

# Sandy Town Council

To: Cllrs N Aldis, P Blaine, T Cole, A M Hill, W Jackson, T Knagg, G Leach, C Osborne, M Pettitt, M Scott, D Sharman, P Sharman, J Sparrow and S Sutton

You are hereby summoned to attend an Extraordinary meeting of Sandy Town Council to be held in the Council Chamber at 10 Cambridge Road, Sandy, Bedfordshire on Monday 12 June 2017 commencing at 7.15pm for the purpose of transacting the items of business below

  
Chris Robson  
Town Clerk  
10 Cambridge Road  
Sandy  
SG19 1JE  
01767 681491  
6 June 2017

**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 Annual Accounts for the Year Ended March 2017**

For Members to adopt and approve the accounts for 2016/2017.

Appendix I

# Sandy Town Council

**4 Annual Return – Accounting Statements (Section 2) and Final Accounts 2016-2017**

To consider the Accounting Statement for the Year Ended 31<sup>st</sup> March 2017 for approval and facilitate the Mayor signing the Account Statement upon approval.

Appendix II

**5 Date of Next Meeting: 26 June 2017**

**Sandy Town Council**

**Unaudited Financial Statements**

**For the year ended 31 March 2017**

**Sandy Town Council**

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**31 March 2017**

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**Sandy Town Council**

**Council Information**

**31 March 2017**

**( Information current at 22nd May 2017 )**

**Chairperson**

Cllr C. Osborne MBE, JP

**Councillors**

Cllr M. P. Scott (Vice Chairperson)

Cllr P. N. Aldis

Cllr P. Blaine

Cllr Mrs T. Cole

Cllr A. M. Hill

Cllr A. W. Jackson

Cllr T Knagg

Cllr Mrs G. Leach

Cllr M. Pettitt

Cllr D. Sharman

Cllr P. Sharman

Cllr Mrs J. Sparrow

Cllr Mrs S Sutton

**Town Clerk**

Chris Robson

**Auditors**

BDO LLP

Arcadia House

Maritime Walk

Ocean Village

Southampton

SO14 3TL

**Internal Auditors**

Haines Watts

136/140 Bedford Road

Kempston

Bedford

MK42 8BH

**Sandy Town Council**  
**Statement of Accounting Policies**  
**31 March 2017**

**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.

**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

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

**Sandy Town Council**  
**Statement of Accounting Policies**  
**31 March 2017**

**Interest Income**

All interest receipts are credited initially to general funds.

Interest is reallocated to certain reserves based on the level of their fund balance.

**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 is 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 2017**

	Notes	2017 £	2016 £
<b>INCOME</b>			
Precept on Principal Authority		517,647	479,098
Capital Grants and Sale of Assets		17,852	4,361
Interest and Investment Income	1	2,742	3,559
Recreation Grounds and Open Spaces		9,927	4,466
Cemetery		25,835	18,535
Tourist Information		1,215	2,181
Car Park and Market		3,048	1,460
Establishment/General Administration		2,484	1,788
Civic and Democratic		-	50
Christmas Lights		2,354	2,099
CCTV Fees		-	833
Outside Services		794	1,586
		583,898	520,016
<b>EXPENDITURE</b>			
Establishment/General Administration		327,987	316,504
Election Expenses		-	421
S137 Expenditure	3	1,366	-
Capital Expenditure	8	9,483	21,942
Loan Interest and Capital Repayments		608	608
Operational Expenditure:			
Recreation Grounds and Open Spaces		56,339	54,345
Allotments		-	812
Cemetery		7,345	6,992
Tourist Information		38	4,246
Public Toilets		4,559	2,638
Car Park and Market		19,383	15,202
Lighting and Street Furniture		8,472	11,951
Civic and Democratic Costs		2,307	5,107
Grants and Donations		1,534	1,556
Christmas Lights		18,507	13,748
CCTV Fees		15,680	17,255
Outside Services		26,571	25,813
		500,179	499,140
<b>General Fund</b>			
Balance at 01 April 2016		127,728	80,106
Add: Total Income		583,898	520,016
		711,626	600,122
Deduct: Total Expenditure		500,179	499,140
		211,447	100,982
Transfer (to)/from Capital Receipts Reserve	13	-	15,083
Transfer (to)/from Earmarked Reserves	14	(25,783)	11,663
General Reserve Balance at 31 March 2017		185,664	127,728

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



**Sandy Town Council**

**Balance Sheet**

**31 March 2017**

	Notes	2017 £	2017 £	2016 £
<b>Current Assets</b>				
Debtors and prepayments	9	20,882		15,968
Cash at bank and in hand		641,954		573,976
		<u>662,836</u>		<u>589,944</u>
<b>Current Liabilities</b>				
Creditors and income in advance	10	(13,780)		(24,607)
<b>Net Current Assets</b>			649,056	565,337
<b>Total Assets Less Current Liabilities</b>			649,056	565,337
<b>Total Assets Less Liabilities</b>				
			649,056	565,337
<b>Capital and Reserves</b>				
Usable Capital Receipts Reserve	13		57,712	57,712
Earmarked Reserves	14		405,680	379,897
General Reserve			185,664	127,728
			<u>649,056</u>	<u>565,337</u>

Signed: .....

Cllr C. Osborne MBE, JP  
Chairperson

.....

Chris Robson  
Responsible Financial Officer

Date: .....

.....

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

**Sandy Town Council**

**Notes to the Accounts**

**31 March 2017**

**1 Interest and Investment Income**

	2017	2016
	£	£
Interest Income - General Funds	2,008	2,649
Interest Income - Earmarked Funds	734	910
	<u>2,742</u>	<u>3,559</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 £7.42 (year ended 31 March 2016 - £7.35) 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.

	2017	2016
	£	£
The total amount of available for this purpose was	<u>68,145</u>	-
Expenditure was incurred for the following purposes:		
Sandy Army Cadets	500	-
Sandy Twinning Association	250	-
Biggles FM	500	-
Sandy Upper School	25	-
Autism Bedfordshire	91	-
	<u>1,366</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:

	2017	2016
	£	£
Recruitment Advertising	-	265
Annual Report & Newsletter	2,856	2,618
	<u>2,856</u>	<u>2,883</u>

**Sandy Town Council**

**Notes to the Accounts**

**31 March 2017**

**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>
Territorial Auxiliary & Volunteer Reserve Association	Land for Army Cadet HQ at Berwick Way	Peppercorn	N/A
Sandy Sports & Leisure Association	Land For Artificial Pitch – Sunderland Rd Rec	Peppercorn	N/A
Sandy Skating Association	Land For Skating Eqpt – Sunderland Rd Rec	Peppercorn	N/A
Sandy Football Club	Pitch & Pavilion – Bedford Rd Rec. Ground	460	Repairing
Scout Association Trust	Land for Scout HQ – Sunderland Rd	Peppercorn	N/A
Sandy Village Hall Mgmt C'ttee	Land for Sandy Village Hall	Peppercorn	N/A
Sandy Bowling Club	Bowling Green, Sunderland Road	399	N/A
Central Bedfordshire Council	Land for Signpost at Sunderland Road	Peppercorn	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	262	N/A

**Council as tenant**

<b>Landlord</b>	<b>Property</b>	<b>Rent p.a. £</b>	<b>Repairing / Non-Repairing</b>
Pym Estate	The Pinnacle Recreation Park	Peppercorn	N/A

**6 Pensions**

For the year of account the council's contributions equal 20.80% of employees' pensionable pay.

These contributions will increase to 21.80% in future years, in order to provide adequately for future liabilities.

**Sandy Town Council**

**Notes to the Accounts**

**31 March 2017**

**7 Fixed Assets**

	2017 £ Value	2016 £ Value
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)	38,118	38,118
DSO Depot	78,000	78,000
Allotments	19,000	19,000
Scout Hut and ATC HQ Land	4,500	4,500
The Riddy Nature Reserve	63,000	63,000
	<u>2,051,118</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
John Deere 900 Ride-on Mower	21,090	21,090
Protea 12 Blade Mower	2,845	-
Grounds Maintenance & Depot Equipment	42,424	42,424
Play Equipment	306,500	306,500
Furniture and Equipment	135,044	130,170
Display Cabinets	15,000	15,000
Portakabin at DSO Depot	9,000	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	150
Toyota Van FD07 HGU	8,370	8,370
Toyota Van AK12 WLJ	15,000	15,000
Defibrillator and Cabinet	631	631
Goal Posts	1,764	-
	<u>596,286</u>	<u>586,803</u>
<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
	<u>184,227</u>	<u>184,227</u>

**Sandy Town Council**

**Notes to the Accounts**

**31 March 2017**

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

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
	<b>Value</b>	<b>Value</b>
<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>2,831,637</u>	<u>2,822,154</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>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
	<b>Cost</b>	<b>Cost</b>
During the year the following assets were purchased:		
Operational Land and Buildings	-	19,250
Vehicles and Equipment	9,483	2,692
	<u>9,483</u>	<u>21,942</u>

No assets were disposed of during the year.

**Sandy Town Council**

**Notes to the Accounts**

**31 March 2017**

**9 Debtors**

	2017	2016
	£	£
Trade Debtors	2,203	728
VAT Recoverable	15,055	12,182
Prepayments	934	3,058
Accrued Income	2,690	-
	<u>20,882</u>	<u>15,968</u>

**10 Creditors and Accrued Expenses**

	2017	2016
	£	£
Trade Creditors	4,633	15,789
Accruals	8,222	8,084
Income in Advance	925	734
	<u>13,780</u>	<u>24,607</u>

**11 Hire Purchase and Lease Obligations**

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

Hire/Lessor	Purpose	Annual Lease/Hire Payable £	Year of Expiry
CF Corporate	Photocopier	1746	2017

**12 Loans**

At the close of business on 31 March 2017 the following loans to the council were outstanding:

Lender	Loan Period	Amount £	Years Remaining
Public Works Loan Board	Repayable to 27 <sup>th</sup> August 2025	1,546	8.5
Public Works Loan Board	Repayable to 27 <sup>th</sup> February 2028	2,781	11

**13 Usable Capital Receipts Reserve**

	2017	2016
	£	£
Balance at 01 April	57,712	72,795
Capital receipts (asset sales) during the year	-	4,167
Less:		
Capital used to fund expenditure	-	(19,250)
Balance at 31 March	<u>57,712</u>	<u>57,712</u>

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

**Sandy Town Council**

**Notes to the Accounts**

**31 March 2017**

**14 Earmarked Reserves**

	<b>Balance at 01/04/2016</b>	<b>Contribution to reserve</b>	<b>Contribution from reserve</b>	<b>Balance at 31/03/2017</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Capital Projects Reserves	3,337	50,852	(20,069)	34,120
Other Earmarked Reserves	376,560	16,000	(21,000)	371,560
<b>Total Earmarked Reserves</b>	<b>379,897</b>	<b>66,852</b>	<b>(41,069)</b>	<b>405,680</b>

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 2017 are set out in detail at Appendix A.

**15 Capital Commitments**

The council had no other capital commitments at 31 March 2017 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 2016/17 for

Enter name of smaller authority here:

SANDY TOWN COUNCIL

	Year ending		Notes and guidance				
	31 March 2016 £	31 March 2017 £					
1. Balances brought forward	544,461	565,337	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	479,098	517,647	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.				
3. (+) Total other receipts	40,918	66,251	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	-215,611	-245,115	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 smaller authority's borrowings (if any).				
6. (-) All other payments	-282,921	-254,456	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	565,337	644,056	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	573,976	641,954	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>				
9. Total fixed assets plus long term investments and assets	2,822,154	2,831,637	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.				
10. Total borrowings	4,623	4,327	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)	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td></td> <td style="text-align: center;">✓</td> </tr> </table>		Yes	No		✓	The Council 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.
Yes	No						
	✓						

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

MINUTE

Date

I confirm that these accounting statements were approved by this smaller authority on:

and recorded as minute reference:

Signed by Chair at meeting where approval is given: