

2011-  
2012

Annual Report of  
Sandy Town Council



June 2012

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## **1. Mayor's Overview of the Work of Sandy Town Council 2011/2012**

### **Democracy**

The role of Sandy Town Council is to promote Sandy and Beeston and to work with relevant partners to enhance our town and the experience of those people who live and work here. The 15 Town Councillors are elected volunteers who work for no financial reward and give their time and talents for the benefit of their community.

Over the past year Sandy Town Council has met 12 times and has held over 30 committee and working group meetings.

In May 2011 elections were held and these were contested in two wards. This left one vacancy in Pinnacle ward which was filled by co-option at a meeting on 1 August 2011. Cllr Mrs J Smyth was selected from a strong field of 4 candidates.

During the year Town Councillors have regularly represented STC on the following outside bodies:

- 22 Squadron Air Training corps – Parents & Friends Support Committee
- Talk of the Town Transport Committee (Age Concern Bedfordshire)
- Village Hall Management Committee
- Sandy Twinning Association
- Sandy Charities
- Sandy Enhancement Group
- Sandy Sports and Leisure Association
- Sandy Young People's Youth Club
- Sandy Town Team

as well as attending other events to represent the Town Council.

Earlier this year the Town Council adopted new standing orders and a new committee structure and scheme of delegations has been agreed which will be used with effect from the Annual Meeting of the Council in May 2012. It is hoped that these new internal arrangements will streamline and speed up

council decision making and share the workload between Councillors more effectively.

### **Communications**

As part of our representative and consultative role Sandy Town Council has communicated and engaged with the community during the year in several ways.

Councillor surgeries have been held on a regular monthly cycle either in the Town Council Offices or more recently in the Sandy Library. Also members of the public have attended Town Council meetings, asked questions during our public forum and written to the Council to seek information. We have communicated with our residents by means of newsletters and latterly via a regular page in the Sandy Bulletin. The decision to cease publication of the "Yellow Bulletin" announcing the Annual Parish Meeting and to present a new style of Annual Report was taken during the year in order to ensure that the Council's annual report is published in a more cost effective and timely fashion.

The Town Council's website which was designed over 10 years ago has been undergoing refurbishment and the new look website will be relaunched soon.

We have also encouraged visitors to the Town Council offices and our Tourist Information Centre where information about our locality and our services can be provided face to face. Our offices have also been hired by a range of community groups and organisations for meetings.

### **Finance**

The Council's accounts for 2011/12 are shown later in the report. Our spending plans for 2011/12 were extremely tight and did not allow scope for many new projects or improvements to existing facilities. Capital resources were spent on improving footway lighting in the town and the Town Council gave a number of community grants to support local initiatives such as the swimming programme at Sandy Place School as well as a significant contribution to the Christmas Lights organised by Sandy Chamber of Trade.

Given the current financial climate the budget for 2012/13 has been set with a similar regard for financial prudence and our desire to provide value for money for the taxpayers of Sandy during a period of recession. A small increase in

the precept set for 2012/13 was necessary to combat our increasing costs particularly the rising cost of fuel and utilities but staff pay rates still remain frozen at the 2009 scale and we have made as many savings as we believe to be compatible with a minimum level of good service.

In December 2011 we were made aware that the community of Sandy had qualified for a grant from the central government Community First funding stream. This amounts to £16,000 over four years and the funds will be allocated to local community projects which strengthen the community resilience of Sandy and increase its social capital. A Sandy Community First Panel composed of Town Councillors and residents has been established to distribute this funding which will be spent in line with the priorities identified in the Sandy Community First Plan.

### **Allotments**

The search for a new allotment site for Sandy has continued. So far it has not proved possible to acquire suitable land through private purchase and at present the Town Council continues to work with Central Bedfordshire Council in the hope of securing a site from their estates. Several sites have been under active consideration during the past year, unfortunately a site has not yet been secured and existing allotment tenants were given an extension to their tenancies up until October 2012. STC remains committed to securing a new site and developing this for the benefit of the community. The reasons for wanting a new site are twofold, one so that the existing cemetery can be extended and two so that more people can enjoy the benefits of gardening and growing their own produce.





**Figure 1 Sandy Allotments**

The development of a community orchard is also still under consideration and a site in Beeston has been identified however, this project remains subject to Central Bedfordshire Council's willingness to release the land for community use for this purpose.

### **Cemetery**

The Council continues to act as a Burial Authority and there have been 26 burials and 17 interments of ashes in Sandy Cemetery during the past year. The Chapel has been used for funeral services during summer months. Capacity within the cemetery is now limited and purchase of graves continues to be restricted to immediate burials until such time as the cemetery can be extended when the existing allotment site is vacated.

### **Community Safety**

Concerns about community safety have been significant this year and the Town Council has continued to fund CCTV coverage of the Town Centre and at Sunderland Road Recreation Ground. CI Neil Wareing of Bedfordshire Police attended a Council meeting in spring 2011 and in response to concerns about policing in Sandy agreed to site a temporary Police Pod in the Council's Town Centre Car Park. This meant PCSOs could provide a dedicated surgery in the town and could use the Pod as a base for their activities. The Council has

continued to communicate regularly and frequently with our neighbourhood policing team to raise concerns about anti-social behaviour in the town and we are working with the Community Safety Team at Central Bedfordshire Council on several initiatives to improve confidence in community safety.

### **Market and Town Centre Facilities**

During 2011/12 market revenues from the Friday market and the monthly Farmer's market have continued to decline. The Town Council discussed the future of the markets during the year and agreed to review the subject again in April 2012. Since then the Sandy Town Team has been established and has begun campaigning for the regeneration of the market. The Town Council is alert to the concerns of many residents and businesses within Sandy about the future viability of the Town Centre. We continue to maintain the Town Centre Car Park which is aimed at providing short term parking for shoppers and we maintain the Town Centre Toilets for the benefit of the community who are using the Town Centre. The Town Council has established links with the Town Team and our championing of the Walkers are Welcome campaign is intended to boost economic activity within the town centre.



**Figure 2 Sandy Farmers' Market**

The Town Council has provided seasonal horticultural displays throughout the town centre, cemetery and churchyard. The Sandy Enhancement Group has also contributed to Sandy's appearance and a highlight this year was the formal opening of the Station Triangle display.

## **Public Open Space and Recreational Facilities**

STC has continued to maintain our recreation grounds at Bedford Road and Sunderland Road as well as smaller areas of public open space and play equipment within Sandy and Beeston. The Town Council recently agreed to take over management and maintenance of Sandy Skate Park on behalf of the community as the Sandy Skate Park Association found itself with limited funds. Sunderland Road Recreation Ground was used for the Sandy Carnival and a circus was held on this site. Local football tournaments were held at Sunderland Road Recreation Ground and at Bedford Road Recreation Ground. A fun fair was held at the Pinnacle field.



**Figure 3 Skate Park, Sunderland Road Recreation Ground**

The Jenkins Pavilion at Sunderland Road has been made available for community use particularly by our local football and cricket clubs throughout the year. However, the council was disappointed not to secure a wider use of the building and earlier this year took the decision to contract out management of the facility to Stevenage Leisure Limited for the financial year 2012/13. This decision will allow the facility to be marketed and promoted to users as a more integral part of the Sandy Sports and Leisure Centre offer. As far as the Sandy Sports and Leisure Centre as a whole is concerned, the Town Council has continued to work closely with Central Bedfordshire Council to represent the views of the community of Sandy. Our stated position remains that we wish to see the Sports and Leisure Centre kept open for everyone who



lives, works and studies in Sandy and the surrounding area. Our financial contribution of £9,000 during the year helped to keep the Centre open. We have not been asked for a financial contribution in 2012/13 but the future for the Centre after March 2013 remains uncertain as Central Bedfordshire Council is now reviewing its Leisure Strategy and is not expected to report on this until late 2013. However, Sandy Town Council continues to campaign for the retention of this important facility in our community.



**Figure 4 Football at Sunderland Road**

The Pinnacle and The Riddy Nature Reserve have been maintained by the Council with the specialist support of BRCC and the Wildlife Trust and have been made available for public enjoyment. The Council thanks the volunteers who have worked tirelessly to improve the Riddy and the Pinnacle, generously donating large amounts of time and labour to working parties throughout the year.



**Figure 5 Footpath at the Riddy**

### **Planning**

The Town Council has reviewed 86 planning applications sent to us by our planning authority, Central Bedfordshire Council for comments. We have also observed the progress through the planning system of the Tesco store application. This links to widely held concerns within the community about traffic management on Station Road and New Road and during the year STC has explored issues related to this with CBC, the Highways agency and our local MP. We continue to work in partnership with the relevant agencies to pursue these concerns further. Sandy's position on the A1, the impact of this road on our community and the gateways and access through our town will no doubt continue to concern the Council in the coming year too.

### **Tourism and Visitors**

Unlike many local councils Sandy Town Council provides a Tourist Information service and our Tourist Information Centre (TIC) has been open to the public 5 days per week throughout the year. The purpose of this service is to encourage and support visitors to Sandy and the surrounding area as well as providing information about tourism in the UK to our residents. The TIC produces a monthly "What's On" guide which is widely disseminated in the area and we have run a series of guided walks and talks which have been popular as part of our wider strategy of encouraging walking visitors to the

area. Sandy TIC has been spearheading the local campaign to secure Walkers are Welcome status for Sandy.

### Staff

The Staff Team has remained stable during the year and the Town Clerk has now completed one year in post. The Council has only 12 permanent employees, several of whom are part time workers. The payroll costs of the council represent a significant slice of its expenditure but it is only through employing this team that our diverse range of services can be provided. The council provides continual professional development and training for its employees and several have been successful in attaining recognition of their high standards of performance, e.g. the Town Clerk was recently awarded the David Trafford Memorial Prize by the University of Gloucestershire for excellent academic performance combined with a contribution to the Clerk's profession in the UK.

A handwritten signature in black ink, appearing to read 'Susan Sutton'.

Cllr Mrs Susan Sutton  
Sandy Town Mayor  
18 June 2012

## 2 Councillors

### List of Members of Sandy Town Council

#### Beeston Ward

Cllr M P Scott  
"The Gowans"  
Seddington Nursery  
Great North Road  
Seddington  
Sandy  
SG19 1NZ

Home 01767 681457  
Work 01767 680983  
  
scott729@btinternet.com



#### Ivel Ward

Cllr W Jackson  
14 Westfield Gardens  
Sandy  
SG19 1HF

01767 682549  
jackson-anthony@btconnect.com



Cllr M J Pettitt  
42 Swansholme Gardens  
Sandy  
SG19 1HL

01767 680082  
martin.pettitt@virginmedia.com



Cllr Mrs M B Runchman  
4 Cedar Gardens  
Sandy  
SG19 1EY

01767 690093  
mrunchman@yahoo.com



Cllr R J Smith  
10 Glebe Road  
Sandy  
SG19 1LS

01767 681672  
bob.sandy@live.co.uk



Cllr Mrs S J Sutton  
33 Bedford Road  
Sandy  
SG19 1EP

01767 227589



### **Fallowfield Ward**

Cllr D W J Sharman  
21 Falcon Close  
Sandy  
SG19 2TA

01767 683868



Cllr Mrs S Stacey  
83 Kestrel Way  
Sandy  
SG19 2TG  
(Resigned from the Council  
in June 2012)



Cllr G G N White  
9 The Finches  
Sandy  
SG19 2UL

01767 692782  
mr.geoffrey.white@gmail.com



### **Pinnacle Ward**

Cllr P N Aldis  
7 Mayfield Court  
Sandy  
SG19 1NF

01767 691333  
nigel.aldis@centralbedfordshire.gov.uk





**Clr J Ali**  
**22 Market Square**  
**Sandy**  
**SG19 1JA**

**01767 689743**  
**Mob: 07962 361102**



**Clr Mrs S Lunn**  
**162 Winchester Road**  
**Sandy**  
**SG19 1RQ**

**01767 699590**  
**Mob: 07502 370947**  
**sandielunn@gmail.com**



**Clr K Lynch**  
**4 Pyms Way**  
**Sandy**  
**SG19 1DD**

**01767 681739**  
**kenlynch1@btinternet.com**



**Clr C Osborne**  
**Summercourt**  
**2 Leeds Smith Drive**  
**Sandy**  
**SG19 1LU**

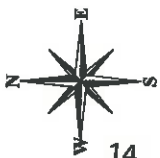
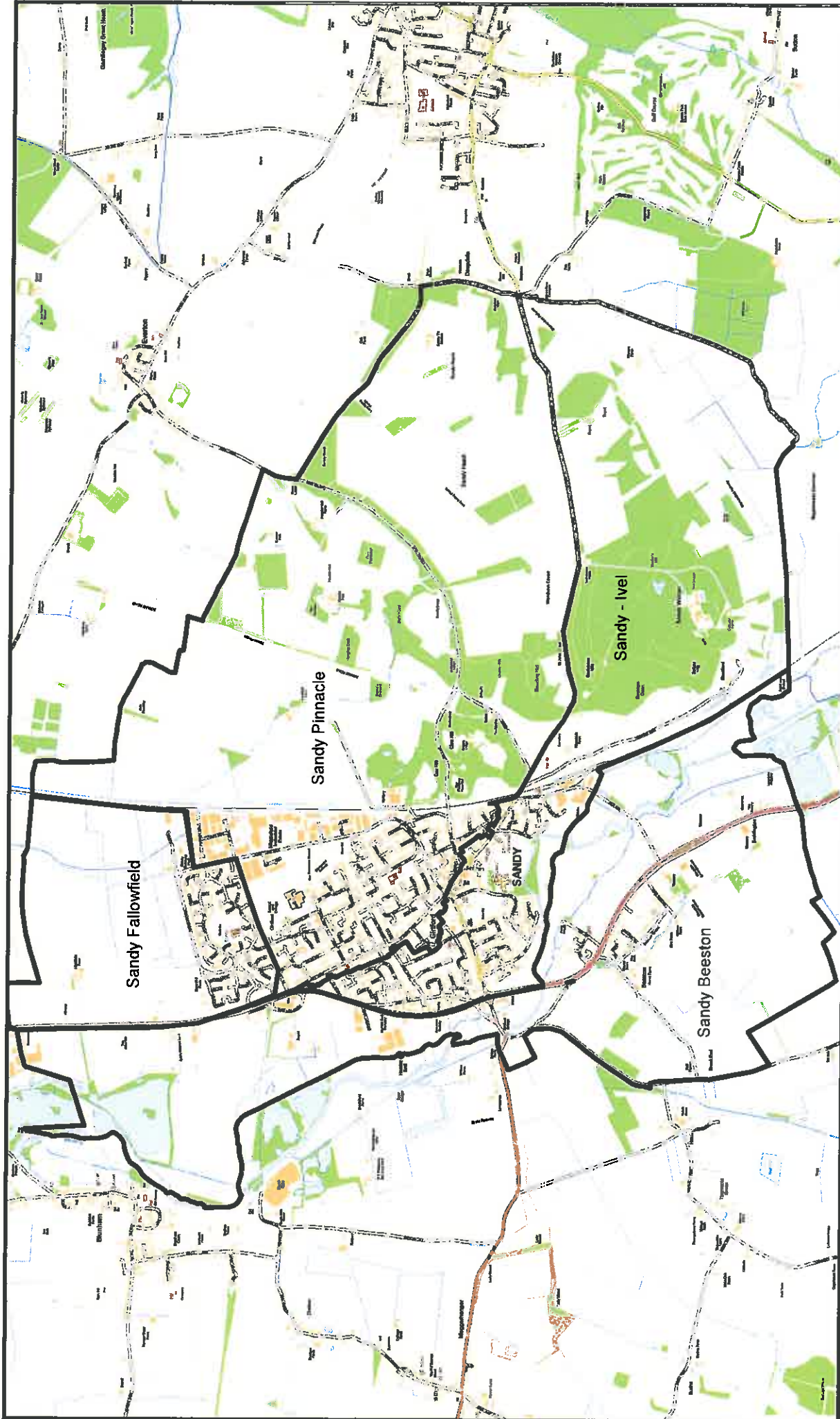
**01767 682032**



**Clr J Smyth**  
**81 Kestrel Way**  
**Sandy**  
**SG19 2TG**

**01767 682122**  
**juliasmyth@live.com**





Date: 26 June 2012

Scale 1:30000

**Sandy Parish with Electoral Ward Boundaries**



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 Central Bedfordshire Council.  
 Cities Revealed aerial photography copyright  
 The GeoInformation Group, 2010

### Table of Members' attendance at meetings 2011/12

(Includes Meetings up to and including 02.04.12)

	Town Council	Planning, Parks and Open Spaces Committee	Finance and General Purposed Committee	Total
	<b>12</b>	<b>8</b>	<b>8</b>	<b>28</b>
Cllr Aldis	12	8	8	28
Cllr Ali	5	5	3	13
Cllr Jackson	12	7	8	27
Cllr Mrs Lunn	9	5	4	18
Cllr Lynch	11	8	6	25
Cllr Osborne	11	7	6	24
Cllr Pettitt	12	7	6	25
Cllr Mrs Runchman	11	6	8	25
Cllr Scott	11	6	7	24
Cllr Sharman	12	6	7	25
Cllr Smith	10	5	7	22
Cllr Mrs Smyth*	7	4	5	16
Cllr Mrs Stacey	7	3	3	13
Cllr Mrs Sutton	10	6	8	24
Cllr White	12	7	7	26

\*Cllr Mrs Smyth was co-opted part way through the council year in August 2011 and therefore could not attend all 28 meetings.

### 3 Accounts for the year 2011/12

#### Income and Expenditure account for the year ended 31 March 2012 Sandy Town Council 2011/2012

##### Income and Expenditure Account for Year Ended 31st March 2012

31st March 2011		31st March 2012
	<b>Income Summary</b>	
370,911	Precept	384,529
53	Interest Precept A.c	64
<u>370,964</u>	Sub Total	<u>384,593</u>
	<b>Operating Income</b>	
4,526	Administration-Office	2,664
577	Administration-Works	111
608	Allotments	943
13,804	Cemetery	12,864
6,581	Car Park (Including Market)	4,718
0	Public Toilets - Car Park	0
1,453	Bedford Road Open Space	1,423
5,314	Sund.Rd Open Space & Pavilion	6,493
16,928	Tourist Information Centre	18,827
0	Grass Cutting	0
383	Litter Bins, Seats & Shelters	0
1,321	Annual Report & Newsletter	1,484
2,200	S.E.G.	457
664	The Riddy	3,551
4,686	Miscellaneous (Incl Interest)	7,015
35,128	Capital A/c	4,298
0	R&R A/c	0
91	Reserve A/c	0
<u>465,188</u>	Total Income	<u>448,440</u>
	<b>Running Costs</b>	
193,298	Staff	194,397
62,754	Administration-Office	66,494
28,459	Administration-Works	27,432
395	Allotments	533
10,742	Footway Lighting	20,257
9,347	Cemetery	6,845
4,574	Churchyard	159
17,494	Car Park (Including Market)	15,803
7,856	Public Toilets - Car Park	8,569
10,106	Bedford Road Open Space	10,209
28,072	Sund.Rd Open Space & Pavilion	35,082
303	Beeston Green	304
3,000	The Pinnacle	3,000
46,035	Tourist Information Centre	42,250
6,249	Grass Cutting	1,249
542	Litter Bins, Seats & Shelters	20
6,689	Annual Report & Newsletter	3,529
2,412	S.E.G.	1,031
5,260	Christmas Lights	5,280
6,383	The Riddy	5,410
29,302	Miscellaneous (Incl Interest)	21,245
66,104	Capital A/c	36,579
0	R&R A/c	0
6,059	Reserve A/c	2,255
<u>551,415</u>	Total Expenditure	<u>507,912</u>

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**Sandy Town Council 2011/2012**

**Income and Expenditure Account for Year Ended 31st March 2012**

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31st March 2011

31st March 2012

31st March 2011	General Fund Analysis	31st March 2012
206,408	Opening Balance	150,549
465,188	Plus : Income for Year	449,440
671,596		599,989
551,415	Less : Expenditure for Year	507,912
120,180		92,077
-30,369	Transfers TO / FROM Reserves	-36,579
<u>150,549</u>	Closing Balance	<u>128,056</u>



# Balance Sheet as at 31 March 2012

Printed on : 28/05/2012

Sandy Town Council 2011/2012

At : 13:34

Balance Sheet as at - 31st March 2012

31st March 2011

31st March 2012

31st March 2011		31st March 2012	
<b>Current Assets</b>			
97	Debtors	4,799	
4,229	Stock	2,482	
4,126	Loan	3,095	
11,527	VAT Control	14,837	
-18,555	Current Bank A/c	-64,148	
87,427	High Interest (Precept) A/c	59,823	
200,000	Capital a/c Santander	203,165	
250	Petty Cash	250	
<b>289,101</b>		<b>224,302</b>	
<b>289,101</b>	<b>Total Assets</b>		<b>224,302</b>
<b>Current Liabilities</b>			
9,930	Accruals	3,602	
13,922	S108 Accrual	13,922	
<b>23,852</b>		<b>17,524</b>	
<b>265,250</b>	<b>Total Assets Less Current Liabilities</b>		<b>206,778</b>
<b>Represented By</b>			
150,549	General Reserve		128,656
112,265	EMR Capital A/c		75,686
2,436	EMR R & R Fund		2,436
<b>265,250</b>			<b>206,778</b>

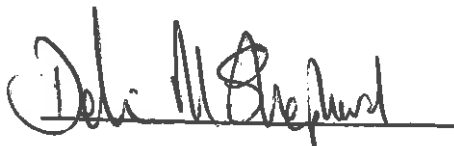
The above statement represents fairly the financial position of the authority as at 31st March 2012 and reflects its Income and Expenditure during the year.

Signed :  
Chairman



Date : 18.6.2012

Signed :  
Responsible  
Financial  
Officer



Date : 18.6.2012

## Notes to the accounts

### Assets

**2012**

**Amount**

During the financial year 2011/12 there have been no buildings, land, property or long term investments added or removed from the council's register of assets. Assets have been valued in accordance with current proper practices for local councils. A detailed list of assets is available on request.

£ 2,761,156

### Borrowings

At the close of business on 31st March 2012 the following loans to the Council were outstanding:

Lender	Purpose	Loan Period	2011		2012	
			Amount	Outstanding	Amount	Outstanding
Public Works Board	Purchase of Town Centre Car Park	16	£	5,638.17	£	5,626.11

### Debts Outstanding

At 31st March 2012 there were 3 debts outstanding to the Council:

The ages of these debts were:-

	2011 No		2011 Value		2012 Value
Less than 3 months old	3	£	97	£	4,799
More than 3 but less than 6 months old	0			£	-
More than 6 but less than 12 months old	0	£	-	£	-
Over 12 months old	0	£	-	£	-

### Earmarked Reserves

**2012**

The following amounts are earmarked within the council's reserves:

Stratford Road Depot	£	45,000
Conservation and storage of Roman artefacts/ Roman Sandy story	£	9,000
	<b>£</b>	<b>54,000</b>

### Power of Wellbeing/S137

During the financial year 2011/12 the council was eligible to use the power of well-being during the following periods: 1 April 2011 to 5 May 2011 and from 31 October 2011 to 30 March 2012. The following community grants were authorised during the financial year. No payments were authorised using s137.

Payee	Purpose	Amount
Biggles FM	Support community radio service	£ 400.00
Swimming Scheme	Swimming at Sandye Place	£ 240.00
Sandy Upper School	Audrey Boothby Prize	£ 25.00
Chamber of Trade	Christmas Lights	£ 5,260.00
Twinning Association	Remembrance Day commemorations	£ 200.00
Royal British Legion	Remembrance Day commemorations	£ 250.00
Citizens Advice Bureau	Home visiting service in Sandy	£ 500.00
Sandy Fire Service	Young Firefighters Scheme	£ 1,625.00

### Advertising and Publicity

The following costs were incurred during the year:

Annual Report and Newsletters	£ 3,821.00
Websites (including Roman Sandy)	£ 4,799.00

### Contingent Liabilities

There are two outstanding insurance claims under consideration by the insurers.

### Leases

At 31 March 2012 the following leases were in operation:

Lessor	Purpose	Year of Expiry
F J Pym Estates	The Pinnacle Open Space	2018
<b>Lesser</b>		
Sandy Bowls Club	Bowling Green	2033
Sandy Cricket Club	Cricket Pitch and Pavillion, Sunderland Road	2028
Sandy Football Club	Football pitch and pavillion Bedford Ro.	2036
Sandy Sports and Leisure Association	Artificial pitch on land at Sunderland Road	2020
1st Sandy Scouts	Land at Sunderland Road	2072
Territorial Army Volunteer Reserve	Land at Berwick Way Land at Sunderland Road	2016
Sandy Village Hall	Road	2083
Biggleswade, Hitchin and District Angling Association	Fishing rights at The Riddy	2012

**Pensions**

During the year ended 31st March 2012 the Council's contributions were equal to 17% (Local Govt Scheme) of Superannuable pay.

These contributions may increase in future years so as to provide adequately for known liabilities in respect of the Local Government Scheme.

Approved by Watson-Wyatt partners - Actuaries to the Bedfordshire County Council Pensions Fund.

**Internal control**

The Council has reviewed its system of internal controls and is satisfied that it is effective.



Town Mayor





Date 18.6.2012



Responsible Finance Officer

## 4 Sandy Town Council Contact Details and Addresses

### Town Council Staff:

<p><b><i>Town Clerk :</i></b> Delia Shephard</p> <p><a href="mailto:delia.shephard@sandytowncouncil.gov.uk">delia.shephard@sandytowncouncil.gov.uk</a></p>	
<p><b><i>Deputy Town Clerk :</i></b> Jonathan Whitehurst</p> <p><a href="mailto:jonathan.whitehurst@sandytowncouncil.gov.uk">jonathan.whitehurst@sandytowncouncil.gov.uk</a></p>	
<p><b><i>Mayor's Secretary/Administrator:</i></b> Carol Baker-Smith</p> <p><a href="mailto:carol.baker-smith@sandytowncouncil.gov.uk">carol.baker-smith@sandytowncouncil.gov.uk</a></p>	
<p><b><i>Administrator:</i></b> Anne Elliott</p> <p><a href="mailto:anne.elliott@sandytowncouncil.gov.uk">anne.elliott@sandytowncouncil.gov.uk</a></p>	



***Tourism Advisor:***  
Rosalind Crossman

[tourism@sandytowncouncil.gov.uk](mailto:tourism@sandytowncouncil.gov.uk)



***Tourism Advisor:***  
Barry Groom

[tourism@sandytowncouncil.gov.uk](mailto:tourism@sandytowncouncil.gov.uk)



***Groundstaff:***  
Richard Gilbert – Foreman



Colin Eaton



Chris Smith



Paul Newbury



***Caretakers:***  
Brian Leonard



**Karon Sizer**



**Town Council Offices:**

10 Cambridge Road, Sandy SG19 1JE

Tel: 01767 681491

Fax: 01767 692527

General Email: [admin@sandytowncouncil.gov.uk](mailto:admin@sandytowncouncil.gov.uk)

[www.sandytowncouncil.gov.uk](http://www.sandytowncouncil.gov.uk)

**Tourist Information Centre:**

Rear of 10 Cambridge Road, Sandy SG19 1JE

Tel: 01767 682728

Email: [tourism@sandytowncouncil.gov.uk](mailto:tourism@sandytowncouncil.gov.uk)

**Stratford Road Depot:**

Stratford Road, Sandy SG19 2AA

**Cemetery:**

Potton Road, Sandy SG19 1DJ

**Play Areas:**

Bedford Road Recreation Ground, Bedford Road, Sandy SG19 1EY

Beeston Green, The Green, Beeston, Sandy

Sunderland Road Recreation Ground

The Limes, Elder Close, Beeston, Sandy

**Jenkins Pavilion:**

Sunderland Road Recreation Ground, Off Medusa Way, Sandy SG19

FOR A LARGE PRINT VERSION PLEASE CONTACT SANDY  
TOWN COUNCIL AT THE OFFICES AT 10 CAMBRIDGE ROAD,  
SANDY OR BY CALLING 01767 681491