

Sandy Town Council

To: Cllrs N Aldis, P Blaine, J Hewitt, A M Hill, W Jackson, R Lock, C Osborne (Chair), M Pettitt, M Scott, and P Sharman
c.c. S Doyle, A Gibson, T Knagg, S Sutton and N Thompson

You are hereby summoned to attend a meeting of the Policy, Finance and Resources Committee of Sandy Town Council which will be held in the Council Chamber at 10 Cambridge Road, Sandy, Bedfordshire on Monday 2 September 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
27 August 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 22 July 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 July 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 copy of the action list. Appendix IV

7 Mower Repair Work

To consider trading in an old cricket mower to reduce the costs of carrying out repairs to a newer mower. Appendix V

8 Central Bedfordshire Council Street Lighting Review

To receive and consider correspondence on Central Bedfordshire Council's Street light review. Appendix VI

9 Sandy Green Wheel Funding

To receive and consider correspondence from the Bedfordshire Rural Communities Charity on Sandy Green Wheel funding. Appendix VII

10 Section 106 Funding

To receive and note a report on the most recent section 106 funds held by Central Bedfordshire Council for Sandy. Appendix VIII

11 Fallowfield Play Equipment

To receive and consider a report on three items of Fallowfield Play Equipment. Appendix IX

12 BT Phone Box

To consider correspondence from BT on the Council adopting the phone box outside the Co-op for housing a defibrillator. Appendix X

13 SID Signs

To receive a report on SID signage and consider the Council's views on the use of such signage in Sandy. Appendix XI

14 Police Crime Statistics Working Group

To set up a working group to report back on how the Council wish to receive and use statistics on crime in Sandy. Appendix XII

15 Lease Solicitor Costs

To consider estimated costs for solicitor work on;
i) Renewal of land leased between Sandy Town Council and the Sandy Sports and Leisure Association.

Sandy Town Council

- ii) Development and agreement of the long lease for community land at Beeston between Sandy Town Council and Central Bedfordshire Council.

16 Financial Regulations

To receive and consider amendments to the Council's Financial Regulations in line with the recently released National Association of Local Council's amended model regulations.

Appendix
XIII

17 Community Engagement Policy

To review the Council's Community Engagement Policy.

Appendix
XIV

18 Sandye Place

To receive any updates available from the Town Clerk or Community Plan Working Group.

19 Chairman's Items

20 Date of next meeting: 14 October 2019

07/08/2019

Sandy Town Council 2019/20

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Detailed Balance Sheet - Excluding Stock Movement

Month 4 Date 31/07/2019

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
105	VAT Control	15,240
119	Staff Loans	225
122	Scout Firework Loan	3,183
123	S106 Debtor	9,790
200	Current Bank A/c	(4,872)
201	Clerks Imprest A/c	147
205	Capital a/c Santander	218,034
206	Barclays Active Saver	116,607
208	Public Sector Deposit Fund	204,029
210	Petty Cash	250
Total Current Assets		562,634
<u>Current Liabilities</u>		
501	Creditors Control	14,998
510	Accruals	1,300
Total Current Liabilities		16,298
Net Current Assets		546,336
Total Assets less Current Liabilities		546,336
<u>Represented by :-</u>		
300	Current Year Fund	1,300
310	General Reserve	284,043
315	Rolling Capital Fund	139,334
321	Cemetery Development Reserve	23,028
322	EMR Fallowfield	76,632
323	EMR Community Funds	7,000
324	EMR Elections	15,000
Total Equity		546,336

Summary Income & Expenditure by Budget Heading 31/07/2019

Month No: 4

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
401 Staff	Income	190	0	0	0			0.0%
	Expenditure	252,068	92,138	282,075	189,938		189,938	32.7%
	Movement to/(from) Gen Reserve	<u>(251,878)</u>	<u>(92,138)</u>					
402 Administration-Office	Income	2,512	2,044	1,300	(744)			157.2%
	Expenditure	71,602	26,907	80,900	53,993		53,993	33.3%
	Movement to/(from) Gen Reserve	<u>(69,089)</u>	<u>(24,864)</u>					
403 Administration-Works	Income	737	0	0	0			0.0%
	Expenditure	35,636	13,130	41,100	27,970		27,970	31.9%
	Movement to/(from) Gen Reserve	<u>(34,899)</u>	<u>(13,130)</u>					
405 Footway Lighting	Expenditure	21,493	1,897	15,750	13,853		13,853	12.0%
406 Cemetery & Churchyard	Income	27,672	9,704	20,450	10,747			47.4%
	Expenditure	9,847	3,672	10,100	6,428		6,428	36.4%
	Movement to/(from) Gen Reserve	<u>17,825</u>	<u>6,032</u>					
408 Town Centre (Including Market)	Income	380	0	300	300			0.0%
	Expenditure	26,584	6,304	33,435	27,131		27,131	18.9%
	Movement to/(from) Gen Reserve	<u>(26,204)</u>	<u>(6,304)</u>					
409 Public Toilets - Car Park	Expenditure	3,431	1,098	4,150	3,052		3,052	26.5%
500 Play Areas and Open Spaces	Income	1,089	495	1,550	1,055			31.9%
	Expenditure	(9,157)	1,828	(5,700)	(7,528)		(7,528)	(32.1%)
	Movement to/(from) Gen Reserve	<u>10,246</u>	<u>(1,333)</u>					
501 Sunderland Road Rec Ground	Income	825	514	720	206			71.4%
	Expenditure	29,023	9,143	29,000	19,857		19,857	31.5%
	Movement to/(from) Gen Reserve	<u>(28,198)</u>	<u>(8,629)</u>					
502 Nature Reserves	Income	3,160	240	2,550	2,310			9.4%
	Expenditure	12,231	39	13,500	13,461		13,461	0.3%
	Movement to/(from) Gen Reserve	<u>(9,070)</u>	<u>201</u>					
505 Grass Cutting	Expenditure	7,580	0	10,000	10,000		10,000	0.0%
506 Litter Bins, Seats & Shelters	Expenditure	495	0	650	650		650	0.0%
509 Christmas Lights	Income	1,236	0	500	500			0.0%
	Expenditure	16,631	674	16,500	15,826		15,826	4.1%
	Movement to/(from) Gen Reserve	<u>(15,395)</u>	<u>(674)</u>					
601 Precept and Interest	Income	565,867	290,888	581,198	290,310			50.0%
602 Democratic and Civic Costs	Income	1,026	0	0	0			0.0%
	Expenditure	12,662	3,548	15,200	11,652		11,652	23.3%
	Movement to/(from) Gen Reserve	<u>(11,635)</u>	<u>(3,548)</u>					
700 Capital and Projects	Income	234,151	20,829	17,903	(2,926)			116.3%
	Expenditure	292,073	163,034	79,203	(83,831)		(83,831)	205.8%
	Movement to/(from) Gen Reserve	<u>(57,922)</u>	<u>(142,205)</u>					

Summary Income & Expenditure by Budget Heading 31/07/2019

Month No: 4

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	838,846	324,713	626,471	301,758			51.8%
Expenditure	782,199	323,412	625,863	302,451	0	302,451	51.7%
Net Income over Expenditure	<u>56,647</u>	<u>1,300</u>	<u>608</u>	<u>(692)</u>			
Movement to/(from) Gen Reserve	<u>56,647</u>	<u>1,300</u>					

Detailed Income & Expenditure by Budget Heading 31/07/2019

Month No: 4

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
401 Staff								
4001 Gross Salaries - Admin	9,291	37,164	113,000	75,836		75,836	32.9%	
4002 Gross Salaries - Works	8,281	33,516	102,500	68,984		68,984	32.7%	
4003 Employers NIC	1,396	5,575	17,300	11,725		11,725	32.2%	
4004 Employers Superannuation	3,851	15,353	47,500	32,147		32,147	32.3%	
4006 H&S Costs/Consultancy	0	0	500	500		500	0.0%	
4007 Health & Safety	525	525	0	(525)		(525)	0.0%	
4010 Miscellaneous Staff Costs	0	530	1,000	470		470	53.0%	
4030 Recruitment Advertising	0	0	275	275		275	0.0%	
4965 Funded from Rolling Capital	(525)	(525)	0	525		525	0.0%	
Staff :- Indirect Expenditure	22,819	92,138	282,075	189,938	0	189,938	32.7%	0
Movement to/(from) Gen Reserve	(22,819)	(92,138)						
402 Administration-Office								
1003 Tourism Income	69	287	500	213			57.4%	
1201 Rent Received Etc	0	0	750	750			0.0%	
1202 Photocopying Income	0	11	50	39			22.4%	
1205 Miscellaneous Income	122	1,746	0	(1,746)			0.0%	
Administration-Office :- Income	191	2,044	1,300	(744)			157.2%	0
4008 Training	40	40	2,000	1,960		1,960	2.0%	
4009 Travel & Subsistence	0	9	200	191		191	4.5%	
4011 General Rates	0	3,315	6,700	3,386		3,386	49.5%	
4012 Water Rates	0	414	600	186		186	69.0%	
4014 Electricity	223	659	2,500	1,841		1,841	26.4%	
4015 Gas	34	179	1,500	1,321		1,321	11.9%	
4016 Cleaning Materials etc	107	289	1,250	961		961	23.1%	
4018 General Data Protection Regs	0	0	1,000	1,000		1,000	0.0%	
4020 Misc Establishment Costs	9	170	2,000	1,830		1,830	8.5%	
4021 Telephone & Fax	256	1,007	2,500	1,493		1,493	40.3%	
4022 Postage	2	661	1,200	539		539	55.1%	
4023 Printing & Stationery	343	725	2,000	1,275		1,275	36.3%	
4024 Subscriptions	0	2,561	2,850	289		289	89.9%	
4025 Insurance (excl vehicles)	1,589	7,133	21,500	14,367		14,367	33.2%	
4026 Photocopy Costs	0	728	3,500	2,772		2,772	20.8%	
4027 IT Costs incl Support	237	1,045	4,500	3,455		3,455	23.2%	
4028 Service Agreements (Other)	0	2,084	6,500	4,416		4,416	32.1%	
4035 Publications	8	16	100	84		84	15.6%	
4036 Property Maintenance/Security	0	1,828	4,000	2,172		2,172	45.7%	
4038 Consumables/Small Tools	94	155	0	(155)		(155)	0.0%	

Detailed Income & Expenditure by Budget Heading 31/07/2019

Month No: 4

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4040 Equipment Purchases (Minor)	301	334	2,000	1,666		1,666	16.7%	
4050 Tourism Expenditure	484	484	250	(234)		(234)	193.4%	
4051 Bank Charges	52	177	500	323		323	35.5%	
4052 Bank Interest	0	14	0	(14)		(14)	0.0%	
4056 Legal Expenses	0	1,438	2,500	1,063		1,063	57.5%	
4057 Audit Fees - External	0	0	1,300	1,300		1,300	0.0%	
4058 Audit Fees - Internal	0	0	750	750		750	0.0%	
4059 Accountancy Fees	446	1,398	7,000	5,602		5,602	20.0%	
4070 Refreshments	19	45	200	155		155	22.4%	
Administration-Office :- Indirect Expenditure	4,243	26,907	80,900	53,993	0	53,993	33.3%	0
Movement to/(from) Gen Reserve	(4,052)	(24,864)						
403 Administration-Works								
4005 Protective Clothing	48	148	1,300	1,152		1,152	11.4%	
4008 Training	0	0	1,000	1,000		1,000	0.0%	
4011 General Rates	0	909	1,850	941		941	49.1%	
4012 Water Rates	0	89	200	111		111	44.5%	
4014 Electricity	0	0	1,000	1,000		1,000	0.0%	
4017 Refuse Disposal	1,214	1,674	5,500	3,826		3,826	30.4%	
4036 Property Maintenance/Security	0	95	2,000	1,905		1,905	4.7%	
4037 Grounds Maintenance	0	10	0	(10)		(10)	0.0%	
4038 Consumables/Small Tools	0	147	2,500	2,353		2,353	5.9%	
4039 Planting/Trees/Horticulture	0	3,790	6,250	2,460		2,460	60.6%	
4040 Equipment Purchases (Minor)	93	289	2,000	1,711		1,711	14.5%	
4042 Equipment/Vehicle Maintenance	783	1,641	5,000	3,359		3,359	32.8%	
4043 Equipment/Vehicle Fuel	478	1,719	3,500	1,781		1,781	49.1%	
4044 Vehicle Tax & Insurance	0	2,620	3,000	380		380	87.3%	
4045 Arboriculture	0	0	6,000	6,000		6,000	0.0%	
Administration-Works :- Indirect Expenditure	2,617	13,130	41,100	27,970	0	27,970	31.9%	0
Movement to/(from) Gen Reserve	(2,617)	(13,130)						
405 Footway Lighting								
4014 Electricity	0	1,097	5,750	4,653		4,653	19.1%	
4042 Equipment/Vehicle Maintenance	0	800	10,000	9,200		9,200	8.0%	
Footway Lighting :- Indirect Expenditure	0	1,897	15,750	13,853	0	13,853	12.0%	0
Movement to/(from) Gen Reserve	0	(1,897)						
406 Cemetery & Churchyard								
1226 Burials/Memorials Income	2,081	9,704	20,450	10,747			47.4%	
Cemetery & Churchyard :- Income	2,081	9,704	20,450	10,747			47.4%	0

Detailed Income & Expenditure by Budget Heading 31/07/2019

Month No: 4

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
4011 General Rates	0	1,485	2,750	1,265		1,265	54.0%	
4012 Water Rates	0	17	100	83		83	17.2%	
4036 Property Maintenance/Security	0	0	1,000	1,000		1,000	0.0%	
4037 Grounds Maintenance	(3)	10	900	891		891	1.1%	
4039 Planting/Trees/Horticulture	0	0	350	350		350	0.0%	
4101 Grave Digging Costs	720	2,160	5,000	2,840		2,840	43.2%	
Cemetery & Churchyard :- Indirect Expenditure	718	3,672	10,100	6,428	0	6,428	36.4%	0
Movement to/(from) Gen Reserve	1,363	6,032						
408 Town Centre (Including Market)								
1238 Other Income Car Park	0	0	300	300			0.0%	
Town Centre (Including Market) :- Income	0	0	300	300			0.0%	0
4011 General Rates	0	6,304	12,227	5,923		5,923	51.6%	
4036 Property Maintenance/Security	0	0	1,500	1,500		1,500	0.0%	
4053 Loan Interest	0	0	253	253		253	0.0%	
4054 Loan Capital Repaid	0	0	355	355		355	0.0%	
4100 CCTV Fees	0	0	19,100	19,100		19,100	0.0%	
Town Centre (Including Market) :- Indirect Expenditure	0	6,304	33,435	27,131	0	27,131	18.9%	0
Movement to/(from) Gen Reserve	0	(6,304)						
409 Public Toilets - Car Park								
4011 General Rates	0	920	1,850	930		930	49.7%	
4012 Water Rates	74	74	1,000	926		926	7.4%	
4014 Electricity	16	55	300	245		245	18.2%	
4036 Property Maintenance/Security	0	50	1,000	950		950	5.0%	
Public Toilets - Car Park :- Indirect Expenditure	90	1,098	4,150	3,052	0	3,052	26.5%	0
Movement to/(from) Gen Reserve	(90)	(1,098)						
500 Play Areas and Open Spaces								
1201 Rent Received Etc	0	0	500	500			0.0%	
1241 Sandy FC Rent	0	495	500	5			99.0%	
1251 Pitch Rental	0	0	550	550			0.0%	
Play Areas and Open Spaces :- Income	0	495	1,550	1,055			31.9%	0
4007 Health & Safety	0	343	400	58		58	85.6%	
4012 Water Rates	0	118	700	582		582	16.9%	
4014 Electricity	53	53	200	147		147	26.5%	
4036 Property Maintenance/Security	0	549	500	(49)		(49)	109.9%	
4037 Grounds Maintenance	0	0	2,500	2,500		2,500	0.0%	

Detailed Income & Expenditure by Budget Heading 31/07/2019

Month No: 4

Cost Centre Report

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4042 Equipment/Vehicle Maintenance	520	765	5,000	4,235		4,235	15.3%	
4972 Transfer from EMR Fallowfield	0	0	(15,000)	(15,000)		(15,000)	0.0%	
Play Areas and Open Spaces :- Indirect Expenditure	573	1,828	(5,700)	(7,528)	0	(7,528)	(32.1%)	0
Movement to/(from) Gen Reserve	(573)	(1,333)						
501 Sunderland Road Rec Ground								
1201 Rent Received Etc	0	514	0	(514)			0.0%	
1253 Bowls Club Rental	0	0	435	435			0.0%	
1255 Cricket Club Rental	0	0	280	280			0.0%	
1256 Scouts ,ACF and SSLA	0	0	5	5			0.0%	
Sunderland Road Rec Ground :- Income	0	514	720	206			71.4%	0
4012 Water Rates	0	94	800	706		706	11.8%	
4014 Electricity	13	34	200	166		166	17.1%	
4036 Property Maintenance/Security	0	35	1,750	1,715		1,715	2.0%	
4046 Bowling Green - SBC	30	1,129	3,165	2,036		2,036	35.7%	
4047 Equipment Maintenance - SBC	(50)	1,872	2,572	700		700	72.8%	
4048 Cricket Square - SCC	105	535	2,540	2,005		2,005	21.1%	
4049 Equipment Maintenance - SCC	38	90	2,748	2,658		2,658	3.3%	
4060 Other Professional Fees	1,338	5,354	15,225	9,871		9,871	35.2%	
Sunderland Road Rec Ground :- Indirect Expenditure	1,475	9,143	29,000	19,857	0	19,857	31.5%	0
Movement to/(from) Gen Reserve	(1,475)	(8,629)						
502 Nature Reserves								
1306 Countryside Stewardship Grant	240	240	2,000	1,760			12.0%	
1307 Angling Licence Rent	0	0	550	550			0.0%	
Nature Reserves :- Income	240	240	2,550	2,310			9.4%	0
4037 Grounds Maintenance	0	39	1,500	1,461		1,461	2.6%	
4060 Other Professional Fees	0	0	10,000	10,000		10,000	0.0%	
4703 Sandy Green Wheel	0	0	2,000	2,000		2,000	0.0%	
Nature Reserves :- Indirect Expenditure	0	39	13,500	13,461	0	13,461	0.3%	0
Movement to/(from) Gen Reserve	240	201						
505 Grass Cutting								
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
Movement to/(from) Gen Reserve	0	0						

Detailed Income & Expenditure by Budget Heading 31/07/2019

Month No: 4

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
506 Litter Bins, Seats & Shelters								
4042 Equipment/Vehicle Maintenance	0	0	650	650		650	0.0%	
Litter Bins, Seats & Shelters :- Indirect Expenditure	0	0	650	650	0	650	0.0%	0
Movement to/(from) Gen Reserve	0	0						
509 Christmas Lights								
1365 Christmas Lights	0	0	500	500			0.0%	
Christmas Lights :- Income	0	0	500	500			0.0%	0
4401 Christmas Illuminations	0	0	14,000	14,000		14,000	0.0%	
4402 Community Christmas Event	0	674	2,500	1,826		1,826	26.9%	
Christmas Lights :- Indirect Expenditure	0	674	16,500	15,826	0	15,826	4.1%	0
Movement to/(from) Gen Reserve	0	(674)						
601 Precept and Interest								
1101 Precept	0	290,099	580,198	290,099			50.0%	
1320 Interest Received - All account	360	789	1,000	211			78.9%	
Precept and Interest :- Income	360	290,888	581,198	290,310			50.0%	0
Movement to/(from) Gen Reserve	360	290,888						
602 Democratic and Civic Costs								
4020 Misc Establishment Costs	6	6	100	94		94	5.8%	
4033 Annual Report & Newsletter	476	1,190	3,000	1,810		1,810	39.7%	
4042 Equipment/Vehicle Maintenance	120	120	400	280		280	30.0%	
4200 Mayor's Allowance	0	364	2,200	1,836		1,836	16.5%	
4202 Members' Expenses (Conf etc)	211	231	500	269		269	46.3%	
4210 Election Costs	0	0	3,000	3,000		3,000	0.0%	
4701 Grants/Donations Paid	0	800	3,000	2,200		2,200	26.7%	
4702 Community Events Support	237	837	3,000	2,163		2,163	27.9%	
Democratic and Civic Costs :- Indirect Expenditure	1,050	3,548	15,200	11,652	0	11,652	23.3%	0
Movement to/(from) Gen Reserve	(1,050)	(3,548)						
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	10,000	10,000	0			100.0%	
1364 S106 Money Received	0	2,926	0	(2,926)			0.0%	
Capital and Projects :- Income	0	20,829	17,903	(2,926)			116.3%	0
4153 Loan Interest - INTERNAL	0	7,903	7,903	0		0	100.0%	

Detailed Income & Expenditure by Budget Heading 31/07/2019

Month No: 4

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
4154 Loan Capital - INTERNAL	0	10,000	10,000	0		0	100.0%	
4802 CAP - Cemetery Extension	320	88,131	0	(88,131)		(88,131)	0.0%	
4818 CAP - Fallowfield	0	93,740	0	(93,740)		(93,740)	0.0%	
4824 CAP - Play Equipment (Bedford)	53,094	53,094	0	(53,094)		(53,094)	0.0%	
4826 CAP - Play Equipment (S'land)	0	2,926	0	(2,926)		(2,926)	0.0%	
4828 CAP - Dropped Kerb	2,500	2,500	0	(2,500)		(2,500)	0.0%	
4830 CAP - St Swithun's Church	915	915	0	(915)		(915)	0.0%	
4831 CAP - Land west of Sandy Cem.	14,550	14,550	0	(14,550)		(14,550)	0.0%	
4915 Transfer to Rolling Capital Fd	0	51,300	51,300	0		0	100.0%	
4923 Internal Loan repaid to F'ild	0	10,000	10,000	0		0	100.0%	
4965 Funded from Rolling Capital	(3,415)	(3,415)	0	3,415		3,415	0.0%	
4970 Transfer from C R R	0	(55,324)	0	55,324		55,324	0.0%	
4972 Transfer from EMR Fallowfield	0	(113,287)	0	113,287		113,287	0.0%	
Capital and Projects :- Indirect Expenditure	67,964	163,034	79,203	(83,831)	0	(83,831)	205.8%	0
Movement to/(from) Gen Reserve	(67,964)	(142,205)						
Grand Totals:- Income	2,872	324,713	626,471	301,758			51.8%	
Expenditure	101,549	323,412	625,863	302,451	0	302,451	51.7%	
Net Income over Expenditure	(98,677)	1,300	608	(692)				
Movement to/(from) Gen Reserve	(98,677)	1,300						

Sandy Town Council
Report to 31st July 2019

General Notes

Attached are the summary income & expenditure report for month 4 to 31st July 2019.
This report shows a current year surplus of income over expenditure of £1,300

The balance sheet shows that total funds available to the council are £546,336

This is made up of the following -

Current Year Surplus	£1,300 *
General Reserve Brought Forward	£284,043
Rolling Capital Fund	£139,334
Fallowfield Reserve	£76,632
Earmarked Community Funds	£7,000
Earmarked Elections	£15,000
Cemetery Development Reserve	£23,028
Total	£648,821

* Current year surplus appears low, however £64,200 section 106 funding received in August for funds invoices paid out in July. At this point in the last financial year the surplus was at £77, 850.
Second half of precept of £290,099 was received in August.

The percentage of budget if analysed evenly over the year to date is 33.3% but members are reminded that income & expenditure rarely follows this pattern over the year.

Analysis by Cost Centre

401 Staff

Expenditure is 32.7% of the annual budget.

Expenditure on 4010 is high due to one off annual payroll service charge.

402 Administration

Expenditure is 33.3% of the annual budget.

4011 - Readings provided to electricity provider. Investigating as to why May charge appears high.

4012 - Includes charge from previous financial year. Credit sitting on other premises account.
To be investigated.

4021 - Includes payment for period from 2018/19 financial year (March 2019)

4022 - Franking machine topped up by £586 to allow for postage over coming 6 months.

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

4036 - Expenditure high due to annual bills for alarm cover, security call out cover and £270 for new emergency lighting following failure of old lighting and recommendation from fire service.

Sandy Town Council
Report to 31st July 2019

Analysis by Cost Centre [Continued]

403 Works

Expenditure is 31.9% of the annual budget.

4011 - 50% of general rates fee is paid to CBC at the start of financial year.

4012 - Includes charge from previous financial year. Credit sitting on other premises account.
To be investigated.

4039 - High expenditure due to summer planting and grass seed for Sunderland Road play park.

4043 - Recent purchase of red diesel barrel has resulted in high expenditure. Expenditure is more during summer months due to increased grass cutting activity.

4044 - Vehicle tax and insurance is paid in full at the start of the financial year. This results in high expenditure during the first three months.

405 Footway Lighting

Expenditure is 12% of the annual budget.

No concerns

406 Cemetery & Churchyard

Expenditure is 36.4% of the annual budget.

4011 - 50% of the general rates fee is paid at the start of the financial year.

408 Town Centre (Incl. Market)

Expenditure is 18.9% of the annual budget

4011 - 50% of the general rates fee is paid at the start of the financial year.

409 Public Toilets - Car Park

Expenditure is 26.5% of the annual budget.

4011 - 50% of the general rates fee is paid at the start of the financial year.

500 Play Areas and Open Spaces

Expenditure is -32.1% of the annual budget.

4007 - Annual RoSPA inspection costs of £343 paid resulting in high expenditure for budget.

4036 - High expenditure due to requirement to drain down and service pump for bowling green.

Sandy Town Council
Report to 30th June 2019

Analysis by Cost Centre [Continued]

501 Sunderland Road Rec.

Expenditure is 31.5% of the annual budget.

4046 - High expenditure due to seasonal maintenance work

4047 - High due to annual machine servicing costs

502 Nature Reserves

Expenditure is 0.3% of the annual budget.

No concerns.

505 Grass Cutting

No spend to date.

Invoice from CBC due in March 2020.

506 Litter Bins, Seats & Shelters

Expenditure is 0.0% of the annual budget.

No concerns

509 Christmas Lights

Expenditure is 4.1% of the annual budget.

4402 - High expenditure due to deposit for switch on event staging.

601 Precept and Interest

The first half of the precept has been received. Second half received in August 2019.

602 Democratic & Civic Costs

Expenditure is 23.3% of the annual budget.

4033 - High as payments for July and August Bulletin page have been paid.

Date: 07/08/2019

Sandy Town Council 2019/20

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Time: 13:53

Current Bank A/c

List of Payments made between 01/07/2019 and 31/07/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2019	Aviva Insurance	DD	1,870.99		Aviva Insurance
01/07/2019	UK Fuels Ltd	DD	135.25		UK Fuels Ltd
05/07/2019	Aspects Special Projects Ltd	31734	24,462.34		225-Depot work -App No.3
05/07/2019	Autism Bedfordshire	31735	300.00		226-Autism Bedfod. Grant 19-20
05/07/2019	Sandy Town Bowls Club	31736	48.41		250-Fuel claim 05.07.19
05/07/2019	Central Bedfordshire Council	31737	1,606.12		229-Leisure Jun-Jul 19
05/07/2019	DCK Accounting Solutions Ltd	31738	522.90		234-Contract visit June
05/07/2019	Bedfordshire & River level D	31739	39.20		227-Agricultural drainage rat
05/07/2019	Churches Fire Security Ltd	31740	98.70		233-Fire alarm service
05/07/2019	Haines Watts Ltd	31741	480.00		237-Internal audit 2018-19
05/07/2019	Hertfordshire County Council	31742	46.95		238-Misc stationery items
05/07/2019	Arthur Ibbett Ltd	31743	190.66		224-Cyclone wheel+carr ex work
05/07/2019	The Leprosy Mission	31744	10.00		255- 2 x tickets ukele concert
05/07/2019	Lyreco UK Limited	31745	73.62		240-Misc cleaning+stationery
05/07/2019	Mayor of Huntingdons Fundraisi	31746	20.00		241-2 x tickets afternoon tea
05/07/2019	Mr T Munns	31747	320.00		242-Storage unit
05/07/2019	The Need Project Central Bedfo	31748	500.00		243-Need project grant 19/20
05/07/2019	Neil Johnson Ltd	31749	1,725.00		259-Prof fee-sale of land
05/07/2019	FD Odell & Sons Ltd	31750	515.70		260-Building waste mixed
05/07/2019	Playsafety Limited	31751	411.00		245-Annual inspection
05/07/2019	Rosetta Publishing	31752	285.60		246-Beds bulletin June 19
05/07/2019	Sandy Football Club	31753	55.72		247-Elec usage 27.02-03.07.19
05/07/2019	Sandy Horticultural Society	31754	600.00		248-Hort. society Grant19/20
05/07/2019	Sutcliffe Play Ltd	31755	63,712.80		261-Play area equipments
05/07/2019	Synergy Products Ltd	31756	151.80		251-460Hd service+drive belt
05/07/2019	Team Flitwick	31757	258.30		254-Vehicle fuel
05/07/2019	T&J Seymour Electrical Install	31758	960.00		253-Qtrly street light maint.
05/07/2019	Travis Perkins Trading Co Ltd	31759	98.49		257-Blue circle mastercrete
05/07/2019	WPS Insurance Brokers	31760	2,259.61		258-Insurance renewal 19-20
05/07/2019	DCK	CNXL31738	-522.90		Canxl 31738
05/07/2019	DCK Accounting Solutions Ltd	31761	552.90		234-Contract visit June
05/07/2019	Bank charge payable	CHRG	43.82		Bank charge payable
08/07/2019	Clerks Imprest A/c	TFR	441.60		
11/07/2019	AMPOWER UK Ltd	DD	267.76		AMPOWER UK Ltd
15/07/2019	Staff salaries July 2019	BACS	13,761.57		Staff salaries July 2019
15/07/2019	UK Fuels Ltd	DD	223.17		UK Fuels Ltd
15/07/2019	Barclays Active Saver	TFR	41,883.25		
16/07/2019	Insurance-Premium Credit	DD	1,588.81		Insurance-Premium Credit
17/07/2019	AMPOWER UK LTD	DD	17.30		AMPOWER UK LTD
22/07/2019	HMRC PAYE/NI Due	BACS	4,128.24		HMRC PAYE/NI Due
22/07/2019	Pension Due	BACS	4,854.51		Pension Due
23/07/2019	Clerks Imprest A/c	TFR	280.00		
24/07/2019	AOC Holdings Ltd	111342	17,460.00		AOC Holdings Ltd Archaeological excavation
24/07/2019	Chess Ltd	DD	216.54		Chess Ltd
25/07/2019	Purchase Power	BAC01	0.46		354-Royal mail underpayment
26/07/2019	BNP Paribas Leasing Solutions	DD	358.80		228-rental 26.07.19-25.10.19
29/07/2019	Ampower UK Ltd	DD01	13.36		307-Elec June 2019

Continued on Page 2

Time: 13:53

Current Bank A/c

List of Payments made between 01/07/2019 and 31/07/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
29/07/2019	Chess Ltd DDR	DD02	67.68		230-Office 365 monthly charge
30/07/2019	Chess Ltd DDR	DD03	306.82		322-Monthly telephone charge
31/07/2019	National Association of Local	BAC02	253.79		334-Member rate 29.03-31.07
31/07/2019	Anglian Water Business Ltd. (N	BAC	28.29		P/Ledger Electronic Payment
Total Payments			187,984.93		

Policy Finance and Resources Committee - Action list

Subject	Action to be taken		Response/ Status
	Minute	Action	
Meeting 18/4/16			
Cemetery Extension	(86-15/16)	Archaeological Excavation and Depot Build	<p>Archaeological Excavation works have been completed and works have begun. Archaeologists have responded with an inventory of finds and costs for post excavation work based on those finds. The Cemetery Working group met with the Contractor and CBC to address costs of excavation work and meeting planning obligations. Further information is to be provided by the contractor and brought to Council for discussion.</p> <p>UK Power are carrying out the relevant connection work to the site on the week beginning 25th August 2019. Following this the alarm will be installed and planning control will need to sign off on the building.</p>
Meeting 9/4/18			
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.	Agreed that work to the lighting scheme be allowed for in 2019/20 from Fallowfield reserves. Council has agreed to working group's recommendation for alternative CCTV to be progressed. Awaiting costs from companies, once these are received a report will be presented to the PF&R committee.

SANDY TOWN COUNCIL**COMMITTEE: Policy, Finance and Resources****DATE: 2 September 2019****AUTHOR: Town Clerk****SUBJECT: Mower Repairs****1. Summary**

1.1 A mower which is used by the Cricket Club for the maintenance of the cricket square is in need of costly repair work. This work falls under the Council's Equipment Maintenance Budget for the cricket square. The Council owns an older, unused mower for which it has received a purchase offer that will offset repair costs.

2. Costs

2.1 The Super Bowls 51 mower utilised by the SCC has been serviced and needs repair work at a cost of £600-£650 (inclusive of VAT) to put it back into good working order. This repair work is covered by the Council's SCC Equipment Maintenance Budget (501 4047).

2.2 The Council has an old Super Certes Mower (which was originally purchased by SCC when the club first relocated site to Sunderland Road). The Super Certes Mower has not been used for two years following its replacement by a new Mower. The office looked to sell the mower but did not receive any serious offers in the price region hoped for.

2.3 Turfcare, who service the mowers and machinery, have offered to purchase the old Super Certes mower for £400 after the Super Bowls 51 mower has been repaired. If the Certes mower was sold it could offset the repair costs for the Super Bowls 51 mower, leaving an overall repair cost of approximately £100 once VAT is reclaimed.

2.4 No further end of season maintenance would be required on the machine, a usual cost of approximately £300. In the Cricket Club's view, this would result in a good serviceable mower which should keep going for a number of years.

3. Recommendation

3.1 That the costs for repairing the Super Bowls 51 mower comes from the SCC Equipment Maintenance Budget (501 4047) and that the Council sell the Super Certes Mower at a cost of £400 to help offset repair costs.

SANDY TOWN COUNCIL**COMMITTEE: Policy, Finance and Resources****DATE: 2 September 2019****AUTHOR: Town Clerk****SUBJECT: Central Bedfordshire Council Street Lighting Review****1. Summary**

- 1.1 The Committee is asked to consider the attached communication from Central Bedfordshire Council's Highways Street Lighting Team. The Clerk is able to provide the Highways Street Lighting Team with details of Sandy Town Council's streetlight assets. Members are asked to consider whether the Council wishes to put Town Council owned streetlights up for adoption by CBC.

2. Sandy Town Council Street Lighting

- 2.1 Sandy Town Council owns 202 streetlights located on the following streets in Sandy;

Beeston	
Orchard Road	6
The Green	8
The Crescent	4
Brook End The Green Junction	1
Brook End The Cloches	1
Sandy	
Banks Drive	18
Mill Lane	13
The Avenue	8
Laburnum Road	4
West Road	7
South Road	6
Queens Road	8
Church Path	4
London Road	15
Western Way	11
Manor Road	2
All Saints Way	11
Elmtree Road	2
Carter Street	4

Pyms Way	4
Belam Way	6
Waverley Ave	1
East Road	11
Longfield Road	4
Abbey Grove	1 (bracket not column)
Friars Walk	1 (bracket not column)
North Croft	3
Pleasant Place	2
Cambridge Road	7
Brickhill Road	7
Park Street	4
Ivel Road	7
New Road	5
Stratford Road	10

3. Adoption of Streetlights

- 3.1 If CBC do adopt Sandy Town Council's lighting, they would take on the responsibility as a whole for all the Maintenance and Energy costs. As part of the adoption process, they will ask that Towns & Parishes pay to bring the columns up to an adoptable standard.
- 3.2 The Highways Street Lighting Team have been provided with details of Sandy Town Council's Lighting stock (columns owned, locations, heights, lantern types etc) and are carrying out a survey to provide some estimated costs should the Council wish to consider putting the lights up for adoption.

4. Costs

- 4.1 The Council has a revenue budget for the maintenance of its streetlighting and a revenue budget for the electricity costs to power the streetlights. The total revenue budget for streetlights for the current financial year is £15,750.
- 4.2 Revenue maintenance expenditure has exceeded budgets for the last few years. The main cause of this is the need to replace failed lanterns (which are replaced with LED). The Council has also paid for new or replacement streetlights and columns on four occasions.

Revenue Streetlight Maintenance Expenditure				
2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Budget	2019/20 Actual
£4,955	£17,278	£15,380	£10,000	£800

4.3 Electricity costs for the last few years is shown below;

Revenue Streetlight Electricity Expenditure				
2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Budget	2019/20 To Date
5,367	£5,549	£6,113	£5,750	£1,097

4.4 The Council has a contract for the ongoing inspection/maintenance of its streetlight stock and should it wish to pursue putting its lights up for adoption by CBC it would need to exit this agreement earlier at a settlement cost.

5. Embellishments on CBC Highway Assets

5.1 At present the only embellishments Sandy Town Council puts on Highways owned lighting are Christmas motifs and lamppost flower planters, there is the possibility of including an additional streetlight motif in the 2019 Christmas Lights which would require permission.

6. Recommendation

6.1 That the Council indicates an interest in principle in putting its streetlights up for adoption by Central Bedfordshire Council and that the costs of doing so are brought back to the committee in October as part of the precept process.



Our ref: SL-Assets-2019

Date: 8th August 2019

CBC Street Lighting Review

Dear Sir / Madam,

Central Bedfordshire Council are continually improving the knowledge of the Highway Assets that it maintains and as part of this long-term strategy we are about to undertake a comprehensive survey of the Street Lighting Assets.

We are aware that there are 3rd parties that own, manage and maintain Street Lighting assets that are on CBC Highways and we want to endeavour that we are aware of these prior to commencement of the survey. We are also reviewing whether 3rd parties wish to maintain the ownership and associated management (Inspection, testing and maintenance) of the Street Lighting and also whether they wish to mount embellishments (Festive Lighting, Banners and Hanging baskets) on CBC assets. As part of this engagement we request the following information from you:

- Can you confirm if you own and maintain any Street Lighting and provide a list of these Assets?
- If you own and maintain Street Lighting Assets would you consider putting these up for adoption by CBC?
- Do you, or would you like to put any embellishments on CBC Highway Assets?

If you could please respond to the Highways Street Lighting team at Highways.StreetLighting@centralbedfordshire.gov.uk by 8th September 2019.

I would like to thank you in advance for your assistance however if you have any queries then please contact the team via the email address above.

Yours sincerely

Highways Street Lighting Team

Central Bedfordshire Council

Priory House, Monks Walk,
Chicksands, Shefford,
Bedfordshire, SG17 5TQ

Telephone: 0300 300 8000
Email: customer@centralbedfordshire.gov.uk
www.centralbedfordshire.gov.uk



**Serving communities
across Bedfordshire**

AGENDA ITEM 9

Sandy Town Council
Town Council Offices
10 Cambridge Road
Sandy
SG19 1JE

17th July 2019

Dear Sandy Town Council

Sandy Green Wheel

As you are aware BRCC and CBC, with support from Sandy Town Council, produced the Sandy Green Wheel Masterplan. The Green Wheel seeks to provide a multi-user off-road accessible corridor through areas of landscape, heritage and biodiversity value around Sandy. The Masterplan was adopted by CBC in 2014; and since then BRCC have been successful in securing funds to deliver specific components of the Green Wheel.

In a bid to increase momentum in developing other elements of the Green Wheel, the Sandy Green Wheel Development Group was established by BRCC in 2016. These quarterly meetings are attended by representatives of Sandy TC, CBC (Leisure, Rights of Way and Highways) and BRCC.

In September 2018, working in partnership with CBC, STC and the local community, we launched the 'Walker's Route' of the Sandy Green Wheel.

Works delivering the Sandy Green Wheel over the last year have included:

- Improved surfacing of BW8 between Ivel Rd and The Baulk
- The creation of a new path at Chapel Meadow (linking The Baulk to the A1)
- Developing and installing signage and waymarking of the GW
- Developing and installing information boards around the GW
- Production of the SGW leaflet
- Habitat enhancement works at South Mill, alongside the railway, The Riddy and The Pinnacle

Further works are due to be implemented in the coming year, including:

- The refurbishment of the Bailey Bridge between Girtford Bridge and South Mills.
- Surfacing of the riverside path between Girtford Bridge and South Mills; and upgrading its status to allow cycling
- The installation of a disabled angling platform and access path in Sandcast Wood.
- Further habitat and landscaping works where opportunities allow.
- Ongoing discussions with landowners about route enhancement/ creation

The Old School

Cardington

Bedford

MK44 3SX

Registered Office

01234 838771

info@bedsrcc.org.uk

www.bedsrcc.org.uk

Bedfordshire Rural
Communities Charity
is a registered
charity no. 1061538
and a company limited
by guarantee and registered
in England no. 3327628
VAT registration no
874 7702 87

- Ongoing facilitation of the SGW Development Group
- Supporting the establishment of the Friends of SGW, incl seeking local sponsorship.

BRCC gratefully acknowledge the contributions from Sandy TC in recent years towards BRCC's time in driving forward the further development of the sandy Green Wheel.

The purpose of this letter is to request that Sandy Town Council makes a contribution of £2,000 toward the ongoing development and management of the Sandy Green Wheel for each of the next 2 years - 2020/21 and 2021/22.

A contribution of £2,000 per year will secure sufficient BRCC staff time to continue the creation of the Sandy Green Wheel; an asset which will bring significant benefits to the community in terms of enhanced local environment, increased physical and mental well-being, improved connectivity and safer and more enjoyable access routes.

I believe that within a couple of months you will commence discussions re budgets for 2020/21, hence the timing of this request. It will also help our budgeting and work programming for the next financial year, if we are able to have an indication of likely funding by the end of this calendar year.

In addition to the above request for a financial contribution towards BRCC's time; I would also invite the Town Council to consider the Green Wheel in relation to any relevant S106 funds it may hold / receive in the future. The funding source that BRCC has been successful in accessing for the previously mentioned capital items is no longer available, and so alternative sources will be needed to undertake works such as additional path surfacing and associated landscaping. Although BRCC will be active in seeking funding from other grant sources, we are aware that locally-held S106 contributions could, in some circumstances, be the most appropriate option.

If you would like any further information, please do not hesitate to contact me.

Yours faithfully

Cliff Andrews
Head of Supporting Communities

T: (01234) 832617 E: cliffa@bedsrcc.org.uk

SANDY TOWN COUNCIL**COMMITTEE: Policy, Finance and Resources****DATE: 2 September 2019****AUTHOR: Town Clerk****SUBJECT: Section 106 Funding****1. Summary**

1.1 The following report is intended for Members' information on the current level of Section 106 funds generated by development in Sandy. Section 106 funds are generated from development within the parish boundary and are agreed by the Local Planning Authority (Central Bedfordshire Council) and the developer. The Council identified the level of Section 106 funds generated by development in Sandy in 2016 when a report was brought to the Policy, Finance and Resources Committee. Since 2016 the Council has made efforts to apply for funds from Section 106 where possible.

1.2 Section 106 funds are held by Central Bedfordshire Council (CBC), who ultimately make decisions on the release of those funds for expenditure. The Council can make applications to CBC for funds to be released to support projects or expenditure that benefit Sandy.

2. Section 106 Funds held by Central Bedfordshire Council

2.1 Central Bedfordshire Council publishes on its website reports of Section 106 Funds held relating to all parishes. The following information is taken from the Sandy report.

2.2 The table below summarises uncommitted section 106 funds by spend category;

Total Uncommitted Funds by Category	
Category	Total Uncommitted
Bus Improvements	£7,004.65
Countryside Space and Green Infrastructure	£61,792.29
Cycle	£1,032.71
Education – Early Years	£14,557.30
Education, Children's Social Services	£34,050.11
Informal Open Space	£15,643.08
Outdoor Sport	£84,187.81
Police	£164.00
Recreation Open Space, Children's Playground	£19,677.60
RoW	£18,468
Village Halls and Community Halls	£22,274.23
Welcome Packs	£2,547.85
Total £	£281,399.63

- 2.3 The table below summarises funds which have been committed to a project for expenditure.

Total Funds Showing as Committed by Category	
Category	Total Committed
Bus Improvements	£2,060.35
Burial Grounds	£289.72
Countryside and green Infrastructure	£87,723
Cycleways	£22,244.44
Education – Early Years	£4,190.74
Footpath Contributions	£30,967.90
Outdoor Sports	£3,131.88
Public Art	£2,294.59
RoW	£16,532
Welcome Packs	£21.64
Total	£169,456.26

- 2.4 The table below summarises Section 106 Sandy Town Council has successfully applied for and had committed or spent by the Council or partner bodies.

Category	Amount	Reason	Partner Organisation
Village Halls/ Community Halls	£8,655.69	New Village Hall Roof contribution	Village Hall
Village Halls/ Community Halls	£43,000	New Scout Hut Roof	Scouts
Children's Play	£123,120.00	Play Park Refurbishment	N/A
Outdoor Sports	£2,616.00	Football Goal Posts	Mid Bed Tigers
Outdoor Sports	£793.35	Football Goal Posts	Sandy Colts
Outdoor Sports	£1,764.00	Football Goal Posts	SFC
Outdoor Sports	£559.74	Portable scoreboard	SCC
Outdoor Sports	£1,170.00	Refurbishment of pitch	SCC
Outdoor Sports	£3,131.88	Electronic Scoreboard	SCC
Outdoor Sports	£464.74	6 Horizontal Double-Sided Scoreboards	SBC
Outdoor Sports	£2,690.00	New paving (Health and safety)	SBC
Total	£187,965.40		

SANDY TOWN COUNCIL

COMMITTEE: Policy, Finance and Resources

DATE: 2 September 2019

AUTHOR: Town Clerk

SUBJECT: Fallowfield Play Equipment

1. Summary

- 1.1 Councillors are asked to consider damaged play equipment at Fallowfield Recreation Ground and whether they wish to apply for section 106 funding to replace items of broken equipment.
- 1.2 Three items of play equipment, which were installed by the developer of the Fallowfield estate and later adopted by the Town Council, have recently been damaged. The damage is as a result of wear and tear on these older items of equipment. The outdoor team have attempted to fix the play items but due to the need for specialist attention, they have been unable to do so. The play company who made the equipment no longer exists.

2. Items of Equipment

- 2.1 The Council's office has approached play providers to ask if they can repair the damaged equipment. Unfortunately, due to the age of the equipment and the manufacturer ceasing to trade, this does not appear to be possible. However, a company specialising in spare parts for play equipment has confirmed they can repair one of the broken items. They are looking into carrying out the repair work to another of the items but have not yet reported back.
- 2.2 Initial quotes for replacement of damaged equipment with new equipment have been provided for Members' consideration.

Equipment	Damage	Status
	<p><u>Suspended Rope Plank</u></p> <p>Cable snapped and connecting socket damaged.</p> <p>Steps removed to make safe.</p>	<p>Equipment specialist confirmed item can be fixed at a cost of £378, which will be funded from budget 500 4042. Repair work has been ordered.</p>
	<p><u>Seesaw</u></p> <p>Bearing gone on side of equipment for which a replacement can not be sourced. ROSPA inspected and currently still safe to use.</p>	<p>It is less likely the equipment specialist can repair the item; however, they are investigating and will bring back a proposal if a repair can be made.</p>
	<p><u>Hang Tough</u></p> <p>Bearing on head of equipment broken and internal breaks within shaft. Head of equipment removed to make safe.</p>	<p>The equipment specialist cannot repair this item of equipment and the Council will need to either remove the equipment, replace it for a similar item or install a new and different play piece.</p>

2.3 The following initial costs have been obtained for the replacement of two items of equipment which are unlikely to be able to be repaired by the play parks provider.

	<p>Small Seesaw</p> <p>Equipment £2,480.00 Installation £579.38</p>
	<p>Quad Flyer</p> <p>Equipment £2,480.00 Installation £492.47</p>
<p>Site Set up and removals</p>	<p>£1,433.74</p>
<p>Surfacing</p>	<p>£2,213.11</p>
<p>Reinstatement</p>	<p>£240.86</p>
<p>Finishing</p>	<p>£420.00</p>
<p>Carriage</p>	<p>£211.60</p>
<p>Discount</p>	<p>-£1,058.00</p>
<p>Total</p>	<p>£9,823.15</p>

3. Recommendation

- 3.1 That the committee recommend the 'Hang Tough' is replaced and that an application is made to Section 106 to cover the costs of the replacement equipment. That two more quotes for the replacement are obtained and a preferred quote agreed by the PF&R committee in October.

- 3.3 That the seesaw is replaced and that an application is made to Section 106 to cover the costs of the replacement equipment, unless the equipment specialist is able to offer a proposal for repair. That two more quotes for the replacement are obtained and a preferred quote agreed by the PF&R committee in October.

SANDY TOWN COUNCIL**COMMITTEE: Policy, Finance and Resources****DATE: 2 September 2019****AUTHOR: Town Clerk****SUBJECT: Adoption of BT Phone Box****1. Summary**

- 1.1 The committee previously asked that the office investigate adopting the phone box outside the Co-op for the purpose of housing a defibrillator on the basis that the phone box appeared to be unmaintained by BT and had no handset.

The request came following a complaint about insufficient lighting of the defibrillator currently locate on the library wall. If the Council do not look to adopt and relocate the defibrillator to the phone box it will need to install an external light on the library wall, for which Central Bedfordshire Council have granted permission.

- 1.2 This kiosk has been included on BT's current kiosk removal programme (for underused kiosks) and they are about to carry out a full consultation with CBC to ask for their consent to remove it. BT have confirmed that, following a consultation period they carried out, they are happy for the Town Council to adopt the phone box. Attached is an agreement from BT that the Council would be required to sign if it were to adopt the phone box.

2. Costs

- 2.1 There would be a £1 cost for the adoption of the phone box.
- 2.2 Exact costs for the re-siting of the defibrillator to the phone box and ensuring the internal light meets regulations need to be established, but this is anticipated to be in the region of £350. Expenditure could come from the Town Centre maintenance budget (408 4036)
- 2.3 There will need to be an allowance for annual maintenance costs to ensure the phone box is kept in good condition, this will need to be factored into the Council's revenue budget for town centre maintenance.

Members are asked to consider whether they wish to adopt the phone box for the purposes of housing the town centre defibrillator.

AGREEMENT FOR THE SALE AND PURCHASE OF TELEPHONE KIOSK(S) TO A LOCAL AUTHORITY IN ENGLAND OR WALES

This agreement is made this day of 2019

Background

The Buyer wishes to buy the Goods from the Seller and the Seller has agreed to sell the Goods to the Buyer upon the terms and conditions set out in this agreement.

1 Definitions

In this agreement, unless the context requires otherwise:

'the Purpose' means []

'Buyer' means **Sandy Parish Council**

'Conditions' means the terms and conditions of sale set out in this agreement.

'Decommissioning" means (i) the disconnection of the Goods from the Seller's telecommunications network and (ii) the removal of the payphone, ancillary equipment and wiring from within the kiosk. 'Decommission', 'Decommissioning' and 'Decommissioned' shall be construed accordingly.

'Goods' means the telephone kiosk or kiosks as more fully described in the schedule to this agreement, which the Buyer agrees to buy from the Seller but excluding any telephony and ancillary apparatus.

'IP Rights' means all intellectual property rights in any part of the world, including but not limited to patents, copyright, design rights, trade marks, database rights, registered design rights and community design rights and shall include pending applications for any intellectual property rights.

'Notice to Complete' means a notice in writing by the Seller to the Buyer stating that in the Seller's reasonable opinion the Goods have been satisfactorily Decommissioned and are ready for delivery to the Buyer.

"Ofcom"	means the regulatory body whose duties are set out in the Communications Act 2003 and includes any replacement body or entity under equivalent or replacement legislation.
"Planning Acts"	means any relevant planning legislation in force at the date of this agreement, including the Town and Country Planning Act 1990, the Planning (Listed Buildings and Conservation Areas) Act 1990 and the Town and Country Planning (General Permitted Development) Order (England) 2015 (and similar regulations in other regions), and any statutory replacement or modification of any of them.
'Price'	means the price for the Goods excluding any carriage, packing and insurance.
'Seller'	means British Telecommunications plc (company registration number 1800000 whose registered office is at 81 Newgate Street, London EC1A 7AJ).
'Universal Service Obligation'	means the obligations imposed upon BT by Ofcom in accordance with the EU Universal Services Directive.

2 Conditions applicable

- 2.1 These Conditions shall apply to this agreement to the exclusion of all other terms and conditions.
- 2.2 Any order for Goods shall be deemed to be an offer by the Buyer to purchase Goods pursuant to these Conditions.
- 2.3 Any variation to these Conditions (including any special terms and conditions agreed between the parties) shall be inapplicable unless agreed in writing by the Seller.
- 2.4 Where appropriate this agreement is entered into following written confirmation from the Buyer that an application for planning consent has been submitted for the Purpose.

3 Agreement, price and payment

- 3.1 The Seller shall sell to the Buyer the Goods and the Buyer shall purchase the Goods.
- 3.2 The Price shall be ONE POUND (£1.00) inclusive of VAT which shall be payable on the date of this agreement.
- 3.3 The Seller agrees that following the date of this agreement it shall Decommission the Goods.

- 3.4 The Seller shall be under no obligation to the Buyer to re-site, re-position, restore or repair the Goods. The Buyer acknowledges that it purchases the Goods in no better condition than they are at today's date, or than described in the schedule hereto.
- 3.5 For the avoidance of doubt the Seller is not selling the land beneath the Kiosk or any interest in it, nor shall the Buyer acquire that land or any interest in it under this agreement.

4. Decommissioning, delivery and acceptance

- 4.1 The Seller shall serve the Notice to Complete on the Buyer on or before the completion of the Decommissioning works in respect of the Goods
- 4.2 Delivery of the Goods shall be deemed to have taken place five working days after the day upon which the Seller sends the Notice to Complete to the Buyer. No further intimation is required.
- 4.3 The Buyer shall make all necessary arrangements to take delivery of the Goods following receipt of the Notice to Complete.
- 4.4 The Buyer shall be deemed to have accepted the Goods upon delivery.
- 4.5 After acceptance the Buyer shall not be entitled to reject the Goods due to their physical condition or due to any financial or statutory obligations (whether foreseen or not) imposed upon the Buyer as a result of this agreement or otherwise related to the Goods.
- 4.6 The Seller shall not be liable to the Buyer for late delivery of the Goods.

5 Post acceptance obligations

- 5.1 The Buyer shall own the Goods following acceptance and shall be responsible for all maintenance and repair of the Goods, which it shall do in accordance with:
- 5.1.1 Any industry or statutory guidelines and regulations relevant to the Goods in circulation or in force from time to time.
- 5.1.2 Any requirements, directions, rules or recommendations of Ofcom.
- 5.1.3 The Planning Acts.
- 5.1.4 Any planning consents relating to the Goods so far as they remain applicable.
- 5.1.5 Where the Buyer is a Registered Charity or Charitable Organisation, the Seller retains the right to re-claim ownership of the Goods if the Buyer loses its charitable status.
- 5.1.6 If planning for the Purpose is not granted within 12 months of the date of this agreement, the Buyer and Seller shall agree an extension of time of no more than 12 months to enable the Buyer to prepare and submit an appeal to the Department of Environment. In the event that the planning approval is not granted following submission of an appeal, or the expiry of time allowed to make an appeal without an appeal being made, then the Buyer shall at its own cost and expense:

- (i) In the case of listed Goods:
 - a. Clean, lock and maintain the goods in accordance with the requirements of this paragraph 5; or
 - b. Apply to de-list the Goods
- (ii) In the case of non-listed Goods arrange for permanent removal of them at their own cost

5.2 The Buyer acknowledges that the Goods may have been painted with paint containing lead and accepts the health and safety risks which may be associated with its removal or maintenance. The Buyer also acknowledges that leaden paint may require specific maintenance procedures.

5.3 (a) Without affecting clause 6.3, the Buyer acknowledges that the kiosk may have a Class I light fitting and fuse spur(s) which do not meet current IP (ingress protection) rating requirements of BS7671 regulations for exterior electrical fittings. The Buyer accepts any health and safety risk with their ongoing use. The Buyer waives any claim against the Seller in respect of such matters. The Buyer also acknowledges that an upgrade to the light fitting and fuse spur(s) may be required which will be the sole responsibility of the Buyer. The Buyer may want to obtain an assessment from a qualified electrician.

(b) The Buyer agrees that the Goods are not intended to be used in any way by any person in the course of or in relation to their work. However, it agrees that, should a person at work do anything in relation to the Goods, it will take steps sufficient to ensure, so far as is reasonably practicable, that the Goods will be safe and without risks to health at all such times when it is being set, used, cleaned or maintained or otherwise interacted with by a person at work. In particular, the Buyer will ensure:

- (i) that the light is upgraded to a luminaire meeting Class 2 with IP rating of IP54 (or better).
- (ii) that the electrical supply housing is upgraded by replacing the spur units with IP66 type (or better).

The Buyer will employ an NICEIC registered electrician to review the installation, for the use it intends for the adopted kiosk, and carry out any required works in accordance with the then applicable regulations and standards.

The Buyer shall employ an NICEIC registered electrician to review the Goods for the use the Buyer intends, and for any required works. In addition, the Buyer will employ an NICEIC registered electrician for regular inspection and testing.

- 5.4 The Buyer shall indemnify the Seller in respect of any loss or damage it suffers in respect of any act or omission on the part of the Buyer or persons or entities authorised by it under or in relation to the matters referred to in sub-paragraphs 5.1, 5.2 and 5.3 or in respect of any claim by a third party in respect of such matters.
- 5.5(i) The Seller shall be under no obligation to the Buyer to maintain, repaint, repair or manage the Goods nor shall it be under any obligation to the Buyer to maintain or provide Call Box Services (as defined in the Universal Service Obligations) or telephony services from the Goods SAVE that where the Buyer has requested the Seller, and the Seller has agreed, to supply electricity, then the Seller shall supply that electricity (at the Seller's cost) to the REC (regional electricity company) fusebox sufficient for the operation of an 8 watt lightbulb or similar. The Seller may discontinue to provide that supply (and payment) of electricity at any time by giving the Buyer notice in writing.
- 5.5(ii) The Buyer is not permitted to connect any equipment to the power supply provided by the Seller without first obtaining the Seller's written agreement.
- 5.5(iii) If written permission is given by the Seller to the Buyer, in accordance with paragraph 5.5(ii) to connect defibrillator equipment to the electricity supply, the equipment must meet all appropriate safety standards as amended from time to time including, but not limited to, the requirements as set out at paragraph (a)-(d) below.
- The Defibrillator Cabinet must be:
- (a) Class 2 IP rating 54;
 - (b) Compliant to BS7671-416/417 in its construction;
 - (c) Manufactured by a ISO 9001/2 certified manufacturer;
 - (d) Protected by an RCD
- 5.5(iv) The Seller does not actively monitor the electricity supply to the Goods. Responsibility for ensuring a continuous electricity supply required to power any equipment installed within the Goods remains with the Buyer at all times.
- 5.5(v) The Buyer shall remain, at all times, responsible for the monitoring, maintenance and repair of any equipment installed within the Goods.
- 5.5(vi) The Buyer indemnifies the Seller in respect of all damages or losses which the Seller may incur, or any third party claims received by the Seller as a result of any breach by the Buyer of its obligations as set out in this paragraph 5.

- 5.6 From acceptance of the Goods the Buyer shall:
- 5.6.1 At all times display a sign in or on the Goods (clearly visible to anyone viewing or inspecting the Goods) that the Goods are the responsibility of the Buyer, do not contain a Seller payphone and are not connected to the Seller's electronic communications network.
 - 5.6.2 Take reasonable steps to inform the local public in the region or city in which the goods are situated that the payphone, ancillary equipment and wiring has been removed and that the Goods are the responsibility of the Buyer.
 - 5.6.3 Apply to the relevant authority or authorities for all necessary consents, licences, waivers, restrictions or determinations (if any) required for the Goods (including but not limited to consents granted under the Planning Acts and consents and licences under the Communications Act 2003 and any statutory replacement or modification thereof) and shall fully and without delay comply with any conditions or recommendations imposed by them made in respect of the Goods.
 - 5.6.4 Not sell, lease or license the Goods to a competitor to the Seller nor permit a competitor to install electronic communications apparatus (as defined in the Electronic Communications Code, in Schedule 3A of the Communications Act 2003 as amended from time to time) within the Goods and itself (as the Buyer) shall not install, provide or operate any form of electronic communications apparatus within the Goods.
 - 5.6.5 Release the Seller, insofar as it can do, from any obligation under the Town and Country Planning (Permitted Development) Order 1995 in respect of the Goods.
 - 5.6.6 Notify the emergency services that the Goods are no longer owned or maintained by the Seller and are now the property and responsibility of the Buyer.
 - 5.6.7 Indemnify the Seller in respect of any damages or losses which the Seller may incur as a result of any breach of the Buyer's obligations in this sub-paragraph 5.6 and in respect of any obligations imposed upon the Buyer under the Highways Act 1980 and the New Roads and Street Works Act 1991 in respect of the Goods.
- 5.7 The Buyer waives any rights it may have against the Seller in respect of the Goods under the Communications Act 2003.
- 5.8 The Seller reserves the right and the Buyer grants such right, at any time from the date of acceptance of the Goods by the Buyer, to enter into or onto the Goods and any neighbouring land of the Buyer (but only to the extent necessary) to undertake works or to procure the undertaking of works to disconnect or cap-off the electricity supply to the Goods described above in paragraph 5.5, at the cost of the Seller and making good any damage caused to the Goods and the Buyer's neighbouring land as aforesaid to the reasonable satisfaction of the Buyer.

- 5.9 Not connect any equipment to the electricity supply referred to in Clause 5.5 without the express written agreement of the Seller.

6 Warranties and liability

- 6.1 All warranties, conditions or terms relating to fitness for purpose, quality or condition of the Goods, whether express or implied by statute or common law or otherwise are excluded to the fullest extent permitted by law.
- 6.2 The Buyer acknowledges that the Seller is not in the business of selling the Goods and the Buyer will assume full responsibility to ensure compliance with any English Heritage requirements from the date of transfer of the goods.
- 6.3 The Seller makes no representations to the Buyer as to the Goods' quality, state of repair, safety, performance and fitness for purpose nor as to any apparent or latent defects. The Buyer shall take the Goods subject to any such defects and dilapidations (if any).
- 6.4 The Buyer agrees to the Decommissioning and, insofar as it is able, relieves the Seller of its obligations under Ofcom's Universal Services Obligations in respect of the Goods. The Buyer agrees not to object to Ofcom or any tier of local government to the Decommissioning of the Goods.
- 6.5 The Seller may supply the Buyer with a kiosk maintenance manual or other documents. Any recommendations or guidance therein shall not form warranties nor obligations of any nature upon the Seller.

7 Title and risk

- 7.1 Title shall pass on delivery of the Goods.
- 7.2 Risk shall pass on delivery of the Goods.

8 Limitation of Liability

- 8.1 When the Buyer accepts the Goods then the Seller shall have no liability whatsoever to the Buyer in respect of those Goods.
- 8.2 The Seller shall not be liable to the Buyer for late delivery of the Goods.
- 8.3 Except in respect of death any personal injury resulting from a negligent act or omission on the part of the Seller or anyone authorised by it, the Seller's liability to the Buyer for tortious and contractual damages shall not exceed the Price. The Buyer shall at all times use its best endeavours to minimise and mitigate its losses.

- 8.4 The Seller shall not be liable to the Buyer for any economic loss suffered by the Buyer as a result of it entering into this agreement.
- 8.5 The Buyer acknowledges that it has taken or has considered taking legal advice from a solicitor or counsel before entering into this agreement.

9 Intellectual property

No assignment or licensing of any IP Right is granted or made under this agreement.

10 General

- 10.1 This contract is subject to the law of England and Wales and the non-exclusive jurisdiction of the courts of England and Wales.
- 10.2 The invalidity or unenforceability of any provision in this agreement, for whatever reason, shall not prejudice or affect the validity or enforceability of its other provisions.
- 10.3 The headings of this agreement are for reference only. No delay, neglect, forbearance by either party in enforcing any provision in this agreement shall be deemed to be a waiver or compromise of any right or rights unless made in writing.
- 10.4 In relation to the Goods, this agreement constitutes the entire agreement between the parties.
- 10.5 A person who is not a party to this agreement may not enforce any of its terms under the Contracts (Rights of Third Parties) Act 1999.
- 10.6 The Buyer shall not, disclose the existence of the Agreement in any journal magazine or publication or any other publicly available media or otherwise use the Seller's name or logos (including any trade marks) in any of its advertising or publicity material without the seller's prior written consent, which may be withheld or given in the Seller's absolute discretion.

SCHEDULE

THE GOODS – Specification and Description

01767680210

Near Exchange

Market Square

Sandy

SG19 1JA

Signed by [] for and on behalf of
BRITISH TELECOMMUNICATIONS plc

Signature

.....
Position (director/company secretary/manager/attorney/agent).

If signing as agent or under a power of attorney, please attach a copy of the document giving authority.

Signed by [] for and on behalf of Signature

.....
Position (director/company secretary/manager/attorney/agent).

If signing as agent or under a power of attorney, please attach a copy of the document giving authority.

SANDY TOWN COUNCIL**COMMITTEE: Policy, Finance and Resources****DATE: 2 September 2019****AUTHOR: Town Clerk****SUBJECT: Speed Indicator Devices****1. Summary**

- 1.1 The Council previously applied to Central Bedfordshire Council's (CBC) Rural Match Fund to ask that Speed Indicator Devices (SID) be placed on Sunderland Road. The application was made following complaints by the public that the road was subject to continuous speeding by cars and HGVs. The application for Rural Match Funding was declined by CBC.
- 1.2 Speeding within Sandy is an issue that is still regularly reported to Central Bedfordshire Council Ward Members. CBC Ward Members are agreed that electronic speeds signs would benefit Sandy, particularly on Bedford Road and Sunderland Road and believe they would work in reducing vehicle speed. The Ward Members recognise that the costs of the signs would be an issue but would like to hear the Town Council's views on whether working together to pursue the set-up of these signs would be beneficial.

2. What are Speed Indicator Device Signs

- 2.1 SID signs or, Speed Indicator Devices are highly visible illuminated warning signs which can be used to reinforce road safety messages, manage traffic and enforce speed limits.
- 2.2 All SID signs work using the same basic principle: an illuminated sign panel is controlled by an on-board radar detector. When a vehicle approaches your SID sign, the radar triggers a reaction - just what this reaction is depends on what kind of SID sign is being used.
- 2.3 The most common SID signs are those which feature a real time numerical speed display. As a vehicle approaches your SID sign the radar detector calculates the speed at which the vehicle is travelling and displays this data on a real time LED matrix array.
- 2.4 The other popular type of SID sign is the fixed message format. With this design the sign is fitted with a fixed speed awareness message; when a vehicle is detected travelling in excess of the designated speed limit the SID sign is activated displaying a warning to "slow down" or an 'unhappy face'.

3. Types of Signs



Flashing warning road sign



Mobile SID



Fixed solar powered SID



Flashing roundel

4. Costs of Signs

4.1 The following costs are only indicative and have been given by one SID provider. The Clerk has not obtained further quotations or carried out comparisons on cost, quality and function with other signs or providers.

Sign	Cost (£)	Details	Image
'Slow Down' Sign	£585.00	Simplest SID which illuminates over a range of vehicle speeds.	 SLOW DOWN Yellow Can Flash
Budget Bi-Colour sign	£785.00	Gives a green speed indicator when an approaching vehicle is below the speed limit and a red indicator when a vehicle exceeds the limit.	
Fixed Speed sign – Mains Power	£985.00	Green 'thank you' message when vehicles are below the fixed speed and flashing LEDs when over.	 write speed here SLOW DOWN
Fixed Speed sign – Battery with solar charge	£1,260.00		
'Your Speed is..' sign – Mains Power	£1,425.00	Construction and dimensions identical to fixed speed signs.	 88 SLOW DOWN
'Your Speed is..' sign – Battery with solar charge	£1,700.00		
Speed and face sign – Mains Power	£1,645.00	Landscape sign which displays the speed on the left-hand side and either a green smiley face or red miserable face on the right hand side dependant on speed of vehicle.	 88 😊 SLOW DOWN
Speed and face sign – Battery and solar charge	£1,920.00		

Brackets	£95.00	Bracket system to allow sign to be moved post to post.	
Data collection facility	£250.00	Additional data collection facility on all speed signs via a USB connection to enable data extraction from the unit. In conjunction with this facility the speed display can be turned off but recording continues so as to monitor driver behaviour.	
ANPR camera	£1,750.00	A camera can be included which takes a short video and still images of any vehicles that exceed the speed limit set.	
Post for displaying sign	£135.00	Lampposts can be used to display signs, but if these are not in a suitable location a post can be installed.	

4.2 A rental service is also available at £250.00 pcm with no maintenance costs.

5. Feedback on SID Signs

3.1 Blunham Parish Council have recently purchased an SID sign, at a cost of £3,500 which can be moved around the village in different locations.

3.2 Feedback on the Blunham sign;

- Purchased a battery-operated sign with data collection functions and additional kit. Can be used as part of Speedwatch or erected on a lamppost to flash speeds and collect data. The sign is always in use in some form.
- Speedwatch definitely slows traffic and educates drivers; however, it cannot be in operation at all times. Ability to attach the sign to a post is an added bonus and makes it useful all the time.
- The parish has received good feedback anecdotally that the sign is slowing traffic.

3.3 The Transport Research Laboratory carried out a study on the effectiveness of SID signs, a similar study was also completed by Reading University. Both studies found that the signs did reduce drivers' speeds by up to 2.6 MPH at the sites studied. There was a greater reduction in speed at those sites where the sign was in place for a longer period of time. The TRL study found that the proportions of drivers exceeding 30mph and 36mph were significantly reduced at all sites whilst the SID was in operation.

SANDY TOWN COUNCIL

COMMITTEE: Policy, Finance and Resources

DATE: 2 September 2019

AUTHOR: Town Clerk

SUBJECT: Crime Statistics Working Group

1. Summary

1.1 At a meeting of the Full Council held on 15th April 2019 it was resolved that crime statistics provided to the Council should be reviewed by a working group so a strategy on how the Council can make use of the data can be established. It was agreed that this would be taken forward for the new (current) Council. At the first meeting of the Policy, Finance and Resources Committee it was agreed in the committee's action plan that the matter would be looked at in September 2019.

1.2 Members are asked to consider the set-up of a working group to report back to the Policy, Finance and Resources committee and agree the objectives of that committee.

2. Crime Statistics

2.1 Police crime statistics were previously reported to each of the Full Council meetings. The statistics were taken from the police.ac.uk website, which is a public website anyone can access. The gathering and reporting of the data took a couple of hours of administration time and Members questioned its value. Members stated that they felt the information was somewhat useful, but it does not provide a full picture.

2.2 Members of the committee are asked to consider the information which has previously been provided to Councillors at Full Council and advise what steps they would like a working group to take and what they would like the group to report back on.

2.3 Members are asked to appoint a working group of at least three Councillors.

Sandy Town Council



Financial Regulations

Amended May 2018
Re-adopted May 2019

SANDY TOWN COUNCIL FINANCIAL REGULATIONS

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1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders¹ and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective, and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.
- 1.9. The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and accounting control systems;
 - ensures the accounting control systems are observed;
 - maintains the accounting records of the council up to date in accordance with proper practices;

Commented [AE1]: Amended footnote to match NALCS

¹ Model Standing Orders for Councils (2018 Edition) is available from NALC (@NALC 2018)

AGENDA ITEM 16

APPENDIX XIV

- assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
 - a record of the assets and liabilities of the council; and
 - wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
 - measures to ensure that risk is properly managed.
- 1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:
- setting the final budget or the precept (Council Tax Requirement);
 - approving accounting statements;
 - approving an annual governance statement;
 - borrowing;
 - writing off bad debts;
 - **declaring eligibility for the General Power of Competance; and**
 - addressing recommendations in any report from the internal or external auditors shall be a matter for the full council only.
- 1.14. In addition the council must:
- determine and keep under regular review the bank mandate for all council bank accounts;

Commented [AE2]: Removed the following: declaring eligibility for the power of well-being; and

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- approve any grant or a single commitment in excess of £5,000; and
 - in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant Committee in accordance with its terms of reference.
- 1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.
- In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils – a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC)

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate Guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Mayor or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council Policy, Finance and Resources Committee.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
- be competent and independent of the financial operations of the council;
 - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and

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- have no involvement in the financial decision making, management or control of the council.
- 2.7. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
 - initiate or approve accounting transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1. **Each committee (if any) shall review** its three-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of November each year including any proposals for revising the forecast.
- 3.2. The RFO must each year, by no later than **November**, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the council.
- 3.3. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
- the council for all items over £5,000;
 - a duly delegated committee of the council for items over **£1,500**; or

Commented [AE3]: NALCs says: £500

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- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £1,500.

Commented [AE4]: NALCs says: £500

Such authority is to be evidenced by a Minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4. The salary budgets are to be reviewed at least annually by end of October for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available, and the requisite borrowing approval has been obtained.
- 4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of £500 or 15% of the budget.
- 4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

Commented [AE5]: NALC's 2019 regulations say £100

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency. (The Council shall seek credit references in respect of members or employees who act as signatories)
- 5.2. The RFO shall prepare a schedule of payments, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council or Policy, Finance and Resources Committee. The council / committee shall review the schedule for compliance and, having satisfied itself shall authorise the schedule by a resolution of the council or Policy,

Commented [AE6]: Addition in NALC's 2019 regulations

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Finance and Resources Committee. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. **A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was approved.** Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

Commented [AE7]: Addition

- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council or Policy, Finance and Resources Committee Meeting.
- 5.5. The Clerk/RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
- If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk/RFO certifies that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council or Policy, Finance and Resources Committee;
 - An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council or Policy, Finance and Resources Committee or
 - fund transfers within the councils banking arrangements up to the sum of **£35,000**, provided that a list of such payments shall be submitted to the next appropriate meeting of council or Policy, Finance and Resources Committee.
- 5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively), Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council [,or a duly authorised committee,] may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council or Policy, Finance and Resources Committee.
- 5.7. **A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.**
- 5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any Policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

Commented [AE8]: NALCs says £10,000

Commented [CB9]: Addition

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- 5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of Council or Policy, Finance and Resources Committee.
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by three members of council or two members of council and countersigned by the Clerk in accordance with a resolution instructing that payment. **A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.**
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the Policy, Finance and Resources Committee at the next convenient meeting.
- 6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable Direct Debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable Direct Debit shall be renewed by resolution of the council at least every two years.
- 6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by Banker's Standing Order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a Banker's Standing Order shall be renewed by resolution of the council at least every two years.
- 6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and

Commented [AE10]: 1.1.Addition. Removal of: If a member who is also a bank signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, that Councillor shall be required to consider Standing Orders, and thereby determine whether it is appropriate and/or permissible to be a signatory to the transaction in question.

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Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

- 6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.15. Where internet banking arrangements are made with any bank, the Clerk/RFO shall be appointed as the Service Administrator. The Bank Mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by two of the Clerk/RFO and a member. A programme of regular checks of standing data with suppliers will be followed.
- 6.18. Any Debit Card issued for use will be specifically restricted to the Clerk/RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.
- 6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Policy, Finance and Resources Committee. Transactions and purchases made will be reported to the council and Policy Finance and Resources Committee and authority for topping-up shall be at the discretion of the council or Policy, Finance and Resources Committee.
- 6.20. Any corporate credit card or trade card account opened by the council **will be specifically restricted to use by the Clerk/RFO and** shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.
- 6.21. The Clerk/RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.

Commented [AE11]: Addition in NALC 2019 regulations

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- a) The RFO shall maintain as petty cash float of £250 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
- b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
- c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.

7. PAYMENT OF SALARIES

- 7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the council.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
 - a) by any councillor who can demonstrate a need to know;
 - b) by the internal auditor;
 - c) by the external auditor; or
 - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 7.8. Before employing interim staff, the council must consider a full business case.

8. LOANS AND INVESTMENTS

- 8.1. All borrowings shall be affected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for Borrowing Approval, and subsequent arrangements for the Loan shall only be approved by full council.
- 8.2. Any financial arrangement which does not require formal Borrowing Approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 8.3. The council will arrange with the council's Banks and Investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk or RFO.
- 8.4. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with council policy.
- 8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 8.6. All investments of money under the control of the council shall be in the name of the council.
- 8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. INCOME

- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered, or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3. The council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
- 9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

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- 9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below).

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the RFO.
- 10.3. All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.
- 10.4. A member may not issue an official order or make any contract on behalf of the council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the Minutes can record the power being used.

11. CONTRACTS

- 11.1. Procedures as to contracts are laid down as follows:
- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by legal professionals acting in disputes;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - v. for additional audit work of the external Auditor up to an estimated value of £500 (in excess of this sum the Clerk /RFO shall act after consultation with the Mayor and Deputy Mayor of council); and

Commented [AE12]: Addition. Removal of: solicitors, accountants, surveyors and planning consultants;

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- vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by the Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations.¹
- c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time).¹
- d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- e. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- f. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- g. Any invitation to tender issued under this regulation shall be subject to Standing Order, ² 18d, and shall refer to the terms of the Bribery Act 2010.
- h. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk/RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £250 the Clerk/RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
- i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

Commented [AE13]: Addition. Removal of: it is intended to enter into a contract exceeding £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall invite tenders from at least three firms to be taken from the appropriate approved list

Commented [AE14]: a. Removal of item G of our regulations which states: If less than three tenders are received for contracts above £25,000 or if all the tenders are identical the council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.

Commented [AE15]: NALC's says £100

Commented [AE16]: a. Removal of k in our regulations which stated: The European Union Procurement Directive shall apply and the terms of the Public Contracts Regulations 2006 and the Utilities Contracts Regulations 2006 including thresholds shall be followed.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

² Based on Sandy Town Council standing order 2014

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- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

13. STORES AND EQUIPMENT

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery Notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. ASSETS, PROPERTIES AND ESTATES

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed [£250].
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. Subject only to the limit set in Reg. 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. INSURANCE

- 15.1. Following the annual risk assessment (per Regulation 17), the Clerk/RFO shall effect all insurances and negotiate all claims on the council's insurers.
- 15.2. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 15.3. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.
- 15.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

16. CHARITIES

- 16.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

17. RISK MANAGEMENT

- 17.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk/RFO shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 17.2. When considering any new activity, the Clerk/RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 18.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these financial regulations.
- 18.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

ⁱ The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts.

ⁱⁱ Thresholds currently applicable are:

- a) For public supply and public service contracts 209,000 Euros (£181,302)
- b) For public works contracts £5,225,00 Euros (£4,551,413)

SANDY TOWN COUNCIL**COMMUNITY ENGAGEMENT POLICY****1. INTRODUCTION**

- 1.1 Sandy Town Council wants to work closely with the public – residents, communities, businesses and voluntary organisations. Our aim is to engage with residents and encourage their participation in the local democratic process; creating a more active and informed community that is involved in decision making and securing better services.
- 1.2 This document forms the Town Council’s Community Engagement Policy.
It sets out:
- The role of community engagement and its importance;
 - How Sandy Town Council engages with the wider community and identifies the needs and aspirations of the community;
 - How the Town Council can improve community engagement.
- 1.3 The objectives of the policy are to:
- Encourage effective local community engagement;
 - Ensure that embedded throughout the Council there is a clear understanding of the need to engage with communities about decisions which affect them;
 - Enable the aspirations/comments/suggestions etc obtained from community engagement to have an impact on decision making and the way in which services are being delivered;
 - Identify how the Council can enhance its profile by improving engagement with the wider community (with specific reference to hard to reach groups).

2. COMMUNITY ENGAGEMENT

- 2.1 Community engagement means the involvement of local people in decisions which affect them and their community. This can include individuals and community groups as well as businesses and other public bodies. It provides an opportunity for local people to communicate with the Council about their community and neighbourhoods needs and/or aspirations.

- 2.2 Community engagement provides the Council with an opportunity to consult and inform the public about its services and projects.
- 2.3 'Hard to reach' groups within the community can be those who experience social exclusion and can be perceived as being disempowered. An example may be young people, elderly people or those with a disability.
- 2.4 The key aspects of community engagement includes;
- Development of a network of relationships between the Council, individuals and groups;
 - Clear and open communication to ensure that information is made accessible to all groups;
 - Listening to and understanding a range of people to identify aspirations, needs and problems
- 2.5 The benefits of community engagement include;
- Problems and needs within communities are identified so they can be addressed;
 - Those participating feel more empowered by being involved in decision making and a sense of ownership over new facilities/initiatives can be developed;
 - May result in a renewed respect for the Council; enhanced leadership and greater interest in elections or standing for Council.

3. AIMS

Sandy Town Council strives to undertake the following:

3.1 To enable an involved, empowered and active citizenship through:

- (i) All meetings of the Town Council and its committees will be open to the public and press and there is a period set aside for residents to speak.
Residents can access agendas for Council meetings via the Council's website, Council office, Library and Council notice boards.
- (ii) involving residents in community issues and informing local people of the Council's services and actions taken
- (iii) details of how to contact the Council are displayed on notice boards, website, Facebook and in the monthly Bulletin page
- (iv) engaging proactively with all sections of the community

- (v) considering consultations and surveys where necessary and appropriate and making results available

3.2 To communicate information to our community clearly, factually and appropriately through:

- (i) a website detailing all council services and activities
- (ii) regular press releases and advertisements in local publications
- (iii) use of social media via the Town Council Facebook page (in line with the Council Social Media Policy)
- (iv) an annual report
- (v) display of information on public noticeboards
- (vi) use of plain English

3.3 To improve our communication with our partners and stakeholders and co-ordinate our community engagement efforts through:

- (i) supporting the work of statutory agencies in Sandy
- (ii) supporting the work of non-statutory organisations in Sandy
- (iii) maintaining positive working relationships with local organisations
- (iv) identifying and embracing opportunities to work with other local community groups, as and when the need arises
- (v) receptive to requests from residents and will attempt to be flexible in order to ensure their opinions are known not only to the Town Council but other organisations
- (vi) ensure local people and communities are referred to the correct department/officer/council and that they are aware of the ways that they can use relevant systems to make their views known

3.4 To raise the image and reputation of the Council through:

- (i) inviting residents to be actively involved in meetings via the public forum
- (ii) publicising the Annual Town Meeting
- (iii) inviting residents/community groups to provide information for Council publications, website or Facebook
- (iv) issuing press releases covering activities of the Council
- (v) encouraging the Mayor to represent the Council and the community
- (vi) when dealing with 'controversial' issues that affect a particular community consideration will be given to holding a public meeting

- (vii) publishing positive results achieved from working relationships between the council and other community groups/bodies

3.5 To enable every councillor to maximise their role as elected representatives and community leaders through:

- (i) the supply of a New Members Pack
- (ii) encouraging Councillors to attend appropriate training as set out in the Council Training Statement of Intent
- (iii) encouraging Councillors to attend meetings of community organisations and resident's associations in their respective wards
- (iv) encouraging Councillors to take up places on community groups and organisations
- (v) holding Councillor surgeries

3.6 To ensure every member of staff understands the council's role and priorities through:

- (i) development of a customer care programme
- (ii) encouraging staff to provide input into the decision making process
- (iii) encouraging staff to represent the Council at community events
- (iv) provision of regular staff training, continuous professional development and briefings

Adopted: September 2017

Review: September 2019
