUNCIL**

### **General Criteria for Grant Aid**

Organisations will be considered for grant aid from the Council where they meet the following criteria:

1. The organisation is based, or has significant local activity in Sandy.
2. The work of the organisation directly benefits a number of residents of Sandy.
3. The organisation has a written Constitution with clearly defined aims and objectives.
4. The local organisation has a clear financial need. (Account will be taken of how much money the organisation has, including any special reserves set aside for particular projects and local fund raising efforts. Additionally, if the balance is high in relation to spending, then an explanation is required justifying the reasons why the organisation is still applying for a grant.)
5. The organisation has its own bank account with at least two authorised signatories.
6. The organisation is non-party political and non-profit making.
7. Individuals will not normally be considered.

Applications should be linked to a specific project rather than to assist with running costs.

### **Conditions**

Grant aid must be used for the purposes stated on the application only. If the organisation decides it wishes to spend the monies on something different it must ask the Council for written permission to do so, or the Grant will be withdrawn.

Grants must not be used to settle debts on behalf of the organisation, nor be used to retrospectively fund projects.

Sandy Town Council reserves the right to recall any grant given to an organisation which ceases to operate during the financial year for which the grant was given. The Council should be consulted prior to distribution of any remaining assets. Full details and accounts must be submitted to the Council as soon as possible.

### **Successful Organisations Must**

1. Be prepared to participate in publicity/awareness initiatives organised by Sandy Town Council.
2. Be willing to attend a reception to receive their cheque if requested.
3. Be willing for a representative of the Council to attend the organisation's executive meetings, if so requested by the Council.
4. Provide evidence within the financial year that the grant has been used for the purpose stated in the application, and, where possible, provide Sandy Town Council with photograph(s) of the project funded.
5. Acknowledge the grant aid together with other sources of funding in appropriate publicity and detailing how it was spent in its annual report and accounts. A copy of which should be sent to the Council as soon as it is published.

Completed application form and supporting documents to be returned to:

Town Clerk  
Sandy Town Council  
Council Offices  
10 Cambridge Road  
Sandy  
Beds SG19 1JE

e-mail: [admin@sandytowncouncil.gov.uk](mailto:admin@sandytowncouncil.gov.uk)

# **APPLICATION FOR GRANT AID FROM**

## **SANDY TOWN COUNCIL**

<b><u>Name of the Organisation/Group</u></b>	
<b>Respite at Home Volunteers West Mid Beds and Ivel Valley (RHV)</b>	
Are you affiliated to a national organisation? If so, which one?	NO
Local venue/meeting place	None, we offer Free Home Befriending service to Local residents with Life limiting illnesses and Respite for their Carers
Are you a registered charity? If so, give your charity number?	1161178
What are the aims and activities of the organisation?	RHV is a very small charity that has been helping local residents in Sandy and surrounding areas for 25 years. Our Volunteers visit their clients for 2-3hours each week hours. This free 'befriending' service offers emotional and practical support to both the person with the illness and their carers.
How many members do you have?	Volunteers/Leaders 13 Volunteers 1 part-time Charity Manager (employee)
Members:	Junior N/A
	Senior N/A
What is your annual subscription? * Our Charity offers this service FREE *	Junior £ * N/A
	Senior £ * N/A

## Project Information

<p>What would the grant be used for?</p>	<p>With this grant we aim to recruit and train 4 or more volunteers in the Sandy area, ensuring that more families in Sandy area receive the respite and companionship they so desperately need.</p> <p>Your support will allow us to continue providing this essential, life-enhancing service to some of the most vulnerable people in our local community.</p>
<p>In what manner will the residents of Sandy benefit?</p>	<p>Benefits our service provide to residents with life-limiting illness:</p> <ul style="list-style-type: none"> <li>* Improved Quality of Life - by offering companionship and support;</li> <li>* Respite for Carers - carers often provide 24/7 care;</li> <li>* Reduced Isolation and Loneliness – especially those who are confined to their homes or bed;</li> <li>* Stronger Community Connections &amp; Support for Families - we support the individuals with illness and also their families and carers.</li> </ul> <p>This holistic approach strengthens the overall well-being of the family unit.</p>
<p>Approximately how many Sandy residents will benefit from this grant?</p>	<p>RHV has been and continues to visit some clients in Sandy.</p> <p>With more volunteers onboard, we aim to expand this service to include any resident with a life-limiting illness who requires our service.</p>
<p>Estimated total cost of project</p>	<p>Overall costs for RHV Charity are between £25,00 and £30,000 per year to provide essential support to individuals in our local community.</p>
<p>Please state clearly how much you are applying for from Sandy Town Council.</p>	<p>RHV are applying for £1,000</p> <p>This is to cover recruitment, training and onboarding costs for 4 new volunteers (£250 per new volunteer costs)</p>
<p>What amount is being met from your own funds?</p>	<p>RHV raises around £7,000/year from various fund-raising events held regularly throughout the year including Charity stalls at Local events (like Stotfold Steam Fayre and Party on Potton Big Weekend); local Tea &amp; Cake events and Pub Quiz nights</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.

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

Big Lottery funding application - £5,000 (May decision)

Bedfordshire and Luton Community Foundation funding application - £2,500 (April decision)

### **Financial Details**

Please specify how any income, particularly surplus, is spent.


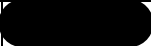

To summarize our income is spent:

Training and Recruitment of new Volunteers;  
 Ongoing yearly/refresher training for all volunteers;  
 Travel/Reimbursement costs for Volunteers;  
 Venue hire/Professional Trainer costs/DBS checks;  
 Outreach and awareness and Advertising Campaigns;  
 1 Employee - part-time Charity Manager

Please attach accounts (audited/independently examined) for the last two years and your budget forecast for the forthcoming/current year.

Attached



<b>Payment Details</b>	
Account Title	<b>Respite at Home Volunteers West Mid Beds and Ivel Valley</b>
Account Number	
Bank/Building Society Name and Address	<b>Barclays Bank</b>
<b>Contact Details</b>	
Please give details of the person with whom this application can be discussed and to whom any cheque should be sent:	 (Charity Manager)
Position in organisation	Charity Manager
Address	Respite at Home Volunteers West Mid Beds and Ivel Valley, The Rufus Centre, Steppingly Road Flitwick Bedford MK45 1AH
Telephone Number	
E-mail address	<a href="mailto:respiteathomevolunteers@aol.co.uk">respiteathomevolunteers@aol.co.uk</a>

## **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.

<b>Signed:</b> [REDACTED]
<b>Name:</b> [REDACTED]
<b>Position:</b> Charity Manager
<b>Date:</b> 31 <sup>st</sup> March 2025

**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

**APPLICATION FOR GRANT AID FROM**  
**SANDY TOWN COUNCIL**

<b><u>Name of the Organisation/Group</u></b>	
SANDY LIBRARY	
Are you affiliated to a national organisation? If so, which one?	NO
Local venue/meeting place	LIBRARY
Are you a registered charity? If so, give your charity number?	NO
What are the aims and activities of the organisation?	To provide a safe + learning place in the community. Able to be able to provide events + activities to children + adults
How many members do you have?	Volunteers/Leaders only LIBRARY STAFF
Members:	Junior /
	Senior /
What is your annual subscription?	Junior £ /
	Senior £ /

## Project Information

<p>What would the grant be used for?</p>	<p>SPECIAL activities + crafts that can be bought from Annan/Baker Ross to provide that little extra. could also pay outside people like authors travel costs</p>
<p>In what manner will the residents of Sandy benefit?</p>	<p>In a whole manner of ways, children love to be able to participate in something that does not cost. Also helps mother at my vulnerable families struggling in the holidays</p>
<p>Approximately how many Sandy residents will benefit from this grant?</p>	<p>I believe they will benefit alot. 25. every day in the holidays we provide 60 packs of crafts</p>
<p>Estimated total cost of project</p>	<p>If we buy from Annan Baker Ross a total of 8 x 8 packs = 64 crafts @ \$6 per pack = \$48 per session if bought when not on offer which</p>
<p>Please state clearly how much you are applying for from Sandy Town Council.</p>	<p>\$400</p>
<p>What amount is being met from your own funds?</p>	<p>Although our budget has not been told to us yet I believe its probably about \$400-500 as CBC has to budget costs</p>

This year,

I always try to plan ahead + buy out of season to keep costs low.

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

Source	Amount	Confirmed/Pending/Unsuccessful
--------	--------	--------------------------------

I have not asked for funds from any other funding bodies other than yourselves.

As I have been told that our CBC craft budget will be considerably lower this 2005/06.

This is why I have called upon STC to help so I can still provide the community in the way we have done before.

### Financial Details

Please specify how any income, particularly surplus, is spent.

craft supplies for children/Adults especially OAPS in the adult category.

Hopefully I can also set in a local author doing the Summer.

Please attach accounts (audited/independently examined) for the last two years and your budget forecast for the forthcoming/current year.

Not applicable as I do not have access to bank accounts.



All I can say is that last years money was very helpful, we had a successful year + my money was spent wisely.

<b>Payment Details</b>	
Account Title	Central Bedfordshire Council
Account Number	[REDACTED]
Bank/Building Society Name and Address	Nat West 81 High Street Bedford Bedfordshire
<b>Contact Details</b>	
Please give details of the person with whom this application can be discussed and to whom any cheque should be sent:	[REDACTED] (Manager) Sandy Library Market Sq Sandy, Beds SG19 1EH
Position in organisation	LIBRARY MANAGER
Address	Sandy Library Market Sq Sandy Beds SG19 1EH
Telephone Number	0300 300 8065
E-mail address	[REDACTED]

## 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.

<b>Signed:</b>	
<b>Name:</b>	
<b>Position:</b>	library manager
<b>Date:</b>	24-2-2025

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

**Policy, Finance & Resources Committee**

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<b>Date:</b>	<b>14<sup>th</sup> April 2025</b>
<b>Title:</b>	<b>Bowls Club Lease Renewal Draft Terms</b>
<b>Contact Officer:</b>	<b>Town Clerk</b>

**Purpose of the Report**

1. To receive a report from the Town Clerk outlining recommended criteria to be included in the Bowls Club Lease renewal due in 2026.

**Recommendation**

- 2.0 To agree the criteria below and start formal work to get the draft lease drawn up and checked by a solicitor to be presented to the Bowls Club for consideration.

**Background**

3.0 When drafting a lease between a Town Council and a Bowling Club for the leasing and maintenance of a Bowling Green, several key considerations and items should be included to ensure that the responsibilities of both parties are clearly defined and that the lease runs smoothly. Below are the main points that should be covered:

**1. Parties Involved**

- **Landlord (Town Council):** The entity that owns the Bowling Green.
- **Tenant (Bowling Club):** The group leasing and maintaining the Bowling Green.

**2. Lease Term**

- **Duration:** Specify the length of the lease, whether it's short-term or long-term, and include any renewal options or break clauses.
- **Commencement Date:** The date the lease starts.

**3. Premises and Property**

- **Description of the Bowling Green:** Specify the exact boundaries and location of the Bowling Green and attach a plan or map for clarity.
- **Access:** Define how access to the Bowling Green will be granted, including rights of way or any restrictions on usage.
- **Shared Areas:** If applicable, clarify whether the Bowling Club has access to any other facilities (e.g., clubhouses, toilets, car parks), and the specific terms of use for these areas.

**4. Rent and Payment Terms**

- **Rent:** Specify the amount of rent, the frequency of payment (monthly, annually), and how it will be adjusted (e.g., annually based on inflation or market value).
- **Other Payments:** Address any additional charges such as service charges, utilities, and taxes.



- **Late Payment Penalties:** Outline consequences if rent or payments are overdue.

## 5. Use of the Premises

- **Permitted Use:** The lease should specify that the Bowling Green is to be used solely for bowling-related activities and may not be used for other purposes without consent from the Town Council.
- **Hours of Operation:** Set the allowed hours of use for the Bowling Green (e.g., opening hours, noise restrictions).
- **Sub-letting:** Clarify whether the Bowling Club can sublet or assign the lease to others.

## 6. Responsibilities for Maintenance and Upkeep

### Bowling Club's Responsibilities:

- **Maintenance of the Bowling Green:** The Bowling Club should be responsible for the ongoing maintenance and upkeep of the Bowling Green itself (e.g., mowing, watering, rolling, replacing grass or artificial turf, keeping the green free from debris). Define "maintenance" versus "repair" to avoid disputes. Maintenance refers to routine tasks, while repairs involve fixing damage.
- **Clubhouse and Other Facilities:** If applicable, maintenance of the clubhouse, changing rooms, and other facilities, including cleaning, repairs, and decoration.
- **Health and Safety Compliance:** Ensuring that the Bowling Green complies with all relevant health and safety regulations, including any necessary risk assessments.
- **Repairs to Fixtures and Fittings:** Repairing or replacing any fixtures, equipment, and furniture used by the Bowling Club on the premises (e.g., benches, scoreboards).
- **Insurance:** The Bowling Club should maintain public liability insurance for the Bowling Green and any club events held on the premises.

### Town Council's Responsibilities:

- **Major Repairs:** The Town Council would generally be responsible for significant repairs or replacements that affect the structure of the Bowling Green, such as drainage systems, boundary fences, or large-scale resurfacing.
- **Building Maintenance:** If the lease includes the use of a clubhouse or other facilities, the Town Council may be responsible for structural maintenance, including roof repairs and major plumbing work.
- **Utilities:** If utilities (e.g., water, gas, electricity) are provided by the Town Council, they should ensure the maintenance and delivery of these services to the premises.

## 7. Insurance and Indemnity

- **Insurance Requirements:** Both parties should carry insurance. The Bowling Club will typically carry public liability insurance to cover accidents that occur on the premises, while the Town Council may need to insure the building and other structural elements of the property.
- **Indemnity Clauses:** The lease should specify that the Bowling Club will indemnify the Town Council for any losses, damages, or claims arising from their use of the premises, and vice versa, within the scope of each party's responsibilities.

## 8. Compliance with Laws

- **Planning and Licensing:** Specify that both parties must comply with local planning and licensing laws, including noise restrictions or event licensing (if the Bowling Club intends to host events or competitions).
- **Environmental Regulations:** Address any environmental standards or restrictions, such as water use, waste management, and the use of pesticides or chemicals on the Bowling Green.

## 9. Schedule of Condition

- Attach a schedule of condition documenting the state of the green at the start of the lease. This ensures that maintenance obligations are limited to keeping it in its current state rather than improving it.

## 10. Alterations and Improvements

- **Approval for Changes:** Set out any procedures for the Bowling Club to make alterations or improvements to the Bowling Green or any buildings on the premises. Typically, these would need prior approval from the Town Council.
- **Ownership of Improvements:** Clarify whether any improvements made by the Bowling Club (e.g., new seating, sheds, drainage systems) will remain the property of the Bowling Club or revert to the Town Council at the end of the lease.

## 11. Termination of Lease

- **End of Lease:** Outline the conditions under which the lease can be terminated by either party, such as non-payment of rent, failure to maintain the premises, or breach of contract.
- **Notice Period:** Include a notice period for terminating the lease (e.g., six months, one year).
- **Return of the Property:** Specify how the Bowling Green should be returned at the end of the lease, including any restoration obligations (e.g., returning the premises to its original state).
- **Early Termination:** Conditions under which either party can terminate the lease early, such as mutual agreement or a significant breach.

## 12. Outgoings

- Clarify that all outgoings related to maintenance, utilities, and rates are payable by the bowls club.

## 13. Legal Costs

- Specify whether legal costs for drafting and negotiating the lease will be borne by one party or shared.

## 12. Dispute Resolution

- **Mediation or Arbitration:** Set out the process for resolving any disputes that arise during the term of the lease, such as disagreements over maintenance or rent. This can include mediation or arbitration.

## 13. Miscellaneous Provisions

## AGENDA ITEM: 10

## APPENDIX VII

- **Force Majeure:** Clauses relating to unforeseeable events (e.g., floods, storms, pandemics) that prevent either party from fulfilling their obligations under the lease.
- **Review of Lease Terms:** Provision for periodic review of the lease terms, rent adjustments, or other terms based on changing circumstances.
- **Notices:** Details of how notices (e.g., rent reminders, repair requests) should be served between the parties.

3.1 Example Clause for Maintenance Responsibility - "The Lessee shall be solely responsible for maintaining and keeping in good condition the bowling green and adjacent areas, including regular mowing, cleaning, and debris removal. The Lessor shall have no obligation to undertake any maintenance or repair work during the term of this lease."

3.2 Additional Considerations:

- Ensure compliance with relevant laws (e.g., Landlord & Tenant Act 1954 if applicable).
- Include provisions for dispute resolution.
- Review local council policies on leasing sports facilities to ensure alignment with community goals.

3.3 Clearly defining the responsibilities of each party, such a lease helps avoid conflicts and ensures that both the Town Council and the Bowling Club understand their obligations and rights.

## Financial implications

4.0 It is not legal for a Town Council to purchase mowers and fertiliser simply to avoid VAT on behalf of a bowls club while allowing the club to retain ownership of the items. This arrangement could be considered a form of tax avoidance, which is not permissible under UK VAT rules.

## Key Points:

1. **VAT Recovery by Councils:** Town Councils can reclaim VAT on purchases made for their own use or for non-business activities, such as maintaining public sports facilities. However, if the council purchases goods (e.g., mowers and fertilizer) and transfers ownership or control to a third party (like a bowls club), this would not qualify as a legitimate council expense for VAT recovery purposes.
2. **Sports Clubs and VAT:** Community amateur sports clubs (CASCs) or other non-profit sports organisations are generally treated as carrying on business activities when they charge membership fees or provide services to members. These activities make them ineligible to recover VAT on purchases unless they are VAT-registered and meet specific criteria.
3. **Legal Implications:** HMRC has strict rules against arrangements designed to avoid VAT liability. If the council were to purchase equipment with the intention of transferring it to the bowls club, this could be seen as an artificial transaction aimed at avoiding VAT, which would likely be challenged by HMRC.
4. **Alternative Solutions:**
  - The council could retain ownership of the equipment and allow the bowls club to use it under a formal agreement, ensuring that the council maintains responsibility for its use and maintenance.
  - The bowls club could explore VAT registration if its taxable turnover exceeds the threshold, allowing it to recover VAT on its purchases.

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4.1 Councils must ensure that any purchases made for VAT recovery purposes are genuinely for their own use or for qualifying non-business activities. Transferring ownership to a third party like a bowls club would not meet these criteria and could result in penalties from HMRC.

**Policy, Finance & Resources Committee**

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**Date:** 14<sup>th</sup> April 2025  
**Title:** Funding Application Report  
**Contact Officer:** Town Clerk

**Purpose of the Report**

1. To receive a report from the Town Clerk outlining grant applications made on behalf of the Town Council and results of those applications.

**Recommendation**

- 2.0 To note the report.

**Background**

- 3.0 The table below shows which grant applications have been pursued on behalf of the Town Council and the response/result of those applications.

<b>Project</b>	<b>Grant Funding Body/local Business</b>	<b>Response</b>
St Swithun's Churchyard Wall Repairs	Tarmac, Sandy Quarry	Agreed to supply all stone material for the wall free of charge.
	Francis Coales Charitable Foundation	No response to date
	Beds & Herts Historic Churches Trust	<p>"The Trust normally makes grants to Parochial Church Councils or other Christian organisations towards the maintenance of church buildings and churchyards in their care. In such cases it's fairly straightforward to determine whether, from reserves and income, the applicant is able to afford the work or make a contribution. As I'm sure you will understand, we have limited financial resources and a wide call on our funds.</p> <p>I'm assuming in the case of St Swithun's that the Parish Council took over responsibility for care of the churchyard or churchyard wall, in which case presumably it also assessed the need for a</p>

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		<p>maintenance budget? Presumably, the PC is also potentially able to fund works by adjusting the precept? This makes it rather more difficult to assess, and in similar instances we have regretfully had to decline assistance.</p> <p>I hope this makes sense, but do revert if I have misunderstood. In case it assists you, I have attached some guidance on other possible sources of funding. It's also very encouraging that Tarmac is willing to donate the stone towards this very worthwhile project, and hopefully the donation will garner good publicity for them and for the Parish Council."</p>
	The Benefact Trust	Require an application to be made directly through the Church. Passed to the Treasurer of St Swithuns Church who have completed the application. Decision due June 2025.
Allotments at Beeston (Field 3)	Ward Councillor Grant Scheme	£5,664.60 agreed to pay towards fencing at the new allotment site
	A428 Black Cat to Caxton Gibbet Improvements Social Value and Community Fund - Expression of Interest	Rejected as too early in the project lifecycle. Need a formal agreement between STC and CBC to be in place first. Can apply again at then next round of funding.

**Financial implications**

4.0 The Town Council has no income streams and as such relies on raising funds through its Precept to pay for projects and events. Successful grant applications and funding from third parties are needed to take financial pressure off of the Town Council's budget provision and resident tax payers.

4.1 applying for grants is a time-consuming task that requires attention to detail, understanding of each individual grant funding criteria and substantial project information and business plans. Grants must be secured before the project starts and there are often strict completion deadlines that the project must adhere to in order to be eligible for a grant pay out.

**[DRAFT] The Riddy Local Nature Reserve  
One-Year Agreement with Sandy Town Council**  
*(To be reviewed after 6 months)*

**Wardening:**

- Employing the **Beds Rural Communities Charity (BRCC)** to provide a part-time warden on the basis of £TBC per annum. This equates to 18 days per year on reserve-related work.
- **All supervisory duties and support previously provided by the Wildlife Trust will now be the responsibility of the BRCC.** The BRCC will ensure the Town Council continues to receive the same level of service.

**Warden's role to include:**

- Regular visits to inspect the integrity of the site and estate furniture.
- Liaison with the fishing club.
- Carry out work in the Higher Level Stewardship Agreement.
- Supervise groups of volunteers (paid or unpaid) carrying out work on The Riddy. Also, to recruit and organise local volunteers.
- Supervise contractors, where appropriate.
- Organise, promote, and run guided walks, give talks, etc., to interested parties to attract more visitors, especially schools and groups.
- Litter removal to ensure that The Riddy remains in a wholesome state.
- Liaison with the Town Clerk and local people.
- Produce a six-monthly report for the Beeston, Riddy and Pinnacle Working Group at the end of September and March and attend Working Group meetings.
- Biological monitoring, feeding back into the management plan, to increase knowledge of the site.
- Work to management plan prescriptions and the annual work plan under the direction of the BRCC.

**Role of BRCC (Previously Wildlife Trust):**

- **All supervisory and support roles previously carried out by the Wildlife Trust are now the responsibility of the BRCC.**
- Liaison with the grazier to ensure compliance with the grazing licence.
- In conjunction with the Warden, ensuring compliance with the Higher Level Stewardship Agreement.
- Site visits/maintenance as required.

- Produce a six-monthly report with the Warden for the Management Committee at the end of September and March and attend Committee meetings.

**Role of Town Council:**

- Call meetings of the Management Committee of the Town Council, BRCC, the Warden, and other interested parties at least once per year in October, or more frequently if required.
- Call site meetings of the Management Committee of the Town Council, BRCC, the Warden, and other interested parties at least once per year in June, or more frequently if required.

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This revision ensures that all supervisory and support functions previously handled by the Wildlife Trust are now the responsibility of the BRCC, while maintaining the original services provided to the Town Council.





**SANDY**  
Town Council

## SANDY TOWN COUNCIL POLICY, FINANCE & RESOURCES ACTION PLAN 2025/26

The following Action Plan summarises and prioritises the Council’s activities and projects that will continue to be worked on over the 2025/26 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
<b>2025/26 Activities</b>				
<b>Services and Contracts</b>				
£22,000 Budget	Current insurance agreement runs until 2026, but an 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 2025/26 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	Review keyholder and alarm callout service provision by current provider and consider alternative quotations for	1) Review of provision and research into alternative providers. 2) Quotes to be obtained by current and alternative providers for consideration.	1) Admin Lead 2) Admin Lead	Complete Complete

**AGENDA ITEM 15**

**APPENDIX X**

currently paid	2025/26.	<ul style="list-style-type: none"> <li>3) Report to PFR with purpose, review, and costs of service provision over the last three years. Quotes and recommendation to be considered.</li> <li>4) Contract for 2025</li> </ul>	<ul style="list-style-type: none"> <li>3) Admin Lead/PFR</li> <li>4) PFR/Admin Lead</li> </ul>	<ul style="list-style-type: none"> <li>Complete</li> <li>Complete</li> </ul>
Current budget of £2,310 retainer	Review and renew HR and health and safety advisor contract.	<ul style="list-style-type: none"> <li>1) Review of existing provision to be conducted.</li> <li>2) Quotations for new contract to be obtained from current and alternative providers.</li> <li>3) Report, with quotes and recommendation to be considered.</li> <li>4) Contractor to be appointed.</li> </ul>	<ul style="list-style-type: none"> <li>1) Clerk/HR Committee</li> <li>2) Clerk/Admin Lead</li> <li>3) Clerk/HR Committee</li> <li>4) Clerk/PFR</li> </ul>	<ul style="list-style-type: none"> <li>May 2025</li> <li>9<sup>th</sup> Jun 2025</li> <li>23<sup>rd</sup> Jun 2025</li> <li>1<sup>st</sup> Sept 2025</li> </ul>
<b>Budgeting and Accounting</b>				
	Agreement of 2026/27 budget and precept	<ul style="list-style-type: none"> <li>1) Produce Year on Year budget/expenditure report for review</li> <li>2) Review of 2026/27 revenue budget report &amp; 2026/27 recommendation</li> <li>3) Review and amendment of 2026/27 revenue and capital budget</li> <li>4) Review and amendment of 2026/27 budget and precept level</li> <li>5) Recommend of budget and precept to Full Council</li> <li>6) Approval of 2026/27 budget and precept</li> </ul>	<ul style="list-style-type: none"> <li>1) Clerk</li> <li>2) PFR</li> <li>3) PFR</li> <li>4) PFR</li> <li>5) PFR</li> <li>6) Full Council</li> </ul>	<ul style="list-style-type: none"> <li>Sept 2025</li> <li>15<sup>th</sup> Sept 2025</li> <li>3<sup>rd</sup> Nov</li> <li>15<sup>th</sup> Dec 2025</li> <li>19<sup>th</sup> Jan 2026</li> <li>26<sup>th</sup> Jan 2026</li> </ul>
	Agreement of 2026/27 Scale of Charges	<ul style="list-style-type: none"> <li>1) Apply RPI increases to 2026/27 Scale of Charges</li> <li>2) Review and approve 2026/27 Scale of Charges</li> <li>3) Amend 2026/27 budget to reflect Scale of Charges</li> </ul>	<ul style="list-style-type: none"> <li>1) Admin Lead</li> <li>2) PFR</li> <li>3) Admin Lead</li> </ul>	<ul style="list-style-type: none"> <li>Nov 2025</li> <li>15<sup>th</sup> Dec 2025</li> <li>19<sup>th</sup> Jan 2026</li> </ul>

Large Capital Equipment Investment (beyond standard equipment covered within revenue budget)				
Projects				
	Cemetery Extension Progress development of the cemetery burial site landscaping and pathways-	<ol style="list-style-type: none"> <li>1) Agree cemetery final design with CDS and get costs for next stage of project.</li> <li>2) Variation of Planning Conditions Application</li> <li>3) Decision by Planning Authority</li> <li>4) Tender document for landscape contractors goes out</li> <li>5) Construction/Landscaping</li> <li>6) Update for burial regulations to incorporate extended area</li> <li>7) Practical Completion</li> </ol> Site Open	<ol style="list-style-type: none"> <li>1 CWG</li> <li>2) CDS</li> <li>3) CBC</li> <li>4) Clerk/CWG/CDS</li> <li>5) CDS/Contractor</li> <li>6) CWG/Admin Team</li> <li>7) Contractor/CDS</li> <li>8) STC</li> </ol>	Complete  Complete Complete 28.04.2025 Aug-Dec 2025 April/May2025 22.12.2025 7.08.2026
	Allotments at Beeston Green	<ol style="list-style-type: none"> <li>1) Engage with 3<sup>rd</sup> parties to identify appropriate land for lease</li> <li>2) Draft Licence for Local Farmer to prepare land and start to work on portion to be sub-let by STC</li> <li>3) Land to be prepared for cultivation</li> <li>4) Lease between CBC and STC to be agreed</li> <li>5) Set up Allotment Association and agreed TORs</li> <li>6) Engagement with plot holders/community</li> <li>7) Plan of site, layout of plots and siting of all necessary amenities</li> <li>8) Fencing and Landscaping</li> <li>9) Allotment site opened for use</li> </ol>	<ol style="list-style-type: none"> <li>1) Clerk/STC/CBC</li> <li>2) STC/CBC/Farmer</li> <li>3) STC/Farmer</li> <li>4) STC/CBC</li> <li>5) STC/Allotment Association</li> <li>6) STC</li> <li>7) STC/Allotment Association</li> <li>8) STC/Allotment Association/Farmer</li> <li>9) STC/Allotment Association</li> </ol>	Complete Ongoing  TBC TBC TBC  TBC TBC  Jan/Mar 2026  Mar/Apr 2026

**AGENDA ITEM 15**

**APPENDIX X**

£6,000 (from revenue)	Onion Loft Community Gardens	<ol style="list-style-type: none"> <li>1) Pursue lease with CBC regarding allotment land at Beeston (Onion Loft)</li> <li>2) Site visit with CBC to understand the layout and potential for site</li> <li>3) Agreement with BRCC to understand set up site and management plans.</li> <li>3) Set up/development of site led by BRCC</li> <li>4) Engage with volunteers/incredible edible</li> <li>5) Work with BRCC to use site for community and prescriptive use.</li> </ol>	<ol style="list-style-type: none"> <li>1) Clerk/Solicitor/CBC</li> <li>2) Deputy Clerk/CBC</li> <li>3) Deputy Clerk/BRCC</li> <li>4) TBC</li> <li>5) BRCC/CBC/STC</li> <li>6) Deputy Clerk/BRCC STC/CBC/BRCC</li> </ol> <p>Ongoing</p>	<p>Ongoing</p> <p>March 2025 TBC</p>
TBC	Sandye Place Academy Site	<ol style="list-style-type: none"> <li>1) CBC Executive decision to go to consultation</li> <li>2) Consultation Paper ready</li> <li>3) Consultation period</li>   <li>4) Annual Town Meeting for STC to hear from residents</li>   <li>5) Community Engagement around Consultation</li> <li>6) STC Draft Plans and Expression of Interest draft</li> <li>7) Contract specialists to help draft business plan</li> <li>8) STC Business Plan Draft</li> <li>9) STC Business Plan Submitted</li> <li>10) Grant/Funding opportunities pursued</li> </ol>	<ol style="list-style-type: none"> <li>1) CBC</li> <li>2) CBC</li> <li>3) STC/CBC/Residents</li>   <li>4) STC/Residents/CBC NHP Steering Group</li> <li>5) STC/Officers</li> <li>6) STC/Clerk</li> <li>7) STC/Clerk</li> <li>8) STC/Contactor</li> <li>9) STC/CBC</li> <li>10) STC/NHP Steering Group</li> </ol>	<p>Complete</p> <p>TBC</p> <p>6 months (TBC)</p> <p>23 April 2025</p> <p>TBC</p> <p>TBC</p> <p>TBC</p> <p>TBC</p> <p>TBC</p> <p>TBC</p>
<b>Policy and Administration</b>				
£6,400 (revenue for all legal	Complete registration of all Council owned land with the Land registry	<ol style="list-style-type: none"> <li>1) Committee to approve expenditure on appointing a solicitor to undertake land registry work.</li> <li>2) Documents to support registration of land to be catalogued and provided to solicitor.</li> <li>3) Solicitor to undertake and complete registration process</li> </ol>	<ol style="list-style-type: none"> <li>1) Clerk/PFR</li> <li>2) Admin</li> <li>3) Solicitor</li> </ol>	<p>Complete</p> <p>Complete</p> <p>Ongoing</p>

**AGENDA ITEM 15**

**APPENDIX X**

costs)		(committee to be advised on completion)		
	Adoption of 'Berwick Way' amenity land from Taylor Wimpey	1) Council requested adoption of only two parcels of land. 2) Solicitor to consult with TW to agree to new proposal from STC	1) Full Council 2) Solicitor	Complete Ongoing
	Completion of Army Cadets HQ lease / land matter (Berwick Way)	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.	1) Clerk/PFR 2) Clerk/PFR 3) Clerk/PFR	Ongoing  Ongoing  Ongoing
TBC	Renewal of Lease between STC and Sandy Bowls Club	1) Report with options to come to PF&R. 2) PF&R Review recommendation 3) Draft lease created 4) Draft lease share with Bowls Club 5) Final lease drafted 6) Lease signed	1) Clerk 2) PF&R 3) Solicitors 4) STC/BC 5) Solicitors 6) STC/BC	April 2025 April 2025 Jun 2025 August 2025 TBC 2026
<b>Ongoing Activities</b>				
Business as Usual	Running the Committee	<i>Agendas, minutes, reports, finance, administration</i>		
	Council Administration	<i>Administration</i>		
	Council finances, yearend accounts, payroll, and audit	<i>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.</i>		
	Annual Report	<i>Preparation and publication</i>		
	Action Plan	<i>Annual review and publication</i>		
	Council Policies	<i>Ongoing review and administration</i>		
	Burial Regulations	<i>Review and consideration of Burial Regulations.</i>		

**AGENDA ITEM 15****APPENDIX X**

Business as Usual	Grants	<i>Administration, finance, and agreement</i>
	External Contractors	<i>Administration, management, and monitoring</i>
	Council Website	<i>Continued maintenance and update</i>
	Procurement	<i>Review, management and scrutiny of quotations and purchase recommendations</i>
	Civic Matters	<i>Honorary Freeman &amp; Friend of Sandy Award</i>
	IT & Office Equipment	<i>Administration and supply</i>
	<i>Any other matters within the committee's remit</i>	

## **SANDY TOWN COUNCIL**

# **COMMUNITY ENGAGEMENT POLICY**

## **1. INTRODUCTION**

- 1.1 Sandy Town Council wants to work closely with the public – residents, communities, businesses and voluntary organisations. Our aim is to engage with residents and encourage their participation in the local democratic process; creating a more active and informed community that is involved in decision making and securing better services.
- 1.2 This document forms the Town Council’s Community Engagement Policy.  
It sets out:
- The role of community engagement and its importance;
  - How Sandy Town Council engages with the wider community and identifies the needs and aspirations of the community;
  - How the Town Council can improve community engagement.
- 1.3 The objectives of the policy are to:
- Encourage effective local community engagement;
  - Ensure that embedded throughout the Council there is a clear understanding of the need to engage with communities about decisions which affect them;
  - Enable the aspirations/comments/suggestions etc obtained from community engagement to have an impact on decision making and the way in which services are being delivered;
  - Identify how the Council can enhance its profile by improving engagement with the wider community (with specific reference to hard to reach groups).

## **2. COMMUNITY ENGAGEMENT**

- 2.1 Community engagement means the involvement of local people in decisions which affect them and their community. This can include individuals and community groups as well as businesses and other public bodies. It provides an opportunity for local people to communicate with the Council about their community and neighbourhoods needs and/or aspirations.

- 2.2 Community engagement provides the Council with an opportunity to consult and inform the public about its services and projects.
- 2.3 'Hard to reach' groups within the community can be those who experience social exclusion and can be perceived as being disempowered. An example may be young people, elderly people or those with a disability.
- 2.4 The key aspects of community engagement includes;
- Development of a network of relationships between the Council, individuals and groups;
  - Clear and open communication to ensure that information is made accessible to all groups;
  - Listening to and understanding a range of people to identify aspirations, needs and problems
- 2.5 The benefits of community engagement include;
- Problems and needs within communities are identified so they can be addressed;
  - Those participating feel more empowered by being involved in decision making and a sense of ownership over new facilities/initiatives can be developed;
  - May result in a renewed respect for the Council; enhanced leadership and greater interest in elections or standing for Council.

### **3. AIMS**

Sandy Town Council strives to undertake the following:

#### **3.1 To enable an involved, empowered and active citizenship through:**

- (i) All meetings of the Town Council and its committees will be open to the public and press and there is a period set aside for residents to speak.  
*Residents can access agendas for Council meetings via the Council's website, Council office, Library and Council notice boards.*
- (ii) involving residents in community issues and informing local people of the Council's services and actions taken via social media and press releases
- (iii) details of how to contact the Council are displayed on notice boards, website, Facebook and in the monthly Bulletin page
- (iv) engaging proactively with all sections of the community



- (v) considering use of consultations and surveys where necessary and appropriate and making results available

**3.2 To communicate information to our community clearly, factually and appropriately through:**

- (i) a website detailing all council services and activities
- (ii) regular press releases and advertisements in local publications
- (iii) use of social media via the Town Council Facebook page (in line with the Council Social Media Policy)
- (iv) an annual report
- (v) display of information on public noticeboards
- (vi) use of plain English
- (vii) use of lamppost banners to promote the Council and the town, or to celebrate and advertise community or national events of significance

**3.3 To improve our communication with our partners and stakeholders and co-ordinate our community engagement efforts through:**

- (i) supporting the work of statutory agencies in Sandy
- (ii) supporting the work of non-statutory organisations in Sandy
- (iii) maintaining positive working relationships with local organisations
- (iv) identifying and embracing opportunities to work with other local community groups, as and when the need arises
- (v) receptive to requests from residents and will attempt to be flexible in order to ensure their opinions are known not only to the Town Council but other organisations
- (vi) ensure local people and communities are referred to the correct department/officer/council and that they are aware of the ways that they can use relevant systems to make their views known

**3.4 To raise the image and reputation of the Council through:**

- (i) inviting residents to be actively involved in meetings via the public forum
- (ii) publicising the Annual Town Meeting
- (iii) inviting residents/community groups to provide information for Council publications, website or Facebook
- (iv) issuing press releases covering activities of the Council
- (v) encouraging the Mayor to represent the Council and the community by issuing statements, articles or attending events

- (vi) when dealing with 'controversial' issues that affect a particular community consideration will be given to holding a public meeting
- (vii) publishing positive results achieved from working relationships between the council and other community groups/bodies

**3.5 To enable every councillor to maximise their role as elected representatives and community leaders through:**

- (i) the supply of a New Members Pack
- (ii) encouraging Councillors to attend appropriate training as set out in the Council Training Statement of Intent
- (iii) encouraging Councillors to attend meetings of community organisations and resident's associations when these arise
- (iv) encouraging Councillors to take up places on community groups and organisations
- (v) holding Councillor surgeries

**3.6 To ensure every member of staff understands the council's role and priorities through:**

- (i) development of a customer care programme
- (ii) the staff appraisal scheme
- (iii) encouraging staff to provide input into the decision making process
- (iv) encouraging staff to represent the Council at community events
- (v) provision of regular staff training, continuous professional development and briefings

Adopted: September 2017 Reviewed: September 2019 Reviewed: October 2021 Review: October 2023
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