

Sandy Town Council

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

You are hereby summoned to attend a meeting of the Policy, Finance and Resources Committee of Sandy Town Council which will be held in the Council Chamber at 10 Cambridge Road, Sandy, Bedfordshire on Monday 29 April 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
23 April 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 11 March 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 March 2019. Appendix I
- ii) To receive a budget overview report. Appendix II
- iii) To consider a recommendation from the Town Clerk on 2018/19 underspend allocation. Appendix III
- iv) To approve a schedule of payments made since previous meeting. Appendix IV
- v) The Chair to approve bank reconciliations and statements.

6 Action List

To receive and note the committee's action list. Appendix V

7 Flag Flying Policy

To receive and consider a draft Flag Flying Policy and on what days the Council wishes to fly the Union Flag. Appendix VI

8 Chairman's Items

9 Date of Next Meeting:

The next Policy Finance and Resources meeting will be the first meeting of the new Council's Policy, Finance and Resources Committee on 10 June 2019

16:56

Detailed Balance Sheet - Excluding Stock Movement

Month 12 Date 31 March 2019

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<i>Current Assets</i>			
100	Debtors Control	342	
102	Accrued Interest	521	
105	VAT Control	12,598	
110	Prepayments	2,030	
123	S106 Debtor	6,864	
200	Current Bank A/c	45,357	
201	Clerks Imprest A/c	516	
205	Capital a/c Santander	217,287	
206	Barclays Active Saver	193,730	
208	Public Sector Deposit Fund	203,513	
210	Petty Cash	250	
Total Current Assets			683,008
<i>Current Liabilities</i>			
501	Creditors Control	22,660	
510	Accruals	4,061	
Total Current Liabilities			26,721
Net Current Assets			656,286
Total Assets less Current Liabilities			656,286
<i>Represented by :-</i>			
300	Current Year Fund	56,647	
310	General Reserve	227,395	
315	Rolling Capital Fund	91,974	
320	Capital Receipts Reserve	55,324	
321	Cemetery Development Reserve	23,028	
322	EMR Fallowfield	179,919	
323	EMR Community Funds	7,000	
324	EMR Elections	15,000	
Total Equity			656,286

Summary Income & Expenditure by Budget Heading 31 March 2019

Month No: 12

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
401 Staff	Income	0	190	0	(190)			0.0%
	Expenditure	22,071	252,068	274,250	22,182		22,182	91.9%
	Movement to/(from) Gen Reserve	<u>(22,071)</u>	<u>(251,878)</u>					
402 Administration-Office	Income	139	2,512	1,750	(762)			143.6%
	Expenditure	8,435	71,602	81,000	9,398		9,398	88.4%
	Movement to/(from) Gen Reserve	<u>(8,296)</u>	<u>(69,089)</u>					
403 Administration-Works	Income	0	737	0	(737)			0.0%
	Expenditure	4,465	35,636	39,968	4,331		4,331	89.2%
	Movement to/(from) Gen Reserve	<u>(4,465)</u>	<u>(34,899)</u>					
405 Footway Lighting	Expenditure	3,081	21,493	13,300	(8,193)		(8,193)	161.6%
406 Cemetery & Churchyard	Income	2,754	27,672	20,000	(7,672)			138.4%
	Expenditure	680	9,847	9,810	(37)		(37)	100.4%
	Movement to/(from) Gen Reserve	<u>2,074</u>	<u>17,825</u>					
408 Town Centre (Including Market)	Income	0	380	135	(245)			281.5%
	Expenditure	0	26,584	32,918	6,334		6,334	80.8%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(26,204)</u>					
409 Public Toilets - Car Park	Expenditure	38	3,431	4,200	769		769	81.7%
500 Play Areas and Open Spaces	Income	0	1,089	1,550	461			70.3%
	Expenditure	(14,262)	(9,157)	(5,700)	3,457		3,457	160.6%
	Movement to/(from) Gen Reserve	<u>14,262</u>	<u>10,246</u>					
501 Sunderland Road Rec Ground	Income	190	825	685	(140)			120.5%
	Expenditure	2,180	29,023	28,129	(894)		(894)	103.2%
	Movement to/(from) Gen Reserve	<u>(1,990)</u>	<u>(28,198)</u>					
502 Nature Reserves	Income	0	3,160	2,500	(660)			126.4%
	Expenditure	0	12,231	13,350	1,119		1,119	91.6%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(9,070)</u>					
505 Grass Cutting	Expenditure	7,580	7,580	10,000	2,420		2,420	75.8%
506 Litter Bins, Seats & Shelters	Expenditure	304	495	650	155		155	76.2%
509 Christmas Lights	Income	0	1,236	2,500	1,264			49.4%
	Expenditure	0	16,631	19,000	2,369		2,369	87.5%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(15,395)</u>					
601 Precept and Interest	Income	777	565,867	563,407	(2,460)			100.4%
602 Democratic and Civic Costs	Income	0	1,026	0	(1,026)			0.0%
	Expenditure	3,758	12,662	14,050	1,388		1,388	90.1%
	Movement to/(from) Gen Reserve	<u>(3,758)</u>	<u>(11,635)</u>					
700 Capital and Projects	Income	17,665	234,151	267,005	32,854			87.7%
	Expenditure	26,767	292,073	324,607	32,534		32,534	90.0%
	Movement to/(from) Gen Reserve	<u>(9,102)</u>	<u>(57,922)</u>					

Summary Income & Expenditure by Budget Heading 31 March 2019

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	21,525	838,846	859,532	20,686			97.6%
Expenditure	65,097	782,199	859,532	77,332	0	77,332	91.0%
Net Income over Expenditure	<u>(43,572)</u>	<u>56,647</u>	<u>0</u>	<u>(56,647)</u>			
Movement to/(from) Gen Reserve	<u>(43,572)</u>	<u>56,647</u>					

Detailed Income & Expenditure by Budget Heading 31 March 2019

Month No: 12

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								
1245 Grants Received	0	190	0	(190)			0.0%	
Staff :- Income	0	190	0	(190)				0
4001 Gross Salaries - Admin	8,879	104,594	114,000	9,406	9,406	9,406	91.7%	
4002 Gross Salaries - Works	8,283	90,885	97,250	6,365	6,365	6,365	93.5%	
4003 Employers NIC	1,304	15,074	16,900	1,826	1,826	1,826	89.2%	
4004 Employers Superannuation	3,539	40,102	44,350	4,248	4,248	4,248	90.4%	
4006 H&S Costs/Consultancy	0	169	500	331		331	33.8%	
4010 Miscellaneous Staff Costs	65	876	1,000	124		124	87.6%	
4030 Recruitment Advertising	0	366	250	(116)		(116)	146.5%	
Staff :- Indirect Expenditure	22,071	252,068	274,250	22,182	0	22,182	91.9%	0
Movement to/(from) Gen Reserve	(22,071)	(251,878)						
402 Administration-Office								
1003 Tourism Income	0	979	200	(779)			489.4%	
1201 Rent Received Etc	0	630	1,500	870			42.0%	
1202 Photocopying Income	0	71	50	(21)			141.3%	
1205 Miscellaneous Income	139	832	0	(832)			0.0%	
1360 Ticket Sales Commission	0	1	0	(1)			0.0%	
Administration-Office :- Income	139	2,512	1,750	(762)			143.6%	0
4008 Training	801	1,970	2,000	30		30	98.5%	
4009 Travel & Subsistence	42	206	50	(156)		(156)	412.2%	
4011 General Rates	0	6,480	6,500	20		20	99.7%	
4012 Water Rates	0	(9)	600	609		609	(1.5%)	
4014 Electricity	418	2,429	2,500	71		71	97.2%	
4015 Gas	503	1,867	1,500	(367)		(367)	124.4%	
4016 Cleaning Materials etc	137	1,047	1,250	203		203	83.7%	
4018 General Data Protection Regs	0	900	2,000	1,100		1,100	45.0%	
4020 Misc Establishment Costs	65	301	2,000	1,699		1,699	15.0%	
4021 Telephone & Fax	259	2,746	2,500	(246)		(246)	109.9%	
4022 Postage	0	809	1,200	391		391	67.4%	
4023 Printing & Stationery	92	1,304	3,000	1,696		1,696	43.5%	
4024 Subscriptions	0	2,514	2,700	186		186	93.1%	
4025 Insurance (excl vehicles)	1,848	21,808	21,500	(308)		(308)	101.4%	
4026 Photocopy Costs	0	2,479	3,500	1,021		1,021	70.8%	
4027 IT Costs incl Support	767	4,445	6,000	1,555		1,555	74.1%	
4028 Service Agreements (Other)	(574)	3,984	6,500	2,516		2,516	61.3%	
4035 Publications	6	166	100	(66)		(66)	166.2%	
4036 Property Maintenance/Security	(243)	3,452	3,000	(452)		(452)	115.1%	

Detailed Income & Expenditure by Budget Heading 31 March 2019

Month No: 12

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
4038 Consumables/Small Tools	(163)	(163)	0	163		163	0.0%	
4040 Equipment Purchases (Minor)	1,370	2,229	2,000	(229)		(229)	111.5%	
4050 Tourism Expenditure	0	415	250	(165)		(165)	166.1%	
4051 Bank Charges	25	213	100	(113)		(113)	213.0%	
4056 Legal Expenses	0	1,415	1,500	85		85	94.4%	
4057 Audit Fees - External	1,300	1,300	1,300	0		0	100.0%	
4058 Audit Fees - Internal	400	800	750	(50)		(50)	106.7%	
4059 Accountancy Fees	1,367	6,328	6,500	172		172	97.3%	
4070 Refreshments	15	165	200	35		35	82.7%	
Administration-Office :- Indirect Expenditure	8,435	71,602	81,000	9,398	0	9,398	88.4%	0
Movement to/(from) Gen Reserve	(8,296)	(69,089)						
403 Administration-Works								
1212 Miscellaneous Works Income	0	60	0	(60)			0.0%	
1245 Grants Received	0	677	0	(677)			0.0%	
Administration-Works :- Income	0	737	0	(737)				0
4005 Protective Clothing	38	1,476	1,150	(326)		(326)	128.4%	
4008 Training	0	1,411	1,000	(411)		(411)	141.1%	
4011 General Rates	0	1,776	1,800	24		24	98.7%	
4012 Water Rates	0	160	200	40		40	79.8%	
4014 Electricity	0	0	1,000	1,000		1,000	0.0%	
4017 Refuse Disposal	370	3,258	5,500	2,242		2,242	59.2%	
4036 Property Maintenance/Security	0	850	2,000	1,150		1,150	42.5%	
4038 Consumables/Small Tools	1,300	2,598	2,500	(98)		(98)	103.9%	
4039 Planting/Trees/Horticulture	0	4,955	6,250	1,295		1,295	79.3%	
4040 Equipment Purchases (Minor)	410	1,390	2,000	610		610	69.5%	
4042 Equipment/Vehicle Maintenance	1,774	5,326	5,000	(326)		(326)	106.5%	
4043 Equipment/Vehicle Fuel	574	3,701	3,000	(701)		(701)	123.4%	
4044 Vehicle Tax & Insurance	0	2,071	2,500	429		429	82.8%	
4045 Arboriculture	0	6,665	6,068	(598)		(598)	109.8%	
Administration-Works :- Indirect Expenditure	4,465	35,636	39,968	4,331	0	4,331	89.2%	0
Movement to/(from) Gen Reserve	(4,465)	(34,899)						
405 Footway Lighting								
4014 Electricity	1,081	6,113	5,500	(613)		(613)	111.2%	
4042 Equipment/Vehicle Maintenance	2,000	15,380	7,800	(7,580)		(7,580)	197.2%	
Footway Lighting :- Indirect Expenditure	3,081	21,493	13,300	(8,193)	0	(8,193)	161.6%	0
Movement to/(from) Gen Reserve	(3,081)	(21,493)						

Detailed Income & Expenditure by Budget Heading 31 March 2019

Month No: 12

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
406 Cemetery & Churchyard								
1226 Burials/Memorials Income	2,754	27,672	20,000	(7,672)			138.4%	
Cemetery & Churchyard :- Income	2,754	27,672	20,000	(7,672)			138.4%	0
4011 General Rates	0	2,640	2,460	(180)		(180)	107.3%	
4012 Water Rates	0	66	100	34		34	66.5%	
4036 Property Maintenance/Security	0	782	1,000	218		218	78.2%	
4037 Grounds Maintenance	200	314	900	586		586	34.9%	
4039 Planting/Trees/Horticulture	0	5	350	345		345	1.4%	
4101 Grave Digging Costs	480	6,040	5,000	(1,040)		(1,040)	120.8%	
Cemetery & Churchyard :- Indirect Expenditure	680	9,847	9,810	(37)	0	(37)	100.4%	0
Movement to/(from) Gen Reserve	2,074	17,825						
408 Town Centre (Including Market)								
1238 Other Income Car Park	0	380	135	(245)			281.5%	
Town Centre (Including Market) :- Income	0	380	135	(245)			281.5%	0
4007 Health & Safety	0	0	150	150		150	0.0%	
4011 General Rates	0	10,816	14,660	3,844		3,844	73.8%	
4036 Property Maintenance/Security	0	867	1,500	633		633	57.8%	
4053 Loan Interest	0	271	273	2		2	99.3%	
4054 Loan Capital Repaid	0	337	335	(2)		(2)	100.7%	
4100 CCTV Fees	0	14,293	16,000	1,707		1,707	89.3%	
Town Centre (Including Market) :- Indirect Expenditure	0	26,584	32,918	6,334	0	6,334	80.8%	0
Movement to/(from) Gen Reserve	0	(26,204)						
409 Public Toilets - Car Park								
4011 General Rates	0	1,800	2,000	200		200	90.0%	
4012 Water Rates	0	968	1,000	32		32	96.8%	
4014 Electricity	38	269	200	(69)		(69)	134.7%	
4036 Property Maintenance/Security	0	393	1,000	607		607	39.3%	
Public Toilets - Car Park :- Indirect Expenditure	38	3,431	4,200	769	0	769	81.7%	0
Movement to/(from) Gen Reserve	(38)	(3,431)						
500 Play Areas and Open Spaces								
1201 Rent Received Etc	0	0	500	500			0.0%	
1241 Sandy FC Rent	0	479	500	21			95.8%	
1251 Pitch Rental	0	610	550	(60)			111.0%	
Play Areas and Open Spaces :- Income	0	1,089	1,550	461			70.3%	0

Detailed Income & Expenditure by Budget Heading 31 March 2019

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4007 Health & Safety	0	399	400	1		1	99.8%	
4012 Water Rates	0	629	700	71		71	89.8%	
4014 Electricity	0	122	200	78		78	61.2%	
4036 Property Maintenance/Security	0	1,429	500	(929)		(929)	285.9%	
4037 Grounds Maintenance	0	2,092	2,500	408		408	83.7%	
4042 Equipment/Vehicle Maintenance	738	1,172	5,000	3,828		3,828	23.4%	
4972 Transfer from EMR Fallowfield	(15,000)	(15,000)	(15,000)	0		0	100.0%	
Play Areas and Open Spaces :- Indirect Expenditure	(14,262)	(9,157)	(5,700)	3,457	0	3,457	160.6%	0
Movement to/(from) Gen Reserve	14,262	10,246						
501 Sunderland Road Rec Ground								
1253 Bowls Club Rental	0	423	410	(13)			103.2%	
1255 Cricket Club Rental	0	212	270	58			78.6%	
1256 Scouts ,ACF and SSLA	190	190	5	(185)			3800.0%	
Sunderland Road Rec Ground :- Income	190	825	685	(140)			120.5%	0
4012 Water Rates	0	1,463	800	(663)		(663)	182.8%	
4014 Electricity	17	201	200	(1)		(1)	100.5%	
4036 Property Maintenance/Security	80	2,469	1,250	(1,219)		(1,219)	197.5%	
4046 Bowling Green - SBC	0	3,107	3,058	(49)		(49)	101.6%	
4047 Equipment Maintenance - SBC	0	2,404	2,485	81		81	96.7%	
4048 Cricket Square - SCC	30	2,484	2,455	(29)		(29)	101.2%	
4049 Equipment Maintenance - SCC	795	1,799	2,656	857		857	67.7%	
4060 Other Professional Fees	1,258	15,096	15,225	129		129	99.2%	
Sunderland Road Rec Ground :- Indirect Expenditure	2,180	29,023	28,129	(894)	0	(894)	103.2%	0
Movement to/(from) Gen Reserve	(1,990)	(28,198)						
502 Nature Reserves								
1306 Countryside Stewardship Grant	0	2,630	2,000	(630)			131.5%	
1307 Angling Licence Rent	0	530	500	(30)			106.0%	
Nature Reserves :- Income	0	3,160	2,500	(660)			126.4%	0
4037 Grounds Maintenance	0	39	1,500	1,461		1,461	2.6%	
4060 Other Professional Fees	0	10,192	9,850	(342)		(342)	103.5%	
4703 Sandy Green Wheel	0	2,000	2,000	0		0	100.0%	
Nature Reserves :- Indirect Expenditure	0	12,231	13,350	1,119	0	1,119	91.6%	0
Movement to/(from) Gen Reserve	0	(9,070)						

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Month No: 12

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
505 Grass Cutting								
4102 Grass Cutting	7,580	7,580	10,000	2,420		2,420	75.8%	
Grass Cutting :- Indirect Expenditure	<u>7,580</u>	<u>7,580</u>	<u>10,000</u>	<u>2,420</u>	<u>0</u>	<u>2,420</u>	<u>75.8%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(7,580)</u>	<u>(7,580)</u>						
506 Litter Bins, Seats & Shelters								
4042 Equipment/Vehicle Maintenance	304	495	650	155		155	76.2%	
Litter Bins, Seats & Shelters :- Indirect Expenditure	<u>304</u>	<u>495</u>	<u>650</u>	<u>155</u>	<u>0</u>	<u>155</u>	<u>76.2%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(304)</u>	<u>(495)</u>						
509 Christmas Lights								
1365 Christmas Lights	0	1,236	2,500	1,264			49.4%	
Christmas Lights :- Income	<u>0</u>	<u>1,236</u>	<u>2,500</u>	<u>1,264</u>			<u>49.4%</u>	<u>0</u>
4401 Christmas Illuminations	0	12,757	14,000	1,243		1,243	91.1%	
4402 Community Christmas Event	0	5,603	5,000	(603)		(603)	112.1%	
4701 Grants/Donations Paid	0	1,451	0	(1,451)		(1,451)	0.0%	
4971 Transfer from EMR	0	(3,180)	0	3,180		3,180	0.0%	
Christmas Lights :- Indirect Expenditure	<u>0</u>	<u>16,631</u>	<u>19,000</u>	<u>2,369</u>	<u>0</u>	<u>2,369</u>	<u>87.5%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>0</u>	<u>(15,395)</u>						
601 Precept and Interest								
1101 Precept	0	562,607	562,607	0			100.0%	
1320 Interest Received - All account	777	3,260	800	(2,460)			407.5%	
Precept and Interest :- Income	<u>777</u>	<u>565,867</u>	<u>563,407</u>	<u>(2,460)</u>			<u>100.4%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>777</u>	<u>565,867</u>						
602 Democratic and Civic Costs								
1309 Misc Contributions	0	1,026	0	(1,026)			0.0%	
Democratic and Civic Costs :- Income	<u>0</u>	<u>1,026</u>	<u>0</u>	<u>(1,026)</u>				<u>0</u>
4020 Misc Establishment Costs	0	59	100	41		41	59.2%	
4033 Annual Report & Newsletter	0	2,856	3,000	144		144	95.2%	
4042 Equipment/Vehicle Maintenance	235	638	250	(388)		(388)	255.2%	
4200 Mayor's Allowance	473	1,967	2,200	233		233	89.4%	
4202 Members' Expenses (Conf etc)	0	150	500	350		350	30.0%	
4210 Election Costs	0	0	3,000	3,000		3,000	0.0%	
4701 Grants/Donations Paid	0	2,025	3,000	975		975	67.5%	
4702 Community Events Support	50	1,966	2,000	34		34	98.3%	

Detailed Income & Expenditure by Budget Heading 31 March 2019

Month No: 12

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
4921 Transfer to EMR	3,000	3,000	0	(3,000)		(3,000)	0.0%	
Democratic and Civic Costs :- Indirect Expenditure	3,758	12,662	14,050	1,388	0	1,388	90.1%	0
Movement to/(from) Gen Reserve	(3,758)	(11,635)						
700 Capital and Projects								
1103 Internal Loan from F'ild EMR	320	126,713	250,000	123,287			50.7%	
1153 Loan Interest Rec'd - INTERNAL	7,903	7,903	7,903	0			100.0%	
1154 Loan Capital Rec'd - INTERNAL	9,102	9,102	9,102	0			100.0%	
1210 Sale of Assets	0	2,000	0	(2,000)			0.0%	
1364 S106 Money Received	340	88,433	0	(88,433)			0.0%	
Capital and Projects :- Income	17,665	234,151	267,005	32,854			87.7%	0
4153 Loan Interest - INTERNAL	7,903	7,903	7,903	0		0	100.0%	
4154 Loan Capital - INTERNAL	9,102	9,102	9,102	0		0	100.0%	
4802 CAP - Cemetery Extension	320	69,968	293,220	223,252		223,252	23.9%	
4818 CAP - Fallowfield	0	56,745	0	(56,745)		(56,745)	0.0%	
4821 CAP - Fencing Bedford Rd	0	2,481	0	(2,481)		(2,481)	0.0%	
4822 CAP - Play Equipment (Limes)	0	3,833	0	(3,833)		(3,833)	0.0%	
4823 CAP - Play Equipment (Beeston)	0	8,554	0	(8,554)		(8,554)	0.0%	
4824 CAP - Play Equipment (Bedford)	0	53,703	0	(53,703)		(53,703)	0.0%	
4825 CAP - Play Equipment (F/Field)	0	15,479	0	(15,479)		(15,479)	0.0%	
4826 CAP - Play Equipment (S'land)	340	6,864	0	(6,864)		(6,864)	6864000	
4827 CAP - Bowls Club Irrig Pump	0	1,594	0	(1,594)		(1,594)	0.0%	
4915 Transfer to Rolling Capital Fd	0	48,500	48,500	0		0	100.0%	
4920 Transfer to C R R	0	2,320	0	(2,320)		(2,320)	0.0%	
4923 Internal Loan repaid to F'ild	9,102	9,102	9,102	0		0	100.0%	
4965 Funded from Rolling Capital	0	(4,076)	0	4,076		4,076	0.0%	
4970 Transfer from C R R	0	0	(43,220)	(43,220)		(43,220)	0.0%	
Capital and Projects :- Indirect Expenditure	26,767	292,073	324,607	32,534	0	32,534	90.0%	0
Movement to/(from) Gen Reserve	(9,102)	(57,922)						
Grand Totals:- Income	21,525	838,846	859,532	20,686			97.6%	
Expenditure	65,097	782,199	859,532	77,332	0	77,332	91.0%	
Net Income over Expenditure	(43,572)	56,647	0	(56,647)				
Movement to/(from) Gen Reserve	(43,572)	56,647						

Sandy Town Council
Report to 31 March 2019

General Notes

Attached is the summary income & expenditure report for month 1st to 31st March 2019. This report shows a current year surplus of income over expenditure of £56,647 includes only the second half of the precept (£281,303) which was received on 6th September 2018.

The balance sheet shows that total funds available to the Council are £656,286

This is made up of the following -

Current Year Surplus	£56,647
General Reserve Brought Forward	£227,395
Rolling Capital Fund	£91,974
Capital Receipts Reserve	£55,324
Fallowfield Reserve	£179,919
Earmarked Community Funds	£7,000
Earmarked Elections	£15,000
Cemetery Development Reserve	<u>£23,028</u>
Total	<u>£706,347</u>

The percentage of budget if analysed evenly over the year to date is 100% but Members are reminded that income & expenditure rarely follows this pattern over the year.

Analysis by Cost Centre

401 Staff

Expenditure is 91.9% of the annual budget.

2145 - Grant received for DWP access to work.

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

Overall Cost centre underspend as a result of staff change over and time spent with reduced numbers of employees for administration and grounds staff.

402 Administration

Expenditure is 88.4% of the annual budget.

4009 - Overspend due to attendance at training courses/conference. Greater distance than previous years. Increased budget allowed for in 2019/20.

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

4015 - Refund due from Gazprom as Council was placed on wrong contract by company. Movement to the correct fixed tariff complete and refund due in 2019/20.

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

4025 - Insurance increase following annual re-evaluation. Increase in cost due to new play equipment.

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

4036 -Over spend due to annual service Charge for next financial year, which renews in March 2019. Several alarm call outs over the last few months and repair work to the control box led to an overspend.

4040 - Overspend is due to the purchase of a defibrillator, which is offset by income from the Mayor's Charity Account. Expenditure is further offset by a grant of £190 from DWP for office equipment.

Sandy Town Council
Report to 31 March 2019

Analysis by Cost Centre [Continued]

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

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

4058 - Overspend as a result of increase in internal audit fees. Allowance made in 2019/20 budget.

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

403 Works

Expenditure is 89.2% of the annual budget.

4005 - High expenditure due to required PPE for new groundsman and PPE required for training course

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

4042 - Overspend due to increased repair works needed for Council vehicles, particularly - AE67 CLF. Servicing and MOT of all Council vehicles came to £1,524. Repair works for AE67 CLF came to £2,398. Further costs were incurred for repairs needed to the tractor.

4043 - Increased verti-drain and cutting activities for sports fields will have impact on winter fuel use. Increase allowed for in 2019/20 budget. Reduction expected in costs when new depot completed as more red deisel will be able to be stored, reducing the number of deliveries required.

4045 - Overspend due to cost of extensive tree work at Beeston (pollarding of all willows)

405 Footway Lighting

Expenditure is 161.6% of the annual budget.

4042 - Expenditure is high due to replacement of two streetlight columns and replacement of lanterns to LED on lights which have faulted. 20% of the Council's lighting stock are now LED.

4014 - Electricity costs are higher than anticipated due to an increase in tariff mid-year. The Council switched providers to Ampower to achieve the lowest possible cost. An allowance as been made in the 2019/20 budget and the provider has been asked to account for 20% of the lights changing to LED.

406 Cemetery & Churchyard

Expenditure is 100.4% of the annual budget.

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

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

408 Town Centre (Incl. Market)

Expenditure is 80.8% of the annual budget

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

4100 - Underspend of £1,707 due to removal of mobile camera following failure beyond economic repair.

No concerns

409 Public Toilets - Car Park

Expenditure is 81.7% of the annual budget.

4014 - Electricity charges based on estimates. A rebate is still anticipated. Rebate anticipated.

Sandy Town Council
Report to 31 March 2019

Analysis by Cost Centre [Continued]

500 Play Areas and Open Spaces

Expenditure is 70.3% of the annual budget.

4036 - Over spend due to charges related to eviction of unauthorised encampment from The Pinnacle Field (£1,410.80)

501 Sunderland Road Rec.

Expenditure is 103.2% of the annual budget.

4012 - Water rebate of £732.92 to be credited to Council. Will be received in new financial year.

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

502 Nature Reserves

Expenditure is 91.6% of the annual budget.

4060 - Overspend due to RPI increase in costs. Allowed for in 2019/20 budget and contract with BRCC and Wildlife Trust to be reviewed by new Council.

505 Grass Cutting

Expenditure is 75.8% of the annual budget.

Underspend on CBC grass contract of £2,420.

506 Litter Bins, Seats & Shelters

Expenditure is 76.2% of the annual budget.

No concerns

509 Christmas Lights

Expenditure is 87.5% of the annual budget.

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

601 Precept and Interest

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

1320 - Interest received exceeded estimated annual total.

602 Democratic & Civic Costs

Expenditure is 90.1% of the annual budget.

1309 - Lamppost poppy donations Poppy appeal income.

4042 - Overspend due to purchase of batteries for two defibrillators.

SANDY TOWN COUNCIL

COMMITTEE: Policy, Finance and Resources

DATE: 29 April 2019

AUTHOR: Town Clerk

SUBJECT: General Reserve

1. Summary

- 1.1 As a result of underspend in varying budgets the Council has a year-end total revenue underspend of £56,647.
- 1.2 In previous years any underspend has been transferred to its General Reserve to help build the General Reserve to the recommended level of six months' revenue expenditure. The Council should look to have a General Reserve of between three and six months based on its size and precept. The External Auditor would not expect to see the Council holding an excessive General Reserve.
- 1.3 At the beginning of the 2019/20 financial year the Council will have achieved a General Reserve of £234,000, which represents 6 months revenue expenditure based on its 2019/20 budget.
- 1.4 Underspend in 2019/20 is accounted for by underspend in a variety of contingency budget levels which were not needed for unexpected expenditure (such as equipment purchase and maintenance costs). The main areas of underspend for the year are as follows:

Staff	£22,182	Underspend as a result of staff changeovers in both administration and grounds teams. Periods of year operated with reduced staffing level.
Administration	£9,398	Savings achieved in IT, Printing, Service Agreements, and Photocopier costs as a result of new or re-negotiated contracts. Underspend in GDPR costs and the contingency budget of Misc. Establishment costs.
Works Budget	£4,331	Reduced expenditure on depot electricity and maintenance due to demolition of depot and construction of new depot. Reduced expenditure on refuse collection.
Car Park General Rates	£3,844	Reduction in car park rates following re-evaluation.
Play Equipment Maintenance	£3,828	Reduction in maintenance expenditure on older equipment due to installation of new play equipment.

Grass Cutting	£2,420	Savings on CBC grass cutting contract.
Christmas Lights	£2,369	Reduction in costs following establishment of the Friends of Sandy Christmas Lights Charity and the split of costs between the Council and the group.

2. Recommendation

- 2.1 It is recommended that £6,627 of the 2018/19 underspend is transferred to the General Reserve to give the Council the recommended reserve of six months' revenue expenditure based on the 2019/20 budget.
- 2.2 It is recommended that £50,000 of the 2018/19 underspend is transferred to the Cemetery Development Reserve to support expenditure on the completion of the Council's depot, cemetery and archaeological reports.

Time: 14:31

Current Bank A/c

List of Payments made between 01/03/2019 and 31/03/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/03/2019	Aviva	DDR	1,848.12		Aviva Insurance Premium
04/03/2019	UK Fuels Limited DDR	DDR	92.00		3536/Motor fuel
06/03/2019	1ST RESPONSE FIRE	31621	124.20		3539/Emergency lights- Office
06/03/2019	BEDFORD BOROUGH	31622	72.00		3570/240L Bin mixed Recycling
06/03/2019	BLUE ARROW	31623	237.90		3527/New staff - Receptionist
06/03/2019	BEN BURGESS	31624	1,454.29		3525/Vehicle repair-Tractor
06/03/2019	CENTRAL BEDS	31625	18,660.88		3529/CCTV monitoring 18/19
06/03/2019	COLIN ROSS	31626	98.52		3533/No dogs sign
06/03/2019	BEDFORD COLLEGE	31627	1,216.00		3526/NPTC IV 2 - Staff train
06/03/2019	SANDY CRICKET	31628	24.75		3556/Mileage claim - Brian tay
06/03/2019	DCK ACCOUNTING	31629	505.20		3534/Accounting visit
06/03/2019	FROODS AUTOSERVICES	31630	976.08		3541/Replace both front tyres
06/03/2019	GILKS FENCING	31631	292.90		3543/timber posts+metal straps
06/03/2019	HERTFORDSHIRE COUNTY	31632	120.65		3544/Cleaning mat+stationery
06/03/2019	HOWARDSON LTD	31633	816.00		3545/Tine blade tipped
06/03/2019	HUNTINGDON	31634	54.00		3546/Church service x 2
06/03/2019	ARTHUR IBBETTS	31635	327.60		3521/Braces + chainsaw boot
06/03/2019	LION PRESS	31636	199.20		3547/5 Burial books
06/03/2019	MILLENIUM SECURITY	31637	810.00		3548/Alarm callout
06/03/2019	TONY MUNNS	31638	320.00		3549/Monthly storage rent
06/03/2019	FD ODELL	31639	72.00		3550/Monthly skip rental
06/03/2019	PHS GROUP	31640	494.49		3553/Sanitary disposal
06/03/2019	RAUNDS TC	31641	40.00		3554/End of term curry eve x 2
06/03/2019	ROSETTA PUBLISH	31642	285.60		3555/Beds bulletin Mar19
06/03/2019	SEAMER	31643	450.00		3558/Grave digging
06/03/2019	SANDY FOOTBALL CLUB	31644	76.99		3557/Elec 04.09.18-27.02.19
06/03/2019	TEAM FLITWICK	31645	258.30		3568/Motor fuel
06/03/2019	TERRY SEYMOUR	31646	960.00		3560/Faulty light-Strat Road
06/03/2019	VERTO (UK)	31647	238.80		3561/Hosting website
06/03/2019	DUNSTABLE	31648	30.00		3606/Charity bowling night
06/03/2019	MAYORS KETTERING	31649	14.00		3605/Mayor's Charity Tea Party
06/03/2019	MILLENIUM SECURITY	31650	30.00		3609/Alarm callout
06/03/2019	TRAVIS PERKINS	31651	248.05		3608/Side loop tunnel bag
07/03/2019	Ampower UK Ltd	DDR1	16.69		3516/Elec bill Feb19- Car Park
07/03/2019	Barclays	DDR	28.40		Bank charges
11/03/2019	Ampower UK Ltd	DDR2	6.59		Purchase Ledger Payment
11/03/2019	Ampower UK Ltd	DDR3	256.50		INV-20190302263/3630/Ampower U
15/03/2019	Gazprom Energy DDR	DDR5	265.81		INV00317605/3652/Gazprom Energ
15/03/2019	T&R Roofing Ltd	111327	96.00		Emergency tile repair
15/03/2019	IOG	111328	150.00		IOG Subscription 19/20
18/03/2019	Workflow Imaging Systems Ltd D	DDR6	108.00		92134/3677/Workflow Imaging Sy
18/03/2019	UK Fuels Limited DDR	DDR7	68.64		3535/Motor fuel
18/03/2019	Ampower UK Ltd	DDR8	29.08		INV-20190302266/3629/Ampower U
18/03/2019	Ampower UK Ltd	DDR9	509.49		20190302267/3628/Ampower UK Lt
18/03/2019	Bedford Borough Council	DDR10	22,083.60		17023604/3636/Bedford Borough
20/03/2019	Purchase Power	DDR4	86.93		Purchase Ledger Payment
25/03/2019	Chess Ltd DDR	DDR11	216.54		3532/36 mths active support

Continued on Page 2

Time: 14:31

Current Bank A/c

List of Payments made between 01/03/2019 and 31/03/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
28/03/2019	Chess Ltd DDR	DDR12	67.68		3530/Office 365 bus premium
28/03/2019	Chess Ltd DDR	DDR13	310.70		3696733/3646/Chess Ltd DDR
Total Payments			<u>55,749.17</u>		

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 are progressing well. Contractor liaising with Local Planning Authority's Building Control, who have inspected the site. Contractor moving on to construction of roof and awaiting confirmation of electrical connection. 2nd Applicant for payment complete.</p> <p>Archaeological post excavation works are still being processed and a report must be completed by October 2019 in line with planning conditions.</p>
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. CCTV working group carried out a review and site assessment of CCTV needs. Awaiting recommendations and costs from CBC and Herts CCTV. Report to be brought back with CCTV recommendations.
Meeting 11/3/19			
Town Centre BT Phone Box	(113-18/19)	RESOLVED that the Clerk contact BT and enquire as to their planned future use of the phone box and should the box be decommissioned, that it house the defibrillator.	An application has been made to BT, however the decision time from the date of application is 90 days. Response anticipated for meeting of PFR on 22 nd July 2019.

SANDY TOWN COUNCIL

Flag Flying Policy

1. Introduction

- 1.1 This policy sets out Sandy Town Council's policy for flag flying.
- 1.2 Flags are traditionally flown by the Town Council for a variety of reasons; to show allegiance, support, or respect or to celebrate. The Town Council will always be sensitive to the views of all sectors of its community and will never use flags for political purposes.
- 1.3 The Town Council is free to fly the Union Flag at its discretion, however it will as far as appropriate follow national guidance.
- 1.4 Dates need to be checked annually on www.gov.uk.

2. Information

- 2.1 Sandy Town Council owns two flag poles, one is situated at Faynes Corner near the roundabout in town, the other is situated to the rear of the Council offices overlooking the car park. The flag pole located at Faynes Corner was funded by the Sandy Chamber of Trade in 2018.
- 2.2 Flags will be flown from both flag poles on recognised days and will be flown for one day unless agreed otherwise.
- 2.3 Officers will raise the appropriate flag at 10 Cambridge Road at 9:00am on a recognised flag flying day. The Flag will be flown until the following morning unless specified otherwise.
- 2.4 The outdoor team will raise the appropriate flag at Faynes Corner at 8:00am on a recognised flag flying day. The Flag will be flown until the following morning unless specified otherwise.
- 2.5 When a flag flying day falls on a weekend the flag will be raised at 4:00pm on a Friday and lowered at 8:00am on a Monday.

3. Union Flag Flying Days

- 3.1 The Union Flag, in accordance with guidance from the Department for Culture, Media and Sport, may be flown on the following occasions;

Union Flag		
Date	Reason	Flag
9 January	Birthday of the Duchess of Cambridge	Union
20 January	Birthday of the Countess of Wessex	Union
6 February	Her Majesty's Accession	Union
19 February	Birthday of the Duke of York	Union
10 March	Birthday of the Earl of Wessex	Union
21 April	Birthday of Her Majesty the Queen	Union
2 June	Coronation Day	Union
8 June	Official celebration of Her Majesty's birthday	Union
10 June	Birthday of the Duke of Edinburgh	Union
21 June	Birthday of the Duke of Cambridge	Union
17 July	Birthday of the Duchess of Cornwall	Union
15 August	Birthday of the Princess Royal	Union
11 th November (2 nd Sunday in November)	Remembrance Day	Union
14 November	Birthday of the Prince of Wales	Union
20 November	Her Majesty's Wedding Day	Union

3.2 The Town Clerk in consultation with the Mayor has discretion to fly the union flag at other times:

- To celebrate & support sporting events of significance.
- In recognition of a royal visit in consultation with the Lord Lieutenant.
- In respect of a formal visit by another significant dignitary.
- A special event of success in the town.
- Formal Town Council Civic occasions.

4. Flying the Union Flag at Half Mast

4.1 According to the College of Arms website, the Union Flag shall be flown at half-mast in the following circumstances:

- From the announcement of the death of the sovereign until the funeral.

In the following cases, half mastings will be by special command from Her Majesty:

- On the death of a member or near relative of the Royal Family or the funeral of members of the Royal Family
- The funerals of Prime Ministers and ex-Prime Ministers of the United Kingdom
- Any other occasions as commanded

4.2 The Department of Culture, Media and Sport will inform Government departments of any other occasions when Her Majesty has given a special command. The College of Arms will publish details of half-masting instructions

for the information of local and national government and any other interested bodies or individuals.

- 4.3 Local government bodies are permitted to fly the Union Flag at half-mast to mark local as well as national commemorations or losses, including the death of present councillors or past Mayors. In this case flags would be flown at half-mast for one day.
- On the death/funeral of a serving officer in the Armed Forces from the town.
 - On Holocaust Day in January.
 - On the death/funeral of a serving Town Councillor, local Unitary Councillor, or local Member of Parliament.
 - At the discretion of the Mayor, to commemorate local civic and community dignitaries who have recently passed away.

Note: Half-mast means the flag is flown two-thirds of the way up the flag pole with at least the height of the flag between the top of the flag and the top of the flagpole. (The Flag Institutes Flag Flying Protocol)

5. How should flags be flown at half-mast?

- 5.1 When flags are to be flown at half-mast, they should be two-thirds up between the top and bottom of the flagstaff with at least the height of the flag between the top of the flag and the top of the flag pole.
- 5.2 When raising the flag, it should always be hoisted right up and then lowered back down to half-mast. Likewise, before it is lowered, it should first be hoisted right up and then lowered back down.
- 5.3 When flag flying days coincide with days for flying flags at half-mast, flags should be flown right up, unless special commands are received from Her Majesty to the contrary.

6. Other Flags

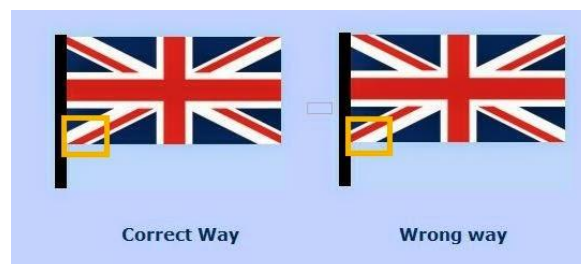
- 6.1 On the second Monday in March the Council will fly the Commonwealth Flag in recognition of Commonwealth Day.
- 6.2 On St George's Day, **23rd April**, the Flag of St George may be flown. At the Mayor's discretion, the Flag of St George may be flown to celebrate or support sporting events of significance of an England Team.
- 6.3 On the **28th November** the Council will fly the Bedfordshire County Flag in recognition of Bedfordshire Day.

7. Twinning Flags

- 7.1 According to the Department for Communities & Local Government’s Plain English Guide to Flying Flags, the Council does not need consent to fly any country’s national flag.
- 7.2 Sandy Town Council is twinned with Malaunay in France and has a long partnership with Skarszewy in Poland. The relevant national flag will be flown when Sandy receives visitors from these countries.

8. How should the Union Flag be flown?

8.1 The flag must be flown the correct way up, see www.flaginstitute.org/wp/ for further details. The correct way up for the Union Flag when flying is with the broader diagonal white stripe at the top left-hand side of the flag nearest the flagpole;



9. Flags held by Sandy Town Council

To meet the flag flying guidelines set out in this policy the Town Council should ensure that it has the following flags in its possession;

	Currently Held	Required
Union Flag	x 1	x 2
St Georges/England Flag	x 1	x 2
Bedfordshire Flag	x 0	x 2
Commonwealth Flag	x 0	x 2
French Flag	x 1	x 2
Polish Flag	x 1	x 2

Financial Implications

Members should note that if the Council wishes to fly flags at both 10 Cambridge Road and Faynes Corner the following additional flags will need to be purchased;

1 x Union =	£19.95	Quotes are based on 5ft 3” rope and toggle flags made from knitted polyester and weighing 150gms
1 x St Georges =	£19.85	
2 x Bedfordshire Day =	£69.60	
2 x Commonwealth =	£69.90	
1 x Polish =	£19.95	
1 x French =	£19.95	
Total Cost:	£219.20	