

Quarterly Summary Information Report – Covering 2016/17 Quarters 1- 4 inclusive (i.e. Year to 31<sup>st</sup> March 2017)

Ref	Information Title	PC Approval Date	Beneficiaries(y)	Purpose	£ Excl. VAT	£ VAT not recovered	Merchant category of expenditure / Explanatory notes on Parish Council (PC) activities
1	Expenditures exceeding £500	13/07/2016 26/11/2016 25/01/2017 08/03/2017 08/03/2017	Clerk & RFO P Davies Clerk & RFO Cannon Timber Windows J Hollis	Salaries including PAYE AED installation Salaries including PAYE Notice boards VH floor refurbishment	675.20 768.00 886.00 1,800.00 650.00	0.00 0.00 0.00 0.00 0.00	Staff costs Electrician Staff costs Cabinet maker Decorator
2	Government Procurement Card transactions						None
3	Procurement Tenders issued over £5,000						None
4	PC Land & Buildings owned.	Village Hall (13/12/1960)	Village residents	Meetings & Social events	(Rebuild Insurance value £352k)		This Community Asset was conveyed to the Parish Council by St Albans Diocesan Board of Finance and Elizabeth Faur Walker in 1960 in consideration of funds raised by donations, subscriptions and gifts from the inhabitants of the Parish, and cannot be sold by the Council and is hence valued at a nominal £1 on the PC Asset Register
5	Social Housing Asset Value						None
6	Grants paid to voluntary, community and social enterprise organisations	09/11/2016 09/11/2016 09/11/2016 09/11/2016 09/11/2016 25/01/2017 25/01/2017 08/03/2017 08/03/2017	Sandon PCC Friends of Sandon School Gardeners Club Herts Air Ambulance Sports Club Cygnets Pre-school group History Group History Group Strollers Cricket Club	Grass cutting Educational Visiting speakers Operating costs Pavilion refurbishment Environmental learning equipment Map Framing of Map Mower maintenance & pavilion	600.00 500.00 250.00 250.00 650.00 250.00 33.60 60.00 250.00		
7	Organisation Chart						The PC comprises 6 councillors, who elect a Chair and Deputy from their number. Both Clerk and RFO report to the PC.
8	Trade Union Facility Time						There are no trade union representatives and no paid time is allocated for trade union activities
9 & 10	Parking Account & Parking Spaces						The Council has no parking spaces and hence no parking account.
11	Senior Salaries						No employee earns over £50,000 p.a.
12	Constitution						Standing Orders and Code of Conduct are regularly reviewed and are published on the website.
13	Pay multiple						Employees paid the same, hence pay multiple is 1
14	Fraud						No instances of fraud and no ongoing fraud investigations
15	Waste Contracts						No waste contracts in place,

*M. J. Whitehead* 10<sup>th</sup> May 2017