

# Sandy Town Council

To: Cllrs P Blaine, T Cole, A Gibson, A M Hill, W Jackson, C Osborne (Chair),  
M Pettitt, M Scott, P Sharman and J Sparrow  
c.c. N Aldis, T Knagg, G Leach, S Sutton, N Thompson

You are hereby summoned to attend a meeting of the Policy, Finance and Resources Committee of Sandy Town Council which will be held in the Council Chamber at 10 Cambridge Road, Sandy, Bedfordshire on Monday 11 March 2019 at 7.30pm for the purpose of transacting the items of business below.



Chris Robson  
Town Clerk  
10 Cambridge Road  
Sandy SG19 1JE  
01767 681491  
5 March 2019

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

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

### **Reports**

#### **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) Declarable pecuniary interests*
- ii) Non-pecuniary interests*

#### **3 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.

#### **4 Minutes of previous meeting**

To receive the minutes of the Policy, Finance and Resources Committee held on 28 January 2019 and to approve them as a correct record of proceedings.

# 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 February 2019. Appendix I
- ii) To receive a budget overview report. Appendix II
- iii) To approve a schedule of payments made since previous meeting. Appendix III
- iv) The Chair to approve bank reconciliations and statements.

## 6 Action List

To receive and note a copy of the action list. Appendix IV

## 7 Town Centre Defibrillator Lighting

To receive and consider a report from the Town Clerk on the defibrillator located on the library wall. Appendix V

## 8 Depot Development

To receive an update on the Development of the Council's depot building. Appendix VI

## 9 Council Risk Assessment

To review the Council's adopted risk assessment and recommend its re-adoption to Full Council. Appendix VII

## 10 Removable Media Policy

To receive and consider a policy on the use of removable media for the storage and transfer of information by Council employees and Councillors. Appendix VIII

## 11 Media Policy

To review the Council's Media Policy. Appendix IX

## 12 Training Policy

To review the Council's Training Statement of Intent and Policy. Appendix X

## 13 Public Participation in Formal Meetings of Council and Committee Policy

To receive and consider a policy on public participation at meetings. Appendix XI

## 14 Chairman's Items

## 15 Date of Next Meeting: 29 April 2019

12:46

## Detailed Balance Sheet - Excluding Stock Movement

Month 11 Date 28/02/2019

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
100	Debtors Control	240	
105	VAT Control	8,208	
122	Scout Firework Loan	3,385	
123	S106 Debtor	6,524	
200	Current Bank A/c	16,234	
201	Clerks Imprest A/c	175	
205	Capital a/c Santander	217,287	
206	Barclays Active Saver	276,427	
208	Public Sector Deposit Fund	203,257	
210	Petty Cash	250	
	<b>Total Current Assets</b>		<b>731,986</b>
	<u>Current Liabilities</u>		
501	Creditors Control	25,525	
508	Ticket Control Account	114	
	<b>Total Current Liabilities</b>		<b>25,639</b>
	<b>Net Current Assets</b>		<b>706,347</b>
	<b>Total Assets less Current Liabilities</b>		<b>706,347</b>
	<u>Represented by :-</u>		
300	Current Year Fund	103,240	
310	General Reserve	227,395	
315	Rolling Capital Fund	91,974	
320	Capital Receipts Reserve	55,574	
321	Earmarked Reserves	23,028	
322	EMR Fallowfield	186,137	
323	EMR Community Funds	7,000	
324	EMR Elections	12,000	
	<b>Total Equity</b>		<b>706,347</b>

## Summary Income &amp; Expenditure by Budget Heading 28/02/2018

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	Income	0	190	0	(190)			0.0%
	Expenditure	20,054	229,997	274,250	44,253		44,253	83.9%
	Movement to/(from) Gen Reserve	<u>(20,054)</u>	<u>(229,807)</u>					
402 Administration-Office	Income	45	2,936	1,750	(1,186)			167.8%
	Expenditure	5,219	63,171	81,000	17,829		17,829	78.0%
	Movement to/(from) Gen Reserve	<u>(5,174)</u>	<u>(60,235)</u>					
403 Administration-Works	Income	0	60	0	(60)			0.0%
	Expenditure	2,867	26,132	39,968	13,836		13,836	65.4%
	Movement to/(from) Gen Reserve	<u>(2,867)</u>	<u>(26,072)</u>					
405 Footway Lighting	Expenditure	1,368	18,413	13,300	(5,113)		(5,113)	138.4%
406 Cemetery & Churchyard	Income	2,704	24,918	20,000	(4,918)			124.6%
	Expenditure	603	9,167	9,810	643		643	93.4%
	Movement to/(from) Gen Reserve	<u>2,101</u>	<u>15,751</u>					
408 Town Centre (Including Market)	Income	0	380	135	(245)			281.5%
	Expenditure	14,597	26,584	32,918	6,334		6,334	80.8%
	Movement to/(from) Gen Reserve	<u>(14,597)</u>	<u>(26,204)</u>					
409 Public Toilets - Car Park	Expenditure	287	3,393	4,200	807		807	80.8%
500 Play Areas and Open Spaces	Income	0	1,089	1,550	461			70.3%
	Expenditure	488	5,105	(5,700)	(10,805)		(10,805)	(89.6%)
	Movement to/(from) Gen Reserve	<u>(488)</u>	<u>(4,016)</u>					
501 Sunderland Road Rec Ground	Income	0	635	685	50			92.7%
	Expenditure	2,691	26,843	28,129	1,286		1,286	95.4%
	Movement to/(from) Gen Reserve	<u>(2,691)</u>	<u>(26,207)</u>					
502 Nature Reserves	Income	0	3,160	2,500	(660)			126.4%
	Expenditure	0	12,231	13,350	1,119		1,119	91.6%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(9,070)</u>					
505 Grass Cutting	Expenditure	0	0	10,000	10,000		10,000	0.0%
506 Litter Bins, Seats & Shelters	Expenditure	0	191	650	459		459	29.3%
509 Christmas Lights	Income	(319)	513	2,500	1,987			20.5%
	Expenditure	(2,048)	15,908	19,000	3,092		3,092	83.7%
	Movement to/(from) Gen Reserve	<u>1,729</u>	<u>(15,395)</u>					
601 Precept and Interest	Income	16	565,094	563,407	(1,687)			100.3%
602 Democratic and Civic Costs	Income	0	4,411	0	(4,411)			0.0%
	Expenditure	274	8,903	14,050	5,147		5,147	63.4%
	Movement to/(from) Gen Reserve	<u>(274)</u>	<u>(4,492)</u>					
700 Capital and Projects	Income	320	216,486	267,005	50,519			81.1%
	Expenditure	320	270,596	324,607	54,011		54,011	83.4%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(54,110)</u>					

## Summary Income &amp; Expenditure by Budget Heading 28/02/2018

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	2,766	819,874	859,532	39,658			95.4%
Expenditure	46,719	716,633	859,532	142,898	0	142,898	83.4%
Net Income over Expenditure	<u>(43,954)</u>	<u>103,240</u>	<u>0</u>	<u>(103,240)</u>			
Movement to/(from) Gen Reserve	<u>(43,954)</u>	<u>103,240</u>					

## Detailed Income &amp; Expenditure by Budget Heading 28/02/2018

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
<b>401 Staff</b>								
1245 Grants Received	0	190	0	(190)			0.0%	
Staff :- Income	<u>0</u>	<u>190</u>	<u>0</u>	<u>(190)</u>				<u>0</u>
4001 Gross Salaries - Admin	7,672	95,715	114,000	18,285		18,285	84.0%	
4002 Gross Salaries - Works	7,886	82,602	97,250	14,648		14,648	84.9%	
4003 Employers NIC	1,213	13,770	16,900	3,130		3,130	81.5%	
4004 Employers Superannuation	3,219	36,563	44,350	7,787		7,787	82.4%	
4006 H&S Costs/Consultancy	0	169	500	331		331	33.8%	
4010 Miscellaneous Staff Costs	65	811	1,000	189		189	81.1%	
4030 Recruitment Advertising	0	366	250	(116)		(116)	146.5%	
Staff :- Indirect Expenditure	<u>20,054</u>	<u>229,997</u>	<u>274,250</u>	<u>44,253</u>	<u>0</u>	<u>44,253</u>	<u>83.9%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(20,054)</u>	<u>(229,807)</u>						
<b>402 Administration-Office</b>								
1003 Tourism Income	4	865	200	(665)			432.4%	
1201 Rent Received Etc	39	630	1,500	870			42.0%	
1202 Photocopying Income	2	71	50	(21)			141.3%	
1205 Miscellaneous Income	0	693	0	(693)			0.0%	
1245 Grants Received	0	677	0	(677)			0.0%	
1360 Ticket Sales Commission	0	1	0	(1)			0.0%	
Administration-Office :- Income	<u>45</u>	<u>2,936</u>	<u>1,750</u>	<u>(1,186)</u>			<u>167.8%</u>	<u>0</u>
4008 Training	0	1,169	2,000	831		831	58.5%	
4009 Travel & Subsistence	0	164	50	(114)		(114)	327.6%	
4011 General Rates	0	6,480	6,500	20		20	99.7%	
4012 Water Rates	0	(9)	600	609		609	(1.5%)	
4014 Electricity	315	2,012	2,500	488		488	80.5%	
4015 Gas	333	1,363	1,500	137		137	90.9%	
4016 Cleaning Materials etc	125	910	1,250	340		340	72.8%	
4018 General Data Protection Regs	0	900	2,000	1,100		1,100	45.0%	
4020 Misc Establishment Costs	0	236	2,000	1,764		1,764	11.8%	
4021 Telephone & Fax	262	2,487	2,500	13		13	99.5%	
4022 Postage	0	809	1,200	391		391	67.4%	
4023 Printing & Stationery	182	1,212	3,000	1,788		1,788	40.4%	
4024 Subscriptions	0	2,514	2,700	186		186	93.1%	
4025 Insurance (excl vehicles)	1,848	19,960	21,500	1,540		1,540	92.8%	
4026 Photocopy Costs	0	2,479	3,500	1,021		1,021	70.8%	
4027 IT Costs incl Support	237	3,678	6,000	2,322		2,322	61.3%	
4028 Service Agreements (Other)	611	4,558	6,500	1,942		1,942	70.1%	
4035 Publications	0	160	100	(60)		(60)	160.2%	

## Detailed Income &amp; Expenditure by Budget Heading 28/02/2018

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
4036 Property Maintenance/Security	779	3,695	3,000	(695)		(695)	123.2%	
4040 Equipment Purchases (Minor)	0	860	2,000	1,140		1,140	43.0%	
4050 Tourism Expenditure	0	415	250	(165)		(165)	166.1%	
4051 Bank Charges	106	192	100	(92)		(92)	192.1%	
4056 Legal Expenses	0	1,415	1,500	85		85	94.4%	
4057 Audit Fees - External	0	0	1,300	1,300		1,300	0.0%	
4058 Audit Fees - Internal	0	400	750	350		350	53.3%	
4059 Accountancy Fees	421	4,961	6,500	1,539		1,539	76.3%	
4070 Refreshments	0	150	200	50		50	75.2%	
<b>Administration-Office :- Indirect Expenditure</b>	<b>5,219</b>	<b>63,171</b>	<b>81,000</b>	<b>17,829</b>	<b>0</b>	<b>17,829</b>	<b>78.0%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(5,174)</b>	<b>(60,235)</b>						
<b>403 Administration-Works</b>								
1212 Miscellaneous Works Income	0	60	0	(60)			0.0%	
<b>Administration-Works :- Income</b>	<b>0</b>	<b>60</b>	<b>0</b>	<b>(60)</b>				<b>0</b>
4005 Protective Clothing	297	1,439	1,150	(289)		(289)	125.1%	
4008 Training	1,216	1,411	1,000	(411)		(411)	141.1%	
4011 General Rates	0	1,776	1,800	24		24	98.7%	
4012 Water Rates	0	160	200	40		40	79.8%	
4014 Electricity	0	0	1,000	1,000		1,000	0.0%	
4017 Refuse Disposal	60	2,888	5,500	2,612		2,612	52.5%	
4036 Property Maintenance/Security	0	850	2,000	1,150		1,150	42.5%	
4038 Consumables/Small Tools	0	1,298	2,500	1,202		1,202	51.9%	
4039 Planting/Trees/Horticulture	0	4,955	6,250	1,295		1,295	79.3%	
4040 Equipment Purchases (Minor)	0	980	2,000	1,020		1,020	49.0%	
4042 Equipment/Vehicle Maintenance	1,104	3,553	5,000	1,447		1,447	71.1%	
4043 Equipment/Vehicle Fuel	190	3,126	3,000	(126)		(126)	104.2%	
4044 Vehicle Tax & Insurance	0	2,071	2,500	429		429	82.8%	
4045 Arboriculture	0	1,625	6,068	4,443		4,443	26.8%	
<b>Administration-Works :- Indirect Expenditure</b>	<b>2,867</b>	<b>26,132</b>	<b>39,968</b>	<b>13,836</b>	<b>0</b>	<b>13,836</b>	<b>65.4%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(2,867)</b>	<b>(26,072)</b>						
<b>405 Footway Lighting</b>								
4014 Electricity	568	5,033	5,500	467		467	91.5%	
4042 Equipment/Vehicle Maintenance	800	13,380	7,800	(5,580)		(5,580)	171.5%	
<b>Footway Lighting :- Indirect Expenditure</b>	<b>1,368</b>	<b>18,413</b>	<b>13,300</b>	<b>(5,113)</b>	<b>0</b>	<b>(5,113)</b>	<b>138.4%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(1,368)</b>	<b>(18,413)</b>						

## Detailed Income &amp; Expenditure by Budget Heading 28/02/2018

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
<b>406 Cemetery &amp; Churchyard</b>								
1226 Burials/Memorials Income	2,704	24,918	20,000	(4,918)			124.6%	
Cemetery & Churchyard :- Income	<b>2,704</b>	<b>24,918</b>	<b>20,000</b>	<b>(4,918)</b>			<b>124.6%</b>	<b>0</b>
4011 General Rates	0	2,640	2,460	(180)		(180)	107.3%	
4012 Water Rates	127	66	100	34		34	66.5%	
4036 Property Maintenance/Security	0	782	1,000	218		218	78.2%	
4037 Grounds Maintenance	26	114	900	786		786	12.7%	
4039 Planting/Trees/Horticulture	0	5	350	345		345	1.4%	
4101 Grave Digging Costs	450	5,560	5,000	(560)		(560)	111.2%	
Cemetery & Churchyard :- Indirect Expenditure	<b>603</b>	<b>9,167</b>	<b>9,810</b>	<b>643</b>	<b>0</b>	<b>643</b>	<b>93.4%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>2,101</b>	<b>15,751</b>						
<b>408 Town Centre (Including Market)</b>								
1238 Other Income Car Park	0	380	135	(245)			281.5%	
Town Centre (Including Market) :- Income	<b>0</b>	<b>380</b>	<b>135</b>	<b>(245)</b>			<b>281.5%</b>	<b>0</b>
4007 Health & Safety	0	0	150	150		150	0.0%	
4011 General Rates	0	10,816	14,660	3,844		3,844	73.8%	
4036 Property Maintenance/Security	0	867	1,500	633		633	57.8%	
4053 Loan Interest	133	271	273	2		2	99.3%	
4054 Loan Capital Repaid	171	337	335	(2)		(2)	100.7%	
4100 CCTV Fees	14,293	14,293	16,000	1,707		1,707	89.3%	
Town Centre (Including Market) :- Indirect Expenditure	<b>14,597</b>	<b>26,584</b>	<b>32,918</b>	<b>6,334</b>	<b>0</b>	<b>6,334</b>	<b>80.8%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(14,597)</b>	<b>(26,204)</b>						
<b>409 Public Toilets - Car Park</b>								
4011 General Rates	0	1,800	2,000	200		200	90.0%	
4012 Water Rates	249	968	1,000	32		32	96.8%	
4014 Electricity	18	232	200	(32)		(32)	115.9%	
4036 Property Maintenance/Security	21	393	1,000	607		607	39.3%	
Public Toilets - Car Park :- Indirect Expenditure	<b>287</b>	<b>3,393</b>	<b>4,200</b>	<b>807</b>	<b>0</b>	<b>807</b>	<b>80.8%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(287)</b>	<b>(3,393)</b>						
<b>500 Play Areas and Open Spaces</b>								
1201 Rent Received Etc	0	0	500	500			0.0%	
1241 Sandy FC Rent	0	479	500	21			95.8%	
1251 Pitch Rental	0	610	550	(60)			111.0%	
Play Areas and Open Spaces :- Income	<b>0</b>	<b>1,089</b>	<b>1,550</b>	<b>461</b>			<b>70.3%</b>	<b>0</b>

## Detailed Income &amp; Expenditure by Budget Heading 28/02/2018

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
4007 Health & Safety	0	399	400	1		1	99.8%	
4012 Water Rates	0	629	700	71		71	89.8%	
4014 Electricity	73	122	200	78		78	61.2%	
4036 Property Maintenance/Security	0	1,429	500	(929)		(929)	285.9%	
4037 Grounds Maintenance	244	2,092	2,500	408		408	83.7%	
4042 Equipment/Vehicle Maintenance	170	434	5,000	4,566		4,566	8.7%	
4972 Transfer from EMR Fallowfield	0	0	(15,000)	(15,000)		(15,000)	0.0%	
<b>Play Areas and Open Spaces :- Indirect Expenditure</b>	<b>488</b>	<b>5,105</b>	<b>(5,700)</b>	<b>(10,805)</b>	<b>0</b>	<b>(10,805)</b>	<b>(89.6%)</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(488)</b>	<b>(4,016)</b>						
<b>501 Sunderland Road Rec Ground</b>								
1253 Bowls Club Rental	0	423	410	(13)			103.2%	
1255 Cricket Club Rental	0	212	270	58			78.6%	
1256 Scouts ,ACF and SSLA	0	0	5	5			0.0%	
<b>Sunderland Road Rec Ground :- Income</b>	<b>0</b>	<b>635</b>	<b>685</b>	<b>50</b>			<b>92.7%</b>	<b>0</b>
4012 Water Rates	68	1,463	800	(663)		(663)	182.8%	
4014 Electricity	9	184	200	16		16	91.9%	
4036 Property Maintenance/Security	596	2,389	1,250	(1,139)		(1,139)	191.1%	
4046 Bowling Green - SBC	0	3,107	3,058	(49)		(49)	101.6%	
4047 Equipment Maintenance - SBC	0	2,404	2,485	81		81	96.7%	
4048 Cricket Square - SCC	60	2,454	2,455	1		1	99.9%	
4049 Equipment Maintenance - SCC	701	1,004	2,656	1,652		1,652	37.8%	
4060 Other Professional Fees	1,258	13,838	15,225	1,387		1,387	90.9%	
<b>Sunderland Road Rec Ground :- Indirect Expenditure</b>	<b>2,691</b>	<b>26,843</b>	<b>28,129</b>	<b>1,286</b>	<b>0</b>	<b>1,286</b>	<b>95.4%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(2,691)</b>	<b>(26,207)</b>						
<b>502 Nature Reserves</b>								
1306 Countryside Stewardship Grant	0	2,630	2,000	(630)			131.5%	
1307 Angling Licence Rent	0	530	500	(30)			106.0%	
<b>Nature Reserves :- Income</b>	<b>0</b>	<b>3,160</b>	<b>2,500</b>	<b>(660)</b>			<b>126.4%</b>	<b>0</b>
4037 Grounds Maintenance	0	39	1,500	1,461		1,461	2.6%	
4060 Other Professional Fees	0	10,192	9,850	(342)		(342)	103.5%	
4703 Sandy Green Wheel	0	2,000	2,000	0		0	100.0%	
<b>Nature Reserves :- Indirect Expenditure</b>	<b>0</b>	<b>12,231</b>	<b>13,350</b>	<b>1,119</b>	<b>0</b>	<b>1,119</b>	<b>91.6%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>(9,070)</b>						

## Detailed Income &amp; Expenditure by Budget Heading 28/02/2018

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
<b>505 Grass Cutting</b>								
4102 Grass Cutting	0	0	10,000	10,000		10,000	0.0%	
Grass Cutting :- Indirect Expenditure	0	0	10,000	10,000	0	10,000	0.0%	0
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>0</b>						
<b>506 Litter Bins, Seats &amp; Shelters</b>								
4042 Equipment/Vehicle Maintenance	0	191	650	459		459	29.3%	
Litter Bins, Seats & Shelters :- Indirect Expenditure	0	191	650	459	0	459	29.3%	0
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>(191)</b>						
<b>509 Christmas Lights</b>								
1365 Christmas Lights	(319)	513	2,500	1,987			20.5%	
Christmas Lights :- Income	(319)	513	2,500	1,987			20.5%	0
4401 Christmas Illuminations	0	12,757	14,000	1,243		1,243	91.1%	
4402 Community Christmas Event	0	5,199	5,000	(199)		(199)	104.0%	
4701 Grants/Donations Paid	1,132	1,132	0	(1,132)		(1,132)	0.0%	
4971 Transfer from EMR	(3,180)	(3,180)	0	3,180		3,180	0.0%	
Christmas Lights :- Indirect Expenditure	(2,048)	15,908	19,000	3,092	0	3,092	83.7%	0
<b>Movement to/(from) Gen Reserve</b>	<b>1,729</b>	<b>(15,395)</b>						
<b>601 Precept and Interest</b>								
1101 Precept	0	562,607	562,607	0			100.0%	
1320 Interest Received - All account	16	2,487	800	(1,687)			310.9%	
Precept and Interest :- Income	16	565,094	563,407	(1,687)			100.3%	0
<b>Movement to/(from) Gen Reserve</b>	<b>16</b>	<b>565,094</b>						
<b>602 Democratic and Civic Costs</b>								
1309 Misc Contributions	0	4,411	0	(4,411)			0.0%	
Democratic and Civic Costs :- Income	0	4,411	0	(4,411)				0
4020 Misc Establishment Costs	0	59	100	41		41	59.2%	
4033 Annual Report & Newsletter	238	2,856	3,000	144		144	95.2%	
4042 Equipment/Vehicle Maintenance	0	403	250	(153)		(153)	161.2%	
4200 Mayor's Allowance	36	1,494	2,200	706		706	67.9%	
4202 Members' Expenses (Conf etc)	0	150	500	350		350	30.0%	
4210 Election Costs	0	0	3,000	3,000		3,000	0.0%	
4701 Grants/Donations Paid	0	2,025	3,000	975		975	67.5%	
4702 Community Events Support	0	1,916	2,000	84		84	95.8%	
Democratic and Civic Costs :- Indirect Expenditure	274	8,903	14,050	5,147	0	5,147	63.4%	0
<b>Movement to/(from) Gen Reserve</b>	<b>(274)</b>	<b>(4,492)</b>						

## Detailed Income &amp; Expenditure by Budget Heading 28/02/2018

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
<b>700 Capital and Projects</b>								
1103 Internal Loan from F'fld EMR	320	126,393	250,000	123,607			50.6%	
1153 Loan Interest Rec'd - INTERNAL	0	0	7,903	7,903			0.0%	
1154 Loan Capital Rec'd - INTERNAL	0	0	9,102	9,102			0.0%	
1210 Sale of Assets	0	2,000	0	(2,000)			0.0%	
1364 S106 Money Received	0	88,093	0	(88,093)			0.0%	
<b>Capital and Projects :- Income</b>	<b>320</b>	<b>216,486</b>	<b>267,005</b>	<b>50,519</b>			<b>81.1%</b>	<b>0</b>
4153 Loan Interest - INTERNAL	0	0	7,903	7,903	7,903		0.0%	
4154 Loan Capital - INTERNAL	0	0	9,102	9,102	9,102		0.0%	
4802 CAP - Cemetery Extension	320	69,648	293,220	223,572	223,572		23.8%	
4815 CAP - Tree Works	0	5,040	0	(5,040)	(5,040)		0.0%	
4818 CAP - Fallowfield	0	56,745	0	(56,745)	(56,745)		0.0%	
4821 CAP - Fencing Bedford Rd	0	2,481	0	(2,481)	(2,481)		0.0%	
4822 CAP - Play Equipment (Limes)	0	3,833	0	(3,833)	(3,833)		0.0%	
4823 CAP - Play Equipment (Beeston)	0	8,554	0	(8,554)	(8,554)		0.0%	
4824 CAP - Play Equipment (Bedford)	0	53,703	0	(53,703)	(53,703)		0.0%	
4825 CAP - Play Equipment (F/Field)	0	15,479	0	(15,479)	(15,479)		0.0%	
4826 CAP - Play Equipment (S'land)	0	6,524	0	(6,524)	(6,524)	6524000		
4827 CAP - Bowls Club Irrig Pump	0	1,594	0	(1,594)	(1,594)		0.0%	
4915 Transfer to Rolling Capital Fd	0	48,500	48,500	0	0		100.0%	
4920 Transfer to C R R	0	2,570	0	(2,570)	(2,570)		0.0%	
4923 Internal Loan repaid to F'fld	0	0	9,102	9,102	9,102		0.0%	
4965 Funded from Rolling Capital	0	(4,076)	0	4,076	4,076		0.0%	
4970 Transfer from C R R	0	0	(43,220)	(43,220)	(43,220)		0.0%	
<b>Capital and Projects :- Indirect Expenditure</b>	<b>320</b>	<b>270,596</b>	<b>324,607</b>	<b>54,011</b>	<b>0</b>	<b>54,011</b>	<b>83.4%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>(54,110)</b>						
<b>Grand Totals:- Income</b>	<b>2,766</b>	<b>819,874</b>	<b>859,532</b>	<b>39,658</b>			<b>95.4%</b>	
<b>Expenditure</b>	<b>46,719</b>	<b>716,633</b>	<b>859,532</b>	<b>142,898</b>	<b>0</b>	<b>142,898</b>	<b>83.4%</b>	
<b>Net Income over Expenditure</b>	<b>(43,954)</b>	<b>103,240</b>	<b>0</b>	<b>(103,240)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>(43,954)</b>	<b>103,240</b>						

**Sandy Town Council**  
**Report to 28 February 2019**

**General Notes**

Attached is the summary income & expenditure report for month 1st to 28th February 2019. This report shows a current year surplus of income over expenditure of £103,240 includes only the second half of the precept (£281,303) which was received on 6th September 2018.

The balance sheet shows that total funds available to the Council are £706,347

This is made up of the following -

Current Year Surplus	£103,240
General Reserve Brought Forward	£227,395
Rolling Capital Fund	£91,974
Capital Receipts Reserve	£55,574
Fallowfield Reserve	£186,137
Earmarked Community Funds	£7,000
Earmarked Elections	£12,000
Other Earmarked Reserves	£23,028
Total	£706,347

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.

**Analysis by Cost Centre**

**401          Staff**

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Expenditure is 83.9% of the annual budget.

2145 - Grant received for DWP access to work.

4030 - Overspend due to increase in newspaper costs to advertising the groundsman vacancy.

**402          Administration**

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Expenditure is 78% of the annual budget.

4009 - Overspend due to attendance at training courses/conference. Greater distance than previous years.

4021 - High due to costs of support and setting up new line for Red Care (alarm activation for office)

4024 - Subscriptions are paid at the start of the financial year, so expenditure appears high.

4035 - Over spend to required purchase of Arnold Baker for local councils and purchase of Charity Trustee reference guide to support Clerk in advising Council on role as trustee of SSLA. The cost of purchasing the Chronicle also comes from this budget line.

4036 -Over spend due to annual service Charge for next financial year, which renews in March 2019. Asbestos survey required under health and safety regulations increased overall expenditure by £395.

4050 - Cost of funds paid to Saffords for trips booked through Town Council. Offset against commission received which is allocated to 402 1003.

4051 - Overspend due to Barclays introducing bank charges part way through the financial year. Accounted for in 2019/20 budget and alternative banking providers are being sought.

1003 - Tourist Income is high due to income from WW1 talk series.

Analysis by Cost Centre [Continued]

**403 Works**

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Expenditure is 65.4% of the annual budget.

4005 - High expenditure due to required PPE for new groundsman.

4008 - Over spend linked to training of new grounds staff Member in required courses (Pesticides, Tractor, Chainsaw). Can be offset against underspend in administration training budget.

4043 - Fuel expenditure is high in part due to delivery of red diesel supply in October. Increased verti-drain and cutting activities for sports fields will have impact on winter fuel use. Increase allowed for in 2019/20 budget. Expected over spend of £350 in current financial year.

4045 - £300 overspend anticipated at financial year end due to cost of extensive tree work at Beeston.

**405 Footway Lighting**

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Expenditure is 171.5% of the annual budget.

4042 - Expenditure is high due to replacement of two streetlight columns and replacement of lanterns to LED on lights which have faulted. Six lanterns replaced since the last PFR meeting.

**406 Cemetery & Churchyard**

---

Expenditure is 93.4% of the annual budget.

4101 - High expenditure due to higher than anticipated burial rate for the year.

1226 - High expenditure due to higher than anticipated burial rate for the year.

**408 Town Centre (Incl. Market)**

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Expenditure is 80.8% of the annual budget

4011 - Low due to recalculation of rateable value and refund for current year.

4045 - Final bill for CCTV has being received and paid. Underspend of £1,707.

No concerns

**409 Public Toilets - Car Park**

---

Expenditure is 80.8% of the annual budget.

4012 - Risk of water rates going overbudget. All water readings under review by Wave.

4014 - Electricity charges based on estimates. Readings provided and switch to new provider. Rebate anticipated.

**500 Play Areas and Open Spaces**

---

Expenditure is -89.6% of the annual budget.

4007 - High due to annual ROSPA inspection costs.

4036 - Over spend due to charges related to eviction of unauthorised encampment from The Pinnacle Field.

**Sandy Town Council**  
**Report to 28 February 2019**

Analysis by Cost Centre [Continued]

**501            Sunderland Road Rec.**

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Expenditure is 95.4% of the annual budget.

4012 - Office investigating with Anglian water. Water rebate of £732.92 to be credited to Council.

4014 - Electricity charges based on estimates. Readings provided and switch to new provider. Rebate anticipated.

4036 - High due to repair of handwasher heater, new fire extinguisher and repair work to pavilion shutter door and work to bowls green pump.

**502            Nature Reserves**

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Expenditure is 91.6% of the annual budget.

No concerns.

**505            Grass Cutting**

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No spend to date.

Invoice from CBC received. Confirmed 2018/19 bill is £7,580 + VAT

**506            Litter Bins, Seats & Shelters**

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Expenditure is 29.3% of the annual budget.

No concerns

**509            Christmas Lights**

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Expenditure is 83.7% of the annual budget.

4402 - Overspend offset by transfer of £3,180 from EMR to revenue.

**601            Precept and Interest**

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The second half of the precept was received in September 2018.

1320 - Interest received exceeded estimated annual total.

**602            Democratic & Civic Costs**

---

Expenditure is 61.4% of the annual budget.

4033 - High as March's Bulletin charge has also hit the budget line.

4042 - Overspend due to purchase of defibrillator batteries.

4702 - Expenditure on WW1 Remembrance Silhouettes & poppies, Battles Over Event, Christmas tree Festival entry and Sandy Show grant.

Time: 14:13

## Current Bank A/c

## List of Payments made between 01/01/2019 and 31/01/2019

<u>Date Paid</u>	<u>Pavee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/01/2019	Aviva	DDR	1,848.12		Annual Insurance
03/01/2019	ADT FIRE	31570	225.60		3321/Work on intruder alarm
03/01/2019	ANGLIAN 0204277401	31571	16.16		3327/Water 07.08.18-06.11.18
03/01/2019	BEDFORDSHIRE ASSOC.	31572	65.00		3330/New councillor induction
03/01/2019	BLUE ARROW	31573	320.26		3332/Miss M Lisi Receptionist
03/01/2019	CENTRAL BEDS	31574	1,509.60		3333/Monthly mangmnt fee
03/01/2019	DCK ACCOUNTING	31575	1,010.40		3338/Accounting visit
03/01/2019	FLOODS AUTOSERVICES	31576	389.27		3341/MOT testing + servicing
03/01/2019	HARRISON EXTERNAL	31577	812.57		3343/ Flagpole Purchase/installation
03/01/2019	HERTFORDSHIRE COUNTY	31578	80.39		3344/Misc stationery
03/01/2019	HIRE OR BUY	31579	28.99		3345/Stihl chain oil
03/01/2019	MARTIN HOWLETT	31580	16.00		3347/Case of 3000 paper towel
03/01/2019	ARTHUR IBBETTS	31581	108.38		3328/MTR extension shaft
03/01/2019	LAMPS & TUBES	31582	4,377.00		3346/Xmas light display
03/01/2019	TONY MUNNS	31583	320.00		3348/Storage unit rental
03/01/2019	FD ODELL	31584	144.00		3350/Monthly skip rental
03/01/2019	PNC	31585	480.00		3352/ H&S & GDPR Training
03/01/2019	ROSETTA PUBLISH	31586	285.60		3353/Beds bulletin Jan 19
03/01/2019	SCOTT	31587	99.58		3359/Carol service-reimburse
03/01/2019	SEAMER	31588	260.00		3358/Refund of burial
03/01/2019	SPEEDY	31589	196.18		3361/Pedestrian barrier
03/01/2019	STEVE DEAR	31590	6,048.00		3363/Tree work
03/01/2019	ST JOHN	31591	260.82		3362/Provision for first aid
03/01/2019	TERRY SEYMOUR	31592	2,640.00		3365/ New Street Lights
03/01/2019	TRAVIS PERKINS	31593	37.68		3366/Osma Roundlie system
07/01/2019	FAST FUEL	DDR	92.02		3339/Motor fuel
09/01/2019	Barclays	DDR	62.50		Bank charges
10/01/2019	AMPOWER-DDR	DDR1	14.64		INV-20190104114/3415/Ampower U
10/01/2019	AMPOWER-DDR	DDR2	31.62		INV-20190104116/3416/Ampower U
10/01/2019	AMPOWER-DDR	DDR3	554.00		20190104117/3417/Ampower UK Lt
10/01/2019	AMPOWER-DDR	DDR5	269.31		INV-20190104113/3414/Ampower U
10/01/2019	St Ives TC	111322	30.00		St Ives TC
14/01/2019	Purchase Power	111323	0.47		Postage
15/01/2019	GAZPROM ENERGY	DDR6	310.00		INV00182996/3437/Gazprom Energ
16/01/2019	BEDFORD BOROUGH	DDR7	19,528.22		16900720/3419/Salaries/Pension
24/01/2019	CHESS	DDR8	216.54		3335/36Mths Active support
28/01/2019	FAST FUEL	DDR9	119.28		1402636/3436/UK Fuels Limited
28/01/2019	BNP PARIBAS	DDR10	358.80		FLLA6921896/Photocopier Rental
28/01/2019	CHESS	DDR11	67.68		3334/Office 365
28/01/2019	AWA	111324	251.86		AWA
30/01/2019	CHESS	DDR12	310.08		3643544/3429/Chess Ltd DDR

<b>Total Payments</b>	<b>43,796.62</b>
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Time: 12:47

## Current Bank A/c

## List of Payments made between 01/02/2019 and 28/02/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/02/2019	Aviva	DD	1,848.12		Aviva
04/02/2019	Interest Charged	CHRG	53.58		Interest Charged
04/02/2019	Commission charges	CHRG	44.90		Commission charges
06/02/2019	BLUE ARROW	31594	1,281.04		23767792/3423/Blue Arrow Ltd
06/02/2019	BROOME SIGNS	31595	103.58		2542-0119/3425/Broome Signs
06/02/2019	CENTRAL BEDS	31596	2,109.60		7010337711/Management Fee
06/02/2019	COLIN ROSS	31597	304.48		7820/3431/Colin Ross Workwear
06/02/2019	COMMUNITY HEARTBEAT	31598	282.00		3246/3432/Defib Batteries
06/02/2019	BEDS CRIMEBEAT	31599	36.00		1219/3464/Bedfordshire Crimebe
06/02/2019	DCK ACCOUNTING	31600	505.20		TPC8382/3433/DCK Accounting So
06/02/2019	ELLIOT TURNER	31601	40.00		20119/3434/ Work Trousers
06/02/2019	CHURCHES FIRE	31602	98.70		S118-53627/3430/Churches Fire
06/02/2019	HERTFORDSHIRE COUNTY	31603	90.77		H011907244/3438/ Stationary
06/02/2019	HILL	31604	46.80		3439-M Hill travel expenses
06/02/2019	MARTIN HOWLETT	31605	104.20		005091/PPE Equipment
06/02/2019	ARTHUR IBBETTS	31606	33.11		145268/3418/Arthur Ibbett Ltd
06/02/2019	LAMPS & TUBES	31607	1,546.44		69047/3440/Xmas Lights Take Down
06/02/2019	LOCAL COUNCIL	31608	90.00		1085/3441/Local Council Training
06/02/2019	TIM MILES	31609	240.00		28119/3445/Tim Miles
06/02/2019	TONY MUNNS	31610	320.00		FEB19/3467/Mr T Munns
06/02/2019	FD ODELL	31611	479.70		OUT-23555/3447/FD Odell & Sons
06/02/2019	ROSETTA PUBLISH	31612	285.60		BFB2907/3448/Rosetta Publishin
06/02/2019	SMITH OF DERBY	31613	288.00		0000108037/Church Clock Service
06/02/2019	STEVENAGE LEISURE	31614	596.00		SAN010391/3469/Jenkins Repairs
06/02/2019	TERRY SEYMOUR	31615	1,992.00		S10859/Street Light Repairs
06/02/2019	TRAVIS PERKINS	31616	109.08		1342XAA774/3455/Travis Perkins
06/02/2019	VERTO (UK)	31617	118.80		25592/3456/ Website Contract
06/02/2019	WHITAKERS	31618	1,680.00		1670/3459/Sunderland Rd Play Park
06/02/2019	WILDLIFE TRUST	31619	8,156.52		SIN017354/Pinnacle and Riddy Mgmt
06/02/2019	BLUE ARROW	31594	-1,281.04		Purchase Ledger Payment
06/02/2019	BLUE ARROW	31620	1,281.04		Purchase Ledger Payment
08/02/2019	AMPOWER-DDR	DD01	378.58		INV-20190202302/3463/Ampower U
11/02/2019	WORKFLOW IMAGING	DD02	591.42		87961/3462/ Photocopier
11/02/2019	FAST FUEL	DD03	131.15		1405223/3435/UK Fuels Limited
11/02/2019	AMPOWER-DDR	DD04	564.08		20190202306/3471/Ampower UK Lt
11/02/2019	AMPOWER-DDR	DD05	32.20		3519/Elec bill Jan 19-Street L
18/02/2019	GAZPROM ENERGY	DD06	399.83		3542/Gas Jan19- Office
18/02/2019	CENTRAL BEDS	DD07	19,868.47		3522/Staff Salaries + payroll
19/02/2019	AMPOWER-DDR	DD08	18.40		3517/Elec bill - Jan 19 Car Pa
20/02/2019	ANGLIAN 0230767801	111326	67.64		3562/Water charge - Rec
20/02/2019	ANGLIAN 0334002001	111326-1	248.79		3563/Water charge - Toilet
20/02/2019	ANGLIAN 0204277401	111326/3	147.48		Purchase Ledger Payment
20/02/2019	FOSCL	111325	1,451.33		FOSCL - Donation Xmas
25/02/2019	FAST FUEL	DD09	67.82		3537/Motor fuel
25/02/2019	CHESS	DD10	216.54		1000342054/3428/Chess Ltd DDR
27/02/2019	PUBLIC WORKS LOAN	DD11	304.12		27219/3468/Public Works Loan B
27/02/2019	CHESS	DD12	314.80		3531/Telephone monthly charge

Continued on Page 2

Time: 12:47

Current Bank A/c

List of Payments made between 01/02/2019 and 28/02/2019

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
28/02/2019	CHESS	DD13	67.68		1000342276/3427/Chess Ltd DDR
<b>Total Payments</b>			<u>47,754.55</u>		

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**Policy Finance and Resources Committee - Action list**

Subject	Action to be taken		Response/ Status
	Minute	Action	
<b>Meeting 18/4/16</b>			
Cemetery Extension	(86-15/16)	Archaeological Excavation and Depot Build	<p>Archaeological Excavation works have been completed and works have begun. Contractor liaising with Local Planning Authority's Building Control, who have inspected the site.</p> <p>Archaeological post excavation works are still being processed and a report must be completed by October 2019 in line with planning conditions.</p>
<b>Meeting 9/4/18</b>			
Fallowfield Lighting and CCTV	(110-17/18)	RESOLVED that the Clerk include mobile and static CCTV options within the Fallowfield lighting scheme to be brought forward to a future meeting of the Policy, Finance and Resources committee.	<p>Agreed that work to the lighting scheme be allowed for in 2019/20 from Fallowfield reserves. CCTV working group have carried out a review and site assessment of CCTV needs and are awaiting recommendations and costs from CBC and Herts CCTV. Report to be brought back to with CCTV recommendations.</p>

**SANDY TOWN COUNCIL**

**COMMITTEE:** Policy, Finance and Resources

**DATE:** 11 March 2019

**AUTHOR:** Town Clerk

**SUBJECT:** Town Centre Defibrillator

**1. Summary**

- 1.1 Sandy Town Council owns a community defibrillator which is located on the wall of the Sandy library. The library is an asset of Central Bedfordshire Council who previously granted permission for the installation of the defibrillator.
- 1.2 The Council has received a complaint that poor lighting made it difficult to use the defibrillator during an incident in which a member of the public attempted to access the defibrillator case.
- 1.3 Members are asked to consider approving expenditure on the installation of an external wall light on the Sandy library, which is not an asset of the Town Council.

**2. Information**

- 2.1 The defibrillator located on the outside wall of the Sandy library was installed in 2016 from funds raised by the Mayor's Charity. The Council is aware of two occasions when Members of the public have looked to use the defibrillator.
- 2.2 The defibrillator has its own inbuilt light which comes on when the case is unlocked. To access the case a user must get a pin code from the emergency services and enter this in to a key pad. It has been reported that the level of light in the evening is too low to allow clear sight of the keypad and as such it has being suggested that an external light is fitted.
- 2.3 Central Bedfordshire Council has given permission for a light to be installed but will not cover the costs of the works. A quote of £360 + VAT has being obtained to carry out the below works;
  - Installation of a new circuit to serve new outside light with photocell so defibrillator is visible at night. Switch fused spur on inside wall for means of local isolation.

***Members are asked to consider whether they wish to approve expenditure and the installation of the light on to a Central Bedfordshire Council property.***

**SANDY TOWN COUNCIL****COMMITTEE: Policy, Finance and Resources****DATE: 11 March 2019****AUTHOR: Town Clerk****SUBJECT: Council Depot Build****1. Summary**

- 1.1 The following report is intended to provide members with a brief update on the development of the council's depot building and associated yard.

**2. Information**

- 2.1 As previously reported archaeological excavations were completed and the archaeologist are carrying out inventory of finds and post excavation analysis. Under planning conditions, a report must be completed by the archaeologists by October 2019. The Clerk has met with AOC Archaeology (The contractors) and Central Bedfordshire Council (CBC) Archaeology to confirm AOC were completing work to the Local Planning Authorities satisfaction. Regular contact will be kept between all parties while the archaeologists continue to carry out their post excavation analysis.
- 2.2 The Clerk and CBC's archaeologist are looking at options for jointly producing a popular document as part of the excavation's community engagement. This would need to follow the report by AOC Archaeology.
- 2.3 Planning has confirmed that they are satisfied with the work of the archaeologist and the Council's commitment to ensuring archaeological practices and conditions are correctly adhered to.
- 2.4 The Council's contractor overseeing the build project of the depot, yard and car park (which is required by planning to be built during the first stage of works) is providing a detailed breakdown of timescales going forward which will be passed to the Cemetery Working Group and reported to Council. The stated time for the completion of works, including connection to utilities and inspections by Building Control is sixteen weeks.
- 2.5 The contractor will submit applications for payment of work on a monthly basis.
- 2.6 Additional details, such as additional security for the entrance to the depot are to be included in this time line. The contractors have drawn up options for security which will be reviewed by the Cemetery Working Group and come back to committee.

<b>Sandy Town Council</b>	<b>Council Risk Assessment</b>	<b>Adopted 27 February 2017 Re-adopted 12 March 2018</b>
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Area	Subject	Risk(s) identified	H/M/L score	Management/control of risk	Review/Assess/Revise	Verified by
<b>Finance</b>	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 that 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 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 independent audit checks the	Existing procedure adequate. Review financial regulations when necessary.	RFO/Clerk External Auditor Internal Auditor

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**APPENDIX VII**

				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 monthly is reviewed by Council at P,F&R. Two Members' signatures required for all cheques.  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

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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.	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.  Appraisals carried out annually	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. When an election is due the Clerk will obtain an estimate of costs from Central Bedfordshire Council for a full election and an uncontested election. 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. An annual budget is set aside with this in mind.	Existing procedure is adequate	Councillors Clerk/RFO

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	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
<b>Employer Liability</b>	Complying with Employment law	Failure to comply with law	L	Membership of various national bodies and contract with Human Resources provider. Town Clerk is a member of SLCC and the Council is a member of BATPC	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 £10,000,000.	Existing procedure is adequate.  Public liability insurance reviewed and agreed annually by Town Council.	Clerk Human Resources Committee

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	Pension requirements	Comply with statutory duties	L	Payroll and pension contributions managed by Bedford Borough Council. Adequate budget allowed for employer contributions is reviewed annually.	Existing procedure is adequate.	Clerk Human Resources Committee
<b>Legal Liability</b>	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 administration team leader and adhere to the legal requirements. Minutes are approved and signed at the next Council/Committee meetings. 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	Lose or damage	M	Leases and legal documents kept in safe at Council officers with register of documents held.	Existing procedure is adequate	Clerk Auditor
<b>Councillors</b>	Declarations of Interest	Interest not declared	M	Code of conduct sets down declaration of interest guidelines. Clerk to advise a Councillor when there is uncertainty. Declarations	Existing procedure is adequate	

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				are included in each agenda before the discussion items.		
<b>Assets</b>	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. (THSP)  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 to Clerk for action if required.	Clerk Grounds Team
	Security of buildings, furniture and equipment	Theft, damage	H	Asset register recoding 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 Sunderland Road and Bedford Road Recreation Grounds. Annual fire safety testing. Weekly fire alarm and sensor checks.	Existing procedure adequate.	Clerk Councillors

**SANDY TOWN COUNCIL**

**COMMITTEE:** Policy, Finance and Resources  
**DATE:** 11<sup>th</sup> March 2019  
**AUTHOR:** Town Clerk / Data Protection Officer  
**SUBJECT:** Removable Media Policy

**Summary**

The following policy is proposed as part of Sandy Town Council's ongoing commitment to meet requirements under the General Data Protection Regulations.

## **Sandy Town Council**

### **Removable Media Policy**

**1 Purpose**

- 1.1 This policy supports the controlled storage and transfer of information by Councillors of Sandy Town Council and all employees, temporary staff and agents (contractors, consultants and others working on behalf of the Council) who have access to and use of computing equipment that is owned or leased by Sandy Town Council.
- 1.2 Information is used throughout the Council and is sometimes shared with external organisations and applicants. The use of removable media may result in the loss of the ability to access information, or interference with the integrity of information, which could have a significant effect on the efficient operation of the Authority and may result in financial loss and an inability to provide services to the public.
- 1.3 It is therefore essential for the continued operation of the Council that the availability, integrity and confidentiality of all storage devices are maintained at a level which is appropriate to the Council's needs.
- 1.4 The aims of the policy are to ensure that the use of removable storage devices is accomplished with due regard to:
  - 1.4.1 Enabling the correct data to be made available where it is required
  - 1.4.2 Maintaining the integrity of the data

- 1.4.3 Preventing unintended consequences to the stability of the computer network
- 1.4.4 Building confidence and trust in data that is being shared between systems
- 1.4.5 Maintaining high standards of care towards data and information about individual citizens, staff or information that is exempt from disclosure
- 1.4.6 Compliance with legislation, policies or good practice requirements

## **2 Scope**

- 2.1 This policy sets out the principles that will be adopted by the Council in order for material to be safely stored on removable media so that the risk of loss or corruption to work data is low.
- 2.2 Removable media includes but is not limited to:  
  
USB memory sticks, memory cards, portable memory devices, CD / DVDs, diskettes and any other device that transfers data between systems, or stores electronic data separately from email or other applications.
- 2.3 Any person who intends to store Council data on removable media must abide by this Policy. This requirement devolves to Councillors, employees and agents of the Council, who may be held personally liable for any breach of the requirements of this policy.
- 2.4 Failure to comply with this policy could result in disciplinary action.

## **3 Advice and Assistance**

- 3.1 The Town Clerk will ensure that everyone that is authorised to access the Authority's information systems is aware of their obligations arising from this policy.
- 3.2 The Council's ICT provider should be consulted over any hardware or system issues.
- 3.3 Should this policy appear to conflict with any other approved Council policy, then contact the Town Clerk for guidance.

## **4 Responsibilities**

- 4.1 The Town Clerk is responsible for enforcing this policy and for having arrangements in place to identify the location of all data used in connection with Council business.

- 4.2 Users of removable media must take responsibility for the care and use of the removable media and Council information they have.

## **5 Incident Management**

- 5.1 It is the duty of all employees and agents of the Council to not allow storage media to be compromised in any way whilst in their care or under their control. There must be immediate reporting of any misuse or irresponsible actions that affect work data or information, any loss of material, or actual, or suspected breaches in information security to the Town Clerk.
- 5.2 It is the duty of all Councillors and staff to report any actual or suspected breaches in information security to the Town Clerk.

## **6 Data Administration**

- 6.1 Removable media should not be the only place where data created or obtained for work purposes is held, as data that is only held in one place and in one format is at much higher risk of being unavailable through loss, destruction or malfunction of equipment, than data which is routinely backed up.
- 6.2 Where removable media is used to transfer material between systems then copies of the data should also remain on the source system or computer, until the data is successfully transferred to another computer or system.
- 6.3 Where there is a business requirement to distribute information to third parties, then removable media must only be used when the file cannot be sent or is too large to be sent by email or other secure electronic means.
- 6.4 Transferring material to removable media is a snapshot of the data at the time it was saved to the media. Adequate labelling must be undertaken so as to easily identify the version of the data, as well as its content.
- 6.5 Files must be deleted from removable media, or the removable media destroyed, when the operational use of the material has been completed. The Council's retention and disposition schedule must be implemented by Councillors, employees, contractors and agents for all removable media.

## **7 Security**

- 7.1 All storage media must be kept in an appropriately secure and safe environment that avoids physical risk, loss or electrical corruption of the business asset. Due to their small size there is a high risk of the removable media being mislaid lost or damaged, therefore special care is required to physically protect the device and the data. Anyone using removable media to transfer data must consider the most appropriate way to transport the device

and be able to demonstrate that they took reasonable care to avoid damage or loss.

- 7.2 Virus Infections must be prevented from damaging the Council's network and computers. Virus and malware checking software approved by the Council's ICT provider must be operational on Council machines.
- 7.3 Any memory stick used in connection with Council equipment or to store Council material should usually be Council owned. However, work related data from external sources can be transferred to the Council network using memory sticks that are from trusted sources and have been checked using current anti-virus software.

## **8 Use of removable media**

- 8.1 Care must be taken over what data or information is transferred onto removable media. Only the data that is authorised and necessary to be transferred should be saved on to the device.
- 8.2 Material that is classified as RESTRICTED or higher must not be stored on removable media at any time.
- 8.3 Council material belongs to the Council and any equipment on which it is held should be under the control of the Council and not available to be used for other purposes that may compromise the data.
- 8.4 The person arranging the transfer of data must be authorised to make use of, or process that particular data.

## **9 Requests to suspend this policy**

- 9.1 This Policy is designed to protect Council business data and to accommodate the needs of users. However, should aspects of this policy interfere with a valid business requirement; an application can be made to the Town Clerk for an amendment to this policy. An outline risk assessment should be submitted with the application.

## **10 Breach procedures**

- 10.1 Users who do not adhere to this policy will be dealt with through the Council's, disciplinary process.
- 10.2 Where external service providers, agents or contractors breach the policy, this should be addressed through contract arrangements.

## **11 Review and Revision**

- 11.1 This policy will be reviewed annually by the Town Clerk and revised according to developments in legislation, guidance, accepted good practice and operational use.

**12 Key Messages for Staff and Councillors**

- 12.1 Data and information are valuable and must be protected.
- 12.2 Only transfer data onto removable media, if you have the authority to do so.
- 12.3 All transfer arrangements carry a risk to the data.
- 12.4 Only use approved products for Council data.
- 12.5 Data should be available for automatic back up and not solely saved to removable media.
- 12.6 Delete files from removable media, or destroy the media, after the material has been used for its purpose.
- 12.7 Ask the Town Clerk if you are unsure.

<b>Sandy Town Council</b>
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<b>Media Policy</b>
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**1 Introduction**

- 1.1 The purpose of this policy is to define the roles and responsibilities within the council for working with the media and deals with the day-to-day relationship between the council and the media.
- 1.2 It is not the intention of this policy to curb freedom of speech or to enforce strict rules and regulations. Rather, the intention is to establish a framework for achieving an effective working relationship with the media. The council welcomes the opportunity to talk to the media and, through them, to debate issues in the public arena.

**2 Aims**

- 2.1 Sandy Town Council is accountable to the local community for its actions and this can only be achieved through effective two-way communications. The media – press, radio, TV, internet – are crucially important in conveying information to the community so the council must maintain positive, constructive media relations and work with them to increase public awareness of the services and facilities provided by the council and to explain the reasons for particular policies and priorities.
- 2.2 The news media play an important role on behalf of the local community in holding the council to account for its policies and actions. It is important that they have access to Officers and Members and to background information to assist them in this role. To balance this, the Council will defend itself from any unfounded criticism and will ensure that the public are properly informed of all the relevant facts using other channels of communication if necessary.

**3 Legal Framework**

- 3.1 The law governing communications in local authorities can be found in the Local Government Acts 1986 and 1988 and the Localism Act 2011. The Council must also have regard to the governments Code of Recommended Practice on Local Authority Publicity. Some aspects of the Code are relevant to this policy:
  - “Any publicity describing the Council’s policies and aims [and the provision of services] should be as objective as possible, concentrating on facts or explanation or both.”

- "Publicity touching on issues that are controversial, or on which there are arguments for and against the views or policies of the Council... should be handled with particular care. Issues must be presented clearly, fairly and as simply as possible, although councils should not oversimplify facts, issues or arguments."
  - "Publicity should not attack, nor appear to undermine, generally accepted moral standards."
  - "Local authorities should not use public funds to mount publicity campaigns whose primary purpose is to persuade the public to hold a particular view on a question of policy."
- 3.2 In particular, Officers and Members should always have due regard for the long-term reputation of the Council in all their dealings with the media.
- 3.3 Confidential documents, reports, papers and private correspondence should not be disclosed to the media. The content of letters and emails addressed to Sandy Town Council and not marked as confidential will be treated as being in the public domain and their contents may be disclosed if the contents if such disclosures do not breach the privacy of others.
- 3.4 If representatives of news media wish to discuss an issue that is, or is likely to be, subject to legal proceedings then advice should be taken from the Council's solicitor before any response is made.
- 3.5 Officers and Members must not disclose any personal or confidential information about other officers or members. This include the release of personal information, such as home address and telephone number, disciplinary procedures and long-term sickness absences that are affecting service provision. Members' details are available in the public domain and through their Members Interest declaration.
- 3.6 The Town Clerk is responsible for issuing formal press releases on behalf of the Parish Council and will do this in consultation with the Town Mayor.

#### **4 Contact with News Media Organisations**

- 4.1 Statements made by the Mayor or, in the absence of the Mayor, the Town Clerk, should reflect the Council's opinion.
- 4.2 Other Councillors may talk to the media but must ensure that it is clear that the opinions given were their own and not necessarily those of the Council.

- 4.3 Caution should be exercised when submitting letters to the editor for publication in newspapers. Letters representing the views of the Council should only be submitted by the Mayor or the Clerk. If other Members choose to use the letters column to express their own opinions on Council policies, they must make it clear that the views expressed are their own and do not necessarily reflect the views of the Council or any of its Members.
- 4.4 At all times consideration should be given as to how the correspondence may affect the reputation of the Council. Sandy Town Council's code of conduct includes a requirement upon members not to bring the Council into disrepute.

## **5 Attendance of news media representatives at Town Council meetings**

- 5.1 The Local Government Act 1972 requires that agendas, reports and minutes are sent to the media on request.
- 5.2 Representatives of the news media are encouraged to attend Council meetings and seating and workspace will be made available.
- 5.3 Any filming or taping of Council proceedings by representatives of news media or private individuals must be with prior notice to the Clerk and Chairman of the meeting.

## **6 Elections**

- 6.1 The Code of Recommended Practice on Local Authority Publicity contains guidance for providing publicity for Members and for publicity around elections. The code makes it clear that Council resources should not be used on publicising individual Members unless it is relevant to the particular position they hold in the Council. These extracts from the Code illustrate the main points:-
- "Publicity about individual councillors may include the contact details, the positions they hold in the council (for example, Chairman or Chairman of a committee), and their responsibilities. Publicity may also include information about individual councillors' proposals, decisions and recommendations only where this is relevant to their position and responsibilities within the Council. All such publicity should be objective and explanatory, and ... personalisation of issues or personal image making should be avoided."
  - "Publicity should not be, or be liable to be misrepresented as being, party political. Whilst it may be appropriate to describe policies put

forward by an individual councillor which are relevant to their position and responsibilities within the council, and to put forward their justification in defence of them, this should not be done in party political terms, using political slogans, expressly advocating policies of those of a particular party or directly attacking policies and opinions of other parties, groups or individuals.”

- “The period between the notice of an election and the election itself should preclude proactive publicity in all its forms of candidates and other politicians involved directly in the election.”

6.2 In line with practice elsewhere in the country, the Council will not quote any Councillor in a news release or involve them in proactive publicity events during the election period, regardless of whether or not they are standing for election. The only exception to this (as laid down in the Code of Recommended Practice on Local Authority Publicity) is during an emergency or where there is a genuine need for a member level response to an important event outside the control of the Council. In this situation, Members holding key civic positions should be able to comment.

## **7 News Releases**

7.1 The purpose of a news release is to make the media aware of a potential story, to provide important public information or to explain the Council’s position on a particular issue. It is the responsibility of all Officers and Members to look for opportunities where the issuing of a press release may be beneficial.

7.2. Any Officer or Member may draft a news release on behalf of Sandy Town Council, however they must all be issued by the Town Clerk in order to ensure that the principles outlined in section three (Legal Framework) are adhered to, that there is consistency of style across the Council and that the use of the press release can be monitored.

Adopted: May 2013

Review: May 2014

Review: July 2016

**SANDY TOWN COUNCIL**

**COMMITTEE:** Policy, Finance and Resources

**DATE:** 11 March 2019

**AUTHOR:** Town Clerk

**SUBJECT:** Councillor Training Policy

Training Statement of Intent

1. Commitment to training	<p>Sandy Town Council is committed to maintaining the standards expected of a Quality Council through identifying appropriate training needs and providing sufficient resources for its provision.</p> <p>The Town Council accepts that training is vital to its development and is not only necessary for its staff but also for its Members.</p> <p>Training will:</p> <ul style="list-style-type: none"> <li>• Enhance the performance of both staff and Members</li> <li>• Widen skills and experience</li> <li>• Provide opportunities to network</li> <li>• Provide the skills to confront challenges</li> <li>• Encourage innovation</li> <li>• Raise the standards of the Town Council.</li> </ul>
2. Training needs	<p>Training will initially focus on specific topics and areas of work relevant to local government and enhancing the professional skills of staff and Members.</p> <p>Methods to be used include:</p> <ul style="list-style-type: none"> <li>• Formal training courses</li> <li>• Briefings and seminars</li> <li>• In house training and dissemination of information</li> <li>• Conferences, eg SLCC and NALC regional and national events</li> </ul>
3. Identifying training needs	<p>Staff training needs will be identified through an annual appraisal. In addition the introduction of new equipment, the need for specialist knowledge or the implementation of new legislation may identify training needs.</p> <p>It is expected that;</p> <ul style="list-style-type: none"> <li>• a newly elected member will attend relevant initial Councillor Training as soon as it is convenient for them to do so.</li> </ul>

	<ul style="list-style-type: none"> <li>• every elected member will attend at least one training course during each 4 year term. Training will be identified as appropriate.</li> <li>• when a general training need is identified for a majority of elected members, for example as a result of a change in legislation, the full Council and staff will attend relevant training arranged 'in house' if appropriate.</li> </ul>
<p>4. Resourcing Training</p>	<p>Sufficient funds for training will be budgeted during the estimates process each year and will include travel and subsistence expenses if necessary.</p> <p>There will also be an allocation for the purchase of publications and manuals.</p>
<p>5. Measuring the Impact of Trained Staff and Members</p>	<p>The impact of training will be measured through the Council's service delivery. Well trained Members and staff will see the benefits through its successes such as:</p> <ul style="list-style-type: none"> <li>• Well run Council meetings</li> <li>• Professional and relevant responses to planning applications</li> <li>• Well documented policies and reports</li> <li>• Well managed projects</li> <li>• Well managed finances</li> <li>• Well maintained grounds and properties</li> <li>• Heightened awareness of Health and Safety issues</li> <li>• Professional conduct of staff and Members</li> <li>• Qualification for the use of the Power of Wellbeing</li> <li>• Maintaining Quality Council status</li> </ul>

<b>Councillor Training Policy</b>
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**1. Responsibilities**

- 1.1 Sandy Town Council takes seriously its responsibility to ensure that adequate and appropriate training is made available to its Members and an annual budget is agreed as part of the precept setting to cover such training.

**2. Training Solutions**

- 2.1 Sandy Town Council will demonstrate a commitment to on-going training and development through use of blended training solutions to suit the needs of Councillors. These solutions may include;
- In-house training events delivered by the Clerk, Councillors or external support;
  - External courses offered by the Bedfordshire County Association of Local Councils, Society of Local Council Clerks, Central Bedfordshire Council and other external bodies;
  - E-learning solutions and training DVD's with access being made available in the Council offices;
  - Conferences and Seminars;
  - Information sharing meetings with other town councils, local authorities, partners and stakeholders.

**3. Identifying Training Needs**

- 3.1 Members training needs will be assessed by the Human Resources committee who will advise on suitable training. A programme of available training will be presented to the Human Resources committee each quarter to help guide the training process.

**4. Specific Training Needs****4.1 New Councillors**

As soon as practicable after joining the Council, a councillor should attend an induction training session with the Town Clerk to familiarise him or herself with the general work of the town council and the council's procedures. In an election year this will be conducted as a group session before the first meeting of council is held. This will include a briefing on the code of conduct, standing orders and financial regulations.

New Members should also attend a BATPC run 'New Councillor Induction Training' course at a time that is convenient to them.

Following an election re-elected Members should attend a BATPC run 'Councillor Refresher Course' at a time that is convenient to them.

#### **4.2 Chairman**

All Members appointed as chairman or vice chairman will be expected to attend a chairmanship training course within 6 months of their appointment (*If they have not previously completed the training*).

There are three courses for Chairmanship training and it is expected that a Chairman will complete all three sessions covering; Chairing a meeting, Professional conduct and Handling the public and media.

The Chairman of the Policy, Finance and Resources Committee should attend a BATPC run 'Financial Management for Councillors' training session within 6 months of appointment as Chairman. (*If not previously completed*)

#### **4.3 Committee Members**

Any Member of the Policy, Finance and Resources committee should be given the opportunity to attend the BATPC run 'Financial Management for Councillors' training.

Any Member of the Clerks Management Committee should be given the opportunity to attend the BATPC run 'Staff Appraisal' training.

Members of the HR committee will be advised of other training opportunities that will be suitable for Members on a quarterly basis so as to advise Members of upcoming training.

All Members will be notified about upcoming seminars and parish conferences.

#### **5. Evaluation**

All attendees on training courses will be required to provide a review of training undertaken and share any reports or evaluations that are completed.

Adopted: 3 August 2009  
Reviewed: 19 September 2016

**SANDY TOWN COUNCIL****Public Participation in Formal Meetings Policy****1. Background**

1.1 Sandy Town Council recognises its responsibility to promote the democratic process and to listen, consult, inform and respond to the local community through many different forms of community engagement just one of which is public participation in formal council meetings. Unfortunately, the constraints of business do not permit a series of dialogue to be entered into at public meetings. If members of the public wish to raise and discuss topics with the council alternative ways to do so can be found in the Council's Community Engagement Policy.

**2. Objective**

2.1 The objectives of this policy are:

- 1) To encourage and promote public attendance at formal council and committee meetings and participation in the public speaking part of the meeting.
- 2) To provide clear information for members of the council and the public about the procedures to be followed concerning public speaking at meetings.

**3. Full Council and Committee Meetings**

3.1 Meetings of the Town Council and its committees are not public meetings, they are meetings held in public so that the community can observe the decision-making process. There is no requirement in law to provide an opportunity for the public to question the council or make oral representations at a meeting, but Sandy Town Council welcomes the opportunity to provide a public speaking session at all formal meetings.

3.2 The public speaking time will take place near the beginning of the meeting.

3.3 At committee meetings members of the public may make representations about items on the agenda only.

- 3.4 At full council meetings members of the public may make representations about items on the agenda and may also ask questions of the council which need not be about items on the agenda.
- 3.5 A member of the public who wishes to speak should notify the clerk to the meeting before the meeting commences and complete a short form with their contact details (the purpose of this form is to allow the council to provide a written response if necessary).
- 3.6 The period of time designated for public participation at a meeting in accordance with standing order 3(e) above shall not exceed 15 minutes unless directed by the chairman of the meeting.
- 3.7 Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
- 3.8 The chair of the meeting will determine in what order members of the public will be allowed to speak and whether questions to be asked are the same or similar to other questions already asked or answered. The chair of the meeting will ensure that all members of the public are heard politely and without interruption and shall ensure that guidelines on abusive or offensive remarks or intemperate language are observed.
- 3.9 In accordance with standing order 3(e), a question shall not require a response at the 3 meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given. If an oral response cannot be given a written response shall be provided within one week of the date of the meeting.
- 3.10 After the defined period of 15 minutes it must be clearly understood that the public may not participate at any other time during the council meeting except in very exceptional cases.
- 3.11 A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking.
- 3.12 A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- 3.13 Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the

order of speaking. Groups of people who wish to make representations or ask questions should nominate one speaker.

3.14 Photographing, audio-recording, use of social media and filming is permitted from the public seating area during public meetings; we ask that as a courtesy prior notice of this intent is provided to the clerk before the commencement of the meeting. Reasonable facilities will be provided for this and for the press to take reports.

3.15 The minutes of the meeting will record whether any public participation has taken place. Names of members of the public and their addresses will not be recorded in the minutes.