

Sandy Town Council

To: Cllrs N Aldis, P Blaine, J Hewitt, R Lacey, A Lock, R Lock, C Osborne (Chair), M Pettitt, M Scott, and P Sharman
c.c. J Ivanciu-Wilkinson, L Ivanciu-Wilkinson, 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 3rd April 2023 commencing at 7.30pm.



Nicola Sewell
Town Clerk
10 Cambridge Road
Sandy, SG19 1JE
01767 681491
29th March 2023

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

Sandy Town Council

To consider the minutes of the Policy, Finance and Resources Committee held on Monday 20th February 2023 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.

5 Financial Reports

- i) To consider a balance sheet and detailed financial report showing income and expenditure against the revenue budget for 28th February 2023 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 Depot Fence Quotes

To receive and agree quotes for the installation of a fence and gates at the Depot. Appendix IV

7 Extension of Locum Finance Officer's contract

To receive a recommendation from the HR Committee to extend the Locum Finance Officer's contract beyond 31st March 2023 on a fixed term basis. Appendix V

8 Internal Audit Payment

To consider a request from the Internal Auditor to roll over their audit payment into 2023/24 as a full internal audit was delayed due to the limited availability of the necessary staff.

9 Car Park CCTV Repair

To receive a quote for £954.00 from ADT for the repair of CCTV at the Council's Car Park location. The quote is for works to restore a connection fault that is believed to have been the result of a lightning strike. Appendix VI

10 COMMITTEE IN PRIVATE SESSION

RECOMMENDED In terms of Schedule 12a of the Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and

Sandy Town Council

contractual matters and it is, therefore, RECOMMENDED that pursuant to the provisions of the Public Bodies (admissions to Meetings) Act 1960 the public and press be excluded.

11 Boundary Fence Query

To receive a report from the Town Clerk regarding the recent installation of a boundary fence at the Cemetery and consider comments and requests from the boundary neighbours. To agree a response to the queries.

Confidential
Appendix VII

12 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 READMITTANCE 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.

13 Chairman's Items

14 Date of Next Meeting

12th June 2023

07/03/2023

Sandy Town Council Current Year

Page 1

12:51

Detailed Balance Sheet - Excluding Stock Movement**Month 11 Date 28/02/2023**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
105	VAT Control	6,231	
110	Prepayments	4,677	
124	Capital Grant Debtors	25,000	
200	Current Bank A/c	38,275	
201	Clerks Imprest A/c	500	
205	Capital a/c Santander	218,871	
206	Barclays Active Saver	148,502	
208	Public Sector Deposit Fund	208,812	
210	Petty Cash	458	
	Total Current Assets		651,326
	<u>Current Liabilities</u>		
501	Creditors Control	5,449	
506	Retentions Payable	3,750	
509	The Need Project	50	
515	PAYE/NI Control AC	5,500	
516	Superannuation Due	6,365	
	Total Current Liabilities		21,115
	Net Current Assets		630,211
	Total Assets less Current Liabilities		630,211
	<u>Represented by :-</u>		
300	Current Year Fund	95,635	
310	General Reserve	234,786	
315	Rolling Capital Fund	201,461	
322	EMR Fallowfield	72,217	
324	EMR Elections	15,000	
328	EMR Neighbourhood Plan	6,112	
329	EMR Anglian Water	5,000	
	Total Equity		630,211

07/03/2023

Sandy Town Council Current Year

Page 1

12:51

Summary Income & Expenditure by Budget Heading 28/02/2023

Month No: 11

February 2023

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Full Council								
401 Staff	Expenditure	28,470	301,747	330,000	28,253		28,253	91.4%
402 Administration-Office	Income	12	5,852	2,100	(3,752)			278.7%
	Expenditure	3,459	68,700	81,550	12,850		12,850	84.2%
	Movement to/(from) Gen Reserve	<u>(3,447)</u>	<u>(62,848)</u>					
403 Administration-Works	Expenditure	784	22,420	41,050	18,630		18,630	54.6%
405 Footway Lighting	Expenditure	1,064	24,615	23,000	(1,615)		(1,615)	107.0%
406 Cemetery & Churchyard	Income	3,445	28,022	28,160	138			99.5%
	Expenditure	1,832	11,278	12,300	1,022		1,022	91.7%
	Movement to/(from) Gen Reserve	<u>1,613</u>	<u>16,744</u>					
408 Town Centre (Including Market)	Income	0	1,125	0	(1,125)			0.0%
	Expenditure	304	16,175	17,508	1,333		1,333	92.4%
	Movement to/(from) Gen Reserve	<u>(304)</u>	<u>(15,051)</u>					
409 Public Toilets - Car Park	Expenditure	501	2,793	2,650	(143)		(143)	105.4%
500 Play Areas and Open Spaces	Income	0	8,725	2,313	(6,412)			377.2%
	Expenditure	0	13,329	1,250	(12,079)		(12,079)	1066.3%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(4,604)</u>					
501 Sunderland Road Rec Ground	Income	236	950	1,959	1,010			48.5%
	Expenditure	2,889	27,392	33,821	6,429		6,429	81.0%
	Movement to/(from) Gen Reserve	<u>(2,654)</u>	<u>(26,443)</u>					
502 Nature Reserves	Income	615	2,920	2,685	(235)			108.8%
	Expenditure	0	42	14,550	14,508		14,508	0.3%
	Movement to/(from) Gen Reserve	<u>615</u>	<u>2,878</u>					
505 Grass Cutting	Expenditure	0	0	9,000	9,000		9,000	0.0%
506 Litter Bins, Seats & Shelters	Expenditure	0	0	1,000	1,000		1,000	0.0%
509 Christmas Lights	Income	0	2,500	1,000	(1,500)			250.0%
	Expenditure	0	18,541	17,250	(1,291)		(1,291)	107.5%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(16,041)</u>					
601 Precept and Interest	Income	632	631,565	628,620	(2,945)			100.5%
602 Democratic and Civic Costs	Income	250	1,250	0	(1,250)			0.0%
	Expenditure	783	16,940	18,000	1,060		1,060	94.1%
	Movement to/(from) Gen Reserve	<u>(533)</u>	<u>(15,690)</u>					
700 Capital and Projects	Income	0	179,573	34,903	(144,670)			514.5%
	Expenditure	0	242,873	98,203	(144,670)		(144,670)	247.3%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(63,300)</u>					
	Full Council Income	5,189	862,481	701,740	(160,741)			122.9%
	Expenditure	40,085	766,846	701,132	(65,714)	0	(65,714)	109.4%
	Movement to/(from) Gen Reserve	<u>(34,896)</u>	<u>95,635</u>					

Continued over page

07/03/2023

Sandy Town Council Current Year

Page 2

12:51

Summary Income & Expenditure by Budget Heading 28/02/2023

Month No: 11

February 2023

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	5,189	862,481	701,740	(160,741)			122.9%
Expenditure	40,085	766,846	701,132	(65,714)	0	(65,714)	109.4%
Net Income over Expenditure	<u>(34,896)</u>	<u>95,635</u>	<u>608</u>	<u>(95,027)</u>			
Movement to/(from) Gen Reserve	<u>(34,896)</u>	<u>95,635</u>					

07/03/2023

Sandy Town Council Current Year

Page 1

12:51

Detailed Income & Expenditure by Budget Heading 28/02/2023

Month No: 11

February 2023

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>401 Staff</u>								
4001 Gross Salaries - Admin	9,461	100,449	129,250	28,801		28,801	77.7%	
4002 Gross Salaries - Works	12,044	112,813	115,250	2,437		2,437	97.9%	
4003 Employers NIC	1,867	18,313	23,000	4,687		4,687	79.6%	
4004 Employers Superannuation	5,047	50,508	60,750	10,242		10,242	83.1%	
4006 H&S Costs/Consultancy	0	600	600	0		0	100.0%	
4010 Miscellaneous Staff Costs	50	768	800	32		32	96.0%	
4019 Agency Staff	0	16,041	0	(16,041)		(16,041)	0.0%	
4030 Recruitment Advertising	0	2,256	350	(1,906)		(1,906)	644.6%	
Staff :- Indirect Expenditure	28,470	301,747	330,000	28,253	0	28,253	91.4%	0
Net Expenditure	(28,470)	(301,747)	(330,000)	(28,253)				

07/03/2023

Sandy Town Council Current Year

Page 2

12:51

Detailed Income & Expenditure by Budget Heading 28/02/2023

Month No: 11

February 2023

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
402 Administration-Office								
1003 Tourism Income	0	644	300	(344)			214.8%	
1201 Rent Received Etc	0	0	500	500			0.0%	
1202 Photocopying Income	2	33	0	(33)			0.0%	
1205 Miscellaneous Income	10	5,174	0	(5,174)			0.0%	
1259 Expenses Recovered	0	0	1,300	1,300			0.0%	
Administration-Office :- Income	12	5,852	2,100	(3,752)			278.7%	0
4008 Training	0	547	1,800	1,253		1,253	30.4%	
4009 Travel & Subsistence	0	0	150	150		150	0.0%	
4010 Miscellaneous Staff Costs	0	62	0	(62)		(62)	0.0%	
4011 General Rates	0	6,737	6,950	214		214	96.9%	
4012 Water Rates	162	404	800	396		396	50.4%	
4014 Electricity	715	2,537	4,900	2,363		2,363	51.8%	
4015 Gas	208	886	2,350	1,464		1,464	37.7%	
4016 Cleaning Materials etc	66	1,978	1,250	(728)		(728)	158.2%	
4018 General Data Protection Regs	0	0	500	500		500	0.0%	
4020 Misc Establishment Costs	21	309	2,000	1,691		1,691	15.4%	
4021 Telephone & Fax	304	2,795	3,200	405		405	87.4%	
4022 Postage	0	1,504	1,300	(204)		(204)	115.7%	
4023 Printing & Stationery	669	1,404	700	(704)		(704)	200.5%	
4024 Subscriptions	0	3,173	3,150	(23)		(23)	100.7%	
4025 Insurance (excl vehicles)	0	17,884	18,600	716		716	96.2%	
4026 Photocopy Costs	0	4,300	5,000	700		700	86.0%	
4027 IT Costs incl Support	312	3,254	3,000	(254)		(254)	108.5%	
4028 Service Agreements (Other)	0	5,709	5,500	(209)		(209)	103.8%	
4035 Publications	0	39	100	61		61	38.6%	
4036 Property Maintenance/Security	963	3,404	3,600	196		196	94.5%	
4040 Equipment Purchases (Minor)	0	310	2,000	1,690		1,690	15.5%	
4042 Equipment/Vehicle Maintenance	0	175	0	(175)		(175)	0.0%	
4050 Tourism Expenditure	0	458	100	(358)		(358)	457.9%	
4051 Bank Charges	39	517	550	33		33	94.0%	
4056 Legal Expenses	0	0	4,300	4,300		4,300	0.0%	
4057 Audit Fees - External	0	0	1,300	1,300		1,300	0.0%	
4058 Audit Fees - Internal	0	0	900	900		900	0.0%	
4059 Accountancy Fees	0	5,185	7,350	2,165		2,165	70.5%	
4070 Refreshments	0	132	200	68		68	66.2%	
4921 Transfer to EMR	0	5,000	0	(5,000)		(5,000)	0.0%	
Administration-Office :- Indirect Expenditure	3,459	68,700	81,550	12,850	0	12,850	84.2%	0
Net Income over Expenditure	(3,447)	(62,848)	(79,450)	(16,602)				

Continued over page

07/03/2023

Sandy Town Council Current Year

Page 3

12:51

Detailed Income & Expenditure by Budget Heading 28/02/2023

Month No: 11

February 2023

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>403 Administration-Works</u>								
4005 Protective Clothing	11	773	1,300	527		527	59.5%	
4008 Training	0	0	1,500	1,500		1,500	0.0%	
4011 General Rates	0	1,846	1,900	54		54	97.2%	
4012 Water Rates	31	28	200	172		172	13.8%	
4014 Electricity	115	1,207	2,000	793		793	60.4%	
4017 Refuse Disposal	452	2,992	4,500	1,508		1,508	66.5%	
4036 Property Maintenance/Security	0	732	1,400	668		668	52.3%	
4038 Consumables/Small Tools	0	1,224	2,000	776		776	61.2%	
4039 Planting/Trees/Horticulture	0	4,055	6,250	2,195		2,195	64.9%	
4040 Equipment Purchases (Minor)	19	329	2,000	1,671		1,671	16.4%	
4042 Equipment/Vehicle Maintenance	0	1,851	5,000	3,149		3,149	37.0%	
4043 Equipment/Vehicle Fuel	156	3,134	4,000	866		866	78.4%	
4044 Vehicle Tax & Insurance	0	3,349	3,000	(349)		(349)	111.6%	
4045 Arboriculture	0	900	6,000	5,100		5,100	15.0%	
Administration-Works :- Indirect Expenditure	<u>784</u>	<u>22,420</u>	<u>41,050</u>	<u>18,630</u>	<u>0</u>	<u>18,630</u>	<u>54.6%</u>	<u>0</u>
Net Expenditure	<u>(784)</u>	<u>(22,420)</u>	<u>(41,050)</u>	<u>(18,630)</u>				

07/03/2023

Sandy Town Council Current Year

Page 4

12:51

Detailed Income & Expenditure by Budget Heading 28/02/2023

Month No: 11

February 2023

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>405 Footway Lighting</u>								
4014 Electricity	1,064	8,520	13,000	4,480		4,480	65.5%	
4042 Equipment/Vehicle Maintenance	0	16,095	10,000	(6,095)		(6,095)	160.9%	
Footway Lighting :- Indirect Expenditure	<u>1,064</u>	<u>24,615</u>	<u>23,000</u>	<u>(1,615)</u>	<u>0</u>	<u>(1,615)</u>	<u>107.0%</u>	<u>0</u>
Net Expenditure	<u>(1,064)</u>	<u>(24,615)</u>	<u>(23,000)</u>	<u>1,615</u>				

07/03/2023

Sandy Town Council Current Year

Page 5

12:51

Detailed Income & Expenditure by Budget Heading 28/02/2023

Month No: 11

February 2023

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
406 Cemetery & Churchyard								
1226 Burials/Memorials Income	3,445	28,022	27,500	(522)			101.9%	
1227 Chapel Rental	0	0	660	660			0.0%	
Cemetery & Churchyard :- Income	3,445	28,022	28,160	138			99.5%	0
4011 General Rates	0	3,942	4,100	158		158	96.1%	
4012 Water Rates	32	57	150	93		93	37.9%	
4036 Property Maintenance/Security	0	235	1,000	765		765	23.5%	
4037 Grounds Maintenance	0	1,534	700	(834)		(834)	219.2%	
4039 Planting/Trees/Horticulture	0	289	350	61		61	82.6%	
4101 Grave Digging Costs	1,800	5,220	6,000	780		780	87.0%	
Cemetery & Churchyard :- Indirect Expenditure	1,832	11,278	12,300	1,022	0	1,022	91.7%	0
Net Income over Expenditure	1,613	16,744	15,860	(884)				

07/03/2023

Sandy Town Council Current Year

Page 6

12:51

Detailed Income & Expenditure by Budget Heading 28/02/2023

Month No: 11

February 2023

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
408 Town Centre (Including Market)								
1236 Market Fees	0	325	0	(325)			0.0%	
1238 Other Income Car Park	0	800	0	(800)			0.0%	
Town Centre (Including Market) :- Income	0	1,125	0	(1,125)				0
4011 General Rates	0	12,630	13,050	420		420	96.8%	
4029 Lamppost Banners	0	390	850	460		460	45.9%	
4036 Property Maintenance/Security	0	538	1,000	463		463	53.8%	
4053 Loan Interest	80	168	168	(0)		(0)	100.1%	
4054 Loan Capital Repaid	224	440	440	(0)		(0)	100.0%	
4100 CCTV Fees	0	2,010	2,000	(10)		(10)	100.5%	
Town Centre (Including Market) :- Indirect Expenditure	304	16,175	17,508	1,333	0	1,333	92.4%	0
Net Income over Expenditure	(304)	(15,051)	(17,508)	(2,457)				

07/03/2023

Sandy Town Council Current Year

Page 7

12:51

Detailed Income & Expenditure by Budget Heading 28/02/2023

Month No: 11

February 2023

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>409 Public Toilets - Car Park</u>								
4012 Water Rates	244	1,428	1,300	(128)		(128)	109.9%	
4014 Electricity	41	302	350	48		48	86.2%	
4036 Property Maintenance/Security	215	1,063	1,000	(63)		(63)	106.3%	
Public Toilets - Car Park :- Indirect Expenditure	501	2,793	2,650	(143)	0	(143)	105.4%	0
Net Expenditure	(501)	(2,793)	(2,650)	143				

07/03/2023

Sandy Town Council Current Year

Page 8

12:51

Detailed Income & Expenditure by Budget Heading 28/02/2023

Month No: 11

February 2023

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
500 Play Areas and Open Spaces								
1201 Rent Received Etc	0	0	1,200	1,200			0.0%	
1241 Sandy FC Rent	0	535	513	(22)			104.4%	
1251 Pitch Rental	0	689	600	(89)			114.9%	
1258 Insurance Claims Repayment	0	7,500	0	(7,500)			0.0%	
Play Areas and Open Spaces :- Income	0	8,725	2,313	(6,412)			377.2%	0
4007 Health & Safety	0	284	300	16		16	94.7%	
4012 Water Rates	0	508	500	(8)		(8)	101.5%	
4014 Electricity	0	(10)	200	210		210	(5.0%)	
4036 Property Maintenance/Security	0	250	500	250		250	50.0%	
4037 Grounds Maintenance	0	2,339	2,250	(89)		(89)	103.9%	
4042 Equipment/Vehicle Maintenance	0	9,830	5,000	(4,830)		(4,830)	196.6%	
4972 Transfer from EMR Fallowfield	0	128	(7,500)	(7,628)		(7,628)	(1.7%)	
Play Areas and Open Spaces :- Indirect Expenditure	0	13,329	1,250	(12,079)	0	(12,079)	1066.3%	0
Net Income over Expenditure	0	(4,604)	1,063	5,667				

07/03/2023

Sandy Town Council Current Year

Page 9

12:51

Detailed Income & Expenditure by Budget Heading 28/02/2023

Month No: 11

February 2023

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
501 Sunderland Road Rec Ground								
1201 Rent Received Etc	0	714	1,000	286			71.4%	
1253 Bowls Club Rental	0	0	462	462			0.0%	
1255 Cricket Club Rental	236	236	297	62			79.3%	
1256 Scouts ,ACF and SSLA	0	0	200	200			0.0%	
Sunderland Road Rec Ground :- Income	236	950	1,959	1,010			48.5%	0
4012 Water Rates	0	1,754	2,500	746		746	70.2%	
4014 Electricity	10	86	200	114		114	42.8%	
4036 Property Maintenance/Security	0	628	2,000	1,372		1,372	31.4%	
4046 Bowling Green - SBC	40	4,038	3,489	(549)		(549)	115.7%	
4047 Equipment Maintenance - SBC	0	2,325	2,808	483		483	82.8%	
4048 Cricket Square - SCC	40	1,513	2,772	1,259		1,259	54.6%	
4049 Equipment Maintenance - SCC	0	1,650	3,000	1,350		1,350	55.0%	
4060 Other Professional Fees	2,800	15,398	17,052	1,654		1,654	90.3%	
Sunderland Road Rec Ground :- Indirect Expenditure	2,889	27,392	33,821	6,429	0	6,429	81.0%	0
Net Income over Expenditure	(2,654)	(26,443)	(31,862)	(5,419)				

07/03/2023

Sandy Town Council Current Year

Page 10

12:51

Detailed Income & Expenditure by Budget Heading 28/02/2023

Month No: 11

February 2023

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>502 Nature Reserves</u>								
1201 Rent Received Etc	5	5	0	(5)			0.0%	
1306 Countryside Stewardship Grant	0	2,306	2,000	(306)			115.3%	
1307 Angling Licence Rent	610	610	685	75			89.0%	
Nature Reserves :- Income	615	2,920	2,685	(235)			108.8%	0
4037 Grounds Maintenance	0	42	1,500	1,458		1,458	2.8%	
4060 Other Professional Fees	0	0	11,050	11,050		11,050	0.0%	
4703 Sandy Green Wheel	0	0	2,000	2,000		2,000	0.0%	
Nature Reserves :- Indirect Expenditure	0	42	14,550	14,508	0	14,508	0.3%	0
Net Income over Expenditure	615	2,878	(11,865)	(14,743)				

07/03/2023

Sandy Town Council Current Year

Page 11

12:51

Detailed Income & Expenditure by Budget Heading 28/02/2023

Month No: 11

February 2023

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>505 Grass Cutting</u>								
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)				

07/03/2023

Sandy Town Council Current Year

Page 12

12:51

Detailed Income & Expenditure by Budget Heading 28/02/2023

Month No: 11

February 2023

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>506 Litter Bins, Seats & Shelters</u>								
4042 Equipment/Vehicle Maintenance	0	0	1,000	1,000		1,000	0.0%	
Litter Bins, Seats & Shelters :- Indirect Expenditure	0	0	1,000	1,000	0	1,000	0.0%	0
Net Expenditure	0	0	(1,000)	(1,000)				

07/03/2023

Sandy Town Council Current Year

Page 13

12:51

Detailed Income & Expenditure by Budget Heading 28/02/2023

Month No: 11

February 2023

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
509 Christmas Lights								
1246 Donations Received	0	2,500	0	(2,500)			0.0%	
1365 Christmas Lights	0	0	1,000	1,000			0.0%	
Christmas Lights :- Income	0	2,500	1,000	(1,500)			250.0%	0
4401 Christmas Illuminations	0	14,443	14,000	(443)		(443)	103.2%	
4402 Community Christmas Event	0	4,098	3,250	(848)		(848)	126.1%	
Christmas Lights :- Indirect Expenditure	0	18,541	17,250	(1,291)	0	(1,291)	107.5%	0
Net Income over Expenditure	0	(16,041)	(16,250)	(209)				

07/03/2023

Sandy Town Council Current Year

Page 14

12:51

Detailed Income & Expenditure by Budget Heading 28/02/2023

Month No: 11

February 2023

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>601 Precept and Interest</u>								
1101 Precept	0	628,120	628,120	0			100.0%	
1320 Interest Received - All account	632	3,445	500	(2,945)			689.1%	
Precept and Interest :- Income	632	631,565	628,620	(2,945)			100.5%	0
Net Income	632	631,565	628,620	(2,945)				

07/03/2023

Sandy Town Council Current Year

Page 15

12:51

Detailed Income & Expenditure by Budget Heading 28/02/2023

Month No: 11

February 2023

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
602 Democratic and Civic Costs								
1309 Misc Contributions	250	1,250	0	(1,250)			0.0%	
Democratic and Civic Costs :- Income	250	1,250	0	(1,250)				0
4020 Misc Establishment Costs	0	8	100	92		92	8.5%	
4033 Annual Report & Newsletter	242	2,178	3,000	822		822	72.6%	
4042 Equipment/Vehicle Maintenance	0	1,058	1,000	(58)		(58)	105.8%	
4200 Mayor's Allowance	541	877	2,200	1,323		1,323	39.8%	
4202 Members' Expenses (Conf etc)	0	30	500	470		470	6.0%	
4701 Grants/Donations Paid	0	2,898	4,000	1,102		1,102	72.5%	
4702 Community Events Support	0	9,892	7,000	(2,892)		(2,892)	141.3%	
4704 Remembrance Parade	0	0	200	200		200	0.0%	
Democratic and Civic Costs :- Indirect Expenditure	783	16,940	18,000	1,060	0	1,060	94.1%	0
Net Income over Expenditure	(533)	(15,690)	(18,000)	(2,310)				

07/03/2023

Sandy Town Council Current Year

Page 16

12:51

Detailed Income & Expenditure by Budget Heading 28/02/2023

Month No: 11

February 2023

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
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	26,157	15,000	(11,157)			174.4%	
1364 S106 Money Received	0	66,513	0	(66,513)			0.0%	
1366 CBC Community Asset Grant	0	25,000	0	(25,000)			0.0%	
1367 Tarmac Landfill Grant	0	42,000	0	(42,000)			0.0%	
Capital and Projects :- Income	0	179,573	34,903	(144,670)			514.5%	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	44,895	0	(44,895)		(44,895)	0.0%	
4819 CAP - Vehicle	0	43,051	0	(43,051)		(43,051)	0.0%	
4836 CAP - Neighbourhood Plan	0	15,382	25,000	9,618		9,618	61.5%	
4852 CAP - Skatepark	0	150,000	0	(150,000)		(150,000)	0.0%	
4853 CAP - Easygate Unit	0	1,650	0	(1,650)		(1,650)	0.0%	
4854 CAP-Benches	0	2,340	0	(2,340)		(2,340)	0.0%	
4915 Transfer to Rolling Capital Fd	0	56,103	51,300	(4,803)		(4,803)	109.4%	
4921 Transfer to EMR	0	25,612	0	(25,612)		(25,612)	0.0%	
4923 Internal Loan repaid to F'ild	0	12,000	12,000	0		0	100.0%	
4965 Funded from Rolling Capital	0	(79,518)	(10,000)	69,518		69,518	795.2%	
4969 Transfer from Rolling Capital	0	(12,800)	0	12,800		12,800	0.0%	
4971 Transfer from EMR	0	(35,745)	0	35,745		35,745	0.0%	
Capital and Projects :- Indirect Expenditure	0	242,873	98,203	(144,670)	0	(144,670)	247.3%	0
Net Income over Expenditure	0	(63,300)	(63,300)	(0)				
Grand Totals:- Income	5,189	862,481	701,740	(160,741)			122.9%	
Expenditure	40,085	766,846	701,132	(65,714)	0	(65,714)	109.4%	
Net Income over Expenditure	(34,896)	95,635	608	(95,027)				
Movement to/(from) Gen Reserve	(34,896)	95,635						

Sandy Town Council
Report to 28th February 2023

General Notes

Attached is the summary income & expenditure report for the year 1st April 2022 to 28th February 2023

This report shows a current year surplus of income over expenditure of £95,635

The balance sheet shows that total funds available to the Council are £630,211

This is made up of the following -

Current Year Fund	£95,635
General Reserve Brought Forward	£234,786
Rolling Capital Fund	£201,461
Fallowfield Reserve	£72,217
Earmarked Elections	£15,000
EMR Neighbourhood Plan	£6,112
EMR Anglian Water	£5,000

Total	£630,211
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The percentage of budget if analysed evenly over the year to date is 92% but Members are reminded that income & expenditure rarely follows this pattern over the year.

Balance Sheet Notes:Analysis by Cost Centre

401 Staff

Expenditure is 91.4% of the annual budget.

4002 - High due to overtime payments to cover outdoor team at events, Christmas Lights switch on 4 x staff, over 11 hour shift. Remembrance Sunday and set up day on Saturday before 1 staff member circa 7 hours

4030 - Large expenditure at start of financial year due to advertising costs for recruitment at end of 2021/22 and in 2022/23. Also we have just received an invoice for a job advert with SLCC from January 2022

402 Administration

Expenditure is 84.2% of the annual budget.

4011- General Rates paid to CBC in two annual payments

4016 - Over enthusiastic ordering of materials has resulted in an excess of product being held in stock Excess product has been returned and refund expected.

4022 - With the majority of Members receiving papers in hard copy by post with postage costs rising this budget line will inevitably remain high

4023 - Printing & Stationery costs include notices and communications for events such as Christmas Lights switch on and Remembrance Sunday. Also printing costs of colour photographs for Remembrance display at the library. In addition the inevitable impact of long agenda papers and reports having to be created in hard copy for 13 members on an almost weekly basis will have a significant impact on this budget line.

4027 - New starters have seen an increase in IT support needed to set up new accounts. In addition there have been a number of issues with the server resulting in health checks from IT support

4028 - Annual Service charge

4036 - £626.38 need for electrical repairs including security light replacement at 10 Cambridge Road

4050 - Tourism Expenditure is up as bookings have increased, the income from this stream has also increased accordingly

4051 - Bank Charges have increased slightly

Sandy Town Council
Report to 28th February 2023

Analysis by Cost Centre [Continued]

403 Works

Expenditure is 54.6% of the annual budget.

4011 - General rates for Depot annual charge

4044 - Vehicle Tax and Insurance paid annually. Currently includes extra electric vehicle

405 Footway Lighting

Expenditure is 107 % of the annual budget.

4042 - Equipment/Maintenance. An invoice for Circa £11,000 has just been received for replacement columns. A similar unexpected expenditure was received at the same time last year. The Clerk has spoken to the contractor who has stated that the bills the Council have been getting over the last few years were for the old lanterns that we replaced as they burnt out (there was a lot of old SOX lanterns around Sandy dating back to the 60,s and 70,s which have finally expired.) These old lanterns have now all been replaced with new lower energy consuming "white light" lanterns, so STC will only be getting quarterly bills and information sheets of where and when any general maintenance to the lights is carried out which is all covered in the new quote sent. The current contract finishes on 31.03.2023

406 Cemetery & Churchyard

Expenditure is 91.7% of the annual budget.

4011 General rates bi annual charge paid in May and October

4037 - Grounds Maintenance fees £1,187.25 spent on waste disposal/skip fees

408 Town Centre

Expenditure is 92.4% of the annual budget.

4011 General rates bi annual charge

4053 Loan Interest Annual Charge

4054 Loan Capital repaid Annual Charge

4100 - CCTV Annual Charge

409 Public Toilets - Car Park

Expenditure is 105.4% of the annual budget.

4012 - Water rates have increased

4036 - Water leak resulted in emergency plumbing work to be undertaken.

500 Play Areas and Open Spaces

Expenditure is 1066.3% of the annual budget.

4007 - Play Ground Inspection costs - annual charge

4012 - Expenditure due to water rates which have increased

4037 - £947 spent on new line marker purchased in Dec and £250 on worm deterrent spray in January

4042 - Payment for cost of replacement play equipment, mostly offset by insurance pay out.

Sandy Town Council
Report to 28th February 2023

Analysis by Cost Centre [Continued]

501 Sunderland Road Recreation Ground

Expenditure is 81% of the annual budget.

4046 - Bowls Club grounds maintenance costs and waste disposal including irrigation and grounds maintenance supplies. Clerk has checked that joint costs between the Bowls Club and Cricket Club have been correctly applied. Bowling Green overspend could be offset by Bowls Maintenance underspend. Suggest any further overspend taken from the 2023/24 bowls club budget.

502 Nature Reserves

Expenditure is 0.3% of the annual budget.

Admin Team Leader is processing invoices for payment from BRCC, they have come in slightly over the expected amount due to increase costs and the repair of a fence at the Riddy

505 Grass Cutting

Expenditure is 0% of the annual budget.

Admin Team Leader following up for invoices

506 Litter Bins, Seats & Shelters

Expenditure is 0% of the annual budget.

Checking with DCK that recent purchase of benches not miscoded.

509 Christmas Lights

Expenditure is 107.5% of the annual budget.

4401 - Christmas lights provision slightly more than budgeted for but will be offset by donation by Cadent of £2,500

4402 - Christmas Tree costs slightly higher than originally provisioned for offset by donation from cadent as above

601 Precept and Interest

Income is 100.5% of the annual budget.

602 Democratic and Civic Costs

Expenditure is 94.1% of the annual budget.

4042 - £845 for replacement batteries for the defibrillator

4702 - Biggest costs came from £500 for medical support for skate jam and £389.97 to install Remembrance banners - DCK to recode banner spend to CC 408-4029.

700 Capital and Projects

Expenditure is 247.3% of the annual budget.

4915 Transfer from Rolling Capital Funds to cover payment until grants received (Skatepark)
DCK to check coding on monies received as one grant receipt not coded correctly

4965 Includes cost of electric vehicle purchase and cost for ground water wells at the cemetery

Date: 07/03/2023

Sandy Town Council Current Year

Page 1

Time: 12:47

Current Bank A/c

List of Payments made between 01/02/2023 and 28/02/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
06/02/2023	Barclays	DDR	35.50		Bank charges
06/02/2023	UK Fuels Limited	DDR	132.96		859-Fuel A/C
07/02/2023	1st Response Fire Protection &	32711	164.58		839-Fire equip service
07/02/2023	Ben Burgess & Co Ltd	32712	210.00		833-Tractor repairs
07/02/2023	Central Bedfordshire Council	32713	1,679.82		837-Pavilion man. fee Feb 23
07/02/2023	DCK Accounting Solutions Ltd	32714	563.18		838-Accounts Dec 22
07/02/2023	Glasdon UK Ltd	32715	2,808.00		840-Phoenix seat
07/02/2023	Hertfordshire County Council	32716	688.25		843-Stationery
07/02/2023	National World Publishing Ltd	32717	178.80		844-Recruitment advert
07/02/2023	PNC HR LTD	32718	1,110.00		845-Staff fire training
07/02/2023	Quality Building Equipment Ltd	32719	110.99		864-Anti climb fence hire
07/02/2023	R T Machinery Ltd	32720	320.40		862-Spare wheel support
07/02/2023	Synergy Products Ltd	32721	1,099.90		846-Aerator repairs
07/02/2023	T&J Seymour Electrical Install	32722	11,880.00		847-Street light replacements
07/02/2023	Travis Perkins Trading Co Ltd	32723	419.78		863-Postcrete/tarmac
07/02/2023	Clerks Imprest A/c	Tfr	270.00		
08/02/2023	Yu Energy	DDR2	120.96		919-Depot electricity
08/02/2023	Yu Energy	DDR3	858.54		918-Office electricity
08/02/2023	Yu Energy	DDR4	9.99		923-SRRG Electricity
08/02/2023	Yu Energy	DDR5	1,180.08		922-S/Lights electricityq
08/02/2023	Yu Energy	DDR6	84.28		921-S/Lights electricity
08/02/2023	Yu Energy	DDR7	43.41		920-P/Toilets electricity
09/02/2023	Bed Pension Fund	FP	6,097.79		Pensions Jan 23
10/02/2023	Yu Energy	DDR8	217.89		916-Office gas
13/02/2023	Feb Salaries	DDR	16,697.22		Feb Salaries
13/02/2023	Maple Catering Ltd	BACS1	275.25		926-Mayor event catering
14/02/2023	Chess Ltd	DDR	294.11		Purchase Ledger Payment
15/02/2023	Chess Ltd	DDR	78.96		911-M/Soft office 365
15/02/2023	Chess Ltd	DDR	258.52		Purchase Ledger Payment
15/02/2023	UK Fuels Limited	DDR	76.92		909-Fuel a/c
21/02/2023	Anglian Water Business Ltd. (N	DDR13	161.60		914-Office water charges
21/02/2023	Anglian Water Business Ltd. (N	DDR14	32.41		913-Cemetery water charges
22/02/2023	HMRC	FP	5,130.81		PAYE/NI Jan 23
22/02/2023	Anglian Water Business Ltd. (N	DDR15	244.16		Purchase Ledger Payment
22/02/2023	Bakker & Wilson Plumbing & Hea	BACS2	498.00		907-Replace radiator thermosta
22/02/2023	FD Odell & Sons Ltd	BACS3	611.70		925-Skip hire
27/02/2023	Anglian Water Business Ltd. (N	DDR16	36.94		915-Depot store water charges
27/02/2023	Public Works Loan Board	DDR17	304.12		899-PWLB Loan Capital
27/02/2023	Chess Ltd	DDR	304.81		910-Telephone
Total Payments			55,290.63		

Policy, Finance and Resources Committee

Date:	3rd April 2023
Title:	Installation of Gates and Fencing at Council Depot
Contact:	Nicola Sewell, Town Clerk

Purpose of the Report

1. To receive and consider the costs for the installation of fencing and gates at the Council Depot on Stratford Road and complete the security of this area.

Recommendation

2. That the Council approves the quotation that provides the best quality product while considering value for money. 2023/24 budget has only allowed a maximum £1,000 spend on security at the Cemetery, so funding would need to come from Capital.

Background

3.0 Following the construction of the new Depot at Stratford Road some fencing and gates were installed around the exterior boundary of the property. However, some areas were left exposed and as such temporary heras fencing has been needed to provide full security to the area.

3.1 Following a Cemetery Working Group visit to site to review the situation the working group agreed to recommend permanent fencing and a set of gates be installed to close up these exposed areas.

3.2 Cllr Paul Sharman approached 3 local fencing companies to quote for the works.

Proposals/Information

4.0 Fencing companies were asked to quote on the following specifications:

Approx 45 metre length of 2m high Wire mesh security fencing, to match the existing mesh fencing already installed on site. To include two gates to match the fencing. All to be powder coated green.

4.1 The following quotes were received:

Description	Company	Price
To supply and erect 48mts of 2m high Paramesh 3M security fencing. Posts; 60 x 60 RHS posts set in concrete foundations at 3mt centres. Mesh: 3M panels manufactured using 5mm vertical and horizontal wires, forming 200 X 50 mm mesh with a V presses near top, bottom and centre panel to improve rigidity. Each 3mt wide panel is clamped to the face of each post using antivandal Hexaclip with anti tamper bolts All finished galvanized and polyester powder coated green. To supply and install 2no. double leaf gates to match the above fencing. 1no. pair 2mt wide, 1no. pair 2.4mt wide	A	£5,379.00 (exc VAT)

Policy, Finances & Resources Committee

Date:	3rd April 2023
Title:	Extension of Locum Finance Officer's contract
Contact Officer:	Town Clerk

Purpose of the Report

1. To provide a recommendation from the HR Committee to extend the Locum Finance Officer's contract beyond 31st March 2023 until the Financial Administration back log has been cleared.

Recommendation

2. To note and agree the recommendation by the HR Committee and extend the Locum Finance Officer's contract with reduced hours until the Admin Team Leader returns to full time hours.

Admin Team Leader and Financial Administration

3.0 The Council approved the recruitment of a Locum Finance Officer to support the Clerk with financial administration until the Admin Team Leader's return. The contract was to run from the 30th January 2023 to 31st March 2023 and be reviewed at this time.

3.1 The Admin Team Leader returned to work after an extended absence on Monday 6th February. The first week they worked reduced hours of 09.00 to 13.00. These hours were extended from 13th February to 09.00 – 15.00 Mons to Thurs and 09.00 – 14.00 on a Friday. This is to be reviewed at the end of March.

3.2 The Locum Finance Officer has been able to support the Admin Team Leader and Clerk by covering finance and legal administration that needs dedicated time to undergo which neither the Clerk nor the Admin Team Leader have at their disposal. This has been particularly helpful at a time when the office is dealing with several lease and land registry queries.

3.3 The finance team is coming into its busiest time of year with Year End and Audit reports. Currently the Admin Team Leader's workload requires full time commitment as the role is not just fulfilling the ongoing needs of the role but also troubleshooting work that has fallen behind over the past six months. There is a strong argument for ongoing support at least until the end of April/May to enable the team to get back on an even keel.

Financial implications

4.0 Under their current reduced hours the Admin Team Leader is undertaking 29 hours a week.

4.1 After 31st March if the Admin Team Leader continues on the same work pattern then the office loses 8 hours of productivity a week. This could be a day's work undertaken by the Locum Finance Officer.

4.2 Hiring the Locum Finance Officer for a day a week would cost the Council an extra £45 in addition to its current salary outgoings, when considering the discounted rate currently being paid for the Admin Team leader role.

[Revise Quote](#)



Customer Quotation

Date	16/3/2023 14:57:15	Total Price (excl. VAT)	£795.00
Contract Number	1000962917	Labour	£225.00
Customer Name	SANDY TOWN COUNCIL	Materials	£570.00
Customer Address	10 CAMBRIDGE ROAD SANDY BEDFORDSHIRE SG19 1JE	Plant	N/A
Contact Name	Carol baker-smith	VAT @20%	£159.00
Email Address		Total Price (incl. VAT)	£954.00
Telephone number	01767 681491	Maintenance Increase for additional Devices (annualised)	£0
		Engineer Payroll Number	*****
		Engineer Name	Matthew Allen
		Quote prepared by	Matthew Allen
		Quote/Revision number	QID 10003801

Please find below a quotation for work as requested via ADT engineer

Disclaimer This quotation reflects your requirements to the best of our knowledge with the information available to us. Always read the quotation carefully, including the terms & conditions, and bring to our attention any errors or omissions.

Description of Work: To replace the damaged nanobeams after they stopped working after a thunder and lightning storm
The rear of the building and the car park
The beams have died after a thunder storm

Materials	Description	Quantity
	Ubiquity nanobeam [Replacement]	2

Access Equipment

If you wish to go ahead with this quote, please can you provide a purchase order number
Any increase to your annual maintenance for additional devices will be effective following completion of these quoted works.
(Please email/fax back confirmation of the works to go ahead)

Authorised By	<input type="text"/>	Close Status:	<input type="text" value="Quote Chase 1 (Quote Issued Not Yet Chased) 72 Hrs"/>	Works Order No.	<input type="text" value="Waiting for po"/>
Job Title	<input type="text"/>			<input type="text" value="Already Actioned."/>	
Date	<input type="text" value="16/3/2023"/>			<input type="text" value="In Queue of works"/>	
Email quote to:	<input type="text" value="Clerk@sandytowncouncil.gov.uk"/>	Additional comments		<input type="text"/>	



[Click here to Re-Email the quote.](#)

Terms & Conditions
please read in full

1. ADT's standard terms & conditions apply. Please refer to your original Agreement for further details.
2. The quoted price does not include for any additional work or repair on the system that may become evident. These will be advised and priced separately.

3. The quoted work is subject to a lead time (normally 10 working days but it may be longer). ADT accepts no liability for loss or damage as a result of any highlighted deficiency during this period
4. The quoted work is priced to be carried out during normal working hours - Monday to Friday (08:30am - 17:00pm) with unrestricted access. All remedial work i.e. plastering, redecoration, etc. to be undertaken by yourselves. Any scaffolding or high-level access equipment is to be provided by the customer.
5. As part of ADT Fire and Security's ongoing customer commitment please be aware of our free 'Advice Survey' for Fire, Intruder, CCTV, Access, Emergency Lighting and fixed Gas Extinguishing Systems.
6. Please note that the above remains open for acceptance for a period of 30 days from date of quotation.
7. Should you have any query or require any information then please do not hesitate to contact the undersigned.
8. Always ensure that you notify us of any changes to the layout or usage of your premises.

ADT Fire & Security plc,

Registered Office: Security House, The Summit, Hanworth Road, Sunbury on Thames, Middlesex TW16 5DB

VAT No. 413633086 Registration No. 1161045 England