

# Sandy Town Council

To: Cllrs P N Aldis, P Blaine, A Gibson, A M Hill, W Jackson, T Knagg, C Osborne, M Pettitt, M Scott, P Sharman, S Sutton and N Thompson

You are hereby summoned to attend a meeting of Sandy Town Council to be held in the Council Chamber at 10 Cambridge Road, Sandy, Bedfordshire on Monday 24 June 2019 commencing at 7.30pm for the purpose of transacting the items of business below



Chris Robson  
Town Clerk  
10 Cambridge Road  
Sandy  
SG19 1JE  
01767 681491  
18<sup>th</sup> June 2019

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

## **A G E N D A**

### **1 Apologies for Absence**

To receive any apologies for absence.

### **2 Declarations of interest and requests for dispensations**

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

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

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

### **3 Public Participation Session**

To receive questions and representations from members of the public.

# Sandy Town Council

## 4 Minutes of previous Town Council meetings

To consider the Minutes of the meeting of Sandy Town Council held at 7.30pm on Monday 13 May 2019.

## 5 Minutes of committees and recommendations therein

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

- i) Development Scrutiny Committee held on 20 May 2019 and 10 June 2019
- ii) Community, Services and Environment Committee held on 20 May 2019
- iii) Human Resources Committee held on 3 June 2019
- iv) Policy, Finance and Resources Committee held on 10 June 2019

**RESOLVED to RECOMMEND** that the Annual Report be adopted by Full Council subject to the amendments in the minutes.

**RESOLVED to RECOMMEND** that the Jenkins Management contract be signed by Council subject to amendments outlined in the minutes.

APPENDIX I

**RESOLVED to RECOMMEND** that the Protocol for Marking the Death of a Royal or Senior National Figure or Local Holder of High Office be adopted by Council subject to changes outlined in the minutes.

## 6 Co-option of Town Councillors

Members are asked to consider and vote on candidates for co-option to Town Council to fill the two vacant seats for Pinnacle Ward and one vacant seat in Fallowfield Ward. Each candidate will give a brief presentation on why they have applied for co-option. Members will be given the opportunity to ask questions of the candidates following their presentations. Seven applications have been received;

- |                       |                    |
|-----------------------|--------------------|
| 1) Anthony Bell       | 5) Ruth Lock       |
| 2) Tangobaldy Brookes | 6) Marion Runchman |
| 3) Sarah Doyle        | 7) Manager Sandur  |
| 4) Joanna Hewitt      |                    |

# Sandy Town Council

Following presentations by candidates, the Chairman will ask for nominations of candidates as co-opting any person to the Town Council has to occur by resolution and candidates will require a proposer and seconder to progress to the voting stage.

The Town Council will then appoint co-opted Members by voting according to Standing Orders. There will be a separate vote for each of the vacant seats

Following the co-option of candidates, there will be a short adjournment for new Councillors to sign their Declaration of Office forms.

## **7 Committee Appointments**

To appoint new Members to the following Council committees;

Development Scrutiny (Three councillors required)

Policy, Finance and Resources (Two councillors required)

Community Services and Environment (One councillor required)

## **8 Reports from Central Bedfordshire Councillors**

To receive reports from Sandy's Central Bedfordshire Councillors.

## **9 Corporate Governance**

- i) To receive the internal audit year-end report. TO FOLLOW
- ii) To receive and agree responses to the Annual Governance Statement on the Annual Return and to sign this section of the Annual Return. APPENDIX III

## **10 Annual Return**

- i) To receive and approve the year-end accounts for 2018/19. APPENDIX IV
- ii) To receive, approve and sign the Annual Return financial report. APPENDIX V
- iii) To agree the dates for public inspection of the accounts as 26 June to 6 August 2018.

## **11 Action List**

To receive any updates and note the action list. APPENDIX VI

## **12 Action Plan**

To receive, consider and agree one-year action plans for the Council and its committees. APPENDIX VII

# Sandy Town Council

## **13 Council Insurance Renewal**

To receive and consider a proposal on changing the Council's insurance provider. APPENDIX VIII

## **14 Passenger Benefit Fund**

To receive and consider a report on the Passenger Benefit Fund and the opportunity it provides for Sandy Station. APPENDIX IX

## **15 Future Hight Street Fund**

To receive and note a report from the Town Clerk on the Future High Street Fund. APPENDIX X

## **16 A428 – Black Cat to Caxton Gibbet Improvements**

i) To receive a report from Cllr Peter Blaine on Highways England's Community Forum Meeting. APPENDIX XI

ii) To note that the forum will meet quarterly and to agree two Council representatives who will attend the forum and report back to Council.

## **17 Reports from Representatives on Outside Bodies**

i) To receive a report from Cllr Max Hill on the Sandy Sports and Leisure Association meeting. APPENDIX XII

ii) To receive a report from Cllr Max Hill on the Talk of the Town meeting. APPENDIX XIII

iii) Report on the Air Training Corps AGM – Cllr Susan Sutton. APPENDIX XIV

## **18 Mayor's engagements**

To note a list of recent Mayor's civic engagements carried out in May and June 2019;

Saturday 1 June – Lord Lieutenant's Beating Retreat Ceremony

Thursday 6 June – Huntingdonshire District Council D-Day Commemorations

Saturday 8 June – Sandy Carnival

Sunday 9<sup>th</sup> June – Beeston Open Gardens

Sunday 16<sup>th</sup> June – St Ives Civic Service

Saturday 22<sup>nd</sup> June – St Neots Armed Forces Day

Sunday 23<sup>rd</sup> June - Kettering Civic Service

## **19 News Release**

## **20 Chairman's Items**

## **21 Date of Next Full Council Meeting: 5 August 2019**



## AGENDA ITEM 5

## APPENDIX I

- 5 The following bookings will remain in place under the Council's previous commitments and will attract a protected bookings fee:

Sandy Cricket Club (terms of agreement between the Council and Sandy Cricket Club will apply)

Sandy Colts Football Club (fee agreement between the Council and Sandy Colts Football Club will continue)

These fees will be communicated to CBC and SLL in writing by the Council

- 6 All other bookings other than those listed above will be made using a standardised pricing for the facilities agreed between the Council and the SLL. Pricing review to be submitted to STC by 31.12. annually for agreement in January. CBC to receive a copy of the proposed pricelist
- 7 The Council and SLL will be responsible for ensuring that all users are aware of their Health and Safety responsibilities and ensuring that appropriate use of the premises is maintained
- 8 The Council will inspect the cricket and football pitches on a regular basis and between Monday and Friday will advise SLL in a timely manner if it becomes aware of any reason why the pitches become unusable or unsuitable. The referee/manager of the team will make the final decision following advice from the Council.
- 9 SLL shall
- i) Inspect the premises (The Jenkins Pavilion and associated pitches on Sunderland Road, Recreational Ground) on a daily basis and maintain them to the highest possible standard of cleanliness, environmental guidelines and security
  - ii) Return the premises to the Council in the same condition in which they took over the premises save for reasonably wear and tear.  
  
Report to the Council any significant damage to the premises and/or any criminal activity associated with the premises which shall be reported to the police
  - iii) Provide the Council with a quarterly usage report and Profit and Loss account
  - iv) Meet with the Town Clerk (at a minimum) on a quarterly basis to discuss the operation of this agreement
  - v) Advertise, market and promote the facilities at Jenkins Pavilion
  - vi) Work to increase bookings and usage of the Jenkins Pavilion by developing positive synergies between Sandy Sports Centre and the Jenkins Pavilion for the benefit of local people
  - vii) Work to exploit development opportunities with the Football Association following review of the existing football development plan

## **AGENDA ITEM 5**

## **APPENDIX I**

- viii) Provide users of the facility with a customer user forum to enable them to express concerns and contribute their views and to take these concerns and views into account in providing appropriate management of the facility
- ix) Have due regard to compliance with all laws and guidance relating to health and safety in undertaking its functions and obligations under this Agreement.

### 10 The Council undertakes to

- i) Provide CBC with full access to all information it requires pertaining to the premises
- ii) Allow CBC to use the premises in whichever way it deems most appropriate to secure the shared goals of increased community usage and cost-effective management of the facility at a discounted rate
- iii) Use the bookings system provided by SLL.
- iv) Respect all previous bookings accepted by SLL if the Council wishes to make use of the premises itself
- v) Comply with all reasonable instructions from CBC/SLL in respect of health and safety
- vi) In so far as practicable and reasonable, ensure appropriate and proper supervision of users of the Jenkins Pavilion through the appointment of appropriate and qualified contractors.
- vii) In so far as required to meet its obligations under this Agreement, comply with all laws in connection with health and safety and safeguarding
- viii) Cooperate with CBC in relation to the provision of good management and operation and act in good faith in this regard
- ix) Keep the building in good repair and condition, such as regular decorating, externally water tight (Condition Surveys will be required as a benchmark)

11 No alterations to the internal or external physical structure of the premises will be undertaken by either party during the term of this agreement unless a separate written agreement between parties is reached

12 If reasonably required and in consultation with the Council, SLL will be responsible for providing additional signage at the premises to be funded from the management agreement fee, the location and design of which is to be approved by the Council

13 Profit Share 50:50 will be available for STC and SLL on an annual basis. This profit share income will be used to further invest, generate and increase participation of the Jenkins Pavilion.

**AGENDA ITEM 5**

Signed on behalf of SLL

**APPENDIX I**

Authorised Signatory

Signed on behalf of Central Bedfordshire Council

Authorised Signatory

Signed on behalf of Sandy Town Council

Authorised Signatory

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:



our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

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

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Other information required by the Transparency Codes (not part of Annual Governance Statement)  
Authority web address

WWW.SANDYTOWNCOUNCIL.GOV.UK

**Sandy Town Council**

**Unaudited Financial Statements**

**For the year ended 31 March 2019**

**Sandy Town Council**

**Table of Contents**

**31 March 2019**

	<b>Page</b>
<b>Table of Contents.....</b>	<b>2</b>
<b>Council Information.....</b>	<b>3</b>
<b>Statement of Accounting Policies.....</b>	<b>4</b>
<b>Income and Expenditure Account.....</b>	<b>6</b>
<b>Balance Sheet.....</b>	<b>7</b>
<b>Notes to the Accounts.....</b>	<b>8</b>
1 Interest and Investment Income.....	8
2 Agency Work.....	8
3 S.137 Expenditure.....	8
4 Publicity.....	8
5 Tenancies.....	9
6 Pensions.....	9
7 Fixed Assets.....	10
7 Fixed Assets (cont'd).....	11
8 Fixed Assets - Additions and Disposals.....	11
9 Debtors.....	12
10 Creditors and Accrued Expenses.....	12
11 Hire Purchase and Lease Obligations.....	12
12 Loans.....	13
13 Usable Capital Receipts Reserve.....	13
14 Earmarked Reserves.....	13
15 Capital Commitments.....	13
16 Contingent Liabilities.....	13

**Sandy Town Council**

**Council Information**

**31 March 2019**

**( Information current at 24th June 2019 )**

**Chairperson**

Cllr M. Scott

**Councillors**

Cllr P. N. Aldis  
Cllr P. Blaine  
Cllr Mrs A Gibson  
Cllr A. M. Hill  
Cllr A. W. Jackson  
Cllr T Knagg  
Cllr C. Osborne MBE JP  
Cllr M. Pettitt  
Cllr P. Sharman  
Cllr Mrs S Sutton  
Cllr N. Thompson

**Town Clerk**

Chris Robson

**Auditors**

Mazars LLP  
Salvus House  
Aykley Heads  
Durham  
DH1 5TS

**Internal Auditors**

Haines Watts  
136/140 Bedford Road  
Kempston  
Bedford  
MK42 8BH

**Sandy Town Council**  
**Statement of Accounting Policies**  
**31 March 2019**

**Auditors**

**The name and address of the External Auditors is provided for information only.**

**These Statements are not subject to audit and the External Auditors have no responsibility for them.**

**Accounting Convention**

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

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

The accounts have been prepared under the historical cost convention.

**Fixed Assets**

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

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

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

**Revenue Grants**

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

**Debtors and Creditors**

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

**Value Added Tax**

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

**External Loan Repayments**

The council is not required by the Guide to incorporate external borrowings in its Balance Sheet. Details are shown at note 12.

**Sandy Town Council**  
**Statement of Accounting Policies**  
**31 March 2019**

**Leases**

The council is not required by the Guide to incorporate Hire Purchase and/or Finance Lease obligations in its Balance Sheet. Details are shown at note 11.

**Reserves**

The council maintains certain reserves to meet general and specific future expenditure. The purpose of the council's reserves is explained in notes 13 to 14.

**Interest Income**

All interest receipts are credited initially to general funds.

**Pensions**

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

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

The next actuarial valuation was due at 31st March 2019 and any change in contribution rates as a result of that valuation will take effect from 1st April 2020.

**Sandy Town Council**  
**Income and Expenditure Account**  
**31 March 2019**

	Notes	2019 £	2018 £
<b>INCOME</b>			
Precept on Principal Authority		562,607	538,809
Capital Grants and Sale of Assets		90,433	4,973
Interest and Investment Income	1	3,260	1,543
Recreation Grounds and Open Spaces		5,074	5,621
Cemetery		27,672	19,323
Tourist Information		980	186
Car Park and Market		380	2,325
Establishment/General Administration		1,723	2,150
Civic and Democratic		1,026	-
Christmas Lights		1,236	5,180
Outside Services		737	10,540
		695,128	590,650
<b>EXPENDITURE</b>			
Establishment/General Administration		322,596	325,443
S137 Expenditure	3	1,775	2,509
Capital Expenditure	8	220,558	37,883
Loan Interest and Capital Repayments		608	609
Operational Expenditure:			
Recreation Grounds and Open Spaces		54,677	57,668
Cemetery		9,847	11,625
Tourist Information		415	-
Public Toilets		3,430	3,643
Car Park and Market		11,683	15,549
Lighting and Street Furniture		21,988	23,244
Civic and Democratic Costs		5,670	2,557
Grants and Donations		2,216	1,000
Christmas Lights		19,811	18,139
CCTV Fees		14,293	15,713
Other Grants		-	242
Outside Services		34,960	38,195
		724,527	554,019
<b>General Fund</b>			
Balance at 01 April 2018		227,396	185,664
Add: Total Income		695,128	590,650
		922,524	776,314
Deduct: Total Expenditure		724,527	554,019
		197,997	222,295
Transfer (to)/from Capital Receipts Reserve	13	(2,320)	4,708
Transfer from Earmarked Reserves	14	88,366	393
General Reserve Balance at 31 March 2019		284,043	227,396

*The notes on pages 8 to 13 form part of these unaudited statements.*

**Sandy Town Council**

**Balance Sheet**

**31 March 2019**

	Notes	2019 £	2019 £	2018 £
<b>Current Assets</b>				
Debtors and prepayments	9	22,355		17,994
Cash at bank and in hand		660,653		676,136
		<u>683,008</u>		<u>694,130</u>
<b>Current Liabilities</b>				
Creditors and income in advance	10	(26,720)		(8,443)
<b>Net Current Assets</b>			656,288	685,687
<b>Total Assets Less Current Liabilities</b>			656,288	685,687
<b>Total Assets Less Liabilities</b>			<u>656,288</u>	<u>685,687</u>
<b>Capital and Reserves</b>				
Usable Capital Receipts Reserve	13		55,324	53,004
Earmarked Reserves	14		316,921	405,287
General Reserve			284,043	227,396
			<u>656,288</u>	<u>685,687</u>

Signed: .....  
Cllr M. Scott  
Chairperson

.....  
Chris Robson  
Responsible Financial Officer

Date: .....

.....

---

*The notes on pages 8 to 13 form part of these unaudited statements.*

**Sandy Town Council**

**Notes to the Accounts**

**31 March 2019**

**1 Interest and Investment Income**

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Interest Income - General Funds	3,260	1,543
	<u>3,260</u>	<u>1,543</u>

**2 Agency Work**

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

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

**3 S.137 Expenditure**

Section 137 of the Local Government Act 1972 (as amended) enabled the council to spend up to the product of £7.86 (year ended 31 March 2018 - £7.57) per head on the electoral roll in any one year for the benefit of people in its area on activities or projects not specifically authorised by other powers.

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
The total amount available for this purpose was	72,870	74,557

Expenditure was incurred for the following purposes:

The Poppy Appeal	560	75
Bedfordshire Geology Group	-	200
Keech Hospice Care	200	-
Link-a-Ride Transport	200	-
St Johns Hospice	100	-
Sandy Good Neighbours	390	-
Sandy Secondary School	25	25
Sandy Twinning Association	-	250
Biggles FM	300	250
Autism Bedfordshire	-	309
The Need Project Central Bedfordshire	-	750
Bedfordshire Fire & Rescue Service	-	500
Magpas	-	150
	<u>1,775</u>	<u>2,509</u>

It should be noted that grants to bodies such as the Citizens Advice Bureau are made under other specific legal powers and so are not included in the above figures.

**4 Publicity**

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

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Recruitment Advertising	366	-
Annual Report & Newsletter	2,856	2,857
	<u>3,222</u>	<u>2,857</u>

**Sandy Town Council**

**Notes to the Accounts**

**31 March 2019**

**5 Tenancies**

During the year the following tenancies were held:

**Council as landlord**

<b>Tenant</b>	<b>Property</b>	<b>Rent p.a. £</b>	<b>Repairing / Non-Repairing</b>
Sandy Sports & Leisure Association	Land For Artificial Pitch – Sunderland Rd Rec	Peppercorn	N/A
Sandy Football Club	Pitch & Pavilion – Bedford Rd Rec. Ground	610	Repairing
Sandy Village Hall Mgmt C'ttee	Land for Sandy Village Hall	5	N/A
Sandy Bowling Club	Bowling Green, Sunderland Road	423	N/A
Sandy Air Cadets 22 Squadron	Land for Army Cadet HQ at Berwick Way	190	N/A
Sandy Cricket Club	Cricket Pitch, Sunderland Road	212	N/A
Biggleswade & Hitchin Angling	Angling Rights	530	N/A
Scout Hut	Scout Hut – Sunderland Rd Rec	Peppercorn	N/A

**Council as tenant**

<b>Landlord</b>	<b>Property</b>	<b>Rent p.a. £</b>	<b>Repairing / Non-Repairing</b>
NONE			

**6 Pensions**

For the year of account the council's contributions equal 22.80% of employees' pensionable pay.

These contributions will increase to 23.80% in future years, in order to provide adequately for future liabilities.

**Sandy Town Council**

**Notes to the Accounts**

**31 March 2019**

**7 Fixed Assets**

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
	<b>Value</b>	<b>Value</b>
At 31 March the following assets were held:		
<b><u>Freehold Land and Buildings</u></b>		
Council Offices	215,000	215,000
Car Park & Market Storage Passageway	325,000	325,000
Public Toilets	150,000	150,000
Bedford Rd Recreation Ground and Buildings	240,500	240,500
Sunderland Rd Recreation Ground and Buildings	742,000	742,000
Cemetery incl Chapel and Shed	176,000	176,000
Cemetery Extension (under development)	108,086	38,118
DSO Depot	-	78,000
Cemetery Extension Land	19,000	19,000
Scout Hut and ATC HQ Land	4,500	4,500
The Riddy Nature Reserve	63,000	63,000
Fallowfields Depot & Assos Yard	56,745	-
	<u>2,099,831</u>	<u>2,051,118</u>
<b><u>Vehicles and Equipment</u></b>		
John Deere Tractor	18,250	18,250
Rotamec Triple Deck Mower	11,150	11,150
Protea 12 Blade Mower	2,845	2,845
Grounds Maintenance & Depot Equipment	42,424	42,424
Play Equipment	369,933	306,500
Furniture and Equipment	135,044	135,044
Display Cabinets	15,000	15,000
Portakabin at DSO Depot	-	9,000
Market Stalls (10) Boards & Covers	3,500	3,500
Market Storage Container	1,600	1,600
Chamber Hearing Loop	1,474	1,474
Gazebos (25)	2,494	2,494
Father Christmas Sleigh	-	150
Toyota Van FD07 HGU	8,370	8,370
Toyota Van AK12 WLJ	15,000	15,000
Defibrillator and Cabinet	631	631
Goal Posts	4,605	4,605
Roberine Flail Mower	29,500	29,500
War Memorial Plaque	540	540
Bowls Club Irrigation Pump	1,594	-
Beeston Green Defibrillator	660	-
	<u>664,614</u>	<u>608,077</u>

**Sandy Town Council**

**Notes to the Accounts**

**31 March 2019**

**7 Fixed Assets (cont'd)**

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
	<b>Value</b>	<b>Value</b>
<b><u>Infrastructure Assets</u></b>		
Street Lighting Columns	127,688	127,688
Noticeboards (11)	8,400	8,400
Car Park Barriers	11,500	11,500
Seats and Benches (84)	32,775	32,775
Bins and other street furniture	1,159	1,159
Anti Climb Fence Panels (50)	1,490	1,490
World War I Board	1,215	1,215
Railings	5,002	5,002
Bedford Road Fencing	2,481	-
Flagpole	677	-
	<u>192,387</u>	<u>189,229</u>
<b><u>Community Assets</u></b>		
Beeston Green	1	1
War Memorial	1	1
Disused Railway Embankment	1	1
Rose Garden	1	1
The Limes play area	1	1
Fallowfield open space and play area	1	1
	<u>6</u>	<u>6</u>
	<u>2,956,838</u>	<u>2,848,430</u>

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

**8 Fixed Assets - Additions and Disposals**

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
	<b>Cost</b>	<b>Cost</b>
During the year the following assets were purchased:		
Operational Land and Buildings	126,713	-
Vehicles and Equipment	90,687	32,881
Infrastructure Assets	3,158	5,002
	<u>220,558</u>	<u>37,883</u>
During the year the following assets were disposed of:		
Vehicles and Equipment	2,000	2,000
	<u>2,000</u>	<u>2,000</u>

**Sandy Town Council**

**Notes to the Accounts**

**31 March 2019**

**9 Debtors**

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Trade Debtors	342	2,986
VAT Recoverable	12,598	12,548
Prepayments	2,030	2,460
Accrued Interest Income	521	-
Capital Grant Debtors	6,864	-
	<b>22,355</b>	<b>17,994</b>

**10 Creditors and Accrued Expenses**

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Trade Creditors	22,659	3,606
Accruals	4,061	4,837
	<b>26,720</b>	<b>8,443</b>

**11 Hire Purchase and Lease Obligations**

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

<b>Hire/Lessor</b>	<b>Purpose</b>	<b>Annual Lease/Hire Payable £</b>	<b>Year of Expiry</b>
BNP Paribas	Photocopier	1,196	2022
Pitney Bowes	Franking Machine	247	2022

**Sandy Town Council**

**Notes to the Accounts**

**31 March 2019**

**12 Loans**

At the close of business on 31 March 2019 the following loans to the council were outstanding:

<b>Lender</b>	<b>Loan Period</b>	<b>Amount £</b>	<b>Years Remaining</b>
Public Works Loan Board	Repayable to 27 <sup>th</sup> August 2025	1,249	6.5
Public Works Loan Board	Repayable to 27 <sup>th</sup> February 2028	2,425	9

**13 Usable Capital Receipts Reserve**

	<b>2019 £</b>	<b>2018 £</b>
Balance at 01 April		
Capital receipts (asset sales) during the year	53,004	57,712
<i>Less:</i>	2,320	-
Capital used to fund expenditure	-	(4,708)
Balance at 31 March	55,324	53,004

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

**14 Earmarked Reserves**

	<b>Balance at 01/04/2018 £</b>	<b>Contribution to reserve £</b>	<b>Contribution from reserve £</b>	<b>Balance at 31/03/2019 £</b>
Capital Projects Reserves	47,549	48,500	(4,075)	91,974
Other Earmarked Reserves	357,738	12,102	(144,893)	224,947
Total Earmarked Reserves	405,287	60,602	(148,968)	316,921

The Capital Projects Reserves are credited with amounts set aside from revenue to part finance specific projects which are part of the council's capital programme.

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

The Other Earmarked Reserves at 31 March 2019 are set out in detail at Appendix A.

**15 Capital Commitments**

The council had no other capital commitments at 31 March 2019 not otherwise provided for in these accounts.

**16 Contingent Liabilities**

The council is not aware of any other contingent liabilities at the date of these accounts.

Section 2 – Accounting Statements 2018/19 for

SANDY TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	649,056	685,687	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	538,809	562,607	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	51,841	132,521	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	-247,948	-250,656	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	-608	-608	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	-305,463	-473,263	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	685,687	656,288	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	676,136	660,653	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2,848,430	2,956,838	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	4,011	3,674	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.  N.B. The figures in the accounting statements above do not include any Trust transactions.
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date 18/06/2019

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Town Council - Action list

Subject	Action to be taken		Response/ Agenda no.
	Minute	Action	
<b>Meeting 9/11/15</b>			
East West Rail Link	(89-15/16)	Town Council strongly support the East West rail link coming through Sandy and to lobby the relevant authorities.	Town Council has responded to the First stage of the consultation. No further updates
<b>Meeting 21/5/18</b>			
A1 – Local Issues	(19-18/19)	To push for decisions on the future of the A1 and action on safety and environmental issues.	HE have stated that the proposed average speed camera scheme will not be going ahead due increased costs beyond the budget available.  Mayor, Deputy and SG19 Rep to attend a meeting held by A. Burt on this matter and wider A1 concerns. Meeting to be held in July.
<b>Meeting 17/12/18</b>			
Sandye Place Academy	(142-18/19)	That the Town Council place on record its opposition to any future residential development on the site and all other aspects the site could be used for as highlighted in the Council’s Community Plan and that CBC Ward Councillors support the Council’s position.	Letters issued to CBC, MP, School Commission and DfE asking that STC be involved in discussions on the future of the facility.



**SANDY**  
Town Council

## **SANDY TOWN COUNCIL ACTION PLAN 2019/20**

The following Action Plan summarises and prioritises the Council's activities and projects that will continue to be worked on over the remainder of the 2019/20 financial year. The action plan is mainly project based and does not take into account 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).

<b>Town Council Projects</b>			
<b>Objective</b>	<b>Actions</b>	<b>Responsibility</b>	<b>Timescales</b>
<b>2019/20 Activities</b>			
Completion of new Council Depot Building. Including new car parking area	1) Completion of depot, yard and car park building works 2) Completion of power supply and electrical work 3) Building Control inspections and sign-offs 4) Council sign-off of building 5) Approval of alarm system and diesel storage tank cost 6) Installation of alarm system 7) Internal set up, including work benches and diesel storage tank	1) Working Grp / Contractor 2) Contractor /UK Power 3) Contractor 4) Working Grp / Council 5) PFR 6) Clerk/Contractor 7) Grounds leader	July 2019 July 2019 July/August 2019 July/August 2019 22 <sup>nd</sup> July 2019 August 2019 July/August 2019
Cemetery Extension	1) Re-design of new cemetery layout to take account of archaeological features which cannot be buried on top of. Liaising with CBC archaeology. 2) Approval of re-design cemetery layout 3) Submission of amended plan to CBC planning 4) Tendering for landscaping work/ Cemetery layout work	1) Cem Wrk Group / Clerk / CBC  2) Cem Wrk Group / Council 3) Cem Wrk Group / Council 4) Cem Wrk Group / Clerk	Summer 2019  Autumn 2019 Autumn 2019 November 2019
Sandye Place Academy	1) Establish the latest position regarding Sandye Place Academy and how STC can be involved in discussions over its future 2) Ongoing liaison with parties who have decision making power over the future of the facility and joint work with CBC Sandy Ward Members	1) Full Council  2) Full Council/Clerk	June 2019  Ongoing

**AGENDA ITEM 12**

**APPENDIX VII**

	3) Continue to communicate STC’s vision of how Sandye Place could benefit the community and help build a sustainable and well-planned town	3) Full Council/Clerk	Ongoing
Engage with external organisations to push for decisions and improvements on the future of the A1	1) Representatives to attend A. Burt meeting and stress the need for improvements and safety measures. 2) Push for the communicate of the Council’s priorities to decision makers and seek answers and relevant action 3) Council to liaise with MP to push for further meeting with DfT at which decisions will be announced	1) Clerk/Chairman 2) Clerk/Council 3) Clerk/Council	July 2019 Ongoing Ongoing
Future High Street Fund	1) Benchmarking and data collection 2) Review of benchmarking exercise 3) Formulating a proposal based on the data and evidence presented 4) Working with CBC to submit a proposal/Bid based on proposal put forward	1) CBC 2) CBC/Cll/Stakeholders 3) CBC/Cll/Stakeholders 4) CBC/Cll/Stakeholders	July/August 2019 September 2019 Sept – Dec 2019 January – Mar 2019
Community Plan  Progression of action points and development of plan	1) Consider progress made on plan action points and prioritise actions for the next six months 2) Monitoring progress made on actions detailed within the plan 3) Promoting and communicating the plan with relevant authorities 4) Research on developing a Neighbourhood Plan 5) Reporting on developing a Neighbourhood Plan and considering whether the Council wish to pursue this	1) Community Plan Wrk Group 2) Community Plan Wrk Group 3) Community Plan Wrk Group 4) Clerk 5) Full Council	July 2019  Quarterly Ongoing September 2019 September 2019

DS, PFR and CSE committee priorities for the financial year 2019/20 are shown below:

<b>DEVELOPMENT SCRUTINY COMMITTEE</b>		
<b>2019/20 Activities</b>		
<b>On-Going Activities</b>		
Business as Usual	Planning and Licensing	Considering and responding to planning applications
	Any other matters within the committee’s remit	

**AGENDA ITEM 12**

**APPENDIX VII**

<b>POLICY, FINANCE AND RESOURCES COMMITTEE</b>				
<b>Est. Cost</b>	<b>Objective</b>	<b>Actions</b>	<b>Responsibility</b>	<b>Timescale</b>
<b>2019/20 Activities</b>				
<b>Services and Contracts</b>				
£14,000 Per year for three years	Agree a new Christmas Lights Contract to cover the next three years	<ol style="list-style-type: none"> <li>1) Complete tender process</li> <li>2) Engage with FOSCL over colours/motifs etc</li> <li>3) Consider and approve preferred contractor/quotation</li> <li>4) Agree light scheme colours and motifs with contractor for 2019-2021</li> </ol>	<ol style="list-style-type: none"> <li>1) Admin</li> <li>2) Clerk</li> <li>3) PFR</li> <li>4) Clerk/Office</li> </ol>	Completed Completed June 2019 June/July 2019
£450 Current annual cost	Review and consider alternative banking arrangements	<ol style="list-style-type: none"> <li>1) Meet with representatives of alternative banks</li> <li>2) Review and produce report with costings and recommendation</li> <li>3) Committee to consider recommendation and decide on banking arrangements</li> <li>4) New banking to be implemented or current banking to be continued</li> <li>5) Council Risk Assessment to be amended accordingly</li> </ol>	Clerk/Admin Lead Clerk/Admin Lead PFR  Clerk/Admin Lead Clerk/PFR	Sept/Oct 2019 Oct/Nov 2019 Nov 2019  TBD TBD
<b>Projects</b>				
£950	Line marking of car park bays following work completed by CBC on directional arrows	<ol style="list-style-type: none"> <li>1) Quotes for line marking of parking bays to be obtained</li> <li>2) Preferred contractor to be agreed</li> <li>3) Work to be scheduled to cause least disruption to the car park</li> </ol>	Clerk PFR Clerk/PFR Chair	June 2019 22 July 2019 School Holidays
£14,000	Fallowfield Recreation Ground Lighting Scheme	<ol style="list-style-type: none"> <li>1) Agree preferred provider and final cost</li> <li>2) Agree timescales and programme of implementation</li> <li>3) Publicise/Consult with residents adjacent to recreation ground</li> <li>4) Implement installation of scheme</li> </ol>	PFR Clerk/PFR Chair Admin PFR/Clerk	2 <sup>nd</sup> Sept 2019 Sept 2019 October 2019 TBD
Current Budget £16,000	New CCTV scheme covering areas of Town Council ownership.	<ol style="list-style-type: none"> <li>1) Receive recommendation from CSE on a new scheme of CCTV cameras</li> <li>2) Obtain quotations for purchase and installation of new cameras and any associated running costs</li> <li>3) Agree supplier and costs of new CCTV cameras and agree capital expenditure</li> <li>4) Budget for annual maintenance/running costs for 2020/21</li> </ol>	PFR Clerk  PFR  PFR	Summer 2019 Summer 2019  September 2019  Oct-Jan 2019
£2,800	St Swithun's Church Clock Repair	<ol style="list-style-type: none"> <li>1) Obtain three quotes for repair works to the church clock</li> <li>2) Consider quotes and Council's contribution to the cost of the works</li> <li>3) Approve a contract and implementation of works</li> </ol>	Admin PFR PFR/PCC	May 2019 10 <sup>th</sup> Jun 2019 June/July

**AGENDA ITEM 12**

**APPENDIX VII**

£2,600	Repairs to village hall entrance track	<ol style="list-style-type: none"> <li>1) Agree that work be completed and select a preferred tender</li> <li>2) Liaise with village hall management committee</li> <li>3) Agree dates for works</li> <li>4) Implement works</li> </ol>	PFR Clerk Clerk/VHM Clerk/Contractor	Completed June 2019 June 2019 July 2019
<b>Budgeting and Accounting</b>				
	Agreement of 2020/21 budget and precept	<ol style="list-style-type: none"> <li>1) Produce Year and Year budget/expenditure report for review</li> <li>2) Review of 2019/20 revenue budget report &amp; 2020/21 recommendation</li> <li>3) Review and amendment of 2020/21 revenue and capital budget</li> <li>4) Review and amendment of 2020/21 budget and precept level</li> <li>5) Recommended budget and precept to Full Council</li> <li>6) Approval of 2020/21 budget and precept</li> </ol>	Clerk PFR PFR PFR PFR Full Council	October 2019 14 <sup>th</sup> Oct 2019 25 <sup>th</sup> Nov 2019 6 <sup>th</sup> Jan 2020 6 <sup>th</sup> Jan 2020 20 <sup>th</sup> Jan 2020
	Agreement of 2020/21 Scale of Charges	<ol style="list-style-type: none"> <li>1) Apply RPI increases to 2020/21 Scale of Charges</li> <li>2) Review and approve 2020/21 Scale of Charges</li> <li>3) Amend 2020/21 budget to reflect Scale of Charges</li> </ol>	Clerk PFR Clerk	Nov 2019 25 <sup>th</sup> Nov 2019 Nov 2019
<b>Policy and Administration</b>				
£50 Application Fee	Progress from Foundation to Gold Award level of the Local Council Award Scheme	To have the Council meet the required criteria it must; <ol style="list-style-type: none"> <li>1) Develop a business plan covering a financial forecast for at least three years linked to revenue and capital plans for the Council and Community</li> <li>2) Evidence at least four positive outcomes achieved in a six-month period</li> <li>3) Evidence positive outcomes resulting from cooperation with other organisations</li> <li>4) Evidence the management of the Council as a corporate body and the development of Councillors through training etc.</li> <li>5) Application submission</li> </ol>	Clerk/PFR  Clerk Clerk  Clerk  Clerk	Summer 2019  Winter 2019 Winter 2019  Winter 2019  January 2020
Nil	Review of Burial Regulations	<ol style="list-style-type: none"> <li>1) Clerk to provide review of burial regulations with areas for amendment/alteration consideration</li> <li>2) Cemetery Working Group to consider Clerk's review and make recommendations to the Policy, Finance and Resources Committee</li> <li>3) Committee to consider and debate any recommended changes to the Burial Regulations and recommend document to Council</li> <li>4) Full Council to approve amended regulations</li> </ol>	<ol style="list-style-type: none"> <li>1) Clerk/Admin Lead</li> <li>2) Cem Work Grp</li> <li>3) PFR</li> <li>4) Full Council</li> </ol>	August 2019 August 2019 September 2019 October 2019

**AGENDA ITEM 12**

**APPENDIX VII**

TBC	Renewal of STC SSLA lease agreement for land at Sunderland Road	<ol style="list-style-type: none"> <li>1) Establish cost for work from Solicitors</li> <li>2) Seek agreement from Council for legal expenditure on renewal of lease</li> <li>3) Engage solicitor to prepare lease for review by Council</li> <li>4) Work by solicitor on renewal of lease and required documentation</li> <li>5) Review and approval of lease by Council</li> <li>6) Signing of lease</li> </ol>	<ol style="list-style-type: none"> <li>1) Clerk</li> <li>2) Town Council</li> <li>3) Clerk/TC</li> <li>4) Contractor</li> <li>5) Town Council</li> <li>6) Council/Mayor</li> </ol>	<p>June 2019</p> <p>July 2019</p> <p>July 2019</p> <p>Summer 2019</p> <p>Autumn 2019</p> <p>TBC</p>
£15,000 Annual Budget	Agree and sign management agreement with Stevenage Leisure for the maintenance of the Jenkins Pavilion	<ol style="list-style-type: none"> <li>7) PFR to re-review and recommend changes or approval of agreement</li> <li>8) Full Council to approve signing of agreement</li> <li>9) Contract to be signed by all parties</li> </ol> <p><b><i>Signing of agreement was on hold while possible changes to the leisure offering in Sandy are clarified. Council to review and approve agreement again ahead of signing.</i></b></p>	<ol style="list-style-type: none"> <li>7) PFR</li> <li>8) Full Council</li> <li>9) CBC/Clerk</li> </ol>	<p>June 2019</p> <p>June 2019</p> <p>Summer 2019</p>
Nil	Use and reporting of Police Crime Statistics for Sandy	<ol style="list-style-type: none"> <li>1) Establish working group to review and consider the use and reporting of Sandy crime statistics</li> <li>2) Working group to produce advisory report on use and reporting of crime statistics</li> <li>3) Committee to consider report and make recommendation to Council</li> <li>4) Council to consider recommendation and action accordingly</li> </ol>	<ol style="list-style-type: none"> <li>1) PFR</li> <li>2) Working Group</li> <li>3) PFR</li> <li>4) Full Council</li> </ol>	<p>2<sup>nd</sup> Sep 19</p> <p>September 2019</p> <p>10<sup>th</sup> Oct 19</p> <p>28<sup>th</sup> Oct 19</p>
Nil	Agree adoption of a Death of a Royal Policy	<ol style="list-style-type: none"> <li>1) Policy to be researched and developed</li> <li>2) Draft policy to be considered by Committee and amendments or recommendation to adopt to be advised</li> <li>3) Adoption of policy</li> </ol>	<p>Administrator AEF</p> <p>PFR</p> <p>Full Council</p>	<p>Completed</p> <p>June 2019</p> <p>June 2019</p>
<b>On-Going Activities</b>				
	Running the Committee	Agendas, Minutes, Reports, Finance, Administration		
	Council Administration	Administration		
	All Council finances, end of year accounts, payroll and audit	Administration		
	Annual Report	Preparation and Publication		
	Action Plan	Annual Review and Publication		
	Strategic Plan Development &	12 weekly review and monitoring of Key Progress Indicators		

**AGENDA ITEM 12****APPENDIX VII**

Business as Usual	Implementation	
	Annual Town Meeting	Arrangements and Administration
	Management of External Contractors	Administration and Monitoring
	Council Policies	Review and Administration
	Council Website	Continued Maintenance and Update
	Grants	Administration, Finance and Agreement
	Civic Matters	Honorary Freeman & Friend of Sandy Award
	IT & Office Equipment	Administration and supply
	Any other matters within the committee's remit	

COMMUNITY SERVICES AND ENVIROMENT COMMITTEE				
Budget	Objective	Actions	Responsibility	Timescales
<b>2018/19 Activities</b>				
<b>Town Centre</b>				
TBD  Funds held from Rotary donation towards project	Design and Renewal of new Town Signs at the entrance to Sandy	1) Designs, quotes and costings to be researched and reported to committee for consideration. Consultation with Rotary, who provided some funds for town signage to the TIC 2) Committee to approve scheme and make recommendations to PFR on costs 3) Quotes to be obtained, reviewed and agreed. Recommendation to Full Council 4) If approved, scheme to be implemented and timetable for work to be put in place	1) Admin/Works Leader 2) CSE 3) Clerk/PFR 4) Clerk/Works Leader	Summer 2019 Winter 2019 Winter 2019 Spring 2020
£0	Creating a Sandy Events calendar to be hosted by the Town Council and encouraging greater shared publicity between organisations and groups in Sandy	1) Format, design and research hosting a calendar of events 2) Contact community groups, business and other organisations asking for details of their 2019/20 events. Publicise and share calendar of events 3) Committee to approve procedure for ongoing updating/ management and recommend procedure to PFR	1) Admin 2) Admin 3) CSE/Clerk	June 2019 June 2019 July 2019
TBD  Events budget £3,000	Developing a programme of specialised markets	1) Review and feedback on ongoing monthly Street Food Market and decision on whether to establish the market as a regular event. 2) Liaise with street food market provider and report on future events. 3) Secure dates for at least one continental market per year. 4) Research and liaise with various market providers to create annual programme of at least four specialised markets.	1) Clerk/CSE 2) Admin 3) Admin 4) Admin	1 <sup>st</sup> July 2019 Summer 2019 Jun/Jul/Aug 2019 Ongoing

**AGENDA ITEM 12**

**APPENDIX VII**

<b>Sport, Leisure and Wellbeing</b>				
£0	Reach agreement with Central Bedfordshire Council for the lease of community land at Beeston for the purpose of allotments and a community orchard.	<ol style="list-style-type: none"> <li>1) Both parties to agree and sign Heads of terms</li> <li>2) Development of lease agreement</li> <li>3) Review amendments and recommendation of agreement</li> <li>4) Adoption and signing of lease agreement</li> </ol>	<ol style="list-style-type: none"> <li>1) CBC/STC</li> <li>2) Clerk/CBC</li> <li>3) CSE</li> <li>4) Full Council/CBC</li> </ol>	<p>June 2019</p> <p>Summer 2019</p> <p>Summer 2019</p> <p>Winter 2019</p>
£0	Developing a project plan with, and suggested budget for, the development of the Beeston Community Orchard and Allotments.	<ol style="list-style-type: none"> <li>1) Establish a small working group to focus on the project</li> <li>2) Liaise with BRCC to carry out initial discussions on site layout, orchard/allotment split, funding streams</li> <li>3) Liaise with stakeholders over the proposed management of the site</li> <li>4) Liaise with BRCC to create and recommend a development and management plan, with estimated costs</li> <li>5) Development, Management and Budget Plan to be reviewed and recommended to Full Council</li> </ol>	<ol style="list-style-type: none"> <li>1) CSE</li> <li>2) Work Group/Clerk</li> <li>3) Work Group/Clerk</li> <li>4) Work Group/Clerk</li> <li>5) Work Group/Clerk</li> </ol>	<p>May 2019</p> <p>Jul – Oct 2019</p> <p>Jul – Dec 2019</p> <p>July – Dec 2019</p> <p>16 Dec 2019</p>
£0	Developing the Council’s ambitions and visions for the future of the Jenkins Pavilion	<ol style="list-style-type: none"> <li>1) Community Plan Working Group to consider Council ambitions for the Jenkins Pavilion in line with the Community Plan</li> <li>2) Community Plan Group to report to CSE on recommended outline ambitions for the future of the Jenkins</li> <li>3) CSE to give Community Plan group authority to liaise with CBC to further develop more detailed plans on ambitions for developing and maximising use of the Jenkins Pavilion</li> <li>4) Working Group to engage with stakeholders on their use of the pavilion and where improvements/ developments might be appropriate.</li> </ol>	<p>Comm Plan Work Group</p> <p>CSE/Comm Plan Work Group</p> <p>CSE/ Comm Plan Work Group</p> <p>Working Group/Clerk</p>	<p>July 2019</p> <p>August 2019</p> <p>August 2019</p> <p>Winter 2019</p>
<b>Environment</b>				
£2,000 Funding agreement	Work with BRCC to continue progression and improvement of the Green Wheel and establish a ‘Friends of Sandy Green Wheel’ group	<ol style="list-style-type: none"> <li>1) Establish aims, objectives and the management/reporting of a volunteer friends of Sandy Green Wheel (FSGW). Consideration on what resources the Council can provide (e.g litter picks)</li> <li>2) Establish FSGW group and advertise to recruit volunteers</li> <li>3) Launch of FSGW group with walk of Green Wheel</li> <li>4) Continued meetings of the Green Wheel Group to develop the Wheel further and provide support to volunteers</li> </ol>	<ol style="list-style-type: none"> <li>1) BRCC/Green Wheel</li> <li>2) BRCC/Green Wheel</li> <li>3) BRCC/Green Wheel</li> <li>4) BRCC/Green Wheel</li> </ol>	<p>July 2019</p> <p>Summer 2019</p> <p>Summer 2019</p> <p>Ongoing</p>

## AGENDA ITEM 12

## APPENDIX VII

£0	Re-establishment of the Walkers are Welcome Group	<ol style="list-style-type: none"> <li>1) Link establishment of new independent Walkers are Welcome group with Friends of Sandy Green Wheel (FSGW)</li> <li>2) Facilitate meeting of Friends of Sandy Green Wheel and submit application to be recognised as Walkers are Welcome Group</li> <li>3) Submit audit of works achieved on development of the Green Wheel and proposed actions for 2020/21</li> </ol>	<ol style="list-style-type: none"> <li>1) BRCC/Green Wheel</li> <li>2) Clerk/Green Wheel</li> <li>3) WaW / FSGW</li> </ol>	<p>Summer 2019</p> <p>Summer 2019</p> <p>As required</p>
TBD	Establish a tree planting programme for 2020/21	<ol style="list-style-type: none"> <li>1) Review of areas and formulating of draft planting programme</li> <li>2) Investigate possible external funding streams</li> <li>3) Proposed 3-year scheme brought to committee for review</li> <li>4) Recommendation to PFR for inclusion in 2020/21 budget</li> <li>5) Agreement of budget line for 2020/21</li> </ol>	<ol style="list-style-type: none"> <li>1) Grounds Leader</li> <li>2) Administrator</li> <li>3) CSE</li> <li>4) CSE</li> <li>5) PFR/Full Council</li> </ol>	<p>June - September</p> <p>June - September</p> <p>23<sup>rd</sup> Sep 2019</p> <p>October 2019</p> <p>January 2020</p>
TBD	Expand on the town's involvement with the Great British Spring Clean and further litter picking events	<ol style="list-style-type: none"> <li>1) Review participation in the 2019 event</li> <li>2) Consider ways to improve and promote the event or how the Council can become more engaged with clean up events during the year</li> <li>3) Draw up event proposals for 2020 Event</li> <li>4) Promote and implement 2020 Great British Spring Clean events</li> </ol>	<ol style="list-style-type: none"> <li>1) CSE/Clerk</li> <li>2) Events Working Group</li> <li>3) Events Work Group</li> <li>4) Events Work Group</li> </ol>	<p>January 2019</p> <p>Jan - Feb 2019</p> <p>Jan – Feb 2020</p> <p>March/April 2019</p>
<b>Public Safety</b>				
£16,000 Annual CCTV Budget	Forming a recommendation to Council on alternative CCTV provision for Sandy Town Council's sites.	<ol style="list-style-type: none"> <li>1) Working Group to review all sites and formulate CCTV requirements</li> <li>2) CCTV providers to provide costs and camera specifications based on requirements identified by working group</li> <li>3) Recommended scheme of CCTV provision to be reviewed by CSE and recommended to Full Council</li> <li>4) Once approved by Full Council, quotations for works to be delegated to PFR</li> </ol>	<ol style="list-style-type: none"> <li>1) Working Group</li> <li>2) Clerk/CBC/HertsCCTV</li> <li>3) Working Group</li> <li>4) CSE/Full Council</li> </ol>	<p>Complete</p> <p>Ongoing</p> <p>July 2019</p> <p>Summer 2019</p>

<b>Engaging with Younger People</b>				
TBD	Promoting and encouraging greater engagement with Youth Parliament and creation of annual youth meeting/event to coincide with the Annual Town Meeting	1) Invite representatives to a meeting of the CSE group 2) Consider ways in which the Council can becoming involved develop suitable action points.	1) Clerk 2) CSE	January 2019 February – April 2019
<b>On-Going Activities</b>				
Business as Usual	Running the Committee	Agendas, Minutes, Reports, Finance, Administration		
	Review and Monitoring of Community Plan	Monitor progress against action points in the Community Plan via reports from the Community Plan Working Group.		
	Cemetery	Burials, Administration and Maintenance		
	Memorial Testing	Inspect and Maintain		
	Trees	Inspection, Surveys and Maintenance of council owned trees		
	Streetlights	Inspection and Maintenance checks with approved contractor		
	War Memorial	Annual Inspection and Clean		
	Park Checks and Maintenance	Regular Checks and Maintenance		
	Public Toilets	Maintenance		
	Open Spaces	Maintenance		
	Green Spaces Equipment	Maintenance and Renewal of Essential Equipment		
	Land for allotments	Continued efforts to identify and securing land for the creation of a new allotment site large enough to satisfy demand		
	Any other matters within the committee's remit			

**SANDY TOWN COUNCIL****DATE: 24 June 2019****AUTHOR: Town Council****SUBJECT: Insurance****1. Summary**

- 1.1 Sandy Town Council is currently in a three-year contract with Aviva Insurance for its insurance provision. The current year's agreement ends on 30<sup>th</sup> June 2019 and the Council will enter the final year of the contract on 1<sup>st</sup> July 2019.
- 1.2 The Council's independent broker WPS has carried out a tender exercise to review its Local Council Scheme insurance provider and as a result has appointed a new insurer to cover the scheme. WPS has made a recommendation that the Council look to end its contract with Aviva early, at no cost, and enter into a new agreement with Royal & Sun Alliance Plc for the period 1<sup>st</sup> July 2019 to 30<sup>th</sup> June 2020.

**2. Costs**

- 2.1 Insurance cover with Aviva for July 2019 to June 2020 is quoted at £22,476.96.
- 2.2 Insurance cover with Royal & Sun Alliance for July 2019 to June 2020 is quoted at £19,065.71
- 2.3 Royal Sun & Alliance offer the same cover for all aspects of the Council's policy as the current Aviva agreement. However, Public Liability insurance will be increase from £10m to £15m under the agreement with Royal & Sun Alliance.

**3. Tendering Process**

- 3.1 WPS carried out a tender process on behalf of the Councils it works with before appointing Royal & Sun Alliance as the new scheme insurers. This took place over a 12-month period. Seventeen insurers submitted tenders and six insurers progressed to stage 2 of the process. Three insurers then progressed to the final stage, namely the current scheme providers - Aviva, Royal & Sun Alliance and MS Amlin.
- 3.2 The ultimate decision to appoint Royal & Sun Alliance as scheme insurers was made as they demonstrated the ability to grow the scheme by increased cover limits and competitive rating along with prompt claim settlements and good

defence of liability claims backed up by risk management advice and property valuations. Lower premiums were also obtained for the majority of Councils.

**4. Options for 2019-2020 Insurance**

Option 1 – That the Council continue with Aviva Insurance for 2019-20 at a cost of £22,476.96 until its current contract comes to an end on 30<sup>th</sup> June 2020.

Option 2 – The Council exit its contract with Aviva Insurance on 30<sup>th</sup> June 2019 and enter a new agreement with Royal & Sun Alliance Plc for 2019-20 cover at a cost of £19,065.71.

*Members should note that WPS have agreed with their Local Council Scheme's current insurer, Aviva, that any Councils currently part way through an insurance provision contract can end the contract early without incurring any costs.*

**5. Recommendation**

- 5.1 As an independent broker acting on the Council's behalf, WPS recommend taking cover with Royal & Sun Alliance Insurance Plc who were selected from a panel of 17 insurers to provide insurance solutions for WPS's local council scheme and offer increased public liability cover at a reduced premium.

**SANDY TOWN COUNCIL**

**DATE:** 24 June 2019  
**AUTHOR:** Town Clerk  
**SUBJECT:** Passenger Benefit Fund

**1. Summary**

- 1.1 Following the disruption faced by passengers in the summer of 2018, the Secretary of State announced that Govia Thameslink would contribute £15m towards a passenger benefit fund which would be used to provide “tangible improvements for passengers”. ([www.passengerbenefitfund.co.uk](http://www.passengerbenefitfund.co.uk))
- 1.2 An amount from the fund has been allocated to passengers at stations depending on how much the station was impacted by the 2018 disruptions. Sandy station is in Tier 1 and has been allocated £80,000.

**2. What can the Fund be Spent on**

- 2.1 Passenger groups and stakeholders can decide to spend the allocated amount at a local station at a wider passenger level. A range of ideas has been put forward, or new ideas can be suggested. A cost guide to some of the passenger benefit schemes at stations can be found attached to this report.
- 2.2 A list of possible local station passenger benefit schemes is listed below. These schemes are suggestions and would be in addition to the work GTR has planned to deliver in 2019/20.
- Fit solar panels to the station
  - Adding a 'living plant wall'/bee garden or other environmental options
  - Improvements to the station toilets.
  - Additional customer seating
  - Additional waiting shelters
  - Canopies over ticket vending machines
  - Additional ticket vending machines
  - Additional cycle parking facilities
  - Increasing cycle security measures at stations
  - Additional customer information screens
  - An alternative local station passenger benefit scheme (own idea to be submitted)
  - An all passenger benefit scheme (own idea to be submitted)

- 2.4 Passengers/stake holders are asked to vote and prioritise their preferred schemes from the above list or suggest other ideas via an online form.
- 2.5 Ideas on schemes that would benefit passengers across GTR's routes and stations are also being sought. Ideas need to be tangible and benefit as many passengers as possible. A list of example schemes has been provided for guidance.
- Adding delay notification functionality to the GTR apps
  - Provision of real-time, relevant station and journey information either in station or through the app eg. lifts or toilets out of service
  - Improving the communication of alternative end to end journey options (like 'Waze' for road travel) during disruption
  - Improving the information provided during and post disruption in stations or through the app
  - Keeping station toilet facilities open 24/7, with accessibility via The Key Smartcard

### **3. Providing Ideas for the Passenger Benefit Fund**

- 3.1 Individuals and stakeholder groups can complete the online form to submit their ideas. The form asks for the user to prioritise their key five improvements from the list detailed in section 2.2. A response box also allows for respondents' own ideas to be put forward. The deadline for submission is **31<sup>st</sup> July 2019**.
- 3.2 Representatives are also happy to attend local meetings to discuss ideas for the fund.

### **4. Project Selection**

- 4.1 There may be more than one submission per station, so contributors are asked to rank their ideas in priority order. Submissions will be reviewed, and should a suggestion not be operationally possible the person or group who submitted the ideas will be asked to submit another choice from their prioritised order. Following 31<sup>st</sup> July 2019, a list of schemes passengers want to take forward will be produced before a final list is decided for implementation.
- 4.2 If there are stations where no ideas have been submitted their funding will be allocated to wider passenger benefit schemes.

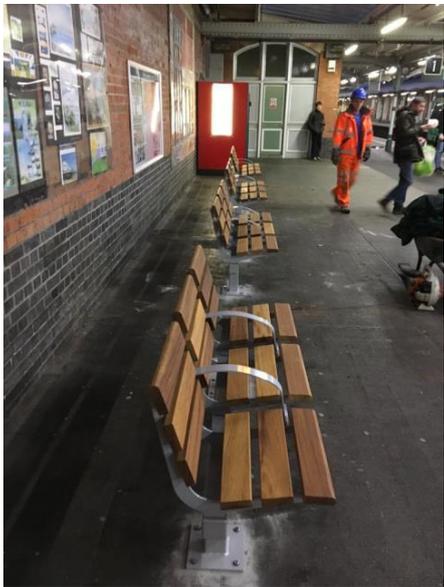
***Members are asked to consider how they wish to respond to the Passenger Benefit Fund and advise accordingly.***

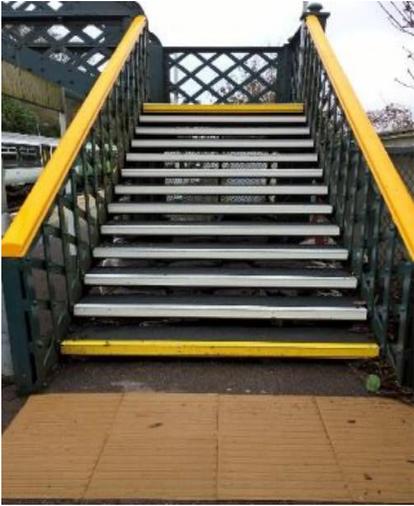
## Local Passenger Benefit Scheme Cost Examples

### Introduction

Please find below examples of previously delivered station improvements across GTR stations which serve as guide for stakeholders on what can be achieved with their station allocation from the Passenger Benefit Fund. Please note that the figures quoted are given as a guide and are subject to individual review, surveys and approvals from Network Rail (who own the Infrastructure). Consideration within the costings also need to be given for ongoing maintenance of the schemes delivered by the Passenger Benefit Fund.

### Example Schemes

Improvement	Considerations	Estimated Value
 <p data-bbox="51 1417 256 1451"><i>Platform Seating</i></p>	<ul data-bbox="614 779 1093 1064" style="list-style-type: none"> <li>• Location to be positioned at least 2500mm from platform edge.</li> <li>• Avoid lowering lighting and CCTV columns</li> <li>• Does not impact passenger movements</li> <li>• Positioned with visibility of available information systems.</li> </ul>	<p data-bbox="1118 779 1528 880"><b>£1,000 per seat including install.</b> (Economies of scale available for bulk orders)</p>
 <p data-bbox="51 1989 151 2018"><i>Signage</i></p>	<ul data-bbox="614 1458 1093 1960" style="list-style-type: none"> <li>• Directional signage and wayfinding signage to be secured to appropriate fixings and sufficient clearance of operational lines and head heights (min 2500mm).</li> <li>• Meet required branding and British Standards</li> <li>• Branding of local businesses / interest groups to be reviewed by the GTR Commercial Team.</li> <li>• Changing name of stations is expensive and requires all operational notices, back-office systems, control updates</li> </ul>	<p data-bbox="1118 1458 1528 1559"><b>£1,000 - £30,000</b> (dependant on size of station and number of signs being replaced).</p> <p data-bbox="1118 1599 1528 1738">Costs for post mounted signage and signage requiring possession of the tracks will need to be priced independently.</p>



Stair Tread Refurbishment

- Fixing details to existing footbridge / staircase.
- Timings of works (overnights / non-peak times)

**£10,000** per staircase  
**£18,000** for two staircases  
**£25,000** for three staircases

Estimated costs – dependant on access.



Toilet (refurbishment)

- Have toilets been closed for a reason e.g. blocked/collapsed drains?
- What hours are the toilets in operation?

**£20,000 - £50,000** dependant on size and level of refurbishment



*Toilet (new facility / disabled)*

- Provision of utility supplies (waste, water supplies).
- Available space within the station and within in GTR / NR land ownership.

**£75,000 - £100,000** dependant on location and utility connections.



*Ticket Vending Machines*

- Ability to provide power, data and suitable foundation to site Ticket Vending Machine.
- Ability for staff to service the machine within existing cash handling protocols.

**£20,000-£25,000** dependant on electrical and base connections



*Customer Information Screens*

- Location to be positioned at least 2500mm from platform edge.
- Avoid lowering lighting and CCTV columns
- Does not impact passenger movements
- Power and data connections to the screen

**£20,000** CIS screen (single sided), post and fixings  
**£25,000** CIS screen (double sided), post and fixings



Waiting Shelter

- Location to be positioned at least 2500mm from platform edge.
- Avoid lowering lighting and CCTV columns
- Does not impact passenger movements
- Requirement for secured foundation/fixings
- Positioned with visibility of available information systems.

**£15,000 - £50,000** (dependant on available size, foundations)



Waiting Room

- Location to be positioned at least 2500mm from platform edge.
- Avoid lowering lighting and CCTV columns
- Does not impact passenger movements
- Requirement for secured foundation/ fixings
- Power connections for automatic door/heating and ventilation systems
- Positioned with visibility of available information systems.

**£80,000 - £150,000** (dependant on available size, foundations)



Cycle Parking

- Location to be positioned at least 2500mm from platform edge.
- Avoid lowering lighting and CCTV columns
- Does not impact passenger movements
- Requirement for secured foundation/fixings

**£1,500** – Cycle Hoop  
**£5,000-£7,000** – Cycle Parking (Toast Rack)  
**£25,000** – Covered two-tier cycle parking facility – 10x spaces  
**£50,000-£200,000** – Cycle Hub (size dependant)

**SANDY TOWN COUNCIL**

**DATE:** 24 June 2019  
**AUTHOR:** Town Clerk  
**SUBJECT:** Future High Streets Fund

**1. Summary**

1.1 The Town Council previously expressed an interest with Central Bedfordshire Council in the Government's Future High Streets Fund. The Fund is intended to support and fund local areas' plans to make their high streets and town centres fit for the future. The following report is intended as an update for Members information.

**2. What is the Future High Street Fund**

2.1 The Future High Streets Fund provides co-funding towards capital projects that bring transformative change to High Streets. The aim is to see the regeneration of our town centres through innovative proposals around transport, housing delivery and public services.

2.2 Authorities across the country are urged to bid for a share of £675 million to transform their local high streets into modern vibrant community hubs. The number of bids that can be put forward for the Central Bedfordshire area is limited by population to two and the process for towns wishing to be involved in central Bedfordshire will be managed by Central Bedfordshire Council.

**3. Objectives**

3.1 The Government's prospectus states that the objective is to **“renew and reshape town centres and high streets in a way that improves experience, drives growth and ensures future sustainability.”**

3.2 Identified need for investment is expected to fall under the following themes:

- Investment in physical infrastructure
- Acquisition and assembly of land including supporting new housing, workspaces and public realms
- Improvements to transport access, traffic flow and circulation in the area
- Supporting change of use including (where appropriate) housing delivery and densification
- Supporting adaption of the high street in response to changing technology

- 3.3 There will be strong competition from places across the country to access the Fund. Whilst the brief for the first-stage of application is fairly flexible, a strong proposal would be expected to:
- Identify the challenge. Clearly demonstrate an evidence-based understanding of the current performance, offer and ownership of the town centre, detailing change and the implications of this over recent years
  - Have a shared vision for the future of the centre that recognises the challenges faced but also links to other strategic plans.
  - Identify the physical infrastructure changes that will contribute to the achievement of the vision and co-funding arrangements to finance these
  - Demonstrate a successful track-record of wide-ranging engagement with partners, especially local organisations and groups, showing a capacity for collaborative working
- 3.4 Bids covering town centre areas that are not facing significant challenges will not be accepted.

#### **4. What Next?**

- 4.1 Central Bedfordshire Council is currently working with People and Places to carry out data gathering across town centres in Central Bedfordshire. This data will be used to help inform future project development and will also enable us to compare the performance of our town centres against similar centres elsewhere in the UK as well as sharing and learning from best practice in these other locations. The resulting data may also be used in support of funding applications to the Future High street Fund and other funding opportunities as they arise, however, the primary objective of this project is to support project development regardless of external funding being secured.
- 4.2 Data will be gathered and studied over July and August and it is anticipated that this will be able to be presented back to Councils, businesses and other town centre stakeholders/interested parties in September 2019.
- 4.3 As Sandy Town Council previously carried out a similar exercise and the data from both surveys can be compared. Central Bedfordshire Council will carry out a further follow up survey in 18 months' time.

**SANDY TOWN COUNCIL**

**DATE:** 24 June 2019

**AUTHOR:** Cllr P Blaine

**SUBJECT:** A428 Black Cat to Caxton Gibbet

**Community Forum Meeting between Town and Parish Councils and Highways England re A428 Black Cat to Caxton Gibbet Improvements.**

21<sup>st</sup> May – Tempsford Stuart Memorial Village Hall

Present: Cllrs Peter Blaine, Amanda Gibson and Nigel Aldis (representing Blunham).

---

- 1.1 Highways England were represented by a mixture of their own staff and employees of their consultants AECOM (a civil engineering and highways consultancy).
- 1.2 There was a request that information provided at the meeting should be treated confidentially for the moment.
- 1.3 As was already known, the Black Cat interchange is to be a three-level interchange with a West-East dual carriageway on the upper level, leading to the new-build A428, and the A1 dual carriageway on the lower level. The middle level comprises a large roundabout, significantly bigger than the present one. It was stated that on the roundabout Southbound to Westbound traffic would be controlled by traffic lights, on much the same principle as at present. The two dual carriageways would be free-flowing as would Eastbound to Northbound traffic, this being facilitated by an external slip road.
- 1.4 There was an inconclusive discussion related to the potential consequences should the Tempsford Aerodrome housing development take place but it was clear that Highways England would only take into account schemes that had been substantively planned,
- 1.5 In response to a question from Cllr Amanda Gibson, Highways England indicated that they had done some modelling of off-project traffic flows although later discussion indicated that this was less than comprehensive and some further work remained to be done. This suggested that East-West traffic flows at the Sandy roundabout could be reduced by the scheme. In response to further questioning from Peter Blaine it was accepted that this did not necessarily mean a reduction of congestion in places like Sandy and could, in principle, lead to an increase in congestion. Limited further modelling work was continuing.

- 1.6 A discussion on the conclusions from modelling is proposed as an agenda item for the next meeting, expected in approximately 3 months' time. It is intended to circulate draft agendas for comment in advance.
- 1.7 Statutory consultation is planned for early June and will include 8 weeks of events - some of which will be novel in style. The proposed response form is not expected to specifically provide for off-project consequences. It was unclear whether the modelling would be sufficiently mature to play a role in the statutory consultation but it definitely would be in time for the statutory orders.
- 1.8 It was revealed that Highways England has a significant designated fund which could be used to ameliorate local consequences and situations such as air quality concerns. Its allocation is dealt with on a discretionary basis.
- 1.9 The Public Examination is scheduled for late 2020, start of construction for late 2021 and the scheme is expected to open in 2025.
- 1.10 A brochure is available on the preferred route announcement and alerts to updates on the web pages will be provided.

**SANDY TOWN COUNCIL**

**DATE: 24 June 2019**

**AUTHOR: Cllr M. Hill**

**SUBJECT: Sandy Sports and Leisure Association (SSLA)**

**1. Summary**

1.1 The AGM of Sandy Sports and Leisure Association (SSLA) was held in the Council Chamber on Tuesday 21<sup>st</sup> May. All partners of the Association were present except for the Secondary school.

**2. Secretary's Report**

2.1 Refurbishment is moving forward as planned. The secretary expressed continued thanks to Stevenage Leisure (SLL) and particularly Melanie before she left, after more than 20 years as Manager at Sandy, and for managing the centre often in difficult and extenuating circumstances.

**3. Treasurer's Report**

3.1 The financial statement for 2018/19 is available. By next November we will have about £213,000 towards the cost of the new pitch. The overall profit is up slightly, and we need to check that the invoice for recent fence repairs has been paid.

**4. Management Report**

4.1 Melanie has now moved to Knights Templar centre and the new manager has joint responsibilities with Saxon Pool & Leisure centre. At present, Stevenage Leisure are simply looking to reorganise and sort things out, including getting new admin support.

4.2 The pitch continues to have a high level of usage, but school usage has not been monitored. The pitch equipment is in good condition as is the surface although in-fill levels need to be monitored. Gateway matting is to be purchased. A temporary timetable has been received from the school but nothing for the current term. Floodlights all bar one, are functioning normally. Small areas of fencing still need to be attended to. The electricity supply box needs attention and opinions are being sought from contractors.

4.3 CBC and the school have confirmed that the changing rooms are not to be refurbished in the foreseeable future. This inevitably impacts upon the quid pro quo agreement enshrined in the lease.

## **5. Pitch Refurbishment**

5.1 Discussions with Notts Sports and other providers have taken place. Will there be a need for a feasibility study? TGMS from Ampthill seem a good bet and a meeting has been scheduled for the end of this month. This will hopefully lead to a presentation to SSLA sometime in July. In addition:

- An application was submitted to Sport England last April. An encouraging response has been received, with a £75,000 grant a distinct possibility. The final decision will be received within the next three months.
- Woodfine's solicitors have been approached to draw up a new lease which needs to be renewed in 2020. All parties are in agreement, so this should prove straightforward.
- Regarding agreements with CBC, there is a new officer – Neil Cartwright who is now responsible, and this is where problems and delays may well occur. The two main areas of concern are the car park and the agreement with the school.
- Sandy and Shefford Hockey Club intend to submit an additional grant application to their own federation. This is to be done shortly.

The meeting closed at 9 pm, and a date has been pencilled in for the presentation in July. The next meeting will be held on Tuesday 16<sup>th</sup> July at 7pm.

**SANDY TOWN COUNCIL****DATE: 24 June 2019****AUTHOR: Cllr M. Hill****SUBJECT: Talk of the Town Minibus (TOTT)****1. Summary**

1.1 A special meeting was convened on 22<sup>nd</sup> May to discuss the future of the running of the minibus, given that Julie and Ray Morrissey had given notice that they wished to relinquish their responsibilities and no-one else had come forward to take over.

**2. Possible Joint Activities between TOTT and Ivel Sprinter**

2.1 The meeting was held with members of the Ivel Sprinter management team to explore the possibilities of joint activities. All those present felt it was important to keep the TOTT bus in Sandy. A flier was shortly to be circulated to all the local press outlets to seek additional volunteers to help run the minibus, otherwise it is likely to be lost to the community.

2.2 To move things forward, Cllr Nigel Aldis has kindly offered to take responsibility for all the bookings and invoicing. The bus, which is an almost new vehicle, continues to be very popular, and the TOTT finances are very healthy. Publicity money received from BRCC has never been used, and there is no need as the diary is full already.

2.3 The Ivel Sprinter can help with training needs; sharing MIDAS courses etc. Swapping the two buses is not very easy, principally because wheelchair demands are very variable. The distance charging costs of the two buses is relatively straightforward and similar. TOTT has straight mileage charge but the Sprinter has a minimum charge.

2.4 Getting the TOTT bus serviced and filled up with petrol is currently done by Ray, however, drivers could take greater responsibilities. The Ivel Sprinter uses a Fuel Genie card which has no additional costs. There is also a £30 float available in case it needs a spring clean.

2.5 The Ivel Sprinter management team promised to give all the help they can to keep the TOTT bus going in Sandy. Switching buses can be appropriate at times. It is helpful that around half of the TOTT drivers are operating for a particular organisation. Ivel Sprinter reps have stressed that they would agree to a supportive role, but not take on full management of TOTT. This would give them three buses to look after, which would be very onerous.



**Minutes from the AGM of Civilian Committee for 22 (Sandy) Squadron**

**21<sup>st</sup> May 2019**

**Present:**

James Mansion (JM) – Chairman

Dave Ellis (Wing Chairman)

Sally Walsh (SW) – Treasurer

Colin Osborne (CO) – Honorary President

Jeffery Henshaw (JH) – Squadron Adjutant (Acting C.O)

Jane Godley (JG) – Squadron Chaplain

Angus Foster (AF) – Secretary

David Gwilliam (DGW)

Susan Sutton (SS)

	<b>Subject</b>	
1.	<b>Chairman’s Welcome &amp; Introductions</b> – The Chairman opened the meeting at 20:05 and welcomed all present – The Chairman then introduced the Civilian Committee & Staff to the guests present	
2.	<b>Apologies For Absence</b> – Bob Jackson, Dan Garfoot, & Martin Blatch	
3.	<b>Minutes Of The Last Civilian Committee Meeting Held On The 26<sup>th</sup> July 2019</b> – There were no matters arising regarding the last meeting and so the Chairman signed the copy as a true record of proceedings	
4.	<b>Chairman’s Report</b> – The Chairman started his report by thanking CI Jeffery Henshaw for yet another year of commitment and in addition he wanted to thank the other members of the Committee for their support during the last 12 months. The Chairman also wanted to acknowledge the support given by the members of the Committee regarding the £18,000 raised to fund two brand new flight simulators for the Squadron, this will enable the Cadets to ‘fly’ on occasions when flying with the Corps is not possible The Chairman wanted to state how very successful the Squadron has been during the last 12 months in particular with Cadet numbers & stated everything was ‘steady as we go’ – even with limited building space The Chairman also wanted to congratulate the Squadron & Cadets on their success during the 2019 Wing Field Competition, but wanted to leave the details for the CO’s Report, which was following.	



5.	<p><b>Treasurer’s Report</b> – The Treasurer stated that the current state of accounts is in credit - £3,600 with the £1000 balance payment due from Tesco shortly Fundraising is still an important part of the Squadron activities. The end of year accounts are complete &amp; will be submitted to Wing after the AGM</p> <p>The Chairman formally adopted &amp; accepted the accounts FY 2018/2019</p>	
6.	<p><b>CO’s Report</b> – CI Jeffery Henshaw prepared a presentation highlighting the success and achievements of the Squadron during 2019 and a copy is attached</p> <p>Average Cadet numbers have risen from 30 to 35 since the last AGM</p> <p>Staffing levels are currently: 2 members of staff – plus WO Tye (until WFW 2019) plus 1 new CI (currently within the process of joining) plus 1 more Supernumerary CI (when home from university)</p>	
7.	<p><b>Election Of Officers –</b></p> <p><b>Election Of Chairman</b> – Susan Sutton proposed that James Mansion be re-elected for 2019 &amp; this was seconded by Colin Osborne</p> <p><b>Election Of Treasurer</b> – Susan Sutton proposed that Sally Walsh be re-elected for 2019 &amp; this was seconded by Colin Osborne</p> <p><b>Election Of Secretary</b> – Susan Sutton proposed Angus Foster be re-elected for 2019 &amp; this was seconded by Colin Osborne</p> <p>The elections were all unopposed</p>	
8.	<p><b>Election Of Committee Members</b> – Susan Sutton, Bob Jackson, Dan Garfoot, David Gwilliam &amp; Martin Blatch were re-elected as a Committee members for 2019/2020 – The Chairman thanked them for their continued support</p> <p><b>Honorary President</b> – Colin Osborne confirmed his position of Honorary President for 2018. This was unchallenged &amp; the Chairman &amp; Committee thanked him for his time &amp; continued support</p> <p><b>Squadron Chaplain</b> – During the evening, Jane Godley confirmed her position as the Squadron Chaplain for – The Chairman &amp; Committee thanked for her continued support</p>	



9.	<b>Any Other Business –</b>  During the evening Susan Sutton wants to acknowledge thanks for the Squadron’s involvement during ‘Battles Over’ on the 11 <sup>th</sup> November 2018 & in particular to the Cadets that on the day that read the letters & the poems	
	<b>Date Of Next Meeting</b>  To Be Confirmed – <b>Suggested End May 2020</b>	

## AGM 2019 - End of Year Accounts

<b>Item</b>	<b>Sum (£)</b>
Start of Year	8783.33
Receipts (In)	17898.91
Payments (out)	-15571.92
End of Year (Cash in Hand)	11,110.32
Squadron Assets	20,900
<b>End of Year Squadron Worth</b>	<b>32010.32</b>

### Detail of Receipts (In)

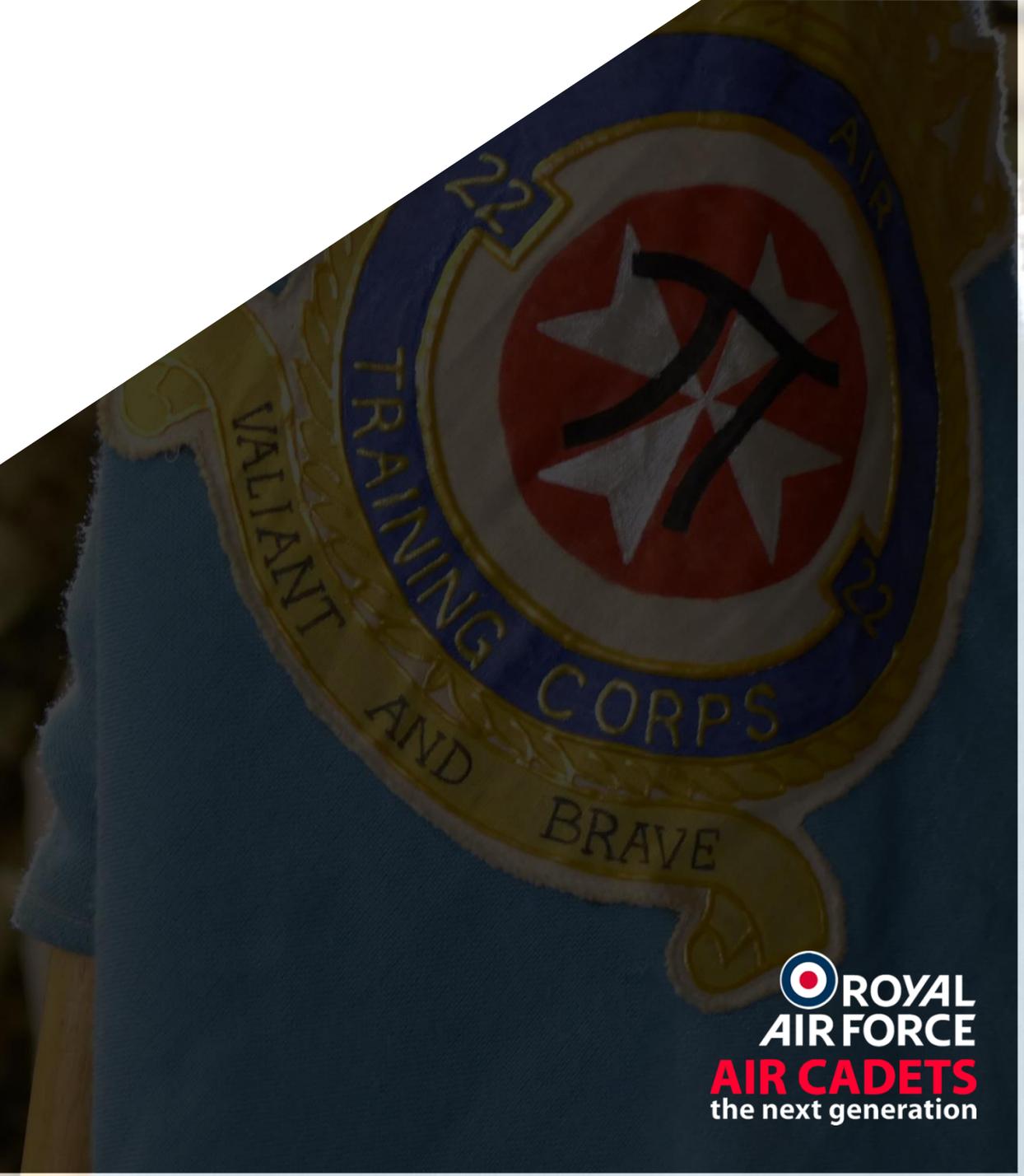
<b>Items</b>	<b>Sum (£)</b>
Cadet Subscriptions	2603
Donations (Mayors Fund)	290
Fund Raising Bag Packing, Carnival Donation, Car parking Donations, Laser Tag, Xmas Lights Donation, Tea Donation, Easyfundraising	956.31
Community Funds	13438.95
Other Receipts Gift Aid (290.65), Admin Grant (£75) Camp Payments and incidentals (Badges etc)	610.65
<b>Total In</b>	<b>17898.91</b>

### Details of Payments (Out)

<b>Items</b>	<b>Sum (£)</b>
Cadet Subscriptions to Wing	1038.50
Insurance	260.74
Rations	427.96
Flight Simulator	10,759.09
Other Equipment (Radios, compasses etc)	727.04
Wingfield Weekend (T-shirts, Gas, Fuel, Hats)	545.92
Internet & Phone	525.08
Office Supplies (Toners, paper, postage etc)	487.57
Camp Payments (Payment is then received from parents)	460.00
Maintenance (Light bulbs, cleaning materials, signs etc)	270.01
Others Misc	70.01
<b>Total Out</b>	<b>15571.92</b>

# CIVILIAN COMMITTEE AGM

2018 - 2019 YEAR REVIEW



# THE LAST TWELVE MONTHS

	2015	2016	2017	2018	2019
Cadet Numbers	21	26	27	30	35
Average Parade Strength	13	19	19	21	20



## FLYING & GLIDING

In the last 12 months cadets have had 31 flights in RAF Grob Tutor Aircraft, for total of 1,023 minutes

Additional 4 scheduled for next week



Two cadet completed the Blue Badge Flying Training, with two completing the Ground School Training

Hoping to have a Chinook Flight later in the year



# CAMPS

	Cadets Attending
Easter Camp (2019)	6
Summer Camp (RAF Cosford 2018)	4
RIAT Camp (RAF Fairford 2018)	3
Drill & Ceremonial	1
Adventure Training Camps	2
Overseas Camp (Cyprus 2018)	1



# WING FIELD WEEKEND 2018

19 Cadets Attended

7<sup>th</sup> Place Overall

7<sup>th</sup> Drill Competition

Squadron also organised two of exercises



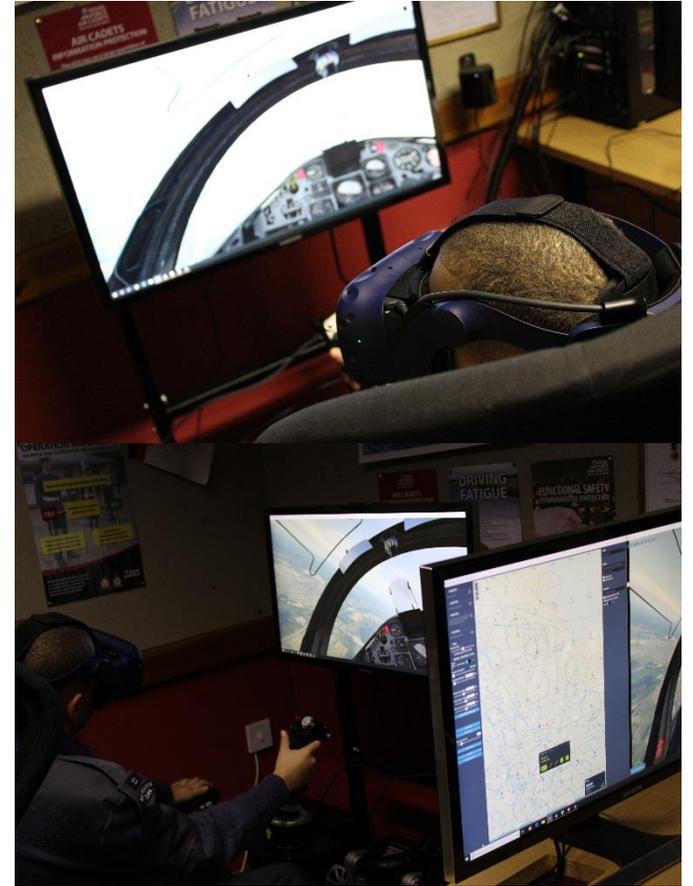
## AWARD & ACHIEVEMENTS

- 23 Completed Heartstart
- 8 Blue Communications Badges
- 2 Completed Nijmegen March
- 5 BTEC Level 2 Extended Certificate in Teamwork and Personal Development in the Community
- 1 BTEC in Aviation Studies
- 5 NCO Promotions



## AWARD & ACHIEVEMENTS

- 1 Junior Leader (Gold Leadership Badge)
- 2 ILM Level 2 Award in Leadership and Team Skills
- Davies Cup Award – Andy Rowson-Brown
- 2nd in Staff Media Communication
- 3rd in the Staff Photographic
- Squadron's New Flight Simulators



# SQUADRON IN THE COMMUNITY

- ATC Sunday Parade – Cambourne
- Sandy Mayor’s Civic Service
- Sandy Carnival
- Remembrance Sunday Parade & WW1 Torch Lighting
- Sandy Christmas Lights
- Ickwell Mayday Festival
- The Sandy Show



## UPCOMING DURING THE NEXT 12 MONTHS

- RAF Halton & RAF Coningsby Camps
- Drill & Ceremonial Camp
- Fairbourne AT Camp
- Sandy Show Car Parking
- Sandy Christmas Lights
- 3 Cadets Attending Nijmegen
- ATC Sunday 2020
- Squadron 20<sup>th</sup> Anniversary



