

Sandy Town Council

To: Cllrs N Aldis, P Blaine, J Hewitt, A M Hill, W Jackson, R Lock, C Osborne (Chair), M Pettitt, M Scott, and P Sharman
c.c. A Gibson, L Ivanciu-Wilkinson, T Knagg, 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 28th March 2022 commencing at 7.30pm.



Nicola Sewell
Town Clerk
10 Cambridge Road
Sandy, SG19 1JE
01767 681491
22nd March 2022

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 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-disclosable Interests*
- iii) Dispensations*

3 Minutes of Previous Meeting

To consider the minutes of the Policy, Finance and Resources Committee held on Monday 21st February 2022 and to approve them as a correct record of proceedings.

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.

Sandy Town Council

5 Financial Reports

- i) To consider a balance sheet and detailed financial report showing income and expenditure against the revenue budget for 28th February 2022. Appendix I
- ii) To receive and note a budget overview report. Appendix II
- iii) To approve schedules of payments made since previous meeting. Appendix III
- iv) The Chair to approve bank reconciliations and statements.

6 Grant Applications

To receive and consider a grant application from Sandy Carnival Association. Appendix IV

7 Council Risk Assessment

To receive a report on the Council risk assessment. Appendix V

8 Sandye Place Maintenance

To receive a verbal report from the Clerk and consider recommendations made by CS&E Committee meeting of 21st March regarding costs for the maintenance of the grass at Sandye Place.

9 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF THE PRESS AND THE PUBLIC To resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the Meeting.

Appendix VI
Confidential

9.1 Cemetery – Extension Development

To receive and agree revised quote for replacement boundary fence at the cemetery. Quote revised to accommodate structural changes to fence to enable like-for-like replacement

9.2 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 RE-ADMITTANCE OF THE PRESS AND THE PUBLIC To resolve that the confidential business having been concluded, the Press and Public be re-admitted to the meeting.

10 Electric Vehicle

To discuss options for the disposal of current diesel vehicle following agreement to purchase electric vehicle.

Sandy Town Council

Appendix
VII

11 Risk Management System

To consider signing up to Local Council Risk System, a specifically designed system for Town and Parish Councils to manage local risks at a one-off cost of £198.00

12 Rotary Club

To receive and agree request from Rotary Club for £400 funding previously donated for a finger post, be used to pay towards the new Skatepark at Sunderland Road with a physical acknowledgement on site.

13 Councillor and Officer Training

To note that £60 has been spent on New Councillor training and Year End and Audit Training for the Clerk through BATPC.

14 Chairman's Items

15 Date of Next Meeting

Monday 16th May 2022.

14/03/2022

Sandy Town Council Current Year

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Detailed Balance Sheet - Excluding Stock Movement**Month 11 Date 28/02/22**

| <u>A/c</u> | <u>Description</u> | <u>Actual</u> | |
|--|------------------------------|---------------|----------------|
| <i><u>Current Assets</u></i> | | | |
| 105 | VAT Control | 13,557 | |
| 110 | Prepayments | 4,613 | |
| 200 | Current Bank A/c | 1,097 | |
| 201 | Clerks Imprest A/c | 251 | |
| 205 | Capital a/c Santander | 218,792 | |
| 206 | Barclays Active Saver | 242,323 | |
| 208 | Public Sector Deposit Fund | 205,514 | |
| 210 | Petty Cash | 250 | |
| Total Current Assets | | | 686,396 |
| <i><u>Current Liabilities</u></i> | | | |
| 501 | Creditors Control | 22,802 | |
| 515 | PAYE/NI Control AC | 5,257 | |
| 516 | Superannuation Due | 5,837 | |
| Total Current Liabilities | | | 33,896 |
| Net Current Assets | | | 652,500 |
| Total Assets less Current Liabilities | | | 652,500 |
| <i><u>Represented by :-</u></i> | | | |
| 300 | Current Year Fund | 98,515 | |
| 310 | General Reserve | 234,043 | |
| 315 | Rolling Capital Fund | 205,453 | |
| 321 | Cemetery Development Reserve | 23,028 | |
| 322 | EMR Fallowfield | 60,217 | |
| 323 | EMR Skatepark Project | 12,155 | |
| 324 | EMR Elections | 15,000 | |
| 331 | S106 FField | 4,090 | |
| Total Equity | | | 652,500 |

Summary Income & Expenditure by Budget Heading 28/02/2022

Month No: 11

Cost Centre Report

| | | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent |
|-----|--------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|
| 401 | Staff | Expenditure | 27,073 | 266,348 | 308,925 | 42,577 | 42,577 | 86.2% |
| 402 | Administration-Office | Income | 68 | 1,009 | 250 | (759) | | 403.8% |
| | | Expenditure | 4,964 | 71,687 | 79,550 | 7,863 | 7,863 | 90.1% |
| | Movement to/(from) Gen Reserve | | <u>(4,896)</u> | <u>(70,678)</u> | | | | |
| 403 | Administration-Works | Expenditure | 1,645 | 25,146 | 41,300 | 16,154 | 16,154 | 60.9% |
| 405 | Footway Lighting | Expenditure | 1,068 | 20,388 | 16,500 | (3,888) | (3,888) | 123.6% |
| 406 | Cemetery & Churchyard | Income | 1,279 | 22,626 | 28,160 | 5,534 | | 80.3% |
| | | Expenditure | 750 | 9,107 | 11,900 | 2,793 | 2,793 | 76.5% |
| | Movement to/(from) Gen Reserve | | <u>529</u> | <u>13,518</u> | | | | |
| 408 | Town Centre (Including Market) | Income | 0 | 0 | 100 | 100 | | 0.0% |
| | | Expenditure | 111 | 15,231 | 19,009 | 3,778 | 3,778 | 80.1% |
| | Movement to/(from) Gen Reserve | | <u>(111)</u> | <u>(15,231)</u> | | | | |
| 409 | Public Toilets - Car Park | Expenditure | 401 | 698 | 2,500 | 1,802 | 1,802 | 27.9% |
| 500 | Play Areas and Open Spaces | Income | 0 | 1,564 | 2,305 | 741 | | 67.9% |
| | | Expenditure | 344 | (1,297) | 1,750 | 3,047 | 3,047 | (74.1%) |
| | Movement to/(from) Gen Reserve | | <u>(344)</u> | <u>2,862</u> | | | | |
| 501 | Sunderland Road Rec Ground | Income | 246 | 1,577 | 1,252 | (325) | | 126.0% |
| | | Expenditure | 2,111 | 26,886 | 32,914 | 6,028 | 6,028 | 81.7% |
| | Movement to/(from) Gen Reserve | | <u>(1,865)</u> | <u>(25,309)</u> | | | | |
| 502 | Nature Reserves | Income | 0 | 3,236 | 2,675 | (561) | | 121.0% |
| | | Expenditure | 3,623 | 5,664 | 14,060 | 8,396 | 8,396 | 40.3% |
| | Movement to/(from) Gen Reserve | | <u>(3,623)</u> | <u>(2,428)</u> | | | | |
| 505 | Grass Cutting | Expenditure | 0 | 0 | 9,000 | 9,000 | 9,000 | 0.0% |
| 506 | Litter Bins, Seats & Shelters | Expenditure | 0 | 660 | 1,000 | 340 | 340 | 66.0% |
| 509 | Christmas Lights | Income | 0 | 1,172 | 500 | (672) | | 234.3% |
| | | Expenditure | 0 | 16,058 | 16,650 | 592 | 592 | 96.4% |
| | Movement to/(from) Gen Reserve | | <u>0</u> | <u>(14,887)</u> | | | | |
| 601 | Precept and Interest | Income | 39 | 599,510 | 600,356 | 846 | | 99.9% |
| 602 | Democratic and Civic Costs | Income | 0 | 85 | 0 | (85) | | 0.0% |
| | | Expenditure | 584 | 11,647 | 17,240 | 5,593 | 5,593 | 67.6% |
| | Movement to/(from) Gen Reserve | | <u>(584)</u> | <u>(11,562)</u> | | | | |
| 700 | Capital and Projects | Income | 4,090 | 39,833 | 19,903 | (19,930) | | 200.1% |
| | | Expenditure | 4,090 | 103,873 | 83,203 | (20,670) | (20,670) | 124.8% |
| | Movement to/(from) Gen Reserve | | <u>0</u> | <u>(64,040)</u> | | | | |

Summary Income & Expenditure by Budget Heading 28/02/2022

Month No: 11

Cost Centre Report

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent |
|--------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|
| Grand Totals:- Income | 5,722 | 670,612 | 655,501 | (15,111) | | | 102.3% |
| Expenditure | 46,764 | 572,097 | 655,501 | 83,404 | 0 | 83,404 | 87.3% |
| Net Income over Expenditure | <u>(41,042)</u> | <u>98,515</u> | <u>0</u> | <u>(98,515)</u> | | | |
| Movement to/(from) Gen Reserve | <u>(41,042)</u> | <u>98,515</u> | | | | | |

Detailed Income & Expenditure by Budget Heading 28/02/2022

Month No: 11

Cost Centre Report

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 401 Staff | | | | | | | | |
| 4001 Gross Salaries - Admin | 11,603 | 108,112 | 122,500 | 14,388 | | 14,388 | 88.3% | |
| 4002 Gross Salaries - Works | 8,618 | 81,303 | 110,000 | 28,697 | | 28,697 | 73.9% | |
| 4003 Employers NIC | 1,791 | 15,513 | 19,350 | 3,837 | | 3,837 | 80.2% | |
| 4004 Employers Superannuation | 4,703 | 44,541 | 55,500 | 10,959 | | 10,959 | 80.3% | |
| 4006 H&S Costs/Consultancy | 0 | 150 | 600 | 450 | | 450 | 25.0% | |
| 4010 Miscellaneous Staff Costs | 58 | 744 | 700 | (44) | | (44) | 106.3% | |
| 4019 Agency Staff | 0 | 15,587 | 0 | (15,587) | | (15,587) | 0.0% | |
| 4030 Recruitment Advertising | 300 | 399 | 275 | (124) | | (124) | 145.1% | |
| Staff :- Indirect Expenditure | 27,073 | 266,348 | 308,925 | 42,577 | 0 | 42,577 | 86.2% | 0 |
| Net Expenditure | (27,073) | (266,348) | (308,925) | (42,577) | | | | |
| 402 Administration-Office | | | | | | | | |
| 1003 Tourism Income | 0 | 338 | 0 | (338) | | | 0.0% | |
| 1201 Rent Received Etc | 0 | 422 | 250 | (172) | | | 168.6% | |
| 1202 Photocopying Income | 4 | 4 | 0 | (4) | | | 0.0% | |
| 1205 Miscellaneous Income | 65 | 96 | 0 | (96) | | | 0.0% | |
| 1245 Grants Received | 0 | 150 | 0 | (150) | | | 0.0% | |
| Administration-Office :- Income | 68 | 1,009 | 250 | (759) | | | 403.8% | 0 |
| 4008 Training | 0 | 2,213 | 2,000 | (213) | | (213) | 110.7% | |
| 4009 Travel & Subsistence | 9 | 93 | 200 | 107 | | 107 | 46.4% | |
| 4010 Miscellaneous Staff Costs | 9 | 9 | 0 | (9) | | (9) | 0.0% | |
| 4011 General Rates | 0 | 6,737 | 6,850 | 114 | | 114 | 98.3% | |
| 4012 Water Rates | 95 | 218 | 800 | 582 | | 582 | 27.2% | |
| 4014 Electricity | 579 | 2,275 | 2,300 | 25 | | 25 | 98.9% | |
| 4015 Gas | 254 | 1,221 | 1,300 | 79 | | 79 | 93.9% | |
| 4016 Cleaning Materials etc | 156 | 1,248 | 1,250 | 2 | | 2 | 99.8% | |
| 4018 General Data Protection Regs | 0 | 500 | 500 | 0 | | 0 | 100.0% | |
| 4020 Misc Establishment Costs | 12 | 972 | 2,000 | 1,028 | | 1,028 | 48.6% | |
| 4021 Telephone & Fax | 249 | 3,057 | 2,700 | (357) | | (357) | 113.2% | |
| 4022 Postage | 0 | 1,579 | 1,300 | (279) | | (279) | 121.4% | |
| 4023 Printing & Stationery | 95 | 873 | 1,000 | 127 | | 127 | 87.3% | |
| 4024 Subscriptions | 148 | 3,230 | 3,150 | (80) | | (80) | 102.5% | |
| 4025 Insurance (excl vehicles) | 0 | 18,896 | 20,000 | 1,104 | | 1,104 | 94.5% | |
| 4026 Photocopy Costs | 577 | 4,731 | 5,200 | 469 | | 469 | 91.0% | |
| 4027 IT Costs incl Support | 263 | 3,381 | 3,500 | 119 | | 119 | 96.6% | |
| 4028 Service Agreements (Other) | 888 | 5,944 | 6,500 | 556 | | 556 | 91.5% | |
| 4035 Publications | 7 | 88 | 100 | 12 | | 12 | 87.6% | |
| 4036 Property Maintenance/Security | 0 | 3,577 | 4,000 | 423 | | 423 | 89.4% | |

Detailed Income & Expenditure by Budget Heading 28/02/2022

Month No: 11

Cost Centre Report

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 4040 Equipment Purchases (Minor) | 110 | 767 | 2,000 | 1,233 | | 1,233 | 38.4% | |
| 4043 Equipment/Vehicle Fuel | 0 | 2 | 0 | (2) | | (2) | 0.0% | |
| 4050 Tourism Expenditure | 0 | 344 | 100 | (244) | | (244) | 344.2% | |
| 4051 Bank Charges | 50 | 442 | 550 | 108 | | 108 | 80.4% | |
| 4056 Legal Expenses | 980 | 3,628 | 2,500 | (1,128) | | (1,128) | 145.1% | |
| 4057 Audit Fees - External | 0 | 0 | 1,300 | 1,300 | | 1,300 | 0.0% | |
| 4058 Audit Fees - Internal | 0 | 430 | 900 | 470 | | 470 | 47.8% | |
| 4059 Accountancy Fees | 468 | 5,142 | 7,350 | 2,208 | | 2,208 | 70.0% | |
| 4070 Refreshments | 16 | 91 | 200 | 109 | | 109 | 45.4% | |
| Administration-Office :- Indirect Expenditure | 4,964 | 71,687 | 79,550 | 7,863 | 0 | 7,863 | 90.1% | 0 |
| Net Income over Expenditure | (4,896) | (70,678) | (79,300) | (8,622) | | | | |
| 403 Administration-Works | | | | | | | | |
| 4005 Protective Clothing | 0 | 883 | 1,300 | 417 | | 417 | 67.9% | |
| 4008 Training | 0 | 425 | 1,950 | 1,525 | | 1,525 | 21.8% | |
| 4011 General Rates | 0 | 1,846 | 1,900 | 54 | | 54 | 97.2% | |
| 4012 Water Rates | 32 | 32 | 200 | 168 | | 168 | 15.9% | |
| 4014 Electricity | 160 | 947 | 1,200 | 253 | | 253 | 78.9% | |
| 4017 Refuse Disposal | 40 | 3,988 | 4,500 | 512 | | 512 | 88.6% | |
| 4036 Property Maintenance/Security | 0 | 115 | 2,000 | 1,885 | | 1,885 | 5.7% | |
| 4038 Consumables/Small Tools | 318 | 1,947 | 2,500 | 553 | | 553 | 77.9% | |
| 4039 Planting/Trees/Horticulture | 220 | 5,666 | 6,250 | 584 | | 584 | 90.7% | |
| 4040 Equipment Purchases (Minor) | 175 | 1,319 | 2,000 | 681 | | 681 | 66.0% | |
| 4042 Equipment/Vehicle Maintenance | 0 | 1,508 | 5,000 | 3,492 | | 3,492 | 30.2% | |
| 4043 Equipment/Vehicle Fuel | 700 | 3,681 | 3,500 | (181) | | (181) | 105.2% | |
| 4044 Vehicle Tax & Insurance | 0 | 2,963 | 3,000 | 37 | | 37 | 98.8% | |
| 4045 Arboriculture | 0 | (175) | 6,000 | 6,175 | | 6,175 | (2.9%) | |
| Administration-Works :- Indirect Expenditure | 1,645 | 25,146 | 41,300 | 16,154 | 0 | 16,154 | 60.9% | 0 |
| Net Expenditure | (1,645) | (25,146) | (41,300) | (16,154) | | | | |
| 405 Footway Lighting | | | | | | | | |
| 4014 Electricity | 1,068 | 7,128 | 6,500 | (628) | | (628) | 109.7% | |
| 4042 Equipment/Vehicle Maintenance | 0 | 13,260 | 10,000 | (3,260) | | (3,260) | 132.6% | |
| Footway Lighting :- Indirect Expenditure | 1,068 | 20,388 | 16,500 | (3,888) | 0 | (3,888) | 123.6% | 0 |
| Net Expenditure | (1,068) | (20,388) | (16,500) | 3,888 | | | | |
| 406 Cemetery & Churchyard | | | | | | | | |
| 1226 Burials/Memorials Income | 1,279 | 22,626 | 27,500 | 4,874 | | | 82.3% | |

Detailed Income & Expenditure by Budget Heading 28/02/2022

Month No: 11

Cost Centre Report

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 1227 Chapel Rental | 0 | 0 | 660 | 660 | | | 0.0% | |
| Cemetery & Churchyard :- Income | 1,279 | 22,626 | 28,160 | 5,534 | | | 80.3% | 0 |
| 4011 General Rates | 0 | 3,942 | 3,500 | (442) | | (442) | 112.6% | |
| 4012 Water Rates | 11 | 32 | 150 | 118 | | 118 | 21.3% | |
| 4036 Property Maintenance/Security | 19 | 465 | 1,000 | 535 | | 535 | 46.5% | |
| 4037 Grounds Maintenance | 0 | 580 | 900 | 320 | | 320 | 64.4% | |
| 4039 Planting/Trees/Horticulture | 0 | 8 | 350 | 342 | | 342 | 2.3% | |
| 4101 Grave Digging Costs | 720 | 4,080 | 6,000 | 1,920 | | 1,920 | 68.0% | |
| Cemetery & Churchyard :- Indirect Expenditure | 750 | 9,107 | 11,900 | 2,793 | 0 | 2,793 | 76.5% | 0 |
| Net Income over Expenditure | 529 | 13,518 | 16,260 | 2,742 | | | | |
| 408 Town Centre (Including Market) | | | | | | | | |
| 1238 Other Income Car Park | 0 | 0 | 100 | 100 | | | 0.0% | |
| Town Centre (Including Market) :- Income | 0 | 0 | 100 | 100 | | | 0.0% | 0 |
| 4011 General Rates | 0 | 12,630 | 12,900 | 270 | | 270 | 97.9% | |
| 4036 Property Maintenance/Security | 111 | 162 | 1,500 | 1,338 | | 1,338 | 10.8% | |
| 4053 Loan Interest | 0 | 197 | 197 | 0 | | 0 | 99.8% | |
| 4054 Loan Capital Repaid | 0 | 412 | 412 | 0 | | 0 | 99.9% | |
| 4100 CCTV Fees | 0 | 1,832 | 4,000 | 2,168 | | 2,168 | 45.8% | |
| Town Centre (Including Market) :- Indirect Expenditure | 111 | 15,231 | 19,009 | 3,778 | 0 | 3,778 | 80.1% | 0 |
| Net Income over Expenditure | (111) | (15,231) | (18,909) | (3,678) | | | | |
| 409 Public Toilets - Car Park | | | | | | | | |
| 4011 General Rates | 0 | (1,871) | 0 | 1,871 | | 1,871 | 0.0% | |
| 4012 Water Rates | 205 | 1,137 | 1,200 | 63 | | 63 | 94.7% | |
| 4014 Electricity | 76 | 526 | 300 | (226) | | (226) | 175.3% | |
| 4036 Property Maintenance/Security | 120 | 907 | 1,000 | 93 | | 93 | 90.7% | |
| Public Toilets - Car Park :- Indirect Expenditure | 401 | 698 | 2,500 | 1,802 | 0 | 1,802 | 27.9% | 0 |
| Net Expenditure | (401) | (698) | (2,500) | (1,802) | | | | |
| 500 Play Areas and Open Spaces | | | | | | | | |
| 1201 Rent Received Etc | 0 | 1,564 | 1,200 | (364) | | | 130.3% | |
| 1241 Sandy FC Rent | 0 | 0 | 505 | 505 | | | 0.0% | |
| 1251 Pitch Rental | 0 | 0 | 600 | 600 | | | 0.0% | |
| Play Areas and Open Spaces :- Income | 0 | 1,564 | 2,305 | 741 | | | 67.9% | 0 |
| 4007 Health & Safety | 0 | 0 | 550 | 550 | | 550 | 0.0% | |

Detailed Income & Expenditure by Budget Heading 28/02/2022

Month No: 11

Cost Centre Report

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|-------------------------|
| 4012 Water Rates | 0 | 278 | 500 | 222 | | 222 | 55.6% | |
| 4014 Electricity | 0 | (86) | 200 | 286 | | 286 | (43.1%) | |
| 4036 Property Maintenance/Security | 0 | 2,819 | 500 | (2,319) | | (2,319) | 563.9% | |
| 4037 Grounds Maintenance | 344 | 1,834 | 2,500 | 666 | | 666 | 73.4% | |
| 4042 Equipment/Vehicle Maintenance | 0 | 1,357 | 5,000 | 3,643 | | 3,643 | 27.1% | |
| 4972 Transfer from EMR Fallowfield | 0 | (7,500) | (7,500) | 0 | | 0 | 100.0% | |
| Play Areas and Open Spaces :- Indirect Expenditure | 344 | (1,297) | 1,750 | 3,047 | 0 | 3,047 | (74.1%) | 0 |
| Net Income over Expenditure | (344) | 2,862 | 555 | (2,307) | | | | |
| 501 Sunderland Road Rec Ground | | | | | | | | |
| 1201 Rent Received Etc | 246 | 898 | 500 | (398) | | | 179.6% | |
| 1253 Bowls Club Rental | 0 | 450 | 455 | 5 | | | 98.9% | |
| 1255 Cricket Club Rental | 0 | 224 | 292 | 68 | | | 76.8% | |
| 1256 Scouts ,ACF and SSLA | 0 | 5 | 5 | 0 | | | 100.0% | |
| Sunderland Road Rec Ground :- Income | 246 | 1,577 | 1,252 | (325) | | | 126.0% | 0 |
| 4012 Water Rates | 124 | 1,106 | 2,500 | 1,394 | | 1,394 | 44.2% | |
| 4014 Electricity | 10 | 123 | 200 | 77 | | 77 | 61.3% | |
| 4036 Property Maintenance/Security | 0 | 2,386 | 2,000 | (386) | | (386) | 119.3% | |
| 4046 Bowling Green - SBC | 20 | 3,016 | 3,329 | 313 | | 313 | 90.6% | |
| 4047 Equipment Maintenance - SBC | 64 | 1,723 | 2,679 | 956 | | 956 | 64.3% | |
| 4048 Cricket Square - SCC | 20 | 1,787 | 2,645 | 858 | | 858 | 67.6% | |
| 4049 Equipment Maintenance - SCC | 517 | 1,827 | 2,861 | 1,034 | | 1,034 | 63.9% | |
| 4060 Other Professional Fees | 1,356 | 14,918 | 16,700 | 1,782 | | 1,782 | 89.3% | |
| Sunderland Road Rec Ground :- Indirect Expenditure | 2,111 | 26,886 | 32,914 | 6,028 | 0 | 6,028 | 81.7% | 0 |
| Net Income over Expenditure | (1,865) | (25,309) | (31,662) | (6,353) | | | | |
| 502 Nature Reserves | | | | | | | | |
| 1306 Countryside Stewardship Grant | 0 | 2,558 | 2,000 | (558) | | | 127.9% | |
| 1307 Angling Licence Rent | 0 | 679 | 675 | (4) | | | 100.5% | |
| Nature Reserves :- Income | 0 | 3,236 | 2,675 | (561) | | | 121.0% | 0 |
| 4037 Grounds Maintenance | 0 | 41 | 1,500 | 1,459 | | 1,459 | 2.7% | |
| 4060 Other Professional Fees | 3,623 | 3,623 | 10,560 | 6,937 | | 6,937 | 34.3% | |
| 4703 Sandy Green Wheel | 0 | 2,000 | 2,000 | 0 | | 0 | 100.0% | |
| Nature Reserves :- Indirect Expenditure | 3,623 | 5,664 | 14,060 | 8,396 | 0 | 8,396 | 40.3% | 0 |
| Net Income over Expenditure | (3,623) | (2,428) | (11,385) | (8,957) | | | | |

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| 505 Grass Cutting | | | | | | | | |
| 4102 Grass Cutting | 0 | 0 | 9,000 | 9,000 | | 9,000 | 0.0% | |
| Grass Cutting :- Indirect Expenditure | 0 | 0 | 9,000 | 9,000 | 0 | 9,000 | 0.0% | 0 |
| Net Expenditure | 0 | 0 | (9,000) | (9,000) | | | | |
| 506 Litter Bins, Seats & Shelters | | | | | | | | |
| 4042 Equipment/Vehicle Maintenance | 0 | 660 | 1,000 | 340 | | 340 | 66.0% | |
| Litter Bins, Seats & Shelters :- Indirect Expenditure | 0 | 660 | 1,000 | 340 | 0 | 340 | 66.0% | 0 |
| Net Expenditure | 0 | (660) | (1,000) | (340) | | | | |
| 509 Christmas Lights | | | | | | | | |
| 1365 Christmas Lights | 0 | 1,172 | 500 | (672) | | | 234.3% | |
| Christmas Lights :- Income | 0 | 1,172 | 500 | (672) | | | 234.3% | 0 |
| 4401 Christmas Illuminations | 0 | 12,250 | 14,000 | 1,750 | | 1,750 | 87.5% | |
| 4402 Community Christmas Event | 0 | 3,808 | 2,650 | (1,158) | | (1,158) | 143.7% | |
| Christmas Lights :- Indirect Expenditure | 0 | 16,058 | 16,650 | 592 | 0 | 592 | 96.4% | 0 |
| Net Income over Expenditure | 0 | (14,887) | (16,150) | (1,263) | | | | |
| 601 Precept and Interest | | | | | | | | |
| 1101 Precept | 0 | 599,356 | 599,356 | 0 | | | 100.0% | |
| 1320 Interest Received - All account | 39 | 154 | 1,000 | 846 | | | 15.4% | |
| Precept and Interest :- Income | 39 | 599,510 | 600,356 | 846 | | | 99.9% | 0 |
| Net Income | 39 | 599,510 | 600,356 | 846 | | | | |
| 602 Democratic and Civic Costs | | | | | | | | |
| 1245 Grants Received | 0 | (325) | 0 | 325 | | | 0.0% | |
| 1309 Misc Contributions | 0 | 410 | 0 | (410) | | | 0.0% | |
| Democratic and Civic Costs :- Income | 0 | 85 | 0 | (85) | | | | 0 |
| 4020 Misc Establishment Costs | 0 | 12 | 100 | 88 | | 88 | 12.3% | |
| 4033 Annual Report & Newsletter | 242 | 2,904 | 3,000 | 96 | | 96 | 96.8% | |
| 4042 Equipment/Vehicle Maintenance | 57 | 1,668 | 400 | (1,268) | | (1,268) | 416.9% | |
| 4200 Mayor's Allowance | 160 | 275 | 2,200 | 1,925 | | 1,925 | 12.5% | |
| 4202 Members' Expenses (Conf etc) | 0 | 65 | 500 | 435 | | 435 | 13.0% | |
| 4701 Grants/Donations Paid | 0 | 3,755 | 4,000 | 245 | | 245 | 93.9% | |
| 4702 Community Events Support | 125 | 3,988 | 7,040 | 3,052 | | 3,052 | 56.7% | |
| 4921 Transfer to EMR | 0 | (1,200) | 0 | 1,200 | | 1,200 | 0.0% | |

Detailed Income & Expenditure by Budget Heading 28/02/2022

Month No: 11

Cost Centre Report

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 4971 Transfer from EMR | 0 | 180 | 0 | (180) | | (180) | 0.0% | |
| Democratic and Civic Costs :- Indirect Expenditure | 584 | 11,647 | 17,240 | 5,593 | 0 | 5,593 | 67.6% | 0 |
| Net Income over Expenditure | (584) | (11,562) | (17,240) | (5,678) | | | | |
| 700 Capital and Projects | | | | | | | | |
| 1153 Loan Interest Rec'd - INTERNAL | 0 | 7,903 | 7,903 | 0 | | | 100.0% | |
| 1154 Loan Capital Rec'd - INTERNAL | 0 | 12,000 | 12,000 | 0 | | | 100.0% | |
| 1245 Grants Received | 0 | 6,667 | 0 | (6,667) | | | 0.0% | |
| 1258 Insurance Claims Repayment | 0 | 3,499 | 0 | (3,499) | | | 0.0% | |
| 1309 Misc Contributions | 0 | 5,155 | 0 | (5,155) | | | 0.0% | |
| 1364 S106 Money Received | 4,090 | 4,609 | 0 | (4,609) | | | 0.0% | |
| Capital and Projects :- Income | 4,090 | 39,833 | 19,903 | (19,930) | | | 200.1% | 0 |
| 4153 Loan Interest - INTERNAL | 0 | 7,903 | 7,903 | 0 | | 0 | 100.0% | |
| 4154 Loan Capital - INTERNAL | 0 | 12,000 | 12,000 | 0 | | 0 | 100.0% | |
| 4802 CAP - Cemetery Extension | 0 | 38,745 | 0 | (38,745) | | (38,745) | 0.0% | |
| 4818 CAP - Fallowfield | 12,361 | 12,361 | 0 | (12,361) | | (12,361) | 0.0% | |
| 4821 CAP - Fencing Bedford Rd | 0 | 560 | 0 | (560) | | (560) | 0.0% | |
| 4825 CAP - Play Equipment (F/Field) | 0 | 7,047 | 0 | (7,047) | | (7,047) | 0.0% | |
| 4828 CAP - Dropped Kerb | 0 | 2,100 | 0 | (2,100) | | (2,100) | 0.0% | |
| 4829 CAP - Car Park | 0 | 6,465 | 0 | (6,465) | | (6,465) | 0.0% | |
| 4833 CAP - Village Hall Paving | 0 | 5,500 | 0 | (5,500) | | (5,500) | 0.0% | |
| 4834 CAP - Machinery & Equipment | 0 | 1,498 | 0 | (1,498) | | (1,498) | 0.0% | |
| 4836 CAP - Neighbourhood Plan | 0 | 2,111 | 10,000 | 7,889 | | 7,889 | 21.1% | |
| 4838 CAP - Depot | 0 | 2,110 | 0 | (2,110) | | (2,110) | 0.0% | |
| 4839 CAP - CBC Tree Fund Project | 0 | 9,943 | 0 | (9,943) | | (9,943) | 0.0% | |
| 4841 CAP - Litter Bins | 764 | 4,553 | 0 | (4,553) | | (4,553) | 0.0% | |
| 4842 CAP - Bowls Club Fence | 0 | 519 | 0 | (519) | | (519) | 0.0% | |
| 4843 CAP - Office Boiler | 0 | 2,000 | 0 | (2,000) | | (2,000) | 0.0% | |
| 4844 CAP - Football Changing Room | 0 | 650 | 0 | (650) | | (650) | 0.0% | |
| 4845 CAP - Remeberance Banners | 0 | 625 | 0 | (625) | | (625) | 0.0% | |
| 4846 Demolish Garage (Not Capital) | 0 | 2,900 | 0 | (2,900) | | (2,900) | 0.0% | |
| 4847 CAP - Football goals | 4,265 | 4,265 | 0 | (4,265) | | (4,265) | 0.0% | |
| 4915 Transfer to Rolling Capital Fd | 0 | 60,299 | 51,300 | (8,999) | | (8,999) | 117.5% | |
| 4921 Transfer to EMR | 4,090 | 9,245 | 0 | (9,245) | | (9,245) | 0.0% | |
| 4923 Internal Loan repaid to F'fild | 0 | 12,000 | 12,000 | 0 | | 0 | 100.0% | |
| 4965 Funded from Rolling Capital | (17,389) | (101,526) | (10,000) | 91,526 | | 91,526 | 1015.3% | |
| Capital and Projects :- Indirect Expenditure | 4,090 | 103,873 | 83,203 | (20,670) | 0 | (20,670) | 124.8% | 0 |
| Net Income over Expenditure | 0 | (64,040) | (63,300) | 740 | | | | |

Detailed Income & Expenditure by Budget Heading 28/02/2022

Month No: 11

Cost Centre Report

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| Grand Totals:- Income | 5,722 | 670,612 | 655,501 | (15,111) | | | 102.3% | |
| Expenditure | 46,764 | 572,097 | 655,501 | 83,404 | 0 | 83,404 | 87.3% | |
| Net Income over Expenditure | (41,042) | 98,515 | 0 | (98,515) | | | | |
| Movement to/(from) Gen Reserve | (41,042) | 98,515 | | | | | | |

Sandy Town Council
Report to 28th February 2022

General Notes

Attached is the summary income & expenditure report for the month 1st February to 28th February 2022

This report shows a current year surplus of income over expenditure of £98,515

The balance sheet shows that total funds available to the Council are £652,500

This is made up of the following -

| | |
|---------------------------------|----------|
| Current Year Fund | £98,515 |
| General Reserve Brought Forward | £234,043 |
| Rolling Capital Fund | £205,453 |
| Fallowfield Reserve | £60,217 |
| Skatepark Project EMR | £12,155 |
| Earmarked Elections | £15,000 |
| Cemetery Development Reserve | £23,028 |
| Section106 Fallowfield Seesaw | £4,090 |
| Total | £652,500 |

The percentage of budget if analysed evenly over the year to date is 91.6% but Members are reminded that income & expenditure rarely follows this pattern over the year.

Balance Sheet Notes:

1) PAYE and Pension contributions outstanding refer to February 2022 payroll. Payments made to HMRC & LGPS in first week of March 2022.

Analysis by Cost Centre**401 Staff**

Expenditure is 86.2% of the annual budget.

4010 - Large expenditure at start of financial year due to payment to Harrisons Accountancy for 2021/22 payroll service. Overspend due to three eye tests/glass contributions paid for by the employer as per HSE guidance.

Cost centre underspend due to periods of staff on unpaid leave. 2021/22 NJC pay award agreed at 1.75% and applied to pay during the March payroll. This was backdated to 1st April 2021 and will reduce the overall budget underspend.

402 Administration

Expenditure is 90.1% of the annual budget.

1003 - Income from Saffords bookings.

1201 - Income from Chamber rental for PCC election.

1205 - Waylines income from Council land.

1245 - CBC Ward Cllr Grant for Beeston Library Box.

4008 - Training overspent due to required completion of manual handling, first aid and fire marshal training which was not able to be undertaken due to Covid 19.

4011 - Business rates are paid in two 6 monthly installments.

4012 - Low expenditure due to accrual of £100 for final 2020/21 bill. Actual bill only £69.52.
Very low water bill for February to May 21 of £14.08. November 21 - February 22 bill of £94.72

4014/15 - Overspend due to large increase in cost of utilities. Budget increased for next financial year in line with contracts agreed with YU energy.

4016 - High due to bulk orders of cleaning materials for caretaker, outdoor team and office. Expenditure to be monitored and expected to remain in budget at year end.

4018 - High due to retainer paid for Data Protection Officer service (PNC)

4021 - Overspent due to higher costs at start of year. Costs renegotiated to £203.33 per month for all calls plus £45.98 for mobile phone provision. Credit of £233.89 due from Chess Ltd. Budget increased for 2022/23.

Sandy Town Council
Report to 28th February 2022

Analysis by Cost Centre [Continued]

4022 - High expenditure due to top up of franking machine. Postage is paid in advance and then used via the franking machine. Higher expenditure over the last year due to regular postage of more Councillors' agendas. Number of heavy agenda packs has meant continued expenditure and another top up was required leading to an overspend.

4024 - The majority of the Council's annual subscriptions are paid at the start of the financial year. Therefore expenditure appears high.

4025 - High due to payment of 12 month insurance premium (July - July) rather than monthly payments.

4027 - High due to costs associated with new Clerk's laptop and associated costs (£665.45). Further costs of £561.79 to be incurred this F/Y leading to £179.75 overspend. Cost of laptop can be reallocated to Rolling Capital Fund if Members wish.

4050 - Includes funds paid to Saffords which are due for payment taken for trips booked. More trips booked in current financial year than anticipated.

4056 - Overspend includes all costs for land registry legal work for Beeston, Car park and Bedford Road as previously authorised. Potential further costs from TW land transfer still outstanding.

403 Works

Expenditure is 60.9% of the annual budget.

4011 - Business rates are paid in two 6 monthly installments. Payment for first 6 months made in April 2021.

4012 - Bill of £29.46 received for first quarter. Offset by credit from previous year. Bills lower than anticipated due to use of grey water tank at new depot.

4039 - Overspend due to miscoding of tree maintenance works at Beeston Green and Bedford rec. £1,160 has been reallocated to budget 4045 (Arboriculture) and will show in month 12. Budget 4039 will therefore be within budget at year end.

4043 - Increase in fuel costs has impacted Council expenditure. Allowance made in 2022/23 budget for increased costs. Continue to monitor.

4044 - Tax and insurances paid annually for Council vehicles.

405 Footway Lighting

Expenditure is 123.6% of the annual budget.

4014 - Higher than anticipated electricity costs following collapse of previous provider and increased rates with new provider. Admin Team Leader in process of submitting all LED light information to new provider to seek lower costs. Provider has asked for further information/specifics.

4042 - Overspend due to greater than expected maintenance of streetlights due to a number of lanterns needing to be replaced with new LED lanterns and work to fix faulty lighting at the Village Hall car park. No further spend since last report to committee.

406 Cemetery & Churchyard

Expenditure is 76.5% of the annual budget.

1226 - Slightly lower income than had been anticipated based on previous years' levels.

4011 - Business rates are paid in two 6 monthly instalments. Payment for first 6 months made in April 2021. Overspend due to higher rate levels than anticipated.

4012 - Accrual of £20 made for final 2020/21 water costs. Actual cost of £12.68 resulted in credit. Further bills awaited.

408 Town Centre

Expenditure is 80.1% of the annual budget.

4011 - Business rates are paid in two 6 monthly installments. Second payment made in September 2021.

Sandy Town Council
Report to 28th February 2022

Analysis by Cost Centre [Continued]

409 Public Toilets - Car Park

Expenditure is 27.9% of the annual budget.

4014 - Increase allowed for 2022/23. Overspend related to increase in charges from June 2021. Slight reduction in October followed by an increase in December and then move to new supplier.

4011 - Credit due to refund for previously paid rates for public toilets. Public toilets are now exempt from business rates.

500 Play Areas and Open Spaces

Expenditure is (74.1%) of the annual budget.

4014 - Accrual of £100 for final 20/21 electricity costs. No invoices to date. To liaise with football club over STC share of Bedford Road invoices.

4036 - Overspend result of cost to repair work needed on the Bedford Road pavilion and lights at the pavilion.

Overall cost centre credit is due to transfer of £7,500 from Fallowfield EMR towards general maintenance costs.

501 Sunderland Road Recreation Ground

Expenditure is 81.7% of the annual budget.

1201 - Rent from fair at Sunderland Road.

4036 - High expenditure due to inclusion of costs for repair of the Banks Pavilion roof. To be re-allocated to the Rolling Capital Fund prior to year end.

502 Nature Reserves

Expenditure is 40.3% of the annual budget.

1306 - Higher than anticipated grant received for Countryside stewardship.

4703 - Contribution towards BRCC hours on development of Green Wheel. Paid in lump sum.

505 Grass Cutting

Expenditure is 0% of the annual budget. Invoice to be received in March 2022.

506 Litter Bins, Seats & Shelters

Expenditure is 66.0% of the annual budget.

4042 - Work on repairs to benches.

509 Christmas Lights

Expenditure is 96.4% of the annual budget.

1365 - Higher income than expected due to selling out on mulled wine.

4401 - Lower cost than previous years due to WBF used to purchase live tree lights, rather than include

as part of hire scheme from contractor.

4402 - Overspend due to increase in costs related to Christmas Lights event (road closure, First Aid cover). Increased budget allowed for in 2022/23 draft budget.

601 Precept and Interest

100% of precept received. Second half received in September 2021.

602 Democratic and Civic Costs

Expenditure is 67.6% of the annual budget.

1245 - Contributions from CBC, BTC and PTC for three mosaic trail maps.

4033 - High expenditure as it includes payment for March Bulletin issue.

4042 - Overspend due to allocation of replacement defibrillator box and pads to budget code. To be reallocated. All defibrillator costs come from this budget. Consider moving to Town Centre or Recreation Ground budget.

700 Capital

4829 - This includes the costs of repairing the car park toilets (£2,810) and replacing the car park barrier (£3,368.21). An insurance payment was received for the work to the car park barrier and is shown as income under 408 - 1238.

Date: 09/03/2022

Sandy Town Council Current Year

Page 1

Time: 12:17

Current Bank A/c

List of Payments made between 01/02/2022 and 28/02/2022

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|------------------|--------------------------------|------------------|--------------------|-----------------------|----------------------------------|
| 01/02/2022 | Anglian Water Business Ltd. (N | DD01 | 67.91 | | 2869-Public toilets water |
| 01/02/2022 | Anglian Water Business Ltd. (N | DD02 | 226.96 | | 2870-B/Green water charges |
| 04/02/2022 | Commission charge payable | CHRG | 40.05 | | Commission charge payable |
| 04/02/2022 | Yu Energy | DD03 | 374.23 | | 2877-Office gas |
| 08/02/2022 | Capital a/c Santander | TFR | 33,360.68 | | |
| 09/02/2022 | 1st Response Fire Protection & | 32441 | 462.07 | | 2919-Install Defibrillator |
| 09/02/2022 | AOC Holdings Ltd | 32442 | 12,960.00 | | 2884-Cemetery project managememe |
| 09/02/2022 | Bedfordshire Rural Communities | 32443 | 4,348.09 | | 2915-Pinnacle wardening 21/22 |
| 09/02/2022 | Central Bedfordshire Council | 32444 | 1,627.36 | | 2916-Pavilion Man fee Feb 22 |
| 09/02/2022 | CJ Sports Ltd | 32445 | 5,118.00 | | 2917-3 x Football goals |
| 09/02/2022 | DCK Accounting Solutions Ltd | 32446 | 552.68 | | 2887-Accounts Dec 21 |
| 09/02/2022 | Churches Fire Security Ltd | 32447 | 510.00 | | 2886-Fire equipment maint |
| 09/02/2022 | GB Sport & Leisure | 32448 | 437.40 | | 2890-Grass mat/ties/pegs |
| 09/02/2022 | Haines Watts Ltd | 32449 | 516.00 | | 2891-Internal Audit 21/22 |
| 09/02/2022 | Hertfordshire County Council | 32450 | 236.26 | | 2892-Cleaning materials |
| 09/02/2022 | The Mayor's Appeal Fund | 32451 | 35.00 | | 2893-H/Regis Mayor dinner tick |
| 09/02/2022 | Arthur Ibbett Ltd | 32452 | 8.22 | | 2885-Linch pins |
| 09/02/2022 | Lamps & Tubes Illuminations Lt | 32453 | 1,571.94 | | 2894-Christmas lights |
| 09/02/2022 | Town Mayor's Charity Fund | 32454 | 50.00 | | 2895-L/Linslade dinner tickets |
| 09/02/2022 | FD Odell & Sons Ltd | 32455 | 479.70 | | 2899-Skip hire |
| 09/02/2022 | PNC HR LTD | 32456 | 2,716.80 | | 2897-HR Retainer |
| 09/02/2022 | Rosetta Publishing | 32457 | 580.80 | | 2901-Beds Bulletin advert |
| 09/02/2022 | Steve Dear Tree Services Ltd | 32458 | 420.00 | | 2902-SRRG Tree survey |
| 09/02/2022 | Sutcliffe Play Ltd | 32459 | 8,455.92 | | 2903-New Play equipment |
| 09/02/2022 | T&J Seymour Electrical Install | 32460 | 3,630.00 | | 2911-S/Light repairs |
| 09/02/2022 | Thomas Bros. Excavtions (Luton | 32461 | 3,480.00 | | 2912-Demolish garage |
| 09/02/2022 | Travis Perkins Trading Co Ltd | 32462 | 45.60 | | 2913-Postcrete |
| 09/02/2022 | Verto (UK) Ltd | 32463 | 238.80 | | 2920-Webhosting 9.3-9.3.23 |
| 09/02/2022 | Woodfines LLP | 32464 | 3,151.60 | | 2914-Land registry legal fees |
| 09/02/2022 | HMRC PAYE/NI Due | BACS | 3,735.53 | | HMRC PAYE/NI Due |
| 09/02/2022 | Beds Pension Due | BACS | 4,834.69 | | Beds Pension Due |
| 09/02/2022 | Yu Energy | DD04 | 167.85 | | 2873-Depot electricity |
| 09/02/2022 | Yu Energy | DD05 | 694.36 | | 2875-Office electricity |
| 09/02/2022 | Yu Energy | DD06 | 10.02 | | 3016-Elec charge Jan 2022 |
| 09/02/2022 | Yu Energy | DD07 | 1,202.09 | | 2874-S/Lights electricity |
| 09/02/2022 | Yu Energy | DD08 | 69.21 | | 3022-Credit elec charge |
| 09/02/2022 | Yu Energy | DD09 | 67.14 | | P/Ledger Electronic Payment |
| 10/02/2022 | Purchase Power | DD10 | 215.74 | | 2855-Postage |
| 11/02/2022 | Yu Energy | DD11 | 266.31 | | 2878-Office gas |
| 15/02/2022 | Staff salaries - Feb 2022 | BACS | 15,615.67 | | Staff salaries - Feb 2022 |
| 17/02/2022 | Chess Ltd DDR | DD12 | 315.49 | | 3014-Chess managed services |
| 21/02/2022 | UK Fuels Limited DDR | DD13 | 110.02 | | 2867-Fuel A/C |
| 22/02/2022 | Anglian Water Business Ltd. (N | DD14 | 204.95 | | 2879-C/Park toilets electricit |
| 22/02/2022 | Anglian Water Business Ltd. (N | DD15 | 124.30 | | 2880-SRRG Water |
| 22/02/2022 | Anglian Water Business Ltd. (N | DD16 | 94.72 | | 2882-Office Water |
| 22/02/2022 | Anglian Water Business Ltd. (N | DD17 | 11.09 | | 2881-Cemetery water |
| 23/02/2022 | Woodward Ltd | BACS01 | 10.00 | | 3003-Events toilets - deposit |

Continued on Page 2

List of Payments made between 01/02/2022 and 28/02/2022

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|------------------|--------------------------------|------------------|--------------------|-----------------------|--------------------------------|
| 25/02/2022 | Chess Ltd DDR | DD18 | 244.00 | | 3013-Monthly call charge |
| 25/02/2022 | Anglian Water Business Ltd. (N | DD19 | 38.63 | | 3012-Water Allotment Nov-Feb22 |
| 28/02/2022 | Public Works Loan Board | DD20 | 304.12 | | 2863-PWLB Loan Capital |
| 28/02/2022 | UK Fuels Limited DDR | DD21 | 78.52 | | 3015-Motor fuel cost |

| | |
|-----------------------|-------------------|
| Total Payments | <u>114,116.52</u> |
|-----------------------|-------------------|

APPLICATION FOR GRANT AID FROM
SANDY TOWN COUNCIL

| | |
|--|---|
| <u>Name of the Organisation/Group</u> | |
| SANDY CARNIVAL ASSOCIATION. | |
| Are you affiliated to a national organisation? If so, which one? | NO |
| Local venue/meeting place | CONSERVATIVE CWB COMMITTEE ROOM |
| 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 FOR SANDY AND SURROUNDING VILLAGES. |
| How many members do you have? | Volunteers/Leaders 9 |
| Members: | Junior |
| | Senior 9 |
| What is your annual subscription? | Junior £ N/A |
| | Senior £ N/A |

Project Information

| | |
|---|---|
| What would the grant be used for? | PORTABLE TOILET HIRE |
| In what manner will the residents of Sandy benefit? | THIS WILL ENABLE US TO HOLD THE FIELD EVENT PORTION OF CARNIVAL DAY |
| Approximately how many Sandy residents will benefit from this grant? | WE USUALLY ANTICIPATE APPROX 1500 VISITORS OVER THE AFTERNOON |
| Estimated total cost of project | INVOICE TOTAL £1,044.00 |
| Please state clearly how much you are applying for from Sandy Town Council. | £500 |
| What amount is being met from your own funds? | £500 |

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

Financial Details

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

FUNDS RAISED GO TOWARDS RUNNING CARNIVAL THE FOLLOWING YEAR ACCOUNTING FOR INCREASES IN INSURANCE AND HIRE CHARGES.

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

| Payment Details | |
|--|--|
| Account Title | SANDY CARNIVAL ASSOCIATION |
| Account Number | [REDACTED] |
| Bank/Building Society Name and Address | BARCLAYS BANK SORT CODE [REDACTED] |
| Contact Details | |
| Please give details of the person with whom this application can be discussed and to whom any cheque should be sent: | LORNA TUEKER |
| Position in organisation | TREASURER. |
| Address | AA MILL CANE SANDY SC19 1NH. |
| Telephone Number | [REDACTED] |
| 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.

| | |
|------------------|---|
| Signed: |  |
| Name: | H A STEWART |
| Position: | CHAIRMAN |
| Date: | 1/3/2022 |

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 Carnival 2021: Treasurer's Report.

| | |
|----------------------|-----------------|
| Income: | £0 |
| Expenditure: | £0 |
| Profit: | £0 |
| Bank Balance: | £6586.33 |

The decision to cancel Carnival 2021 was made early, before any commitments had been made.

Income Summary

There was no income.

Expenditure Summary

There was no expenditure.

The only change to the accounts between this and the 2020 Treasurer's report is an increase in the bank balance of £60. This is due to the cash donation from DW mouldings which was given in 2020 but was not been paid into the bank until September 2020. This is mentioned in the 2020 Treasurer's Report.

The only other notable points are as follows:

- We still have donations from Kier (£200) and DW Mouldings (£60 – see above) which were given in 2020. Both these companies kindly agreed to let us keep their donations to be used for the 2021 Carnival (which didn't go ahead).
- In 2020 we paid a 10% deposit (£104.40) for the hire of some toilets for Carnival day. When carnival 2020 was cancelled, LSK Hire agreed that we could use this towards the hire in 2021. Hopefully they will allow us to carry this forward to 2022.

Bank Balance Summary

The bank balance as at 24.09.21 is £6586.33.

| | | |
|---------------------------|--------------------------------|---|
| Sandy Town Council | Council Risk Assessment | Adopted: 27 February 2017 Re-adopted: 10 February 2021 Review Due: February 2022 |
|---------------------------|--------------------------------|---|

| Area | Subject | Risk(s) identified | H/M/L score | Management/control of risk | Review/Assess/Revise | Verified by |
|----------------|--------------------------------|--|-------------|---|---|---|
| Finance | Precept | Adequacy of precept in order for the Council to carry out its Statutory duties | L | To determine the precept amount required, the Council regularly receives budget update information at every PFR committee meeting. At the Town Council meeting to discuss and agree the precept and at the PFR committees ahead of that meeting, the Council receives a budget report, including actual position and projected position to the end of year and indicative figures and costings obtained by the Clerk. With this information the Council considers individual budget codes and projects to ensure each is adequately budgeted for. | Existing procedure adequate | Council RFO/Clerk Accountant |
| | Bank and Banking | Inadequate checks Banks mistakes Loss Charges | L | The Council has Financial Regulations which set out banking requirements. Monthly reconciliation of accounts is carried out when statements arrive by the accountant. | Existing procedure adequate. Review financial regulations when necessary. Review bank signatories as necessary. Monitor bank statements monthly. | RFO/Clerk External Auditor Internal Auditor |
| | Financial controls and Records | Inadequate records Financial irregularities | L | The Council has financial regulations in place which set out requirements. Financial transactions are recorded by the accountant monthly. An | Existing procedure adequate. Review financial regulations when necessary. | RFO/Clerk External Auditor Internal Auditor |

AGENDA ITEM 7

APPENDIX V

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| | | | | independent audit checks the records on an annual basis to ensure the Council is compliant. Yearend accounts submitted with annual return. | | |
| | Reporting and auditing | Information Communication | L | Financial information is reported to every Policy, Finance and Resources committee meeting every six weeks. | Existing procedure adequate | Council RFO/Clerk External Auditor Internal Auditor |
| | Direct Costs | Goods not supplied but billed Incorrect invoicing Cheque incorrect | L | The Council has financial regulations in place which set out requirements. A list of payments for each month is reviewed by Council at PF&R. Two Members' signatures required for all cheques. Two authorisations are required for any bank transactions. The Council has minimal stock, which is regularly checked by the Clerk and maintenance team. | Existing procedures adequate. Monitored by Council. | RFO/Clerk Accountant |
| | Best Value accountability | Work awarded incorrectly. Overspend on services. | L/M | Financial Regulations set out contract levels and tendering process. If problems are encountered with a contract, the Clerk will investigate and report to the Council. | Existing procedure is adequate and included in financial regulations. Monitored by Town Clerk Schedule of contracts held by Council. To be reported to Council annually. | Councillors RFO/Clerk |

AGENDA ITEM 7

APPENDIX V

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| | Salaries and associated costs | Salary paid incorrectly. Unpaid Tax to Inland Revenue | L | Payroll contracted out to Harrisons Accountants. Payroll checked by admin team leader and payroll on a monthly basis. Dual authorisation required. | Adequate. Contract with Harrisons Accountancy to be monitored by Clerk. | RFO/Clerk Accountant |
| | Employees | Fraud by staff Loss of key personnel Health and Safety | L | Requirements of Fidelity Guarantee insurance adhered to with regards to fraud. All employees provided with adequate direction and safety equipment needed to undertake their roles. | Adequate. Monitored by Clerk and Human Resources Committee. Insurance cover reviewed and agreed by Town Council annually. | Councillors Clerk |
| | Town Clerk | Improper conduct | L | Clerk's performance and appraisal overseen by Human Resources Committee and Clerks Management Committee. Clerk to be provided with relevant training, reference books, access to professional and legal advice required to undertake the role. | Monitored by Human Resources Committee | Councillors |
| | Election Costs | Risk of election cost | L/M | Risk is higher in an election year. There are no measures which can be adopted to minimise the risk of having a contested election as this is a democratic process and should not be stifled. A EMR budget is held for the purpose of paying for an election. | Existing procedure is adequate | Councillors Clerk/RFO |

AGENDA ITEM 7

APPENDIX V

| | | | | | | |
|---------------------------|-------------------------------|----------------------------|-----|---|---|---------------------------------|
| | VAT | Re-claiming/charging | L | The Council has Financial Regulations that set out the requirements. The accountant regularly checks and claims all VAT owed. | Existing procedure is adequate | Clerk/RFO Accountant |
| | Annual Return | Submit within time limits | L | Annual Return is completed and signed by the Council, submitted to the internal auditor for completion and signing then sent to the external auditor within time limit. | Existing procedure is adequate | Clerk/RFO Accountant |
| | Legal Powers | Illegal activity | L | All activity and payments within the powers of Town Council to be resolved and minuted at PFR or Town Council meetings. | Existing procedure is adequate | Clerk Councillors |
| | Insurance | Adequacy Cost Compliance | L/M | An annual review is undertaken (before the time of policy renewal) of all insurance agreements in place. | Existing procedure is adequate. Review insurance provision annually. Review of compliance. | Clerk Councillors |
| Employer Liability | Complying with Employment law | Failure to comply with law | L | Membership of various national bodies and contract with PNC Human Resources provider. Town Clerk is a member of SLCC and the Council is a member of BATPC and NALC. | Existing procedure is adequate. | Clerk Human Resources Committee |
| | Safety of staff and visitors | Injury | M | Employees are provided with adequate health and safety training and direction in equipment needed to undertake their roles. Health and safety policy in place. Secured doors to personnel area. Panic button in reception. Lone work policy in place. Public liability cover with WPS insurance to value of £15,000,000. | Existing procedure is adequate. Public liability insurance reviewed and agreed annually by Town Council. | Clerk Human Resources Committee |

AGENDA ITEM 7

APPENDIX V

| | | | | | | |
|------------------------|---|---|---|---|---------------------------------|------------------------------------|
| | Pension requirements | Comply with statutory duties | L | Payroll and pension contributions managed by independent accountant, Harrisons. Adequate budget allowed for employer contributions is reviewed annually. Payments made to fund by Clerk and Admin Team Leader. Dual authorisation required. | Existing procedure is adequate. | Clerk Human Resources Committee |
| Legal Liability | Acting within legal powers | Failure to ensure activities are within the legal powers of a council | L | All activity and payments within the powers of Town Council to be resolved and minuted at PFR or Town Council meetings. | Existing procedure is adequate | Clerk Auditors |
| | Proper reporting of Minutes/Agendas/Notices/Statutory Documents | Failure to meet requirements | M | Minutes and agendas are produced in the prescribed manner by the Clerk or Admin Team Leader and adhere to the legal requirements. Minutes are approved and signed at the next Council/Committee meeting. Agendas are displayed according to legal requirements. | Existing procedure is adequate | Clerk Auditors |
| | Computers | Loss of Council data | L | Regular back up of important data. Virus protection renewed. IT management contract in place. All computers are included on insurance policy with adequate cover. | Existing procedure is adequate | Clerk |
| | Legal Documents | Loss or damage | M | Leases and legal documents kept in safe at Council officers with register of documents held. | Existing procedure is adequate | Clerk Auditor |
| Councillors | Declarations of Interest | Interest not declared | M | Code of conduct sets down declaration of interest guidelines. Clerk to advise a Councillor when | Existing procedure is adequate | |

AGENDA ITEM 7

APPENDIX V

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| | | | | there is uncertainty. Declarations are included in each agenda before the discussion items. | | |
| Assets | Protection of Physical Assets | Damage to property | M | Buildings insured and reviewed annually. Increase in line with RPI. Annual Health and Safety inspection of all property by outside company. (PNC) Comprehensive insurance cover with WPS. Valuation of buildings carried out in 2017 by Aviva. | Existing procedure is adequate | Clerk Councillors |
| | Maintenance of buildings | Lack of upkeep | M | Buildings maintained on adhoc basis. | Reviewed by Grounds Team Leader and recommendations made. | Grounds Team |
| | Security of buildings, furniture and equipment | Theft, damage | H | Asset register recording all STC assets is regularly updated and reviewed by council annually. Regular checks by staff and reports from public investigated. Alarm system at Council offices and depot which is monitored by Millennium Security. Comprehensive building and contents insurance cover via WPS on all buildings. CCTV at Depot, Sunderland Road and Bedford Road Recreation Grounds. Annual fire safety testing. Weekly fire alarm and sensor checks. | Existing procedure adequate. | Clerk Councillors |

Policy, Finance and Resources Committee

| | |
|-------------------------|-----------------------------------|
| Date: | 28th March 2022 |
| Title: | Risk Management System |
| Contact Officer: | Town Clerk |

Purpose of the Report

1. To introduce members to the Local Council Risk System specifically designed for Town and Parish Councils to manage local risks.

Recommendation

2. The Committee consider purchasing the system at a one-off cost of £198.00 as an easy to use, robust and tailorable system to manage risks across the Council's responsibilities.

Background

3. The **Local Council Risk System** has been designed to allow Town or Parish Clerks to quickly identify and score their local risks. The system has been designed by internal auditors with the aid of several Town and Parish Clerks.
4. The current system used by the Town Council relies on separate documents and a labour-intensive system to complete, which relies on a paper-based print system which the Council should be looking to move away from.
5. Clerk has used the system successfully at both Toddington Parish Council and St Ives Town Council.

Information/Proposals

Benefits for the system

- Saves time.
- Simple five-step process.
- Easy set-up process.
- Easy to navigate around and user-friendly.
- Most risks already listed.
- Your legal requirements listed.
- Add your own local Council specific risks.
- Ability to customise all pre-loaded risks.
- Customised reports automatically produced.
- Action plan automatically created.
- Insurance and Health and Safety checklist reports included.
- Year on Year comparison.
- Spreadsheet export function.
- Full Help file.

Financial Implications

6. £198.00 to come from budget code 4020 on cost centre 402.

Policy Implications

7. The data can be held electronically and therefore the system would cut down on paper and electricity usage required to print these reports. This is a small step towards reducing waste and energy bills as set out in the Council's Environment plan.

Legal Powers

8. Council holds the General Power of Competence, for which Sandy Town Council is eligible and is a power of first resort (Localism Act 2011, s.1)